

METAMORA COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 1
REGULAR BOARD OF EDUCATION MEETING AGENDA
Metamora Grade School - Cafeteria
Thursday, April 10, 2025, 7:00 PM

- 1 Call to Order - President Dana Smith
- 2 Roll Call - Secretary Mary Schierer
- 3 Pledge of Allegiance
- 4 **Consent Agenda**
 - A. Minutes

METAMORA COMMUNITY CONSOLIDATED SCHOOL DISTRICT #1
Regular Board of Education Meeting–Metamora Grade School
Thursday, March 13, 2024, 7:00 p.m.
MINUTES

Those in attendance: Dana Smith, Heather Ioerger, Jared Frye, Nik Adams, Brian Palmisano, Trent Yoder, Mary Schierer, Dr. Lee, Tim Damery, Ben Dirks, Lisa DeVore, Dawn Deeb, Alysia Short, Marilyn Roley, Michael Henry, Marsha Brown, Kim Phillips, Amy Abney, Danielle Buerkett, Holly Colantoni, Megan Domenighini, Diane, Grebner, Karrie Damerell, Vince Uzelac, Sierra Staab, Anna Staab, Jake Wall, Clint Hall, Matt Wilkerson, Dave Gleissner, Jolyn Hodel, Rose Efaus, Joyce Murphy.

CONSENT AGENDA

Motion by Nik Adams, second by Trent Yoder to approve the consent agenda, including February minutes, bills and payroll, treasurer's report, investment report and activity account. Motion carried 7-0.

PUBLIC COMMENT

Jake Wall provided comments on the recent use of e-learning days. Dana Smith thanked Brian Palmisano, Nik Adams, and Heather Ioerger for their service on the board.

Clint Hall, Matt Wilkerson, Dave Gleissner, Marilyn Roley, Kristina Grebner-Rauh and Dana Smith presented an introduction about themselves and what they are looking forward to serving on the Board of Education. [The Board candidate profiles can be found on the MGS website.](#) With the election happening during spring break (April 1), voters can make alternate arrangements by [voting early](#) or [vote by mail](#).

ADMINISTRATIVE REPORTS

In their principal reports, Mr. Damery and Mr. Dirks shared the following:

Academic Growth:

- Reading Horizons - Due to our success with the program, our school was chosen to show other schools in the area how we are implementing this program. Also, Mr. Damery was invited to attend their staff meeting to share the student success MGS is having with Reading Horizons.
- IAR Testing is scheduled for April 8-17.

Engaging Learning Environment:

- Instructional coaching from ROE #53 is continuing with ELA staff and math training from ROE #17 is continuing with Math teachers.
- Kindergarten teachers just attended the Kindergarten Conference by ASCD.
- 7th Grade teacher is attending the Illinois Reading Conference.

Social/Emotional Wellness:

- March 14 whole school assembly recognizing Honor Roll students, Scholastic Bowl, Math Counts, Volleyball, Basketball, Cheer, Dance, Chess. Redbird Coupon winners will

participate in “Minute to Win it” games and Mr. Damery & Mr. Dirks will each be getting pies to the face.

- We received positive feedback on the change to Jr. High Redbird coupon prize options.

Community Engagement:

- Service projects: 5th grade wrapped up coin wars, they collected over \$2000. The money will be donated to Open Arms Food Pantry to create birthday boxes and Snyder Village. 6th Graders are continuing their monthly visits to Snyder Village to play games with residents.
- PTO held a Family Fun Night for K-4 families on March 7.

For his superintendent report, Dr. Lee provided the “State of the District address.” This was the first of its kind, an examination of the District’s 5 pillars, a review of progress made towards established goals. Dr. Lee provided examples and data on Academic Growth, Engaging Learning Environment, Social and Emotional Learning, Facilities and Operations and Community Partnerships. [The presentation can be viewed here.](#)

DISCUSSION ITEMS:

After Dr. Yoder’s attendance at the annual Board convention in November he got the idea for the Board to review one of the IASB code of ethics each month. Dr. Lee shared IASB code of ethics #1 - I will represent all school district constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.

Stemming from the School Resource Officer discussion from last month, Dr. Lee shared a draft Student Services Coordinator job description with the Board. The Board considered the SSC job in comparison to the SRO. Regardless, the District will not reduce the current SRO involvement, which is a .15 Full-Time Equivalent.

There are clear benefits to a full time SRO—added security, assistance with extreme behavior and investigating social-media related issues and behavioral threats. The District’s portion of the salary would be at a discounted rate—\$50,000 and would come entirely from Fund 80-Tort Liability as opposed to the Education Fund.

