

NOTICE

A Quorum of Board of Education Members
of
Diamond Lake School District 76

may be in attendance at the
Regular Meeting

At

West Oak Intermediate School Gym
26156 N Acorn Lane
Mundelein, Illinois 60060

on

Tuesday, July 21, 2020 at 7:00 PM

- I. Call to Order / Roll Call
- II. Pledge of Allegiance
- III. Public Comments (Agenda Items Only)
- IV. Presentations
- A. Roadmap: Return to School 2020-21
- V. Business Agenda
 - A. Administrative: Approve Omnibus Vote Agenda **Action**
 - B. Personnel: Approve New Hire(s) **Action**
 1. New Hire(s):
 - Lisa Bischoff; Administrative Associate to BOE/Superintendent; Effective 7/13/2020
 - Kendall Dickman; 2nd Grade LongTerm Sub; Effective August 2020
 - Morgan Martin; Band Director - LOA; Effective 8/17/2020-10/02/2020
 2. Resignation(s):
 - Kimberly Clarkson; Technology Media Specialist;

Effective 7/30/2020

C. Administrative: First Reading of PRESS Issue 104

VI. Board Discussion

VII. Freedom of Information Requests (1)

A. SmartProcure FOIA Request

VIII. Notices and Communications

A. BOE CAalendar Meeing Dates 2020/2021

B. Planning Forward Task Force 7.14.2020 Summary

C. Chicago Tribune/Daily Herald Articles: Mundelein appoints Police Chief Guenther as new village administrator

D. Stevenson HS Back to School Article

IX. Public Comments and Petitions (Non-Agenda Items)

X. Others

XI. Executive Session

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1).

XII. Adjournment



Diamond Lake School District 76
Embrace Empower Excel Each Child Each Day

Roadmap: Return to School

July 21, 2020



Restore Illinois Plan

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 D76 Restored
<p>Strict stay at home and social distancing guidelines are put in place and only essential business remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curbside pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating, and fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops, and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm. ⁴</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals, and large events are permitted, and all businesses, schools, and places of recreation can open with new safety guidance and precautions.</p>



Current Presentation

- Information is rapidly changing and the district will continue to monitor, update and adapt procedures as needed.
- Most current information from ISBE, IDPH and CDC.
- Continue to work and consult with our District's Attorney Office, Lake County Health Department, Lake County Regional Office of Education and feeder school districts to help us respond to questions and address situations as needed
- Additional time and resources are/will be needed and allocated for the new safety guidelines required by ISBE, IDPH and CDC.
- We will continue to update and inform stakeholders if/when plans are required to change



ISBE Recommendations

Scenario 1-Distance Learning: Full remote learning model similar to the Spring of 2020 with some new parameters around the amount of time and rigor in instruction that will be provided by the District Leadership Team (DLT) and Planning Forward Task Force (PFTF).

Scenario 2-Blended Learning: Any combination of Distance Learning instruction and on-site learning within the guidance parameters set by the CDC, IDPH and ISBE, etc. This could be partial days, A/B days (alternate schedules), and/or other creative ways to provide both to students.

Scenario 3-In-Person Learning: Returning to in-person learning at school buildings under the parameters and guidance set by the CDC, IDPH and ISBE.



Decision Making Priorities

Priority One: Account for the extended safety, health and welfare of our students and staff.

Priority Two: Provide rigorous and relevant teaching and learning experiences for all students.

Priority Three: Provide social/emotional learning support, connections and resources.

Priority Four: Communicate clearly.



Planning Forward Task Force

Board of Education

Joy Hail , Dave Kondela, Margaret Kwon, John Armenta, Jon Hauptman, Jose Lozada, Nicole Sullivan

Administration

Dr. Bhavna Sharma Lewis, Dr. Steve Juracka, Eric Rogers, Eric Hansen, Blake Dole, Dr. Juliane Fredericks, Kurt Preble, Peter Cunningham, Brandon Pederson

Teaching Staff

Nicole Amadio, Dr. Christine Berrong, Susan Borkowski, Christiann Finlon, Casey Latal, Katie Levy, Kristine Nordlund, Vicki Reilly, Hope Sohn, Diana Wagner, Jacklyn Zilke

Health and Wellness Staff

Julie Marchese, Susan Spychala

District Psychologist

Denisa Kerekes

Community Liaison

Daisy Carrera

Parents

Ivonne Angarola, Elisa Bailis, Blenda Chen, Alison Friedman, Sarah Potempa, Sarah Swanson

Meetings

Jun 16, 2020

June 30, 2020

July 14, 2020

8 July, 28, 2020

August 11, 2020



Stakeholder Input and Information

Surveys (March-July 2020)

- 4 Parent Surveys
- 2 Staff Surveys
- 1 Student Survey

[Planning Forward Task Force Website](#)

Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day



2020-21 Return to School Survey

We understand some families may not feel comfortable sending their children back to school this fall. Each family will have the opportunity to indicate if they would like to opt out of In-Person Learning (IPL) and choose to remain home for all Distance Learning Opportunities (DLO) per child. Families will commit to one option or the other through the first semester. After January 2021, parents will have the option to make a different decision for the remainder of the school year. Depending on the circumstances with the pandemic, either locally, regionally, or across the state, the District may need to change to a part-time In-Person Learning for families that choose In-Person Learning, or a full Distance Learning experience for all students.

Please complete the questions below (submit one form per each child):

Entendemos que algunas familias pueden no sentirse cómodas enviando a sus hijos a la escuela este otoño. Todas las familias tendrán la oportunidad de indicar si desean optar por no participar en el Aprendizaje en Persona (IPL) y optar por quedarse en casa para todas las Oportunidades de Aprendizaje a Distancia (DLO) por cada niño. Las familias se comprometerán con una opción u otra durante el primer semestre.

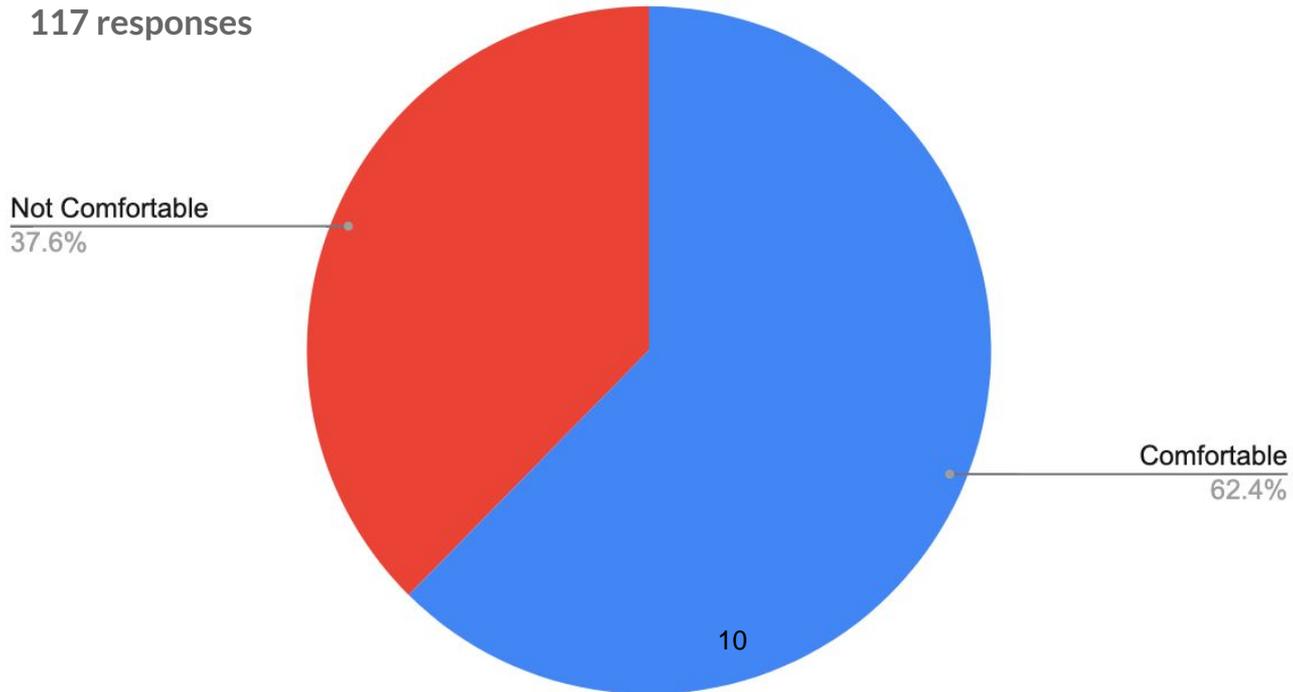
Después de enero 2021, los padres tendrán la opción de tomar una decisión diferente para el resto del año escolar. Dependiendo de las circunstancias con la pandemia, ya sea local, regional o en todo el estado, el Distrito puede necesitar cambiar a un Aprendizaje en Persona a tiempo parcial para familias que eligen Aprendizaje en Persona, o una experiencia de Aprendizaje a Distancia completa para todos estudiantes.



Staff Survey

How comfortable are you returning to on-site school in the Fall?

117 responses



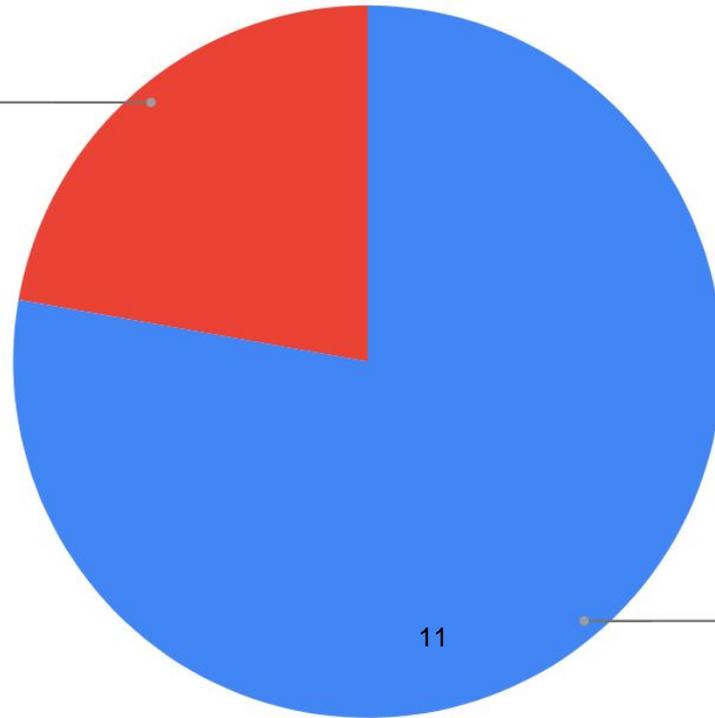


Staff Survey

How comfortable are you returning to DLO's in the Fall?

117 responses

Not Comfortable
22.2%



Comfortable
77.8%

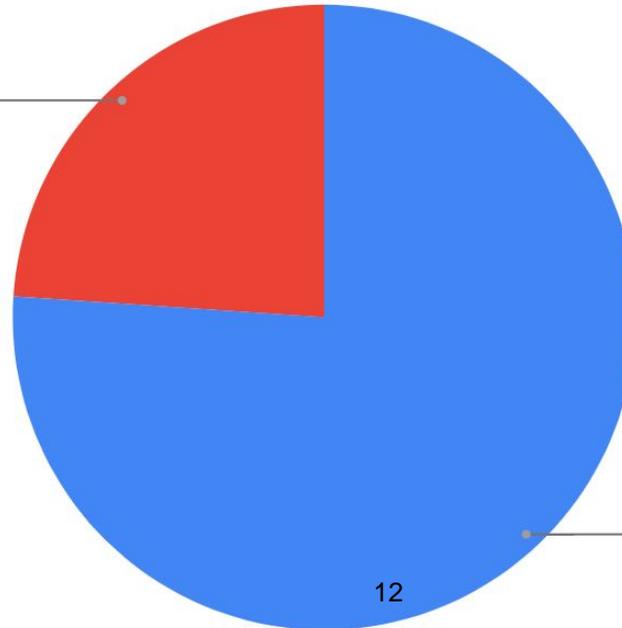


Staff Survey

How comfortable are you using a "Blended" Learning model of teaching in the Fall?

117 responses

Not Comfortable
23.9%



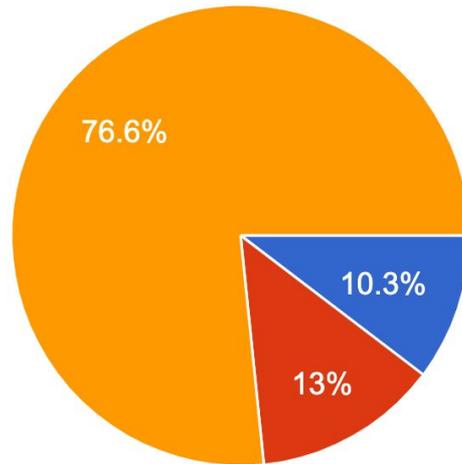
Comfortable
76.1%



Family Survey

3. If we were returning to "In-Person" learning in the Fall, which answer below most accurately reflects your current thinking?

184 responses



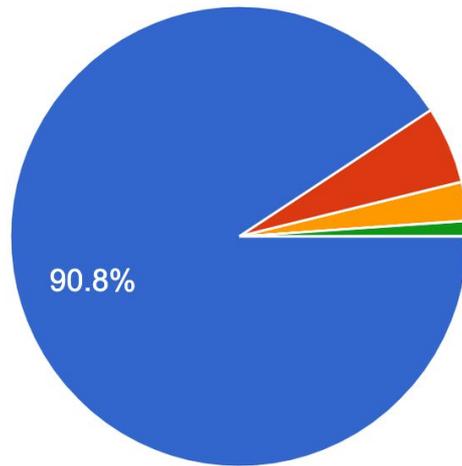
- My child(ren) will NOT be attending in-person.
- My child(ren) will NOT be attending if significant health protocols are required (wearing of masks, daily temperature checks, etc)
- My child(ren) will attend school if it is open for in-person learning even WITH health and social distancing protocols required



Family Survey

5. If school resumes in the Fall with Distance Learning Opportunities (DLOs) for all students (with improvements to the previous DLO), would your child(ren) participate?

184 responses



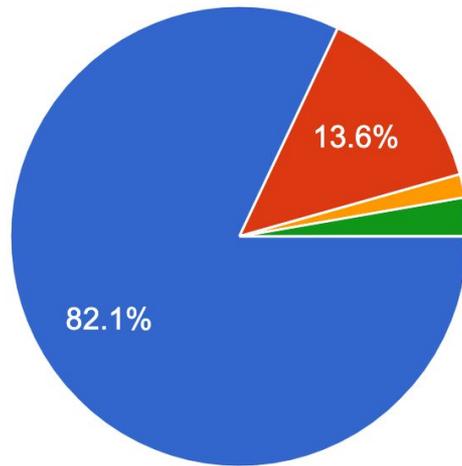
- Yes
- No
- I may consider options for leaving the district
- If this answer is different for some of your children, please explain in the space below.



Family Survey

4. If school resumes in the Fall with "Blended" Learning, would you intend to send your child(ren) to school?

184 responses

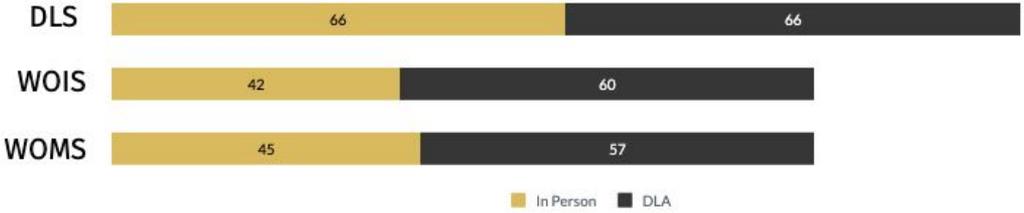


- Yes
- No
- I may consider options for leaving the district
- If this answer is different for some of your children, please explain in the space below.

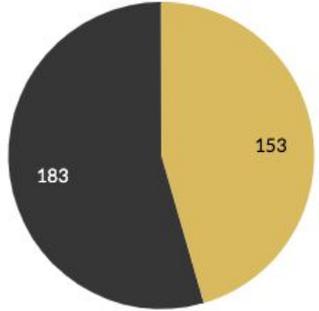


July 10: Family Survey

Total Surveys  336

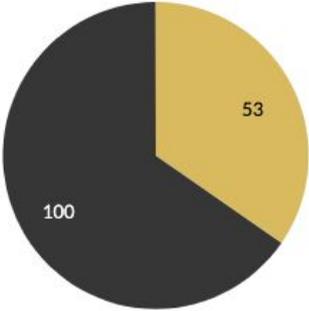


In the Fall my child will be attending



 In Person (45.54%)  DLA (54.46%)

Transportation



 Parent (34.64%)  Buses (65.36%)

16



D76: Return to School Options

1. **In-Person Learning:** ISBE strongly encourages in-person instruction for students to the greatest extent possible while keeping health and safety as the number one priority.
2. **Distance Learning:** Students will receive full-time distance learning through their assigned school. Students will not physically attend school, but will participate in school-based learning virtually from home. Instructional delivery will include such strategies as live, virtual instruction, interactive videos and independent work (similar to the Spring of 2020). The distance learning program will be taught by teachers from your child's school and grade level.



School Day: Both Learning Options

Students will attend school 5-days per week following the traditional school day

School	Student Day
Diamond Lake Elementary School	7:40 - 2:25
West Oak Intermediate School	8:00 - 2:55
West Oak Middle School	8:25 - 3:25



In-Person Learning

- ISBE strongly encourages in-person instruction for students to the greatest extent possible while keeping health and safety as the number one priority.
- ISBE and IDPH guidance will be followed.
- Implement standards-based curriculum so all students are receiving the same high quality instruction. This will ensure a continuity of learning should students move between in-person and distance learning throughout the year based on individual needs, or if schools are closed due to COVID related issues.
- Schedules will follow the D76 school day. Schedules will be finalized by aligning student attendance and personnel.
- Special/Encore classes such as Music, Art, PE, etc., may occur in the student's homeroom or outside (weather permitting) instead of in a separate classroom.
- Band and Chorus will be outside and/or remote
- Off campus field trips and on/off campus sports/extracurricular activities are canceled until Phase 5 of the Restore Illinois Plan.



Distance Learning Academy

- For families who choose not to return to In-Person Learning.
- Students will be enrolled in the Distance Learning Academy until Winter Break. Families will have the opportunity to make a decision for the rest of the school year prior to winter break.
- Differs from Spring Distance Learning: **Attendance, Grading and Participation.**
 - Attendance is mandatory and will be recorded daily.
 - Grading will reflect student mastery of standards.
 - Participation will be required for both direct and independent instruction.
- Implement standards based curriculum so all students are receiving the same high quality instruction. This will ensure a continuity of learning should students move between in-person and Distance learning throughout the year based on individual needs, or if schools are closed due to COVID related issues.
- Schedules will follow the D76 school day. Schedules will be finalized by aligning student attendance and personnel.



Public Health Requirements

The minimum **public health requirements** (ISBE, IDPH and CDC) that all public and nonpublic schools must meet as they create local reopening plans in Phase 4 are to:

- Require use of appropriate personal protective equipment (PPE), including face coverings;
- Prohibit more than 50 individuals from gathering in one space;
- Require social distancing be observed as much as possible;
- Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings; and
- Require an increase in schoolwide cleaning and disinfection.



In-Person Learning: Operations

- **Food Service**

- Breakfast/lunch will be eaten in classrooms/lunchroom depending on each school's structure/schedule.
- Meals will be prepared daily and served in sealed containers.
- Meals will continue to be provided for students in the Distance Learning Academy (if needed).

- **Medical**

- Temperature checks for staff and students will be required upon entering the building.
- Prior to using D76 transportation, parents will be asked to self-certify students daily (free of COVID19 symptoms). More details will be shared regarding the method of self-certification.
- Individuals with a temperature of over 100.4° will be required to be fever-free for 72 hours prior to returning to school.
- Visitors and volunteers will not be permitted in the building until Phase 5 of the Restore Illinois Plan.

- **Masks**

- Students and staff are required to wear face coverings at all times in the building except for scheduled mask breaks.
- Masks are required at all times while riding the bus.
- Board will adopt a mask policy August 2020.



Social Distance: Transportation



- Bus capacity limited to no more than 50 individuals (including the driver)
- Due to students attending DLA, less students are anticipated on routes
- Buses will be cleaned and disinfected between routes
- Extended time may be needed to clean and disinfect in between routes
- Routes will remain the same as the 2019-20 school year



Social Distance: Classroom



Intermediate Classroom



24

Middle School Classroom



In-Person Learning: Logistics

- **Classrooms**

- Desks/tables will be organized to allow 3-6 feet distance between students.
- To the greatest extent possible, students will remain in small groups in their classrooms to limit student mobility. As needed, teachers may be asked to rotate in/out of classrooms to provide instruction.
- Buildings will be cleaned and sanitized according to IDPH guidelines.

- **Recess**

- Students will receive recess and breaks to allow for “mask breaks”; outdoor tents, courtyard and green spaces.
- In inclement weather, spaces will be available indoors for students.

- **Bathroom Breaks**

- Students will have scheduled bathroom breaks. Frequent hand washing will be encouraged.
- Bathrooms cleaned/sanitized throughout the day.

- **Hallways**

- Hallways will adhere to one-way traffic wherever possible.
- Drinking fountains without water bottle filling capabilities will be turned off. Students will need to bring water bottles to school.
- Lockers will be limited in use. Locker Room will not be in use (WOMS)



Roadmap: Return to School

[Click Here for
Complete Roadmap: Return to School 2020-2021](#)



Calendar Considerations

- **August 17, 18, 19, 20:** Teacher Institute Days
- **Friday, August 21:** Individual Meet/Greet Appointments for Students/Families (both learning options)
- **Monday, August 24:** First day of School for K-8 Students
- **Tuesday, September 8:** First day of School for PK-EC Students
- **Tuesday, November 3:** No School/Non-Attendance Day for Students and Staff
- **Tuesday, August 4:** BOE Approval of Updated Calendar and Roadmap: Return to School



Next Steps

- **7.15.20: Staff Letter**
 - Determine staff placements and needs
- **7.22.20: Publicize Presentation and Roadmap: Return to School**
- **7.22.20: Send Family Letter and Declaration of Intent**
 - Determine who and how many students will return
 - Determine transportation procedures
- **7.28.20: Virtual Parent Q&A Sessions (6:00 pm Spanish & 7:00 pm English)**
- **Ongoing:** Principals develop and communicate specific school schedules, staffing plans, processes and procedures for return to school
- **Ongoing:** Planning and responding to the dynamic ISBE, IDPH and CDC “Return to School Guidelines and Procedures”
- **Ongoing:** Communication in a timely and transparent manner



Questions/Comments





ROADMAP: Return to School

2020-2021 Academic Year

The Illinois State Board of Education recommends that students attend In-Person this fall and D76 will support and be ready for this recommendation as we return to school. Understanding that each family situation is different, we will offer a Distance Learning option for families that choose not to send their children to school this fall.

The In-Person and Distance Learning plans are described below so parents can make an informed decision regarding their choice for learning this year. Families will commit to one option or the other through winter break. By January 2021, parents will have the option to make a different decision for the remainder of the year. Depending on the circumstances with the pandemic, either locally, regionally, or across the state, the District may need to change to a part-time In-Person experience for families that choose In-Person learning, or a full Distance Learning experience for all students.

If a student, staff member, or a family member tests positive for COVID-19, the individual, family and District will contact the Lake County Health Department. Individuals will need to quarantine for 14 days (or longer) from the date of the positive test and will need two negative COVID-19 tests administered 24 hours apart before returning to school. Exposed individuals to the individual who tested positive may need to quarantine and be tested for COVID-19. The school or district may need to close for a period of time until the schools can be sanitized and appropriate contact tracing has occurred. The District will work closely with the Lake County Health Department for each incident.

As a reminder, the State of Illinois is currently in [Phase 4](#) of the [Restore Illinois Plan](#). While in Phase 4, the following parameters will be in place:

1. Schools will be open with [Illinois Department of Health \(IDPH\) approved safety guidance](#).
2. Gatherings of 50 people or less are allowed in one space.
3. Masks and physical distancing will be required.

Option 1: In-Person Learning (IPL)

Schedule

1. Students will attend school 5-days per week following the traditional school day.

School	Student Day
Diamond Lake Elementary School	7:40 - 2:25
West Oak Intermediate School	8:00 - 2:55
West Oak Middle School	8:25 - 3:25

Classrooms

1. Desks/tables will be organized to allow 3-6 feet distance between students.
2. Students will stay in classrooms as much as possible. Teachers will rotate classes as needed.
3. Classrooms will be cleared of non-essential furniture.
4. Areas such as gyms, common areas, and specials rooms may be utilized as classrooms to reduce the number of people in each classroom.
5. Classes may occur outside when weather permits.

Food Service

1. Breakfast/lunch will be eaten in classrooms/lunchroom depending on each school's structure/schedule. Food will be available through our food service provider, Quest, and delivered to the classrooms.
2. Meals will be prepared daily and served in sealed containers.
3. Areas of the classrooms will be designated for students with food allergies.

Recess

1. Students in grades EC-5 will have outside recess everyday when weather permits.
2. Students in grades 6-8 will take breaks outside everyday when weather permits.
3. Students will remove their masks during recess while remaining physically distant.

Parent Certification for Sending Children to School:

1. Parents will be required to take a temperature reading and check for COVID-19 symptoms each morning your child will be present in our buildings. Parents will need to report results daily via electronic communications.
2. Students with a fever or any of the symptoms below should stay home and seek medical advice. By sending your child to school, you are certifying the following:
 1. That your child does not have a fever over 100.4 degrees.

2. That your child does not have any of the following conditions related to COVID-19:
 - a. Cough
 - b. Shortness of breath or difficulty breathing
 - c. Fatigue
 - d. Muscle or body aches
 - e. Headache
 - f. New loss of taste or smell
 - g. Sore throat
 - h. Congestion or runny nose
 - i. Nausea or vomiting
 - j. Diarrhea

Medical

1. Temperature checks for staff and students will be taken daily by staff members.
2. Visitors and volunteers will not be permitted in the building until Phase 5 of the Restore Illinois Plan.
3. If the temperature is 100.4° or greater, a nurse will conduct a second temperature check.
4. Anyone with a temperature of 100.4° degrees or greater or showing other COVID-19 as listed above will be isolated, parents/care providers will be called, and the student will leave school immediately.
5. Parents of students in the classroom, grade level or school will be notified if a member of the class, grade level or school has been diagnosed with COVID-19. Specific names of the individuals with COVID-19 will not be shared due to medical privacy laws.
6. Individuals with a temperature over 100.4° degrees or other COVID-19 related symptoms will be required to be fever-free for 72 hours without fever-reducing medication before an individual may return to school. It is highly recommended that the individual receives a COVID-19 test prior to returning to school.

Hygiene and Sanitation

1. As mandated by the Illinois State Board of Education, students and staff will wear face masks while in the building unless there is a medical reason not to wear a face mask.
2. Students and staff will be provided a washable cloth face mask. Masks are to be worn each day and are to be washed and changed as needed. Students and staff may bring their own face covering as needed.
3. Students will be able to take “mask breaks” throughout the day in a safe manner.
4. Face shields are not acceptable as stand-alone face coverings.
5. Students will be required to wash their hands and utilize hand sanitizer throughout the day. Hand sanitizer will be available in every classroom and hallway.
6. Students will bring water bottles to school and fill them at bottle filling stations. Drinking fountains without water bottle filling capabilities will be turned off.
7. Bathrooms will be cleaned and sanitized throughout the day.
8. Buildings will be sanitized daily.

Curriculum and Instruction

1. D76 will continue to implement its standards based curriculum for In-Person and Distance Learning environments so all students are receiving the same high quality instruction. This will ensure a continuity of learning *should* students move between In-Person and Distance Learning throughout the year based on individual needs, or if schools are closed due to COVID related issues.
2. D76 will begin the 20-21 school year with an intentional focus on addressing learning loss incurred by the 19-20 school closures.
3. Special/Encore classes such as Music, Art, PE, etc., may occur in the student's homeroom or outside (weather permitting) instead of in a separate classroom.
4. Social Emotional curriculum will adjust to address the new unique learning environments and life changes.
5. Off campus field trips and on/off campus sports/extracurricular activities are canceled until Phase 5 of the Restore Illinois Plan.
6. To the greatest extent possible students in grades PK-5 will remain in small groups in their classrooms to limit student mobility. As needed, teachers may be asked to rotate in/out of classrooms to provide instruction.

Transportation

1. Buses will have a reduced capacity of no more than 50 individuals per bus (including the driver).
2. Parents are strongly encouraged to drive students to school to help control the number of students on each bus.
3. Carpooling with one other consistent family with students in the same class is encouraged to reduce traffic congestion.
4. Buses will be sanitized after each route.
5. Masks will be worn on buses.

Extracurricular Activities

1. All extracurricular activities are canceled until Phase 5 of the Restore Illinois Plan.

Students with Specific Learning Needs (IEP, 504 & ELL)

- Students with specific learning needs will receive their services as outlined in their individual plans.

Option 2: Distance Learning Academy (DLA)

What are DLA?

DLA enables schools to provide continuous educational opportunities for all students and are specifically designed for those times where students and educators are unable to learn within the same physical space due to extenuating circumstances. DLAs will follow a typical in-person school day in-person schedule and align to the district's curriculum and assessments. DLA are when teaching and learning are delivered remotely and online through a computer or any other digital device.

Purpose of DLA

The purpose of the D76 DLA plan is to provide all students with access to learning during school closures through a blend of independent learning and direct instruction. Access to learning, with an emphasis on technology delivered instruction and will also include other instructional delivery models as needed by our students. D76 will continue to strive to achieve its mission in which all learners are empowered to become lifelong learners.

DLA will focus on

1. Support meaningful learning during times where students and educators are unable to connect within the same physical space.
2. Providing continuous learning aligned to State Standards, specifically focused on those standards identified critical to a student's success within a given grade level and/or course.
3. Engaging in virtual collaboration with students.
4. Providing both independent learning and district instruction.
5. Provide for strong partnerships between home and school.
6. Supporting student opportunities for collaboration, communication, creativity, age appropriate independent learning and critical thinking.

Attendance

1. Daily attendance and participation is expected for all students in the Distance Learning environment.
2. Teachers will record attendance during daily Google Meet classes via Powerschool.
3. If a student is unable to attend a Google Meet class, a parent must call the school attendance line by 10:00 am on the day of the absence and report the student as absent.
4. Students who are not reported as absent may receive a phone call from a D76 staff member for the purposes of checking in and ensuring students are able to access the online materials.
5. If a student does not report to a specific class for three (3) consecutive days, teachers and administrators will put interventions in place to support the student.
6. Interventions will include working collaboratively with the students' parents/caregivers.

Communication

1. In a Distance Learning environment timely, reciprocal, clear, consistent, and concise communication is vital.
2. Students in grades EC/PreK-2 will submit work and teachers will provide feedback through the students' SeeSaw accounts.
3. Students in grades 3-8 will submit work and teachers will provide feedback through the students' Google Classroom accounts.
4. Students in grades K-8 will have access to a district owned gmail account.
5. Additional educational apps may be used for instructional purposes, but the expectation of when and how the educational app should be used will be communicated through SeeSaw and/or Google Classroom.
6. Schools will provide specific DLA schedules to support structure, integrity and accountability for DLA implementation.
7. Students are expected to maintain pre-determined classroom norms during live instruction.
8. Staff members will introduce norms and continuously review norms for Google Meet classes throughout the year.

Curriculum and Instruction

1. D76 will continue to use its standards based curriculum as the foundation for In-Person and Distance Learning environments so all students are receiving the same high quality instruction. This will ensure a continuity of learning should students move between In-Person and Distance Learning throughout the year based on individual needs, or if schools are closed due to COVID related issues.
2. Grade level content aligned to the Illinois Learning Standards will be taught in all grade levels during the 2020-2021 school year.
3. Specials/Encore classes such as Music, Art, and PE, etc., will be offered utilizing a variety of instructional methods.
4. Social Emotional curriculum will adjust to address the new unique learning environments and life changes.
5. Off campus field trips and off campus extracurricular activities are canceled until Phase 5 of the Restore Illinois Plan.

Grading Practices

1. Daily attendance and participation are expected and students will be held accountable for the completion of assignments and assessments.
2. Grading and assessment are meant to provide feedback and communication to students and families with the focus on learning, growth and progress.
3. Meaningful grading and assessment provides students the opportunity to redo, make up, or try again to complete, show progress, or attempt to complete work assigned.
4. Report cards will be provided at the end of each trimester using the same progress indicators as when students are participating in In-Person Learning.

Technology

1. D76 students in grades K-8 will have their own Chromebook (1-8) iPad (K).
2. For students in grades K-8 that do not currently have a Chromebook or iPad, a communication will be coming in August regarding a plan for pickup.

Internet Access

1. D76 will ensure each student has internet service in their home by providing an internet hotspot or direction to obtain low cost internet essential services.
2. If students are unable to access the internet due to issues outside of their control (e.g. power outages), teachers will allow students extra days to make-up their homework/classwork.

Students with Specific Learning Needs (IEP, 504 & ELL)

1. The District will work with students and families to ensure appropriate learning opportunities for students with specific learning needs (e.g. students with IEPs or English language learners).
2. When appropriate, accommodations will be provided and/or modifications may be made by teachers or case managers consistent with the student's IEP goals and identified needs.
3. Students with IEPs and 504s will have Distance Learning Day plans that match their individual learning goals.
4. Related service providers will review student needs and determine creative options for providing related service support.
5. Special education and related service providers will communicate with their students and/or students' parents/caregivers each week during times of school closure to follow-up on the assignments or lessons given, and check-in on student progress.
6. Contacts may be in the form of phone calls, emails and/or Google Meet or video conferences.
7. All providers will document any consult and direct services including contacts with parents and students, including the nature of the service, alignment with IEP goal and specific start and stop times.
8. If related services cannot be provided during Distance Learning, those services will be made up in a reasonable time frame once school resumes as determined by the IEP team, and pending legal guidance regarding compensatory measures.
9. Students who receive English Language services will continue to be contacted and supported by the district's EL teachers.
10. Guidelines for services are specific to the individual student's needs; and therefore, specific information related to these services will be communicated to individual families based on those identified needs.
11. Specific questions related to English Language services should be directed to the building EL teacher.

Below is a brief description of both D76 Learning Options

In-Person Learning (IPL)	Distance Learning Academy (DLA)
<ul style="list-style-type: none"> ● <i>ISBE strongly encourages In-Person instruction for students to the greatest extent possible while keeping health and safety as the number one priority.</i> ● IDPH guidance will be followed. Current requirements mandate that face coverings are required at all times in the schools by anyone who is medically able to wear one. ● All individuals must self-certify that they are free of symptoms and be temperature checked before entering school buildings on a daily basis. Daily parental acknowledgment that symptoms have been checked is the current ISBE requirement. ● D76 will continue to implement its standards based curriculum for In-Person and Distance Learning environments so all students are receiving the same high quality materials. This will ensure a continuity of learning <i>should</i> students move between In-Person and Distance Learning throughout the year based on individual needs, or if schools are closed due to COVID related issues. ● D76 will follow ISBE and IDPH public health and safety guidelines. ● Buses will be scheduled with fewer than 50 passengers. Parents are asked to drive students to school to help control the number of students on each bus. 	<ul style="list-style-type: none"> ● <i>Schools and districts should consider continuing remote instruction for medically fragile students, students at a higher risk of severe illness, and students who live with individuals at higher risk of severe illness for the duration of Phase 4.</i> ● Students will be enrolled in Distance Learning on a semester by semester basis. Once a student is enrolled in the DLA only option, that will be the student's placement through winter break. Families will have the opportunity to make a decision for the second semester prior to winter break. ● The decision to enroll in the remote sections requires staff to be moved to accommodate the requests, so mid-semester placement changes cannot be accommodated. ● D76 will continue to use its standards based curriculum as the foundation for In-Person and Distance Learning environments so all students are receiving the same high quality materials. This will ensure a continuity of learning should students move between In-Person and Distance Learning throughout the year based on individual needs, or if schools are closed due to COVID related issues. ● A combination of direct and independent instruction, recorded instruction, independent work, small group work, and Google Meet sessions will be utilized.



