

## **Executive Advisory Board Meeting**

Wednesday, February 2, 2022 9:00 AM

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

1. **Call to Order**

2. **Approval of the Agenda**

3. **Public Comment**

4. **Consent Agenda**

4.1. Approval of the Minutes, Executive Board  
Meeting, January 5, 2022



## ***Mid-Valley Special Education Cooperative***

1304 Ronzheimer Avenue  
St. Charles, IL 60174  
Phone: 331-228-4873  
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### **Executive Advisory Board Meeting January 5, 2022 9:00 AM**

The Mid-Valley Special Education Cooperative Board met in Regular Session on Wednesday, January 5, 2022 at the Mid-Valley Special Education Cooperative, 1304 Ronzheimer Avenue, St. Charles, IL 60174.

#### **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. Leden seconded the motion. Approval of the Agenda was confirmed by unanimous vote. 5-0.

#### **Public Comment**

None

#### **Consent Agenda**

- 4.1 Approval of Minutes, Executive Board Meeting, December 1, 2021
- 4.2 Approval of Bills, December 2021
- 4.3 Approval of Payroll, December 2021
- 4.4 Approval of Financial Report, December 2021
- 4.5 Approval of the Treasurer's Report, December 2021

Dr. Pearson called for Approval of the Consent Agenda. Dr. Mutchler moved and Dr. Stirn seconded the motion. Approval of the Consent Agenda was confirmed by unanimous vote. 5-0.

#### **Information**

##### **5.1 Student and Staff Enrollment, December, 2021**

Mrs. Palese reported the student/staff enrollment details for December 2021 and December 2020 to see the comparisons.

#### **For Action**

##### **6.1 Approval of the Personnel Report, December, 2021**

Dr. Stirn motioned, seconded by Dr. Leden for Approval of the Personnel Report. Motion carried by unanimous roll call vote. 5-0.

**New Business**

None

**Adjournment**

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

**The meeting adjourned at 9:01 AM**

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Chair of the Mid-Valley Board

*The next Regular Mid-Valley Executive Advisory Board Meeting will be Wednesday, February 2, 2022, 9:00 AM at the Mid-Valley Administration Offices, 1304 Ronzheimer Avenue. St. Charles, IL 60174*

#### 4.2. Approval of Bills, January, 2022

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK

Date Range: 01/01/2022 - 01/31/2022

Sort By: Vendor

Bank Account: 3445079

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2021-2022

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
Bank Name: HARRIS BANK				Bank Account: 3445079				
13055	01/24/2022	1129	ALBER, KARIN	NOV - DEC MILEAGE	10.0000.2520.332.000.140	STAFF TRAVEL	\$7.73	
							Check Total:	\$7.73
13056	01/24/2022	1129	ANCONA, JESLYNN	DEC MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL	\$239.12	
							Check Total:	\$239.12
13057	01/24/2022	1129	Antoniou, Jessica	REIMB SOCIAL SKILLS	14.0000.1200.410.000.222	ESSER III SUPPLIES & MATERIALS	\$39.50	
							Check Total:	\$39.50
NCB	01/28/2022	1137	AXA EQUITABLE	V78179	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$200.00	
NCB	01/28/2022	1137	AXA EQUITABLE	V78179	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$100.00	
NCB	01/14/2022	1126	AXA EQUITABLE	V786110	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$200.00	
NCB	01/14/2022	1126	AXA EQUITABLE	V786110	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$100.00	
							Check Total:	\$600.00
13058	01/24/2022	1129	B & H PHOTO	197204342	14.0000.1200.700.000.222	ESSER III NON CAP EQUIP - FURN	\$1,643.97	
13058	01/24/2022	1129	B & H PHOTO	197204342	14.0000.1200.700.000.222	ESSER III NON CAP EQUIP - FURN	\$239.97	
							Check Total:	\$1,883.94
13059	01/24/2022	1129	BAKER MEMORIAL UMC	JANUARY/FEBRUARY	14.0000.1250.325.000.010	FACILITY/COPIER RENTAL	\$1,600.00	
							Check Total:	\$1,600.00
13049	01/21/2022	1128	BATAVIA ENTERPRISES	FEBRUARY RENT	10.0000.1200.325.000.922	FACILITY RENTAL	\$5,520.58	
							Check Total:	\$5,520.58
13060	01/24/2022	1129	BATAVIA ENTERPRISES	W/O 10328-3	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$684.78	
							Check Total:	\$684.78
13061	01/24/2022	1129	BINGHAM, MEG	AUG - DEC MILEAGE	10.0000.1200.332.000.079	STAFF TRAVEL	\$298.91	
13061	01/24/2022	1129	BINGHAM, MEG	AUG - DEC MILEAGE	10.0000.1200.332.000.109	STAFF TRAVEL	\$74.72	
							Check Total:	\$373.63

## MID VALLEY SPECIAL EDUCATION COOP

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Bank Account: 3445079

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Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2021-2022

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.1200.400.000.080	INCENTIVES	\$239.04
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.1200.400.000.080	INCENTIVES	\$100.00
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.1200.400.000.080	INCENTIVES	\$43.79
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$98.81
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$154.54
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$42.83
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$54.95
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$60.94
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$166.87
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$67.99
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.1200.415.000.014	INSTRUCTIONAL SUPPLIES	\$26.99
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.1200.415.000.028	INSTRUCTIONAL SUPPLIES	\$37.68
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.1200.415.000.028	INSTRUCTIONAL SUPPLIES	\$49.64
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$38.75
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$42.28
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2130.412.000.111	CLASSROOM SUPPLIES	\$13.16
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2130.412.000.111	CLASSROOM SUPPLIES	\$22.97
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2130.412.000.111	CLASSROOM SUPPLIES	\$4.70
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2130.412.000.111	CLASSROOM SUPPLIES	\$42.24

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

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Date Range: 01/01/2022 - 01/31/2022

Sort By: Vendor

Bank Account: 3445079

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2021-2022

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2150.415.000.113	INSTRUCTIONAL SUPPLIES	\$173.82
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2190.410.000.114	SUPPLIES/MATERIALS	\$442.00
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2190.418.000.114	EQUIPMENT <\$500	\$501.93
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2190.470.000.114	SOFTWARE/SUBSCRIPTIONS	\$40.00
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2210.410.000.120	SUPPLIES/MATERIALS	\$14.99
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2210.410.000.120	SUPPLIES/MATERIALS	\$99.84
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2320.340.000.140	POSTAGE	\$7.38
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2320.410.000.140	SUPPLIES/MATERIALS	\$15.98
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2320.410.000.140	SUPPLIES/MATERIALS	\$9.80
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2320.410.000.140	SUPPLIES/MATERIALS	\$29.03
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2320.410.000.140	SUPPLIES/MATERIALS	\$29.94
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2320.541.000.140	EQUIPMENT - CAPITAL	\$166.34
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2520.640.000.140	BANK FEES/DUES/MEMBERSHIPS	\$200.00
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2560.315.000.080	FOOD SERVICE	\$6.00
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2560.315.000.080	FOOD SERVICE	\$17.94
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2640.410.000.140	SUPPLIES/MATERIALS	\$802.47
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	10.0000.2640.410.000.140	SUPPLIES/MATERIALS	\$6.57
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	14.0000.1200.400.000.622	INCENTIVES	\$12.50
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	14.0000.1200.400.000.622	INCENTIVES	\$148.13

**MID VALLEY SPECIAL EDUCATION COOP**

**Disbursement Detail Listing**

**Bank Name:** HARRIS BANK  
**Bank Account:** 3445079

**Date Range:** 01/01/2022 - 01/31/2022  
**Voucher Range:** -

**Sort By:** Vendor  
**Dollar Limit:** \$0.00

**Fiscal Year:** 2021-2022

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	14.0000.1200.410.000.222	ESSER III SUPPLIES & MATERIALS	\$18.99
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	14.0000.1200.410.000.222	ESSER III SUPPLIES & MATERIALS	\$1,639.33
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	14.0000.1200.410.000.222	ESSER III SUPPLIES & MATERIALS	\$544.10
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	14.0000.1200.410.000.222	ESSER III SUPPLIES & MATERIALS	\$173.78
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	14.0000.1200.410.000.222	ESSER III SUPPLIES & MATERIALS	\$38.37
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	14.0000.1200.700.000.222	ESSER III NON CAP EQUIP – FURN	\$245.95
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	14.0000.1250.415.000.010	INSTRUCTIONAL SUPPLIES	\$91.88
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	14.0000.2210.312.001.322	STAFF DEV COORDINATORS	\$350.00
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	14.0000.2210.312.001.322	STAFF DEV COORDINATORS	\$350.00
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	14.0000.2210.312.002.322	STAFF DEV BUS MANAGER	\$304.00
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	14.0000.2210.312.007.322	STAFF DEV	\$99.00
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	14.0000.2210.312.140.322	STAFF DEV EXECUTIVE DIRECTOR	\$350.00
13062	01/24/2022	1129	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2022 STMT.	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$61.13
Check Total:							\$8,299.36
13050	01/21/2022	1128	BRIGHTSTAR KANE COUNTY	6468476	10.0000.1200.310.000.078	PROFESSIONAL SERVICES	\$317.49
13050	01/21/2022	1128	BRIGHTSTAR KANE COUNTY	6468476	10.0000.1200.314.000.014	CONSULTANTS	\$952.47
13050	01/21/2022	1128	BRIGHTSTAR KANE COUNTY	6588350	10.0000.1200.310.000.078	PROFESSIONAL SERVICES	\$868.92
13050	01/21/2022	1128	BRIGHTSTAR KANE COUNTY	6588350	10.0000.1200.314.000.028	CONSULTANTS	\$802.08
13050	01/21/2022	1128	BRIGHTSTAR KANE COUNTY	6635492	10.0000.1200.314.000.014	CONSULTANTS	\$679.29
Check Total:							\$3,620.25

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 01/01/2022 - 01/31/2022  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2021-2022

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
13063	01/24/2022	1129	CAAEL	1331	10.0000.1200.640.000.080	DUES/FEES/MEMBERSHIPS	\$800.00
						Check Total:	\$800.00
13064	01/24/2022	1129	CANDOR HEALTH EDUCATION	2022365	14.0000.1250.310.000.010	PROFESSIONAL SERVICES	\$400.00
						Check Total:	\$400.00
13065	01/24/2022	1129	CHALUS, TIANA T	DECEMBER MILEAGE	10.0000.1200.332.000.078	STAFF TRAVEL	\$23.30
13065	01/24/2022	1129	CHALUS, TIANA T	REIMB TEAM BLDG	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$54.04
						Check Total:	\$77.34
13038	01/07/2022	1127	CITY OF ST CHARLES	11/11-12/6 224241018	20.0000.2540.370.000.000	WATER/SEWER	\$137.38
13038	01/07/2022	1127	CITY OF ST CHARLES	11/11-12/6 224241018	20.0000.2540.466.000.000	ELECTRICITY	\$4,150.86
13038	01/07/2022	1127	CITY OF ST CHARLES	11/18-12/15 81081857	20.0000.2540.466.000.078	ELECTRICITY-SHELBY	\$96.65
13038	01/07/2022	1127	CITY OF ST CHARLES	11/18-12/15/21 81082	20.0000.2540.466.000.078	ELECTRICITY-SHELBY	\$89.85
13038	01/07/2022	1127	CITY OF ST CHARLES	11/8-12/5 224912048	20.0000.2540.370.000.000	WATER/SEWER	\$59.47
						Check Total:	\$4,534.21
13066	01/24/2022	1129	CITY OF ST CHARLES	12/5-1/5 22491204800	20.0000.2540.370.000.000	WATER/SEWER	\$70.60
13066	01/24/2022	1129	CITY OF ST CHARLES	12/6-1/5 22424101808	20.0000.2540.370.000.000	WATER/SEWER	\$115.12
13066	01/24/2022	1129	CITY OF ST CHARLES	12/6-1/5 22424101808	20.0000.2540.466.000.000	ELECTRICITY	\$4,489.80
						Check Total:	\$4,675.52
13067	01/24/2022	1129	CLAESON, NICOLE	DECEMBER MILEAGE	10.0000.1200.332.000.109	STAFF TRAVEL	\$59.92
						Check Total:	\$59.92
13039	01/07/2022	1127	COMCAST CABLE	12/23/2021-1/22/2022	20.0000.2540.319.000.078	CABLE/INTERNET-SHELBY	\$357.92
						Check Total:	\$357.92
13040	01/07/2022	1127	COMMUNITY THERAPY SERVICES	1578	10.0000.2139.314.000.130	CONSULTANTS	\$1,862.00
13040	01/07/2022	1127	COMMUNITY THERAPY SERVICES	1578	14.0000.1200.314.000.222	ESSER III CONSULTANT	\$114.00
						Check Total:	\$1,976.00
13068	01/24/2022	1129	CRISIS PREVENTION INSTITUTE INC	CUS0280733	14.0000.2210.314.000.322	STAFF DEV CO-OP WIDE	\$3,899.00
						Check Total:	\$3,899.00
13069	01/24/2022	1129	CUSD #303	JAN CHASSEE/ROWE	10.0000.2310.225.000.144	INSURANCE STIPEND	\$1,501.44
						Check Total:	\$1,501.44
13070	01/24/2022	1129	CUSD #303	2122002	10.0000.1200.331.000.080	FIELD TRIPS/STUDENT TRAVEL	\$173.17

## MID VALLEY SPECIAL EDUCATION COOP

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13070	01/24/2022	1129	CUSD #303	2122003	10.0000.1200.331.000.080	FIELD TRIPS/STUDENT TRAVEL	\$221.50
13070	01/24/2022	1129	CUSD #303	2122004	10.0000.1200.331.000.011	FIELD TRIPS/STUDENT TRAVEL	\$269.67
13070	01/24/2022	1129	CUSD #303	2122006	10.0000.1200.331.000.080	FIELD TRIPS/STUDENT TRAVEL	\$111.85
Check Total:							\$776.19
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V165025	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$11,486.42
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V165025	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$683.71
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V165025	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$136.74
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V258330	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,534.52
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V326272	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$5,909.94
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V326272	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$656.66
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V39094	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$1,598.42
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V431100	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$570.62
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V442767	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$271.26
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V442767	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$20.88
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V442767	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1.31
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V450408	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$695.58
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V477459	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$862.72
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V477459	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$125.60
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V52837	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$123.98
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V52837	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$20.50

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
 Bank Account: 3445079

Date Range: 01/01/2022 - 01/31/2022  
 Voucher Range: -

Sort By: Vendor  
 Dollar Limit: \$0.00

Fiscal Year: 2021-2022

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V532896	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$4,388.01
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V533482	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$53.32
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V533482	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.91
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V533482	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.80
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V69877	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$11,687.95
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V69877	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,917.07
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V88217	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,249.15
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V88217	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$148.79
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V88217	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$5.72
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V884664	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$8,709.18
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V90325	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$416.57
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V90325	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$33.44
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V90325	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.73
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V906508	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$9,346.47
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V906508	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,914.33
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V915543	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$696.42
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V915543	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$348.21
13035	01/14/2022	1120	CUSD #303 EMP HEALTH FUND	V967130	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$6,783.84
Check Total:							\$74,399.77
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V119569	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$695.58
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V170144	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$1,598.42

**MID VALLEY SPECIAL EDUCATION COOP**

**Disbursement Detail Listing**

**Bank Name:** HARRIS BANK  
**Bank Account:** 3445079

**Date Range:** 01/01/2022 - 01/31/2022  
**Voucher Range:** -

**Sort By:** Vendor  
**Dollar Limit:** \$0.00

**Fiscal Year:** 2021-2022

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V230310	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$274.80
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V230310	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$20.60
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V230310	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1.31
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V235543	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$426.32
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V235543	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$31.51
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V235543	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.73
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V266035	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$696.42
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V266035	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$348.21
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V266857	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$851.62
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V266857	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$120.65
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V287357	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,970.14
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V287357	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$312.54
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V328779	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$7,513.71
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V328779	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$482.47
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V343147	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$416.68
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V343147	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$416.68
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V383344	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,534.52
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V401648	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,322.43
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V401648	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$148.79

**MID VALLEY SPECIAL EDUCATION COOP**

**Disbursement Detail Listing**

Bank Name: HARRIS BANK  
 Bank Account: 3445079

Date Range: 01/01/2022 - 01/31/2022  
 Voucher Range: -

Sort By: Vendor  
 Dollar Limit: \$0.00

Fiscal Year: 2021-2022

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V401648	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$5.72	
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V435929	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$10,695.07	
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V435929	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,824.12	
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V517280	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$6,783.84	
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V544656	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$53.32	
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V544656	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.91	
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V544656	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.80	
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V5584	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$570.62	
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V687363	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$130.96	
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V687363	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$19.69	
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V75224	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$11,069.54	
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V75224	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,917.07	
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V785933	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$8,709.18	
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V899175	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$3,989.10	
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V929020	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$11,486.42	
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V929020	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$683.71	
13110	01/28/2022	1130	CUSD #303 EMP HEALTH FUND	V929020	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$136.74	
							Check Total:	\$80,260.94
13071	01/24/2022	1129	CUSD #304	101	10.0000.1200.314.000.115	CONSULTANTS	\$6,388.76	
13071	01/24/2022	1129	CUSD #304	102	10.0000.1200.314.000.115	CONSULTANTS	\$6,240.60	
							Check Total:	\$12,629.36
13072	01/24/2022	1129	DOMARACKI, MARY ANN	NOV-DEC MILEAGE	10.0000.2110.332.000.110	STAFF TRAVEL	\$72.86	
							Check Total:	\$72.86

**MID VALLEY SPECIAL EDUCATION COOP**

**Disbursement Detail Listing**

Bank Name: HARRIS BANK

Date Range: 01/01/2022 - 01/31/2022

Sort By: Vendor

Bank Account: 3445079

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2021-2022

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
13073	01/24/2022	1129	ELEVATOR INSPECTION SERVICE COMPANY, INC	105492	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$175.00	
							Check Total:	\$175.00
13074	01/24/2022	1129	FILTER SERVICE INC	INV285857	20.0000.2540.410.000.000	SUPPLIES/MATERIALS	\$284.85	
							Check Total:	\$284.85
13075	01/24/2022	1129	FIRST STUDENT	216679	10.0000.1200.331.000.011	FIELD TRIPS/STUDENT TRAVEL	\$92.96	
13075	01/24/2022	1129	FIRST STUDENT	216679	10.0000.1200.331.000.014	FIELD TRIPS/STUDENT TRAVEL	\$92.96	
13075	01/24/2022	1129	FIRST STUDENT	218244	10.0000.1200.331.000.011	FIELD TRIPS/STUDENT TRAVEL	\$89.38	
13075	01/24/2022	1129	FIRST STUDENT	218244	10.0000.1200.331.000.014	FIELD TRIPS/STUDENT TRAVEL	\$89.39	
13075	01/24/2022	1129	FIRST STUDENT	218254	10.0000.1200.331.000.028	FIELD TRIPS/STUDENT TRAVEL	\$178.77	
13075	01/24/2022	1129	FIRST STUDENT	218292	10.0000.1200.331.000.011	FIELD TRIPS/STUDENT TRAVEL	\$214.54	
13075	01/24/2022	1129	FIRST STUDENT	218292	10.0000.1200.331.000.014	FIELD TRIPS/STUDENT TRAVEL	\$214.55	
13075	01/24/2022	1129	FIRST STUDENT	218296	10.0000.1200.331.000.011	FIELD TRIPS/STUDENT TRAVEL	\$409.42	
							Check Total:	\$1,381.97
13051	01/21/2022	1128	FOX VALLEY CHRISTIAN CHURCH	70	10.0000.1200.325.000.079	FACILITY RENTAL	\$400.00	
							Check Total:	\$400.00
13076	01/24/2022	1129	FOX VALLEY FIRE & SAFETY	IN00488574	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$95.75	
							Check Total:	\$95.75
13077	01/24/2022	1129	FOX VALLEY FITNESS	DECEMBER	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$650.00	
							Check Total:	\$650.00
13078	01/24/2022	1129	FRANCISCO JUAREZ PAINTING	1/23/2022	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$1,250.00	
							Check Total:	\$1,250.00