A Student Services Coordinator would also fill gaps in district operations. This position would be part of the teacher salary schedule (not an administrator) with a few extra days added onto the contractual year. This person would assist with problem solving student behavioral, academic, attendance and social issues, freeing up building principals to allocate more time on teacher development. The salary would depend upon the experience of the employee and nearly all of the salary would come from the Education Fund.

The Board directed Dr. Lee to solicit feedback from other stakeholders to determine their perspective as part of the decision making process. Essentially, the District can:

1. choose a full time SRO and forego a Student Services Coordinator.
2. choose a Student Services Coordinator and maintain the current SRO agreement.
3. choose both.

4. keep the status quo.

ACTION ITEMS

Approve 8th Grade privately funded class trip to Six Flags on May 9

Motion: Dana Smith, Second: Trent Yoder, Motion carried 7-0.

Approve Purchase of 5 Buses as listed.

Motion: Nik Adams, Second: Brian Palmisano. Motion carried 7-0.

Approve Gabe Torres as Full Time Custodian.

Motion: Heather loerger, Second: Dana Smith. Motion carried 7-0.

Motion to close regular session and move to executive session for the Purposes of the appointment, employment, compensation. ILCS 120/2 (c) (1)

Motion: Heather loerger. Second: Brian Palmisano . Motion carried 7-0

ACTION TAKE AFTER EXECUTIVE SESSION

APPROVE NON-TEACHER SALARY INCREASES AS LISTED.

MOTION by Heather loerger, second by Brian Palmisano. Motion carried 5-2.

MOTION: Heather loerger, seconded by Dana Smith. Motion carried by voice vote at 10:10pm.

President

Secretary

Metamora CCSD #1
815 E Chatham
Metamora, IL 61548

Summary April Bills and March Payroll

April Bills	\$	130,365.99
03/14/2025 Payroll	\$	194,914.42
03/14/2025 Liabilities	\$	115,585.79
03/28/2025 Payroll	\$	135,486.18
03/28/2025 Liabilities	\$	79,173.65
Total Bills and Payroll	\$	655,526.03

Dana Smith, President

Mary Schierer, Secretary

Bills Payable List

Printed: 4/7/2025 9:49 AM
 Metamora Com Cons Grade School Dist
 Expense on Date: 3/14/2025 to 4/30/2025

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
ALLIED LOCK & SAFE TECHNICIAN:						
		Equipment Maintenance/Repair		2	3,133.00	20-2540-324-00-4
					<u>\$3,133.00</u>	
American Express - Amazon Busine:						
		Sp. Ed. General Supplies		2	113.68	10-1220-410-00-300100-4
		General Supplies-Parking lot		2	213.85	10-1110-410-00-4
		Technology supplies		2	14.83	10-1110-410-05
		Professional Development		2	(1,200.00)	10-1110-300-00
		Technology supplies		2	83.85	10-1110-410-05
		Boys Athletics Supplies		2	65.91	10-1500-410-55-4
		Technology supplies		2	23.00	10-1110-410-05
		General Supplies		2	22.99	10-1110-410-00-4
		Software		2	249.99	10-1110-470-01-4
		Technology supplies		2	112.77	10-1110-410-05
		General Supplies		2	131.95	10-1110-410-00-4
		Supplies - Custodial		2	33.98	20-2540-410-00-4
		General Supplies		2	81.38	10-1110-410-00-4
		Boys Athletics Supplies		2	404.96	10-1500-410-55-4
		Technology supplies		2	125.94	10-1110-410-05
		Technology supplies		2	(83.85)	10-1110-410-05
		Boys Athletics Supplies		2	106.39	10-1500-410-55-4
10009Porch		General Supplies-Porch3		2	19.91	10-1110-410-00-4
10018Griff		Sp. Ed. General Supplies-Griffith		2	55.98	10-1220-410-00-300100-4
2nd Grade		Field Trips-2nd Grade		2	30.00	10-1110-314-01
6879Krasin		Supplies - Foundation-Krasin		2	64.04	10-1110-410-11-4
6883		Supplies Other than Food		2	69.08	10-2560-419-32-4
6883		Supplies Other than Food		2	55.08	10-2560-419-32-4
6885		General Supplies-parking lot		2	39.98	10-1110-410-00-4
6887		CIVEC Grant		2	7,670.00	10-1110-500-01-4
6888		CIVEC Grant		2	2,124.11	10-1110-500-01-4
6888		CIVEC Grant		2	(124.95)	10-1110-500-01-4
6895		Title IV Techonology		2	1,115.00	10-2230-410-95
					<u>\$11,619.85</u>	
ATLAS SUPPLY CO.						
		Supplies - Custodial		2	2,348.80	20-2540-410-00-4
		Supplies - Custodial		2	92.61	20-2540-410-00-4
					<u>\$2,441.41</u>	
Bessler Welding						
		parking lot repair grates		2	710.96	20-2543-324-00-4
					<u>\$710.96</u>	
BLUE CROSS - BLUE SHIELD						
		F. Frisk Health Insurance		2	969.09	10-2310-383-00-4
					<u>\$969.09</u>	
Bushue Background Screening						
		Criminal Background Check		2	180.00	10-2310-318-00-4
		EHR		2	32.00	10-2310-318-00-4
					<u>\$212.00</u>	