Diamond Lake School District 76
Embrace Empower Excel Each Child Each Day

Hoja de Ruta:
Regreso a la Escuela
21 de Julio 2020



Plan de Restaurar Illinois

Fase 1 Propagacion Rapida	Fase 2 Aplanar	Fase 3 Restablecimiento	Fase 4 Revitalización	Fase 5 Restablecer D76
<p>Se establecen estrictas directrices de distanciamiento social y quedarse en casa y solo los negocios esenciales permanecen abiertos.</p> <p>La región ya ha experimentado esta fase y podría volver a ella si los esfuerzos de mitigación no tienen éxito.</p>	<p>Las tiendas no esenciales se reabren para recoger y entregar en la curva.</p> <p>Personas de Illinois son dirigidos en usar un cubre bocas cuando estén afuera de la casa y pueden empezar a disfrutar de actividades al aire libre adicionales como golf, paseos en bote, y pescar mientras practican distanciamiento social.</p>	<p>Las fábricas, oficinas, comercios, peluquerías y los salones de belleza pueden reabrirse al público con capacidad y otros límites y precauciones de seguridad.</p> <p>Se permiten reuniones de 10 personas o menos.</p> <p>Cubre bocas y distanciamiento son la norma.</p>	<p>Se permiten reuniones de 50 personas o menos, restaurantes y bares reabren, se resumen los viajes, guarderías y escuelas reabren bajo la guía del Departamento de Salud Pública de Illinois.</p> <p>Cubre bocas y distanciamiento son la norma.</p>	<p>La economía reabre por completo con las precauciones continuas de seguridad.</p> <p>Están permitidos convenciones, festivales, y eventos grandes, y todas las empresas, escuelas, y lugares de recreación pueden abrirse con nuevas instrucciones y precauciones de seguridad.</p>



Presentación Actual

- Información está cambiando rápidamente y el distrito continuará monitoreando, actualizando y adaptando los procedimientos según sea necesario.
- La información más reciente es de ISBE, IDPH y CDC.
- Continuar trabajando y consultar con la Oficina de Abogados de nuestro Distrito, el Departamento de Salud del Condado de Lake, la Oficina Regional de Educación del Condado de Lake y los distritos escolares cercanos para ayudarnos a responder preguntas y abordar situaciones según sea necesario
- Tiempo adicional y apoyos son/serán necesarios y alocados para las nuevas directrices de seguridad requerido de ISBE, IDPH y el CDC.
- Continuaremos actualizando e informando a las partes interesadas si/cuando se requieren los planes para cambiar.



Recomendaciones de ISBE

Escenario 1-Aprendizaje a Distancia: Modelo de aprendizaje remoto completo similar a la primavera del 2020 con algunos nuevos parámetros en torno a la cantidad de tiempo y rigor en la instrucción que serán proporcionados por el Equipo de Liderazgo del Distrito (DLT) y el Grupo de Planear Hacia Adelante (PFTF).

Escenario 2-Aprendizaje Combinado: Cualquier combinación de instrucción de Aprendizaje a Distancia y Aprendizaje en Persona con los parámetros de orientación establecidos por los CDC, IDPH and ISBE, etc. Esto podría ser días parciales, días A/B (horarios alternativos), y/o otras formas creativas de proporcionar ambos a los estudiantes.

Escenario 3-Aprendizaje en Persona: Volver al aprendizaje en persona en los edificios escolares bajo los parámetros y orientación establecidos por los CDC, IDPH and ISBE.



Prioridades en Tomar de Decisiones

Prioridad Uno: Tener en cuenta la extendida seguridad, salud y bienestar de nuestros estudiantes y personal.

Prioridad Dos: Proporcionar experiencias de enseñanza y aprendizaje rigurosas y relevantes para todos los estudiantes.

Prioridad Tres: Proporcionar apoyo, conexiones, y recursos de aprendizaje social/emocional.

Prioridad Cuatro: Comunicar claramente.



Grupo de Planear Hacia Adelante

Junta Educativa

Joy Hail , Dave Kondela, Margaret Kwon, John Armenta, Jon Hauptman, Jose Lozada, Nicole Sullivan

Administracion

Dra. Bhavna Sharma Lewis, Dr. Steve Juracka, Eric Rogers, Eric Hansen, Blake Dole, Dr. Juliane Fredericks, Kurt Preble, Peter Cunningham, Brandon Pederson

Personal de Enseñanza

Nicole Amadio, Dra. Christine Berrong, Susan Borkowski, Christiann Finlon, Casey Latal, Katie Levy, Kristine Nordlund, Vicki Reilly, Hope Sohn, Diana Wagner, Jacklyn Zilke

Personal de Salud

Julie Marchese, Susan Spsychala

Psicóloga del Distrito

Denisa Kerekes

Enlace Comunitaria

Daisy Carrera

Padres

Ivonne Angarola, Elisa Bailis, Blenda Chen, Alison Friedman, Sarah Potempa, Sarah Swanson

Reuniones

16 de junio 2020

30 de junio 2020

44 14 de julio 2020

28 de julio 2020

11 de agosto 2020

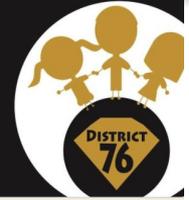


Participación e Información de Partes Interesadas

- **Encuestas (marzo-julio 2020):**
 - 4 Encuestas para Padres
 - 2 Encuestas para el Personal
 - 1 Encuesta para los Estudiantes

[Sitio Web del Grupo de Planear Hacia Adelante](#)

**Diamond Lake
School District 76**
Embrace Empower Excel Each Child Each Day



2020-21 Return to School Survey

We understand some families may not feel comfortable sending their children back to school this fall. Each family will have the opportunity to indicate if they would like to opt out of In-Person Learning (IPL) and choose to remain home for all Distance Learning Opportunities (DLO) per child. Families will commit to one option or the other through the first semester. After January 2021, parents will have the option to make a different decision for the remainder of the school year. Depending on the circumstances with the pandemic, either locally, regionally, or across the state, the District may need to change to a part-time In-Person Learning for families that choose In-Person Learning, or a full Distance Learning experience for all students.

Please complete the questions below (submit one form per each child):

Entendemos que algunas familias pueden no sentirse cómodas enviando a sus hijos a la escuela este otoño. Todas las familias tendrán la oportunidad de indicar si desean optar por no participar en el Aprendizaje en Persona (IPL) y optar por quedarse en casa para todas las Oportunidades de Aprendizaje a Distancia (DLO) por cada niño. Las familias se comprometerán con una opción u otra durante el primer semestre.

Después de enero 2021, los padres tendrán la opción de tomar una decisión diferente para el resto del año escolar. Dependiendo de las circunstancias con la pandemia, ya sea local, regional o en todo el estado, el Distrito puede necesitar cambiar a un Aprendizaje en Persona a tiempo parcial para familias que eligen Aprendizaje en Persona, o una experiencia de Aprendizaje a Distancia completa para todos estudiantes.

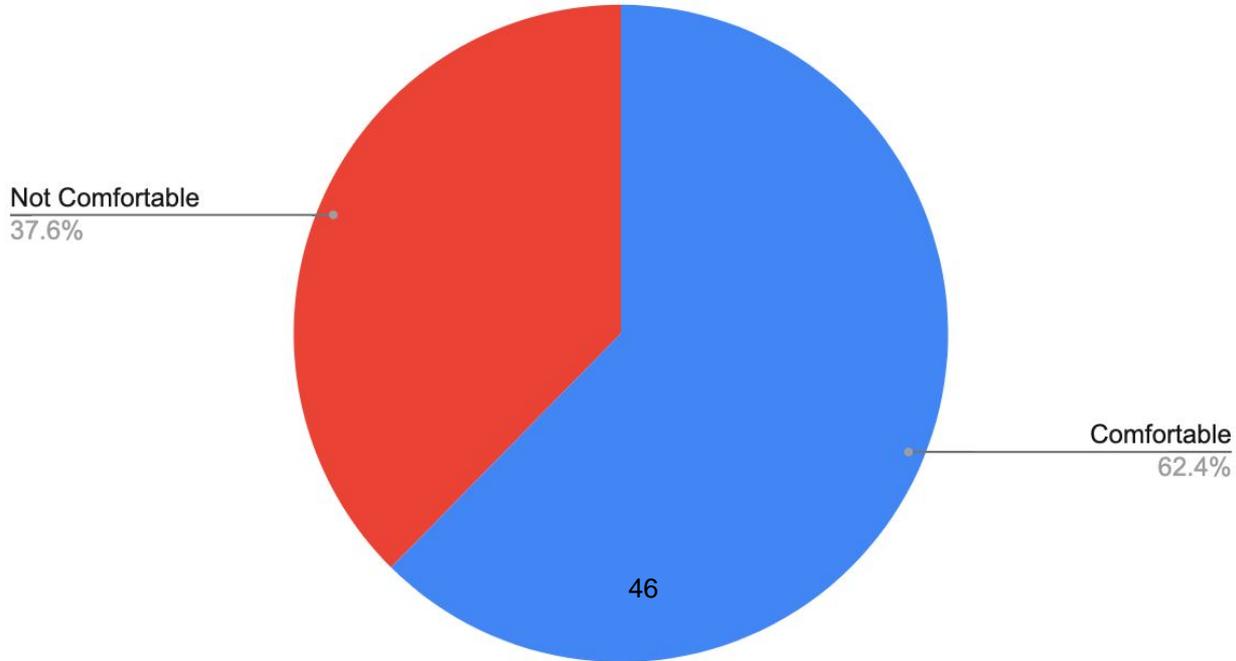


Encuesta del Personal

Qué tan cómodo se siente en regresar en persona a la escuela en otoño?

How comfortable are you returning to on-site school in the Fall?

117 respuestas





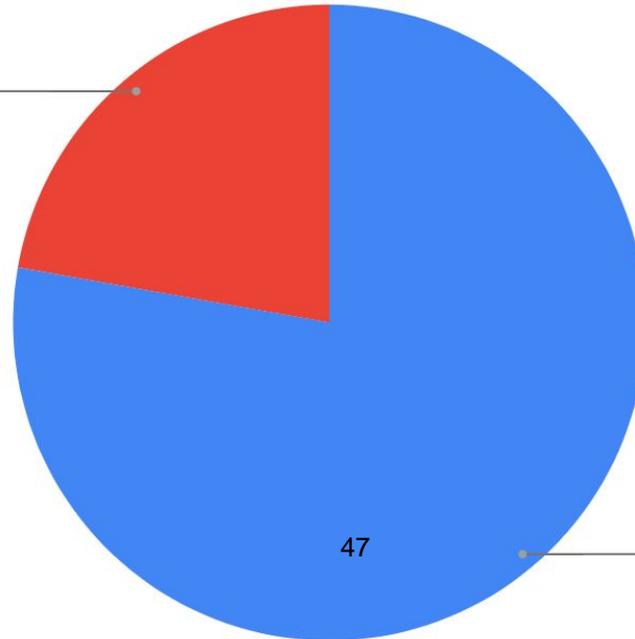
Encuesta del Personal

Qué tan cómodo está regresando a Oportunidades de Aprendizaje a Distancia en el otoño?

How comfortable are you returning to DLO's in the Fall?

117 respuestas

Not Comfortable
22.2%



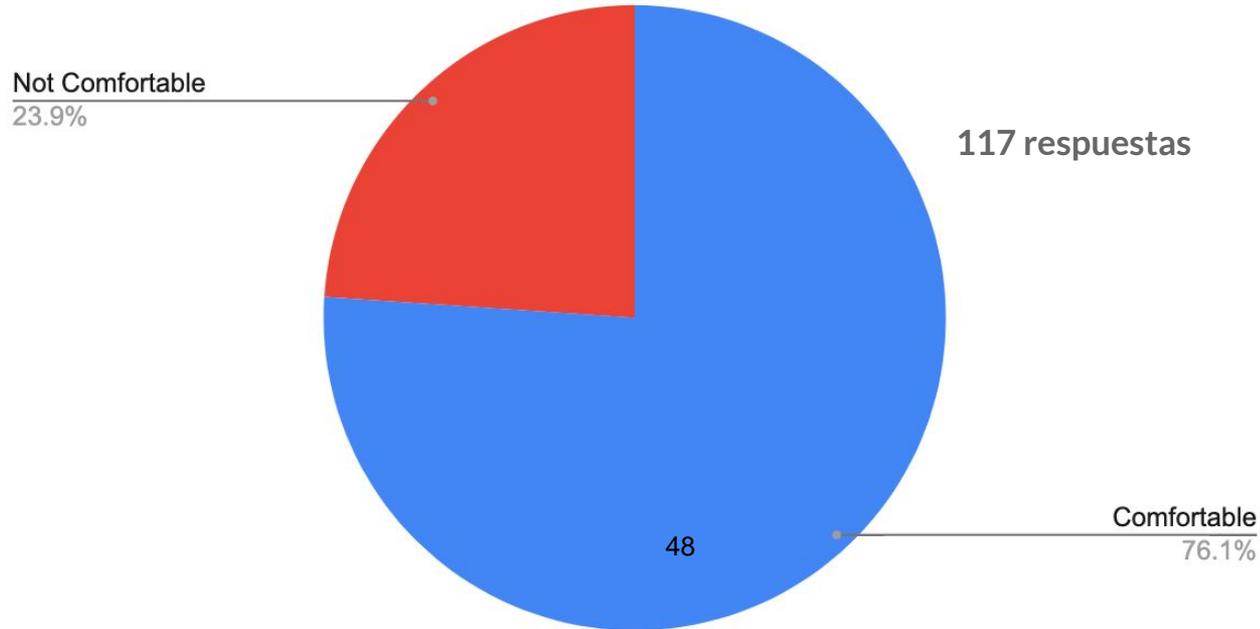
Comfortable
77.8%



Encuesta del Personal

Qué tan cómodo está usando el modelo de aprendizaje “Combinado” de enseñanza en el otoño?

How comfortable are you using a "Blended" Learning model of teaching in the Fall?



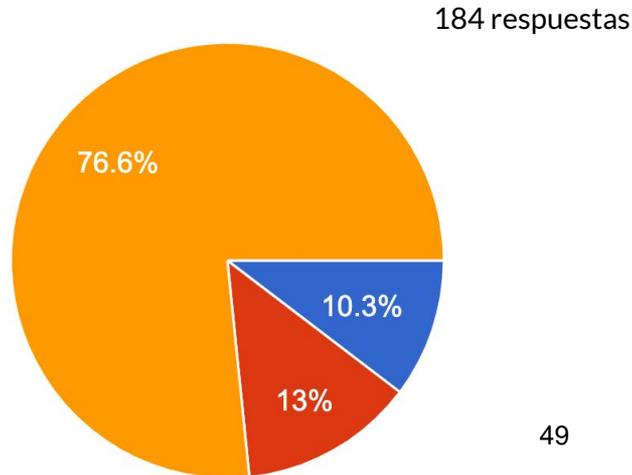


Encuesta Familiar

Si volviéramos al aprendizaje en persona en el otoño, que respuesta a continuación refleja con mayor precisión su pensamiento actual?

3. If we were returning to "In-Person" learning in the Fall, which answer below most accurately reflects your current thinking?

184 responses



49

- My child(ren) will NOT be attending in-person.
- My child(ren) will NOT be attending if significant health protocols are required (wearing of masks, daily temperature checks, etc)
- My child(ren) will attend school if it is open for in-person learning even WITH health and social distancing protocols required

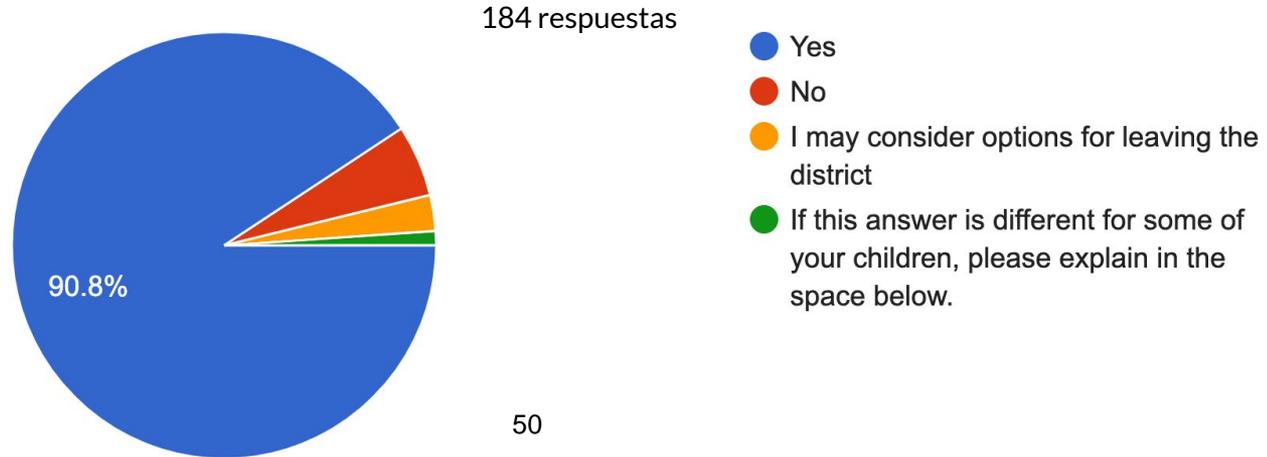


Encuesta Familiar

Si la escuela se resume en el otoño con Oportunidades de Aprendizaje a Distancia para todos los estudiantes (con mejoramientos a DLO), participarían sus hijos?

5. If school resumes in the Fall with Distance Learning Opportunities (DLOs) for all students (with improvements to the previous DLO), would your child(ren) participate?

184 responses





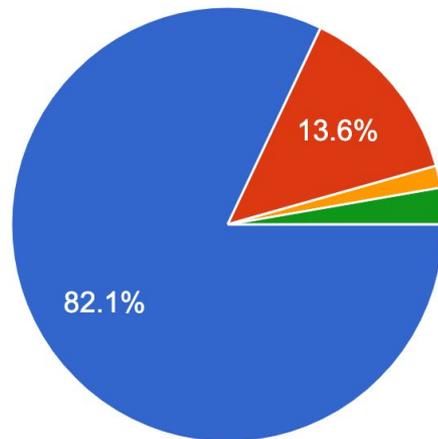
Encuesta Familiar

Si la escuela se reanuda en el otoño con el aprendizaje combinado, tendría la intención de enviar a su hijo a la escuela?

4. If school resumes in the Fall with "Blended" Learning, would you intend to send your child(ren) to school?

184 responses

184 respuestas



- Yes
- No
- I may consider options for leaving the district
- If this answer is different for some of your children, please explain in the space below.



D76: Opciones de Regreso a la Escuela

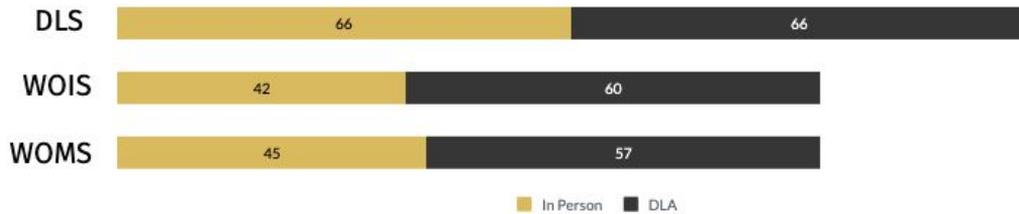
- 1. Aprendizaje en Persona:** ISBE anima fuertemente la instrucción en persona para los estudiantes en la mayor medida posible, manteniendo la salud y la seguridad como la prioridad número uno.

- 2. Aprendizaje a Distancia:** Los estudiantes recibirán Aprendizaje a Distancia a tiempo completo a través de su escuela asignada. Los estudiantes no asistirán físicamente a la escuela, pero participarán en el aprendizaje escolar virtualmente desde casa. Instrucción incluirá estrategias tales como en vivo, instrucción virtual, videos interactivos y trabajo independiente (similar a la primavera 2020). El programa de Aprendizaje a Distancia será enseñado por maestros del nivel escolar y de grado de su hijo.



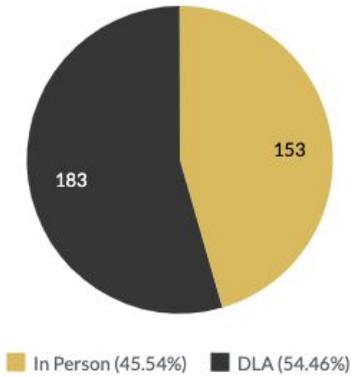
10 de julio: Encuesta Familiar

Total Surveys  336

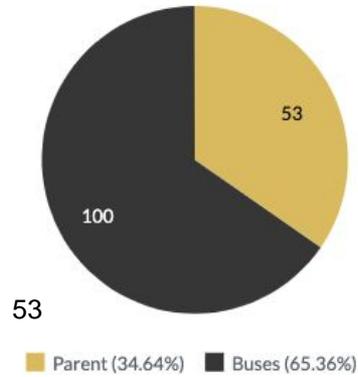


Encuesta Total: 336

In the Fall my child will be attending



Transportation





Día Escolar: Las Dos Opciones de Aprendizaje

Los estudiantes asistirán a la escuela 5 días a la semana igual a los días escolares tradicionales

Escuela	Día del Estudiante
Escuela Diamond Lake	7:40 - 2:25
Escuela Intermedia West Oak	8:00 - 2:55
Escuela Secundaria West Oak	8:25 - 3:25



Aprendizaje en Persona

- ISBE anima en la mayor medida posible la enseñanza en persona para los estudiantes, manteniendo la salud y la seguridad como la prioridad número uno.
- Se seguirán las directrices de ISBE y IDPH .
- Implementar un plan de estudios basado en estándares para que todos los estudiantes reciban los mismos materiales de alta calidad. Esto asegurará una continuidad del aprendizaje en caso de que los estudiantes se muevan entre el aprendizaje en persona y a distancia durante todo el año en función de las necesidades individuales, o si las escuelas están cerradas debido a problemas relacionados con COVID.
- Los horarios seguirán el día escolar D76. Los horarios se finalizarán alineando la asistencia y el personal de los estudiantes.
- Clases Especiales/Encore como Música, Arte, Educación Física, etc. podrían pasar en la clase primaria del estudiante o afuera (el clima permitiendo) en vez de en una clase separada.
- Banda y Coro serán afuera y/o a remoto.
- Excursiones fuera de la escuela y deportes/actividades extracurriculares son canceladas hasta Fase 5 del Plan de Restaurar Illinois.



Academia de Aprendizaje a Distancia

- Para familias que eligen no volver al Aprendizaje en Persona.
- Los estudiantes se inscribirán en la Academia de Educación a Distancia hasta las Vacaciones de Invierno. Las familias tendrán la oportunidad de hacer su decisión por el resto del año escolar antes de las vacaciones de invierno.
- Difiere del aprendizaje a distancia de primavera: **Asistencia, Calificaciones y Participación.**
 - La asistencia es obligatoria y se registrará diariamente.
 - La calificación refleja el dominio de los estándares de los estudiantes.
 - Se requerirá participación tanto para la instrucción directa como para la independiente.
- Implemente un plan de estudios basado en estándares para que todos los estudiantes reciban los mismos materiales de alta calidad. Esto asegurará una continuidad del aprendizaje si los estudiantes se mueven entre el aprendizaje en persona y a distancia durante todo el año en función de las necesidades individuales, o si las escuelas están cerradas debido a problemas relacionados con COVID.
- Los horarios seguirán el día escolar D76. Los horarios se finalizarán alineando la asistencia y el personal de los estudiantes.



Requisitos de Salud Pública

Los mínimos **requisitos de salud pública** (ISBE, IDPH y CDC) que todas las escuelas públicas y no públicas deben cumplir al crear planes locales de reapertura en la Fase 4 son:

- Requerir el uso del equipo de protección personal (EPP) adecuado, incluidos los revestimientos faciales/ (máscaras);
- Prohibir que más de 50 personas se reúnan en un espacio;
- Requerir que se observe el distanciamiento social tanto como sea posible;
- Requerir que las escuelas realicen pruebas de detección de síntomas y temperatura o que las personas se auto certifiquen que no presentan síntomas antes de ingresar a los edificios escolares; y
- Requerir un aumento en la limpieza y desinfección de toda la escuela.



Aprendizaje en Persona: Operaciones

- **Servicio de Alimentos**
 - Desayuno/almuerzo se comerá en la clase/cafetería dependiendo de la estructura/horario de cada escuela.
 - Comidas se preparan diariamente y se servirán en contenedores sellados.
 - Comidas continuarán proveídos para los estudiantes en la Academia de Aprendizaje a Distancia (si necesario).
- **Informacion Medica**
 - Revisión de temperatura para personal y estudiantes será requerida al entrar al edificio.
 - Antes de usar el transporte D76, se les pedirá a los padres que se auto certifiquen a los estudiantes. diariamente (sin síntomas COVID19). Más detalles serán compartidos con respecto al método de auto-certificación.
 - Personas con una temperatura de más de 100.4° será necesario para estar libre de fiebre por 72 horas antes de regresar a la escuela.
- **Máscara/(Cubre Bocas)**
 - Los estudiantes y el personal están requeridos a usar máscaras para la cara en todos momentos dentro del edificio con excepción de los descansos programados.
 - Máscaras se requieren en todo momento mientras viajan en el autobús.
 - La Junta Educativa aprobará una póliza de máscaras en agosto 2020.



Distancia Social: Transportación



- Capacidad limitada del autobús a no más de 50 personas (incluido el conductor)
- Debido a la Academia de Aprendizaje a Distancia, menos estudiantes son anticipados en las rutas.
- Tiempo extendido será necesario para limpiar y desinfectar entremedio de las rutas
- Rutas seran igual que el ano escolar 2019-2020



Clases: Distanciamiento Social



Clases de Escuela Intermedia



60

Clases de Escuela Secundaria



Aprendizaje en Persona: Logísticas

- **Clases**

- Mesas/Escritorios serán organizados para permitir una distancia de 3 a 6 pies entre los estudiantes.
- En la mayor medida posible, los estudiantes en los grados PK-5 permanecerán en pequeños grupos en sus clases para limitar la movilidad de los estudiantes. Según sea necesario, se les puede pedir a los maestros que roten dentro y fuera de las clases para proporcionar instrucción.

- **Recreo**

- Los estudiantes recibirán recreo y descansos para permitir "descansos de máscara"; carpas afuera, patio, y espacios verdes.

- **Uso del Baño**

- Los estudiantes tendrán descansos programados para el baño. Se alentará el lavado frecuente de manos.
- Baños serán limpiados/desinfectados durante todo el día.

- **Pasillos**

- Pasillos se adherirá al tráfico unidireccional siempre que sea posible.
- Las fuentes de agua sin capacidad de llenar de botellas de agua serán apagadas. Los estudiantes deberán traer botellas de agua a la escuela.



Hoja de Ruta: Regreso a la Escuela 20-21

[Hoja de Ruta: Regreso a la Escuela 20-21 Haga Clic Aquí](#)



Consideraciones del Calendario

- **17, 18, 19 y 20 de agosto:** Días Institutos de Maestros
- **Viernes, 21 de agosto:** Citas individuales de bienvenida/reunión para estudiantes/familias (ambas opciones de aprendizaje)
- **Lunes, 24 de agosto:** Primer día de clases para estudiantes de K-8
- **Martes, 3 de noviembre:** No hay clases/Día de no atender para Estudiantes y Personal
- **Martes, 4 de agosto:** Aprobación del Calendario Actualizado



Proximos Pasos

- **7.15.20:** Carta para el Personal (Determinar colocación y necesidad del personal)
- **7.22.20:** Publique la Presentación y la Hoja de Ruta
- **7.22.20:** Envíe la Carta Familiar y la Declaración de Intenciones
 - Determine quién y cuántos estudiantes regresarán
 - Determine los procedimientos de transportación
- **7.28.20:** Sesiones virtuales de Preguntas y Respuestas para padres: (6:00 pm Español y 7:00 pm en inglés)
- **Continuo:** Los directores desarrollan y comunican los horarios escolares específicos, la planes del personal y procedimientos e regreso a la escuela
- **Continuo:** Planificación y respuesta a “Directrices y Procedimientos de Regreso a la Escuela”
- **Continuo:** Comunicar en una manera transparente y puntual



Preguntas/Comentarios





HOJA DE RUTA: Regreso a la Escuela

Año Académico 2020-2021

La Junta Educativa del Estado de Illinois recomienda que los estudiantes asistan en persona este otoño y el D76 apoya y está listo para esta recomendación en cuanto volvemos a la escuela. Entendiendo que cada situación familiar es diferente, ofreceremos una opción de aprendizaje a distancia para familias que eligen no enviar a sus hijos a la escuela este otoño.

Los planes de aprendizaje en persona y a distancia se describen a continuación para que los padres puedan tomar una decisión informada con respecto a su elección para el aprendizaje este año. Las familias se comprometerán con una opción u otra durante las vacaciones de invierno. Para enero de 2021, los padres tendrán la opción de tomar una decisión diferente para el resto del año. Dependiendo de las circunstancias con la pandemia, ya sea local, regional o en todo el estado, el Distrito puede necesitar cambiar a una experiencia en persona a tiempo parcial para familias que eligen el aprendizaje en persona, o una experiencia de aprendizaje a distancia completa para todos los estudiantes.

Si un estudiante, un miembro del personal o un miembro de la familia dan positivo para COVID-19, la persona, la familia y el Distrito se comunicarán con el Departamento de Salud del Condado de Lake. Las personas deberán permanecer en cuarentena durante 14 días (o más) desde la fecha de la prueba positiva y necesitarán dos pruebas COVID-19 negativas administradas con 24 horas de diferencia antes de regresar a la escuela. Las personas expuestas a la persona que dieron positivo pueden necesitar cuarentena y hacerse la prueba de COVID-19. Es posible que la escuela o el distrito necesiten cerrar por un período de tiempo hasta que las escuelas puedan ser desinfectadas y haya ocurrido un seguimiento de contacto apropiado. El Distrito trabajará en colaboración con el Departamento de Salud del Condado de Lake para cada incidente.

Como recordatorio, el estado de Illinois se encuentra actualmente en la [Fase 4](#) del [Plan Restaurar Illinois](#). Durante la Fase 4, se establecerán los siguientes parámetros:

1. Las escuelas estarán abiertas con [La guía de seguridad aprobada por el Departamento de Salud de Illinois \(IDPH\)](#).
2. Se permiten reuniones de 50 personas o menos en un espacio.
3. Se requerirán máscaras y distanciamiento físico.

Opción 1: Aprendizaje en Persona (IPL)

Horario

1. Los estudiantes asistirán a la escuela 5 días a la semana siguiendo el día escolar tradicional.

Escuela	Día del Estudiante
Escuela Diamond Lake	7:40 - 2:25
Escuela Intermedia West Oak	8:00 - 2:55
Escuela Secundaria West Oak	8:25 - 3:25

Clases

1. Los escritorios/mesas serán organizados para permitir una distancia de 3-6 pies entre estudiantes.
2. Los estudiantes permanecerán en las clases tanto como sea posible. Los maestros rotarán las clases según sea necesario.
3. Las clases se despejarán de muebles no esenciales.
4. Áreas como gimnasios, áreas comunes y salones especiales se pueden utilizar como clases para reducir la cantidad de personas en cada aula.
5. Las clases pueden ocurrir afuera cuando el clima lo permite.

Servicio de Comida

1. Desayuno/Almuerzo va a ser consumido en las clases/cafetería dependiendo de la estructura/horario de cada escuela. Los alimentos estarán disponibles a través de nuestro proveedor de servicios de alimentos, Quest, y se entregarán a las clases.
2. Las comidas se preparan diariamente y se servirán en contenedores sellados.
3. Las áreas de las aulas serán designadas para estudiantes con alergias alimentarias.

Recreo

1. Los estudiantes en los grados de la EC-5 tendrán todos los días su receso afuera cuando el tiempo lo permita.
2. Los estudiantes en los grados 6-8 tomarán descansos afuera todos los días cuando el clima lo permita.
3. Los estudiantes se quitarán sus máscaras durante el recreo mientras permanezcan físicamente distantes.

Certificación de los Padres para Enviar a los Niños a la Escuela:

1. Se le requiere a los padres tomar la temperatura y verificar por síntomas de COVID-19 cada mañana que su hijo va a estar presente en nuestra escuela. Los padres deberán informar los resultados diariamente a través de comunicaciones electrónicas.

2. Los estudiantes con fiebre o cualquiera de los síntomas a continuación deben quedarse en casa y buscar consejo médico. Al enviar a su hijo a la escuela, está certificando lo siguiente:
 1. Que su hijo no tiene fiebre de más de 100.4 grados.
 2. Que su hijo no tiene ninguna de las siguientes condiciones relacionadas con COVID-19:
 - a. Tos
 - b. Falta de aire o dificultad para respirar
 - c. Fatiga
 - d. Dolores musculares o corporales
 - e. Dolor de cabeza
 - f. Nueva pérdida de sabor u olor
 - g. Dolor de garganta
 - h. Congestión o secreción nasal
 - i. Náuseas o vómitos
 - j. Diarrea

Médico

1. Verificación de temperatura para el personal y los estudiantes serán tomados diariamente por los miembros del personal.
2. No se permitirán visitantes y voluntarios en el edificio hasta la Fase 5 del Plan Restaurar Illinois.
3. Si la temperatura es de 100.4 ° o más, una enfermera realizará una segunda verificación de temperatura.
4. Cualquier persona con una temperatura de 100.4 ° grados o más o que muestre otro COVID-19 como se menciona anteriormente será aislado, se llamará a los padres/proveedores de atención y el estudiante saldrá de la escuela inmediatamente.
5. Los padres de los estudiantes en la clase, nivel de grado o escuela serán notificados si un miembro de la clase, nivel de grado o escuela ha sido diagnosticado con COVID-19. Los nombres específicos de las personas con COVID-19 no se compartirán debido a las leyes de privacidad médica.
6. Se requerirá que las personas con una temperatura superior a 100.4 ° u otros síntomas relacionados con COVID-19 estén libres de fiebre durante 72 horas sin medicación para reducir la fiebre antes de que un individuo pueda regresar a la escuela. Se recomienda altamente que el individuo reciba una prueba COVID-19 antes de regresar a la escuela.

Higiene y Saneamiento

1. Según lo ordenado por la Junta Educativa del Estado de Illinois, los estudiantes y el personal usarán máscaras faciales mientras estén en el edificio al menos que haya una razón médica para no usar una máscara facial.
2. Los estudiantes y el personal recibirán una mascarilla de tela lavable. Las máscaras se deben usar todos los días y se deben lavar y cambiar según sea necesario. Los estudiantes y el personal pueden traer su propia máscara facial según sea necesario.

3. Los estudiantes podrán tomar "descansos de máscara" durante todo el día de manera segura.
4. Los protectores faciales no son aceptables como faciales independientes.
5. Los estudiantes deberán lavarse las manos y utilizar desinfectante para manos durante todo el día. El desinfectante de manos estará disponible en cada clase y pasillo.
6. Los estudiantes traerán botellas de agua a la escuela y las llenarán en las fuentes de llenado de botellas. Las fuentes de agua sin capacidad de llenado de botellas de agua se cerrarán.
7. Los baños serán limpiados y desinfectados durante todo el día.
8. Los edificios serán desinfectados diariamente.

Plan de Estudios e Instrucción

1. D76 continuará implementando su plan de estudios basado en estándares de aprendizaje en persona y a distancia para que todos los estudiantes reciban los mismos materiales de alta calidad. Esto asegurará una continuidad de aprendizaje si se el estudiante se mueve entre aprendizaje en persona y a distancia a lo largo del año en función de las necesidades individuales, o si las escuelas están cerradas debido a problemas relacionados con COVID.
2. D76 comenzará el año escolar 20-21 con un enfoque intencional en la pérdida de aprendizaje incurrida por los cierres escolares 19-20.
3. Las clases especiales/Encore como Música, Arte, Educación Física, etc., pueden ocurrir en la clase del estudiante o en el exterior (si el clima lo permite) en lugar de en un salón de clases separado.
4. El plan de estudios socioemocional se ajustará para dirigir para el nuevo ambiente de aprendizaje único y los cambios en la vida.
5. Las excursiones o actividades deportivas/extracurriculares dentro y fuera del campus se cancelan hasta la Fase 5 del Plan Restaurar Illinois.
6. En la mayor medida posible, los estudiantes en los grados PK-5 permanecerán en pequeños grupos en sus aulas para limitar la movilidad de los estudiantes. Según sea necesario, se les puede pedir a los maestros que roten dentro y fuera de las aulas para proporcionar instrucción.

Transportación

1. Los autobuses tendrán una capacidad reducida de no más de 50 personas por autobús (incluido el conductor).
2. Se recomienda a los padres que lleven a los estudiantes a la escuela para ayudar a controlar la cantidad de estudiantes en cada autobús.
3. Se recomienda compartir el viaje en automóvil con otra familia consistente con estudiantes en la misma clase para reducir la congestión del tráfico.
4. Los autobuses serán desinfectados después de cada ruta.
5. Se usarán máscaras en los autobuses.

Actividades Extracurriculares

1. Todas las actividades extracurriculares se cancelan hasta la Fase 5 del Plan Restaurar Illinois.

Estudiantes con Necesidades de Aprendizaje Específicas (IEP, 504 y ELL)

- Los estudiantes con necesidades de aprendizaje específicas recibirán sus servicios como se describe en sus planes individuales.

Opción 2: Academia de Aprendizaje a Distancia (DLA)

¿Qué es DLA?

DLA permite que las escuelas brinden oportunidades educativas continuas para todos los estudiantes y están diseñadas específicamente para aquellos momentos en que los estudiantes y los educadores no pueden aprender dentro del mismo espacio físico debido a circunstancias atenuantes. DLA seguirá un horario típico en persona y un horario en persona que se alinea con el plan de estudios y las evaluaciones del distrito. DLA es cuando la enseñanza y el aprendizaje se imparten de forma remota y en línea a través de una computadora o cualquier otro dispositivo digital.