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 01/01/2022 - 01/31/2022  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2021-2022

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
13079	01/24/2022	1129	GRUNDY SUPPLY	295136	14.0000.1200.410.000.222	ESSER III SUPPLIES & MATERIALS	\$416.50
Check Total:							\$416.50
13080	01/24/2022	1129	GSF USA, Inc.	INR063641	20.0000.2540.322.000.000	CUSTODIAL SERVICES	\$4,506.14
Check Total:							\$4,506.14
13081	01/24/2022	1129	HAMMACK-COTE MANDY	1/4-1/18/22 MILEAGE	10.0000.2138.332.000.129	STAFF TRAVEL	\$82.31
Check Total:							\$82.31
13082	01/24/2022	1129	HEARTLAND ALLIANCE HEALTH CCIS	19737	10.0000.2640.310.000.140	PROFESSIONAL SERVICES	\$79.50
Check Total:							\$79.50
13083	01/24/2022	1129	HENNE, RONA	OCT - DEC MILEAGE	10.0000.2139.332.000.130	STAFF TRAVEL	\$150.57
13083	01/24/2022	1129	HENNE, RONA	OCT - DEC MILEAGE	10.0000.2190.332.000.114	STAFF TRAVEL	\$50.19
13083	01/24/2022	1129	HENNE, RONA	REIMB PODD COMM BK	10.0000.2190.410.000.114	SUPPLIES/MATERIALS	\$80.00
Check Total:							\$280.76
13084	01/24/2022	1129	ILLINOIS CENTRAL SCHOOL BUS	572-04855	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$5,839.00
Check Total:							\$5,839.00
NCB	01/28/2022	1132	ILLINOIS DEPT OF REVENUE	V757621	10.0487.0000.000.000.000	SIT	\$11,425.27
NCB	01/28/2022	1132	ILLINOIS DEPT OF REVENUE	V757621	14.0487.0000.000.000.000	SIT	\$1,076.17
NCB	01/28/2022	1132	ILLINOIS DEPT OF REVENUE	V757621	17.0487.0000.000.000.000	SIT	\$18.76
NCB	01/14/2022	1122	ILLINOIS DEPT OF REVENUE	V861167	10.0487.0000.000.000.000	SIT	\$11,366.98
NCB	01/14/2022	1122	ILLINOIS DEPT OF REVENUE	V861167	14.0487.0000.000.000.000	SIT	\$1,098.37
NCB	01/14/2022	1122	ILLINOIS DEPT OF REVENUE	V861167	17.0487.0000.000.000.000	SIT	\$18.76
NCB	01/14/2022	1125	IMRF	V349794	10.0485.0000.000.000.000	IMRF	\$598.96
NCB	01/14/2022	1125	IMRF	V349794	14.0485.0000.000.000.000	IMRF	\$104.19
NCB	01/28/2022	1136	IMRF	V394344	10.0485.0000.000.000.000	IMRF	\$684.42
NCB	01/28/2022	1136	IMRF	V394344	14.0485.0000.000.000.000	IMRF	\$113.58
NCB	01/28/2022	1136	IMRF	V645121	10.0485.0000.000.000.000	IMRF	\$11,787.13
NCB	01/28/2022	1136	IMRF	V645121	14.0485.0000.000.000.000	IMRF	\$513.35
NCB	01/14/2022	1125	IMRF	V964045	10.0485.0000.000.000.000	IMRF	\$12,151.94
NCB	01/14/2022	1125	IMRF	V964045	14.0485.0000.000.000.000	IMRF	\$500.18
NCB	01/28/2022	1137	ING	V462892	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$50.00

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
 Bank Account: 3445079

Date Range: 01/01/2022 - 01/31/2022  
 Voucher Range: -

Sort By: Vendor  
 Dollar Limit: \$0.00

Fiscal Year: 2021-2022

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
NCB	01/14/2022	1126	ING	V721924	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$50.00	
NCB	01/28/2022	1133	Internal Revenue Service	V354290	10.0481.0000.000.000.000	FIT	\$23,832.39	
NCB	01/28/2022	1133	Internal Revenue Service	V354290	14.0481.0000.000.000.000	FIT	\$2,076.11	
NCB	01/28/2022	1133	Internal Revenue Service	V354290	17.0481.0000.000.000.000	FIT	\$42.32	
NCB	01/14/2022	1123	Internal Revenue Service	V572017	10.0481.0000.000.000.000	FIT	\$24,386.44	
NCB	01/14/2022	1123	Internal Revenue Service	V572017	14.0481.0000.000.000.000	FIT	\$2,184.03	
NCB	01/14/2022	1123	Internal Revenue Service	V572017	17.0481.0000.000.000.000	FIT	\$53.99	
NCB	01/14/2022	1123	Internal Revenue Service	V607932	10.0482.0000.000.000.000	FICA SS	\$10,047.04	
NCB	01/14/2022	1123	Internal Revenue Service	V607932	14.0482.0000.000.000.000	FICA SS	\$400.86	
NCB	01/14/2022	1123	Internal Revenue Service	V702184	10.0483.0000.000.000.000	MEDICARE	\$7,525.70	
NCB	01/14/2022	1123	Internal Revenue Service	V702184	14.0483.0000.000.000.000	MEDICARE	\$746.72	
NCB	01/14/2022	1123	Internal Revenue Service	V702184	17.0483.0000.000.000.000	MEDICARE	\$12.18	
NCB	01/28/2022	1133	Internal Revenue Service	V819478	10.0483.0000.000.000.000	MEDICARE	\$7,585.00	
NCB	01/28/2022	1133	Internal Revenue Service	V819478	14.0483.0000.000.000.000	MEDICARE	\$738.10	
NCB	01/28/2022	1133	Internal Revenue Service	V819478	17.0483.0000.000.000.000	MEDICARE	\$12.18	
NCB	01/28/2022	1133	Internal Revenue Service	V85746	10.0482.0000.000.000.000	FICA SS	\$9,863.38	
NCB	01/28/2022	1133	Internal Revenue Service	V85746	14.0482.0000.000.000.000	FICA SS	\$414.10	
							Check Total:	\$141,478.60
13085	01/24/2022	1129	JENKINS, SHARON M	REIM DEC MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL	\$68.32	
							Check Total:	\$68.32
13086	01/24/2022	1129	KANE COUNTY ROE #31	8002200111	10.0000.2640.310.000.140	PROFESSIONAL SERVICES	\$120.00	
							Check Total:	\$120.00
13087	01/24/2022	1129	MAGLIERI, JOHN L	1/3-1/14 MILEAGE	10.0000.1200.332.000.115	STAFF TRAVEL	\$351.00	
13087	01/24/2022	1129	MAGLIERI, JOHN L	11/22-12/17 MILEAGE	10.0000.1200.332.000.115	STAFF TRAVEL	\$537.60	
							Check Total:	\$888.60
13088	01/24/2022	1129	MCGRAW HILL LLC	120826981001/1208014	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$150.00	
13088	01/24/2022	1129	MCGRAW HILL LLC	120826981001/1208014	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$0.00	
13088	01/24/2022	1129	MCGRAW HILL LLC	120826981001/1208014	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$0.00	
13088	01/24/2022	1129	MCGRAW HILL LLC	120826981001/1208014	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$0.00	
13088	01/24/2022	1129	MCGRAW HILL LLC	120826981001/1208014	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$0.00	
							Check Total:	\$150.00

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 01/01/2022 - 01/31/2022  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2021-2022

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
13089	01/24/2022	1129	MENARDS - WEST CHICAGO	42671	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$177.24
Check Total:							\$177.24
NCB	01/14/2022	1126	MG TRUST COMPANY	V126356	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$475.00
NCB	01/28/2022	1137	MG TRUST COMPANY	V229978	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$475.00
NCB	01/28/2022	1137	MG TRUST COMPANY	V311574	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,795.44
NCB	01/14/2022	1126	MG TRUST COMPANY	V680700	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,795.44
Check Total:							\$4,540.88
13041	01/07/2022	1127	MID VALLEY SPECIAL EDUCATION	FY22 WINTER OUTINGS	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$700.00
Check Total:							\$700.00
13036	01/14/2022	1120	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V735906	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$699.24
13036	01/14/2022	1120	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V735906	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$45.24
13036	01/14/2022	1120	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V758460	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,268.56
13036	01/14/2022	1120	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V758460	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$268.94
Check Total:							\$3,281.98
13111	01/28/2022	1130	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V98031	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$697.86
13111	01/28/2022	1130	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V98031	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$46.62
13111	01/28/2022	1130	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V981914	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,268.56
13111	01/28/2022	1130	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V981914	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$268.94
Check Total:							\$3,281.98
13090	01/24/2022	1129	MILLS, MELISSA	REIM DEC MILEAGE	10.0000.2320.332.001.140	STAFF TRAVEL	\$94.42
Check Total:							\$94.42
13091	01/24/2022	1129	MOVINGMINDS	IN128024	14.0000.1200.700.000.222	ESSER III NON CAP EQUIP - FURN	\$268.58
Check Total:							\$268.58

**MID VALLEY SPECIAL EDUCATION COOP**

**Disbursement Detail Listing**

**Bank Name:** HARRIS BANK  
**Bank Account:** 3445079

**Date Range:** 01/01/2022 - 01/31/2022  
**Voucher Range:** -

**Sort By:** Vendor  
**Dollar Limit:** \$0.00

**Fiscal Year:** 2021-2022

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
NCB	01/14/2022	1121	MVSE - DIRECT DEPOSIT	V110607	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$749.00	
NCB	01/14/2022	1121	MVSE - DIRECT DEPOSIT	V117901	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$181,700.83	
NCB	01/14/2022	1121	MVSE - DIRECT DEPOSIT	V117901	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$17,044.35	
NCB	01/14/2022	1121	MVSE - DIRECT DEPOSIT	V117901	17.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$299.44	
NCB	01/28/2022	1131	MVSE - DIRECT DEPOSIT	V294395	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$749.00	
NCB	01/14/2022	1121	MVSE - DIRECT DEPOSIT	V39511	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$535.00	
NCB	01/28/2022	1131	MVSE - DIRECT DEPOSIT	V645741	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$535.00	
NCB	01/28/2022	1131	MVSE - DIRECT DEPOSIT	V742916	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$184,610.28	
NCB	01/28/2022	1131	MVSE - DIRECT DEPOSIT	V742916	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$16,913.78	
NCB	01/28/2022	1131	MVSE - DIRECT DEPOSIT	V742916	17.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$311.11	
NCB	01/28/2022	1135	MVSE - DIRECT DEPOSIT	V793869	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$6,958.36	
NCB	01/28/2022	1135	MVSE - DIRECT DEPOSIT	V793869	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$508.34	
							Check Total:	\$410,914.49
13037	01/14/2022	1120	NCPERS - IL IMRF	V655815	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$16.00	
							Check Total:	\$16.00
13112	01/28/2022	1130	NCPERS - IL IMRF	V457657	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$16.00	
							Check Total:	\$16.00
13042	01/07/2022	1127	NICOR GAS.	11/22-12/22 44405110	20.0000.2540.465.000.000	NATURAL GAS	\$3,042.97	
13042	01/07/2022	1127	NICOR GAS.	11/23-12/27 19359095	20.0000.2540.465.000.078	NATURAL GAS - SHELBY	\$149.56	
13042	01/07/2022	1127	NICOR GAS.	11/23-12/27 27081931	20.0000.2540.465.000.078	NATURAL GAS - SHELBY	\$249.61	
							Check Total:	\$3,442.14
13092	01/24/2022	1129	PALESE, LISA M	NOV-DEC MILEAGE	10.0000.2320.332.000.140	STAFF TRAVEL (DIRECTOR)	\$98.56	
13092	01/24/2022	1129	PALESE, LISA M	REIMB/CHAIRS	14.0000.1200.410.000.222	ESSER III SUPPLIES & MATERIALS	\$188.97	
							Check Total:	\$287.53
13093	01/24/2022	1129	Par Inc.	IN-00042213	14.0000.1200.417.000.222	ESSER III ASSESSMENTS	\$60.00	

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 01/01/2022 - 01/31/2022  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2021-2022

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:	\$60.00
13094	01/24/2022	1129	PAYNE, KIMBERLY	AUG-DEC MILEAGE	10.0000.1200.332.000.109	STAFF TRAVEL	\$602.17
						Check Total:	\$602.17
13095	01/24/2022	1129	PERSONNEL PLANNERS, INC.	151514	10.0000.2310.381.000.143	UNEMPLOYMENT COMP	\$250.00
						Check Total:	\$250.00
13096	01/24/2022	1129	PHYSICIANS EXPRESS LLC	7500	10.0000.2640.310.000.140	PROFESSIONAL SERVICES	\$115.00
						Check Total:	\$115.00
13097	01/24/2022	1129	PROSHRED	990104963	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$77.83
						Check Total:	\$77.83
13052	01/21/2022	1128	PURCHASE POWER - PITNEY BOWES	REFILL 1/14/2022	10.0000.2320.340.000.140	POSTAGE	\$500.00
						Check Total:	\$500.00
13098	01/24/2022	1129	PushCoin	202112	10.0000.2560.315.000.080	FOOD SERVICE	\$13.25
						Check Total:	\$13.25
13099	01/24/2022	1129	QUEST FOOD MANAGEMENT SERVICES	IN111997	10.0000.2560.315.000.080	FOOD SERVICE	\$3,006.45
						Check Total:	\$3,006.45
13100	01/24/2022	1129	REHM ELECTRIC SHOP INC	13850	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$1,039.70
13100	01/24/2022	1129	REHM ELECTRIC SHOP INC	13865	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$725.00
						Check Total:	\$1,764.70
13043	01/07/2022	1127	RICOH USA, INC 1	5063502457	14.0000.1250.323.000.010	REPAIR AND MAINTENANCE	\$246.03
						Check Total:	\$246.03
13101	01/24/2022	1129	ROBBINS SCHWARTZ NICHOLAS LIFTON TAYLOR	909226	10.0000.2310.318.000.143	LEGAL FEES	\$550.00
						Check Total:	\$550.00
13102	01/24/2022	1129	SAWALSKI, ALTHEA	REIMB TOYS	10.0000.1200.415.000.014	INSTRUCTIONAL SUPPLIES	\$107.86
						Check Total:	\$107.86
13103	01/24/2022	1129	SCHOOL SPECIALITY, INC.	208129289857	10.0000.1200.700.000.080	NONCAPITAL EQUIPMENT	\$767.68
						Check Total:	\$767.68
13104	01/24/2022	1129	SCHOOLZA, LLC	MVSEC20220121	10.0000.2320.310.000.140	PROFESSIONAL SERVICES	\$791.00
						Check Total:	\$791.00
13105	01/24/2022	1129	SCREENBEAM	INV001739	14.0000.1200.700.000.222	ESSER III NON CAP EQUIP - FURN	\$30.00

## MID VALLEY SPECIAL EDUCATION COOP

### Disbursement Detail Listing

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 01/01/2022 - 01/31/2022  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2021-2022

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
13105	01/24/2022	1129	SCREENBEAM	INV001739	14.0000.1200.700.000.222	ESSER III NON CAP EQUIP - FURN	\$784.97
Check Total:							\$814.97
NCB	01/14/2022	1126	SECURITY BENEFITS	V71839	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,630.00
NCB	01/14/2022	1126	SECURITY BENEFITS	V71839	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$95.00
NCB	01/28/2022	1137	SECURITY BENEFITS	V772706	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,630.00
NCB	01/28/2022	1137	SECURITY BENEFITS	V772706	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$95.00
Check Total:							\$3,450.00
13106	01/24/2022	1129	SMITH, YOLANDA	DEC MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL	\$165.20
Check Total:							\$165.20
13044	01/07/2022	1127	STERICYCLE INC	4010622799	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$20.00
Check Total:							\$20.00
13107	01/24/2022	1129	STOUDT, TIMOTHY	STOVE SERVICE CALL	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$85.00
Check Total:							\$85.00
13045	01/07/2022	1127	SUNBELT STAFFING	20278593	10.0000.1200.314.000.014	CONSULTANTS	\$1,725.00
Check Total:							\$1,725.00
13053	01/21/2022	1128	SUNBELT STAFFING	20295559	10.0000.1200.314.000.014	CONSULTANTS	\$1,750.00
Check Total:							\$1,750.00
NCB	01/14/2022	1124	TRS	V323953	10.0484.0000.000.000.000	TRS	\$103.72
NCB	01/14/2022	1124	TRS	V330739	14.0484.0000.000.000.000	TRS	\$297.44
NCB	01/28/2022	1134	TRS	V35232	10.0484.0000.000.000.000	TRS	\$38.32
NCB	01/14/2022	1124	TRS	V461805	10.0484.0000.000.000.000	TRS	\$38.32
NCB	01/28/2022	1134	TRS	V486069	10.0484.0000.000.000.000	TRS	\$2,650.36
NCB	01/28/2022	1134	TRS	V486069	14.0484.0000.000.000.000	TRS	\$368.30
NCB	01/28/2022	1134	TRS	V486069	17.0484.0000.000.000.000	TRS	\$6.60
NCB	01/14/2022	1124	TRS	V52717	10.0484.0000.000.000.000	TRS	\$1,018.05
NCB	01/14/2022	1124	TRS	V52717	14.0484.0000.000.000.000	TRS	\$134.33
NCB	01/14/2022	1124	TRS	V52717	17.0484.0000.000.000.000	TRS	\$2.44
NCB	01/28/2022	1134	TRS	V556028	10.0484.0000.000.000.000	TRS	\$15,115.56

**MID VALLEY SPECIAL EDUCATION COOP**

**Disbursement Detail Listing**

Bank Name: HARRIS BANK  
Bank Account: 3445079

Date Range: 01/01/2022 - 01/31/2022  
Voucher Range: -

Sort By: Vendor  
Dollar Limit: \$0.00

Fiscal Year: 2021-2022

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
NCB	01/28/2022	1134	TRS	V556028	14.0484.0000.000.000.000	TRS	\$2,111.44	
NCB	01/28/2022	1134	TRS	V556028	17.0484.0000.000.000.000	TRS	\$37.83	
NCB	01/28/2022	1134	TRS	V626543	10.0484.0000.000.000.000	TRS	\$594.57	
NCB	01/28/2022	1134	TRS	V73981	14.0484.0000.000.000.000	TRS	\$245.67	
NCB	01/28/2022	1134	TRS	V774575	10.0484.0000.000.000.000	TRS	\$979.08	
NCB	01/28/2022	1134	TRS	V774575	14.0484.0000.000.000.000	TRS	\$136.04	
NCB	01/28/2022	1134	TRS	V774575	17.0484.0000.000.000.000	TRS	\$2.44	
NCB	01/14/2022	1124	TRS	V850861	10.0484.0000.000.000.000	TRS	\$594.57	
NCB	01/14/2022	1124	TRS	V884256	10.0484.0000.000.000.000	TRS	\$2,755.80	
NCB	01/14/2022	1124	TRS	V884256	14.0484.0000.000.000.000	TRS	\$363.65	
NCB	01/14/2022	1124	TRS	V884256	17.0484.0000.000.000.000	TRS	\$6.60	
NCB	01/14/2022	1124	TRS	V957276	10.0484.0000.000.000.000	TRS	\$15,756.29	
NCB	01/14/2022	1124	TRS	V957276	14.0484.0000.000.000.000	TRS	\$2,084.74	
NCB	01/14/2022	1124	TRS	V957276	17.0484.0000.000.000.000	TRS	\$37.83	
NCB	01/28/2022	1134	TRS	V985980	10.0484.0000.000.000.000	TRS	\$103.72	
							Check Total:	\$45,583.71
13108	01/24/2022	1129	TWOOD SERVICES, LLC	10434	14.0000.1200.700.000.222	ESSER III NON CAP EQUIP - FURN	\$3,507.50	
							Check Total:	\$3,507.50
13046	01/07/2022	1127	VERIZON WIRELESS_4469	9895962713	10.0000.2320.341.000.140	TELEPHONE	\$1,032.46	
							Check Total:	\$1,032.46
13109	01/24/2022	1129	WALEN, MONICA	MENTEE PROGRAM	10.0000.2210.143.000.120	STIPENDS	\$63.00	
							Check Total:	\$63.00
13054	01/21/2022	1128	WASTE MANAGEMENT	4118648-2011-2	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$473.00	
							Check Total:	\$473.00
13047	01/07/2022	1127	WEX BANK	77307758	14.0000.1250.464.000.010	GASOLINE	\$141.41	
							Check Total:	\$141.41
							Bank Total:	\$862,121.12