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
Central Dist 51						
		Refund - Paid twice		2	100.00	10-1711
					<u>\$100.00</u>	
CIWIRC/DBA IWIRC						
		Physicals-Austin		2	106.00	40-2550-391-00-4
					<u>\$106.00</u>	
COMMERCE BANK NA						
		Special Meetings		2	223.64	10-2560-412-32-4
		General Supplies		2	30.00	10-1110-410-00-4
		Software License		2	21.24	10-1110-310-05-110000
					<u>\$274.88</u>	
Crescent Electric Supply Company						
		Ballasts		2	206.77	20-2540-410-00-4
					<u>\$206.77</u>	
Dearborn Life Insurance						
		Special Education Life	40-110	25	6.32	40-2550-221-00-351000-34-4
		SpEd Life Insurance	10-110	25	(3.16)	10-1220-221-00-311000-34-4
					<u>\$3.16</u>	
Design Mavens Architecture PLLC						
		Innovation Lab		2	640.00	60-2530-319-02-4
		MEP as Builts Phase 1		2	2,600.00	60-2530-319-03-4
					<u>\$3,240.00</u>	
DIGITAL COPY SYSTEMS LLC						
		Copier Rental and Equipment		2	2,492.00	10-1110-325-00-4
		Copier Rental and Equipment		2	0.20	10-1110-325-00-4
		Copier Lease		2	(0.20)	30-2100-325-00
					<u>\$2,492.00</u>	
Eckstein, Amy						
		St. Marys Title I-Tutoring		2	100.00	10-3700-311-30-430000-4
					<u>\$100.00</u>	
ENTEC SERVICES, INC.						
		CUH-102		2	558.45	20-2540-324-00-4
		Maintenance Contracts		2	818.92	20-2540-326-00-4
					<u>\$1,377.37</u>	
ESI - CFR IL01						
		Food Service Maint Contract		2	167.00	10-2560-310-01-4
					<u>\$167.00</u>	
EVERGREEN FS INC.						
		DEF		2	226.16	40-2550-411-00-4
		Supplies - Gasoline		2	2,282.76	40-2550-464-00-4
					<u>\$2,508.92</u>	
FaciliServ						
		main goal repair		2	1,100.00	20-2540-324-00-4
					<u>\$1,100.00</u>	
Heart Technologies Inc						
		Chromebook lease		2	3,064.35	10-1110-325-01

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$3,064.35</u>	
Heart Technologies		Laptop		2	1,746.97	10-1110-500-02-4
					<u>\$1,746.97</u>	
I Know A Guy		Fence & installation	20-110	27	9,998.37	20-2543-324-00-4
					<u>\$9,998.37</u>	
I.D.E.S		Unemployment Insurance		2	9,703.70	80-2310-311-02
					<u>\$9,703.70</u>	
IASA		Supt Prof Development		4	250.00	10-2321-310-00-4
		Professional Development		4	500.00	10-2410-310-00
					<u>\$750.00</u>	
ILLINOIS MUNICIPAL RETIREMENT F		Sp. Ed. Teachers Aides		2	0.04	50-1220-212-00-311000-10-4
					<u>\$0.04</u>	
Illinois Power Marketing		Acct # 400001723708		2	50.75	10-2540-466-00-4
		Acct # 400001732907		2	553.14	10-2540-466-00-4
		Acct # 400001733918		2	10,284.62	10-2540-466-00-4
					<u>\$10,888.51</u>	
ISCorp		Technology supplies		2	250.00	10-1110-410-05
					<u>\$250.00</u>	
Kamm, Andrew		Grounds Maintenance		2	333.66	20-2543-324-00-4
		Grounds Maintenance		2	384.23	20-2543-324-00-4
					<u>\$717.89</u>	
Kirby Foods Metamora		General Supplies		2	19.95	10-1110-410-00-4
		General Supplies		2	11.97	10-1110-410-00-4
		Food Supplies		2	14.19	10-2560-410-32-4
		Food Supplies		2	13.30	10-2560-410-32-4
		Food Supplies		2	13.47	10-2560-410-32-4
					<u>\$72.88</u>	
Kohl Wholesale		Food Supplies		2	9,134.83	10-2560-410-32-4
		Supplies Other than Food		2	344.88	10-2560-419-32-4
		Food Supplies		4	(17.67)	10-2560-410-32-4
					<u>\$9,462.04</u>	
Kreiling Roofing Co		Roof Repair		2	825.35	20-2540-324-00-4
					<u>\$825.35</u>	
Krueger International, Inc.		Innovation Lab		2	15,141.35	10-1110-410-11-4