Propósito de DLA

El propósito del plan D76 DLA es proporcionar a todos los estudiantes acceso al aprendizaje durante el cierre de la escuela a través de una combinación de aprendizaje independiente e instrucción directa. El acceso al aprendizaje, con énfasis en la enseñanza impartida por la tecnología y también incluirá otros modelos de enseñanza impartida según lo necesiten nuestros estudiantes. D76 continuará esforzándose por lograr su misión en la que todos los alumnos tienen el poder de convertirse en aprendices de por vida.

DLA se enfocara en

1. Apoyo al aprendizaje significativo durante los momentos en que los estudiantes y los educadores no pueden conectarse dentro del mismo espacio físico.
2. Proporcionar aprendizaje continuo alineado con los Estándares del Estado, específicamente enfocado en aquellos estándares identificados como críticos para el éxito de un estudiante dentro del nivel de grado y/o curso dado.
3. Participar en colaboración virtual con estudiantes.
4. Proporcionando aprendizaje independiente e instrucción del distrito.
5. Proporcionar fuerte colaboración entre el hogar y la escuela.
6. Apoyar las oportunidades de los estudiantes para colaboración, comunicación, creatividad, aprendizaje independiente apropiado para la edad y pensamiento crítico.

Asistencia

1. Se espera asistencia y participación diaria para todos los estudiantes en el Aprendizaje a Distancia.
2. Los maestros registrará la asistencia durante las clases diarias de Google Meet a través de Powerschool.
3. Si un estudiante no puede asistir a una clase de Google Meet, un padre debe llamar a la línea de asistencia de la escuela antes de las 10:00 am del día de la ausencia y reportar al estudiante ausente.
4. Los estudiantes que no son reportados como ausentes pueden recibir una llamada telefónica de un miembro del personal de D76 con el propósito de verificar y asegurarse de que los estudiantes puedan acceder a los materiales en línea.
5. Si un estudiante no se reporta a una clase específica por tres (3) días consecutivos, los maestros y administradores implementarán intervenciones para apoyar al estudiante.

6. Las intervenciones incluirán trabajar en colaboración con los padres/cuidadores de los estudiantes.

Comunicación

1. En un entorno de aprendizaje a distancia, la comunicación oportuna, recíproca, clara, consistente y concisa es vital.
2. Los estudiantes en los grados EC/PreK-2 enviarán sus trabajos y los maestros proporcionarán comentarios a través de las cuentas SeeSaw de los estudiantes.
3. Los estudiantes en los grados 3-8 enviarán su trabajo y los maestros proporcionarán comentarios a través de las cuentas de Google Classroom de los estudiantes.
4. Los estudiantes en los grados K-8 tendrán acceso a una cuenta de gmail propiedad del distrito.
5. Se pueden usar aplicaciones educativas adicionales con propósitos educativos, pero la expectativa de cuándo y cómo se debe usar la aplicación educativa se comunicará a través de SeeSaw y/o Google Classroom.
6. Las escuelas proporcionarán horarios específicos de DLA para apoyar la estructura, integridad y responsabilidad para la implementación de DLA.
7. Se espera que los estudiantes mantengan normas predeterminadas en el aula durante la instrucción en vivo.
8. Los miembros del personal presentarán normas y revisarán continuamente las normas para las clases de Google Meet durante todo el año.

Plan de Estudios e Instrucción

1. D76 continuará utilizando su plan de estudios basado en estándares como la base para entornos de aprendizaje en persona y a distancia para que todos los estudiantes reciban la misma instrucción de alta calidad. Esto asegurará una continuidad del aprendizaje en caso de que los estudiantes se muevan entre el aprendizaje en persona y a distancia durante todo el año en función de las necesidades individuales, o si las escuelas están cerradas debido a problemas relacionados con COVID.
2. El contenido de nivel de grado alineado con los Estándares de Aprendizaje de Illinois se enseñará en todos los niveles de grado durante el año escolar 2020-2021.
3. Se ofrecerán clases Especiales/Encore como Música, Arte y Educación Física, etc., utilizando una variedad de métodos de instrucción.
4. El plan de estudios Socioemocional se ajustará para encarar los nuevos entornos de aprendizaje únicos y los cambios en la vida.
5. Las excursiones fuera del campus y las actividades extracurriculares fuera del campus se cancelan hasta la Fase 5 del Plan Restaurar Illinois.

Prácticas de Calificación

1. Se espera asistencia y participación diarias y los estudiantes serán responsables de completar las tareas y evaluaciones.
2. La calificación y la evaluación están destinadas a proporcionar comentarios y comunicación a los estudiantes y familias con el enfoque en el aprendizaje, el crecimiento y el progreso.

3. Las calificaciones y evaluaciones significativas brindan a los estudiantes la oportunidad de rehacer, recuperar o intentar completar, mostrar progreso o intentar completar el trabajo asignado.
4. Las boletas de calificaciones se proporcionarán al final de cada trimestre utilizando los mismos indicadores de progreso que cuando los estudiantes participan en el aprendizaje en persona.

Tecnología

1. Los estudiantes del D76 en los grados K-8 tendrán su propio Chromebook (1-8) iPad (K).
2. Para los estudiantes en los grados K-8 que actualmente no tienen un Chromebook o iPad, recibirá una comunicación en agosto con respecto a un plan de recogida.

Acceso a Internet

1. D76 garantizará que cada estudiante tenga servicio de Internet en su hogar al proporcionar un punto de acceso a Internet o instrucciones para obtener servicios esenciales de Internet de bajo costo.
2. Si los estudiantes no pueden acceder a Internet debido a problemas fuera de su control (por ejemplo, cortes de electricidad), los maestros les permitirán a los estudiantes días adicionales para recuperar su tarea/trabajo de clase.

Estudiantes con Necesidades de Aprendizaje Específicas (IEP, 504 y ELL)

1. El Distrito trabajará con estudiantes y familias para garantizar oportunidades de aprendizaje apropiadas para estudiantes con necesidades de aprendizaje específicas (por ejemplo, estudiantes con IEP o estudiantes del aprendizaje del idioma inglés).
2. Cuando sea apropiado, se proporcionarán adaptaciones y/o maestros o administradores de casos podrán hacer modificaciones consistentes con las metas del IEP del estudiante y las necesidades identificadas.
3. Los estudiantes con IEP y 504 tendrán planes de Día de Aprendizaje a Distancia que coinciden con sus objetivos de aprendizaje individuales.
4. Los proveedores de servicios relacionados revisarán las necesidades de los estudiantes y determinarán las opciones creativas para proporcionar soporte de servicios relacionados.
5. Los proveedores de educación especial y servicios relacionados se comunicarán con sus estudiantes y/o los padres/cuidadores de los estudiantes cada semana durante los horarios de cierre de la escuela para dar seguimiento a las tareas o lecciones impartidas, y controlar el progreso del estudiante.
6. Los contactos pueden ser en forma de llamadas telefónicas, correos electrónicos y/o Google Meet o videoconferencias.
7. Todos los proveedores documentarán cualquier consulta y servicios directos, incluidos los contactos con padres y estudiantes, incluida la naturaleza del servicio, la alineación con el objetivo del IEP y los horarios específicos de inicio y finalización.
8. Si no se pueden proporcionar servicios relacionados durante el Aprendizaje a Distancia, dichos servicios se recuperarán en un plazo razonable una vez que se reanude la

escuela, según lo determine el equipo del IEP, y la orientación legal pendiente con respecto a las medidas compensatorias.

9. Los estudiantes que reciben servicios de Idioma Inglés continuarán siendo contactados y apoyados por los maestros EL del distrito.
10. Las guías para los servicios son específicas para las necesidades individuales del estudiante; y, por lo tanto, la información específica relacionada con estos servicios se comunicará a las familias individuales en función de las necesidades identificadas.
11. Las preguntas específicas relacionadas con los servicios del idioma inglés deben dirigirse al maestro de EL de la escuela.

A continuación se muestra una breve descripción de las dos Opciones de Aprendizaje D76

Aprendizaje en Persona (IPL)	Academia de Aprendizaje a Distancia (DLA)
<ul style="list-style-type: none"> ● <i>ISBE recomienda la instrucción en persona para los estudiantes en la mayor medida posible, manteniendo la salud y la seguridad como la prioridad número uno.</i> ● Se seguirá la dirección del IDPH. Los requisitos actuales exigen que las personas que sean médicamente capaces de usar cubre bocas en todo tiempo en las escuelas. ● Todas las personas diariamente deben autocertificarse de que no presentan síntomas y se tomen la temperatura antes de ingresar a los edificios. El comprobante diario de los padres que han verificado los síntomas es el requisito actual de ISBE. ● D76 continuará implementando su plan de estudios basado en estándares para entornos de aprendizaje en persona y a distancia para que todos los estudiantes reciban los mismos materiales de alta calidad. Esto asegurará una continuidad del aprendizaje en caso de que los estudiantes se muevan entre el aprendizaje en persona y a distancia durante todo el año en función de las necesidades individuales, o si las escuelas están cerradas debido a problemas relacionados con COVID. ● D76 seguirá la dirección de seguridad y salud pública de ISBE e IDPH. ● Los autobuses se programaran con menos de 50 pasajeros. Se les pide a los padres que lleven a los estudiantes a la escuela para ayudar a controlar la cantidad de estudiantes en cada autobús. 	<ul style="list-style-type: none"> ● <i>Las escuelas y los distritos deben considerar continuar la instrucción remota para estudiantes médicamente frágiles, estudiantes con mayor riesgo de enfermedad grave y estudiantes que viven con personas con mayor riesgo de enfermedad grave durante la Fase 4.</i> ● Los estudiantes serán registrados en educación a distancia en una base de semestre por semestre. Cuando un estudiante está inscrito en la opción de DLA única, esa será la ubicación del estudiante hasta las vacaciones de invierno. Las familias tendrán la oportunidad de tomar una decisión para el segundo semestre antes de las vacaciones de invierno. ● La decisión de inscribirse en las secciones remotas requiere que el personal sea movido para acomodar las solicitudes, por lo que no se pueden acomodar los cambios de ubicación a mitad de semestre. ● D76 continuará utilizando su plan de estudios basado en estándares como la base para el ambiente de aprendizaje en persona y a distancia para que todos los estudiantes reciban los mismos materiales de alta calidad. Esto asegurará una continuidad del aprendizaje en caso de que los estudiantes se muevan entre el aprendizaje en persona y a distancia durante todo el año en función de las necesidades individuales, o si las escuelas están cerradas debido a problemas relacionados con COVID. ● Se utilizará una combinación de instrucción directa e independiente, instrucción grabada, trabajo independiente, trabajo en grupos pequeños y sesiones de Google Meet.



Diamond Lake School District 76
Embrace Empower Excel Each Child Each Day

BOARD OF EDUCATION
 COMBINED MEETING
 Tuesday, July 21, 2020

The resolution is being submitted for approval at the Combined Meeting on July 21, 2020.

AGENDA ITEM V-A

Administrative: Review Omnibus Vote Agenda

Items under the Omnibus Vote Agenda are considered routine and/or non controversial and will be approved by one motion. If any one Board member, staff, administrator, or citizen wishes to have a separate vote on any item or items, that item or items will be pulled from the Omnibus Vote Agenda and voted on separately.

BE IT RESOLVED, that the Diamond Lake 76 Board of Education accepts and approves the Omnibus Vote Agenda, Items A thru E as listed:

A. Approval of Minutes

Business Meeting Minutes	6/23/2020
Committee of the Whole Meeting Minutes	6/02/2020
Special Meeting Minutes	6/09/2020
Executive Session Meeting Minutes	6/23/2020

B. Approve Destruction of Audio Recordings of Executive Session Minutes:

11/27/2018

C. Acceptance of Treasurer’s Report 6/2020

D. Approval of Payrolls 6/15/2020, 6/30/2020*

E. Approval of Current Bills:

Education Fund:	\$	307,606.33
West Oak Activity	\$	257.17
Operations/Maintenance Fund:	\$	90,194.78
Debt Service Fund:	\$	348,620.24
<u>IMRF Fund</u>	<u>\$</u>	<u>8,195.00</u>
TOTAL	\$	754,873.52

*Pre-approval of Payrolls not to exceed \$400,000.00 each.

**Diamond Lake School District 76 Board of Education
Business Meeting Minutes
Tuesday, June 23, 2020
West Oak Intermediate Gym, 26156 N Acorn Lane, Mundelein, IL 60060**

CALL TO ORDER / ROLL CALL Special Meeting

Ms. Hail called the Business Meeting to order on Tuesday, June 23, 2020, at 7:03 PM. Ms. Kwon called the roll; answering "Present" Ms. Hail, Mr. Hauptman, Mr. Kondela, Ms. Kwon, Mr. Lozada, Ms. Sullivan; Absent: Mr. Armenta.

Also attending the meeting in person: Superintendent, Dr. Sharma-Lewis; Director of Technology, Mr. Hansen; Recording Secretary, Ms. Carrera. Attending the meeting via livestream: Director of Finance and Operations/CSBO: Mr. Rogers; Building Principals: Dr. Fredericks, Mr. Preble, Mr. Cunningham; Assistant Principal: Brandon Pedersen; Special Services Coordinator: Mr. Dole; Absent: Associate Superintendent for Instruction & Personnel, Dr. Juracka.

PUBLIC COMMENTS ON AGENDA ITEMS ONLY

Audience member/D76 parent; asking how to add a public comment. There were no other comments.

PRESENTATIONS

PTO Charlotte Graham Awards: Mr. Cunningham presented two 8th grade students with a recognition award from the PTO in honor of Charlotte Graham. The students have been involved in many extracurricular activities at West Oak and have done a phenomenal job and are recognized for their outstanding contributions.

DLO Update and Planning Forward: Dr. Sharma-Lewis shared an overview of the Distance Learning Opportunities which were developed into 5 phases incorporating feedback for improvements along its duration. DLO parent and student surveys were shared allowing for comments, questions and suggestions. Each principal shared their building student attendance and participation. Areas for improvement would include having students remember to log their attendance. Mr. Preble walked the Board through a DLO example from the district website. Summer school teachers will utilize the planning forward curriculum to support any third trimester learning gaps/losses. The focus for the 2020/21 would be to improve DLO's based on survey feedback, student schedules, attendance accountability and academic rigor. The district will continually wait for directions from ISBE, IDPH and CLC for standards and guidelines. Lastly, the Board and Administration discussed what attendance flow looked like from March until the end of the school year. The biggest barrier was student attendance accountability. Teachers went above and beyond to reach out to families to ensure internet/technology was accessible in their homes as well.

Diamond Awards: A slideshow compilation of all staff who received Diamond Awards was presented. Dr. Sharma-Lewis was able to deliver the awards personally to each of the recipients' homes.

BUSINESS AGENDA

Administrative: Approve Omnibus Vote Agenda

There were no questions/comments. Ms. Hail read the following resolution:

Items under the Omnibus Vote Agenda are considered routine and/or non controversial and will be approved by one motion. If any one Board member, staff, administrator, or citizen wishes to have a separate vote on any item or items, that item or items will be pulled from the Omnibus Vote Agenda and voted on separately.

BE IT RESOLVED, that the Diamond Lake 76 Board of Education accepts and approves the Omnibus Vote Agenda, Items A thru E as listed:

A. Approval of Minutes

B. Approve Destruction of Audio Recordings of Executive Session Minutes:
 10/02/18, 10/16/18, 11/13/18

C. Acceptance of Treasurer’s Report 5/2020

D. Approval of Payrolls 5/15/2020, 5/30/2020*

E. Approval of Current Bills:

Education Fund:	\$ 210,593.36
Diamond Lake Activity Fund	\$ 560.00
West Oak Activity	\$ 4,095.05
Operations/Maintenance Fund:	\$ 76,167.32
Debt Service Fund:	\$ 2,063.48
Transportation Fund:	\$ 65.64
Capital Outlay:	<u>\$ 60,066.61</u>
TOTAL	\$ 353,843.24

*Pre-approval of Payrolls not to exceed \$400,000.00 each.

Mr. Lozada moved to approve the Omnibus Vote Agenda; Mr. Kondela seconded the motion. Roll Call Vote: “Aye,” Mr. Lozada, Mr. Kondela, Ms. Hail, Mr. Hauptman, Ms. Kwon, Ms. Sullivan; “Nay,” none; Absent: Mr. Armenta. Motion carried.

Administrative: Approve Resolution for Personnel Items

The resolution is being submitted for approval at the Business Meeting on Tuesday, June 23, 2020.

BE IT RESOLVED, the Diamond Lake 76 Board of Education accepts and approves the Personnel Items as depicted on the Agenda:

1. New Hire:

Employee	School	Position	Effective Date
Sarah Shanes	DLS	Preschool for All Teacher	8/17/2020
Alyssa Caliendo	DLS	1st GradeTeacher	8/17/2020
Julie Pecaroro	WOMS	Instructional Coach	8/17/2020
Justin Eberhart	DW	Technology Support Technician	7/01/2020

2. Termination(s):

Employee	School	Position	Effective Date
Jennifer Brunson	DLS	School Nurse	6/15/2020

Mr. Hauptman moved to approve the Personnel Items; Mr. Kondela seconded the motion. Roll Call Vote: “Aye,” Mr. Hauptman, Mr. Kondela, Ms. Hail, Ms. Kwon, Mr. Lozada, Ms. Sullivan; “Nay,” none; Absent: Mr. Armenta. Motion carried.

Administrative: Approve Resolution for Classified Staff 2020/2021 Salaries

There were no questions/comments. Ms. Hail read the following resolution:

BE IT RESOLVED, the Diamond Lake 76 Board of Education approves the recommendation to approve the classified staff salaries as presented.

Mr. Lozada moved to approve the Resolution for Classified Staff 2020/2021 Salaries; Ms. Sullivan seconded the motion. Roll Call Vote: “Aye,” Mr. Lozada, Ms. Sullivan, Ms. Hail, Mr. Hauptman, Mr. Kondela, Ms. Kwon; “Nay,” none; Absent: Mr. Armenta. Motion carried.

Administrative: Approved District Office Administrator Contracts:

There were no questions/comments. Ms. Hail read the following resolution:

Whereas the Board of Education has reviewed the contract proposals for the District Office Administrators for the 2020-2023 School Years;

BE IT RESOLVED, the Diamond Lake 76 Board of Education accepts and approves the District Office Administrator contracts as presented:

Employee	Position
Dr. Steve Juracka	Associate Superintendent for Instruction and Personnel Services
Mr. Eric Rogers	Director of Finance and Operations/CSBO
Mr. Eric Hansen	Director of Technology and Communications

Mr. Hauptman moved to approve the Resolution for District Office Administrator Contacts; Ms. Kwon seconded the motion. Roll Call Vote: “Aye,” Mr. Hauptman, Ms. Kwon, Ms. Hail, Mr. Kondela, Mr. Lozada, Ms. Sullivan; “Nay,” none; Absent: Mr. Armenta. Motion carried.

Administrative: Approve Building Administrator Contracts

There were no questions/comments. Ms. Hail read the following resolution:

Whereas the Board of Education has reviewed the contract proposals for Building Administrators for the FY21 School Year;

BE IT RESOLVED, the Diamond Lake 76 Board of Education accepts and approves the Building Administrator contracts FY21 as presented:

Employee	Position
Dr. Juliane Fredericks	Principal - Diamond Lake School
Mr. Peter Cunningham	Principal- West Oak Middle School
Mr. Kurt Preble	Principal - West Oak Intermediate School

Mr. Lozada moved to approve the Resolution for Building Administrator Contacts; Ms. Kwon seconded the motion. Roll Call Vote: “Aye,” Mr. Lozada, Ms. Kwon, Ms. Hail, Mr. Hauptman, Mr. Kondela, Ms. Sullivan; “Nay,” none; Absent: Mr. Armenta. Motion carried.

Board Discussion

Proposed Updates 2020/2021 School Calendar: Dr. Sharma-Lewis shared a proposed calendar to update for the 2020/2021 school year. Last week, ISBE released communication that November 3, 2020 will be considered a legal holiday for election day. The district will be removing the current 4/5/2020 “No School” date to 11/03/2020 “No School”. It is expected that the Board will approve this at the 7/21/2020 Combined meeting.

Planning Forward Task Force: Dr. Sharma-Lewis shared the meeting minutes from the 6/16/2020 Planning Forward Task Force meeting.

Staff and Parent Survey: The Staff Survey was released today. Parent survey will be released tomorrow for parent feedback regarding sending students back to school in the Fall.

Planning Forward Task Force Website Link: A link for the Planning Forward Task Force section on the district website will be live tomorrow. This tab will provide updates for our parents and community as well as meeting minutes from the committee.

ISBE: Part 3 Transition Joint Guidance: ISBE released a 64 page document with guidelines. The new updated requirements will be discussed at the next DLT meeting and any plans will be shared keeping the new guidelines and standards in mind. Ms. Hail shared that the school District cannot alter IDPH guidelines.

FREEDOM OF INFORMATION REQUESTS (2)

- **ABC7 Data Fellow** - Fulfilled
- **Regal Business Machines** - Fulfilled

NOTICES AND COMMUNICATIONS:

- **BOE Calendar:** Due to 11/03/2020 now being a holiday, we can hold it on 11/04 or just hold one BOE meeting. Dr. Sharma-Lewis will share a survey with BOE and this is expected to be finalized/decided upon in the Fall.
- **Daily Herald: Mr. Willeford Retirement:** An article from the Daily Herald was shared. This article gave a spotlight on the parade with parents, students, staff and community members who came to celebrate Mr. Willeford's retirement.
- **6/3/2020 Governing Board Meeting Summary:** Shared for informational purposes

PUBLIC COMMENTS (NON-AGENDA ITEMS)

There were none.

OTHERS

8th Grade Awards: Mr. Cunningham shared a video for the 8th grade awards.

ADJOURNMENT TO EXECUTIVE SESSION

There being no other business to come before the Board, Ms. Kwon called for a motion to adjourn. There will be no Executive Session for today's meeting.

Mr. Lozada motioned to adjourn; Ms. Sullivan seconded the motion. Roll Call Vote: "Aye," Mr. Lozada, Ms. Sullivan, Ms. Hail, Mr. Hauptman, Mr. Kondela, Ms. Kwon; "Nay," none; Absent: Mr. Armenta. Motion carried.

The meeting adjourned at 8:08 PM

Minutes approved on July 21, 2020

President, Board of Education

Secretary, Board of Education

**Diamond Lake School District 76 Board of Education
Committee of the Whole Meeting Minutes
Tuesday, June 2, 2020
Virtual Meeting: via Zoom 7:00 PM**

CALL TO ORDER / ROLL CALL Special Meeting

Ms. Hail called the Committee of the Whole Meeting to order on Tuesday, June 2, 2020, at 7:01 PM. Ms. Kwon called the roll; answering "Present" Mr. Armenda, Ms. Hail, Mr. Hauptman, Mr. Kondela, Ms. Kwon, Mr. Lozada, Ms. Sullivan; Absent: None

Also attending the meeting: Superintendent, Dr. Sharma-Lewis; Associate Superintendent for Instruction & Personnel, Dr. Juracka; Director of Technology, Mr. Hansen; Director of Finance and Operations/CSBO, Mr. Rogers; Building Principals: Dr. Fredericks, Mr. Willeford, Mr. Preble, Mr. Cunningham; Assistant Principal: Brandon Pedersen; Special Services Coordinator: Mr. Dole; Recording Secretary, Ms. Carrera.

PUBLIC COMMENTS ON AGENDA ITEMS ONLY

There were none.

PRESENTATIONS

Summer Learning: Mr. Preble shared the targets and delivery of instruction. The social emotional aspect of our students is very important; we want to be sure that the students have what they need first and then we can focus on instruction. Special Education teachers have worked with families to deliver IEP's virtually. Teachers are being flexible with their communication with parents and guiding them on how to help students at home. There are 408 students enrolled into summer school as of today. Everything will be online and we have more certified teachers than normally. Summer school for K-7th grade dates are 6/22-7/30 from 8:30-10:30 AM and enrollment is open to all students.

BUSINESS AGENDA

Administrative: Approve Omnibus Vote Agenda

There were no questions/comments. It is expected that the Board will take action at the Tuesday, June 23, 2020 Business meeting.

Items under the Omnibus Vote Agenda are considered routine and/or non controversial and will be approved by one motion. If any one Board member, staff, administrator, or citizen wishes to have a separate vote on any item or items, that item or items will be pulled from the Omnibus Vote Agenda and voted on separately.

BE IT RESOLVED, that the Diamond Lake 76 Board of Education accepts and approves the Omnibus Vote Agenda, Items A thru E as listed:

- A. Approval of Minutes
 - Business Meeting Minutes 5/19/2020
 - Committee of the Whole Meeting Minutes 5/05/2020,

- B. Approve Destruction of Audio Recordings of Executive Session Minutes:
10/02/18, 10/16/18, 11/13/18

- C. Acceptance of Treasurer's Report 5/2020

- D. Approval of Payrolls 5/15/2020, 5/30/2020*

- E. Approval of Current Bills:
 - Education Fund: \$
 - Diamond Lake Activity Fund \$
 - West Oak Activity \$
 - Operations/Maintenance Fund: \$
 - Debt Service Fund: 82 \$
 - Transportation Fund: \$

Capital Outlay:	\$
TOTAL	\$

*Pre-approval of Payrolls not to exceed \$400,000.00 each.

Administrative: Approve 403b Plan

There were no questions/comments on this item. Ms. Hail read the following resolution:

BE IT RESOLVED, that the Diamond Lake 76 Board of Education accepts and approves the recommendation to adopt IPPFA as its Third Party Administrator as presented.

Mr. Lozada moved to approve the 403b Plan; Mr. Kondela seconded the motion. Roll Call Vote: “Aye,” Mr. Kondela, Mr. Lozada, Mr. Armenta, Ms. Hail, Mr. Hauptman, Ms. Kwon, Ms. Sullivan; “Nay,” none; Absent: none. Motion carried.

Personnel: Approve New Hire(s)

There were no questions/comments. Ms. Hail read the following resolution:

1. New Hire:

Employee	School	Position	Effective Date
Amanda Lewis	DW	Special Education Teacher	August 2020
Daisy Carrera	DW	Community Liaison	7/01/2020

Mr. Kondela moved to approve Personnel: Approve New Hire(s); Mr. Lozada seconded the motion. Roll Call Vote: “Aye,” Mr. Kondela, Mr. Lozada, Mr. Armenta, Ms. Hail, Mr. Hauptman, Ms. Kwon, Ms. Sullivan; “Nay,” none; Motion carried.

Board Discussion

Planning Forward: Considerations for Reopening of Schools-District Framework and IASB Guidelines:

The Planning Forward Task Force Committee meeting minutes were shared. FY21 reopening scenarios were discussed and the Guidance for Boards Reopening of Schools from ISBE was shared for review.

FREEDOM OF INFORMATION REQUESTS (0)

There were none

NOTICES AND COMMUNICATIONS:

- **BOE Calendar:** This item is shared as informational at every Board meeting.
- **Midwest PBIS Network Recognition FY20:** District 76 earned a silver recognition as a school for the school wide PBIS (Positive Behavior Interventions & Support) implementation.
- **Mr. Willeford Retirement Parade:** The save-the-date flyer was shared to the community for a special retirement celebration parade for Mr. Willeford’s retirement from West Oak Middle School after 17 years of service.

PUBLIC COMMENTS (NON-AGENDA ITEMS)

There were none.

OTHERS

There were none.

ADJOURNMENT

There being no other business to come before the Board, Ms. Kwon called for a motion to adjourn. There will be no Executive Session for today’s meeting.

Ms. Kwon motioned to adjourn; Mr. Lozada seconded the motion. Roll Call Vote: “Aye,” Ms. Kwon, Mr. Lozada, Mr. Armenta, Ms. Hail, Mr. Hauptman, Ms. Kwon, Ms. Sullivan; “Nay,” none; Absent: Motion carried.

The meeting adjourned at 7:58 PM

Minutes approved on July 21, 2020

Check Date 07/01/2020 Posting Date 07/01/2020

Due Date 07/01/2020 Batches 07012020 Thru 07012020 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
AMALGAMA001	Amalgamated Bank of Chicago	6599	D76 GO Building Bonds 2017	07/01/2020	S		127,378.13			
**L000 4310 0000 00 000000		4002100019	07012020	07/01/2020	Y		127,378.13			
30E000 5200 6200 00 000000		127,378.13								
						87986			127,378.13	
AMALGAMA001	Amalgamated Bank of Chicago	6745	D76 GO Building Bonds Series 2018	07/01/2020	S		79,875.00			
**L000 4310 0000 00 000000		4002100018	07012020	07/01/2020	Y		79,875.00			
30E000 5200 6200 00 000000		79,875.00								
						87987			79,875.00	
AMALGAMA001	Amalgamated Bank of Chicago	7195PVTPL	D76 GO Debt Cert Tax Series 2020	07/01/2020	S		27,661.47			
**L000 4310 0000 00 000000		4002100020	07012020	07/01/2020	Y		27,661.47			
30E000 5200 6200 00 000000		27,661.47								
						87988			27,661.47	
CORPORAT000	Corporate Textiles, Inc.	16402	D76 Student Masks	06/25/2020	S		3,784.00			
**L000 4310 0000 00 000000		4002100035	07012020	07/01/2020	Y		3,784.00			
20E000 2540 4100 00 000000		3,784.00								
						87989			3,784.00	
KANSAS S000	Kansas State Bank	335215	Lease Payment 3 (315) Dell Computers with licenses, (475) Dell CTO	05/11/2020	R		76,534.94			
**L000 4310 0000 00 000000		4002100000	07012020	07/01/2020	Y		76,534.94			
30E000 5370 6100 00 000000		76,534.94								
						87990			76,534.94	

Check Date 07/01/2020 Posting Date 07/01/2020
Due Date 07/01/2020 Batches 07012020 Thru 07012020 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
SAND 000	The Sandner Group, Alt. Ris	354326		Treasurer's Bond E. Rogers	05/15/2020	R	5,864.00			
				7/2020 - 7/2021						
**L000 4310 0000 00 000000		4002100017		07012020	07/01/2020	Y	5,864.00			
10E000 2365 3820 00 000000		5,864.00								
						87991			5,864.00	
US BANCO000	US Bancorp Gov. Leasing and	416041572		Technology Payment #4	06/04/2020	R	35,107.22			
**L000 4310 0000 00 000000		4002100030		07012020	07/01/2020	Y	35,107.22			
30E000 5370 6100 00 000000		34,146.60		30E000 5370 6200 00 000000			960.62			
						87992			35,107.22	
							Grand Total		356,204.76	
							Total Adjustments		0.00	
							Total Discounts		0.00	
							Net Total		356,204.76	
							7 Computer Check(s)		356,204.76	
							0 Manual Check(s)		0.00	
							0 Void Check(s)		0.00	
							0 Negative/Minimum Check(s)		0.00	
							0 Zero Check(s)		0.00	
							0 Wire Transfer Check(s)		0.00	
							0 ACH Deposit(s)		0.00	

***** End of report *****

Check Date 07/21/2020 Posting Date 07/21/2020
Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
ACE HARD000	Ace Hardware	72925	BG Supplies 6/19/2020	06/19/2020	R		56.96			
**L000 4310 0000 00 000000		5002100001	072120	07/15/2020	Y		56.96			
20E000 2540 4100 00 000000		56.96								
ACE HARD000	Ace Hardware	73041	BG Supplies 7/2/2020	07/01/2020	R		13.18			
**L000 4310 0000 00 000000		5002100001	072120	07/15/2020	Y		13.18			
20E000 2540 4100 00 000000		13.18								
ACE HARD000	Ace Hardware	73105	BG Supplies 7/9/2020	07/09/2020	R		49.97			
**L000 4310 0000 00 000000		5002100001	072120	07/15/2020	Y		49.97			
20E000 2540 4100 00 000000		49.97								
						87993			120.11	
AKITABOX000	AkitaBox Inc.	190586	AkitaBox Maintenance Software Subscription 7/1/2020 - 6/31/2021	06/26/2020	R		2,500.00			
**L000 4310 0000 00 000000		5002100002	072120	07/15/2020	Y		2,500.00			
20E000 2540 3230 00 000000		2,500.00								
						87994			2,500.00	
ALCANPAO000	Alcantara, Paola	CIL 596	Tuition Reimb for course: CIL 506 (3 cr grad)	07/13/2020	R		635.00			
**L000 4310 0000 00 000000		4002100084	072120	07/15/2020	Y		635.00			
10E000 1110 2300 00 000000		635.00								
						87995			635.00	
AMADINIC000	Amadio, Nicole	ES 5063	Tuition/Book Reimb for course: ES 5063 (3cr grad)	07/13/2020	R		825.00			
**L000 4310 0000 00 000000		4002100085	072120	07/15/2020	Y		825.00			

Check Date 07/21/2020 Posting Date 07/21/2020
Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
AMADINIC000	Vendor Continued....									
10E000 1110 2300 00 000000		825.00								
					87996				825.00	
AMADINIC000	Amadio, Nicole	RES 5153	Tuition/Book Reimb for	07/16/2020	S		825.00			
			courses: EES 5153 & TEL 5091							
**L000 4310 0000 00 000000		4002100108	072120	07/17/2020	Y		825.00			
10E000 1110 2300 00 000000		825.00								
					87997				825.00	
AMAZON 000	Amazon	111-2951561-7542659	Business/District Office	07/09/2020	R		147.24			
			Supplies							
**L000 4310 0000 00 000000		4002100048	072120	07/17/2020	Y		147.24			
10E000 2520 4110 00 000000		147.24								
AMAZON 000	Amazon	21465	Tech Supply (frame)	07/09/2020	R		59.59			
**L000 4310 0000 00 000000		4002100037	072120	07/17/2020	Y		59.59			
10E000 1110 4800 00 000000		59.59								
AMAZON 000	Amazon	46016	Tech Supply usb	07/12/2020	R		97.45			
**L000 4310 0000 00 000000		4002100037	072120	07/17/2020	Y		97.45			
10E000 1110 4800 00 000000		97.45								
					87998				304.28	
AMERICAN014	American Reading Company, I	141734	WOIS ARC Press materials;	07/07/2020	R		2,066.76			
			2019-2020 Title I							
**L000 4310 0000 00 000000		4002001079	072120	07/15/2020	Y		2,066.76			
10E000 1110 4100 00 430000		2,066.76								
					87999				2,066.76	

Check Date 07/21/2020 Posting Date 07/21/2020

Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
ANDERSON000	Anderson Pest Solutions	5543343	7/2020.Pest Services	07/02/2020	R		175.96			
**L000 4310 0000 00 000000		5002100007	072120	07/16/2020	Y		175.96			
20E000 2540 3232 00 000000		175.96								
						88000			175.96	
APPLE IN000	Apple Inc	AC16560179	2020 - 2021 Admin Laptop Refresh Apple Care	05/29/2020	R		1,281.00			
**L000 4310 0000 00 000000		4002100003	072120	07/15/2020	Y		1,281.00			
10E000 1110 5500 00 000000		1,281.00								
APPLE IN000	Apple Inc	AC19879572	2020 - 2021 (6) Admin Laptop Refresh	06/10/2020	R		7,194.00			
**L000 4310 0000 00 000000		4002100003	072120	07/15/2020	Y		7,194.00			
10E000 1110 5500 00 000000		7,194.00								
APPLE IN000	Apple Inc	ac21254185	2020 - 2021 (1) Admin Laptop Refresh	06/17/2020	R		999.00			
**L000 4310 0000 00 000000		4002100003	072120	07/15/2020	Y		999.00			
10E000 1110 5500 00 000000		999.00								
						88001			9,474.00	
APPLE IN000	Apple Inc	AC17515782	2020 - 2021 iPad Refresh	06/02/2020	S		56,480.00			
**L000 4310 0000 00 000000		4002100002	072120	07/15/2020	Y		56,480.00			
10E000 1110 5500 00 000000		56,480.00								
						88002			56,480.00	
AT & T L000	AT & T Long Distance	8736506508	7/2020 Phone Long Distance	07/01/2020	R		970.59			
**L000 4310 0000 00 000000		4002100101	072120	07/16/2020	Y		970.59			
20E000 2540 3400 00 000000		970.59								
						88003			970.59	

Check Date 07/21/2020 Posting Date 07/21/2020

Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
BROOKE G000	Brooke Graphics LLC	1370	WOMS Parade Signs;	06/30/2020	R		420.00			
**L000 4310 0000 00 000000		4002100046	072120	07/15/2020	Y		420.00			
10E000 2310 4100 00 000000		420.00	NONEM							
BROOKE G000	Brooke Graphics LLC	1462	WOMS Parade Signs; Retirement	06/30/2020	R		260.00			
**L000 4310 0000 00 000000		4002100046	072120	07/15/2020	Y		260.00			
10E000 2310 4100 00 000000		260.00	NONEM							
						88004			680.00	
CARREDAI000	Carrera-Rocha, Daisy	2/2020	Mileage Reimb travel 2-2020	07/13/2020	R		23.23			
**L000 4310 0000 00 000000		4002100081	072120	07/15/2020	Y		23.23			
10E000 1110 3141 00 000000		23.23								
						88005			23.23	
CDW GOVE000	CDW Government	ZGN9035	Webroot Endpoint Security	06/29/2020	R		1,347.50			
**L000 4310 0000 00 000000		4002100008	072120	07/15/2020	Y		1,347.50			
10E000 1110 3004 00 000000		1,347.50								
CDW GOVE000	CDW Government	ZJK9165	Tech supply	07/08/2020	R		961.66			
**L000 4310 0000 00 000000		4002100038	072120	07/15/2020	Y		961.66			
10E000 1110 4800 00 000000		961.66								
						88006			2,309.16	
CENTER F003	Center for Psychological Se	1376	Psychological Services	06/22/2020	R		235.95			
**L000 4310 0000 00 000000		4002100054	072120	07/15/2020	Y		235.95			
10E000 2140 3230 00 462000		235.95	NONEM							
						88007			235.95	