**MID VALLEY SPECIAL EDUCATION COOP**

**Disbursement Detail Listing**

**Bank Name:** HARRIS BANK  
**Bank Account:** 3445079

**Date Range:** 01/01/2022 - 01/31/2022  
**Voucher Range:** -

**Sort By:** Vendor  
**Dollar Limit:** \$0.00

**Fiscal Year:** 2021-2022

**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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<u>Fund</u>	<u>Amount</u>
10	\$756,965.77
14	\$81,337.06
17	\$1,153.08
20	\$22,665.21
<hr/>	
Fund Totals:	\$862,121.12

End of Report

Disbursements Grand Total:	\$862,121.12
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#### 4.3. Approval of Payroll, January, 2022

# MID VALLEY SPECIAL EDUCATION COOP

## Payroll Journal Totals

Fiscal Year: 2021-2022

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

SEMI-MONTHLY PP 13 12/16/2021 12/31/2021 01/14/2022  
 SEMI-MONTHLY PP 14 01/01/2022 01/15/2022 01/28/2022

Item Amount Match-Amount Wage Basis Payee

**Bank Account: 3445079 HARRIS BANK**

GROSS PAY:	571,893.64			
OVERTIME:	0.00			
American Funds	3,515.42	75.46	35,833.42	MG TRUST COMPANY
American Funds - Roth 403b	950.00	0.00	2,423.20	MG TRUST COMPANY
Axa Equitable	498.98	101.02	15,506.06	AXA EQUITABLE
BCBS CDHP Employee	88.62	2,000.64	11,414.50	CUSD #303 EMP HEALTH FUND
BCBS CDHP Employee + Child(ren)	82.14	1,059.10	1,754.44	CUSD #303 EMP HEALTH FUND
BCBS CDHP Employee + Spouse	127.00	1,264.16	1,798.98	CUSD #303 EMP HEALTH FUND
BCBS CDHP Employee + Spouse + Child(ren)	479.80	4,589.24	11,371.66	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee	1,374.87	7,002.24	35,256.58	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee + Child(ren)	2,854.23	11,708.55	46,404.34	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee + Spouse	334.26	2,862.58	13,985.06	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee + Spouse + Child(ren)	3,042.20	14,376.16	29,163.94	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee	2,635.94	21,144.05	116,122.40	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee + Child(ren)	3,643.26	22,948.37	106,502.98	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee + Spouse	2,190.24	11,377.44	21,379.72	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee + Spouse + Child(ren)	2,641.44	21,972.30	48,803.20	CUSD #303 EMP HEALTH FUND
Dental Family	3,977.84	902.76	210,893.78	CUSD #303 EMP HEALTH FUND
Dental Single	1,669.59	291.00	182,224.01	CUSD #303 EMP HEALTH FUND
Direct Deposit Net Pay	400,879.79	0.00	0.00	MVSE - DIRECT DEPOSIT
Direct Deposit Other Checking	1,070.00	0.00	20,324.72	MVSE - DIRECT DEPOSIT
Direct Deposit Other Savings	1,498.00	0.00	13,372.24	MVSE - DIRECT DEPOSIT
FED TAX W/H	52,575.28	0.00	517,454.76	Internal Revenue Service
FICA - SOC SEC	10,362.69	10,362.69	167,140.88	Internal Revenue Service
Flex Spending Dependent Care	833.36	0.00	6,339.06	CUSD #303 EMP HEALTH FUND
Flex Spending Medical	3,282.68	0.00	72,158.43	CUSD #303 EMP HEALTH FUND
Health Savings Account	1,966.70	5,500.00	13,786.37	MVSE - DIRECT DEPOSIT
ILLINOIS STATE TAX W/H	25,004.31	0.00	517,454.76	ILLINOIS DEPT OF REVENUE
IMRF	7,997.65	16,954.95	177,726.23	IMRF
IMRF Additional	1,501.15	0.00	15,987.55	IMRF
Ing	100.00	0.00	7,583.34	ING
Life Insurance	0.00	590.16	514,260.43	CUSD #303 EMP HEALTH FUND
Life Insurance Over \$50K	222.00	0.00	54,585.76	CUSD #303 EMP HEALTH FUND
Long Term Disability	0.00	110.06	54,585.76	CUSD #303 EMP HEALTH FUND
MEDICARE	8,309.94	8,309.94	573,097.53	Internal Revenue Service
MVSEA CERTIFIED UNION DUES	5,075.00	0.00	336,175.21	MID VALLEY SPECIAL EDUCATION ASSOCIATION
MVSEA NON-CERT UNION DUES	1,488.96	0.00	71,387.76	MID VALLEY SPECIAL EDUCATION ASSOCIATION
Security Benefits	3,450.00	0.00	31,129.54	SECURITY BENEFITS
THIS (24 Pays)	3,526.39	2,624.92	391,808.18	TRS
THIS (24 Pays) 100% Board Paid	0.00	207.44	13,212.64	TRS

Item	Amount	Match-Amount	Wage Basis	Payee
TRS (24 Pays ) 9% Board Paid	0.00	1,189.14	13,212.64	TRS
TRS (24 Pays)	3,904.77	31,238.92	391,808.18	TRS
TRS Employer (24 Pays)	0.00	2,272.38	391,808.18	TRS
TRS Employer Ex Dir (24 Pays)	0.00	76.64	13,212.64	TRS
TRS Federal (24 pays)	0.00	543.11	5,267.73	TRS
TRS NON CONTRIBUTORY	0.00	0.00	54,810.88	TRS
Vision Family	0.00	909.30	281,164.32	CUSD #303 EMP HEALTH FUND
Vision Single	0.00	295.13	160,899.54	CUSD #303 EMP HEALTH FUND
Voluntary Life Insurance	32.00	0.00	10,639.70	NCPERS - IL IMRF
<hr/>				
Deductions Total:	563,186.50	204,859.85		
Employee Net:	8,707.14			
Bank Acct Total:	776,753.49			
<hr/>				

Grand Total: 776,753.49

**End of Report**

#### 4.4. Approval of the Financial Report, January, 2022



***Mid-Valley Special Education Cooperative***

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

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MEMO TO: Executive Advisory Board

FROM: Nancy Sporer  
Director of Business & Human Resources

DATE: February 2, 2022

RE: **MONTHLY FINANCIAL REPORT – January 2022**

Attached for your review is the financial report for the month ending January 31, 2022.

Revenue received to date is 67.87% of the budget which is slightly less than 69.28% of budget received during this same time period last year. Actual expenditures to date are 49.05% of budget, compared to 47.84% at this time last year so we are right on track. The expended and encumbered year to date is over budget for student support due to the usage of ESSER funds for salaries and benefits.

Currently, there are no areas of concern within the revenue and expenditure budgets.

Current cash balances as of January 31, 2022 are \$3,183,471.

Please feel free to call me at 331.228.4928 should you have questions or concerns.

**Mid-Valley Special Education  
Financial Summary  
January 31, 2022**

	PRIOR YEAR				CURRENT YEAR			
	Adopted Budgeted Amount 2020-21	Month to Date 2020-21	Received to Date 2020-21	% of Actual Received 2020-21	Adopted Budgeted Amount 2021-22	Month to Date 2021-22	Received to Date 2021-22	% of Budget Received 2021-22
<b>Revenues</b>								
Tuition (including ESY)	9,515,061	0	6,837,050	71.86%	9,447,474	0	6,693,500	70.85%
Earnings on Investments (Prior Month)	15,000	543	4,393	29.29%	10,000	505	2,757	27.57%
Other local/Refund of Prior Year	12,000	0	28,049	233.74%	22,000	0	23,668	107.58%
State Sources	1,049,670	132,159	510,563	48.64%	1,049,670	161,757	589,876	56.20%
ALOP	500,000	45,642	273,853	54.77%	500,000	90,378	225,943	45.19%
Professional Development (IDEA FT)	96,700	0	96,700	100.00%	100,000	0	100,000	100.00%
Fed Grant (DORS, Medicaid & ESSER)	95,500	11,300	78,902	82.62%	380,041	0	124,987	32.89%
O&M Fund	268,757	0	174,411	64.90%	285,593	0	244,468	85.60%
<b>Total</b>	<b>11,552,688</b>	<b>189,644</b>	<b>8,003,921</b>	<b>69.28%</b>	<b>11,794,778</b>	<b>252,639</b>	<b>8,005,198</b>	<b>67.87%</b>

	PRIOR YEAR				CURRENT YEAR						
	Adopted Budget Amount 2020-21	Expended Month to Date 2020-21	Expended Year to Date 2020-21	% of Actual Expended 2020-21	Adopted Budgeted Amount 2021-22	Expended Month to Date 2021-22	Expended Year to Date 2021-22	% of Budget Expended 2021-22	Expended & Encumbered Year to Date 2021-22	Budget Balance 2021-22	% of Budget Expended & Encumbered 2021-22
<b>Expenditures</b>											
Programs (including ESY, Safe Schools, & MV PD)	6,272,197	470,737	2,763,233	44.06%	6,511,370	513,907	2,954,508	45.37%	5,918,726	592,644	90.90%
Payments to Districts (EBF & Tuition Refunds)	1,044,170	0	621,512	59.52%	1,044,170	0	633,502	60.67%	633,502	410,668	60.67%
ALOP	563,185	48,770	262,862	46.67%	595,513	42,417	253,705	42.60%	533,833	61,680	89.64%
Student Support	1,634,631	133,760	746,426	45.66%	1,635,137	140,496	777,131	47.53%	1,664,943	(29,806)	101.82%
Instructional Support	428,835	36,350	244,543	57.02%	445,157	37,843	247,947	55.70%	434,918	10,239	97.70%
Executive & General Administration	1,222,323	88,850	607,825	49.73%	1,219,673	94,109	625,977	51.32%	1,077,355	142,318	88.33%
Board of Ed Services	155,456	1,810	116,669	75.05%	153,678	13,715	131,392	85.50%	131,392	22,286	85.50%
O&M Fund	268,757	23,577	181,284	67.45%	285,593	22,665	207,675	72.72%	212,375	73,218	74.36%
<b>Total</b>	<b>11,589,554</b>	<b>803,854</b>	<b>5,544,354</b>	<b>47.84%</b>	<b>11,890,291</b>	<b>865,152</b>	<b>5,831,837</b>	<b>49.05%</b>	<b>10,607,045</b>	<b>1,283,246</b>	<b>89.21%</b>

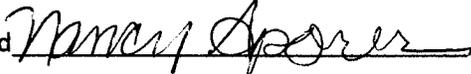
Excess (deficiency) of rev. over exp.	(36,866)	2,459,567	(95,513)	2,173,361
Beginning Fund Balance		890,951		1,053,374
Current liabilities		154,980		(43,265)
Ending Fund Balance		<u>3,505,498</u>		<u>3,183,471</u>
Cash Balance @ End of Month		<u>3,505,498</u>		<u>3,183,471</u>

4.5. Approval of the Treasurer's Report, January,  
2022

**MID VALLEY SPECIAL EDUCATION COOPERATIVE**  
**Treasurer's Report Summary**  
**January 31, 2022**

<b>Education Fund (10, 11, 14, 17)</b>	
Beginning Fund Balance:	3,258,924.26
Prior Period Adjustments:	2,006.02
Current Revenues:	252,134.88
Current Expenditures:	842,486.57
Ending Fund Balance:	2,670,578.59

<b>Operation and Maintenance Fund (20)</b>	
Beginning Fund Balance:	434,194.24
Prior Period Adjustments:	0.00
Current Revenues:	0.00
Current Expenditures:	22,665.21
Ending Fund Balance:	411,529.03

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

#### 4.6. Approval of Board Policy Updates



**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 2, 2022

RE: Board Policy Updates

The Mid-Valley Policy Committee has carefully reviewed each 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 remotely via the weekly staff newsletter. The one policy that brought the most discussion was policy 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors. Our Social Work Team led by Chris Payton carefully reviewed these updates to ensure that our staff are all trained in this important topic by January 31st of each year and that parents receive information about this annually. We have also changed our process for ensuring that new staff members are trained throughout the year. We ask for your approval of these policy updates as recommended by PRESSPlus Issue 108:

4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors  
2:105 Ethics and Gift Ban  
2:220 Board Meeting Procedure  
2:260 Uniform Grievance Procedure  
3:40 Executive Director  
3:50 Administrative Personnel  
3:60 Administrative Responsibility of the Building Principal  
4:60 Purchases and Contracts  
4:160 Environmental Quality of Buildings & Grounds  
4:175 Convicted Child Sex Offender; Screening; Notifications  
5:10 Equal Employment Opportunity and Minority Recruitment  
5:20 Workplace Harassment Prohibited

5:250 Leaves of Absence  
5:330 Sick Days, Vacation, Holidays, Leave  
6:20 Calendar and Day  
6:120 Education of Students with Disabilities  
6:220 Bring Your Own Technology  
6:300 Graduation Requirements  
6:340 Student Testing & Assessment  
7:10 Equal Educational Opportunities  
7:60 Residence  
7:70 Attendance & Truancy  
7:80 Release Time for Religious Instruction/Observance  
7:150 Agency & Police Interviews  
7:160 Student Appearance  
7:180 Prevention & Response to Bullying, Intimidation & Harassment  
7:190 Student Behavior

PressPlus Issue 108 continued...

5:30 Hiring Process and Criteria

5:50 Drug and Alcohol-Free Workplace

5:90 Abused and Neglected Child Reporting

5:100 Staff Development Program

5:120 Employee Ethics; Conduct and Conflict of Interest

5:125 Personal Technology and Social Media

5:150 Personnel Records

5:185 Family and Medical Leave

5:200 Terms and Conditions of Employment

5:220 Substitute Teachers

7:200 Suspension Procedures

7:210 Expulsion Procedures

7:240 Conduct Codes for Extracurricular Activities

7:250 Student Support Services

7:290 Suicide & Depression Awareness

7:310 Restrictions on Publications; Elementary Schools

7:315: Restrictions on Publications; High Schools

7:340 Student Records

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

8:100 Relationships with Other Organizations

# Document Status: Draft Update - New

## 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

### *New/Unpublished Section*

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse. [PRESSPlus1](#)

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:
  - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
  - b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
  - a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;
  - b. Evidence-informed [PRESSPlus2](#) content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; and
  - c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs [PRESSPlus3](#) of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes: [PRESSPlus4](#)
  - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, [PRESSPlus5](#) appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;

- b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities; and
  - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing. [PRESSPlus6](#)

#### LEGAL REF.:

105 ILCS 5/10-23.13, 5/27-9.1a, and 5/27-13.2.

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

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

720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

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#### **PRESSPlus Comments**

PRESSPlus 1. This policy is created in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610, which requires districts to adopt and implement a policy addressing sexual abuse of children that includes an age-appropriate and evidence-informed curriculum for preK-12 students, evidence-informed training for school personnel on child sexual abuse, and evidence-informed educational information for parents/guardians in school handbooks. For more information, see this policy's footnotes and the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 2. Two Illinois laws address "evidence-informed." *Evidence-informed per Erin's Law* means modalities that were created utilizing components of evidence-based treatments or curriculums. 105 ILCS 5/10-23.13(a), added by P.A. 102-610. Contrast with National Sex Education Standards (NSES) at 105 ILCS 5/27-9.1a(a), added by P.A. 102-552, which defines an *evidence-informed program* as "a program that uses the best available research and practice knowledge to guide program design and implementation." **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-23.13(b) and (b)(1); warning signs and *likely* warning signs are mentioned twice in the law. This policy uses likely in the purpose introduction. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook). **Issue 108, November 2021**

PRESSPlus 4. This information is listed in 7:190-E2, *Student Handbook Checklist*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 5. Providing information to parents/guardians about how to recognize grooming behaviors is not in *Erin's Law*; it only addresses informing parents/guardians about the methods for increasing their awareness and knowledge of grooming behaviors. 105 ILCS 5/10-23.13(b)(1). This policy requires the district to provide information to parents/guardians about how to recognize grooming behaviors to: (1) effect the purpose of *Erin's Law*, (2) align with the intent of the following statutes: 105 ILCS 110/3 (Critical Health Problems and Comprehensive Health Education Act); 105 ILCS 5/27-9.1a(b), added by P.A. 102-552 (requires comprehensive health and safety and comprehensive sexual health education a/k/a NSES); and 105 ILCS 5/27-13.2 (educating all students to recognize and avoid sexual abuse and assault) and (3) align with the notification requirements in 105 ILCS 5/27-13.2 (parents/guardians of K-8 students prior to commencing instruction in recognizing and avoiding sexual abuse). **Issue 108, November 2021**

PRESSPlus 6. Required by 105 ILCS 5/27-13.2. See 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

## *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 [26 U.S.C. §501\(c\)\(3\)](#).

### 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

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.

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board.

The Executive Director will post this policy on the Cooperative website and/or make this policy available in the Cooperative's administrative office.

LEGAL REF.:

[105 ILCS 5/22-90](#) (final citation pending). [PRESSPlus1](#)

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

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

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

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## **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, bans high school guidance counselors from intentionally soliciting or accepting gifts from a *prohibited source*, narrowly defined as “any person who is employed by an institution of higher education or is an agent or spouse of or an immediate family member living with a person employed by an institution of higher education.” Exceptions exist for certain circumstances, e.g., gifts from a relative or based on a personal friendship. A guidance counselor does not violate this law if he or she promptly takes reasonable action to return the gift to the prohibited source or donates the gift or an amount equal to its value to a tax exempt charity. **Issue 108, November 2021**

## *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 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 (OMA) 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~~ Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) ~~decides~~ determines which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a semi-annual review. <sup>PRESSPlus1</sup> The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session.

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 Chairperson. 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.

#### No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination.

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

#### Rules of Order

Unless State law or Board-adopted rules apply, the Chairperson, as the presiding officer, will use the most recent edition of Robert's Rules of Order, Newly Revised (11th 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](#), [120/2.06](#), and [120/7](#).

[105 ILCS 5/10-6](#), [5/10-7](#), [5/10-12](#), and [5/10-16](#).

CROSS REF.: 2:150 (Committees), 2:200 (Types of Advisory Board Meetings), 2:230 (Public Participation at Board Meetings and Petitions to the Board)

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## **PRESSPlus Comments**

PRESSPlus 1. Required by 5 ILCS 120/2.06(d), amended by P.A. 102-653. If a board is unable to conduct the review every six months, it must do so as soon after as is practicable, taking into account the nature and meeting schedule of the board. A board may also conduct the review more frequently. For the sake of brevity and to align with the closed meeting exception in 5 ILCS 120/2(c) (21) that continues to refer to a public body's *semi-annual* review of its closed session minutes, this policy's exhibits use the term *semi-annual*, even though that term was removed from 5 ILCS 120/2.06(d). **Issue 108, November 2021**

## *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:

1. Title II of the Americans with Disabilities Act, [42 U.S.C. §12101](#) *et seq.*
2. Title IX of the Education Amendments of 1972, [20 U.S.C. §1681](#) *et seq.*, excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791](#) *et seq.*
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 prohibited by the State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#); Illinois Human Rights Act, [775 ILCS 5/](#); and Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e](#) *et seq.* (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)
8. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
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 prohibited by the Illinois Genetic Information Privacy Act, [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act, [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 this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

#### Right to Pursue Other Remedies Not Impaired

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

### Investigation Process

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, or any collective bargaining agreement, (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, this policy, 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 after 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 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.