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$15,141.35</u>	
Lanter Distributing LLC		Food Delivery - Commodities		2	321.03	10-2560-339-32-4
					<u>\$321.03</u>	
Laser Electric		Electrical - outdoor signs		2	2,528.00	20-2540-324-00-4
					<u>\$2,528.00</u>	
METAMORA GRADE SCHOOL IMPRE						
		Officials - Boys Athletics		2	380.00	10-1500-319-55-4
		Officials - Girls Athletics		2	1,585.50	10-1500-319-57-4
		Officials - Boys Athletics		2	75.00	10-1500-319-55-4
		Officials - Girls Athletics		2	75.00	10-1500-319-57-4
		Washer/Dryer		2	1,548.00	10-2560-540-32-4
		Field Trips-6th Gr Springfield		2	400.00	10-1110-314-01
		Inspections		2	112.00	40-2550-640-00-4
					<u>\$4,175.50</u>	
METAMORA, VILLAGE OF						
		Water		4	90.97	20-2540-370-00
		Water		4	743.41	20-2540-370-00
		Water- Transportation		4	36.73	20-2540-370-01
		Sewer - Transportation		4	14.60	20-2540-321-01-4
		Sewer		4	241.30	20-2540-321-00-4
		Sewer		4	32.00	20-2540-321-00-4
					<u>\$1,159.01</u>	
Midway Village Museum						
		April 29 trunk show		2	574.40	10-1110-411-00-4
					<u>\$574.40</u>	
Midwest Bus Sales						
		Air Leak		2	322.47	40-2550-411-00-4
					<u>\$322.47</u>	
MILLER HALL & TRIGGS						
		Legal Fees		2	(406.00)	80-2310-311-04
		Legal Fees		2	406.00	80-2310-311-04
		Legal Fees		2	58.00	80-2310-311-04
					<u>\$58.00</u>	
Morton Buildings						
		Outdoor Classroom	10-110	27	20,938.00	10-1110-410-11-4
					<u>\$20,938.00</u>	
Neaveill Distributing Inc.						
		Milk		2	1,601.00	10-2560-410-32-4
					<u>\$1,601.00</u>	
Nena Hardware Peoria						
		Supplies - Custodial		4	42.03	20-2540-410-00-4
					<u>\$42.03</u>	
ODP Business Solutions LLC						
		General Supplies		2	1,709.99	10-1110-410-00-4

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		toner		2	126.88	10-1110-410-05
		toner		2	92.72	10-1110-410-05
					<u>\$1,929.59</u>	
ORKIN		Extermination		4	173.05	20-2540-327-00-4
					<u>\$173.05</u>	
OSF Medical Group		Physicals-Gregait		2	58.00	40-2550-391-00-4
		Physicals-Challacombe		2	37.00	40-2550-391-00-4
					<u>\$95.00</u>	
R.J. Rhodes Electric Inc		Install new outlets		2	460.00	20-2540-324-00-4
					<u>\$460.00</u>	
Raptor Technologies		Raptor		2	1,115.00	10-2230-410-95
					<u>\$1,115.00</u>	
Regional Office of Education #53		Class - Stephens, B		2	10.00	40-2550-642-00-4
					<u>\$10.00</u>	
SHERWIN WILLIAMS		Paint		2	447.39	20-2540-410-00-4
					<u>\$447.39</u>	
Simply Signs		T-shirts		2	448.00	10-1220-314-01
					<u>\$448.00</u>	
Smith, Mary Katherine		St. Marys Title I		2	125.00	10-3700-311-30-430000-4
					<u>\$125.00</u>	
Smithereen Pest Management		Extermination		2	45.00	20-2540-327-00-4
					<u>\$45.00</u>	
TEACHERS HEALTH INS. SECURITY		Teachers - TRIP	10-110	12	5.88	10-1110-221-00-5-4
		balance Teachers - TRIP	10-110	26	(0.04)	10-1110-221-00-5-4
		balance Teachers - TRIP	10-110	12	(0.05)	10-1110-221-00-5-4
					<u>\$5.79</u>	
TEACHERS RETIREMENT SYSTEM		balance Teachers - TRS/NEC	10-110	12	(0.04)	10-1110-211-00-1-4
		balance Teachers - TRS/NEC	10-110	12	35.93	10-1110-211-00-1-4
		balance Teachers - TRS/NEC	10-110	26	(0.09)	10-1110-211-00-1-4
					<u>\$35.80</u>	
THE MUSIC SHOPPE INC.		Music Resale		2	8.49	10-1500-411-24-4
		Music Resale		2	5.09	10-1500-411-24-4
		Music Resale		2	5.09	10-1500-411-24-4
		Music Resale		2	7.61	10-1500-411-24-4