Check Date 07/21/2020 Posting Date 07/21/2020

Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
CITI CAR000	Citi Cards	24648213		Zoom Subscription 5/2020	06/06/2020	R	73.08			
**L000 4310 0000 00 000000		4002001111		072120	07/15/2020	Y	73.08			
10E000 1110 3004 00 000000							73.08			
CITI CAR000	Citi Cards	6/16/2020		Panera 6/16/2020 DO Lunch Meeting	06/16/2020	R	86.53			
**L000 4310 0000 00 000000		4012100001		072120	07/15/2020	Y	86.53			
10E000 2520 4110 00 000000							86.53			
CITI CAR000	Citi Cards	6/17/2020		Homegoods 6/17/2020; DO Supplies	06/17/2020	R	69.87			
**L000 4310 0000 00 000000		4002100091		072120	07/15/2020	Y	69.87			
10E000 2210 4106 00 000000							69.87			
CITI CAR000	Citi Cards	6/2020		Meal Expenses; 6/2020 Meetings (3 Receipts) 8565	06/02/2020	R	263.39			
**L000 4310 0000 00 000000		4002001088		072120	07/15/2020	Y	263.39			
10E003 1110 4100 00 000000				10E000 2510 4100 00 000000			79.29			
CITI CAR000	Citi Cards	6/2020.		Ballard Designs; Supt furniture purchase/credits	07/16/2020	R	942.45			
**L000 4310 0000 00 000000		4002100098		072120	07/16/2020	Y	942.45			
10E000 2321 4100 00 000000				*****Vendor Cont Void		88008				
CITI CAR000	Citi Cards	6/30/20		Costco 6-30-2020 DO Supplies	06/30/2020	R	391.10			
**L000 4310 0000 00 000000		4012100000		072120	07/15/2020	Y	391.10			
10E000 2520 4110 00 000000							391.10			
CITI CAR000	Citi Cards	6/9/20 6/8/2020		Purchase 6/9/2020 & 6/8/2020	06/16/2020	R	52.67			
**L000 4310 0000 00 000000		4002001120		072120	07/15/2020	Y	52.67			
10E000 2310 4100 00 000000							52.67			
						88009			1,879.09	

Check Date 07/21/2020 Posting Date 07/21/2020

Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
CITYWIDE000	Citywide Building Maintenanc	36182	7/2020	Janitorial Services	07/01/2020	R	23,099.96			
**L000 4310 0000 00 000000		4002100077	072120		07/15/2020	Y	23,099.96			
20E000 2540 3220 00 000000		23,099.96								
						88010			23,099.96	
CLIC 000 CLIC		20-21	CLIC D76 Property/Casualty/ Student Accident 7/2020 - 7/2021	07/01/2020	R		46,736.00			
**L000 4310 0000 00 000000		4002100014	072120		07/15/2020	Y	46,736.00			
10E000 2365 3820 00 000000		35,500.00		20E000 2365 3820 00 000000			11,236.00			
CLIC 000 CLIC		20-21.	CLIC D76 Workers Comp 7/2020 - 7/2021	07/01/2020	R		28,141.00			
**L000 4310 0000 00 000000		4002100015	072120		07/15/2020	Y	28,141.00			
10E000 2365 3810 00 000000		28,141.00								
CLIC 000 CLIC		20-21..	D76 Fiduciary Liability 7/2020 - 7/2021	07/01/2020	R		2,050.00			
**L000 4310 0000 00 000000		4002100016	072120		07/15/2020	Y	2,050.00			
10E000 2365 3820 00 000000		2,050.00								
						88011			76,927.00	
COMCAST 000 Comcast		103675110	7/2020	Ethernet Services	07/01/2020	R	2,961.25			
**L000 4310 0000 00 000000		4002100100	072120		07/16/2020	Y	2,961.25			
20E000 2540 3400 00 000000		2,961.25								
						88012			2,961.25	
CONNECTI001 Connections Academy East		6552	5/2020	Tuition	05/22/2020	R	4,226.24			
**L000 4310 0000 00 000000		4002100047	072120		07/15/2020	Y	4,226.24			

Check Date 07/21/2020 Posting Date 07/21/2020

Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
CONNECTI001	Vendor Continued....									
10E000 1912 6700 00 000000		4,226.24								
CONNECTI001	Connections Academy East	6798	6/2020 Tuition	06/30/2020	R		3,697.96			
**L000 4310 0000 00 000000		4002100049	072120	07/15/2020	Y		3,697.96			
10E000 1912 6700 00 000000		3,697.96								
						88013			7,924.20	
CONSTELL002	Constellation NewEnergy-Gas	2924534	Gas Service 5-2020	06/16/2020	R		1,816.48			
**L000 4310 0000 00 000000		4002100080	072120	07/15/2020	Y		1,816.48			
20E000 2540 4650 00 000000		1,816.48								
						88014			1,816.48	
CONSTELL003	Constellation New Energy, I	17767105001	Electricity 5/28/2020 - 6/26/2020 FH	06/30/2020	R		669.81			
**L000 4310 0000 00 000000		4002100079	072120	07/17/2020	Y		669.81			
20E000 2540 4660 00 000000		669.81								
CONSTELL003	Constellation New Energy, I	17776702101	Electricity 5/29/2020 - 6/29/2020 WO	06/30/2020	R		11,560.65			
**L000 4310 0000 00 000000		4002100079	072120	07/17/2020	Y		11,560.65			
20E000 2540 4660 00 000000		11,560.65								
CONSTELL003	Constellation New Energy, I	17776774101	Electricity 5/29/2020 - 6/29/2020 DLS	06/30/2020	R		2,408.92			
**L000 4310 0000 00 000000		4002100079	072120	07/17/2020	Y		2,408.92			
20E000 2540 4660 00 000000		2,408.92								
						88015			14,639.38	

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Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
CORPORAT000	Corporate Textiles, Inc.	16443	D76 Masks - Toddler Sizes	07/06/2020	R		970.00			
**L000 4310 0000 00 000000		4002100043	072120	07/16/2020	Y		970.00			
20E000 2540 4100 00 000000		970.00								
						88016			970.00	
COUNTRYS000	Countryside Industries, Inc	M209893	7/2020 Landscape Management services	06/16/2020	R		4,995.00			
**L000 4310 0000 00 000000		5002100009	072120	07/16/2020	Y		4,995.00			
20E000 2540 3202 00 000000		4,995.00								
						88017			4,995.00	
COUNTRYS000	Countryside Industries, Inc	M210123	8/2020 Landscape Management services	07/15/2020	S		4,995.00			
**L000 4310 0000 00 000000		5002100011	072120	07/16/2020	Y		4,995.00			
20E000 2540 3202 00 000000		4,995.00								
						88018			4,995.00	
DELL MAR000	Dell Marketing L.P.	10401105311	Sonicwall Renewal 2020-2021	06/18/2020	R		3,052.80			
**L000 4310 0000 00 000000		4002100011	072120	07/16/2020	Y		3,052.80			
10E000 1110 3100 00 000000		3,052.80								
						88019			3,052.80	
EDUCATIO005	Education Framework Inc.	1283	Ed Privacy Annual License Fee	05/05/2020	R		2,688.50			
			7/1/2020 - 6/30/2021							
**L000 4310 0000 00 000000		4002100013	072120	07/16/2020	Y		2,688.50			
10E000 1110 3004 00 000000		2,688.50	NONEM							
						88020			2,688.50	

Check Date 07/21/2020 Posting Date 07/21/2020

Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
EMBRACE 000	Embrace Education	7054	Embrace DS Program:Direct	06/25/2020	R		254.54			
			Service HFS Rate Adj 16-17SY							
**L000 4310 0000 00 000000		4002100053	072120	07/16/2020	Y		254.54			
10E000 1205 3100 00 000000		254.54								
						88021			254.54	
FIRST NA001	First National Bank of Omah	1062986468	Storage Unit 6/2020	06/03/2020	R		209.00			
**L000 4310 0000 00 000000		5002000277	072120	07/16/2020	Y		209.00			
20E000 2540 4100 00 000000		209.00								
FIRST NA001	First National Bank of Omah	1500098588	Factory Direct Blinds	06/18/2020	R		364.79			
			6-18-2020							
**L000 4310 0000 00 000000		4002100099	072120	07/16/2020	Y		364.79			
20E000 2540 4100 00 000000		364.79								
FIRST NA001	First National Bank of Omah	1740-4153	Omega Labs; Boom Learning Sp.	07/01/2020	R		35.00			
			Ed subscription							
**L000 4310 0000 00 000000		4002100074	072120	07/16/2020	Y		35.00			
10E000 1205 3100 00 000000		35.00								
FIRST NA001	First National Bank of Omah	462396	Country Bumpkin 6-3-2020;	06/03/2020	R		390.00			
			mulch							
**L000 4310 0000 00 000000		5002000278	072120	07/16/2020	Y		390.00			
20E000 2540 4100 00 000000		390.00								
FIRST NA001	First National Bank of Omah	54899E	Prestige Distribution	07/01/2020	R		2,050.00			
			7/1/2020; acrylic guards							
			*****Vendor Cont Void			88022				
**L000 4310 0000 00 000000		4002100044	072120	07/16/2020	Y		2,050.00			
20E000 2540 4100 00 000000		2,050.00								

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Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
FIRST NA001	First National Bank of Omah	809	Vita Persona LLC ; face shields	06/30/2020	R		732.14			
**L000 4310 0000 00 000000		4002100097	072120	07/16/2020	Y		732.14			
20E000 2540 4100 00 000000		732.14								
						88023			3,780.93	
FRONTLIN000	Frontline Technologies Grou	114728	Applicant Tracking 6/12/2020-6/11/2021	06/12/2020	R		2,163.06			
**L000 4310 0000 00 000000		4002100025	072120	07/16/2020	Y		2,163.06			
10E000 1110 3000 00 000000		2,163.06	NONEM							
FRONTLIN000	Frontline Technologies Grou	116678	Absence & Substitute Management 7/1/2020 - 6/30/2021	07/01/2020	R		4,920.57			
**L000 4310 0000 00 000000		4002100026	072120	07/16/2020	Y		4,920.57			
10E000 1110 3000 00 000000		4,920.57	NONEM							
						88024			7,083.63	
GRAINGER000	Grainger	977185326	BG Supplies; Vbelt /Air filters	07/01/2020	R		135.30			
**L000 4310 0000 00 000000		5002100005	072120	07/16/2020	Y		135.30			
20E000 2540 4100 00 000000		135.30								
						88025			135.30	
GROOT, I000	Groot, Inc.	5764196	Disposal 6/2020 DLS Extra Haul	07/01/2020	R		467.60			
**L000 4310 0000 00 000000		5002100004	072120	07/16/2020	Y		467.60			
20E000 2540 3210 00 000000		467.60								

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Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
GROOT, I000	Groot, Inc.	5764199	Disposal 6/2020 WO Extra Haul	07/01/2020	R		495.34			
**L000 4310 0000 00 000000		5002100004	072120	07/16/2020	Y		495.34			
20E000 2540 3210 00 000000		495.34								
GROOT, I000	Groot, Inc.	5765602	Disposal 7/2020 DLS	07/01/2020	R		437.35			
**L000 4310 0000 00 000000		5002100004	072120	07/16/2020	Y		437.35			
20E000 2540 3210 00 000000		437.35								
GROOT, I000	Groot, Inc.	5765766	Disposal 7/2020 WO	07/01/2020	R		555.93			
**L000 4310 0000 00 000000		5002100004	072120	07/16/2020	Y		555.93			
20E000 2540 3210 00 000000		555.93								
						88026			1,956.22	
GUAGEDOM001	Guagenti, Dominic A	19-20	Mileage Reimb 4/2020 to	07/13/2020	R		46.29			
			6/2020							
**L000 4310 0000 00 000000		4002100082	072120	07/16/2020	Y		46.29			
20E000 2540 3141 00 000000		46.29								
						88027			46.29	
HANSEERI000	Hansen, Eric	7-13-2020	Reimb PiktoChart subscription	07/13/2020	R		39.99			
			20-21							
**L000 4310 0000 00 000000		4002100094	072120	07/16/2020	Y		39.99			
10E000 1110 3004 00 000000		39.99								
						88028			39.99	
HINCKLEY000	Hinckley Springs	14045563 062420	DLS Water Service 6/2020	06/24/2020	R		5.98			
**L000 4310 0000 00 000000		4002100056	072120	07/16/2020	Y		5.98			
10E001 2410 4100 00 000000		5.98								

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Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
HINCKLEY000	Hinckley Springs	14801676	070220	DO Water Services 6/29/2020	07/02/2020	R	79.70			
**L000 4310 0000 00 000000		4002100055		072120	07/16/2020	Y	79.70			
20E000 2540 4100 00 000000							79.70			
						88029			85.68	
HODGES L000	Hodges Loizzi Eisenhammer L	49040		5/2020 Legal Services	05/31/2020	R	1,083.32			
**L000 4310 0000 00 000000		4002100057		072120	07/16/2020	Y	1,083.32			
10E000 2310 3180 00 000000				1,083.32 NONEM						
						88030			1,083.32	
HOME DEP000	Home Depot Credit Services	1015231		BG Supplies 6/15/2020	06/15/2020	R	39.81			
**L000 4310 0000 00 000000		5002100010		072120	07/16/2020	Y	39.81			
20E000 2540 4100 00 000000							39.81			
HOME DEP000	Home Depot Credit Services	1016350		BG Supplies 6/25/2020	06/25/2020	R	49.22			
**L000 4310 0000 00 000000		5002100010		072120	07/16/2020	Y	49.22			
20E000 2540 4100 00 000000							49.22			
HOME DEP000	Home Depot Credit Services	15403		BG Supplies 6/16/2020	06/16/2020	R	34.56			
**L000 4310 0000 00 000000		5002100010		072120	07/16/2020	Y	34.56			
20E000 2540 4100 00 000000							34.56			
HOME DEP000	Home Depot Credit Services	3016105		BG Supplies 6/23/2020	06/23/2020	R	53.23			
**L000 4310 0000 00 000000		5002100010		072120	07/16/2020	Y	53.23			
20E000 2540 4100 00 000000							53.23			
HOME DEP000	Home Depot Credit Services	3022525		BG Supplies 6/03/2020	06/03/2020	R	51.96			
**L000 4310 0000 00 000000		5002100010		072120	07/16/2020	Y	51.96			
20E000 2540 4100 00 000000							51.96			

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Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
HOME DEP000	Home Depot Credit Services	6014662	BG Supplies 6/10/2020	06/10/2020	R		113.85			
**L000 4310 0000 00 000000		5002100010	072120	07/16/2020	Y		113.85			
20E000 2540 4100 00 000000							113.85			
HOME DEP000	Home Depot Credit Services	7014559	BG Supplies 6/9/2020	06/09/2020	R		373.82			
			*****Vendor Cont Void			88031				
**L000 4310 0000 00 000000		5002100010	072120	07/16/2020	Y		373.82			
20E000 2540 4100 00 000000							373.82			
						88032			716.45	
HOME DEP001	The Home Depot Pro	557907136	Infrared thermometers	06/24/2020	R		475.92			
**L000 4310 0000 00 000000		4002100058	072120	07/16/2020	Y		475.92			
20E000 2540 4100 00 000000							475.92			
HOME DEP001	The Home Depot Pro	560274763	BG Supplies; disinfectant	07/08/2020	R		186.98			
**L000 4310 0000 00 000000		5002100000	072120	07/16/2020	Y		186.98			
20E000 2540 4100 00 000000							186.98			
						88033			662.90	
HUMANEX 000	HUMANeX Ventures LLC	2079E	Teacher A StyleProfile Builder Screener 4/30/2020-4/29/2021	04/30/2020	R		4,900.00			
**L000 4310 0000 00 000000		4002100023	072120	07/16/2020	Y		4,900.00			
10E000 2210 3320 00 000000			4,900.00 NONEM							
HUMANEX 000	HUMANeX Ventures LLC	5828E	Student Engagement Survey 7/1/2020 - 6/30/2021 & Professional Dev. Package	07/10/2020	R		15,500.00			
**L000 4310 0000 00 000000		4002100078	072120	07/16/2020	Y		15,500.00			
10E000 2210 3320 00 000000			15,500.00 NONEM							
						88034			20,400.00	

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Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
IASA 000 IASA		2020-2021	IASA/AASA 2020-2021	07/16/2020	R		2,106.32			
			Membership Dues B.							
			Sharma-Lewis							
**L000 4310 0000 00 000000		4002100105	072120	07/16/2020	Y		2,106.32			
10E000 2321 6400 00 000000							2,106.32			
						88035			2,106.32	
IASB 000 IASB		307012	BoardBook Subscription &	05/01/2020	R		3,900.00			
			Press Plus 2020 - 2021							
**L000 4310 0000 00 000000		4002100059	072120	07/16/2020	Y		3,900.00			
10E000 2310 3000 00 000000							3,900.00			
IASB 000 IASB		309823	D76 2020 - 2021 Annual Dues	07/01/2020	R		5,827.00			
**L000 4310 0000 00 000000		4002100060	072120	07/16/2020	Y		5,827.00			
10E000 2310 3000 00 000000							5,827.00			
						88036			9,727.00	
IMAGETEC000 Imagetec LP		602621	HP Copier contract usage	06/15/2020	R		4,449.50			
			7/26/2020 - 10/25/2020							
**L000 4310 0000 00 000000		4002100061	072120	07/16/2020	Y		4,449.50			
10E000 2540 3231 00 000000			NONEM				4,449.50			
						88037			4,449.50	
IMPREST 000 Imprest		6/2020	6/2020 Imprest	07/16/2020	R		1,888.40			
**L000 4310 0000 00 000000		4002100109	072120	07/16/2020	Y		1,888.40			
10E000 1110 4100 00 000000							1,230.00			10E000 2321 4100 00 000000 30.24
20E000 2540 4100 00 000000							628.16			
						88038			1,888.40	

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Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
INTEGRAT000	Integrated Systems Corporat	708560	8/2020 Skyward hosting	07/01/2020	R		315.00			
**L000 4310 0000 00 000000		4002100067	072120	07/16/2020	Y		315.00			
10E000 2524 3110 00 000000		315.00								
						88039			315.00	
INTRADO 000	Intrado Interactive Service	119066	School Messenger Renewal	06/24/2020	R		2,525.00			
			7/1/2020 - 6/30/2021							
**L000 4310 0000 00 000000		4002100009	072120	07/16/2020	Y		2,525.00			
10E000 1110 3004 00 000000		2,525.00								
						88040			2,525.00	
KAMI 000	Kami	203660	Kami School Building License	07/10/2020	R		3,000.00			
			WOC 8/1/2020 - 7/31/2020							
**L000 4310 0000 00 000000		4002100033	072120	07/16/2020	Y		3,000.00			
10E000 1110 3004 00 000000		3,000.00								
						88041			3,000.00	
KANSAS S000	Kansas State Bank	3353986	8/1/2020 Copier Lease Payment #24;	07/01/2020	R		2,063.48			
			Principal/Interest							
**L000 4310 0000 00 000000		4002100065	072120	07/16/2020	Y		2,063.48			
30E000 5370 6100 00 000000		1,784.63	30E000 5370 6200 00 000000				278.85			
						88042			2,063.48	
KNOWBE4,000	KnowBe4, Inc.	79966	KnowBe4 subscription	01/16/2020	R		1,139.85			
			2/22/2020 - 2/21/2021							
**L000 4310 0000 00 000000		4002100106	072120	07/16/2020	Y		1,139.85			
10E000 1110 3004 00 000000		1,139.85								
						88043			1,139.85	

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Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
LAKE COU000	Lake County Esc	2020-2021	2020-2021 LCES Cooperative Commitment Services	07/01/2020	R		3,335.00			
**L000 4310 0000 00 000000		4002100022	072120	07/16/2020	Y		3,335.00			
10E000 1110 3001 00 000000		3,335.00								
						88044			3,335.00	
LIMINEX 000	Liminex Inc.	21360	GoGuardian Subscription 7/2020 - 7/2021	05/04/2020	R		9,360.00			
**L000 4310 0000 00 000000		4002100028	072120	07/16/2020	Y		9,360.00			
10E000 1110 3000 00 000000		9,360.00								
						88045			9,360.00	
LYNCHNIC000	Lynch, Nicole M	EDU 6200	Tuition/Book Reimb EDU 6200 (3 cr grad) 19-20	07/17/2020	R		1,044.00			
**L000 4310 0000 00 000000		4002100110	072120	07/17/2020	Y		1,044.00			
10E000 1110 2300 00 000000		1,044.00								
						88046			1,044.00	
MANDRMEG000	Mandro, Megan M	601-W-205	Tuition/Book Reimb course: 601-W-205	07/13/2020	R		954.60			
**L000 4310 0000 00 000000		4002100083	072120	07/16/2020	Y		954.60			
10E000 1110 2300 00 000000		954.60								
						88047			954.60	
METRO PR000	Metro Prep	MP 64492	6/2020 Tuition	06/30/2020	R		3,944.51			
**L000 4310 0000 00 000000		4002100104	072120	07/16/2020	Y		3,944.51			
10E000 1912 6700 00 000000		3,944.51								
						88048			3,944.51	

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Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
MOHAWK U000	Mohawk Usa Llc	6106	2020 - 2021 iPad Razor Folio Gen 7 10.2" - Black	06/27/2020	R		3,980.12			
**L000 4310 0000 00 000000		4002100004	072120	07/16/2020	Y		3,980.12			
10E000 1110 7000 00 000000		3,980.12								
						88049			3,980.12	
MOSA MAC000	Mosa Mack Science, Inc.	1992	WOM Mosa Mack Subscription 2020-2022	07/07/2020	R		5,387.20			
**L000 4310 0000 00 000000		3002100039	072120	07/16/2020	Y		5,387.20			
10E003 1110 3004 00 000000		5,387.20								
						88050			5,387.20	
MUSIC & 000	Music & Arts Center Inc	22054818	WOM Band Booster Instrument repairs 3-24-2020	03/24/2020	R		85.00			
**L000 4310 0000 00 000000		3002100053	072120	07/16/2020	Y		85.00			
13E003 1110 4162 00 000000		85.00								
MUSIC & 000	Music & Arts Center Inc	22256186	WOM Band Booster Instrument repairs	04/13/2020	R		101.25			
**L000 4310 0000 00 000000		3002100053	072120	07/16/2020	Y		101.25			
13E003 1110 4162 00 000000		101.25								
MUSIC & 000	Music & Arts Center Inc	22287948	WOM Band Booster Instrument repairs 4-16-2020	04/16/2020	R		70.92			
**L000 4310 0000 00 000000		3002100053	072120	07/16/2020	Y		70.92			
13E003 1110 4162 00 000000		70.92								
						88051			257.17	
MUSIC & 000	Music & Arts Center Inc	22198225	WOMS Pianos for Piano Lab	04/08/2020	S		2,333.32			

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Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
MUSIC & 000	Vendor Continued....									
**L000 4310 0000 00 000000		3002000194	072120	07/16/2020	Y		2,333.32			
10E003 1110 4910 00 000000		2,333.32								
						88052			2,333.32	
MYSTERY 000	Mystery Science, Inc.	77809	WOIS - Online Subscriptions	06/19/2020	R		999.00			
			20-21							
**L000 4310 0000 00 000000		2002100038	072120	07/16/2020	Y		999.00			
10E002 1110 3004 00 000000		999.00								
						88053			999.00	
NEARPOD 000	Nearpod Inc.	27452	Nearpod School License	07/09/2020	R		4,025.00			
			7/1/2020 - 6/30/2021							
**L000 4310 0000 00 000000		4002100039	072120	07/16/2020	Y		4,025.00			
10E000 1110 3004 00 000000		4,025.00								
						88054			4,025.00	
NET56, I000	Net56, Inc.	13184	7/2020 IT Services; network	07/01/2020	R		5,645.90			
			operations, applications,							
			customer care							
**L000 4310 0000 00 000000		4002100063	072120	07/16/2020	Y		5,645.90			
10E000 1110 3101 00 000000		5,645.90								
						88055			5,645.90	
NOLTESTE000	Nolte, Steven A	BE 5033	Tuition / Book Reimb for	07/13/2020	R		825.00			
			course: BE 5033 (3cr grad)							
**L000 4310 0000 00 000000		4002100087	072120	07/16/2020	Y		825.00			
10E000 1110 2300 00 000000		825.00								
						88056			825.00	

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Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
NORTH AM000	North American	A718821	BG Supplies 6-17-2020; gloves/signs	06/19/2020	R		127.90			
**L000 4310 0000 00 000000		5002000308	072120	07/16/2020	Y		127.90			
20E000 2540 4100 00 000000		127.90								
NORTH AM000	North American	A721397	BG Supplies 6-17-2020; gloves/signs remainder	06/23/2020	R		209.84			
**L000 4310 0000 00 000000		5002000308	072120	07/16/2020	Y		209.84			
20E000 2540 4100 00 000000		209.84								
						88057			337.74	
NUTRI-LI000	Nutri-Link Technologies, In	7942	mymealorder meal ordering 7/1/2020 - 6/30/2021	07/01/2020	R		345.00			
**L000 4310 0000 00 000000		4002100062	072120	07/16/2020	Y		345.00			
10E000 2560 3150 00 000000		345.00								
						88058			345.00	
OFFICE D000	Office Depot, Inc	511908762001	DLS Sped Supplies procedures manuals	06/15/2020	R		51.35			
**L000 4310 0000 00 000000		1002100003	072120	07/16/2020	Y		51.35			
10E001 1205 4100 00 000000		51.35								
						88059			51.35	
PADDOCK 000	Paddock Publications, Inc.	150376	Public Meeting notice 6/26/2020	06/27/2020	R		35.65			
**L000 4310 0000 00 000000		4002100068	072120	07/16/2020	Y		35.65			
10E000 2310 3500 00 000000		35.65								
						88060			35.65	

Check Date 07/21/2020 Posting Date 07/21/2020

Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
PHOENIX 000	Phoenix Consulting Services	620-07	Asbestos Bulk Sampling	06/26/2020	R		750.00			
			6/25/2020							
**L000 4310 0000 00 000000		5002100003	072120	07/16/2020	Y		750.00			
20E000 2540 3232 00 000000		750.00	NONEM							
PHOENIX 000	Phoenix Consulting Services	720-03	7/2020 District Wide 6 month	07/10/2020	R		500.00			
			asbestos surveillance							
**L000 4310 0000 00 000000		5002100008	072120	07/16/2020	Y		500.00			
20E000 2540 3232 00 000000		500.00	NONEM							
						88061			1,250.00	
POWERSCH000	PowerSchool Group, LLC	217778	PS-PS Subscription 6/4/2020 -	04/22/2020	R		3,063.35			
			6/3/2021 not renewing							
**L000 4310 0000 00 000000		4002100111	072120	07/17/2020	Y		3,063.35			
10E000 1110 3004 00 000000		3,063.35	NONEM							
POWERSCH000	PowerSchool Group, LLC	219921	PowerSchool Enrollment	06/07/2020	R		11,856.09			
			Renewal 7/1/2020 - 6/30/2021							
**L000 4310 0000 00 000000		4002100010	072120	07/16/2020	Y		11,856.09			
10E000 1110 3100 00 000000		11,856.09	NONEM							
POWERSCH000	PowerSchool Group, LLC	230732	PowerSchool Renewal 9/20/2020	07/10/2020	R		11,531.58			
			- 9/20/2021							
**L000 4310 0000 00 000000		4002100031	072120	07/16/2020	Y		11,531.58			
10E000 1110 3100 00 000000		11,531.58	NONEM							
POWERSCH000	PowerSchool Group, LLC	CM25174	PS-PS Subscription 6/4/2020 -	06/29/2020	R		-3,063.35			
			6/3/2021 CREDIT							
**L000 4310 0000 00 000000		4002100111	072120	07/17/2020	Y		-3,063.35			
10E000 1110 3004 00 000000		-3,063.35	NONEM							
						88062			23,387.67	

Check Date 07/21/2020 Posting Date 07/21/2020

Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
QUENCH U000	Quench USA, Inc.	2551662	DL/WOIS/WOM Water Services	07/13/2020	R		165.00			
			7/12/20-8/11/2020							
**L000 4310 0000 00 000000		4002100064	072120	07/16/2020	Y		165.00			
10E001 2410 4100 00 000000		55.00				10E002 2410 4100 00 000000	55.00			
10E003 2410 4100 00 000000		55.00								
						88063			165.00	
QUEST FO000	Quest Food Management Servi	107736	6/15/20 Reimbursable Food	06/15/2020	R		4,030.71			
			Service;							
			Breakfast/Lunch/Payroll							
**L000 4310 0000 00 000000		4002100070	072120	07/16/2020	Y		4,030.71			
10E000 2560 4100 00 000000		4,030.71								
QUEST FO000	Quest Food Management Servi	107820	EMS Administrative Fee Credit	06/30/2020	R		13.12			
			3/31-6/16/2020 & Management							
			Fee							
**L000 4310 0000 00 000000		4002100071	072120	07/16/2020	Y		13.12			
10E000 2560 4100 00 000000		13.12								
QUEST FO000	Quest Food Management Servi	107836	6/30/20 Reimbursable Food	06/30/2020	R		3,325.14			
			Service;							
			Breakfast/Lunch/Payroll							
**L000 4310 0000 00 000000		4002100072	072120	07/16/2020	Y		3,325.14			
10E000 2560 4100 00 000000		3,325.14								
						88064			7,368.97	
RAPTOR T000	Raptor Technologies, LLC	130834	Raptor Annual Access Fee	08/01/2020	R		1,650.00			
			Renewal 8/1/2020-7/30/2021 -							
			DO, WO, DL							
**L000 4310 0000 00 000000		4002100069	072120	07/16/2020	Y		1,650.00			

Check Date 07/21/2020 Posting Date 07/21/2020

Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
RAPTOR T000	Vendor Continued....									
20E000 2540 3232 00 000000		1,650.00								
					88065				1,650.00	
REAL GRA000	Real Graphix, Inc.	27680	postage mailing for district brochures	06/19/2020	R		82.00			
**L000 4310 0000 00 000000		4002100050	072120	07/16/2020	Y		82.00			
10E000 2630 3230 00 000000		82.00								
					88066				82.00	
SCHOOL M000	School Mate	534742	WOIS Student Planners 2020-2021	06/19/2020	R		1,050.00			
**L000 4310 0000 00 000000		2002000150	072120	07/16/2020	Y		1,050.00			
10E002 1110 4180 00 000000		1,050.00								
					88067				1,050.00	
SEESAW L000	Seesaw Learning Inc.	2020-30550	DLS Seesaw subscription licenses 2020-2021	07/01/2020	R		1,540.00			
**L000 4310 0000 00 000000		1002100042	072120	07/16/2020	Y		1,540.00			
10E000 1110 3004 00 000000		1,540.00								
					88068				1,540.00	
SHOREHIL000	Shores, Hillary	ES 5063	Tuition/Book Reimb for course: ES 5063 (3cr grad)	07/13/2020	R		825.00			
**L000 4310 0000 00 000000		4002100086	072120	07/16/2020	Y		825.00			
10E000 1110 2300 00 000000		825.00								
					88069				825.00	

Check Date 07/21/2020 Posting Date 07/21/2020

Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
SHOREHIL000	Shores, Hillary	RES 5153 TEL 5091	Tuition/Book Reimb for	07/16/2020	S		825.00			
			courses: RES 5153 & TEL 5091							
**L000 4310 0000 00 000000		4002100107	072120	07/17/2020	Y		825.00			
10E000 1110 2300 00 000000		825.00								
						88070			825.00	
SKYWARD 000	Skyward User's Group, NFP	2020-2021	Illinois Skyward Committee	05/07/2020	R		300.00			
			User Group 7/2020 - 6/30/2021							
**L000 4310 0000 00 000000		4002100029	072120	07/16/2020	Y		300.00			
10E000 2510 6400 00 000000		300.00								
						88071			300.00	
SKYWARD,000	Skyward, Inc	204041	Financial Management	07/01/2020	R		9,680.00			
			Software/Support License							
			7/1/2020 - 6/30/2021							
**L000 4310 0000 00 000000		4002100027	072120	07/16/2020	Y		9,680.00			
10E000 2524 3110 00 000000		9,680.00								
						88072			9,680.00	
SPECIAL 000	Special Education District	21IMRF1	2019 IMRF Levy; FY20 Expenses	07/09/2020	R		8,195.00			
			1st Installment							
**L000 4310 0000 00 000000		4002100073	072120	07/16/2020	Y		8,195.00			
51E000 4120 2120 00 000000		8,195.00								
						88073			8,195.00	
SPECIALT000	Specialty Floors, Inc.	3312	Cleaning Gym & Stage Floors	06/19/2020	R		2,613.00			
			WO							
**L000 4310 0000 00 000000		1002100044	072120	07/16/2020	Y		2,613.00			

Check Date 07/21/2020 Posting Date 07/21/2020
Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
SPECIALT000	Vendor Continued....									
20E000 2540 3232 00 000000		2,613.00								
					88074		2,613.00			
T-MOBILE000	T-Mobile	969714745	Mobile Hotspot Services	07/01/2020	R		400.10			
			6/3/2020 - 7/2/2020							
**L000 4310 0000 00 000000		4002100090	072120	07/16/2020	Y		400.10			
20E000 2540 3400 00 000000		400.10								
					88075		400.10			
TELCOM I000	Telcom Innovations Group, L	A55515M	Annual Maintenance on the	07/01/2020	R		3,238.03			
			Mitel 3300 CX II for the							
			period 8/2/2020-8/1/2021 &							
			Mitel Assurance							
**L000 4310 0000 00 000000		4002100075	072120	07/16/2020	Y		3,238.03			
20E000 2540 3232 00 000000		3,238.03								
					88076		3,238.03			
TELESOLU000	Telesolutions Consultants L	diasd76-70120	07/2020 E-Rate Retainer Fee	07/01/2020	R		325.00			
**L000 4310 0000 00 000000		4002100066	072120	07/16/2020	Y		325.00			
20E000 2540 3400 00 000000		325.00								
					88077		325.00			
UNITED C001	United Coffee Service, Inc.	592936	7/2020 Rental/Maintenance of	07/11/2020	R		95.00			
			KREA machine							
**L000 4310 0000 00 000000		4002100092	072120	07/16/2020	Y		95.00			
10E000 2520 4110 00 000000		95.00								

Check Date 07/21/2020 Posting Date 07/21/2020

Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq
UNITED C001	United Coffee Service, Inc.	593170	DO Coffee Supplies 7-14-2020	07/14/2020	R		57.50			
**L000 4310 0000 00 000000		4002100103	072120	07/16/2020	Y		57.50			
10E000 2520 4110 00 000000		57.50								
						88078			152.50	
UNITED S000	United States Treasury	2020	Form 720 PCORI Federal Excise Tax - Quarter ending 6/30/19	07/16/2020	R		475.91			
**L000 4310 0000 00 000000		4002100102	072120	07/16/2020	Y		475.91			
10E000 1110 2200 00 000000		475.91								
						88079			475.91	
VISTA LE000	Vista Learning, NFP	VL120-1084	Evaluwise Licenses 7/1/2021-6/30/2022	03/11/2020	R		1,995.00			
**L000 4310 0000 00 000000		4002100024	072120	07/16/2020	Y		1,995.00			
10E000 2210 3320 00 000000		1,995.00								
						88080			1,995.00	
WARNKTYL000	Warnke, Tyler	CIT134	Tuition Reimb; (3 credits undergrad)	07/13/2020	R		476.00			
**L000 4310 0000 00 000000		4002100088	072120	07/16/2020	Y		476.00			
10E000 1110 2300 00 000000		476.00								
WARNKTYL000	Warnke, Tyler	ECO 221	Tuition Reimb (3 credits undergrad)	07/13/2020	R		456.00			
**L000 4310 0000 00 000000		4002100088	072120	07/16/2020	Y		456.00			
10E000 1110 2300 00 000000		456.00								
WARNKTYL000	Warnke, Tyler	MTH 222	Tuition Reimb (3 credits undergrad)	07/13/2020	R		576.00			

Check Date 07/21/2020 Posting Date 07/21/2020
Due Date 07/21/2020 Batches 072120 Thru 072120 Bank Cash Code Cash

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount			
Accrual		PO #	Batch	Due Date	Detail		Net Amount			
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq

Totals Continued....