### 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 registered mail, return receipt requested, and/or personal delivery <sup>PRESSPlus1</sup> as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the 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 after an appeal of the Executive Director's decision, 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 after the Board's decision, the Executive Director shall inform the Complainant and the accused 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, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail registered mail, return receipt requested, and/or personal delivery 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 Title IX Coordinator.

The Executive Director shall appoint at least one Complaint Manager to administer 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, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

### **Nondiscrimination Coordinator and Title IX Coordinator:**

Nancy Sporer  
1304 Ronzheimer Ave., St. Charles, IL 60174  
[nancy.sporer@d303org](mailto: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

1304 Konzheimer Ave., St. Charles, IL 60174

[nancy.sporer@d303.org](mailto:nancy.sporer@d303.org)

331-228-4928

1304 Konzheimer Ave., St. Charles, IL 60174

[Timothy.Stoudt@d303.org](mailto:Timothy.Stoudt@d303.org)

331-228-6034

LEGAL REF.:

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

20 U.S.C. §1232g, Family Education Rights Privacy Act.

20 U.S.C. §1400, The Individuals with Disabilities Education Act.

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

29 U.S.C. §206(d), Equal Pay Act. ~~Age Discrimination in Employment Act,~~

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

29 U.S.C. §791 et seq., Rehabilitation Act of 1973.

29 U.S.C. §2612, Family and Medical Leave Act.

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

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

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

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

~~Americans With Disabilities Act,~~ 42 U.S.C. §12101 et seq., Americans With Disabilities Act.

~~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).~~

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

105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69 5/10-20.75 (final citation pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

5 ILCS 415/10(a)(2), Government Severance Pay Act.

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

~~Illinois Genetic Information Privacy Act,~~ 410 ILCS 513/, Ill. Genetic Information Privacy Act.

~~Illinois Whistleblower Act,~~ 740 ILCS 174/, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

~~Illinois Human Rights Act,~~ 775 ILCS 5/, Ill. Human Rights Act.

~~Victims' Economic Security and Safety Act,~~ 820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.

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

~~Employee Credit Privacy Act, 820 ILCS 70/~~, Employee Credit Privacy Act, 70/10(b), and 70/25-

23 Ill.Admin.Code §§1.240, ~~and 200.40,~~ 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 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), 7:185 (Teen Dating Violence Prohibited), 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)

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## **PRESSPlus Comments**

PRESSPlus 1. Optional; using a delivery method that allows the district to verify the date of receipt is a best practice. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **3:40 Executive Director**

#### Duties and Authority

The Executive Director is the Cooperative's executive officer and is responsible for the administration and management of the Cooperative in accordance with Advisory Board policies and directives, and State and federal law. Cooperative management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*.<sup>1</sup> The Executive Director is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Executive Director may delegate to other Cooperative staff members the exercise of any powers and the discharge of any duties imposed upon the Executive Director by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Executive Director of responsibility for the action that was delegated.

#### Qualifications

The Executive Director must be of good character and of unquestionable morals and integrity. The Executive Director shall have the experience and the skills necessary to work effectively with the Board, Cooperative employees, students, and the community. The Executive Director shall have a valid administrative license and be a State-approved Director of Special Education and possess such other qualifications as specified in the position's job description.

#### Evaluation

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

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

#### Compensation and Benefits

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

#### LEGAL REF.:

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

5 ILCS 120/7.3, Open Meetings Act.

[23 Ill.Admin.Code §§1.310, 1.705](#), and [25.355](#).

CROSS REF: [2:130 \(Board-Executive Director Relationship\)](#), [2:240 \(Board Policy Development\)](#), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [4:175 \(Convicted Child Sex Offender; Screening; Notifications\)](#), [5:30 \(Hiring Process and Criteria\)](#), [5:90 \(Abused and Neglected Child Reporting\)](#), [5:120 \(Employee Ethics; Conduct; and Conflict of Interest\)](#), [5:150 \(Personnel Records\)](#), [5:210 \(Resignations\)](#), [5:290 \(Employment Termination and Suspensions\)](#)

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the General Assembly's focus on resolving Educator Misconduct. 105 ILCS 5/10-21.9(e-5), amended by P.A.102-552, requires these notifications and provides superintendents immunity from any liability, whether civil or criminal or that otherwise might result by complying with the statute. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **3:50 Administrative Personnel Other Than the Executive Director**

#### Duties and Authority

The Advisory Board establishes Cooperative administrative and supervisory positions in accordance with the Cooperative's needs and State law. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Executive Director's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

#### Qualifications

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

#### Evaluation

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

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

#### Administrative Work Year

The work year for 12-month administrators shall be the same as the Cooperative's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, 12-month administrators shall have vacation periods as approved by the Executive Director. Administrators who work less than a 12-month contract shall work a specific number of days with paid holidays, as specified in their contracts. All administrators shall be available for work when their services are necessary.

#### Compensation and Benefits

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

The Board will consider the Executive Director's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or earlier. The Board will be presented with administrative contract renewal and nonrenewal issues in February or earlier.

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

LEGAL REF:

[105 ILCS 5/10-21.4a](#), [5/10-23.8a](#), [5/10-23.8b](#), [5/21B](#), and [5/24A](#).

[23 Ill.Admin.Code §§1.310](#), [1.705](#), and [50.300](#); and [Parts 25](#) and [29](#).

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [4:175 \(Convicted Child Sex Offender; Screening; Notifications\)](#), [5:30 \(Hiring Process and Criteria\)](#), [5:90 \(Abused and Neglected Child Reporting\)](#), [5:120 \(Employee Ethics; Conduct; and Conflict of Interest\)](#), [5:150 \(Personnel Records\)](#), [5:210 \(Resignations\)](#), [5:250 \(Leaves of Absence\)](#), [5:290 \(Employment Termination and Suspensions\)](#) [PRESSPlus1](#)

ADOPTED: November 4, 2015

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## **PRESSPlus Comments**

PRESSPlus 1. The Cross References are updated in response to the General Assembly's focus on resolving Educator Misconduct. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **3:60 Administrative Responsibility of the Building Principal**

#### Duties and Authority

The Advisory Board, upon the recommendation of the Executive Director, employs a Building Principal as the chief administrator and instructional leader of the Mades-Johnstone Center, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. The Building Principal shall perform all duties as described in the School Code as well as such other duties as specified in his or her employment agreement or as agreed upon by the Building Principal and Executive Director.

Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

#### Evaluation Plan

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

#### Qualifications and Other Terms and Conditions of Employment

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

#### LEGAL REF.:

[105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.](#) [PRESSPlus1](#)

[10 ILCS 5/4-6.2, Election Code.](#)

[105 ILCS 127/, School Reporting of Drug Violations Act.](#)

[23 Ill.Admin.Code Parts 35 and 50](#), Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Executive Director), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [4:175 \(Convicted Child Sex Offender; Screening; Notifications\)](#), [5:90 \(Abused and Neglected Child Reporting\)](#), [5:120 \(Employee Ethics; Conduct; and Conflict of Interest\)](#), [5:150 \(Personnel Records\)](#), [5:210 \(Resignations\)](#), [5:250 \(Leaves of Absence\)](#), [5:290 \(Employment Termination and Suspensions\)](#) [PRESSPlus2](#)

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#### **PRESSPlus Comments**

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

PRESSPlus 2. The Cross References are updated in response to the General Assembly's focus on resolving Educator Misconduct. **Issue 108, November 2021**

## *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 applicable federal and 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 federal and 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, provide the Cooperative 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 and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Department of Public Health rules or order of a local health official.
9. [After 1-1-23, any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.](#) [PRESSPlus1](#)
10. [Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.](#) [PRESSPlus2](#)

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.:

[2 C.F.R. Part 200.](#)

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.

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

[410 ILCS 170/, Coal Tar Sealant Disclosure Act.](#)

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

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)

**PRESSPlus Comments**

PRESSPlus 1. 410 ILCS 170/10(b), added by P.A. 102-242, eff. 1-1-23. **Issue 108, November 2021**

PRESSPlus 2. 2 C.F.R. §§200.318-200.327; 30 ILCS 708/. The Grant Accountability and Transparency Act (GATA) adopts the federal uniform guidance for all grants, unless the Office of the Governor grants an exception. 30 ILCS 708/55; 44 Ill.Admin.Code §7000.60. For information about the scope of GATA as it pertains to grants administered by ISBE, see [www.isbe.net/gata](http://www.isbe.net/gata). **Issue 108, November 2021**

## *Document Status: Draft Update*

### **4:160 Environmental Quality of Buildings and Grounds**

The Executive Director shall take all reasonable measures to protect: (1) the safety of Cooperative personnel, students, and visitors on Cooperative premises from risks associated with hazardous materials and (2) the environmental quality of the Cooperative's buildings and grounds.

#### Pesticides

Restricted use pesticides will not be applied on or within 500 feet of school property during normal school hours. [PRESSPlus1](#) Before pesticides are used on Cooperative premises, the Executive Director or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, [225 ILCS 235/](#), and the Lawn Care Products Application and Notice Act, [415 ILCS 65/](#).

#### Coal Tar Sealant [PRESSPlus2](#)

Beginning on 1-1-23, before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on Cooperative premises, the Executive Director or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

#### LEGAL REF.:

105 ILCS 5/10-20.17a; 5/10-20.48.

29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).

29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.

20 ILCS 3130/, Green Buildings Act.

~~105 ILCS 5/10-20.17a; 5/10-20.48.~~

105 ILCS 135/, Toxic Art Supplies in Schools Act.

105 ILCS 140/, Green Cleaning School Act.

225 ILCS 235/, Structural Pest Control Act.

415 ILCS 60/14, Illinois Pesticide Act.

415 ILCS 65/, Lawn Care Products Application and Notice Act.

410 ILCS 170/, Coal Tar Sealant Disclosure Act.

820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*inoperative*)

23 Ill.Admin.Code §1.330.

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

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## **PRESSPlus Comments**

PRESSPlus 1. The Illinois Pesticide Act (415 ILCS 60/14 3.F., amended by P.A. 102-548) makes it unlawful to apply a restricted use pesticide on or within 500 feet of school property during normal hours, except for whole structure fumigation, and if the pesticide application information listed on the pesticide label is more restrictive than the law, then the more restrictive provision applies. *Normal school hours* means Monday through Friday from 7 a.m. until 4 p.m., excluding days when classes are not in session. The statute prohibits restricted pesticide applications during *normal hours* but defines *normal school hours*. This policy uses normal school hours. *State Restricted Pesticide Use* is defined as any pesticide use which the Director (Ill. Dept. of Agriculture or his or her authorized representative) determines, subsequent to public hearing, that an additional restriction for that use is needed to prevent unreasonable adverse effects. **Issue 108, November 2021**

PRESSPlus 2. 410 ILCS 170(a)(1)-(4), added by P.A. 102-242, eff. 1-1-23, requires schools to provide written or telephonic notification to employees and parents/guardians of students prior to any application of a coal tar-based sealant product or a high polycyclic aromatic hydrocarbon sealant product. Written notifications must: (1) be included in newsletters, bulletins, calendars, or other correspondence currently published by the district (this is the only prong of written notice that is permissive); (2) be given at least 10 business days before the application and should identify the intended date and location of the application of the coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant; (3) include the name and telephone contact number for the school or day care center (if the district has one) personnel responsible for the application; and (4) include any health hazards associated with coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product, as provided by a corresponding safety data sheet.

Districts may want to include numbers (3) and (4) in their student handbooks. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with PRESS material, Online Model Student Handbook (MSH), at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook). **Issue 108, November 2021**

## *Document Status: Draft Update*

### **4:170 Safety**

#### Safety and Security

All MVSEC operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on Cooperative property or at a Cooperative event. The Executive Director or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; responding to emergencies while on school-owned vans; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

#### School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act ([105 ILCS 128/](#)):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or Cooperative.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement **lockdown** drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, **or** school support personnel, **or a parent/guardian.** [PRESSPlus1](#)

#### Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act ([105 ILCS 128/](#)) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education

(ISBE). [29 Ill.Admin.Code Part 1500](#).

### Carbon Monoxide Alarms

The Director or designee shall implement a plan with the Cooperative's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Director or designee shall ensure each school building annually reviews these procedures.

### Lead Testing in Water

The Director or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH. The Director or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

### Emergency Closing

The Executive Director is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

LEGAL REF.:

[105 ILCS 5/10-20.2](#), [5/10-20.57](#), [5/18-12](#), and [5/18-12.5](#).

105 ILCS 128/, School Safety Drill Act; ~~implemented by~~ 29 Ill.Admin.Code Part 1500.

[210 ILCS 74/](#), Physical Fitness Facility Medical Emergency Preparedness Act.

[225 ILCS 320/35.5](#), Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; **Management; and Recovery**), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

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### **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 128/20(c), amended by P.A. 102-395. While 105 ILCS 128/20(c) uses both *lockdown drill* and *walk-through lockdown drill*, the terms are synonymous. For brevity, this material uses the term *lockdown drill*. Schools must (1) notify parents/guardians in advance of any lockdown drill that involves student participation, and (2) allow parents/guardians to exempt their child(ren) from participating for any reason. For students who do not participate in the lockdown drill, districts must provide alternative safety education and instruction related to an active threat or active shooter event. For students who do participate in the lockdown drill, districts must allow them to ask questions related to it.

Law enforcement may only run an active shooter simulation, including simulated gun fire drills, on school days when students are not present. 105 ILCS 128/20(c)(5)-(8), added by P.A. 102-395. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **4:175 Convicted Child Sex Offender; Screening; Notifications**

#### Persons Prohibited on School Property without Prior Permission

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

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

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

#### Screening

The Executive Director or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. The Board President shall ensure that these checks are completed for the Executive Director. [PRESSPlus1](#) He or she shall take appropriate action based on the result of any criminal background check and/or screen. [PRESSPlus2](#)

#### Notification to Parents/Guardians

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

#### LEGAL REF.:

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

20 ILCS 2635/, Uniform Conviction Information Act.

720 ILCS 5/11-9.3, [Criminal Code of 2012](#).

[730 ILCS 152/](#), Sex Offender Community Notification Law.

[730 ILCS 154/75-105](#), Murderer and Violent Offender Against Youth Community Notification Law.

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

ADOPTED: February 1, 2017

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## **PRESSPlus Comments**

PRESSPlus 1. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105 ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department. For more information, see [Investigations](#) in policy 5:30, *Hiring Process Criteria*. **Issue 108, November 2021**

PRESSPlus 2. When a criminal sexual offense is committed or alleged to have been committed by a district employee or contractor, law enforcement shall immediately transmit a copy of the criminal history record information relating to the investigation of the offense/alleged offense to the superintendent. This transmission will occur either upon the superintendent's request or, if the law enforcement agency knows the offender/alleged offender is employed by a district, automatically. 725 ILCS 191/15, added by P.A. 102-652. See sample administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

## *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, work authorization status: [PRESSPlus1](#) use of lawful products while not at work; being a victim of domestic violence, sexual violence, ~~of~~ gender violence, or any other crime of violence; [PRESSPlus2](#) 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; conviction record, unless authorized by law; 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 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 Nondiscrimination Coordinator also serves as the Cooperative's Title IX Coordinator.

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

#### **Nondiscrimination Coordinator:**

Nancy Sporer

1304 Ronzheimer Ave., St. Charles, IL 60174

[nancy.sporer@d303org](mailto: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](mailto:nancy.sporer@d303.org)

[Timothy.Stoudt@d303.org](mailto:Timothy.Stoudt@d303.org)

331-228-4928

331-228-6034

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; [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. §701](#) *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; [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.

[III. Constitution, Art. I](#), §§17, 18, and 19.

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

[410 ILCS 130/40](#), Compassionate Use of Medical Cannabis Program Act.

[410 ILCS 513/25](#), Genetic Information Privacy Act.

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

775 ILCS 5/1-103, [5/2-101](#), [5/2-102](#), [5/2-103](#), [5/2-103.1](#), [5/2-104\(D\)](#) and 5/6-101, Ill. Human Rights Act.

[775 ILCS 35/](#), 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), 2:265 (Title IX Sexual Harassment 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)

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## **PRESSPlus Comments**

PRESSPlus 1. 775 ILCS 5/2-102(A), amended by P.A. 102-233. *Work authorization status* means the status of being a person born outside of the United States, and not a U.S. citizen, who is authorized by the federal government to work in the United States. 775 ILCS 5/2-101(L), added by P.A. 102-233. Under the Ill. Human Rights Act, it is a civil rights violation for an employer to refuse to honor a legal work authorization; however, employers are not required to sponsor any applicant or employee to obtain or modify work authorization status, unless required by federal law. 775 ILCS 5/2-102(G), amended by P.A. 102-233; 775 ILCS 5/2-104(D), added by P.A. 102-233. **Issue 108, November 2021**

PRESSPlus 2. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) (or similar provision of the Criminal Code of 1961). 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **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, work authorization status, [PRESSPlus1](#) 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 policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

#### Sexual Harassment Prohibited

The Cooperative shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The Cooperative provides annual sexual harassment prevention training in accordance with State 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, 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 Report or Complaint

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 may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, 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.

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

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

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

**Nondiscrimination Coordinator:**

Name:  
Nancy Sporer  
  
Address:  
1304 Ronzheimer Ave., St. Charles, IL 60174  
  
Email:  
[nancy.sporer@d303org](mailto:nancy.sporer@d303org)  
  
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**Complaint Managers:**

Name:  
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Address:  
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Investigation Process

Any Cooperative employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly 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.

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

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint

Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

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

### Enforcement

A violation of this policy by an employee 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, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be 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 complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act ([5 ILCS 430/](#)), the Whistleblower Act ([740 ILCS 174/](#)), and the Ill. Human Rights Act ([775 ILCS 5/](#)). An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

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

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

The 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, 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 including this policy in the appropriate handbooks.

### LEGAL REF.:

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

1964; 29 C.F.R. §1604.11.

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

~~State Officials and Employees Ethics Act~~, 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.

~~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, Ill. Human Rights Act.

56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.

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

Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).

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).

Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

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## PRESSPlus Comments

PRESSPlus 1. 775 ILCS 5/2-102(A), amended by P.A. 102-233. *Work authorization status* means the status of being a person born outside of the United States, and not a U.S. citizen, who is authorized by the federal government to work in the United States. 775 ILCS 5/2-101(L), added by P.A. 102-233. Under the Ill. Human Rights Act, it is a civil rights violation for an employer to refuse to honor a legal work authorization; however, employers are not required to sponsor any applicant or employee to obtain or modify work authorization status, unless required by federal law. 775 ILCS 5/2-102(G), amended by P.A. 102-233; 775 ILCS 5/2-104(D), added by P.A. 102-233. **Issue 108**,

**November 2021**

## *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 [105 ILCS 5/21B-80\(c\)](#). [PRESSPlus1](#)

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 for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. [PRESSPlus2](#) 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 a U.S. Citizenship and Immigration 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 [105 ILCS 5/21B-80](#) 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.

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.
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.
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, a licensed advanced practice registered nurse, 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, a licensed advanced practice registered nurse, 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.:

42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.

15 U.S.C. § 1681 et seq., Fair Credit Reporting Act.

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

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/21B-10, 5/21B-80, 5/21B-85, ~~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 (Ill. 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 (Duties and Qualifications)

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## PRESSPlus Comments

PRESSPlus 1. For additional information regarding implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656 (employment decisions based on conviction records), see footnotes 5 and 6 of the sample policy, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). Footnote 5 is updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/2-103.1(c), added by P.A. 101-656, with a discussion regarding application of the IHRA's *interactive assessment* requirement for disqualifying offenses listed in 105 ILCS 5/21B-80, and footnote 6 is updated in response to Ill. Dept. of Human Rights (IDHR) guidance for implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656, at: [www2.illinois.gov/dhr/Pages/Conviction\\_Record\\_Protection\\_Frequently\\_Asked\\_Questions.aspx](http://www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx). **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/21B-85, amended by P.A. 102-552, requires a board to provide prompt written notice to the board of trustees of the Teachers' Retirement System of the State of Illinois (TRS)

when it learns that any teacher has been convicted of a felony offense (which provides for a sentence of death or imprisonment for one year or more). The notice to TRS is limited to (1) the name of the license holder, (2) fact of conviction, (3) name and location of the court in which the conviction occurred, and (4) the assigned case number from the court. **Issue 108, November 2021**

## *Document Status: Draft Update*

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

All Cooperative workplaces are drug- and alcohol-free workplaces.

All employees are prohibited from engaging in any of the following activities while on Cooperative premises or while performing work for the Cooperative:

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, use, or being impaired by or under the influence of 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](#). 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 while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position listed in the Cannabis Regulation and Tax Act (CRTA).

Upon the Executive Director or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Executive Director or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. [PRESSPlus1](#) State law protects the Cooperative from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test. [PRESSPlus2](#)

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* means workplace as defined in the [Cannabis Regulation and Tax Act \(CRTA\)](#) in addition to Cooperative and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Cooperative 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~~this 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 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.

#### 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, 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~~has the meaning provided in 105 ILCS 5/10-20.5b.

*Cannabis* ~~shall have~~has 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.

## Cooperative Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition or alternatively, the 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

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.:

[42 U.S.C. §12114](#), Americans With Disabilities Act, [42 U.S.C. §12114](#).

[21 U.S.C. §812](#); [21 C.F.R. §1308.11-1308.15](#), Controlled Substances Act, [21 U.S.C. §812](#); [21 C.F.R. §1308.11-1308.15](#).

[41 U.S.C. §8101 et seq.](#), Drug-Free Workplace Act of 1988, [41 U.S.C. §8101 et seq.](#)

[20 U.S.C. §7101 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.

[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)

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## **PRESSPlus Comments**

PRESSPlus 1. 410 ILCS 705/10-50(d). If the board will not communicate to employees what will happen when reasonable suspicion exists, strike this sentence and select "Adopted with Additional District Edits" as the Save Status. **Issue 108, November 2021**

PRESSPlus 2. 410 ILCS 705/10-50(e)(1), amended by P.A. 101-593, protects the district from liability for actions described in this sentence. If the board will not communicate this information to its employees, strike this sentence and select "Adopted with Additional District Edits" as the Save Status. **Issue 108, November 2021**

## *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<sup>1</sup>, [PRESSPlus1](#) 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.

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/](http://report.cybertip.org/) or [www.missingkids.org](http://www.missingkids.org). 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 of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors, and boundary violations as required by law and policy 5:100, *Staff Development Program*. [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 sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.~~

### Alleged Incidents of Sexual Abuse; Investigations

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.

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 w~~ When the Executive Director he or she has reasonable cause to believe that a license holder committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the Cooperative, he or she shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged ~~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 ANCRA, direct or cause the Board to direct the Executive Director or other equivalent school administrator to comply with 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.

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, Powers and Duties of the School Board: Indemnification. [PRESSPlus3](#)

LEGAL REF.:

[20 U.S.C. §7926, Elementary and Secondary Education Act.](#)

[105 ILCS 5/10-21.9, 5/10-23.13, and 5/21B-85.](#)

[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.: [3:40 \(Executive Director\)](#), [3:50 \(Administrative Personnel Other Than the Executive Director\)](#), [3:60 \(Administrative Responsibility of the Building Principal\)](#), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [5:20 \(Workplace Harassment Prohibited\)](#), [5:30 \(Hiring Process and Criteria\)](#), [5:100 \(Staff Development Program\)](#), [5:120 \(Employee Ethics; Conduct; and Conflict of Interest\)](#), [5:150 \(Personnel Records\)](#), [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 \(Agency and Police Interviews\)](#)

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## PRESSPlus Comments

PRESSPlus 1. State child and disabled adult protection laws define the same class of individuals differently, but with the same goal: to protect an adult student with a disability, not living in a DCFS licensed facility, who is still finishing school with an Individual Education Plan (IEP). The Dept. of Human Services Act (DHS Act) defines “adult student with a disability” as an adult student, age 18 through 21, inclusive (through the day before the student’s 22nd birthday), with an IEP other than a resident of a facility licensed by DCFS. [20 ILCS 1305/1-17\(b\)](#).

However, [105 ILCS 5/14-1.02](#), amended by P.A. 102-172, provides that a student who turns 22 years old during the school year shall be eligible for IEP services through the end of the school year. This statutory definition is the basis for this sample policy’s language. **Issue 108, November 2021**

PRESSPlus 2. *Erin’s Law*, [105 ILCS 5/10-23.13](#), amended by P.A. 102-610. For additional *Erin’s Law* requirements and definitions, see policies [4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors](#); [5:100, Staff Development Program](#); [5:120, Employee Ethics; Conduct; and Conflict of Interest](#); and [6:60, Curriculum Content](#). See also the footnotes of these policies at **PRESS** Online by logging in at [www.iasb.com](#). **Issue 108, November 2021**

PRESSPlus 3. [105 ILCS 5/21B-85\(a\) and \(b\)](#), amended by P.A. 102-552. Because felony charges often arise out of abuse and neglect investigation, this board duty is listed here for convenience. See

policy 2:20, *Powers and Duties of the School Board; Indemnification* for more information. **Issue 108, November 2021**

## *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 include the Abused and Neglected Child Reporting Act (ANCRA), School Code, and awareness and prevention of child sexual abuse and grooming behaviors (Erin's Law) training as follows (see policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*): [PRESSPlus1](#)

1. 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.
2. Within 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 three years.
3. By January 31, 2023, and every year after, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations.

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. ~~5. Abused and Neglected Child Reporting Act (ANGRA), 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 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 three years (see policy 5:90, Abused and Neglected Child Reporting).~~
  - 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.
13. For nurses, administrators, ~~school guidance~~ [PRESSPlus2](#) 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.

14. For all Cooperative staff, annual sexual harassment prevention training.
15. Title IX requirements for training as follows (see policy 2:265, *Title IX Sexual Harassment Grievance Procedure*):
  - a. For all Cooperative staff, training on the definition of sexual harassment, the scope of the Cooperative's education program or activity, all relevant Cooperative policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
  - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the Cooperative's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
  - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
  - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.

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.:

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

[42 U.S.C. §1758b](#), [Pub. L. 111-296](#), Healthy, Hunger-Free Kids Act of 2010; [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](#), [5/10-23.13](#), [5/22-80\(h\)](#), and [5/24-5](#).

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

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

[105 ILCS 110/3](#), Critical Health Problems and Comprehensive Health Education Act.

[325 ILCS 5/4](#), Abused and Neglected Child Reporting Act.

[745 ILCS 49/](#), Good Samaritan Act.

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

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

CROSS REF.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Executive Director), 3:50 (Administrative Personnel Other Than the Executive Director), 4:160 (Environmental Quality of Buildings and Grounds), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 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)

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## **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/10-23.12, amended by P.A. 101-531; 325 ILCS 5/4(j), amended by P.A.s 101-564 and 102-604; and *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610.

Mandated reporter training may be in-person or web-based and must include, at a minimum, information on the following topics: (1) indicators for recognizing child abuse and child neglect; (2) the process for reporting suspected child abuse and child neglect and the required documentation; (3) responding to a child in a trauma-informed manner; (4) understanding the response of child protective services and the role of the reporter after a call has been made; and (5) implicit bias.

*Implicit bias* means the attitudes or internalized stereotypes that affect people's perceptions, actions, and decisions in an unconscious manner and that exist and often contribute to unequal treatment of people based on race, ethnicity, gender identity, sexual orientation, age, disability, and other characteristics. The implicit bias topic must include, at a minimum: (1) information on implicit bias; (2) information on racial and ethnic sensitivity; and (3) tools to adjust automatic patterns of thinking and ultimately eliminate discriminatory behaviors. 325 ILCS 5/4(j), amended by P.A.s 101-564 and 102-604.

Districts must provide mandated reporter training through either DCFS, an entity authorized to provide continuing education through the Dept. of Financial and Professional Regulation, the Ill. State Board of Education, the Ill. Law Enforcement Training Standards Board, the Ill. State Police, or an organization approved by DCFS to provide mandated reporter training. *Child-serving organizations*, which are not defined in ANCRA, are "encouraged to provide in-person annual trainings." **Issue 108, November 2021**

PRESSPlus 2. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

## 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/](#)), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, [PRESSPlus1](#) or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Executive Director or designee shall identify appropriate employee conduct standards and provide them to all Cooperative employees. [PRESSPlus2](#) Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors [PRESSPlus3](#) to include, at a minimum, *sexual misconduct*. *Sexual misconduct* [PRESSPlus4](#) is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
  - a. A sexual or romantic invitation
  - b. Dating, or soliciting a date
  - c. Engaging in sexualized or romantic dialog
  - d. Making sexually suggestive comments that are directed toward or with a student
  - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
  - f. A sexual, indecent, romantic, or erotic contact with the student
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. [PRESSPlus5](#) Such expectations shall establish guidelines for specific areas, including but not limited to:
  - a. Transporting a student
  - b. Taking or possessing a photo or video of a student
  - c. Meeting with a student or contacting a student outside the employee's professional role
4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act ([325 ILCS 5/](#)), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);

5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*; [PRESSPlus6](#) and
6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.

### 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. 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.

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*.

#### Guidance Counselor Gift Ban [PRESSPlus7](#)

Guidance counselors are prohibited from intentionally soliciting or accepting any gift from a *prohibited source* or any gift that would be in violation of any federal or State statute or rule. For guidance counselors, a *prohibited source* is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
  - a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
  - b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
  - c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a tax exempt charity.

#### 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.**

#### Incorporated

by reference: 5:120-E (Code of Ethics for Ill. Educators)

LEGAL REF.:

[U.S. Constitution, First Amendment.](#)

[2 C.F.R. §200.318\(c\)\(1\).](#)

[5 ILCS 420/4A-101](#), Ill. Governmental Ethics Act.

[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, [5/10-23.13](#), [and 5/22-5](#), and [5/22-90](#) (final citation pending).

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 Ill.[inois](#) 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), [2:265](#) (Title IX Sexual Harassment Grievance Procedure), [4:60](#) (Purchases and Contracts), [4:165](#) (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), [5:90](#) (Abused and Neglected Child Reporting), [5:100](#) (Staff Development Program), [5:125](#) (Personal Technology and Social Media; Usage and Conduct), [7:20](#) (Harassment of Students Prohibited)

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## PRESSPlus Comments

PRESSPlus 1. *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 2. Sample conduct standards are contained in administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them. **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 4. This definition of *sexual misconduct* is adapted from HB 1975, legislation that did not pass in the first half of the 102nd Ill. General Assembly; however, it includes the results of collaboration to implement some of the recommendations of the *Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Taskforce* and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff. See [www.sesamenet.org/](http://www.sesamenet.org/) for further

information.

As of **PRESS** Issue 108's publication, HB 1975 is still pending in the 102nd General Assembly and is expected to become law. Its enactment could close significant legal loopholes related to combating grooming by broadening the definition of grooming prohibited by the Criminal Code of 2012 and authorizing the Ill. Dept. of Children and Family Services to investigate grooming allegations under the Abused and Neglected Child Reporting Act. **Issue 108, November 2021**

PRESSPlus 5. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. Sample expectations and guidelines are contained in administrative procedure 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). Establishing guidelines specific to #3(a), (b), and (c) is not currently required but is a requirement in HB 1975 (See PRESS Plus Comment 4, above). **Issue 108, November 2021**

PRESSPlus 6. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 7. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, eff. 1-1-22. *Guidance counselor* means a person employed by a school district and working in a high school to offer students advice and assistance in making career or college plans. **Issue 108, November 2021**

## *Document Status: Draft Update*

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

#### Definitions

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

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

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

#### Usage and Conduct

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

1. Adhere to the high standards for **Professional and Appropriate Conduct** ~~appropriate school relationships~~ required by policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes Cooperative employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, [23 Ill.Admin.Code §22.20](#).
2. Choose a Cooperative-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting Child Reporting*.
6. Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance ~~Comply~~ with policy 5:130, *Responsibilities Concerning Internal Information*. ~~This means that personal technology and social media may not be used to share, publish, or transmit information about or~~

~~images of students and/or Cooperative employees without proper approval.~~ For Cooperative employees, proper approval may include implied consent under the circumstances.

7. Refrain from using the Cooperative's logos without permission and follow Board policy 5:170, *Copyright*, and all Cooperative copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation. Staff members are cautioned against sharing personal information with students on social media.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the Cooperative employee's personal technology or social media. The Advisory Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the Cooperative for any losses, costs, or damages, including reasonable attorney fees, incurred by the Cooperative relating to, or arising out of, any violation of this policy.

The Executive Director shall:

1. Inform Cooperative employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Coordinators to annually:
  - a. Provide their building staff with a copy of this policy.
  - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
  - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that ~~no one for~~ neither the Cooperative, ~~nor anyone~~ on its behalf, ~~commits~~ requests of an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the Facebook Password Law ~~employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.~~
5. Periodically review this policy and any procedures with Cooperative employee representatives and electronic network system administrator(s) and present proposed changes to the Advisory Board.

LEGAL REF.:

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

~~Ill. Human Rights Act, 775 ILCS 5/5A-102,~~ Ill. Human Rights Act.

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

~~Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20,~~ Code of Ethics for Ill. Educators.

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

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

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

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

ADOPTED: February 1, 2017

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## **PRESSPlus Comments**

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

## *Document Status: Draft Update*

### **5:150 Personnel Records**

#### Maintenance and Access to Records [PRESSPlus1](#)

**Please refer to the applicable collective bargaining agreement.**

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

There shall be one official personnel file maintained at the MVSEC office for each employee. Every employee shall have the right, upon request, to review, inspect and obtain copies of the records maintained in his/her personnel file in accordance with or without the provisions of the Illinois Personnel Record Review Act. Records not in the personnel file but which should have been included as required under said Act may not be used by the Board in any judicial or quasi-judicial proceeding unless the records were not intentionally excluded and 1) the employee agrees to their use, or 2) the employee has been given a reasonable time to review the records. MVSEC will provide one copy per year of personnel records at no charge to the employee.

#### Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance [PRESSPlus2](#)

The Executive Director or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Executive Director shall: [PRESSPlus3](#)

1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for 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 Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the Cooperative from providing a recommendation of employment for an employee, contractor, or agent that Cooperative knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law. [PRESSPlus4](#) but the Executive Director or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.

When requested for information about an employee by an entity other than a prospective employer, the Cooperative will only confirm position and employment dates unless the employee has submitted a written request to the Executive Director or designee.

LEGAL REF.:

20 U.S.C. §7926.

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

745 ILCS 46/10, Employment Record Disclosure Act.

[820 ILCS 40/](#), Personal Record Review Act.

[23 Ill.Admin.Code §1.660.](#)

CROSS REF.: 2:250 (Access to Cooperative Public Records), 4:15 (Identity Protection), 5:125 (Personal Technology and Social Media; Usage and Conduct), [5:90 \(Abused and Neglected Child Reporting\)](#), 7:340 (Student Records)

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## **PRESSPlus Comments**

PRESSPlus 1. Subheadings are added for clarity. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. For more information, see the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 3. Required by the Elementary and Secondary Education Act (ESEA) (20 U.S.C. §7926). On 6-27-2018, the U.S. Dept. of Education issued a *Dear Colleague Letter* stating that school policies must explicitly state this requirement. See the resources portion for the letter at: [www2.ed.gov/policy/elsec/leg/essa/index.html](http://www2.ed.gov/policy/elsec/leg/essa/index.html).

Consult the board attorney about what “or has probable cause to believe, has engaged in sexual misconduct” means. For guidance, policy 5:90, *Abused and Neglected Child Reporting* defines an “alleged incident of sexual abuse” as 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. **Issue 108, November 2021**

PRESSPlus 4. Consult the board attorney in these situations for help about what the superintendent may or may not say. Questions exist whether the superintendent says nothing, provides a neutral reference, or whether a *recommendation* could mean positive or negative statements. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **5:185 Family and Medical Leave**

#### Leave Description

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

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each year, beginning July 1 and ending June 30 of the next year.

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

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

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

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

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

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

### Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles and the employee has been employed by the Cooperative for at least 12 months and has been employed for at least 1,000~~250~~<sup>PRESSPlus2</sup> hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the Cooperative need not be consecutive. However, the Cooperative will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), [38 U.S.C. 4301](#), *et seq.*, or when a written agreement exists concerning the Cooperative's intention to rehire the employee.

### Requesting Leave

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

### Certification

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

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

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

The Cooperative may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the Cooperative may request

recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) Cooperative receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the Cooperative within 15 calendar days after the request. The Cooperative may request recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of 6 months.

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

### Continuation of Health Benefits

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

### Changed Circumstances and Intent to Return

An employee must provide the Executive Director or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Executive Director or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work.

### Return to Work

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

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

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

### Implementation

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

**Please also refer to the applicable collective bargaining agreement.**

LEGAL REF.:

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

Part 825.

**105 ILCS 5/24-6.4.**

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

ADOPTED: February 1, 2017

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**PRESSPlus Comments**

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

Once an eligible employee communicates a need to take leave for an FMLA-qualifying reason, a district may not delay designating the leave as FMLA leave, and neither the employee nor a district may decline FMLA protection for that leave, even when a collective bargaining agreement requires or allows for such a delay. Further, when a district requires employees to substitute accrued paid leave for FMLA leave, all the benefits and protections that would otherwise apply during the paid leave (such as accrual of seniority) must continue to apply when substituting for FMLA leave. See *DOL Wage and Hour Division Letter FMLA 2019-3-A* (9-10-19), at: [www.dol.gov/sites/dolgov/files/WHD/legacy/files/2019\\_09\\_10\\_3A\\_FMLA.pdf](http://www.dol.gov/sites/dolgov/files/WHD/legacy/files/2019_09_10_3A_FMLA.pdf). **Issue 108, November 2021**

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

## *Document Status: Draft Update*

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

The 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 individual employment contract or [PRESSPlus1](#) 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 employment to any student(s) attending school in the Cooperative. *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.:

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

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

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

[Cleveland Bd. of Educ. v. 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)

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## **PRESSPlus Comments**

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

## *Document Status: Draft Update*

### **5:220 Substitute Teachers**

The 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 only for a period not to exceed five consecutive school days.

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2023, [PRESSPlus1](#) a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the 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'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 5/10-20.68](#), [5/21B-20\(2\)](#), [5/21B-20\(3\)](#), and [5/21B-20\(4\)](#).

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

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

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## **PRESSPlus Comments**

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

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

## *Document Status: Draft Update*

### **5:250 Leaves of Absence**

#### Sick and Bereavement Leave

**Please refer to the applicable collective bargaining agreement.**

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

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

#### 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 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 academic meetings related to the teacher's child, if the conference or meeting 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, Sexual Violence, ~~or~~ Gender Violence, or Other Crime of Violence [PRESSPlus3](#)

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, ~~or~~ gender violence, or any other crime of violence or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, ~~or~~ gender violence, or any other crime of violence.

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

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](#).

[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)

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## **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/24-6, amended by P.A. 102-275, overturned the Illinois Supreme Court's decision in Dynak v. Bd. of Educ. of Wood Dale Sch. Dist. 7, 164 N.E.3d 1226 (Ill. 2020) (finding that a teacher was not entitled to use 30 days of sick leave for birth consecutively before and after an intervening summer break). It is unclear from the language of the statute if an employee can be prohibited from *intermittent* use of 30 working sick days for birth, e.g., such as taking leave once a week). Consult the board attorney for guidance on this issue. **Issue 108, November 2021**

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

PRESSPlus 3. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **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, or the acceptance of a child in need of foster care. The Executive Director and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness ~~or 30 days for birth~~ or as the 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) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

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

#### Paid Sick Leave for Adoption

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

## 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. Leave for Service in the General Assembly. [PRESSPlus3](#)
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, ~~or Gender Violence~~, or Other Crime of Violence. [PRESSPlus4](#)
5. Child Bereavement Leave.
6. Leave to serve as an election judge.