0 Void Check(s)	0.00
0 Negative/Minimum Check(s)	0.00
0 Zero Check(s)	0.00
0 Wire Transfer Check(s)	0.00
0 ACH Deposit(s)	0.00

***** End of report *****

Check Nbr	Vendor Name	Check Date	Check Amount
87986	Amalgamated Bank of Chicago	07/01/2020	127,378.13
87987	Amalgamated Bank of Chicago	07/01/2020	79,875.00
87988	Amalgamated Bank of Chicago	07/01/2020	27,661.47
87989	Corporate Textiles, Inc.	07/01/2020	3,784.00
87990	Kansas State Bank	07/01/2020	76,534.94
87991	The Sandner Group, Alt. Risk S	07/01/2020	5,864.00
87992	US Bancorp Gov. Leasing and Fi	07/01/2020	35,107.22
7	Computer	Check(s) For a Total of	356,204.76

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	7	Computer	Checks For a Total of	356,204.76
Total For	7	Manual, Wire Tran, ACH & Computer	Checks	356,204.76
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	356,204.76

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	5,864.00	5,864.00
20	Operations & Mai	0.00	0.00	3,784.00	3,784.00
30	Debt Service	0.00	0.00	346,556.76	346,556.76

Check Nbr	Vendor Name	Check Date	Check Amount
87993	Ace Hardware	07/21/2020	120.11
87994	AkitaBox Inc.	07/21/2020	2,500.00
87995	Alcantara, Paola	07/21/2020	635.00
87996	Amadio, Nicole	07/21/2020	825.00
87997	Amadio, Nicole	07/21/2020	825.00
87998	Amazon	07/21/2020	304.28
87999	American Reading Company, Inc.	07/21/2020	2,066.76
88000	Anderson Pest Solutions	07/21/2020	175.96
88001	Apple Inc	07/21/2020	9,474.00
88002	Apple Inc	07/21/2020	56,480.00
88003	AT & T Long Distance	07/21/2020	970.59
88004	Brooke Graphics LLC	07/21/2020	680.00
88005	Carrera-Rocha, Daisy	07/21/2020	23.23
88006	CDW Government	07/21/2020	2,309.16
88007	Center for Psychological Servi	07/21/2020	235.95
88008	Vendor Continued Check	07/21/2020	0.00
88009	Citi Cards	07/21/2020	1,879.09
88010	Citywide Building Maintenance	07/21/2020	23,099.96
88011	CLIC	07/21/2020	76,927.00
88012	Comcast	07/21/2020	2,961.25
88013	Connections Academy East	07/21/2020	7,924.20
88014	Constellation NewEnergy-Gas Di	07/21/2020	1,816.48
88015	Constellation New Energy, Inc.	07/21/2020	14,639.38
88016	Corporate Textiles, Inc.	07/21/2020	970.00
88017	Countryside Industries, Inc.	07/21/2020	4,995.00
88018	Countryside Industries, Inc.	07/21/2020	4,995.00
88019	Dell Marketing L.P.	07/21/2020	3,052.80
88020	Education Framework Inc.	07/21/2020	2,688.50
88021	Embrace Education	07/21/2020	254.54
88022	Vendor Continued Check	07/21/2020	0.00
88023	First National Bank of Omaha	07/21/2020	3,780.93
88024	Frontline Technologies Group L	07/21/2020	7,083.63
88025	Grainger	07/21/2020	135.30
88026	Groot, Inc.	07/21/2020	1,956.22
88027	Guagenti, Dominic A	07/21/2020	46.29
88028	Hansen, Eric	07/21/2020	39.99
88029	Hinckley Springs	07/21/2020	85.68
88030	Hodges Loizzi Eisenhammer LLP	07/21/2020	1,083.32
88031	Vendor Continued Check	07/21/2020	0.00
88032	Home Depot Credit Services	07/21/2020	716.45
88033	The Home Depot Pro	07/21/2020	662.90
88034	HUMANeX Ventures LLC	07/21/2020	20,400.00
88035	IASA	07/21/2020	2,106.32
88036	IASB	07/21/2020	9,727.00
88037	Imagetec LP	07/21/2020	4,449.50
88038	Imprest	07/21/2020	1,888.40
88039	Integrated Systems Corporation	07/21/2020	315.00
88040	Intrado Interactive Services C	07/21/2020	2,525.00
88041	Kami	07/21/2020	3,000.00
88042	Kansas State Bank	07/21/2020	2,063.48

Check Nbr	Vendor Name	Check Date	Check Amount
88043	KnowBe4, Inc.	07/21/2020	1,139.85
88044	Lake County Esc	07/21/2020	3,335.00
88045	Liminex Inc.	07/21/2020	9,360.00
88046	Lynch, Nicole M	07/21/2020	1,044.00
88047	Mandro, Megan M	07/21/2020	954.60
88048	Metro Prep	07/21/2020	3,944.51
88049	Mohawk Usa Llc	07/21/2020	3,980.12
88050	Mosa Mack Science, Inc.	07/21/2020	5,387.20
88051	Music & Arts Center Inc	07/21/2020	257.17
88052	Music & Arts Center Inc	07/21/2020	2,333.32
88053	Mystery Science, Inc.	07/21/2020	999.00
88054	Nearpod Inc.	07/21/2020	4,025.00
88055	Net56, Inc.	07/21/2020	5,645.90
88056	Nolte, Steven A	07/21/2020	825.00
88057	North American	07/21/2020	337.74
88058	Nutri-Link Technologies, Inc.	07/21/2020	345.00
88059	Office Depot, Inc	07/21/2020	51.35
88060	Paddock Publications, Inc.	07/21/2020	35.65
88061	Phoenix Consulting Services Gr	07/21/2020	1,250.00
88062	PowerSchool Group, LLC	07/21/2020	23,387.67
88063	Quench USA, Inc.	07/21/2020	165.00
88064	Quest Food Management Services	07/21/2020	7,368.97
88065	Raptor Technologies, LLC	07/21/2020	1,650.00
88066	Real Graphix, Inc.	07/21/2020	82.00
88067	School Mate	07/21/2020	1,050.00
88068	Seesaw Learning Inc.	07/21/2020	1,540.00
88069	Shores, Hillary	07/21/2020	825.00
88070	Shores, Hillary	07/21/2020	825.00
88071	Skyward User's Group, NFP	07/21/2020	300.00
88072	Skyward, Inc	07/21/2020	9,680.00
88073	Special Education District Lak	07/21/2020	8,195.00
88074	Specialty Floors, Inc.	07/21/2020	2,613.00
88075	T-Mobile	07/21/2020	400.10
88076	Telcom Innovations Group, LLC	07/21/2020	3,238.03
88077	Telesolutions Consultants LLC	07/21/2020	325.00
88078	United Coffee Service, Inc.	07/21/2020	152.50
88079	United States Treasury	07/21/2020	475.91
88080	Vista Learning, NFP	07/21/2020	1,995.00
88081	Warnke, Tyler	07/21/2020	2,126.89
88082	WASP Barcode Technologies	07/21/2020	983.40
88083	WEX Bank	07/21/2020	146.23
91	Computer	Check(s) For a Total of	398,668.76

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	91	Computer	Checks For a Total of	398,668.76
Total For	91	Manual, Wire Tran, ACH & Computer	Checks	398,668.76
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	398,668.76

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	301,742.33	301,742.33
13	West Oak Activit	0.00	0.00	257.17	257.17
20	Operations & Mai	0.00	0.00	86,410.78	86,410.78
30	Debt Service	0.00	0.00	2,063.48	2,063.48
51	IMRF Fund	0.00	0.00	8,195.00	8,195.00



Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day

TO: Dr. Bhavna Sharma-Lewis
 FROM: Eric Rogers
 DATE: July 21, 2020
 RE: ACCOUNTS PAYABLE

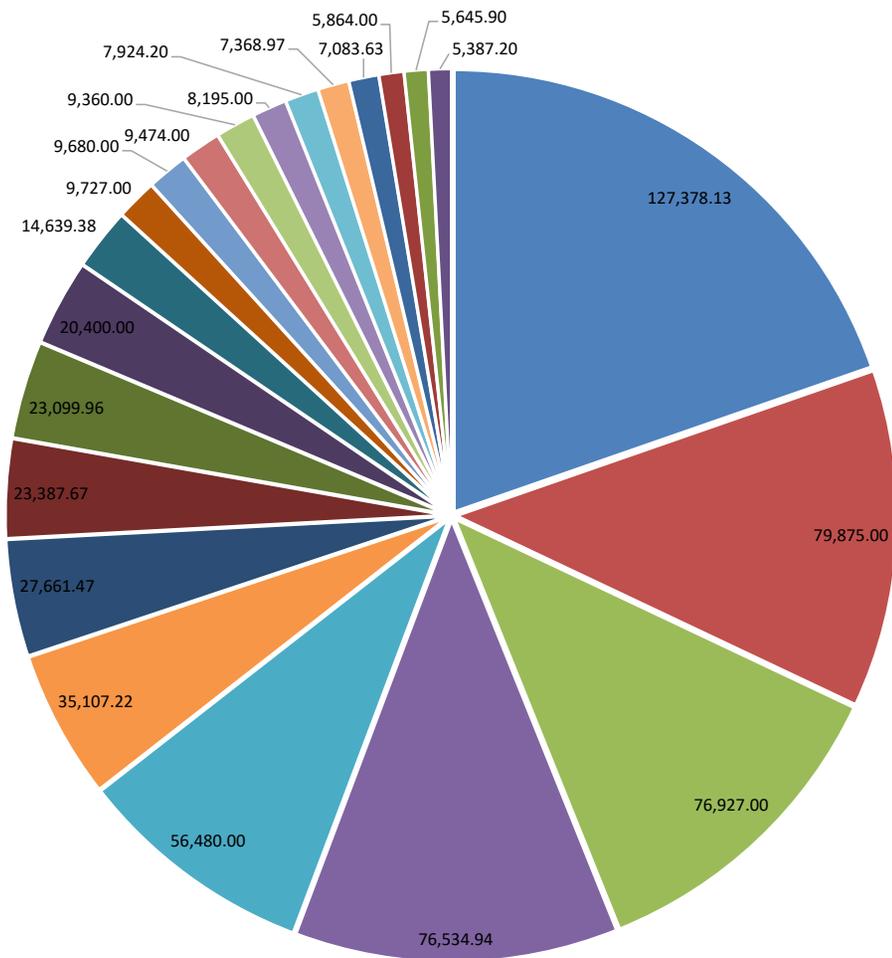
The bills for July 21, 2020 are as follows:

Education Fund:	\$ 307,606.33
West Oak Activity Fund:	\$ 257.17
Operations/Maintenance Fund:	\$ 90,194.78
Debt Service Fund:	\$ 348,620.24
IMRF Fund:	\$ <u>8,195.00</u>
 Total for July 21, 2020:	 \$ 754,873.52

The bills presented this month are very comparable to last month. There are monthly payments for utilities, legal services, phone and internet services, disposal services and transportation services. Some one-time payments are as follows:

Amalgamated Bank:	Bond Payments	\$ 234,914.60
CLIC:	District Liability Insurance	\$ 76,927.00
Kansas State Bank:	Student Computer Lease Payment	\$ 76,534.94
Apple Inc:	Ipad/Admin Laptop Refresh Purchase	\$ 65,954.00
US Bancorp:	Staff Computer Lease Payment	\$ 35,107.22
Powerschool:	Student Management Software Subs.	\$ 23,387.67
HUMAXeX Ventures:	Teacher/Student Engagement Subs.	\$ 20,400.00
IASB:	Boardbook Subscription	\$ 9,727.00
Skyward:	Financial Software Subscription	\$ 9,680.00
Liminex Inc.:	GoGuardian Subscription	\$ 9,360.00
Quest Food Service:	Summer Food Service	\$ 7,368.97
Frontline Tech:	Substitute/Absence Tracking Subs.	\$ 7,083.63
Mosa Mack Science:	WOMS Mosa Mack Subs.	\$ 5,387.20
Nearpod Inc.:	Nearpod License	\$ 4,025.00
Mohawk Usa:	Ipad Protective Cases	\$ 3,980.12
Corporate Textiles:	Staff/Student Cotton Face Masks	\$ 3,784.00
Specialty Floor:	WOMS Gym Floor Refinish	\$ 2,613.00
Akitabox:	Operations and Maintenance Work Order	\$ 2,500.00
American Reading Co.:	WOIS ARC Press Materials	\$ 2,066.76

Account Payable Checks Over \$5,000



- Amalgamated Bank of Chicago
- Apple Inc
- Citywide Building Maintenance
- Skyward, Inc
- Connections Academy East
- Net56, Inc.
- Amalgamated Bank of Chicago
- US Bancorp Gov. Leasing and Finance, Inc.
- HUMANeX Ventures LLC
- Apple Inc
- Quest Food Management Services, Inc.
- Mosa Mack Science, Inc.
- CLIC
- Amalgamated Bank of Chicago
- Constellation New Energy, Inc.
- Liminex Inc.
- Frontline Technologies Group LLC
- Kansas State Bank
- PowerSchool Group, LLC
- IASB
- Special Education District Lake County
- The Sandner Group, Alt. Risk Soltns

Diamond Lake School District #76
Treasurer's Report

for the Month of:

June, 2020

	All Funds	Education	Flex Acct	Building	Transportation	FICA/Medicare	I. M. R. F.	Debt Service	Working Cash	Capital Projects	Tort Fund	Life Safety	Diamond Lake Activity	West Oak Int. Activity	West Oak Activity	Self Insurance Fund
Beginning Cash Balance:	952,928.20	419,516.06	45,469.47	4,796.17	34,948.80	1,667.18	447.13	49,630.38	257,181.68	2,135.03	52,838.73	1,774.95	15,738.18	45,140.15	21,644.28	732,003.75
LA 40-14-3510	90,370.58				90,370.58											
LA 40-14-3500	117,821.18				117,821.18											
LA 10-16-3001	176,034.48	176,034.48														
LA 10-3999	0.00															
Office Collections - Illinois Funds	2,921.60	2,921.60														
Office Collections	7,061.83	1,063.01	5,065.82												933.00	147,548.91
LA 10-15-4300	0.00															
LA 10-4225	7,380.12	7,380.12														
LA 10-15-3100	8,858.91	8,858.91														
LA 10-15-3360	301.00	301.00														
LA 10-15-4225	0.00															
LA 10-15-4215	0.00															
LA 10-15-4210	0.00															
LA 10-15-4220 Fed Breakfast	0.00															
LA 10- 3705 Pre-K Grant	38,414.00	38,414.00														
LA 4991 Adm Outreach "E"	0.00															
LA 10-4992 Fee for Service "C"	3,119.66	3,119.66														
LA 10-3705	0.00															
LA 10-3305	0.00															
LA 10-3999	50,000.00	50,000.00														
LA 10-4909	0.00															
Replacement Taxes	0.00															
Property Tax Receipts	5,047,855.42	3,744,755.38		518,714.07	226,954.97	72,950.25	79,730.78	333,419.92	32,422.45		32,422.45	6,485.15				
Transfer of Interest	0.00															
Interest Spread PMA/IIT Less Fees	112,581.69	74,273.41	2.53	15,553.87	13,647.26	4,400.54	781.34	3,458.41					123.34	290.96	50.03	
Bond Proceeds Deposit	0.00															
Total Receipts	5,662,720.47	4,107,121.57	5,068.35	534,267.94	448,793.99	77,350.79	80,512.12	336,878.33	32,422.45	0.00	32,422.45	6,485.15	123.34	290.96	983.03	147,548.91
INVESTMENT ACTIVITY																
Letter of Credit CD	0.00															
Invest in PMA/IIT Funds	(492,299.93)	(284,108.17)			(208,191.76)											
Bond Proceeds Deposit	0.00															
Flex Account	0.00															
PMA/ISDLAF Investment Interest	(112,581.69)	(112,579.16)	(2.53)													
Funds Invested-Property Taxes	(5,047,855.42)	(3,744,755.38)		(518,714.07)	(226,954.97)	(72,950.25)	(79,730.78)	(333,419.92)	(32,422.45)		(32,422.45)	(6,485.15)				
Office Collections-Illinois Funds	(2,921.60)	(2,921.60)														
Replacement Taxes	0.00															
Sold PMA/IIT Funds	1,300,000.00	1,114,000.00		90,000.00		18,000.00	18,000.00			60,000.00						
Plus Total Invest. Activity	(4,355,658.64)	(3,030,364.31)	(2.53)	(428,714.07)	(435,146.73)	(54,950.25)	(61,730.78)	(333,419.92)	(32,422.45)	60,000.00	(32,422.45)	(6,485.15)	0.00	0.00	0.00	0.00
Total + Beg. Bal.	2,259,990.03	1,496,273.32	50,535.29	110,350.04	48,596.06	24,067.72	19,228.47	53,088.79	257,181.68	62,135.03	52,838.73	1,774.95	15,861.52	45,431.11	22,627.31	879,552.66
DISBURSEMENTS	0.00															
WO Band Trans.	0.00															
Bank Fees	572.54	314.90		171.76	85.88											
Bank Withdrawal	0.00															
Payroll 6-15-2020	449,471.78	421,448.40		8,604.17	478.07	9,910.19	9,030.95									
Payroll 6-30-2020	442,727.12	414,120.82		9,576.09	720.12	9,666.08	8,644.01									
Regular Bills	353,827.27	210,577.39		76,399.10	65.64			2,063.48		60,066.61				560.00	4,095.05	
Transfers	0.00															
Audit Adjustment - Coop Self Ins	0.00															
Self Insurance Monthly Payment	0.00															
Flex Check Debit - Medi Sell	1,800.73		1,800.73													
Flex Checks 6-15-20	1,893.85		1,893.85													
Flex Checks 6-29-20	104.17		104.17													
Total Disbursements	1,250,397.46	1,046,461.51	3,798.75	94,751.12	1,349.71	19,576.27	17,674.96	2,063.48	0.00	60,066.61	0.00	0.00	0.00	560.00	4,095.05	0.00
Account Balance	1,009,592.57	449,811.82	46,736.54	15,598.92	47,246.35	4,491.45	1,553.51	51,025.31	257,181.68	2,068.42	52,838.73	1,774.95	15,861.52	44,871.11	18,532.26	879,552.66
RECAP																
Checking Acct. Balance	1,211,955.17	1,211,955.17														
Deposit In Transit	0.00	0.00														
Payroll Account Extra	2,000.00	2,000.00														
US Bank Account	0.00	0.00														
Fifth Third Account	0.00	0.00														
Flex Account-Mundelein Community	51,132.66		51,132.66													
Outstanding Bond Payment																
Sub Total	1,265,087.83	1,213,955.17	51,132.66													
Less Outstanding Checks	255,495.26	251,099.14	4,396.12													
Balance	1,009,592.57	962,856.03	46,736.54													
Grand Total	1,009,592.57	962,856.03	46,736.54													
	(0.00)	(0.00)	0.00													

DIAMOND LAKE SCHOOL DISTRICT # 76
Treasurer's Report
June, 2020

Fund	Cash Bal. 05/31/2020	Receipts	Disbursements	Cash Bal. 06/30/2020	Investments at Co 06/30/2020	Fund Totals
Education	\$ 419,516.06	\$ 1,076,757.26	\$ 1,046,461.51	\$ 449,811.82	8,566,195.62	9,016,007.44
Cafeteria Plan	732,003.75	147,548.91	0.00	879,552.66		879,552.66
Total Education Fund	1,151,519.81	1,224,306.17	1,046,461.51	1,329,364.48	8,566,195.62	9,895,560.10
Building	4,796.17	105,553.87	94,751.12	15,598.92	1,933,139.04	1,948,737.96
Transportation	34,948.80	13,647.26	1,349.71	47,246.35	697,398.09	744,644.44
FICA/Medicare	1,667.18	22,400.54	19,576.27	4,491.45	136,918.11	141,409.56
I. M. R. F.	447.13	18,781.34	17,674.96	1,553.51	97,375.84	98,929.35
Debt Service Fund	49,630.38	3,458.41	2,063.48	51,025.31	383,992.46	435,017.77
Working Cash	257,181.68	0.00	0.00	257,181.68	1,496,022.61	1,753,204.29
Capital Projects Fund	2,135.03	60,000.00	60,066.61	2,068.42	3,412,584.24	3,414,652.66
Tort Fund	52,838.73	0.00	0.00	52,838.73	113,175.50	166,014.23
Life Safety	1,774.95	0.00	0.00	1,774.95	567,409.79	569,184.74
Diamond Lake Activity	15,738.18	123.34	0.00	15,861.52	0.00	15,861.52
West Oak Intermediate Activity	45,140.15	290.96	560.00	44,871.11	0.00	44,871.11
West Oak Middle Activity	21,644.28	983.03	4,095.05	18,532.26	0.00	18,532.26
	0.00			0.00	0.00	0.00
Total	\$ 1,639,462.48	1,449,544.92	1,246,598.71	1,842,408.69	17,404,211.30	19,246,619.99
Imprest Fund				2,500.00		2,500.00
Education-Flex Account	45,469.47	5,065.82	3,798.75	46,736.54	7,493.81	54,230.35
Insurance Coop- District Share				126,724.45		126,724.45
Petty Cash				750.00		750.00
Grand Total				2,019,119.68	17,411,705.11	19,430,824.79

As of June, 2020 the School's undistributed invested funds were as follows:

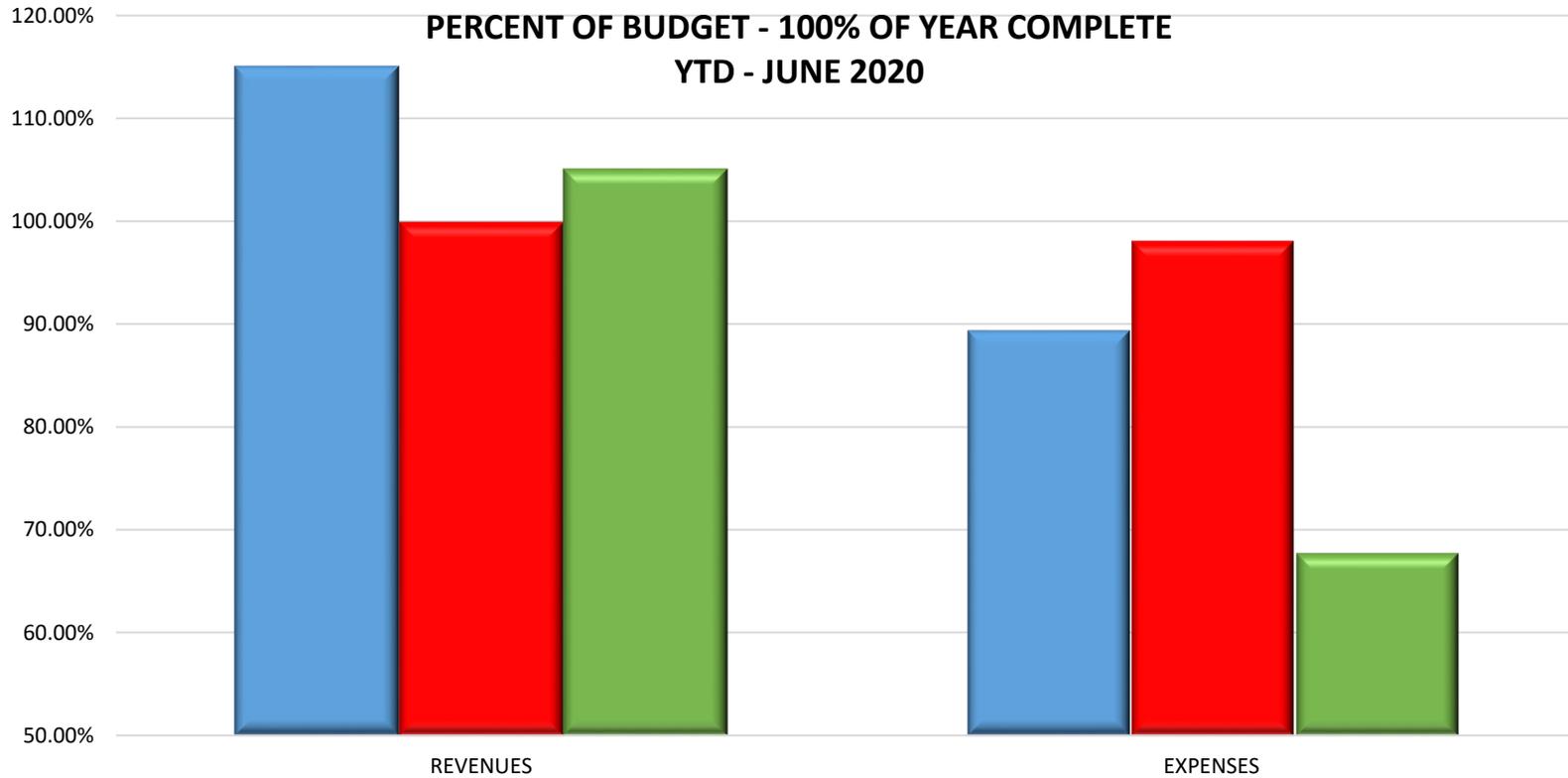
	At Cost	Maturity Value	
1	13,444,327.60	13,444,327.60	PMA-Illinois School District Liquid Asset Fund
2	1.68	1.68	PMA-Illinois School District Liquid Asset Fund-Series 2017 Bonds
3	2,215.51	2,215.51	PMA-Illinois School District Liquid Asset Fund-Series 2018 Bonds
4	3,626,490.90	3,626,490.90	PMA-Illinois School District Liquid Asset Fund-Series 2020 Bonds
5	250,673.74	250,673.74	Illinois Institutional Investors Trust (at cost)
6	7,493.81	7,493.81	Illinois Institutional Investors Trust-Flex Account
7	80,501.87	80,501.87	Illinois Funds/NBI Bank

17,411,705.11

Total Investments at cost


 Treasurer _____

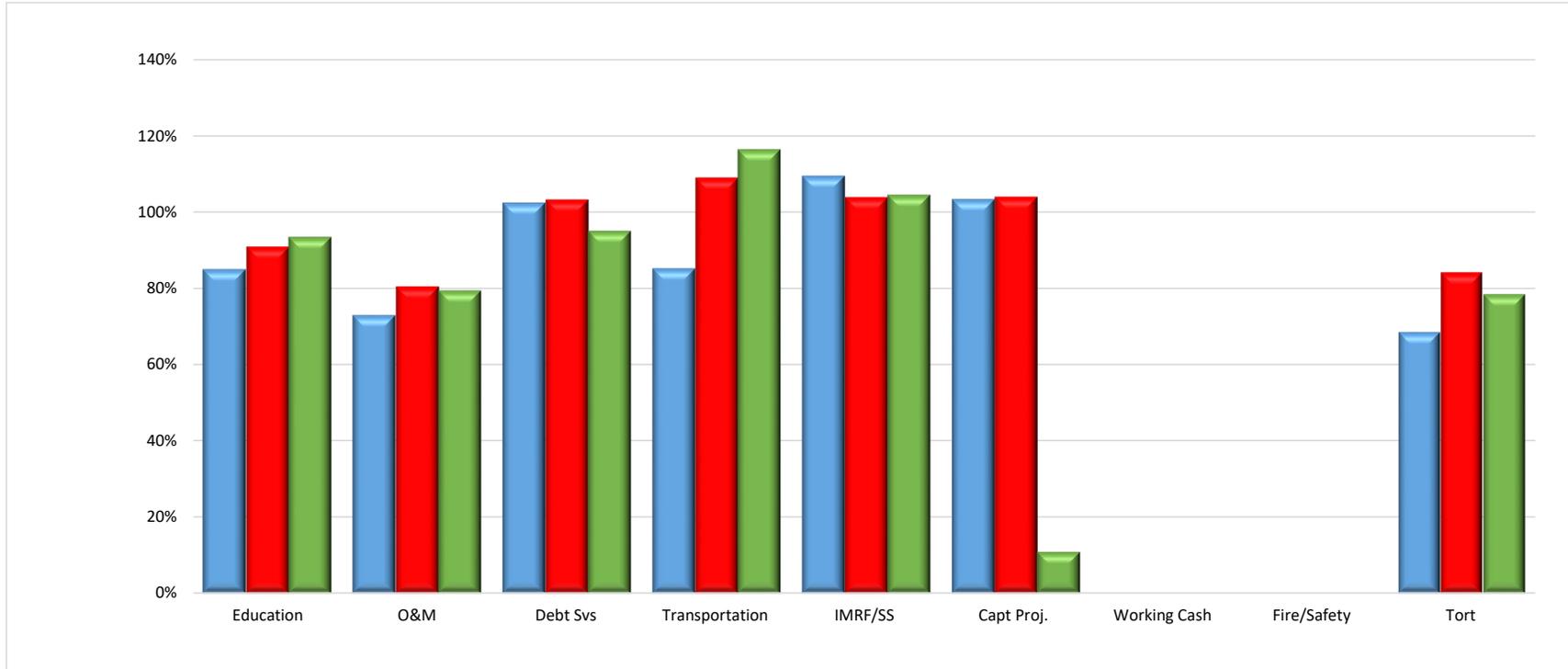
**ALL FUNDS - REVENUES AND EXPENSES
PERCENT OF BUDGET - 100% OF YEAR COMPLETE
YTD - JUNE 2020**



REVENUES		
FY 20		115.03%
FY 19		99.88%
FY 18		105.09%
FY 20		\$ 20,739,877
FY 19		\$ 17,203,826
FY 18		\$ 29,773,285

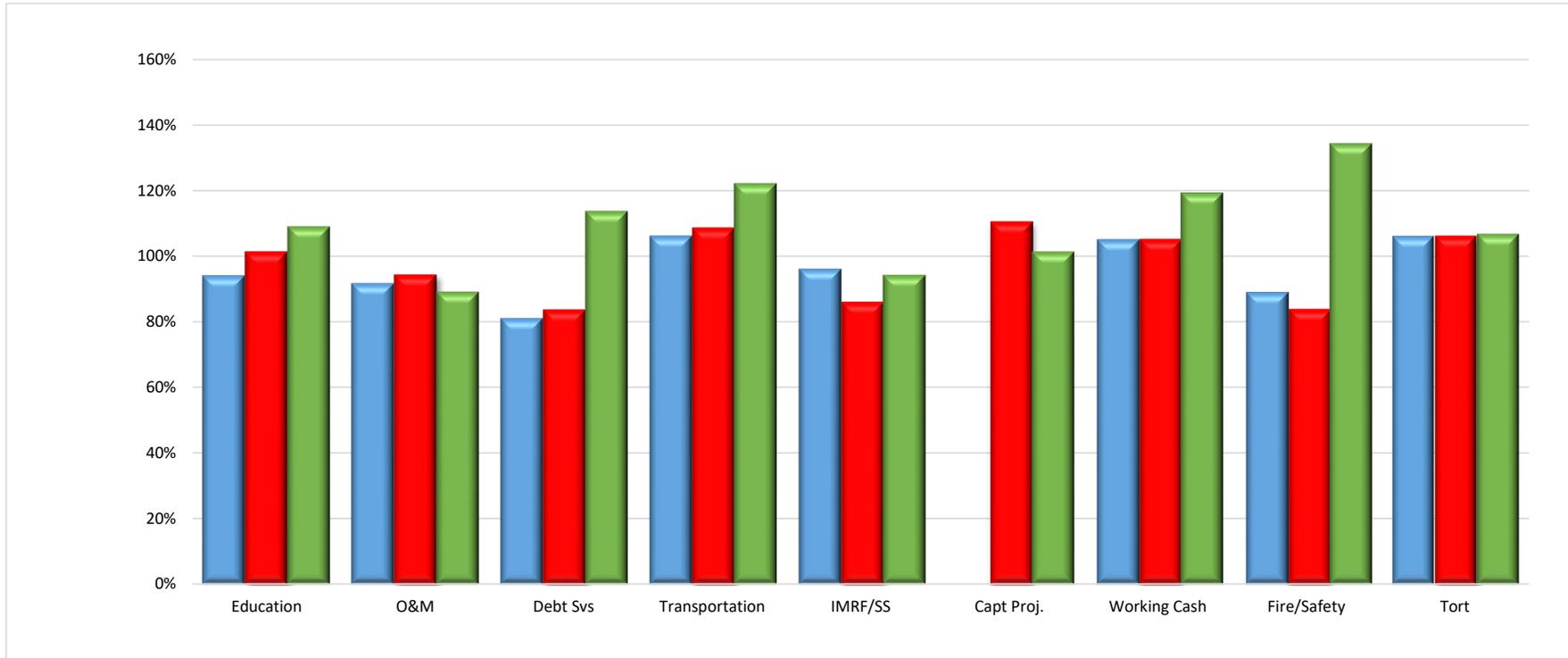
EXPENSES		
FY 20		89.35%
FY 19		98.01%
FY 18		67.73%
FY 20		\$ 22,328,384
FY 19		\$ 22,055,407
FY 18		\$ 16,955,535

**EXPENDITURE
PERCENT OF BUDGET - 100% OF YEAR COMPLETE
YTD - JUNE 2020**



	Education	O&M	Debt Svs	Transportation	IMRF/SS	Capt Proj.	Working Cash	Fire/Safety	Tort
FY 20	85%	73%	102%	85%	109%	103%	0%	0%	69%
FY 19	91%	81%	103%	109%	104%	104%	0%	0%	84%
FY 18	93%	80%	95%	116%	104%	11%	0%	0%	79%
FY 20	\$ 12,349,728	\$ 1,227,344	\$ 1,010,310	\$ 1,200,826	\$ 409,232	\$ 6,089,841	\$ -	\$ -	\$ 41,104
FY 19	\$ 12,155,551	\$ 1,373,878	\$ 1,413,694	\$ 1,385,061	\$ 372,008	\$ 5,354,956	\$ -	\$ -	\$ 46,349
FY 18	\$ 11,893,617	\$ 1,645,338	\$ 1,109,143	\$ 1,075,539	\$ 352,620	\$ 830,522	\$ -	\$ -	\$ 48,756

REVENUES
PERCENT OF BUDGET - 100% OF YEAR COMPLETE
YTD - JUNE 2020



	Education	O&M	Debt Svs	Transportation	IMRF/SS	Capt Proj.	Working Cash	Fire/Safety	Tort
FY 20	94%	92%	81%	106%	96%	*0%	105%	89%	106%
FY 19	101%	94%	84%	108%	86%	110%	105%	84%	106%
FY 18	109%	89%	114%	122%	94%	101%	119%	134%	107%

FY 20	\$ 12,871,134	\$ 1,484,108	\$ 821,347	\$ 1,366,622	\$ 385,931	\$ 3,628,738	\$ 92,879	\$ 9,943	\$ 79,173
FY 19	\$ 13,197,041	\$ 1,620,106	\$ 869,690	\$ 1,111,841	\$ 237,483	\$ 33,096	\$ 88,026	\$ 3,229	\$ 43,313
FY 18	\$ 13,528,394	\$ 1,733,454	\$ 1,284,963	\$ 1,129,545	\$ 260,036	\$ 11,575,720	\$ 169,205	\$ 5,508	\$ 86,461

* Revenue was not originally planned as part of FY20 budget



Diamond Lake School District 76
Embrace Empower Excel Each Child Each Day

BOARD OF EDUCATION
COMBINED MEETING
Tuesday, July 21, 2020

ITEM V-B

Personnel: Approve Resolution for Personnel Items:

The resolution is being submitted for approval at the Combined Meeting on Tuesday, July 21, 2020.

BE IT RESOLVED, the Diamond Lake 76 Board of Education accepts and approves the Personnel Items as depicted on the Agenda:

1. New Hire:

Employee	School	Position	Effective Date
Lisa Bischoff	DW	Administrative Assistant to BOE/Superintendent	7/13/2020
Kendall Dickman	DLS	2nd Grade Long Term Sub	August 2020
Morgan Martin	WOMS	Band Director-LOA	8/17/2020-10/2/2020

2. Resignation(s):

Employee	School	Position	Effective Date
Kim Clarkson	WOMS	Technology Media Specialist	7/30/2020



Diamond Lake School District 76
Embrace Empower Excel Each Child Each Day

BOARD OF EDUCATION
COMBINED MEETING
Tuesday, July 21, 2020

AGENDA ITEM V-C

Administrative: First Reading of PRESS 104 Policies

The following will be included for approval at the Committee of the Whole Meeting on Tues, August 4, 2020.

WHEREAS policy creation and updates and changes to adopted policies are provided for District 76 through the subscription to Policy Reference Educational Subscription Service (PRESS) from the Illinois Association of School Boards (IASB); and

WHEREAS the Policy Committee reviewed the policies and a First Reading of the policies was held at the July 21, 2020 Board Combined Meeting.

THEREFORE BE IT RESOLVED, the Diamond Lake School District 76 Board of Education moves to approve the policy changes as presented and reviewed in IASB PRESS Issue 104.