LEGAL REF.:

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

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

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

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

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

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

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 6:20 (Calendar and Day)

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## **PRESSPlus Comments**

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

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

PRESSPlus 3. Moved from #1, above. Granting General Assembly leave to Educational Support Personnel is optional. **Issue 108, November 2021**

PRESSPlus 4. Updated in response to Victims' Economic Security and Safety Act (VESSA), 820 ILCS 180/, amended by P.A. 102-487. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **6:20 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](#), [5/10-20.56](#), [5/10-24.46](#), [5/10-30](#), [5/18-12](#), [5/18-12.5](#), [5/24-2](#), [5/27-3](#), [5/27-18](#), [5/27-19](#), [5/27-20](#), [5/27-20.1](#), [5/27-20.2](#), and [20/1](#).

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

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

[23 Ill.Admin.Code §1.420\(f\)](#).

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

CROSS REF.: 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

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### **PRESSPlus Comments**

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

## *Document Status: Draft Update*

### **6:120 Education of Children with Disabilities**

The Cooperative shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the Cooperative, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term *children with disabilities*, as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) *Special Education* rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year. [PRESSPlus1](#)

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

For students eligible for services under IDEA, the Cooperative shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the Cooperative shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure. When a student who is eligible for special education under [Article 14 of the School Code](#) reaches the majority age of 18 years, all rights accorded to the students' parents under that Article transfer to the student, except as provided in [105 ILCS 5/14-6.10](#).

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

#### LEGAL REF.:

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

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

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

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

34 C.F.R. [§Part 300](#).

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

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

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

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/14-1.02, amended by P.A. 102-172. IDEA funds cannot be used to provide services for students beyond the age of 21. See ISBE's *Frequently Asked Questions: Public Act 102-0172 and Public Act 102-0173* (July 2021), at [www.isbe.net/Documents/FAQ-HB-40-HB-2748.pdf](http://www.isbe.net/Documents/FAQ-HB-40-HB-2748.pdf). Consult the board attorney for further guidance. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct**

The Executive Director or designee shall establish a *Bring Your Own Technology (BYOT) Program*. The program will:

1. Promote educational excellence by facilitating resource sharing, innovation, and communication to enhance (a) technology use skills; (b) web-literacy and critical thinking skills about Internet resources and materials, including making wise choices; and (c) habits for responsible digital citizenship required in the 21st century.
2. Provide sufficient wireless infrastructure within budget parameters.
3. Provide access to the Internet only through the Cooperative's or member district's electronic networks.
4. Identify approved BYOT devices and what Cooperative-owned technology devices may be available; e.g., laptops, tablet devices, E-readers, and/or smartphones.
5. Align with established board policies.
6. Provide relevant staff members with BYOT professional development opportunities, including the provision of:
  - a. Classroom management information about issues associated with the program, e.g., technical support, responsible use, etc.;
  - b. A copy of or access to this policy and any building-specific rules for the program;
  - c. Additional training, if necessary, about 5:170, *Copyright*, and
  - d. Information concerning appropriate behavior of staff members as required by State law and policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
7. Provide a method to inform parents/guardians and students about this policy.
8. Include the program in the annual report to the Board as required under policy 6:10, *Education Philosophy and Objectives*.

The Cooperative reserves the right to discontinue its BYOT program at any time. The Cooperative does not provide liability protection for BYOT devices, and it is not responsible for any damages to them.

#### Responsible Use

The Cooperative recognizes students participating in the program as responsible young adults and holds high expectations of their conduct in connection with their participation in the program. Teachers may encourage students to bring their own devices as supplemental in-class materials when: (a) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (b) the Building Principal or Coordinator has approved their use and found that their use is age-appropriate; and (c) the student's parent/guardian has signed the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form*. A student's right to privacy in his or her device is limited; any reasonable suspicion of activities that violate law or Board policies will be

treated according to policy 7:140, *Search and Seizure*.

Responsible use in the program incorporates into this policy the individual's *Acceptable Use of Electronic Networks* agreement pursuant to policy 6:235, *Access to Electronic Networks*. Responsible use also incorporates the established usage and conduct rules in policy 5:125, *Personal Technology and Social Media*; *and Personal Technology*; [PRESSPlus1 Usage and Conduct](#), for staff and 7:190, *Student Behavior*, for students. Failure to follow these rules and the specific BYOT program student guidelines may result in: (a) the loss of access to the Cooperative's electronic network and/or student's BYOT privileges; (b) disciplinary action pursuant to 7:190, *Student Behavior*, 7:200, *Suspension Procedures*; or 7:210, *Expulsion Procedures*; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal acts to appropriate law enforcement agencies.

#### LEGAL REF.:

Children's Internet Protection Act (CIPA), [47 U.S.C. §254](#)(h) and (l).

Enhancing Education Through Technology Act, [20 U.S.C §6751](#) *et seq.*

[47 C.F.R. Part 54](#), Subpart F, Universal Service Support for Schools and Libraries.

Children's Online Privacy Protection Act (COPPA), [15 U.S.C. §§6501-6508](#).

[16 C.F.R. Part 312](#), Children's Online Privacy Protection Rule.

[105 ILCS 5/10-20.28](#).

CROSS REF.: 1:30 (School District Philosophy), 4:140 (Waiver of Student Fees), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:170 (Copyright), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:120 (Education of Children with Disabilities), 6:210 (Instructional Materials), 6:235 (Access to Electronic Networks), 7:140 (Search and Seizure), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:340 (Student Records)

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated to correct title. **Issue 108, November 2021**

## *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 in State law.
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 State law.
6. 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.

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

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](#), [5/22-87](#), [PRESSPlus1 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)

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## **PRESSPlus Comments**

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

## *Document Status: Draft Update*

### **6:340 Student Testing and Assessment Program**

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

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

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Be uniformly applied to all students who are required to be tested, including: (a) students in a State approved transitional bilingual education or transitional program, and (b) students who have an Individualized Education Plan (IEP), subject to any modifications that may be required by an individual student's IEP.
4. Provides each student's parents/guardians with the results or scores of each State assessment. See policy 6:280, *Grading and Promotion*.
5. Utilizes professional testing practices.

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

LEGAL REF.:

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

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

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

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

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

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### **PRESSPlus Comments**

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



## *Document Status: Draft Update*

### **7:10 Equal Educational Opportunities**

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

#### Sex Equity

No student shall, based on sex, sexual orientation, gender identity, or gender expression be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Students shall be supported in a manner consistent with their gender identity. This will include, but not be limited to, use of restrooms, locker rooms, and other facilities that correspond with the student's gender identity

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

#### Administrative Implementation

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

#### LEGAL REF.:

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

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

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

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

[Ill. Constitution, Art. I](#), §18.

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

~~citations pending~~, [PRESSPlus1](#) 5/10-22.5, and 5/27-1.

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

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

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

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

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## **PRESSPlus Comments**

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

## *Document Status: Draft Update*

### **7:20 Harassment of Students Prohibited**

No person, including a 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; gender identity (whether or not traditionally associated with the student's sex assigned at birth); 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

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

#### Making a Report or Complaint

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

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

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

#### **Nondiscrimination Coordinator:**

Nancy Sporer

1304 Ronzheimer Ave., St. Charles, IL 60174

[nancy.sporer@d303org](mailto:nancy.sporer@d303org)

661-333-1000

## Complaint Managers:

Nancy Sporer

1304 Ronzheimer Ave., St. Charles,  
IL 60174

[nancy.sporer@d303.org](mailto:nancy.sporer@d303.org)

331-228-4928

Timothy Stoudt

1304 Ronzheimer Ave., St. Charles, IL 60174

[Timothy.Stoudt@d303.org](mailto:Timothy.Stoudt@d303.org)

331-228-6034

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

1. For students, age-appropriate information about the contents of this policy in the 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

Any Cooperative employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

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

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

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

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

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

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

*Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

### Enforcement

Any 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 third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the Cooperative, e.g., vendor, parent, invitee, etc. 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.

### Retaliation Prohibited

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

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

### LEGAL REF.:

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

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

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

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

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 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)

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### **PRESSPlus Comments**

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

## *Document Status: Draft Update*

### **7:60 Residence**

#### Member Districts

Students who are eligible for special education services and are residents of a Member District may participate in the programs available through the Cooperative according to provisions in their IEPs.

#### Non-Member Districts

Eligible students who are not residents of a Member District may participate in the special education programs available through the Cooperative, provided the student's resident district provides any necessary transportation and pays the Cooperative the per capita cost of educating such students as defined in Section 14-7.01 of the School Code ([105 ILCS 5/14-7.01](#)).

LEGAL REF.: [PRESSPlus1](#)

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

105 ILCS 5/10-20.12a, 5/10-20.12b, ~~and 5/10-22.5~~, [and 5/10-22.5a](#).

105 ILCS 45/, [Education for Homeless Children Act](#) ~~and 70/~~.

[105 ILCS 70/](#), [Educational Opportunity for Military Children Act](#).

23 Ill.Admin.Code §1.240.

[Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High Sch.](#), ~~200~~, ~~604 N.E.2d 1264~~ [235 Ill.App.3d 652](#) (~~Ill.App.1~~, [5th Dist.](#) 1992).

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

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

~~ADOPTED: May 2, 2012~~

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### **PRESSPlus Comments**

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

## *Document Status: Draft Update*

### **7:70 Attendance and Truancy**

#### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, [PRESSPlus1](#) including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), [PRESSPlus2](#) observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Advisory Board, voting pursuant to policy 7:90, *Release During School Hours* ([10 ILCS 5/7-42](#) and [5/17-15](#)), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Executive Director or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe. [PRESSPlus3](#)

#### Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Executive Director or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant

minors as defined in [105 ILCS 5/26-2a](#).

6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services.
8. [A process for the collection and review of chronic absence data and to: \*\*PRESSPlus4\*\*](#)
  - a. [Determine what systems of support and resources are needed to engage chronically absent students and their families, and](#)
  - b. [Encourage the habit of daily attendance and promote success.](#)
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-Cooperative agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Executive Director believes qualifies.

#### LEGAL REF.:

[105 ILCS 5/26-1 through 186](#).

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

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

CROSS REF.: 5:100 (Staff Development Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Eligibility for Services), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

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#### **PRESSPlus Comments**

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

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

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

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

## *Document Status: Draft Update*

### **7:80 Release Time for Religious Instruction/Observance**

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

~~This notice shall satisfy the Cooperative's requirement for a written excuse when the student returns to school.~~ [PRESSPlus1](#)

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

#### LEGAL REF.:

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

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

775 ILCS 35/, Religious Freedom Restoration Act.

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

~~ADOPTED: June 7, 2012~~

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#### **PRESSPlus Comments**

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

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

#### LEGAL REF.:

105 ILCS 5/10-20.64, 5/22-88.5 (~~final citation pending~~)

[55 ILCS 80/](#), Children's Advocacy Center Act.

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

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

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

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

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and

the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:160 Student Appearance

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

#### LEGAL REF.:

105 ILCS [5/2-3.25](#) and [5/10-22.25b](#).

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

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

ADOPTED: [May 2, 2012](#)

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#### Questions and Answers:

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

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

- No (default)  
 Yes.

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#### PRESSPlus Comments

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



## *Document Status: Draft Update*

### **7:180 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 [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.

*Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.* [PRESSPlus1](#)

*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, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act. [PRESSPlus2](#)

*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~~ [PRESSPlus3](#) 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 Executive 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; however, this shall not be construed to permit formal disciplinary action solely on the

basis of an anonymous report.

**Nondiscrimination Coordinator:**

Nancy Sporer

1304 Ronzheimer Ave., St. Charles, IL 60174

[nancy.sporer@d303org](mailto:nancy.sporer@d303org)

331-228-4928

**Complaint Manager:**

Nancy Sporer

1304 Ronzheimer Ave., St. Charles, IL 60174

[nancy.sporer@d303.org](mailto:nancy.sporer@d303.org)

331-228-4928

4. Consistent with federal and State laws and rules governing student privacy rights, the Executive 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 Executive 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 Executive 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 Executive 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.** Any

person student's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion [PRESSPlus4](#) with regard to students 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, a person who is found to have knowingly making a falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided ing knowingly false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The Cooperative's bullying prevention and response plan is must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Executive 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. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Executive Director or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation: [PRESSPlus5](#)
  - 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. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;

2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or

3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Executive Director or designee must post the information developed as a result of the policy re-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. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Executive 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. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
  - c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - d. 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.
  - e. 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.
  - f. 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).
  - g. 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.
  - h. 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.
  - i. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide 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 Executive 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.:

105 ILCS 5/10-20.14, [5/10-22.6\(b-20\)](#), 5/24-24, and 5/27-23.7.

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

[775 ILCS 5/1-103, Ill. Human Rights 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), 2:265 (Title IX Sexual Harassment 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)

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## PRESSPlus Comments

PRESSPlus 1. All definitions are directly from 105 ILCS 5/27-23.7. See also resources from Cyberbullying Research Center, available at: [cyberbullying.org/](http://cyberbullying.org/), and the U.S. School Safety Clearinghouse website at [www.SchoolSafety.gov](http://www.SchoolSafety.gov). **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-23.7(b), amended by P.A. 102-241. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

PRESSPlus 4. Consult the board attorney about the potential conflict of 105 ILCS 5/27-23.7(b)(7) (allowance of suspension and/or expulsion of students for reprisal/retaliation against reports of bullying) with 105 ILCS 5/10-22.6(b-20) (districts must resolve threats, address disruptions, and minimize the length (and implementation of) suspensions and expulsions to the greatest extent practicable). For more information, see sample policy 7:200, *Suspension Procedures*, at f/n 8 and sample policy 7:210, *Expulsion Procedures*, at f/ns 11 and 13, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 5. All districts must have a policy on bullying, monitor it, review and re-evaluate it, and file it with the Ill. State Board of Education (ISBE) every two years. 105 ILCS 5/27-23.7. See ISBE's *School Policies for Bullying Prevention* at: [www.isbe.net/Documents/Bullying-Prev-Policy-Req.pdf](http://www.isbe.net/Documents/Bullying-Prev-Policy-Req.pdf). **Issue 108, November 2021**



## *Document Status: Draft Update*

### **7:190 Student Behavior**

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

#### When and Where Conduct Rules Apply

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

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

#### Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off **or silenced** [PRESSPlus1](#) and out-of-sight [Q1](#) during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a Cooperative staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving

or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

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

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

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

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

### Disciplinary Measures

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

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

weapons or in other circumstances as authorized by the reciprocal reporting agreement between the Cooperative and local law enforcement agencies.

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

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

#### Isolated Time Out, Time Out, and Physical Restraint

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

#### Weapons

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

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

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

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

#### Re-Engagement of Returning Students

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

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### Delegation of Authority

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

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

### Student Handbook

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

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

Incorporated

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

LEGAL REF.:

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

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

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

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

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

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

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

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

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment ), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property)

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### Questions and Answers:

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

- Yes (default)
  - No. (IASB will remove "and out-of-sight")
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### PRESSPlus Comments

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

## *Document Status: Draft Update*

### **7:200 Suspension Procedures**

#### In-School Suspension

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

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

#### Out-of-School Suspension

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.

- ii. For a suspension of 4 or more school days, an explanation:
  - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
  - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
  - c) That the student's continuing presence in school would either:
    - i) Pose a threat to the safety of other students, staff, or members of the school community, or
    - ii) Substantially disrupt, impede, or interfere with the operation of the school.
- iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Executive Director or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

- 5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Executive Director or designee.
- 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Director or designee shall invite a representative from ~~the Department of Human Services~~ a local mental health agency, [PRESSPlus1](#) to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

#### LEGAL REF.:

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

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

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

23 Ill.Admin.Code §1.280.

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

ADOPTED: June 1, 2016

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#### **PRESSPlus Comments**

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



## *Document Status: Draft Update*

### **7:210 Expulsion Procedures**

The final authority for expulsion of a student receiving services from the Cooperative lies with the Board of Education of the student's district of residence. The policy provided within the district of residence for expulsion of students will be followed, including the due process procedure and is in compliance with the provisions of IDEA. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. A special education student whose gross disobedience or misconduct is not a manifestation of his/her disability may be expelled pursuant to the expulsion procedures, in accordance with the district of residence, provided that the student shall continue to receive educational services as provided in the IEP during the period of expulsion.

LEGAL REF.:

Goss v. Lopez, 419 U.S. 565 (1975). [PRESSPlus1](#)

[34 CFR §300.530-300.536.](#)

[105 ILCS 5/10-22.6.](#)

[23 Ill.Admin.Code §226.400.](#)

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:230 (Misconduct By Students with Disabilities)

~~ADOPTED: May 2, 2012~~

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### **PRESSPlus Comments**

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

## Document Status: Draft Update

### 7:240 Conduct Code for Participants in Extracurricular Activities

The Executive Director or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy and the rules adopted by any association in which the Cooperative maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. [PRESSPlus1](#) The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

#### LEGAL REF.:

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

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

[Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 \(1995\).](#)

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

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

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

[Veronia School Dist. 475 v. Acton, 515 U.S. 646 \(1995\).](#)

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

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:300 (Extracurricular Athletics)

[ADOPTED: June 1, 2016](#)

## PRESSPlus Comments

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

## Document Status: Draft Update

### 7:250 Student Support Services

The following student support services may be provided by the Cooperative:

1. Health services supervised by a qualified school nurse. The Executive Director or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker as indicated on the student's IEP.
4. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

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

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

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

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

LEGAL REF.:

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

405 ILCS 49/, Children's Mental Health Act of 2003.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

~~105 ILCS 5/10-20.58.~~

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

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**PRESSPlus Comments**

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

## *Document Status: Draft Update*

### **7:290 Suicide and Depression Awareness and Prevention**

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

#### Suicide and Depression Awareness and Prevention Program

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

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements [105 ILCS 5/2-3.139](#) and [105 ILCS 5/27-7](#) (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under [105 ILCS 5/3-14.8](#) (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
  - a. The training required by [105 ILCS 5/10-22.39](#) for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. [PRESSPlus1](#)  
Implementation will incorporate paragraph number 2, above, along with Board policies:
  - a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals

and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);

- b. 6:120, Education of Children with Disabilities, implementing special education requirements for the District;
  - c. 6:140, Education of Homeless Children, implementing provision of District services to students who are homeless;
  - d. 7:10, Equal Educational Opportunities, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
  - e. 7:50, School Admissions and Student Transfers To and From Non-District Schools, implementing State law requirements related to students who are in foster care;
  - f. ~~Board policy~~ 7:250, Student Support Services, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - g. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
  4. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
  5. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the Cooperative's Suicide and Depression Awareness and Prevention Program.

### Illinois Suicide Prevention Strategic Planning Committee

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

### Monitoring

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

### Information to Staff, Parents/Guardians, and Students

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

### Implementation

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

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

#### LEGAL REF.:

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

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

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

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

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

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

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#### PRESSPlus Comments

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

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

## *Document Status: Draft Update*

### **7:310 Restrictions on Publications; Elementary Schools**

#### School-Sponsored Publications and Web Sites

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

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

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

#### Non-School Sponsored Publications Accessed or Distributed On-Campus

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

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

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

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

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

#### Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

#### Bullying and Cyberbullying

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

#### LEGAL REF.:

105 ILCS 5/27-23.7.

Hazelwood v. Kuhlmeier, 408 S.Ct. 562 484 U.S. 260 (1988).