2:150-AP	Superintendent Committees
2:220	School Board Meeting Procedure
2:220-E9	Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration
4:180	Pandemic Preparedness; <u>Management</u>; and <u>Recovery</u>
4:180-AP3	Grant Flexibility: Payment of Employee Salaries During a Pandemic
5:170-AP4	Designation of District Digital Millennium Copyright Act (DCMA) Agent; Registration Process
6:20-AP	Remote and/or Blended Remote Learning Day Plan(s)
7:40	Nonpublic School Students, Including Parochial and Home Schooled Students
7:190	Student Behavior
7:190-AP2	Student Handbook - Gang Activity Prohibited
7:190-AP4	Use of Isolated Time out, <u>Time Out</u>, and Physical Restraint
7:190-APS	Student Handbook - Electronic Devices
7:190-E2	Student Handbook Checklist
7:220-AP	Electronic Recordings on School Buses
7:340	Student Records
7:340-AP1, E1	Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records



Diamond Lake School District 76
Embrace Empower Excel Each Child Each Day

7:345	Use of Educational Technologies; Student Data Privacy and Security
7:345-AP	Use of Educational Technologies; Student Data Privacy and Security
7:345-AP, E1	Student Covered Information Reporting Form
7:345-AP, E2	Student Data Privacy; Notice to Parents About Educational Technology Vendors
7:345-AP, E3	Parent Notification Letter for Student Data Breach

Update Memo

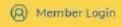
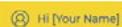
Please distribute to board members and appropriate staff.

Contents

Instructions.....	p. 1
PRESS Issue 104 Topic Bundles	p. 1
PRESS Terminology	p. 2
Progress Report	p. 4
Revisions to Policies, Administrative Procedures, and Exhibits (numerical table).....	p. 5
Next Issue: Title IX Updates	

Online Instructions

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

1. Go to www.iasb.com and click on the yellow **Member Login** button.

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

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

PRESS

Policy Reference Education Subscription Service

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

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

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

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

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

PRESS Bundles

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

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

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

Have feedback on **PRESS** materials?

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

2020 COVID-19 Pandemic Issues

The General Assembly, the Ill. State Board of Education (ISBE), Ill. Attorney General, and the U.S. Dept. of Education have taken a number of actions and/or issued guidance documents to address the ongoing COVID-19 pandemic as it affects public school operations and student learning. During the special Illinois legislative session held at the end of May, the legislature codified many of these actions and guidance documents.

The Education Omnibus bill, P.A. 101-643, codifies much of ISBE's actions and guidance, and it is intended to better prepare schools for the 2020-2021 school year so that they may open for learning in time for the start of the school year, even if it cannot be done in person.

During the abbreviated session, the General Assembly also codified the Governor's Executive Orders relaxing the in-person physical quorum requirement under the Open Meetings Act during a disaster declaration related to a public health emergency. See 105 ILCS 120/7, amended by P.A. 101-640.

In sum, while many of the actions taken by government during the pandemic have not been directly tied to policy or procedures, these new pieces of legislation and other agency directives directly impact the **PRM** and require updates.

The following **PRESS** materials are updated or created:

- 2:220, School Board Meeting Procedure
- 2:220-E9, Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration
- 4:180, Pandemic Preparedness; Management; and Recovery - **RENAMED**
- 4:180-AP3, Grant Flexibility; Payment of Employee Salaries During a Pandemic - **NEW** (pre-released on 5-18-20)
- 6:20-AP, Remote and/or Blended Remote Learning Day Plan(s) - **NEW**

Student Data Privacy

During the 101st General Assembly, sweeping amendments were made to the Student Online Personal Protection Act (SOPPA), 105 ILCS 85/, eff. 7-1-21, to regulate how school districts must handle online student data, specifically in the areas of transparency, contracting, security, breach notification, and parent access. While certain materials remain on hold pending implementing regulations to be issued by ISBE, a new sample policy, procedures, and related exhibits have been created to assist districts as they work toward implementation of these new requirements.

The following **PRESS** materials are created or updated for this important bundle:

PRESS Terminology

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

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

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

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

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

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

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

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

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

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7:190-E2, Student Handbook Checklist
7:340, Student Records
7:340, AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records
7:345, Use of Educational Technologies; Student Data Privacy and Security - **NEW**

7:345-AP, Use of Educational Technologies; Student Data Privacy and Security - **NEW**
7:345-AP, E1, Student Covered Information Reporting Form - **NEW**
7:345-AP, E2, Student Data Privacy; Notice to Parents About Educational Technology Vendors - **NEW**
7:345-AP, E3, Parent Notification Letter for Student Data Breach - **NEW**

Time Out and Physical Restraint

In late November 2019 and early 2020, in response to investigative journalism articles, ISBE issued emergency rules and subsequent amendments to those emergency rules that significantly limited the use of isolated time out and physical restraint. ISBE adopted permanent rules governing the use of isolated time out, time out, and physical restraint (permitted under limited circumstances and only

until 7-1-21), effective April 9, 2020.

The following **PRESS** materials are updated:

7:190, Student Behavior
7:190-AP4, Use of Isolated Time Out, Time Out, and Physical Restraint - **RENAMED**

Five-Year Review Updates

PRESS Editors have a quality assurance goal to ensure that each piece of the 1000+ page IASB **PRESS PRM** is reviewed at least every five years. The **PRM** contains approximately 175 policies and procedures. These are also detailed in the [Revisions to Policies, Administrative Procedures, and Exhibits Table](#) in numerical order beginning on p. 5.

The following **PRESS** materials are updated in response to five-year reviews:

5:170-AP4, Designation of District Digital Millennium Copyright Act (DMCA) Agent; Registration Process

7:40, Nonpublic School Students, Including Parochial and Home-Schooled Students

7:190-AP2, Student Handbook - Gang Activity Prohibited

7:190-AP5, Student Handbook - Electronic Devices

7:220-AP, Electronic Recordings on School Buses

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

PRESS Issue 104 Trivia

145 PRM pages • 228 footnotes • 32,677 words • 25 PRM materials

130

Progress Report — The contents of this table frequently change.

Topics	Our Response
<p>Title IX Final Rules</p> <p>In May the U.S. Dept. of Education (DOE) released final Title IX rules that, for the first time, impose required responses to reports of sexual harassment that impact a number of existing PRESS materials. Due to the 2020 COVID-19 pandemic, the DOE delayed the effective date until 8-14-20. There are 18 attorneys general, including Illinois', that have sued the DOE to block the final Title IX rules from becoming effective, but as of the date of PRESS Issue 104's publication, the effective date remains 8-14-20.</p>	<p>Unless the 8-14-20 effective date changes, we will update PRESS materials in PRESS Issue 105 and deliver them in early August 2020.</p>
<p>Federal School Safety Clearinghouse</p> <p>The U.S. Dept. of Education launched a new School Safety Clearinghouse website, www.schoolsafety.gov/, designed to serve as a "one-stop-shop" of resources for K-12 administrators, educators, parents, and law enforcement to use to prepare for and address various threats related to safety, security, and support in schools. The Clearinghouse has subsections addressing: bullying and cyberbullying; threat assessment and reporting; school security personnel; physical security; training, exercises, and drills; mental health; school climate; emergency planning; and recovery.</p>	<p>No PRESS materials are affected.</p>
<p>COBRA FAQ and Model Notices</p> <p>On May 1, 2020, the U.S. Dept. of Labor issued a revised model notice and FAQ for the Consolidated Omnibus Budget Reconciliation Act (COBRA), available at www.dol.gov/agencies/ebsa/laws-and-regulations/laws/cobra. The updated model notice now includes information about the interaction between COBRA and Medicare enrollment. Districts should update their COBRA notices to reflect these updates.</p>	<p>No PRESS materials are affected.</p>

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
2:150-AP, Superintendent Committees	<p>The procedure and footnotes are updated to include two new, optional administrative committees in response to:</p> <ol style="list-style-type: none"> 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21 creating an optional Educational Technology Committee; and 105 ILCS 5/10-30, added by P.A. 101-643, creating a Remote and/or Blended Remote Learning Day Plan Committee. <p>This procedure will be amended again in PRESS Issue 105 in early August with the new Title IX regulation information.</p>	<input type="checkbox"/>
2:220, School Board Meeting Procedure	<p>The policy, Legal References, Cross References, and footnotes are updated in response to amendments to the Open Meetings Act (OMA), 5 ILCS 120/7(e)(1)-(10), amended by P.A. 101-640. The amendments address board meetings in open or closed sessions by audio or video conference without the physical presence of a quorum as long as the board meets certain statutory conditions.</p>	<input type="checkbox"/>
2:220-E9, Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration	<p>NEW. The exhibit is created to assist boards with meeting the statutory requirements of the amendments to the Open Meetings Act (OMA), 5 ILCS 120/7(e)(1)-(10), amended by P.A. 101-640. Boards are encouraged to consult their attorneys for assistance with this exhibit.</p>	<input type="checkbox"/>
4:180, Pandemic Preparedness; <u>Management</u> ; and <u>Recovery</u>	<p>RENAMED. The policy, Legal References, Cross References, and footnotes are updated in response to the General Assembly, the Ill. State Board of Education (ISBE), Ill. Attorney General, and the U.S. Dept. of Education taking a number of actions and/or issuing guidance documents to address the ongoing COVID-19 pandemic as it affects public school operations and student learning. In addition to these general updates throughout the policy and footnotes, some specific new additions to the policy include:</p> <ol style="list-style-type: none"> The OMA amendments of 5 ILCS 120/7(e)(1)-(10), amended by P.A. 101-640 that are discussed above in 2:220, <i>School Board Meeting Procedure</i>; The requirements of the board related to 105 ILCS 5/10-30(3), added by P.A. 101-643 are added and are discussed further in 6:20-AP, <i>Remote and/or Blended Remote Learning Day Plan(s)</i>, below. The reasons explained directly below in 4:180-AP3, <i>Grant Flexibility; Payment of Employee Salaries During a Pandemic</i>. 	<input type="checkbox"/>
4:180-AP3, Grant Flexibility; Payment of Employee Salaries During a Pandemic	<p>NEW. The procedure was pre-released to subscribers on 5-18-20 through PRESS Online. It is created in response to a memo issued by the federal Office of Management and Budget during the COVID-19 crisis. The memo temporarily allowed federal agencies (including the U.S. Dept. of Education) to relax certain requirements for grant expenditures, including permitting grant recipients to continue to charge employee salaries to grant funds when the activities of the grant have been suspended in whole or part due to COVID-19.</p>	<input type="checkbox"/>
5:170-AP4, Designation of District Digital Millennium Copyright Act (DMCA) Agent; Registration Process	<p>The procedure and Legal References are updated in response to a five-year review. The procedure details new steps to identify and register a Digital Millennium Copyright Act agent via the U.S. Copyright Office online registration system.</p>	<input type="checkbox"/>

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

6:20-AP, Remote and/or Blended Remote Learning Day Plan(s)	<p>NEW. The procedure outlines the process required by 105 ILCS 5/10-30, added by P.A. 101-643, for a superintendent to either:</p> <ol style="list-style-type: none"> 1. Adapt an e-learning program into a remote and/or blended remote learning day plan(s), or 2. If the district does not have an e-learning program, create a remote and/or blended remote learning day plan(s). <p>It is important for boards to understand that this law will require the “[board] to adopt and the superintendent to approve” these plans upon the following statutory triggers: (1) the governor declaring a disaster pursuant to 20 ILCS 3305/, and (2) the state superintendent of education declaring a requirement for a school district, multiple school districts, a region, or the entire State.</p>	<input type="checkbox"/>
7:40, Nonpublic School Students, Including Parochial and Home-Schooled Students	The procedure is unchanged. The footnotes and Cross References are updated in response to a five-year review.	<input type="checkbox"/>
7:190, Student Behavior	The policy, Legal References, and footnotes are updated in response to new ISBE permanent rules governing the use of isolated time out, time out, and physical restraint. A new line at the end of the policy incorporates by reference 7:190-AP4, <i>Use of Isolated Time Out, Time Out, and Physical Restraint</i> .	<input type="checkbox"/>
7:190-AP2, Student Handbook - Gang Activity Prohibited	The procedure and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
7:190-AP4, Use of Isolated Time out, <u>Time Out</u> , and Physical Restraint	RENAMED. The procedure is updated in response to new ISBE permanent rules governing the use of isolated time out, time out, and physical restraint.	<input type="checkbox"/>
7:190-AP5, Student Handbook - Electronic Devices	The procedure and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
7:190-E2, Student Handbook Checklist	The exhibit is updated to facilitate implementation of 105 ILCS 85/28, amended by P.A. 101-516, eff. 7-1-21, which requires districts to provide a general annual notice to parents and guardians about student data collected by educational technology vendors.	<input type="checkbox"/>
7:220-AP, Electronic Recordings on School Buses	The procedure is unchanged. The footnotes are updated in response to a five-year review.	<input type="checkbox"/>
7:340, Student Records	<p>The policy, Legal References, footnotes, and Cross References are updated. The policy is updated with continuous improvement changes based on feedback from the Ill. Council of School Attorneys. The Legal References are updated to include reference to 105 ILCS 85/. New policy 7:345 <i>Use of Educational Technologies; Student Data Privacy and Security</i>, has been added to the Cross References. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21. 2. U.S. Dept. of Education (DOE) guidance on the Family Educational Rights and Privacy Act (FERPA) and virtual learning. 3. Updated joint guidance issued by the DOE and U.S. Dept. of Health and Human Services on the application of FERPA and the Health Insurance Portability and Accountability Act of 1996 to student health records. 	<input type="checkbox"/>

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

7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records	The exhibit is updated in response to the DOE's updated annual FERPA notice, released in April 2020.	<input type="checkbox"/>
7:345, Use of Educational Technologies; Student Data Privacy and Security	NEW. The policy is created to facilitate implementation of 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21, which requires districts to take a number of actions to protect online student data and to share general information about how student data is used.	<input type="checkbox"/>
7:345-AP, Use of Educational Technologies; Student Data Privacy and Security	NEW. The procedure is created for the reason discussed in 7:345, <i>Use of Educational Technologies; Student Data Privacy and Security</i> , above.	<input type="checkbox"/>
7:345-AP, E1, Student Covered Information Reporting Form	NEW. The exhibit is created for the reason discussed in 7:345, <i>Use of Educational Technologies; Student Data Privacy and Security</i> , above.	<input type="checkbox"/>
7:345-AP, E2, Student Data Privacy; Notice to Parents About Educational Technology Vendors	NEW. The exhibit is created for the reason discussed in 7:345, <i>Use of Educational Technologies; Student Data Privacy and Security</i> , above.	<input type="checkbox"/>
7:345-AP, E3, Parent Notification Letter for Student Data Breach	NEW. The exhibit is created for the reason discussed in 7:345, <i>Use of Educational Technologies; Student Data Privacy and Security</i> , above.	<input type="checkbox"/>



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



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

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Face Coverings

General Rule – Face Coverings Required

The School Board acknowledges the continuing need to follow the Joint Guidance¹ issued by the Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) with respect to health and safety protocols for the return to in-person instruction. Accordingly, except for individuals younger than 2 years of age, any individual present in any building, facility or transportation vehicle (i.e. bus) owned, operated or used by the District, shall at all times wear a face covering, even when social distancing is maintained.

When Face Coverings May Be Removed

Face coverings may be removed when:

1. Individuals are eating and/or drinking in spaces and at times so designated by the District;
2. Teachers and students are engaged in band activities necessitating such removal;
3. Individuals are outside and social distance (at least six feet apart) is maintained; or
4. Individuals are having trouble breathing.

Reasonable Accommodations

Individuals who cannot tolerate a face covering due to a medical condition or disability related condition, or who present other bona fide reasons for not being able to wear a face covering, may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. The Superintendent or designee shall have discretion to determine whether an employee, visitor, or third-party individual qualifies for a reasonable accommodation. For a student with a medical condition or disability, the student's education team (i.e. IEP team, 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, the District may require an individual to provide a physician's note and/or other relevant information, documents, or certifications with respect to the condition or circumstance. Requests for reasonable accommodations from the face covering requirement shall be assessed in accordance with applicable state and federal law.

What Constitutes A Face Covering/Additional Resources

For purposes of this section, "face covering" means a cloth face covering, N95 mask, surgical mask, or other material that fully covers the nose and mouth and is approved by the Centers for Disease Control and Prevention. For additional information and resources regarding face coverings, please see:

Illinois Dept. of Public Health - <http://www.dph.illinois.gov/covid19/community-guidance/mask-use>

¹ <https://www.isbe.net/Documents/Part-3-Transition-Planning-Phase-4.pdf>

CDC DIY Cloth Face Coverings (April 4) – <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

CDC Recommendations for Cloth Face Covers – <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

U.S. Surgeon General How to Make Your Own Face Covering (YouTube) – <https://youtu.be/tPx1yqvJgf4>

CDC Cloth Face Covers FAQ – <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>

Consequences for Violating Policy

An individual's refusal to wear a face covering in accordance with this policy shall constitute a violation of the District's applicable rules of conduct, and may subject the individual to disciplinary action and/or prevent the individual from entering the District's buildings, facilities or transportation vehicles until the individual complies with this policy. Face covering designs and images must comply with the District's Student Appearance Policy and must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. The Superintendent or designee shall apply and enforce this policy.

Application and Duration of Policy

This policy shall apply any time ISBE and/or IDPH Joint Guidance recommends that face coverings be used in Illinois schools. Upon any change in or withdrawal of the Joint Guidance, the School Board hereby delegates to the Superintendent authority to establish temporary rules and procedures, and/or to suspend this policy, consistent with such change or withdrawal.

Document Status: Draft Update - New

2:220-E9 Exhibit - Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration

New/Unpublished Section

Use this exhibit to document the Board's and/or its committee(s)'s (5 ILCS 120/1.02) processes to comply with the requirements of the Open Meetings Act (OMA) when a board and/or its committee(s) must meet during a disaster declaration related to a public health emergency/concern and the meeting will have no physical presence of a quorum and participation by audio or video. [PRESSPlus1](#)

Note: If a Board committee uses this exhibit, replace Board President, Vice President, and Supt. with the appropriate committee leaders.

Consult the Board Attorney for guidance.

Documentation of OMA Requirements for Board Members to Participate in a Meeting with No Physical Presence of Quorum

The Governor or the Director of the Ill. Dept. of Public Health has issued a disaster declaration related to a public health emergency because of a disaster as defined in 20 ILCS 3305/4, and all or part of the jurisdiction of the Board is covered by the disaster area. 5 ILCS 120/7(e)(1), amended by P.A. 101-640. **Note:** OMA uses "public health concerns," but the Ill. Emergency Management Act (IEMA) uses "public health emergency," this exhibit matches the IEMA term because it governs disaster declarations.

Insert Disaster Declaration or Executive Order number [_____] or attach to this document.

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, or if neither the President nor Vice President are present or able to perform this determination, the Superintendent (5 ILCS 120/7(e)(2), amended by P.A. 101-640, and 140/2(e)) signs below that the following three **Steps** were executed by:

Step 1. Determining whether the meeting is a bona fide emergency (5 ILCS 120/7(e)(7), amended by P.A. 101-640) (check Yes or No, below):

Yes; it is an emergency meeting, and I:

- A. Notified the Board members and the public, including any news medium which has filed an annual request for notice of meetings as soon as practicable, but in any event prior to the holding of such meeting pursuant to 5 ILCS 120/2.02(a) and 120/7(e)(7)(A), amended by P.A. 101-640;
- B. Stated the nature of the emergency at the beginning of the meeting; and
- C. Provided the Superintendent or Board Secretary the resources necessary during the meeting to keep a verbatim record of the meeting, **for both open and closed**, and managed it the same way that the Board complies with the verbatim recording requirements for closed meetings (see exhibit 2:220-E1, *Board Treatment of Closed Meeting Verbatim Recordings and Minutes*). **Note:** In this situation, a verbatim recording is not limited to closed meetings only.
- D. Move to Step 2, below.

No; it is a regular or special meeting, and I:

- A. Ensured that the Board provided 48 hours' notice of the meeting to all Board members, to any news medium on file in the District that have requested notice of meetings pursuant to 5 ILCS 120/2.02(a), and to members of the public by posting it on the District's website. 5 ILCS 120/7(e)(7), amended by P.A. 101-640. **Note:** 5 ILCS 120/7(e), amended by P.A. 101-640 does not have the "if any" exception for school boards that do not have websites. Consult the board attorney regarding alternate ways to communicate notice of a meeting when the district does not have a website and a Disaster Declaration or Executive Order has been issued.

Insert meeting date and time, and a link to the meeting notice or attach a copy of the notice to this document.

B. Moves to Step 2, below.

Step 2. Determining whether it is practical, prudent, or feasible for any in-person attendance at the regular meeting location (5 ILCS 120/7(e)(2), amended by P.A. 101-640). (check Yes or No, below):

Yes; in-person attendance is practical, prudent, or feasible, and I:

- A. Ensured that at least one Board member, the Board Attorney, or the Superintendent was physically present at the regular meeting location (5 ILCS 120/7(e)(5), amended by P.A. 101-640), and
- B. Verified that members of the public who were present could hear all discussion and testimony and all votes of the members of the Board. 5 ILCS 120/7(e)(4), amended by P.A. 101-640.
- C. Move to Step 3, below.

No; in-person attendance is not practical, prudent, or feasible, and I:

- A. Made a written determination referring to the specific Executive Order or Disaster Declaration citing the public health concern/emergency that applies to the Board and the meeting. 5 ILCS 120/7(e)(1) and (2), amended by P.A. 101-640.
- B. Included the written determination made in letter A., above, on the Board’s published notice and agenda for the alternative arrangements for the meeting. 5 ILCS 120/7(e)(7)(A)-(B), amended by P.A. 101-640.
- C. Offered the alternative arrangements to the public by offering a telephone number or a web-based link. 5 ILCS 120/7(e)(4), amended by P.A. 101-640.

Insert a link to the meeting notice or attach a copy of the notice or refer to above if already attached to this document (see above).

Include this written determination on the Board/committee’s published notice and agenda for the audio or video meeting, and in the meeting minutes.

D. Move to Step 3, below.

Step 3. During the meeting, I:

Directed the Recording Secretary to, in addition to the requirements for open meetings under OMA, also keep verbatim record of the open meeting by recording it and making it open and available to the public under all provisions of OMA. 5 ILCS 120/7(e)(9), amended by P.A. 101-640. *Sample text follows below in the subhead below **Report to the Public Following the Board’s Meeting with No Physical Presence of Quorum.***

Read my written determination referring to the specific Executive Order or Disaster Declaration citing the public health concern/emergency that applies to the Board and the meeting and directed the Recording Secretary to include it in the meeting minutes.

Ensured that any interested member of the public has access to contemporaneously hear all discussion, testimony, and roll call votes. 5 ILCS 120/7(e)(4), amended by P.A. 101-640.

Requested the Recording Secretary to enter into the appropriate minutes of the Board that each Board member participating in the meeting, wherever their physical locations, announced:

1. Themselves present (5 ILCS 120/7(e)(3), amended by P.A. 101-640), and
2. A verification that they could hear one another and all discussion and testimony. Id.

See 2:220-E3, *Closed Meeting Minutes* and/or 2:220-E4, *Open Meeting Minutes*.

Attach to this document copies or information about where these minutes may be found.

Announced and considered each Board member participating in the meeting present at the meeting for purposes of determining a quorum and participating in all proceedings (5 ILCS 120/7(e)(8), amended by P.A. 101-640) and directed the Recording Secretary to reflect it in the minutes (best practice for transparency).

Conducted all votes by roll call, so each Board member’s vote on each issue could be identified and recorded (5 ILCS 120/7(e)(6), amended by P.A. 101-640), and ensured that the Recording Secretary entered all votes as **Roll Call Votes** (Use exhibit 2:220-E4, *Open Meeting Minutes* but ensure all votes are recorded as roll call votes pursuant to the example below):

“Yeas”	“Nays”
--------	--------

Motion: Carried Failed

Executed or directed execution of the subhead below **Report to the Public Following the Board’s Meeting with No Physical Presence of Quorum.**

Report to the Public Following the Board's Meeting with No Physical Presence of Quorum

The text below may be used for the actual report.

The School Board met on *[insert date]* with no physical presence of quorum to conduct its business.

The verbatim *[circle one]* audio | video recording of this meeting is available to the public under all provisions of OMA and will be destroyed pursuant to 5 ILCS 120/2.06(c) (no less than 18 months after the completion of the meeting recorded but only after: (1) the Board approves the destruction of the particular recording; and (2) the Board approves minutes of the meeting that meet the written minutes requirements of OMA), 5 ILCS 120/7(e)(9), amended by P.A. 101-640.

Insert links to the verbatim recording of meeting here or attach to this document.

Note: Consult the board attorney for guidance on the destruction of a verbatim recording of an open meeting without the physical presence of a quorum. While 5 ILCS 120/2.06(c) refers to the process for destroying closed session verbatim recordings, 5 ILCS 120/7(e)(9), amended by P.A. 101-640, applies that process for destroying closed session verbatim recordings to the destruction of the verbatim open session recordings that are required when a board determines it is necessary for it to meet without the physical presence of a quorum due to a public health emergency.

Completed By: _____

Title: _____

PRESSPlus Comments

PRESSPlus 1. During the special Illinois legislative session held at the end of May, the General Assembly codified the Governor's Executive Orders relaxing the in-person physical quorum requirement under the Open Meetings Act (OMA) during a disaster declaration related to a public health emergency. Use this exhibit for assistance with meeting the statutory requirements of the amendments to the OMA, 5 ILCS 120/7(e)(1)-(10), amended by P.A. 101-640. Boards are encouraged to consult their attorneys for assistance with this exhibit. **Issue 104, June 2020**

Document Status: Draft Update - New

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

New/Unpublished Section

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria. [PRESSPlus1](#)

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*. [PRESSPlus2](#) The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. [PRESSPlus3](#) Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff. [Q1](#)

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. [PRESSPlus4](#)

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. [PRESSPlus5](#)

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. [PRESSPlus6](#) 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. [PRESSPlus7](#)

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. [PRESSPlus8](#) 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. [PRESSPlus9](#)

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.

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

Questions and Answers:

Officer, who may also be an official records custodian under ISSRA, to carry out the duties and responsibilities assigned to schools and to ensure a district's compliance with the requirements of SOPPA. 105 ILCS 85/27(f), added by P.A. 101-516, eff. 7-1-21. Boards may designate an individual other than the Superintendent to serve in the capacity of Privacy Officer, such as a Business Manager, IT Director, or District Records Custodian.

Has the Board designated a Privacy Officer?

No. (default)

Yes, the Superintendent is designated to serve as Privacy Officer. (IASB will add the following sentence: "The Board designates the Superintendent 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.")

Yes, a title other than Superintendent has been designated to serve as Privacy Officer. (IASB will add the following sentence: "The Board designates the [Insert Title] 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.") What is the Privacy Officer's Title?:

PRESSPlus Comments

PRESSPlus 1. The Student Online Personal Protection Act (SOPPA) (105 ILCS 85/), amended by P.A. 101-516, eff. 7-1-21, specifically requires boards to adopt a policy for designating which district employees are authorized to enter into agreements with *operators* (see **Operator Contracts** subhead). SOPPA is the State law that governs how educational technology companies, schools, and the Ill. State Board of Education (ISBE) use and protect *covered information* of students. The amendments to SOPPA were intended to strengthen protections for online student data, in part by centralizing the vetting and contracting process within schools, and to give parents ready access to information about how their children's data is being used at school. SOPPA does not, however, require a district to obtain parent opt-in or separate consent for the use of online services or applications, nor is such consent required if the operator is acting as a *school official* pursuant to the delineated exception in the Family Educational Rights and Privacy Act's (FERPA)(20 U.S.C. §1232g) implementing regulations. See 34 C.F.R. §99.3(a). **Issue 104, June 2020**

PRESSPlus 2. See policy 7:340, *Student Records*, and its implementing administrative procedure, 7:340-AP1, *School Student Records*, available at PRESS Online by logging in at www.iasb.com, for requirements addressing school student records under federal and State law. SOPPA does not override or otherwise supersede the requirements of FERPA or the Ill. School Student Records Act (ISSRA) (105 ILCS 10/). 105 ILCS 85/30(9), amended by P.A. 101-516, eff. 7-1-21.

Covered information is a broader concept than student records, and may include information that does not qualify as a student record. However, even if the covered information is not maintained as a student record, it may still qualify as a *public record* under the Local Records Act (50 ILCS 205/), such that a district would have an obligation to maintain it. Consult the board attorney for guidance on these issues. **Issue 104, June 2020**

PRESSPlus 3. 105 ILCS 85/26(1), added by P.A. 101-516, eff. 7-1-21. SOPPA includes a clarification that schools and operators are not prohibited from producing and distributing, free or for consideration, student class photos and yearbooks to the school, students, parents, or others authorized by parents, as long as there is a written agreement between the operator and district. 105 ILCS 85/30(10), amended by P.A. 101-516, eff. 7-1-21. **Issue 104, June 2020**

PRESSPlus 4. SOPPA specifically provides that it does not apply to general audience websites, online services, online applications, or mobile applications, even if login credentials are required to access the general audience sites, services, or applications. 105 ILCS 85/30(3), amended by P.A. 101-516, eff. 7-1-21. Consult the board attorney for guidance regarding whether certain applications that may be widely used by schools, but which may not have been originally marketed to K-12 (e.g., certain video conference applications), come within the scope of SOPPA. **Issue 104, June 2020**

PRESSPlus 5. Operators must notify districts of a breach of covered information within the most expedient time possible and without reasonable delay, but no later than 30 calendar days after the determination that a breach has occurred. 105 ILCS 85/15(5), added by P.A. 101-516, eff. 7-1-21. **Issue 104, June 2020**

PRESSPlus 6. This statement is required by 105 ILCS 85/27(b), added by P.A. 101-516, eff. 7-1-21. SOPPA provides that any agreement entered into in violation of SOPPA "is void and unenforceable as against public policy." Id. SOPPA does not provide for a private right of action against school districts; the Ill. Attorney General has enforcement authority under SOPPA through the Consumer Fraud Deceptive Trade Practices Act. 105 ILCS 85/35. **Issue 104, June 2020**

PRESSPlus 7. SOPPA requires specific provisions be included in a contract with any operator that seeks to receive covered information from a school district. 105 ILCS 85/15(4), added by P.A. 101-516, eff. 7-1-21. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, available at PRESS Online by logging in at www.iasb.com, for details. **Issue 104, June 2020**

PRESSPlus 8. 105 ILCS 85/27(e), added by P.A. 101-516, eff. 7-1-21. SOPPA does not provide specifics regarding security procedures or practices, nor is there a formal, nationalized standard specific to K-12. However, SOPPA requires ISBE to make available on its website guidance for schools pertaining to reasonable security procedures and practices. 105 ILCS 85/28, added by P.A. 101-516, eff. 7-1-21. ISBE, the U.S. Dept. of Education (DOE) and other experts in the field agree that training of all staff with access to a school's network is important to protecting schools against cyber threats, although such training is not currently mandated in Illinois. ISBE's grant-funded program, the Learning Technology Center of Illinois, offers cybersecurity training to administrators and educators throughout the State. See www.ltc.org. The U.S. Dept. of Education has also issued multiple guidance documents on security best practices for schools, available at www.studentprivacy.ed.gov/topic/security-best-practices. **Issue 104, June 2020**

PRESSPlus 9. In the event of a breach of covered information of students, SOPPA requires school districts to provide two types of notices: (1) individual notices to the parents of students whose covered information was involved in the breach and (2) a more general notice about the breach on the district's website (or at the district administrative office, if it does not maintain a website) if the breach involved 10% or more of the district's student enrollment. 105 ILCS 85/27(a)(5) & (d), added by P.A. 101-516, eff. 7-1-21. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, available at PRESS Online by logging in at www.iasb.com, for details about the required notices. **Issue 104, June 2020**

Document Status: In Progress by IASB

2:125 Board Member Compensation; Expenses

Board Member Compensation Prohibited

Board of Education members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. No later than approval of the annual budget and when necessary, the Superintendent will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the District's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any Board of Education association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form. [Q1](#)
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, ride sharing or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board policy 5:60, *Expenses*, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.:

105 ILCS 5/10-20 and 5/10-22.32.

30 ILCS 708/, Government Accountability and Transparency Act.

50 ILCS 150/, Local Government Travel Expense Control Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

Questions and Answers:

***Required Question 1. This optional language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2.

Does the Board reimburse baggage fees?

- Yes (default)
 - No (IASB will remove the sentence regarding checked bag reimbursement and the text "and baggage receipts.")
-

Document Status: In Progress by IASB

2:160 Board Attorney

The Board of Education may retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the Board in its capacity as the governing body for the School District. The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services or as memorialized by an engagement letter. The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board.

The Superintendent, his or her designee, and Board President, are each authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may also authorize a specific Board member to confer with the Board Attorney on its behalf.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to be informed of and/or consider the matter.

The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REF.:

Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

CROSS REF.: 4:60 (Purchases and Contracts)

Document Status: In Progress by IASB

2:160-E Exhibit - Checklist for Selecting a Board Attorney

The Board of Education selects and retains the Board Attorney(s). The Board may use this checklist for guidance when it selects and retains attorney(s) and/or law firms for legal services. This checklist is designed for the Board to use a request for proposal (RFP) process to seek outside attorneys/law firms. The Board may also select an attorney without using an RFP process and adapt this checklist. The Board may also adapt this checklist and use it for an application process, if the Board seeks an in-house attorney. For more information, call the IASB Office of General Counsel; see its current phone numbers at www.iasb.com/about-us/staff/#office-general-counsel.

Determine what type of legal services the District needs.

1. Review Board policy 2:160, *Board Attorney*. **Note:** Critically analyze whether the District's legal needs are best served by in-house attorney(s) or outside attorney(s)/law firms. Many districts use a combination of these services. Many districts also use multiple attorney(s)/law firms for their specialties, e.g., different law firms for bond counsel, special education, or labor law. Some boards also approve a panel of attorneys and allow the administration to choose which attorney to use.
2. Consider the following factors to analyze the type(s) of legal services needed for the District including, but are not limited to:
 - District's size;
 - Any past and current experiences with legal matters;
 - Complexity of the District's legal needs;
 - Availability of expertise; and
 - Cost of outside fees compared to internal staff expenses for an in-house arrangement.

Develop a list of qualifications necessary for providing quality legal services to the District.

1. Review policy 4:60, *Purchases and Contracts*. **Note:** While State law exempts hiring an attorney from bidding requirements (105 ILCS 10-20.21(a)), the Board may want to review its procurement processes and align procurement for legal services to its non-bidding-related standards for purchases, e.g., avoiding favoritism, staying within the District's budget, etc.
2. Develop the list of qualifications. The major qualifications include, but are not limited to:
 - Licensed to practice law in Illinois and in good standing with the Ill. Attorney Registration and Disciplinary Commission (ARDC) (see checklist item *Conduct a reference check and other background investigations*, below)
 - Member of the District's assigned United States district court and the Seventh Circuit Court of Appeals
 - Substantive knowledge and experience in the legal areas matching District's needs, e.g., bidding, civil rights, collective bargaining, education reform, employment law, Freedom of Information Act, Open Meetings Act, other records laws, special education, student rights, etc. **Note:** This list of knowledge and experience must be created by the District's identified needs and may change from time to time.
 - Experience in all aspects of contract, employment, and school law
 - Experience that meets the District's needs, including litigation experience in State and federal courts
 - Membership in professional associations, such as, the Ill. Council of School Attorneys (ICSA) and education law sections of bar associations, etc.
 - Demonstrated knowledge of and ability to apply professional responsibility rules
 - Accessibility for the District's identified needs, e.g., evening Board meetings, phone calls, etc.
 - Ability to declare that representation of the District will be to the exclusion of all other clients having potential conflicts with the District's interests
 - When additional qualifications apply, list those qualifications for providing legal services. This may include specialties such as bond counsel, etc.

Develop the RFP.

1. Insert the list of qualifications that the Board developed.
2. Include the following information:

- The deadline for responses to be submitted

- The location (address or email) where responses should be sent
- A statement that the Board is soliciting proposals from qualified lawyers and law firms to provide legal services to the School District
- Significant information about the District (see policy 1:30, *School District Philosophy*, for the District's mission statement that is specific to the community's goals)
- The scope of work, e.g., "The Board Attorney will provide legal advice concerning [typical duties, specific duties, excluded duties]."
- Qualifications
- Details about interviews and presentations

3. Specify what responders must include in their responses, such as the following:

- Cover letter, complete name, address, and legal structure (if the responder is a law firm)
- The individuals who prepared the response, including their titles
- If different from above, the identity of and directory information for the individuals who have authority to answer questions regarding the submitted proposal
- A proposed fee schedule, e.g., "Respondents may combine set fees and hourly fees. If hourly fees are proposed, please provide the minimum time increment for billing purposes. If a retainer agreement is proposed, please specifically describe options."
- A summary of the responder's relevant experience representing public schools
- A writing sample
- An assurance that the responder meets the RFP's qualifications
- References including current or past clients

Announce the RFP.

1. Title the announcement. **Note:** How and where the RFP is announced are at the Board's sole discretion. The Board may want to announce the RFP during an open meeting, post it on the District's website, mail or email it to local law firms, and/or place it in the local newspaper(s) or other legal publications. A directory of those lawyers belonging to the ICSA is on the IASB website, www.iasb.com. A printed copy is available upon request. Inclusion in the directory does not represent an IASB endorsement. Some attorneys who practice school law do not belong to ICSA. Other online sources, such as the Ill. State Bar Association, also maintain directories of information about attorneys. The Board may want to title the announcement "The [Insert District's name] Board of Education Requests Proposals to Provide Legal Services."
2. Announce that the Board seeks an attorney or law firm to serve as its Board Attorney.
3. Inform the reader that the attorney or law firm selected will serve either *at will* or from the date of appointment to [date]. The length of the appointment is at the Board's discretion.
4. State the School District's philosophy or mission statement.
5. Insert the RFP location and contact information with the beginning date and time.
6. Tell prospective responders that completed RFPs must be returned by [certain time and date] to [name and title of person receiving applications].