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

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

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

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED: February 1, 2017

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#### **PRESSPlus Comments**

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

## *Document Status: Draft Update*

### **7:315 Restrictions on Publications; High Schools**

#### Definitions [PRESSPlus1](#)

*Libel* means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

*Obscene* means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

*School official* means a Program Administrator or designee.

*School-sponsored media* means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

*Slander* means the speaking of false statements of fact that seriously harm a living person's reputation.

*Student journalist* means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

*Student media adviser* means an individual employed, appointed, or designated by the Cooperative to supervise or provide instruction relating to school-sponsored media.

#### School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and ~~the~~ School Board policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

#### Student journalists must: [PRESSPlus2](#)

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the Cooperative's media literacy curriculum mandate in 105 ILCS 5/27-20.08; [Q1](#) and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
  - a. Commit an unlawful act;
  - b. Violate any of the Cooperative's policies; or
  - c. Materially and substantially disrupt the orderly operation of the school.

~~All school-sponsored media shall comply with the ethics and rules of responsible journalism. The Cooperative will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material~~ Text that fits into numbers one of the four prohibited categories listed (1) through four (4) above, in which case ~~will not be tolerated and school officials~~ the Executive Director or designee and/or student media advisers may review, edit, and ~~or~~ delete such media material before publication or distribution of the media. <sup>Q2</sup>

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

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the Cooperative or an expression of Board policy.

#### Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, ~~or~~ invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the

citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or

6. Incites students to violate any Board policies.

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

#### Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

#### Bullying and Cyberbullying

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

#### LEGAL REF.:

105 ILCS 5/27-20.08 and 5/27-23.7.

~~Speech Rights of Student Journalists Act~~, 105 ILCS 80/, ~~Speech Rights of Student Journalists Act~~.

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

~~Hazelwood v. Kuhlmeier~~, ~~408 S.Ct. 562~~484 U.S. 260 (1988).

~~Morse v. Frederick~~, 551 U.S. 393 (2007).

~~Hedges v. Wauconda Cmty.ommunity Unit Sch.ool~~ Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

~~Tinker v. Des Moines Indep. Cmty. Sch. Dist.~~, 89 S.Ct. 733 (1969)

~~Morse v. Frederick~~, 551 U.S. 393 (2007).

CROSS REF.: 1:30 (Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

~~ADOPTED: February 1, 2017~~

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#### Questions and Answers:

\*\*\*Required Question 1. Number 5 in the list is intended to align with the *media literacy* curriculum mandate for students in grades 9 through 12 that starts in the fall of 2022 and is listed at 105 ILCS 5/27-20.08, added by P.A. 102-55, and policy 6:60, *Curriculum Content. Media literacy* means the ability to access, analyze, evaluate, create, and communicate using a variety of objective forms,

including, but not limited to, print, visual, audio, interactive, and digital texts. Id. Media literacy instruction must include a component on social responsibility and civics that includes “[s]uggesting a plan of action in the class, school, or community to engage others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason.” Providing opportunity and space for expression of differing opinions in media aligns with and promotes this inclusive dialog.

For boards that provide student journalists more flexibility, IASB will make the following three edits: (1) replace “Student journalists must” with: “Student journalists shall strive to.” (2) amend number 5 to read: “In the use of personal opinions, editorial statements, and/or letters to the editor, determine the need to provide opportunity and space for the expression of differing opinions within the same media to align with the District’s media literacy curriculum mandate in in 105 ILCS 5/27-20”, and (3) delete number 6.

Would the board like to provide student journalists more flexibility?

- No (default)
- Yes (IASB will make the edits described above.)

\*\*\*Required Question 2. 105 ILCS 80/10 requires school officials to show justification without undue delay before limiting student expression. For boards that want the student media advisor to provide student journalists with written justification prior to limiting materials, insert the following sentence to end the paragraph:

In such cases, the student media adviser will promptly provide the student journalist with a written justification prior to limiting the material.

Does the board want the student media advisor to provide student journalists with written justification prior to limiting materials?

- No (default)
- Yes (IASB will add the sentence shown above.)

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## PRESSPlus Comments

PRESSPlus 1. This policy is updated in response to feedback from the Student Law Press Center, a national non-profit student journalist advocacy group, and from Ill. Council of School Attorneys (ICSA) members. **Issue 108, November 2021**

PRESSPlus 2. Consult the board attorney about text that balances the student journalists’ rights to have control of their media publications with the board’s interests in (a) ensuring differing opinions are published, (b) this Act, and (c) providing student journalists opportunities to apply the upcoming Illinois media literacy curriculum mandates. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **7:340 Student Records**

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

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18<sup>7</sup> [PRESSPlus1](#) years who has been arrested or taken into custody.

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

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

LEGAL REF.:

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

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

105 ILCS 5/10-20.1221b, 5/20.37, 5/10-20.40, and 5/14-1.01 et seq.

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

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

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

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

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

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

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

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

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## **PRESSPlus Comments**

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

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

## *Document Status: Draft Update*

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

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

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

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

#### Definitions

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

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

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

#### Operator Contracts

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

#### Security Standards

The Executive Director or designee shall ensure the District implements and maintains reasonable

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

LEGAL REF.:

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

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

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

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

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

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## **PRESSPlus Comments**

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

## *Document Status: 5-Year-Review - Needs Review*

### **8:100 Relations with Other Organizations and Agencies**

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

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

CROSS REF.: 1:20 (Cooperative Organization), 4:170 (Safety), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews)

ADOPTED: May 2, 2012

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## 5. **Information**

### 5.1. Student and Staff Enrollment, January, 2022



**STAFF PROFILE**  
**January 31, 2022**

ADMINISTRATION	FTE	CERTIFIED STAFF	FTE	LICENSED STAFF	FTE	FTE UNFILLED AT THIS TIME	SUPPORT STAFF	FTE	FTE UNFILLED AT THIS TIME
Executive Director	1.00	Adapted PE	2.00	OT	3.05		1:1 Assistants	10.00	
Director of Bus/HR	1.00	HI Teachers	4.00	PT	1.80		Teaching Assistants	44.00	5.00
Principal	1.00	Instructional/Behavioral Facilitator	2.00	Certified School Nurse	1.00		Certified Nursing Assistants	5.00	1.00
Program Supervisors	2.45	Psychologist	0.60	Nurses	5.00		Job Coaches	5.00	0.85
Dir. of Prof Learning	1.00	Speech Pathologist	5.60	LPN/RN 1:1	3.00		MJC Assistant	1.00	
		Teachers	30.80	Asst.Tech Specialist	0.75		MV Assistants	2.00	
		Vocational Specialists	4.00				HR-Payroll/PD Assistant	0.80	
		Social Workers	6.00						
		Elective Teacher	1.00						
<b>Total</b>	<b>6.45</b>	<b>Total</b>	<b>56.00</b>	<b>Total / Unfilled</b>	<b>14.60</b>	<b>0.00</b>	<b>Total / Unfilled</b>	<b>67.80</b>	<b>6.85</b>
<b>TOTAL FTE UNFILLED POSITIONS AT THIS TIME</b>									<b>6.85</b>
<b>TOTAL MID-VALLEY STAFF/TOTAL FTE FILLED POSITIONS</b>								<b>144.85</b>	<b>138.00</b>

**January 31, 2021**

ADMINISTRATION	FTE	CERTIFIED STAFF	FTE	LICENSED STAFF	FTE	FTE UNFILLED AT THIS TIME	SUPPORT STAFF	FTE	FTE UNFILLED AT THIS TIME
Executive Director	1.00	Adapted PE	2.00	OT	3.85		1:1 Assistants	13.00	2.00
Director of Bus/HR	1.00	HI Teachers	4.00	PT	1.80		Teaching Assistants	46.50	1.80
Principal	1.00	Instructional/Behavioral Facilitator	2.00	Certified School Nurse	1.00		Job Coaches	5.00	2.20
Program Supervisors	2.45	Psychologist	0.60	Registered Nurses	4.00		MJC Assistant	1.00	
Dir. of Prof Learning	1.00	Speech Pathologist	5.60	LPN/RN 1:1	3.00		MV Assistants	2.00	
		Teachers	31.80	Asst.Tech Specialist	0.75		HR-Payroll/PD Assistant	0.80	
		Vocational Specialists	4.00						
		Social Workers	5.40						
		Elective Teacher	1.00						
<b>Total</b>	<b>6.45</b>	<b>Total</b>	<b>56.40</b>	<b>Total</b>	<b>14.40</b>	<b>2.00</b>	<b>Total</b>	<b>68.30</b>	<b>6.00</b>
<b>TOTAL FTE UNFILLED POSITIONS AT THIS TIME</b>									<b>8.00</b>
<b>TOTAL MID-VALLEY STAFF/TOTAL FTE FILLED POSITIONS</b>								<b>145.55</b>	<b>137.55</b>

## Mid-Valley Enrollment-Staffing Profile

January 2022

PROGRAM	LOCATION	STUDENTS	101	301	302	303	304	25	131	427	428	NET CHANGE	REFERRALS	TEACHER	ASSIST	1-1 Asst	DISTRICT	RN/CSN
Little Hands & Voices	Fox Ridge	5				2			3					1	1			
New Pathways	Fabyan K-2	6	1	4			1							1	2	1	D301 1	
New Pathways	Fabyan 3-5	8		2		2	4							1	3			
New Pathways	McDole K-3	5			5									1	2			
New Pathways	McDole 3-5	7			7									1	3			
New Pathways	GMS-S 6-8 (Giese)	7		2		3	2							1	3	1	D304 1	
New Pathways	GMS-S 6-8 (Asencio)	8		3		2	3							1	3			
New Pathways	GHS 9-12	6				4	2					D303 -1		1	2	1	D303 1	
New Pathways	CHS 9-12	4		4										1	1	1	D304 1	
ELS	Blackberry Creek K-3	4		2	2									1	1			
ELS	Blackberry Creek 4-5	6		3	1		2					D304 +1		1	2			
ELS	Prairie Knolls 6-8	6		5			1							1	2			1
ELS	GHS 9-12	6	2	3			1							1	1	2	D101 1 D301 1	
ABLE	John Stewart K-6	8	2	1	2	1	2							1	1			4
ABLE	BHS 7-12	6	3	1	1		1							1	1	1	D302 1	1
New Directions	MJC K-2	6	1		2	2	1					D101 -1 D302 +1		1	1			
New Directions	MJC K-3	8	1		3	3	1							1	2			
New Directions	MJC 4-5	6		1	1	3		1				D25 +1		1	1			
New Directions	MJC 6-7	6	1	3	1		1					D302 +1		1	1			
New Directions	MJC 7-8	6	1	1	2	2						D302 +1		1	1			
New Directions (Denslow)	MJC 9-12	6			1		3			1	1	D303 -1		1	1			
New Directions (Barry)	MJC 9-12	9	1	1	1	3	2			1		D301 +1		1	2			
New Directions (Arlington)	MJC 9-12	7			4	1	1				1	D302 +1		1	2			1
Safe Schools	MJC 9-12	2				2								1				
Transition	Shelby	20	8	3	4	2	3							2	3	3	D101 2 D302 1	
Transition	12+	20	3	3	6	1	7							1.8				
Transition	ECC	9		6		3								1	1			
Transition	WCC	21	7		8		6							2	3		D304 1	1
CSN																		1
<b>Totals</b>		<b>218</b>	<b>31</b>	<b>48</b>	<b>51</b>	<b>36</b>	<b>44</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>4</b>		<b>30.8</b>	<b>46</b>	<b>10</b>		<b>9</b>

## Mid-Valley Enrollment-Staffing Profile

January 2021

PROGRAM	LOCATION	STUDENTS	101	301	302	303	304	25	131	427	428	NET CHANGE	REFERRALS	TEACHER	ASSIST	1-1 Asst	DISTRICT	RN/CSN
Little Hands & Voices	Fox Ridge	5				3	1		1					1	1			
New Pathways	Fabyan K-2	4		3			1							1	1	1	D301 1	
New Pathways	Fabyan 3-5	7		2		2	3							1	2			
New Pathways	Norton Creek 3-5	6				3	3							1	2			
New Pathways	John Stewart K-3	6			6									1	3			
New Pathways	John Stewart 3-5	5		1	4									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		3	1	2	1							1	2			
New Pathways	GHS 9-12	6				3	3							1	3			
New Pathways	CHS 9-12	4		3	1									1	2			
ELS	Blackberry Creek K-3	7		3	3		1							1	3			
ELS	Blackberry Creek 4-5	6		3	1		2							1	2	1	D304 1	
ELS	Prairie Knolls 6-8	5		4			1							1		2	D301 2	1
ELS	GHS 9-12	6	2	2			2							1	2	1	D301 1	
ABLE	John Stewart K-6	8	1		3	1	3							1	1	5	D303 1 D304 1	1
ABLE	BHS 7-12	6	2	1	1		2							1	2			1
New Directions	MJC K-2	6			4	1	1							1	1			
New Directions	MJC K-3	5	1		2	2								1	2			
New Directions	MJC 4-5	5	1		1	1	1	1				D427 -1		1	1			
New Directions	MJC 6-7	6	1	1	1	3								1	1			
New Directions	MJC 7-8	4		1		2					1			1	1			
New Directions (Denslow)	MJC 9-12	6			3	1	1			1		D302 -1 D303 -2		1	1			
New Directions (Barry)	MJC 9-12	9			2	4	2			1		D101 -1		1	2			
New Directions (Arlington)	MJC 9-12	5			2				1		2	D303 -1 D304 -2		1	2			1
Safe Schools	MJC 9-12	2		1	1							D101 -1		1				
Transition	Shelby	16	7	2	3	2	2							2	3	3	D101 2 D302 1	
Transition	12+	17	1	3	5		8					D304 -2		1.8				
Transition	ECC	10		6	1	3						D303 -1		1	1			
Transition	WCC	18	5		8		5					D302 -1		2	2	1	D302 1 D304 1	
CSN																		1
<b>Totals</b>		<b>204</b>	<b>21</b>	<b>42</b>	<b>53</b>	<b>36</b>	<b>44</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>-13</b>	<b>2</b>	<b>31.8</b>	<b>47</b>	<b>15</b>		<b>5</b>

5.2. Administrative Liaison Meeting Minutes, January  
10, 2022

Mid-Valley Liaison Meeting		
In attendance: Lisa Palese, Tanner Seal, Chris Payton, Melissa Mills, Kari Ruh, Mike Potsic, Jamie Benavidas, Melissa Groot, Alexis Hanson		
Time: 1:00- 3:00 PM		
Today's Location : ZOOM		
Facilitator: Lisa Palese      Note-Taker: Tanner Seal      Norms Monitor: Payton		
Agenda Item/Facilitator	Notes	Action Step/Person Responsible
Welcome Back!	Any celebrations from the group during these challenging times? -BPS wants to send a HUGE THANK YOU to Chris Payton for responding to needs and working on his break to get kids placed. -We are all ok physically (maybe not emotionally!), but we are all healthy and present. -We are all still in school. Every time we lose someone, we somehow bounce back. We don't get ahead, but we are able to get back to even. -Harter Middle School is taking on ESY! We are so thankful to D302 & D303 for welcoming our students this summer!	
Caseload Workload Review	NIA Support with our workload/caseload data Workload and caseload is often a struggle and is tough to gauge. NIA has a pretty amazing process that is data-based and assists with making caseload decisions using a multitude of factors to give you more objective numbers to work with rather than a set number of students that constitutes as caseload. The process has been very helpful for us to determine if we are overstaffed or understaffed. There were not a lot of surprises, but it was very helpful to have the information to rely on when discussing with staff that feel they are on overload.  This has led to: -0.9 increase in FTE for OT. -Confirming PT and SLP FTEs are accurate. -Adjustments of Hearing Itinerant teacher caseloads to balance caseloads to be all within at least 0.95 FTE.	Liaisons- is you'd like to learn more about this process for your district, please reach out to Lisa and she'll help you get started.
COVID Updates	Any key things we should be aware of? Central High School- Closed to students today. Staff that were able to reported and some were dispersed to other buildings to support elementary and middle school. When CHS closes, it includes MV programs. MV staff from the CHS program were dispersed to other programs. Central will be evaluating each day and making decisions by the end of the day. There has been good understanding from MV parents and the communication has been strong between parents, MV, and Central. At this time, it is unclear if these are going to be classified as remote days or emergency days since it was just one building in the district.  Kaneland had to cancel transportation on Thursday due to the cold weather and buses not starting.  All districts have adopted the IDPH guidelines changing to the five day quarantines.	All- let's do our best to communicate these changes ASAP as we do not always get information. Thank you everyone!
<a href="#">Program Referrals</a>	Huge Thanks to Districts for being so consistent about using the Program Referral Link- very helpful. Thank you also for your feedback as we fine-tuned our process. Currently 6 of our classrooms are at capacity. Feedback from other Directors/Cooperatives regarding Private Placements is concerning. Staffing shortages are every where.	
	Questions: Referrals for 2022-23 School Year- please submit those ASAP. In the past we would send out a Google Doc- issues with so many staff having edit access. The referral document will help us to better track the needs.	
	Moving Forward- please complete the Referral Form for ALL new students so that we can carefully track all of our referrals and ensure that we are getting back to you with information in a timely manner. This would include referrals to SEA & SAIL for next year.	This will be done in place of the projections document. Please submit referrals for next year's students using the same method of referral as students that come during the school year.
	There is no deadline for referrals- but in order to ensure staffing - it would be best to have a solid estimate prior to Spring Break. We typically do not recommend that teachers complete the referral form- instead that you have a chance to review the recommendations first and then assign one person to complete the referral form. How can we best support you with your district teams this year?	