Receive and manage responses to the RFP.

1. Review policy 2:110, *Qualifications, Term, and Duties of Board Officers*. The Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent's secretary if the Board determines that it is more convenient. Who accepts applications is at the Board's sole discretion and should be decided by the Board prior to posting the RFP announcement.
2. The Board will discuss, at an open meeting, its process to review the applications and who will contact RFP responders for an interview.
3. The designated person will contact RFP responders for interviews.

Develop interview questions if the Board interviews attorneys or law firms.

1. Interview questions are at the Board's discretion.
2. A prospective attorney or law firm to fill the Board Attorney position may raise other specific issues that the Board will want to cover during an interview.
3. The following non-exhaustive list of interview questions may help the Board tailor its questions toward finding an attorney or law firm with an approach to the role of the Board Attorney that the Board desires:

- What do you see as your role as Board Attorney?

- How many other school districts do you currently represent?
- What kind of legal services do you provide to your school clients? Please explain how your other experience is relevant to this position.
- How many years of experience does your firm (or, the attorney) have? How long have you been practicing law? How long have you been representing school districts?
- What methods will you use to ensure all members of the Board, which is your client, remain informed? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- How would you manage a situation in which the Board feels strongly about its position but you believe that position is not legally supportable? The *Ill. Rules of Professional Conduct*, at www.illinoiscourts.gov/supremecourt/rules/art_viii/default_new.asp, require attorneys to represent the Board in its capacity as the governing body for the District. The responders should be discussing these rules, specifically Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client), among others, in their answers to this question. See also, **PRESS** policy 2:160, *Board Attorney*.
- How would you manage a situation in which the Board's interest may be or become adverse to one or more of its members? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- How would you manage a situation in which the Board and Superintendent are in conflict? How about a divided Board? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- If the Board did something that you had advised against, could you still defend the Board's action? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Will you try to shape Board decisions or do you have a *whatever the Board decides philosophy*? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Do you give clients specific recommendations or do you advise them of the available options and let the client decide? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Do you provide your Board of Education clients with any updating services gratis?
- How do you keep your Board clients apprised of litigation and other legal matters you are handling for them?
- Will you be handling this business personally, i.e., will you delegate to your associates or partners?
- Can anyone else in your firm handle our inquiries when you are unavailable?
- How do you keep current on school law?
- When do you tell your school clients to contact you regarding a matter with possible legal repercussions?
- Have you represented a school district in a matter involving the rights of disabled students? ... involving disabled employees? ... involving a student expulsion? ... involving a teacher dismissal? ... involving an employee's contract or dismissal? ... involving a building contract or bidding matter? ... Can you tell us about that case?
- How do you bill? How are you to be paid? Please explain your rates and/or fees. The subject of billing should cover whether the attorney or law firm prepares a budget for representation and its method for billing in detail, including the date and time, what work was performed, and who worked on the project, along with expenses.
- Did you bring a written agreement for legal services, engagement letter, or a retainer agreement? If yes, please review it for us now. If not, please explain the options for a written agreement for legal services, engagement letter, or a retainer agreement.

Develop an interview protocol. Interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(1).

1. The Board President will lead the Board as it interviews responders to its RFP. See 105 ILCS 5/10-13 stating that the Board President presides at all meetings and policy 2:110, *Qualifications, Term, and Duties of Board Officers*.
2. The Board may also want to consider allowing an equal amount of time for each interview.
3. Discuss the following items with each responder during the interview:
 - Introduce Board members to the responder
 - Describe the Board's interview process, selection process, and ask the responder if he or she has questions about the Board's process for selecting its attorney
 - Describe the District's philosophy or mission statement
 - Describe the Board Attorney position by reviewing the RFP
 - Begin asking the interview questions (see *Develop interview questions*, above)
 - Ask the responder whether he or she has any questions for the Board
 - Thank the responder and inform him or her when the Board expects to make its decision and how the responder will be contacted regarding the Board's decision

Conduct a reference check and other background investigation(s).

1. The Board President may perform this check or direct the Superintendent to:

- Check the ARDC’s master roll of attorneys as “Authorized to Practice Law” (To do this, enter the attorney’s name into the ARDC’s registration and public disciplinary records database at: www.iardc.org/lawyersearch.asp.)
 - Click on the attorney’s name to review whether any disciplinary actions are pending or resolved; current and prior actions will appear at the bottom of the screen
 - If disciplinary actions are listed, ask the attorney or law firm for more information
2. There are other online attorney review services available. These services may be overly subjective and/or the attorney may have control over the content in these services. Always check with the ARDC.
 3. Call references provided by the responder.

Enter into a written agreement or engagement letter with the selected attorney or law firm.

1. All *agreements for legal services* should be in writing. At minimum, the agreement should provide the fee arrangement and the scope of services. *Agreements for legal services* and individual billing statements from the Board Attorney are subject to disclosure pursuant to a Freedom of Information Act request (PAO 14-02).
2. Discuss the fee arrangements with the responder and decide:
 - Whether to enter into a fee arrangement and/or a retainer agreement (**Note:** Attorneys typically bill by a pre-determined percentage of the hour, e.g., in one-tenth of an hour increments. Many districts enter into a retainer agreement for legal services or an engagement letter that requires them to pay the attorney a pre-determined fee every month. In return, the attorney provides a pre-determined amount of legal services whenever the district needs him or her. Districts find this useful because (1) they can budget for legal expenses, (2) legal advice is available up to the pre-determined amount for lower fees, and (3) this arrangement often provides for an enhanced, long-term relationship with the attorney.)
 - The appropriate scope of services
3. Review the written contract or memorialized relationship (*agreement for legal services* or *engagement letter*) for these provisions:
 - Fee arrangement
 - Scope of services
 - Which attorneys will be providing legal services
 - A statement that the Board controls all legal decisions
 - A statement that the attorney and his or her law firm have no conflicts of interest or, if a conflict exists, that the Board understands the conflict and waives it
 - Board’s right to terminate the services of the attorney and law firm at any time for any reason
4. Approve the *agreement for legal services* or *engagement letter* during an open Board meeting.

Announce the appointment to District staff and community.

1. The contents of the announcement and length of time it is displayed are at the Board’s sole discretion.
2. The Board may want to consider announcing during an open meeting. See policy 8:10, *Connection with the Community*.
3. The Board may want to include the following information in its announcement:
 - The Board appointed [attorney’s name or law firm name] as the Board Attorney
 - The appointment will begin on [date] for [length of time]
 - The Board previously established qualifications for the Board Attorney in a careful and thoughtful manner, e.g., “[Attorney or lawfirm’s name] meets these qualifications and has demonstrated the willingness to accept its duties and responsibilities. [Attorney or lawfirm’s name] brings a clear understanding of the demands and expectations of the Board Attorney position along with a constructive attitude toward the challenge.”

Document Status: Draft Update

2:220 Board of Education Meeting Procedure

Agenda

The Board of Education President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President 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. Any Board member may submit suggested agenda items to the Board President for his or her consideration for an upcoming meeting. District residents may suggest inclusions for the agenda. Discussion items may be added to the agenda at the beginning of a regular 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 Superintendent 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 Board of Education Meetings*.

The Board President 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. Casting of votes will occur as follows: Motion is made, Motion is seconded, voting will then take place in alphabetical order.

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 President 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.

Any Board member may include a written explanation of his or her vote in the District file containing individual Board member statements; the explanation will not be part of the minutes.

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President 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 modification¹⁵² 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 regular meeting, whichever is

later.

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

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

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent 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 District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District'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 District 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 Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President 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 Superintendent 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 within the District's administrative offices or their official storage 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 Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

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 District 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 Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President 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 [PRESSPlus1](#)

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. [PRESSPlus2](#) 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. [PRESSPlus3](#)

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, [PRESSPlus4](#) 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. [PRESSPlus5](#)

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use 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 Superintendent 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 Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.:

5 ILCS 120/2a, 120/2.02, 120/2.05, ~~and 120/2.06,~~ and 120/7.

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

CROSS REF.: 2:80 (Board Member Oath and Conduct), [2:150 \(Committees\)](#), 2:200 (Types of School Board Meetings), [2:150 \(Committees\)](#), 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

PRESSPlus Comments

PRESSPlus 1. 5 ILCS 120/2.01 and 120/7(e)(1)-(10), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. During the 2020 COVID-19 pandemic, Ill. Gov. Pritzker issued Executive Order (EO) 2020-07 pursuant to 20 ILCS 3305/7 (disaster proclamation due to public health emergency) that temporarily suspended OMA's physical quorum requirement. The Governor extended this OMA relief through subsequent Executive Orders as the crisis continued. See EOs 2020-18, 2020-33, and 2020-39. During the period covered by EO 2020-39, 5 ILCS 120/7(e), amended by P.A. 101-640 was enacted, immediately requiring public bodies to meet a number of conditions before suspending the physical quorum requirement.

Boards must remember that public comment is still required when a quorum is not physically present at the meeting location. See Public Comment section of the Ill. Atty. Gen.'s guidance entitled *Guidance to Public Bodies on the Open Meetings Act and the Freedom of Information Act During the COVID-19 Pandemic* on p. 5 at: www.foia.ilattorneygeneral.net/pdf/OMA_FOIA_Guide.pdf. **Issue 104, June 2020**

PRESSPlus 2. The phrase "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, which provides the governor with the power to declare a disaster. 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns because [the governor has declared] a disaster" and while not aligning with IEMA text, means "public health emergency." For ease of understanding and alignment with IEMA, this policy uses "public health emergency."

To avoid confusion, note that the triggers under 5 ILCS 120/7(e), amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad than the School Code's triggers to implement remote and/or blended remote learning days (RLD/BRLDs). OMA states (1) the "governor or the director of IDPH has issued a disaster declaration of a disaster as defined in 20 ILCS 3305/" This means that it is possible for the board to meet remotely if the director of IDPH declares a disaster under OMA, but that may not mean a district must implement RLD/BRLDs because the School Code states that the governor must declare the disaster. **Issue 104, June 2020**

PRESSPlus 3. 5 ILCS 120/7(e)(2), amended by P.A. 101-640 states "the head of the public body as defined in [the Freedom of Information Act (FOIA), 5 ILCS 140/2(e), FOIA]." FOIA defines *head of the public body* to mean the *president* or "such person's duly authorized designee." 5 ILCS 140/2(e). Policy 2:110, *Qualifications, Term, and Duties of Board Officers*, designates the vice president to perform the duties of the president if that office is vacant or he or she is absent or unable to perform the office's duties.

For practical purposes if a disaster is declared due to a public health concern, this policy designates the superintendent as "[the president or vice president's] duly authorized designee" pursuant to the authority of 5 ILCS 140/2(e) for the board to move

forward with the required determination to meet by audio or video with no physical presence of a quorum. **Issue 104, June 2020**

PRESSPlus 4. While this phrase of the sentence is not required in OMA, many attorneys agree that transparency best practices in this situation include the individual making the determination to: (1) put it in writing referring to the specific disaster declaration applicable to the board's jurisdiction and the public health concern/public health emergency that applies to not having an in-person meeting; and (2) include that written determination (a) on the board's published notice and agenda for the audio or video meeting, and (b) in the meeting minutes. **Issue 104, June 2020**

PRESSPlus 5. See 2:220-E9, *Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration*. Find this sample Board exhibit at your PRESS Plus dashboard under the Status **Draft Update - New. Issue 104, June 2020**

Document Status: In Progress by IASB

2:125-E1 Exhibit - Board Member Expense Reimbursement Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the Board of Education. Please print and attach receipts for all expenditures. **Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements.** Please print.

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Receipts attached Request Date: _____

Estimated expenses attached (Completed 2:125-E2, Board Member Estimated Expense Approval Form)(pre-approval is required for federal and State grants).

Approved expense advancement (voucher) attached, if applicable* (Completed 2:125-E2, Board Member Estimated Expense Approval Form.)

Actual Expense Report										
* Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, board members will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 2:125, Board Member Compensation; Expenses.										
Auto Travel Allowance: _____ per mile										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner	Item	Cost	
Subtotal										
Advances									-	
TOTAL (a negative amount indicates refund due from Board member)									\$	

Submitting Board Member's Signature _____ Date _____

Superintendent Signature _____ Date _____

Board Action:

- Approved** **Denied**
- Approved in Part** **Exceeds Maximum Allowable Amount**
- Grant Funding Source** (if applicable): _____ 156 _____

Comments: _____

Document Status: In Progress by IASB

2:125-E2 Exhibit - Board Member Estimated Expense Approval Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the Board of Education. Use of this form is required (1) by 2:125-E3, Resolution to Regulate Expense Reimbursements and (2) for pre-approval of expenses to be charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act. Please print.

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Estimated Expenses Approval Requested (50 ILCS 150/20 or grant expenditure)

Travel is grant-related* (specify grant): _____

Purchase Order Requested

Purchase Order #: _____

Expense Advancement Voucher Requested (105 ILCS 5/10-22.32)

Voucher Amount: _____

Estimated Expense Report										
Auto Travel Allowance: _____ per mile										
<i>*Grant-related travel only: Except for mileage and other transportation expenses, expense reimbursement/per diem is only allowed if on official travel status for 12 hours or more. If lodging at or below the applicable rate cannot be identified, please indicate below and attach at least three quotes for review.</i>										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner	Item	Cost	
Total				158						\$

Submitting Board Member's Signature _____ Date _____

Superintendent Signature _____ Date _____

Board Action:

- Approved** **Denied**
- Approved in Part** **Exceeds Maximum Allowable Amount**
- Grant Funding Source** (if applicable): _____

Comments: _____

Document Status: In Progress by IASB

3:40-E Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

The School Board hires and employs the Superintendent. The Superintendent shall be in charge of the administration of the schools under the direction of the Board, through its policies. See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7. As an effective employer, the Board must develop and maintain a productive relationship with the Superintendent. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: www.iasb.com/pdf/found_prin.pdf.

The foundation for a productive employment relationship begins when the Board identifies the most qualified superintendent candidate (*successful superintendent candidate*) after an established interview process. The Board then extends an offer of employment to the successful superintendent candidate. The employment search process and resulting relationship should consist of mutual respect and a clear understanding of respective roles, responsibilities, and expectations. This relationship should begin with the Board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See *Principles* at: www.iasb.com/pdf/found_prin.pdf.

Below, the *Checklist for the Superintendent Employment Contract Negotiation Process (Checklist)* provides a column entitled **Superintendent Contract Term Considerations for the Board**. It lists common superintendent employment contract terms and points of consideration for boards to prepare for during the contract formation process. Another column entitled **Explanation, Special Considerations, and Resources** provides extra information about these common superintendent employment contract terms.

The *Checklist* is intended to serve as a resource to educate and guide the Board through the employment contract negotiation process with its successful superintendent candidate. Board members who are educated about the content within the *Checklist* are crucial to successful negotiation processes. An educated contract formation and negotiation process, along with a well-written contract and job description for the Superintendent, all set the foundation for mutual respect and a clear understanding of the Board and Superintendent's respective roles, responsibilities, and expectations. **Important:** This *Checklist* is a resource for contract formation; it is not a list of *must have* items for a superintendent's employment contract or a basis for a board to re-open contracts currently in effect.

Prior to providing the successful superintendent candidate an offer for employment and contract for review, consideration, and negotiation, consult the Board Attorney about the *Checklist* and the scope of the terms the Board wishes to offer the successful superintendent candidate. The Board and the successful superintendent candidate should expect and encourage the other to seek the advice of their respective attorneys during the employment contract formation process.

Many attorneys agree and best practices suggest that boards and successful superintendent candidates work with their own separate attorneys in an amicable and cooperative manner to complete the employment contract negotiation process.

Board Attorney. Prior to providing any successful superintendent candidate with an offer for employment and a contract for review, consideration, and negotiation, best practices suggest consulting the Board Attorney about the *Checklist*. **Note:** Boards should view a successful superintendent candidate retaining his or her own attorney as a best practice (as opposed to a warning sign). Each party is beginning the employment relationship in a cooperative manner to set an appropriate foundation to the future working relationship.

Power and Duties of the Superintendent

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duties	Does the Board enumerate the duties of the Superintendent in the employment contract? <ol style="list-style-type: none"> 1. Are the statutory duties of the Superintendent listed? 2. Has the Board incorporated policy references to the other duties related to the Superintendent's employment? See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7.
Full-time, Attention and Energy Clause	How will the Board address outside activities of the Superintendent?

	<ol style="list-style-type: none"> 1. How will the Board define <i>outside activities</i>? 2. Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract? 3. Will the Board require approval/notification before the Superintendent engages in outside activities?
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Employment and Compensation

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duration of Contract	<p>A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure.</p> <p>No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See 105 ILCS 5/10-23.8.</p> <p>If the duration is one year or less, then the contract need not reference goals or suspension of tenure.</p>
Salary	<p>Special Considerations for the Board may include:</p> <ol style="list-style-type: none"> 1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises above six percent (40 ILCS 5/15-155(g), amended by P.A. 101-10) prior to retirement? 2. What is the <i>cost shift</i> implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor's statutory salary of \$177,412 (P.A. 100-23 now makes school districts responsible for paying the actuarial cost of the pension benefits earned on the portion of a TRS member's salary that exceeds \$177,412)? 3. Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)? <p>Items the Board may see the successful superintendent candidate request of it:</p> <ol style="list-style-type: none"> 1. A fixed salary for each year of the contract. 2. A guaranteed minimum salary. 3. Compensation increases.
Severance Agreements	<p>The Government Severance Pay Act (GSPA), 5 ILCS 415/10, added by P.A. 100-895, requires the following contract provisions:</p> <ol style="list-style-type: none"> 1. A restriction to an amount not exceeding 20 weeks of compensation; and 2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. See the <i>Severance Pay</i> row under the Changes to the Superintendent's Employment Contract subhead below for a definition of what misconduct means in the context of this law.
Teachers Retirement System (TRS) & Teacher Health Insurance (THIS)	<p>How does the Board want to address:</p> <ol style="list-style-type: none"> 1. Pension contributions (TRS-THIS)? 2. Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation? 3. Unforeseen pension reform issues?

Conditions of Employment

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources

Administrative License	Does the Board want to require the successful superintendent candidate to guarantee that as the future Superintendent of the District, he or she has and will maintain the appropriate licensure throughout the employment contract?
Criminal Background Check Law	105 ILCS 5/10-21.9, amended by P.A. 101-531. See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i> and the subhead entitled Fingerprint-based Criminal History Records Information Check in administrative procedure 5:30-AP2, <i>Investigations</i> .
Other Background Check Laws	<p>Does the Board want to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, amended by P.A. 101-531, and discussed above? If yes, consult the Board Attorney and consider the following laws:</p> <p>15 U.S.C. § 1681 <i>et seq.</i>, Federal Fair Credit Reporting Act (FCRA), is a federal law that regulates the gathering and use of information about consumers by third party <i>consumer reporting agencies</i>, including credit information, criminal background, driving record, personal characteristics/reputation, etc. The law requires consumer reporting agencies to comply with certain procedural notice requirements when gathering information from a consumer.</p> <p>820 ILCS 75/, Ill. Job Opportunities for Qualified Applicants Act, prohibits employers from inquiring about an applicant's criminal history until the application has been determined qualified and notified that he/she has been selected for an interview (<i>a/k/a ban the box law</i>).</p> <p>820 ILCS 55/, Ill. Right to Privacy in the Workplace Act (RPWA), prohibits employers from:</p> <ol style="list-style-type: none"> 1. Requesting, coercing, or requiring any employee or prospective employee to provide a user name and password for any personal online account; 2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access to that individual's personal online account; and 3. Taking an adverse employment action against an individual (including refusal to hire) based on that individual's use of a lawful product off District property during nonworking hours, i.e., tobacco, cannabis, or alcohol. (Note: RPWA allows employers to regulate employees' use of those lawful products that impair an employee's ability to perform the employee's assigned duties. See policy 5:50, <i>Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition</i>, and its f/ns). <p>820 ILCS 70/, Ill. Employee Credit Privacy Act, prohibits employers from inquiring into an individual's credit history or taking action against an employee based such history unless a satisfactory credit history is a <i>bona fide occupational requirement</i>, which is further defined in the statute. The job descriptions of superintendents generally meet this standard because they: (1) describe a managerial position that involves direction of school districts; (2) include signatory power over more than \$100; and (3) involve having access to confidential and financial information. Note: Any one of these grounds alone is sufficient.</p>
Medical Examination	<p>105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases.</p> <p>The Americans with Disabilities Act allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. 42 U.S.C. §12112(d)(4). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. Part 1630.2(r).</p> <p>See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i>, specifically f/ns 18 and 19. 162</p>
Tenure	Suspension of Tenure

<u>Tenure</u>	<p><u>Suspension of Tenure</u></p> <p>With multi-year contracts and multi-year extensions, superintendents waive their rights to tenure in a school district, but no previously acquired tenure may be lost.</p> <p><u>Continued Tenure</u></p> <p>Superintendents serving multiple one year contracts may still accrue service toward and acquire tenure.</p> <p>See 105 ILCS 5/10-23.8 and the <i>Duration of Contract</i> row in the Employment and Compensation checkbox, above.</p>
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Evaluations and Goals

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Board Goals and Indicators of Student Performance and Academic Achievement for the Superintendent	<p>105 ILCS 5/10-23.8 requires each performance-based contract to include the goals and indicators of student performance and academic improvement determined and used by the Board to measure the performance and effectiveness of the Superintendent and other information as the Board may determine.</p> <p>Regarding its goals and indicators, has the Board:</p> <ol style="list-style-type: none"> 1. At minimum, addressed student performance and academic achievement (105 ILCS 5/10-23.8 states "and other information as the Board may determine")? 2. Included them in the body of the employment contract? Or as an exhibit to it? 3. Set them to be: <ol style="list-style-type: none"> a. Measurable and achievable, i.e., are they within the Superintendent's control? b. Objective, subjective or a combination of both? 4. Set a timeline for achievement, and if so is it on an: <ol style="list-style-type: none"> a. Annual basis? b. Prior to completion of the employment contract? 5. Set them as procedural, substantive, or a combination of both? <p>For more information about setting goals and indicators for superintendents regarding student performance and academic achievement, see:</p> <p>IASB's <i>Field Services Catalog</i> at: www.iasb.com/conference-training-and-events/training/training-resources/</p> <p>Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for school boards to hold their superintendents accountable for district performance, including academic achievement:</p> <p><i>Setting District Goals and Direction</i> (leads a board and superintendent to develop their own district-language for specific measurable, and attainable goals and indicators)</p> <p><i>The Superintendent Evaluation Process</i> (describes an effective method of holding the superintendent accountable)</p> <p><i>The Board and its Superintendent</i> (workshop assisting a board in developing an effective relationship with its superintendent).</p>
Superintendent Evaluation	<p>Once the Board has developed its goals and indicators (as discussed immediately above), 105 ILCS 5/10-20, 5/10-23, and 5/10-23.8 require the Board to:</p> <p style="text-align: center;">163</p> <ol style="list-style-type: none"> 1. "Direct, through policy, its superintendent in his or her charge of the

administration of the school district;" and

2. Evaluate the superintendent in his or her "administration of school board policies and his or her stewardship of the assets of the district."

How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators?

Does the Board state when it will evaluate the successful superintendent candidate upon the goals and indicators that it set? **Note:** Some districts do not consider the superintendent evaluation to be a *one-time event* and put an on-going process into place. Contrast other districts, which depending upon their preferences, generally find the best time of year to evaluate is in the winter or early springtime.

Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent's evaluation process?

What evaluation instrument will be used? How will the evaluation be documented?

Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate?

Is the evaluation instrument the Board will use tied to its goals and indicators of student performance and academic improvement and other information as the Board may determine?

For more information about best practices when planning for and evaluating the Superintendent, see:

The Superintendent Evaluation Process at: www.iasb.com/training/superintendent-evaluation-process.pdf;

IASB's Foundational Principles of Effective Governance, Principle 3. The board employs a superintendent, at: www.iasb.com/principles.cfm; stating "the board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy".

Expenses and Benefits

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Expenses	<p>How will the Board address expenses in its employment contract negotiations with the successful superintendent candidate?</p> <p><u>Business</u></p> <ol style="list-style-type: none"> 1. What standard will the Board use, e.g., reasonable, itemized, etc.? 2. Will the Board designate the Board President or another individual to review and/or approve the Superintendent's expenses? <p><u>Transportation</u></p> <p>Will the Board reimburse travel? If yes, what types of travel will the board reimburse? Some transportation topics that successful superintendent candidates request discussion about include:</p> <ol style="list-style-type: none"> 1. Vehicle insurance reimbursement(s) 2. Vehicle repair reimbursement(s) 3. A travel allowance only at either a set amount or the District's per mile rate 4. A vehicle 5. Out-of-district travel
Insurance	<p>Will the Board address insurance in its employment contract negotiations with the successful superintendent candidate?</p>

	<p>Some items successful superintendent candidates request include:</p> <ol style="list-style-type: none"> 1. Insurance contributions as part of a Cafeteria Plan, or in the alternative, the Board paying the premiums. 2. Specific insurance coverages from the Board, such as health, dental, vision, life, disability, etc.
Vacation	<p>Will the Board address vacation days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many days? 2. Will vacation days accumulate? And, if so, how? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking a vacation? If yes, describe the process. 4. Will the Board address reimbursement for unused days?
Sick Leave/Days	<p>Will the Board address sick days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. Will sick leave be limited to annual sick leave days in the District's teachers' contract? 2. How will sick day accumulation be addressed? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking or upon returning from a sick day? If yes, describe the process.
Professional Activities and Organizations Memberships in Community Organizations	<p>Will the Board address memberships in professional activities/organizations and/or community organizations its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many organizations will the Board allow the Superintendent to join? 2. Which organizations will be allowed? 3. What is the Board's limit for the cost of dues to professional organizations?
Retirement	<p>Will the Board address any type of payment(s) upon the Superintendent's retirement? If yes, then:</p> <ol style="list-style-type: none"> 1. Has the Board thoroughly examined and addressed: <ol style="list-style-type: none"> a. Any consequences or other penalties to it? b. The impact of any prior salary increases? c. Potential pension reform issues? 2. Often, a successful superintendent candidate's attorney has interest in the following issues: <ol style="list-style-type: none"> a. Available post-retirement options available, e.g., payments for sick/vacation days, post-retirement insurance, longevity annuity payment, etc. b. Whether a potential retirement payment will be properly creditable for TRS purposes. Note: Ultimately, only TRS has the authority to determine creditability.
Annuities and Other Deferred Compensation	<p>Will the Board address any type of annuities and other deferred compensation issues? If yes, then:</p> <ol style="list-style-type: none"> 1. Will it offer such compensation in addition to the Superintendent's agreed-upon salary? 2. Will it contribute creditable earnings for TRS purposes?

Changes to the Superintendent's Employment Contract

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Non-Renewal at End of Contract	<p>How will the Board and successful superintendent candidate agree to address orderly end to the employment contract when the Board chooses not to renew it?</p> <ol style="list-style-type: none"> 1. Will there be a non-renewal notification date? Do both parties' attorneys find it reasonable? 2. Will the Board require the Superintendent to remind it of the non-renewal date? 3. Will there be any agreement to a clause for an automatic one-year renewal if the Board fails to provide end-of-contract non-renewal notification? 4. Will the Board agree to language in the employment contract that would provide the Superintendent with a hearing upon non-renewal?
Renewal at End of Contract	<p>Will the Board agree to a procedure for renewing the employment contract at its end? If yes, then:</p> <ol style="list-style-type: none"> 1. What date would be the earliest that the Board could renew its employment contract with the Superintendent? 2. What criteria will the Board base its renewal upon? For example, some boards base renewal upon superintendents achieving their stated goals and indicators of student performance and academic improvement and other information they required.
Contract Extensions	<p>Will the Board agree to allow for an extension of its employment contract during its term? If yes, then:</p> <ol style="list-style-type: none"> 1. Will the Board agree to extend it during its term if the Board determines that the Superintendent successfully met all of the Board's stated goals and indicators of student performance and academic improvement and other information it required? 2. Will the Board agree to extend a one-year contract when the Superintendent is not required to meet any goals? <p>See 105 ILCS 5/10-23.8.</p>
Terminations	<p>If the successful superintendent candidate accepts employment with the Board and becomes the Superintendent, how will the Board outline the grounds and procedures for terminating the Superintendent's employment during the contract's term?</p> <ol style="list-style-type: none"> 1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement? 2. Will the Board allow retirement to be an appropriate reason for terminating its employment contract with the Superintendent? And if so, will the Board require reasonable notice from its Superintendent? 3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other? 4. Will the Board terminate the employment contract for permanent disability of the Superintendent? <ol style="list-style-type: none"> a. How will the Board define permanent disability in the contract? b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or c. Will the Board consider duration of absence; e.g., 90-days or exhaustion of sick leave, whichever is greater? <p>See PRESS sample policy 5:180, <i>Temporary Illness or Temporary Incapacity</i>.</p> <ol style="list-style-type: none"> 5. What standard will the Board use to terminate the employment contract for

	<p>cause? Items to consider include:</p> <ol style="list-style-type: none"> Any conduct detrimental/prejudicial to the District;* Just cause; Sufficient to dismiss a tenured teacher; Material breach of contract; or Not arbitrary and capricious. <p>*50 ILCS 205/3c, amended by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964. See Severance Pay row directly below.</p> <ol style="list-style-type: none"> Will the Board agree to provisions for hearing and due process for the Superintendent? How will the Board address death of its Superintendent during the duration of the employment contract?
Severance Pay	<p>Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA, 5 ILCS 415/10(a)(1), added by P.A. 100-895:</p> <ol style="list-style-type: none"> A restriction to an amount not exceeding 20 weeks of compensation; and A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. This law defines misconduct to include sexual harassment and/or discrimination. But 50 ILCS 205/3c, amended by P.A. 100-1040, limits sexual harassment or discrimination to instances when an employee is "found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964." For more discussion about these laws, see f/n 6 in policy 2:260, <i>Uniform Grievance Procedure</i>.
Liquidated Damages	<p>Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract?</p> <ol style="list-style-type: none"> Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys? If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?
Amendments	<p>How will the Board and Superintendent agree to allow for amendments to the employment contract?</p>

What technical clauses need to be in the Superintendent's employment contract?

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Technical clauses (common in contracts)	<p>If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent's attorney reviewed them?</p> <ol style="list-style-type: none"> Notice Applicable law Headings and numbers Complete understanding, i.e., do the Board members and Superintendent share the same understanding of the various provisions written in the employment contract? Counterparts¹⁶⁷ Effect of Policy Amendments

- 7. Severability
- 8. Advice of Counsel

Miscellaneous Issues

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Board Obligations Under the Employment Contract	<p>Do all members of the Board understand the District's obligations under the employment contract and what not complying with them will mean to the District?</p> <p>Specifically, are Board members aware of the Board's specific obligations regarding:</p> <ol style="list-style-type: none"> 1. The Superintendent Evaluation 2. Goal setting 3. Required notifications/actions by each party prior to termination of the employment contract
Ongoing Monitoring of Each Party's Compliance with the Contract	<p>Are the Board and Superintendent actually complying with the terms of the employment contract? Has the Board Attorney explained how the Board should monitor compliance with the employment contract?</p>
Legislative Issues	<p>How might pending pension reform legislation or other trending legislation affect the employment contract?</p>

Document Status: Draft Update - Rewritten

4:180 Pandemic Preparedness; Management; and Recovery

Title has been updated. Original Title: Pandemic Preparedness

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

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. [PRESSPlus2](#)

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

Emergency School Closing [PRESSPlus3](#)

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or Regional Office of Education. [Q1](#)

During an emergency school closing, the Board President and the Superintendent [Q2](#) may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic. [PRESSPlus4](#)

Board Meeting Procedure; No Physical Presence of Quorum and Participation by Audio or Video [PRESSPlus5](#)

A disaster declaration related to a public health emergency [PRESSPlus6](#) may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *School Board Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

Payment of Employee Salaries During Emergency School Closures [PRESSPlus7](#)

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

Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s) [PRESSPlus8](#)

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use *Remote Learning Days* or *Blended Remote Learning Days*, the Superintendent shall approve and present to the Board for adoption [PRESSPlus9](#) a Remote and/or Blended Remote Learning Day Plan (Plan) that: [Q3](#)

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic; [PRESSPlus10](#)
2. Implements the requirements of 105 ILCS 5/10-30; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

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

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

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

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

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

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

Questions and Answers:

***Required Question 1. Is your district served by an Intermediate Service Center rather than an ROE (suburban Cook County)?

- No. (default)
- Yes. (IASB will replace "Regional Office of Education" with "Intermediate Service Center")

***Required Question 2. This sample policy uses the board president and superintendent as the default text because during a pandemic, it may be difficult for a board policy committee to meet pursuant emergency executive orders that are issued, etc. See policies 2:150, *Committees*, and 2:240, *Board Policy Development*. Does the board prefer its policy committee to engage in this work?

- No. (default)
- Yes. (IASB will replace "Board President and the Superintendent" with "Board Policy Committee")

***Required Question 3. Remote Learning Days (RLDs) and Blended Remote Learning Days (BRLDs) are different from *e-learning days/e-learning programs*. RLD/BRLDs are for use when the governor declares a disaster under 20 ILCS 3305/ and the state superintendent has declared a requirement for the district to use them to provide remote instruction to pre-kindergarten through grade 12 that count as pupil attendance days under 105 ILCS 5/10-19.05(j-5), amended by P.A. 101-643. 105 ILCS 5/10-30(1), added by P.A. 101-643. BRLDs allow districts to utilize "hybrid models of in-person and remote instruction. E-learning days are part of an e-learning program that require a board to, among other things, hold a public hearing and obtain approval by the Regional Office of Education (or Intermediate Service Center) to allow the district to provide instruction to students electronically while they are not physically present due to inclement weather and other unexpected events. 105 ILCS 5/10-20.56(b), amended by P.As. 101-12 and 101-643. School districts with e-learning programs may adapt them for use during RLDs and BRLDs (105 ILCS 5/10-20.56(a), amended by P.As. 101-12 and 101-643, and 5/10-30(2), added by P.A. 101-643.

Has the board adopted an e-learning program pursuant to 105 ILCS 5/10-20.56, added by P.A. 101-12?

- No. (default)
 - Yes. (IASB will add the following text to number two after 105 ILCS 5/10-30: "by adapting into a Plan the District's e-learning program implemented pursuant to 105 ILCS 5/10-20.56")
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PRESSPlus Comments

PRESSPlus 1. This policy is renamed from *Pandemic Preparedness* to *Pandemic Preparedness; Management; and Recovery*. It is updated in response to the General Assembly, the Ill. State Board of Education (ISBE), Ill. Attorney General, and the U.S. Dept. of Education taking a number of actions and/or issuing guidance documents to address the ongoing COVID-19 pandemic as it affects public school operations and student learning. Its purpose is to establish board direction about pandemic preparedness, management, and recovery issues and inform the community about the board's role during a pandemic.

Certain subheads of this policy are required; see further PRESS¹⁷⁰ Plus comments for more information.

A redlined version showing the changes and more information in the footnotes can be found at PRESS Online, accessed by logging in at www.iasb.com. **Issue 104, June 2020**

PRESSPlus 2. This paragraph embodies the CDC's pandemic definition. See www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html. The **Illinois Pandemic Influenza Preparedness and Response Plan**, Version 5.0, May 2014, also defines pandemic at page 9; however, that definition is specific to influenza. The new COVID-19 coronavirus is not an influenza virus yet was characterized as a pandemic by the World Health Organization. At the time of publication during the 2020 COVID-19 pandemic, it was not clear whether this Illinois resource's definition will be amended. **Issue 104, June 2020**

PRESSPlus 3. In times of emergency, the functions of different levels of State and federal government often become cloudy, and determining what governmental entity has powers to take a particular action can be confusing. The concept of federalism, or the coexistence of federal and state governments with their own local powers, was utilized during the response to the 2020 COVID-19 pandemic. Federalism is premised on the Constitutional limits of federal power. See U.S. Const. Art, I, Sec. 8 (limiting powers of Congress providing only those powers enumerated). Generally, during the 2020 COVID-19 pandemic, Illinois and other states were left with these remaining powers of government to respond to the crisis. In general, President Trump's administration set broad national policy, particularly with respect to international travel and the approval of treatments, and suggested guidance that States could follow regarding mitigation measures. The states' governors and local leaders made other state-specific or locality-specific decisions based upon the local conditions in each community. Depending upon the federal administration in power at the time of a pandemic, the federal government may seek to play a greater or lesser role in the management of a pandemic.

During the 2020 COVID-19 pandemic, the Governor and ISBE issued many directives and/or guidance, including reliance upon the advice and recommendations of local public health departments. See www.isbe.net/Documents/ISBE-Guidance-to-School-Coronavirus.pdf. And see other 2020 COVID-19 guidance documents as follows:

- Ill. Gov. Pritzker, ISBE, Ill. Association of School Admin., Ill. Principals' Assoc., Ill. Ed. Assoc., and Ill. Fed. of Teachers Joint Statement: www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf.
- IDPH-ISBE joint schools guidance: www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z/list/coronavirus/schools-guidance
- IDPH-ISBE joint workplace health and safety guidance: www.dph.illinois.gov/covid19/community-guidance/workplace-health-and-safety-guidance
- Restore Illinois Plan: www2.illinois.gov/dceo/Pages/RestoreILP3.aspx.