Mid-Valley Liaison Meeting		
In attendance: Lisa Palese, Tanner Seal, Chris Payton, Melissa Mills, Kari Ruh, Mike Potsic, Jamie Benavidas, Melissa Groot, Alexis Hanson		
Time: 1:00- 3:00 PM		
Today's Location : ZOOM		
Facilitator: Lisa Palese      Note-Taker: Tanner Seal      Norms Monitor: Payton		
Agenda Item/Facilitator	Notes	Action Step/Person Responsible
	<p>Feedback:</p> <ul style="list-style-type: none"> <li>-This should be a non-issue for Central as it would help be sure that they see the students being referred for 12+ and SAIL who are referred by the high school.</li> <li>-Batavia has developed guidelines for referrals to transition programs. Marta is new and is developing more of a sense of whether students will be successful as well. She has already done the referral portion.</li> </ul>	<p>Anyone that reached out to invite Tanner or Tim to a meeting about a possible student will be directed back to their leadership team for the formal referral. This will ensure that everyone is on the same page.</p> <p>Tanner will be sending a memo out to high schools with information about the name change, tour dates, and referral process.</p>
ESY	<p>Updates on ESY 2022 (Tanner &amp; Melissa)</p> <ul style="list-style-type: none"> <li>-ESY at a Glance has been updated and will have a few new features to it including a new tutorial for ESY features in Embrace and a tool to use in determining the need for ESY in case your district does not have a specific tool.</li> <li>-If you would like to set up a town hall like last year, please let us know. We will add some preliminary town hall dates to the "At a Glance" document.</li> <li>-Dates and locations: Disclaimers will be noted as locations will be the same, but program locations may be subject to change considering the proximity of students and the make-up of the classrooms.</li> </ul>	<p>We will resend each district's attendance data this week. The "At a Glance" document will be sent out on Friday.</p> <p>The Town Hall will include step-by-step directions on how to complete the r</p>
CPI Training	<p>Is MVSE still able to keep track of the additional PD hours for CPI training? If so, can we have view access to the link or will you share a report with us?</p> <p>Yes, staff have been responsible for adding their data when they have been completing PD related to Physical Restraint or Time-out, so that accuracy will vary- but we do have a record of all staff who have completed either initial or refresher CPI over the past 2 years.</p> <p>Limitations of training - COVID</p> <p>8 hours of training discussion.</p>	<p>NSSEO is going to be doing an updated webinar on PD hour requirements and physical restraint logs in the next month.</p> <p>Melissa Mills- will work on gathering CPI Data from the past 2 years and wi</p> <p>Lisa Palese- will share the results of the course work completed by staff.</p>
Waubonsee SAIL Update (Lisa)	<p>Baker Memorial Church: Has been such a great location for the SAIL program and 12+ as well.</p> <p>Effect on a few students: Transportation plans have been set up for students that are also attending classes at Waubonsee and were relying on the program being located there as well to be transported to both SAIL and their college classes. Currently this involves 2 students. Special thanks to Batavia and Geneva for all you are doing to support these students!</p> <p>Rent information: \$800 per month for full kitchen and 3 classroom spaces compared to \$2,850.00 for one classroom.</p> <p>Change in student needs: Seeing increase in complexity and behavioral needs for students.</p> <p>Future Focus: Being upfront about locations and how college courses may need to be taken at ECC if that is a goal for students.</p>	<p>Tim Stoudt- will work with the SAIL team to consider additional options for the future to support the opening of a 6th classroom.</p>
Summer PD Needs from Districts	<p>EL considerations in SPED and MTSS (Illinois Resource Center)</p>	<p>Lisa P. will share this with Liaisons in case others know of options for this type of support.</p>

Mid-Valley Liaison Meeting		
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Time: 1:00- 3:00 PM		
Today's Location : ZOOM		
Facilitator: Lisa Palese      Note-Taker: Tanner Seal      Norms Monitor: Payton		
Agenda Item/Facilitator	Notes	Action Step/Person Responsible
	<p>Kaneland: Needs more PD for specialized programming to increase the capacity of special education staff and even general education staff. Is currently looking at UDL and PD relative to the STAR program.</p> <p>Effective trainings for building capacity of staff with special programming:            -STAR Program has been tried and true. It is a mindset shift for a lot as it is much different than some of the EC/K classrooms because it is providing intensive instruction where they are more play-based at that point.            -Star Net, Kathy Slattery is a great resource!</p> <p>The team discussed not only the curriculum and PD, but also the important and impact that UDL can have in developing a framework for instruction and differentiation for learners. It would also be beneficial to have the staff members visit other programs to observe practices or develop cohorts.</p>	Lisa and Fran will discuss a futher plan to link teachers to learn and grow together.
<a href="#">Program Expansions/Staffing Needs</a>	<p>Teachers and therapists are flooding out of private placements. They are realizing that there are a lot more benefits to being in a public school setting. This is also happening with TAs and students are needing to stay home. This trend does not look like it is improving. So, Mid-Valley is really working to increase their capacity and project more supports for next year. This would include an expansion of some classrooms and supports provided at Mid-Valley. Proposals are outlined in the document. Please know that if you don't use the program, you don't pay for it.</p>	<p>Lisa will send this to Anne and Patti to look closer at prior to it being proposed to the Board.</p> <p>Liaisons will further discuss this proposal and get back to Lisa.</p>
<a href="#">Odds and Ends</a>	<p>EmbraceIEP - duplicate the IEP for transition. Goal updates tricks? Does anyone have information to share in how to best organize this for staff? Mid-Valley team shared the importance of "duplicating" the IEP prior to EVERY meeting throughout the year and then naming it the "active IEP." This guarantees that the "active IEP" is all in one common place- leading to less errors with goal updates, addendums to the IEP, etc. This is an optional feature that is used by most districts- but not all. We have found in Mid-Valley that this process has worked very well.</p> <p>Final decision on Sail / 12+ Open Houses or attendance of meetings? Parents/Students are welcome to come for visits- a district representative is welcome to join them- but it is not required. This may help lessen the need to have staff out of the classroom during our sub shortage. Tim &amp; Tanner will send some dates to Kari. Tim shared that he is often invited to meetings from D101 through Google Calendar on days he is not available. It would be helpful is the person setting up the interview first checks in with Tim on availability. Any member of our leadership team, as well as the Case Managers would be great options to attend placement discussions with parents. Just let us know and we will support you!</p>	
<b>Important Links</b>		
<a href="#">Program Expansions/Staffing Needs</a>	<p>Leadership Team Members- please take a few moments to review the proposed program expansion information as a team in each district- Superintendents should also be included in this decision. Please let Lisa Palese know if you'd like to set up a phone or video conference to discuss the proposal. A few questions to consider as you review this information....</p> <ol style="list-style-type: none"> <li>1) What questions do you have about the proposed recommendations?</li> <li>2) Are there any additional classroom recommendations that you do not feel are necessary?</li> <li>3) Do you feel we need to consider more classrooms knowing that 6 of our classrooms are currently at capacity?</li> <li>4) What questions do you have about the overall staffing increases?</li> <li>5) Are there any staffing recommendations that you do not feel are necessary?</li> <li>6) As a leadership team, we have some concerns about workload/caseload if we do open this many additional classes. Do you feel these slight changes will be sufficient? We could always make adjustments depending on the referrals.</li> </ol>	

<b>Mid-Valley Liaison Meeting</b>		
In attendance: Lisa Palese, Tanner Seal, Chris Payton, Melissa Mills, Kari Ruh, Mike Potsic, Jamie Benavidas, Melissa Groot, Alexis Hanson		
Time: 1:00- 3:00 PM		
Today's Location : ZOOM		
Facilitator: Lisa Palese      Note-Taker: Tanner Seal      Norms Monitor: Payton		
<b>Agenda Item/Facilitator</b>	<b>Notes</b>	<b>Action Step/Person Responsible</b>
	7) One specific thing to look at is our School Psychologist role- which is currently 0.6FTE. Could this support staff provide additional SEL support and assistance with the FBA/BIP process or support re-evals at the districts or should we keep the recommendation at 0.6FTE?	
	8) Lastly, please review your own student needs at the district level. Do we have enough students to rationalize the opening of a preschool classroom?	
<a href="#">Isolated Time Out &amp; Physical Restraint Trainings</a>	Here is a list of training options for your teams. Please send out and encourage staff to sign up! At the bottom of this list of options is a spot where staff can list which courses/trainings they have completed.	
<a href="#">Documentation of Trainings</a> (responses for Admin to view)	Here is the documentation of trainings that staff has completed. Feel free to review this or to encourage your staff to add their information to this document by sending out this survey to them... <a href="#">2.0 Training Documentation</a>	

5.3. Room Use Deadline, March 1, 2022

**6. For Action**

6.1. Approval of the Baker Memorial Church Contract

## SHARED SPACE LICENSING AGREEMENT

This facility Use Licensing Agreement ("Agreement") is made and entered into this 29<sup>th</sup> day of December 2021, by and among Mid-Valley Special Education Cooperative (MVSEC), the Board of Education of District 303 and Baker Memorial United Methodist Church (BMUMC).

WHEREAS, BMUMC has declared that the shared classroom(s), meeting rooms, library, kitchen, and halls identified below are available during the days and times detailed in this Agreement; and

WHEREAS, MVSEC has determined that the proposed use of the spaces identified below serves the interest of the community and that it is in the best interests of MVSEC to enter into this Agreement; and

WHEREAS, MVSEC has a need for additional classroom and meeting space to serve the needs of the special education students educated from 18-22 years of age;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. Authority. MVSEC and BMUMC hereby represent and warrant that they each have full authority to enter into this Agreement and be bound by its terms.

2. Facility Use. For the period of January 1, 2022 through June 30, 2022, BMUMC agrees to share space with MVSEC and MVSEC hereby gains use of the Youth Center, kitchen, Wiley Hall, the sanctuary, nursery, market place classroom, and the adult study classroom. These spaces are available to MVSEC Monday through Friday only during the hours of 8:00 AM until 3:30 PM (space use varies by day of the week and is per a mutually agreed to usage schedule) at the BMUMC building located at 307 Cedar Avenue, Saint

Charles, Illinois. These spaces are available to BMUMC at all other times and days of the week.

3. Term. This Agreement shall remain in full force and effect from January 1, 2022 through June 30, 2022, provided that, effective January 1, 2022 each shall have the right to terminate this Agreement without further cost, expense or liability by providing the other party with written notice one month prior to June 30, 2022 on which date the termination shall be effective. This Agreement is not renewable and a desire by MVSEC for continued use of the spaces would require that a new and separate contract be negotiated. MVSEC may not sublet or assign its interest under this agreement.

4. Responsibilities of BMUMC

A. BMUMC shall provide access to the shared spaces during the specified days and hours with appropriate utilities necessary to maintain the spaces identified above in normal, habitable condition for classroom instructional purposes and delivery of related services. BMUMC will provide custodial and maintenance services in the classrooms and common areas.

In the event of any interruption or malfunction for any reason of any utility or service to the classrooms or Building, BMUMC shall use reasonable diligence to restore the utility or service. However, any such interruption or malfunction, if restored within a reasonable time, shall not entitle MVSEC to be relieved from any of its obligations under this Agreement, or grant MVSEC the right of set-off or recoupment of rent, or be considered a breach by BMUMC, or entitle MVSEC to any damages. MVSEC shall have no claim for rebate of rent or damages on account of any interruptions in service

occasioned by or resulting from any such breakdown or cessation for the length of time reasonably required for repair.

B. BMUMC shall provide access to its Wi-Fi network. But BMUMC does not warrant or imply the speed offered by the current Internet Service Provider is sufficient to meet the needs desired or needed by MVSEC as its bandwidth will be also shared by BMUMC during the same hours. BMUMC does not warrant the security of its network and that any data transmitted by MVSEC is done so at their own risk. If an upgrade to the BMUMC Internet service becomes available and is desired by MVSEC, all costs relevant to the modification to service would be the financial responsibility of MVSEC.

C. BMUMC shall provide appropriate space for conferences and meetings on an as needed basis to support the instructional activities and delivery of related services in the classroom(s) identified above.

D. BMUMC shall provide assistance in emergencies and guidance on general building policies and procedures necessary to support the instructional activities and delivery of related services in the spaces identified above.

E. BMUMC shall provide MVSEC staff with access to the building and parking areas. Access to parking lot during snow is subject to plowing by an independent contractor. MVSEC shall inform BMUMC of its start and end times, and the need for snow removal relative to its schedule. BMUMC shall inform the independent contractor of this schedule and shall require the independent contractor to provide for snow removal pursuant to this schedule. If the snow removal contractor requires additional fees for this time sensitive service, it will be solely at the expense of MVSEC.

F. BMUMC shall keep in force at all times during the Agreement general liability broad form insurance, occurrence-based insurance including property damage, bodily injury, personal injury, contractual liability and other usual broad form liability endorsements.

G. BMUMC will supply a small storage space, within the Youth Center, that MVSEC may choose to store a few items, but BMUMC recommends that no valuable items be stored in that area. BMUMC accepts no responsibility or liability for any items left on the premises after MVSEC has completed its daily use. It is stored at your own risk. No additional locks may be added to that area without written permission from BMUMC.

H. However, BMUMC does not include under this agreement any instructional supplies for the classrooms.

##### 5. Responsibilities of MVSEC.

A. MVSEC shall pay to BMUMC the sum of \$8,000.00 per year in installments

as follows: \$800.00 per month (excluding two summer months).

Payment for the monthly installments must be received by the last day of each month.

The exception is the first month installment which it is due 30 days from the Agreement

start date. Payments should be mailed to Baker Memorial UMC, 307 Cedar Avenue,

Saint Charles, IL 60174.

If BMUMC is required to place the enforcement of all or any part of this Agreement, all BMUMC reasonable attorney's fees and costs will be at the expense of MVSEC.

B. MVSEC shall employ the certified staff, substitute staff, paraprofessionals and related services professionals necessary to provide the special education and related services to the students placed in the spaces.

C. General building use policies:

MVSEC shall provide specialized instructional equipment and specialized textbooks, consumable classroom supplies and materials necessary to provide the special education and related services for the students attending the classroom(s) identified above. It is expected that the total number of students for this Agreement period will not exceed 40 enrolled and present at BMUMC at one time.

MVSEC shall use the spaces as outlined in this Agreement and shall not use or permit the spaces to be used for any other purpose. MVSEC agrees not to consume abnormally high amounts of utilities in electricity, gas or electric, consistent with the intended use of the premises as a learning environment by MVSEC.

MVSEC will promptly notify BMUMC of any damage, or of any situation that may significantly interfere with the normal use of the premises.

MVSEC will be responsible for the daily disposal of any food or trash generated by them.

MVSEC, their students, or visitors will not engage in any illegal trade or activity on or about the premises.

MVSEC agrees that the hallways of the building in which the premises are situated will be used for no purpose other than going to and from the classrooms, and they will not in

any way encumber those areas with boxes, furniture or other material or place or leave rubbish in those areas and other areas used in common with BMUMC facility users.

D. MVSEC shall provide program supervision to the certified, substitute, paraprofessional and related service staff servicing the students within the spaces identified above.

E. MVSEC teachers and assistants shall attend the BMUMC safe sanctuary certification training, or provide evidence of equivalent training having been received.

F. MVSEC shall provide supervisory staff to assist with any emergencies that should occur involving any of the students attending the programs in the spaces identified above.

G. MVSEC will maintain orderly, clean and safe spaces. Classrooms and office meeting rooms must have all MVSEC materials that would interfere with BMUMC's ability to use the rooms removed every day as these rooms are available to BMUMC during all other times not covered in this Agreement. Each day MVSEC is responsible for cleaning any debris, spills and trash created by them. No open food or drinks may be stored at BMUMC and all food trash MUST be hauled to the outside dumpster by MVSEC before leaving for the day. MVSEC may be held liable for the repair cost for all damage to the rooms and items therein during use.

H. MVSEC agrees not to do any of the following in connection with the use of the Internet provided by BMUMC.

- use automated scripts to collect information from or otherwise interact with the Service;
- impersonate any person or entity, or falsely state or otherwise misrepresent you or your affiliation with any person or entity;
- intentionally upload, post, transmit, distribute or otherwise make available any unsolicited or unauthorized advertising, solicitations, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," or any other prohibited form of solicitation;
- intentionally upload, post, transmit, distribute or otherwise make available any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment;
- intimidate or harass another;
- post, transmit, distribute, store or otherwise make available content that would constitute, encourage or provide instructions for a criminal offense;
- post, transmit, distribute, store or otherwise make available content that, in the sole judgment of BMUMC, is objectionable or which may expose BMUMC or its users to any harm or liability of any type.

I. MVSEC agrees that it shall not use the spaces, nor permit them to be used, for any purpose unrelated to the intended use which shall increase the existing rate of insurance upon the building, or cause the cancellation of any insurance policy covering the building. MVSEC shall not cause any public or private nuisance or other act that may

disturb the quiet enjoyment of any BMUMC users who are concurrently using other parts of the facility. Nor shall MVSEC allow the classrooms to be used for any improper, immoral, unlawful, or unsafe purpose. No firearms are permitted in BMUMC building or on the property by anyone other than on-duty law enforcement officials.

J. MVSEC agrees to make no alterations or any of the following to the shared spaces without the prior written consent of BMUMC.

- a. applying adhesive materials, or inserting nails or hooks in walls or ceilings. This shall not apply to tape, tacks or similar non-permanent, non-destructive adhesive materials.
- b. painting or redecorating is not permitted
- c. placing or displaying anywhere inside or outside of the premises any placard, notice or sign for advertising or any other purpose, except any temporary signage needed to direct participants to the classrooms utilized by MVSEC. No permanent sign may be installed.
- d. affixing to or erecting upon or near the premises any radio or TV antenna, dish or tower.

K. MVSEC shall maintain Illinois Worker's Compensation and Occupational Disease Act coverage as well as Employer Liability Coverage for all MVSEC employees assigned to work in the classroom(s) identified above.

L. MVSEC shall keep in force at all times, during the Agreement, general liability broad form insurance, occurrence-based insurance including property damage, injury, personal injury, contractual liability and other usual broad form liability endorsements.

6. Indemnification. MVSEC will indemnify BMUMC and its officers, employees, and agents or their successors or assigns, and save them harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury and/or damage to property arising from or out of or in connection with the occupancy or use by MVSEC of the classroom(s) identified above, or occasioned wholly or in part by any act or omission of MVSEC, its agents, contractors, employees, servants, or their successors or assigns, but excluding liability due to the negligence or willful misconduct of BMUMC, its employees or agents.

In case BMUMC or its officers, employees or agents or their successors or assigns shall, without fault on their part, be made a party to any litigation commenced by or against MVSEC or its officers, employees, agents, or their successors or assigns, then MVSEC shall protect and hold BMUMC and its officers, employees and agents or their successors or assigns harmless and shall indemnify and defend them in connection with such litigation, excluding claims made due to the negligence or willful misconduct of BMUMC, its employees or agents. This indemnification and hold harmless obligations shall survive the termination of this Agreement.

7. Notice. All notices and demands required hereunder shall be in writing and shall be deemed to have been given or made personally when mailed by registered or certified mail, postage prepaid, return receipt requested addressed as follows:

If to BMUMC: Pastor Mary Zajac  
307 Cedar Avenue  
Saint Charles, IL 60174

If to MVSEC: Lisa Palese  
1304 Ronzheimer Avenue  
St. Charles, Illinois 60174

or such other address or addresses that shall be designated in writing from time to time by either party.

8. Modification. The terms of this Agreement may be modified only by written mutual agreement by the parties.

9. Scope. This Agreement will constitute the entire agreement between MVSEC and BMUMC. Any prior understanding or representation of any kind preceding the date of this Agreement will not be binding on either party to this Agreement except to the extent incorporated in this Agreement. In particular, no warranties of BMUMC not expressed in this Agreement are to be implied.

IN WITNESS WHEREOF, the parties hereinto have caused this Agreement to be executed by the duly authorized officials as of the dates set forth below.

BOARD OF EDUCATION OF D303

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

Attest: \_\_\_\_\_  
Title:

Date: \_\_\_\_\_

BAKER MEMORIAL UNITED  
METHODIST CHURCH

By: Douglas A. Ruth  
Chairperson of the Trustees

Attest: Amanda L. Hule  
Title: Dir. of Administration

Date: 1-3-2022

MID-VALLEY SPECIAL EDUCATION COOPERATIVE

By: Risa Palen  
Executive Director

Attest: Executive Director  
Title:

Date: 1-3-22

## 6.2. Approval of the Personnel Report, January, 2022

**Mid-Valley Special Education Cooperative**  
 Regular Meeting Wednesday, February 2, 2022

**SUBJECT: Personnel Report**

**Classified Staff**

<b>A. Classified Staff Resignations, Retirements and/or Terminations for School Year 2021-2022.</b>				
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Reason</i>	<i>Effective Date</i>
Ellison, Paula	Certified Nursing Assistant	Geneva High School – ELS	Resignation	01/11/2022

<b>B. Classified Staff Recommended for Employment for School Year 2021-2022.</b>				
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Salary</i>	<i>Effective Date</i>

<b>C. Classified Staff Transfer in Assignment for School Year 2021-2022.</b>				
<i>Name</i>	<i>Position</i>	<i>From</i>	<i>To</i>	<i>Effective Date</i>
Angone, Rachel	RN	.20 ABLE, .20 ELS, .60 SAIL	1.0 ABLE - John Stewart	01/04/2022

**Licensed Staff**

<b>E. Licensed Certified Staff Request for Personal or Parental Leave of Absence for School Year 2021-2022.</b>			
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Effective Dates</i>
Rohde, Ginger	Teacher	Mades Johnstone	01/04/2022 – 3/11/2022
Westberg, Sarah	Teacher – Instructional/Behavioral Coach	Mid-Valley Various	02/24/2022 – 5/18/2022

<b>F. Licensed Educators Recommended for Employment for School Year 2021-2022.</b>			
<i>Name</i>	<i>Position</i>	<i>Salary w/ TRS</i>	<i>Effective Date</i>

<b>G. Background Data on Administrators Recommended for Employment for School Year 2021-2022.</b>	
Name	
License Endorsements	
Education	
Relevant Experience	

**RECOMMENDATION:      Approval.**

7. **New Business**

8. **Adjournment**