During the 2020 COVID-19 pandemic, several protests occurred and many lawsuits were filed challenging Ill. Gov. Pritzker's extensions of disaster declaration emergency power under IEMA, 20 ILCS 3305/7. See the 2020 COVID-19 Executive Orders (EO) at: coronavirus.illinois.gov/s/resources-for-executive-orders. Controversies existed across party and regional lines with all branches of government looking to balance the need to protect human life against the desire to preserve personal liberty. Gov. Pritzker's EOs faced unsettled challenges in both the courts of law and public opinion as a five-phased plan to re-open Illinois was also being introduced a/k/a *Restore Illinois Plan* (coronavirus.illinois.gov/s/restore-illinois-introduction). **Issue 104, June 2020**

PRESSPlus 4. Examples include, but are not limited to, policies 6:20, *School Year Calendar and Day*, 6:300, *Graduation Requirements*, 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*. For Executive Orders addressing these issues, see the footnotes available at PRESS Online by logging in at www.iasb.com. **Issue 104, June 2020**

PRESSPlus 5. 5 ILCS 120/2.01 and 120/7(e), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. See policy 2:220 and Board exhibit 2:220-E9 for more information. **Issue 104, June 2020**

PRESSPlus 6. While 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns," the text "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, the governing statute of disaster declarations. For ease of understanding and alignment with IEMA, this policy uses "public health emergency." **Issue 104, June 2020**

PRESSPlus 7. Required if a district wishes to continue to charge employee salaries and benefits to a grant during an extended school closure, depending upon the specific terms of government orders and/or guidance issued during a pandemic. 2 C.F.R. Part 200 (see www.whitehouse.gov/wp-content/uploads/2020/03/M-20-17.pdf, extended until 9-30-20 by www.whitehouse.gov/wp-content/uploads/2020/06/M-20-26.pdf) and 30 ILCS 708/.

During the 2020 COVID-19 pandemic, Gov. Pritzker and ISBE issued directives and/or guidance regarding payment of school

district employees that may impact a board's decision regarding continued payment of employees during an extended closure. ISBE and the Governor suspended in-person learning and issued a Joint Statement (JS) with other school administrator and union groups, which purported to mandate that all school district employees on the district's payroll be paid as if districts were functioning normally and they were performing their normal work. See www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf. The JS cited no specific authority for the payment mandate. Additionally, changes to wages, hours, terms and conditions of employment, even when made during an extraordinary circumstance such as a pandemic, remain subject to collective bargaining obligations.

See sample procedure 4:180-AP3, *Grant Flexibility; Payment of Employee Salaries During a Pandemic*, and its footnotes, available at PRESS Online by logging in at www.iasb.com. **Issue 104, June 2020**

PRESSPlus 8. 105 ILCS 5/10-30(3), added by P.A. 101-643, requires the “[board] to adopt and the superintendent to approve” these plans upon the following statutory triggers: (1) the governor declaring a disaster pursuant to 20 ILCS 3305/, and (2) the state superintendent of education declaring a requirement for a school district, multiple school districts, a region, or the entire State.

See sample administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*, available at PRESS Online by logging in at www.iasb.com, for the specifics of implementing Remote Learning Days (RLDs) and/or Blended Remote Learning Days (BLRDs).

Implementing a plan under this subhead contains items on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This subhead of the policy concerns an area in which the law is unsettled. See 105 ILCS 5/10-30(7), added by P.A. 101-643 (stating that it does not increase or diminish any collective bargaining rights under existing law, and that aspects of the plan that impact the wages or other terms or conditions of employment will need to be bargained with the exclusive bargaining representative(s)).

To avoid confusion, note that the triggers under the Open Meetings Act (OMA), 5 ILCS 120/7, amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad: (1) the “governor **or the director of IDPH** has issued a disaster declaration of a disaster as defined in 20 ILCS 3305/, and (2) all or part of the jurisdiction of the [school board] is covered by the disaster area. This means that it is possible for the board to meet remotely under OMA if the director of IDPH declares a disaster, but the School Code requires the governor to be the one to declare the disaster under 20 ILCSA 3305/ in order for the state superintendent of education to declare that a district implement RLD/BRLDs. **Issue 104, June 2020**

PRESSPlus 9. 105 ILCS 5/10-30(3), added by P.A. 101-643 states “the district shall adopt a remote and blended remote learning day plan approved by the district superintendent.” For ease of administration, to avoid confusion during implementation, and to align with the IASB Foundational Principles of Effective Governance (www.iasb.com/principles_popup.cfm), this policy assigns the duty to *adopt* the remote and blended remote learning day plan (plan) by “the district” to the board. In alignment with this policy, administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*, requires the superintendent to *approve* the plan and present it to the board for *adoption* prior to district-wide implementation and posting on the district's website. **Issue 104, June 2020**

PRESSPlus 10. 105 ILCS 5/10-30(8), added by P.A. 101-643 does not excuse districts from completing all statutory and regulatory curricular mandates and offerings. **Issue 104, June 2020**

Document Status: In Progress by IASB

4:50 Payment Procedures

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

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

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

LEGAL REF.:

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

23 Ill.Admin.Code §100.70.

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

Document Status: In Progress by IASB

5:35 Compliance with the Fair Labor Standards Act

Job Classifications

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek.

Overtime

A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Employment Termination and Suspensions*.

Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.:

820 ILCS 105/4a.

Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions)

Document Status: In Progress by IASB

5:60 Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form. [Q1](#)
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
4. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Mileage

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

For employees not covered by this agreement:

Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in

accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.

8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.:

2 C.F.R. §200.474.

30 ILCS 708/130, Grant Accountability and Transparency Act.

50 ILCS 150/, Local Government Travel Expense Control Act.

105 ILCS 5/10-22.32.

820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

Questions and Answers:

***Required Question 1. This optional language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2.

Does the Board reimburse baggage fees?

Yes (default)

No (IASB will remove the sentence regarding checked bag reimbursement and the text "and baggage receipts.")

Document Status: In Progress by IASB

5:100 Staff Development Program

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

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

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

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

1. At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District 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 8 to identify the warning signs of mental illness and suicidal behavior in youth along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
 - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
 - b. Within 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 8, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.
9. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
10. Every two years, school personnel who work with students must complete 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, guidance counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols.
14. For all District staff, annual sexual harassment prevention training.

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

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

LEGAL REF.:

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

7 C.F.R. Parts 210 and 235.

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

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 150/25, Seizure Smart School Act.

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

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

745 ILCS 49/, Good Samaritan Act.

775 ILCS 5/2-109, III. Human Rights Act.

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

77 Ill.Admin.Code §527.800.

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

Document Status: In Progress by IASB

5:150 Personnel Records

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall 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 District employee and was the subject of a report made by a District employee to DCFS.

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

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

For employees not covered by a current applicable bargaining agreement:

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board of Education policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

LEGAL REF.:

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 District Public Records), 7:340 (Student Records)

Document Status: In Progress by IASB

5:60-E1 Exhibit - Employee Expense Reimbursement Form

Submit to the Superintendent. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print and attach receipts for all expenditures.

Name: _____ Title/Office: _____

Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Receipts attached Request Date: _____

Estimated expenses attached (Completed 5:60-E2, Employee Estimated Expense Approval Form)(pre-approval is required for federal and state grants).

Approved expense advancement (voucher) attached, if applicable* (Completed 5:60-E2, Employee Estimated Expense Approval Form.)

Actual Expense Report										
*Employees will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, employees will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 5:60, Expenses.										
Auto Travel Allowance: _____ per mile										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch Dinner	Item	Cost		
Subtotal										
Advances										
TOTAL (A negative amount indicates refund due from employee.)									\$	

Superintendent or Designee: _____ Approved Denied
 (below maximum allowable amount) Approved in Part
 Grant Funding Source (if applicable): _____

 Superintendent or Designee Signature Date

Comments: _____

Board Action (exceeds maximum allowable amount): Approved Denied
 Approved in Part

Grant Funding Source (if applicable): _____

Employee Signature

Date

Document Status: In Progress by IASB

5:60-E2 Exhibit - Employee Estimated Expense Approval Form

Submit to the Superintendent. Use of this form is required (1) by 2:125-E3, Resolution to Regulate Expense Reimbursements and (2) for pre-approval of expenses to be charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act. Please print.

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Estimated Expenses Approval Requested (50 ILCS 150/20 or grant expenditure)

Travel is grant-related* (specify grant): _____

Purchase Order Requested Purchase Order #: _____

Expense Advancement Voucher Requested (105 ILCS 5/10-22.32)

Voucher Amount: _____

Estimated Expense Report										
Departure date: _____					Return date: _____					
Auto Travel Allowance: _____ per mile										
*Grant-related travel only: Except for mileage and other transportation expenses, expense reimbursement/per diem is only allowed if on official travel status for 12 hours or more. If lodging at or below the applicable rate cannot be identified, please indicate below and attach at least three quotes for review.										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other	Cost	Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner			
Total										\$

Superintendent or Designee: _____ Approved Denied
 (below maximum allowable amount) Approved in Part
 Grant Funding Source (if applicable): _____

 Superintendent or Designee Signature Date

Comments: _____

Board Action (exceeds maximum allowable amount): Approved Denied
 Approved in Part
 183
 Grant Funding Source (if applicable): _____

Employee Signature

Date

Document Status: In Progress by IASB

5:280 Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board of Education policies as they may be changed from time to time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties

Noncertificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.:

34 C.F.R. §200.58.

105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.

625 ILCS 5/6-104 and 5/6-106.1.

23 Ill.Admin.Code §§1.280, 1.630, and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

Document Status: In Progress by IASB

6:60 Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. Beginning with the 2020-2021 school year, in grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
4. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
6. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
7. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see policy 7:260, *Exemption from Physical Education*.
8. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
9. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
10. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
11. In all schools, United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, and (g) Illinois history.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

12. In grade 7, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
13. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and

more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.

14. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
16. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
17. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.[Q1](#)

LEGAL REF.:

Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.

Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

47 C.F.R. §54.520

5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-24.2, 435/, and 110/3.

625 ILCS 5/6-408.5.

23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

Questions and Answers:

***Required Question 1. A school district may offer a course on hunting safety as part of its curriculum during the school day. (105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152.) No grade levels are specified in the statute.

Does the Board want to offer a course on hunting safety as part of its curriculum?

No. (default)

Yes, Insert In grade(s) [insert grade level(s)], a course on hunting safety will be offered during the school day." 5/27-23.13 (final citation pending) will be added to the Legal References What grade level(s) should be inserted?:

Document Status: In Progress by IASB

6:135 Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

105 ILCS 5/14A.

23 Ill.Admin.Code Part 227, Gifted Education.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Document Status: In Progress by IASB

6:280 Grading and Promotion

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.:

105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Document Status: 5-Year-Review - Needs Review

7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students

Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Building Principal. All requests for attendance in the following school year must be submitted before May 1.

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

Students with a Disability

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's Individualized Educational Program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities, Including Interscholastic Competition

A nonpublic school student is eligible to participate in: (1) interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the School District maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to Board of Education policy 7:30, *Student Assignment*, as well as administrative procedures implementing this policy.

LEGAL REF.:

105 ILCS 5/10-20.24 and 5/14-6.01.

CROSS REF.: 4:110 (Transportation), 6:170 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 6:320 (High School Credit for Proficiency), 7:30 (Student Assignment), 7:300 (Extracurricular Athletics)

ADOPTED: March 19, 2019

Document Status: In Progress by IASB

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 6 (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 8, 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, and (5) any child absent because his or her religion forbids secular activity on a particular day.

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, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, 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 Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education 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 Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 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. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. 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.
9. 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.
10. A protocol for cooperating with non-District 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.
11. 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.
12. 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 Superintendent believes qualifies.

LEGAL REF.:

105 ILCS 5/26-1 through 16.

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), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Behavior), 7:340 (Student Records)

Document Status: In Progress by IASB

7:130 Student Rights and Responsibilities

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

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee.

Noninstructional time means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.:

20 U.S.C. §7904.

105 ILCS 20/5.

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

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

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 staff member; or (b) endanger the health or safety of students, staff, or 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 and out-of-sight 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 District 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 Board of Education 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 Superintendent 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 staff member; or (b) endanger the health or safety of students, staff, or 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 Superintendent 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 District 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 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall 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 District 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. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

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^{Q1}

~~School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out, time out, nor physical restraints 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 two 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 (430ILCS65/), 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 one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent 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 Superintendent 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 Superintendent or Building Principal 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 ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten school days for safety reasons.

Student Handbook

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

A student handbook, including the District 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 5/2-3.71(a)(7), 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, 5/31-3, and 110/3.10.

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

ADOPTED: March 19, 2019

Questions and Answers:

***Required Question 1. In late November 2019 and early 2020, in response to investigative journalism articles, ISBE issued emergency rules and subsequent amendments to those emergency rules that significantly limited the use of isolated time out and physical restraint. ISBE adopted permanent rules governing the use of isolated time out, time out, and physical restraint (permitted under limited circumstances and only until July 1, 2021), effective April 9, 2020.

Isolated time out, time out, or physical restraint may be used by staff members **only if** their use is authorized by policy and administrative procedure. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. See 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*, available at PRESS Online by logging in at www.iasb.com. **By default, this policy allows the use of isolated time out, time out, and physical restraint pursuant only to the conditions allowed in the School Code and ISBE rules.** State statute and ISBE rules contain complex restrictions on the use of isolated time out, time out, and physical restraint. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. According to the ISBE rule, isolated time out, time out, and physical restraints are allowed only if a board authorizes their use in a policy containing the numerous components identified in the rule. To comply with ISBE's rule, a board must also incorporate by reference the district's procedure, i.e., 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. By doing this, the policy includes the district's procedure.

Does the Board allow or prohibit the use of isolated time out, time out, and physical restraint?

- The Board allows the use of isolated time out, time out, and physical restraint. (Default)
 - The Board prohibits the use of isolated time out, time out, and physical restraint. (IASB will delete this subhead and its contents, amend the Legal Reference, and delete the Incorporated by Reference line.)
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Document Status: In Progress by IASB

7:325 Student Fundraising Activities

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

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

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

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

LEGAL REF.:

105 ILCS 5/10-20.19(3).

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

CROSS REF.: 4:90 (Activity Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

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 17 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. 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 District may release directory information as permitted by law, but a parent/guardian shall have the right to ~~object to~~ opt-out of the release of directory information regarding his or her child. However, the District will comply with 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 without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without parent consent to the official's records custodian of another school ~~district~~ 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. [PRESSPlus1](#)

The Superintendent 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.

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

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.

105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, 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)

ADOPTED: March 19, 2019

PRESSPlus Comments

PRESSPlus 1. Updated with continuous improvement changes based on feedback from the Ill. Council of School Attorneys. **Issue 104, June 2020**

Document Status: In Progress by IASB

8:10 Connection with the Community

Public Relations

The Board President is the official spokesperson for the Board of Education. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media accurately informed.
8. Coordinate with the District Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website, using social media platforms, e.g., Facebook, Twitter, etc., or sending to the news media.
2. News conferences and interviews, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. Individuals may speak for the District only with prior approval from the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

Community Engagement

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District's schools.

The Board, in consultation with the Superintendent, determines the purpose(s) and objective(s) of any community engagement initiative.

For each community engagement initiative:

1. The Board will:
 - a. Commit to the determined purpose(s) and objective(s), and
 - b. Provide information about the expected nature of the public's involvement.
2. The Superintendent will:
 - a. Identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s),
 - b. At least annually, prepare a report for the community engagement initiative, and/or
 - c. Prepare a final report of the community engagement initiative.

The Board will periodically: (1) review whether its community engagement initiative(s) are achieving the identified purpose(s) and objective(s); (2) consider what, if any, modifications would improve effectiveness; and (3) determine whether to continue individual initiatives.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

Document Status: In Progress by IASB

8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

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

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

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

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

For employees whose collective bargaining agreement does not address this subject:

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:^{Q1}

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.:

Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).

20 U.S.C. §7181 et seq., Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33, 5/24-25, and 5/27-23.7(a).

115 ILCS 5/3(c), Ill. Educational Labor Relations Act.

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

430 ILCS 66/, Firearm Concealed Carry Act.

410 ILCS 705/, Cannabis Tax and Regulation Act.

720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

***Required Question 1. For ease of administration, this text is broader than 105 ILCS 5/24-24, requiring a hearing for both *school events* and *meetings*. See Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000) (board was authorized to ban parent from attending all school events and extracurricular activities by 105 ILCS 5/24-24; the ban was based on the parent's exposing a toy gun and a pocketknife at a board meeting). The court in Nuding did not specifically answer whether a board meeting qualified as a *school event* under 105 ILCS 5/24-24, but upheld the board's right to enforce conduct rules at its meetings under 105 ILCS 5/10-20.5.

Consult the board attorney before narrowing the text, especially if the board has put the current text into practice and now plans to narrow it. This issue involves a balancing of a board's interest in the orderly transaction of its public business and the efficiency of its meetings against an individual's: (a) statutory rights attend meetings and/or comment to and ask questions of the board (105 ILCS 5/10-16 and 5 ILCS 120/2.06(g)) and (b) constitutional freedoms and rights of speech, the press, assembly, and to petition the government (U.S. Constitution, First Amendment and Ill. Constitution, Art. I, §§ 1, 2, 4, and 5).

Does the board want to narrow the policy text to mirror 105 ILCS 5/24-24?

- No (default)
 - Yes ("or meetings" will be removed from the subheading and the first sentence of the subsection)
-

Document Status: In Progress by IASB

8:80 Gifts to the District

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

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

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

LEGAL REF.:

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

105 ILCS 5/16-1.

23 Ill.Admin.Code §200.40.

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

Document Status: In Progress by IASB

8:110 Public Suggestions and Concerns

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

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

LEGAL REF.:

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

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



Diamond Lake School District 76
Embrace Empower Excel Each Child Each Day

6/30/2020

Via Email

Ken Deloian
Data Acquisition Specialist, SmartProcure
561-609-6943
kdeloian@smartprocure.com

RE: RESPONSE TO FOIA REQUEST

Dear Ken,

Thank you for writing Diamond Lake School District 76 with your request for information Pursuant with 5ILCS140/1 et seq,. This email responds to your Freedom of Information Act (FOIA) request dated 6/30/2020 for:

SmartProcure is submitting a commercial FOIA request to the Diamond Lake School District 76 for any and all purchasing records from 12/11/2019 (mm/dd/yyyy) to current.

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

Please find your request attached to this email.

Sincerely,

Bhavna Sharma-Lewis, Ph.D.
Superintendent of Schools



Diamond Lake School District 76
Embrace Empower Excel Each Child Each Day

2020/21 Board of Education Meetings <small>Approved: 5/19/2020</small>		
Committee	Business	Special Meetings/Public Hearings
*	7/21/2020	
8/04/2020	8/25/2020	
9/01/2020	9/15/2020	9/15/2020 Budget Hearing
10/06/2020	10/20/2020	
	11/17/2020	
*	12/15/2020	12/15/2020 Levy Hearing
*	1/19/2021	
2/02/2021	2/16/2021	
3/02/2021	3/16/2021	
4/06/2021	4/20/2021	
5/04/2021	5/18/2021	
6/08/2021	6/22/2021	

*One meeting is scheduled for the months of July, December & January.

All Board Meetings will begin at 7:00 PM
 at West Oak Campus, 500 Acorn Lane, Mundelein, IL 60060



Planning Forward Task Force (PFTF)
Meeting 7.14.20
11:30 am-12:30 pm

Purpose:

To prepare and plan for the 2020-2021 school year expecting COVID-19 closures and restrictions

Goal:

Control - Alt - Delete:

- 1) Focus on what is in our **control**.
- 2) Find **alternatives** to things that need improvement for the COVID Closures.
- 3) **Delete** things that are unnecessary to make room for a better support system.

Agenda:

- Review [DRAFT Roadmap 2020: Return to School](#)
 - Feedback/Questions: **Once we determine how many students return, we can gauge schedules and spaces better. We will be meeting educational needs, but it will not be a normal we are used to.**
- Presentation to BOE on 7.21 and Parent Meeting on 7.28 (English/Spanish) **Zoom link will be shared with the public to virtually attend. Parent meeting in English and Spanish to be able to provide feedback or ask questions.**
- Family Letter (declaration of intent) 7.22 **After BOE meeting, we will provide this to families and then be able to create schedules/plan spaces.**
- Staff Letter (declare medical and/or childcare needs, etc..) this week **Adhering to legal guidelines, we will be sending a staff letter to share their feedback. Medical needs will be addressed.**
- Determine students, staff, schedule, timelines, communications **Our goal is to be transparent with all stakeholders.**

Future Meetings:

- Tuesday, 7.28.20
- Tuesday, 8.11.20 (if needed)
- References:
 - [Think Tank](#)
 - [6.30.20 Meeting Summary](#)

Chat Box Questions:

From **Christine Berrong** to Everyone: (11:40 AM) How will teachers be provided a 30 minute lunch. Will there be room in the teachers' lounges to social distance if kids are in their rooms? **Vary by school - working with BLt to come up with school specific schedule following guidelines**



From **Sarah Swanson** to Everyone: (11:40 AM): will students be able/allowed to bring their lunches from home? **Right now, yes. But it would have to be nut- free- more details will be provided**

From **Blenda Chen** to Everyone: (11:40 AM): typically 6-8 grade rotate - will kids be grouped with similar level students if students don't rotate: **Once we know our attendance rates, we will be able to craft a schedule combining classes. We would encourage and possibly stagger to limit the number of students in classrooms while capturing a great learning experience. Middle school may be different than elementary and primary building.**

From **hsohn** to Everyone: (11:41 AM): So specials/Encore will be on carts? Unsure, depending on how many students return. Probably school specific.

From **Elisa Bailis** to Everyone: (11:41 AM): And in younger grades students who receive enrichment and/or special services will they be grouped together as well? **A co-teaching model might happen to provide instruction. This is depending on the number of students who return.**

From **Blenda Chen** to Everyone: (11:41 AM): will there be someone on the bus to help monitor that the kids are wearing masks or is it an honor system. - we can't expect that the bus driver can monitor while driving. Will there be assigned seats on the bus : **Treated as a disciplinary procedure that we will have to put in place. Possible aids on the bus, but it is important students adhere to guidelines and there will be assigned seating throughout the year.**

From **Kris Nordlund** to Everyone: (11:42 AM): During breakfast and lunch students will not be wearing masks. During this time it will be very important to keep students 6 feet apart. Will classrooms be able to move students to provide this distance? It says tables and desks will be organized 3-6 feet apart. So this would need to be adjusted for breakfast and lunch. **Eating in the classroom - desks will be distanced so they can take their masks off to eat.**

From **Alison Friedman** to Everyone: (11:42 AM): I'm so sorry, please clarify, students who ride the bus will be temperature checked when they arrive to school? **Self-certification parents will do prior to riding the bus, then temperature checked at school again.**

From **Susan Spychala** to Everyone: (11:42 AM): 100.4 degrees seems somewhat high. A couple businesses I know of allow for 99.5 degrees or under. **These are the guidelines we are following until we receive notification to change.**

From **Christine Berrong** to Everyone: (11:43 AM): Will all staff and students be required to get tested before returning in August? I'm thinking about LZ where they discovered a lot of cases before athletic camps began. **No, we will encourage temperature checks but are not requiring negative tests to return to school**



From **Susan Borkowski** to Everyone: (11:44 AM): To clarify, we are strongly encouraging, but not requiring symptomatic students to be tested before returning to school? **If a student is over 100.4 or have symptoms - 72 hours isolation and maintain fever free then we would require students to get a covid test.**

From **diana wagner** to Everyone: (11:44 AM): What chemicals or products are being used to sanitize? **We work with city wide safety data sheets - this will be provided on our website.**

From **Elisa Bailis** to Everyone: (11:45 AM): How will it be assured that students are washing their hands after using the washroom. Will they sanitize their hands after returning to to the room? **Teachers will encourage students to wash their hands multiple times and we have hand sanitizer for them**

From **Michael Angarola** to Everyone: (11:45 AM): Will the the entire class go under quarantine, if a student or teacher is notified they are positive for Covid-19? Will masks be provided to students, for those who do not have them? **We will be providing masks. Contact tracing will take place - it is important to keep students in groups and we will isolate. Health dept will be notified if there are positive cases.**

From **K Levy** to Everyone: (11:48 AM)

With/If specials teachers travel from room to room, if a room they were in is quarantined due to a case, would all the rooms that teacher was in need to quarantine as they would have been exposed by that teacher? **We will be in contact with the health department to follow their processes/guidelines if this happens.**

From **CaseyLatal** to Everyone: (11:50 AM)

For students with IEP's some minutes are required to pull out students in a special education setting. If we are supposed to go to the classrooms how do we service those minutes? **To the best extent possible. Recognizing that all minutes are being served and provided.**

From **Nicole Amadio** to Everyone: (11:51 AM)

Will younger students be expected to work at their desks the entire day? **They can go outdoors or cafeteria/gym. We will allow them to move while maintaining social distancing.**

From **Jaclyn Zilke** to Everyone: (11:53 AM): I understand the need for students to stay in one place, but teachers rotating into different classrooms and potentially getting exposed and unknowingly spreading the disease is also extremely concerning. I don't know what the answer is if in-person instruction is a requirement for teachers, but I'm worried and I know I'm not alone. **IDPH, ISBE, recommends there is in-person learning. All guidelines will be the new norm, there will be risks, but we are making sure health is a priority.**

From Joy Hail to Everyone: (11:59 AM): Just a comment not a question -For the handwashing - one of the daycare centers in NY that was open during the entire pandemic gave students a stamp on their hand that



they would need to wash off when they went to the bathroom or had to wash their hands. This might be something that could be implemented especially in the younger grades. **Good suggestion.**

From **Blenda Chen** to Everyone: (12:02 PM)

Will anyone entering the school (parent, delivery, cleaning crew be required to temperature check) **There will be a temperature kiosk for everyone entering the building. No volunteers for this school year.**

From **Denisa Kerekes** to Everyone: (12:04 PM)

Would specialists who work at a close distance with SPED/EL/intervention Tier 2/3 students be provided with Plexiglas panels? This would apply to OT, PT, SW, psychologist, reading/math/EL teachers. **We are exploring this right now.**

From **Christine Berrong** to Everyone: (12:05 PM)

Does the district have an adequate bank of substitute teachers in case teachers have to quarantine or be out for a month or more because they are sick?

From **Michael Angarola** to Everyone: (12:07 PM)

Will individuals showing signs of Covid-19, who have tested negative to Covid-19 need to take a second test for further confirmation or is one test valid? **If they tested positive- they need 2 negative tests within 24 hours before readmitted.**

From **CaseyLatal** to Everyone: (12:07 PM)

If we have to quarantine for the required 14 days. Will these be counted as sick days for staff? **We are currently working with legal counsel. It is under our radar - more information will be coming soon.**

From **Christine Berrong** to Everyone: (12:09 PM)

So some teachers will do DL and others will be in person? Or will teachers who are in person be responsible for DLO as well? **Once presentation goes public, we will send a parent declaration form whether students will return or not. A similar letter will be sent to staff**

From **Elisa Bailis** to Everyone: (12:13 PM)

Just a suggestion that perhaps "opportunities" might be changed to "academy" or something similar, as the expectations of the remote learning in the fall (rigor, grading, attendance, etc.) will be very different than it was in the spring. **-Great suggestion**

From **Kris Nordlund** to Everyone: (12:17 PM)

At the younger grades this will be extremely difficult. To expect students to be able to receive instruction at the same level as students that are receiving in person instruction. Students in K and 1 can not work independently for very long periods and need a lot of support. This would require students to be engage at home for a much longer period of time then in the spring. Younger students had a challenging time in the spring, so this well be a very challenging expectation. **We agree, in-person is higher quality, natural**



Diamond Lake School District 76
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engagement and feedback. The intent is to be able to offer a similar scope and sequence from those doing DLO to in-person.

Questions/Comments after 7.14.20

From **Kurt Preble** to Everyone: (12:25 PM): WOIS will begin working on specific building plans based on this document

From **Sarah Swanson** to Everyone: (12:26 PM)” thank you!

Veteran Mundelein police chief chosen village administrator



Mundelein Police Chief Eric Guenther has been chosen from 59 candidates in a national search to replace retiring longtime Village Administrator John Lobaito. (*Daily Herald file, 2019*)



Mick Zawislak

Updated

7/10/2020 8:04 PM

Mundelein Police Chief Eric Guenther has been selected as the village's new top administrator.

Guenther, who started with the department in 1995 and advanced to chief eight years ago, was selected from a national field of 59 applicants to replace Village Administrator John Lobaito, who is retiring.

On Friday, the village announced that Mayor Steve Lentz would be seeking official village board approval of Guenther's appointment Monday. He would start Aug. 3 at a salary of \$202,000. Guenther made \$171,792 as police chief in 2017, according to the Better Government Association's public salary database.

"In just eight years, Eric Guenther has distinguished himself at the local, state and national levels through his leadership and innovative thinking," Lentz said.

"Eric knows Mundelein's issues and people. He is intelligent, an excellent communicator and a gifted leader who works well with people."

Last December, Lobaito, who has served as village administrator since 2005, said he would be retiring in early June. The village hoped to have a replacement by then, but the COVID-19 pandemic and resulting economic crisis put that action on hold.

Lobaito said he would stay until the post was filled. Four months ago, the village hired GovHR USA of Northbrook to find a replacement.

Fourteen of the 59 applicants were presented to the village board. The list was narrowed to seven candidates for video interviews and trimmed to four finalists for in-person interviews, which the village board conducted before making the final selection.

Guenther is well known in Lake County for his work with opioid prevention and other community issues.

He said the new post has similarities to his role as chief in terms of managing projects and personnel and making sound financial decisions.

In 2018, he was named Chief of the Year by the Illinois Association of Chiefs of Police. His roles in creating the Lake County Opioid Initiative and "A Way Out" drug abuse diversion program were among the accomplishments noted by the association.

He also spearheaded the Latino Police Academy, led the 911 consolidation with three communities and directed the process to equip all Lake County law enforcement officers with the lifesaving anti-opiate Naloxone, according to the village.

"In his new role as village administrator, Eric's proven leadership, effective management skills, strategic thinking and the respect he garners in the community and with staff, will certainly help Mundelein continue to grow and thrive," village Trustee Ray Semple said in the announcement.

Semple added that Guenther's commitment and passion to the village's strategic vision will be "immediately apparent."

Guenther said the new post has similarities to his role as chief in terms of managing projects and personnel and making sound financial decisions, and he added that his crisis management skills will be helpful as the village and staff navigate whatever COVID-19 brings.

"Immediately, I will concentrate on getting familiar with current projects and developments within the various departments as well as meeting with the board to understand their priorities," he said.

An interim police chief will be appointed by the village board.

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MUNDELEIN REVIEW

SECTIONS



MUNDELEIN SUBURBS

Mundelein appoints Police Chief Guenther as new village administrator

By JAMES T. NORMAN
PIONEER PRESS | JUL 14, 2020



FEEDBACK

Mundelein Police Chief Eric Guenther poses with his proclamation from village trustees, who recognized Guenther recently for his work with the "A Way Out!" program. (James T. Norman / Pioneer Press)

The Mundelein Village Board approved Police Chief Eric Guenther's appointment to village administrator at their regular meeting earlier this week, making him the third village administrator over a 45-year period, officials said.

"This is a historic evening for us," Mayor Steve Lentz said at the meeting. "(Village administrator) is really the most important hire a village can make . . . That person is at the top of the organization and with a lot of responsibility."

Guenther, 48, has worked within the Mundelein Police Department since 1995, and has been the chief for almost eight years, he said. Guenther will assume his new position in early August.

The search came in response to current Village Administrator John Lobaito announcing his retirement shortly before the beginning of the new year. But what was originally supposed to be a retirement date set in June was pushed back due to the COVID-19 pandemic. While his retirement date still went unchanged technically, the board executed an agreement with Lobaito to work with him as a consultant until a replacement could be found, Lentz said.

Over the course of the four-month search, the village had 59 applicants from across the country, which was narrowed down to 14 candidates for the board to consider, according to a release from the village. This new total was then narrowed down to seven candidates, who participated in video interviews. The pool was finally narrowed down to four people for in-person interviews, with Guenther being chosen in the end.

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Trustee Robin Meier was the lone vote against the appointment, citing an issue with historical patterns for the process of selecting open positions. Lentz said in a separate interview he was proud of the process that led to the appointment of Guenther and described it as thorough.

Guenther said he never initially had any intention of pursuing village administrator, and his interest only came alive after Lobaito announced he was vacating the role. Guenther said his desire to apply came from wanting to finish his working career in the place it started.

"I don't know that I would have applied for a village administrator in any other city besides Mundelein," he said. "But it made sense from several different facets."

Lentz cited Guenther's leadership abilities displayed during his time at the police department. He also cited the accomplishments and honors Guenther has received in his time, including winning "Chief of the Year" by the Illinois Chiefs of Police in 2019.

He also was the recipient of the national "Dr. Nathan Davis Award for Outstanding Public Service," for his work with the "A Way Out" program, which is an initiative designed to combat the opioid crisis through treatment as opposed to prosecution.

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Other accomplishments include spearheading the Latino Police Academy, and directing the process that equipped all Lake County law enforcement officers with Naloxone, a drug used to treat overdoses, the release states.

"His noticeable strength is his leadership and innovation," Lentz said. "After we get a new police chief, we will have a lot of police leadership experience in town."

Mundelein appoints Police Chief Guenther as new village administrator

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As for the soon-to-be-vacated police chief position, Lentz said the current plan is to bring on an interim-police chief and then conduct a search. But the plan is still in development.

Preparing for his new role, Guenther said serving the community for 25 years has allowed him to build up relationships all across the area. He said he also has experience in working with other entities outside of just the police. He said while there is no specific policy he wants to pursue immediately, his focus will be on working on the current projects facing the village.

He added there will still be a lot for him to learn in the new role, saying nobody comes to the table with the full picture put together, and various things, such as community development and public works, will be something he will have to focus on.

"I'm kind of starting off a couple steps ahead (compared) to anyone having to come in and develop those relationships and that trust," Guenther said. "I'm really looking forward to the opportunity. The people that live in this town I just find to be some of the best people in the world."

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FEEDBACK

Stevenson High bucks trend, will continue remote learning through fall



Plastic shields like this one will separate students from teachers at Stevenson High School when in-person classes eventually resume. When the new school year begins, however, classes will be held remotely. (*Courtesy of Stevenson High School*)



Russell Lissau

Updated
7/21/2020 7:56 AM

With the COVID-19 crisis showing no signs of ending, Stevenson High School (<https://www.d125.org/>) ²²⁵ students will be taught remotely when

the new term begins next month, officials revealed Monday.

At-home learning will continue until it's safe to bring students, teachers and other staffers back to the Lincolnshire campus, spokesman Jim Conrey said. That likely won't happen until at least the start of second semester in early January, Conrey said.

The unappealing thought of mandatory, 14-day quarantines for students or employees who contract the coronavirus -- as well as for people who come in prolonged contact with them -- was a significant factor in the decision, Superintendent Eric Twadell said during Monday night's school board meeting, which was held remotely because of the pandemic.

Such actions would be greatly disruptive and could result in the quarantining of dozens of people for each confirmed case, Twadell said.

And infections surely would happen, Twadell said. In fact, the virus already spread among some students participating in a summer sports camp at Stevenson, he disclosed.

That outbreak wasn't as large as a recent rash of cases tied to camps at Lake Zurich High, Twadell said. He didn't elaborate.

Additionally, 70% of Stevenson teachers who completed a recent survey said they were uncomfortable returning to campus because of the virus, Twadell said. He questioned how the quality of education would be affected if teachers are afraid to be in school.

As recently as last week, Stevenson administrators had been preparing to let families choose whether their students should attend in-person classes a few days a week or have all at-home lessons. Protective plastic shields have been added to teachers' desks in preparation for classroom

activity, and decals reminding people to stay at least six feet apart have been added to floors and carpets, too.

But they won't be needed, at least for now.

"We know how much parents (and staffers) want us to open school as normal," Twadell said. "But that's not going to happen any time soon."

Classes had been scheduled to start Aug 13. That launch now is delayed until Aug. 17.

Under the new plan, live instruction will occur five days a week in every class. Homework, testing and grading will mirror expectations of traditional classroom instruction.

Academic assistance and other services will be offered through video conferencing.

Small groups of students will be allowed on campus for special-education programs, sports, clubs and some services. Otherwise, the buildings will remain off limits.

By sticking with remote learning, Stevenson is bucking the trend developing at many other school across the suburbs. Administrators at Carmel Catholic High in Mundelein, Libertyville High, Vernon Hills High and Mundelein High are among those who have either decided to have a mix of in-person and remote schooling or are leaning toward such a plan.

Stevenson officials will host a webinar for the public about their plan at 7 p.m. Tuesday. It can be viewed at zoom.us/j/99026014518 (https://zoom.us/j/99026014518).

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