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		Music Resale		2	8.49	10-1500-411-24-4
					<u>\$34.77</u>	
UMB Bank		Service Charge on Bonds		2	318.00	30-5400-640-00
					<u>\$318.00</u>	
Washington National Ins Co		F. Frisk Health Insurance		2	20.30	10-2310-383-00-4
					<u>\$20.30</u>	
				Report Total	<u><u>\$130,365.99</u></u>	

**METAMORA CCSD #1
815 E Chatham St
Metamora, IL 61548
March 31, 2025**

Treasurer's Report

Beginning Balance of all Combined Funds 3/1/2025	\$5,754,882.01
Deposits:	
Cash Deposits March 2025	\$313,603.86
Expenses:	
Accounts Payable - March 2025(Bills & Payroll liabilities)	\$922,659.43
Payroll 3/14	\$194,914.42
Payroll 3/28	\$135,509.42

Ending Balance of all Combined Accounts 3/31/2025 **\$4,815,402.60**

	<u>Commerce</u>	<u>Goodfield</u>	<u>PMA</u>	<u>Total</u>
10	\$ 414,017.65			\$414,017.65
20	\$ 181,740.65			\$181,740.65
30	\$ 194,367.00			\$194,367.00
40	\$ 754.15			\$754.15
50	\$ 220,449.97			\$220,449.97
60	\$ 185,120.40			\$185,120.40
70	\$ 181,663.24	\$ 1,065,227.74	\$ 1,935,203.64	\$3,182,094.62
80	\$ 321,614.87			\$321,614.87
90	\$ 115,243.29			\$115,243.29
	\$1,814,971.22	\$1,065,227.74	\$1,935,203.64	\$4,815,402.60

Fund Balance Report

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Metamora Com Cons Grade School Dist

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
10	Education Fund	67,409.73	(100.00)	6,347,908.53	6,059,000.63	(288,907.90)	774,492.56	485,584.65
20	Oper, Build, & Maint Fund	15,401.21	0.00	438,201.39	512,889.66	74,688.27	90,816.26	165,504.53
30	Debt Service Fund or Fund Group	317.80	0.00	1,130,479.85	1,295,045.89	164,566.04	29,483.16	194,049.20
40	Transportation Fund	3,154.39	0.00	588,739.05	496,066.18	(92,672.87)	86,282.04	(6,390.83)
50	I.M.R.F./Soc. Sec. Fund	0.00	0.00	183,318.70	237,878.77	54,560.07	156,675.13	211,235.20
60	Capital Projects Fund or Fund Group	3,240.00	0.00	376,761.02	361,111.15	(15,649.87)	197,530.27	181,880.40
70	Working Cash Fund	0.00	0.00	100,000.00	119,112.57	19,112.57	3,165,982.05	3,185,094.62
80	Tort Immunity and Judgment Fund	9,761.70	0.00	126,060.59	100,398.68	(25,661.91)	337,515.08	311,853.17
90	Life Safety Fund	0.00	0.00	5,543.75	102,638.59	97,094.84	18,148.45	115,243.29
		<u>\$99,284.83</u>	<u>(\$100.00)</u>	<u>\$9,297,012.88</u>	<u>\$9,284,142.12</u>	<u>(\$12,870.76)</u>	<u>\$4,856,925.00</u>	<u>\$4,844,054.23</u>



ISDLAF+ Monthly Statement

Metamora C.C.S.D. #1

Activity Summary (11327-101) General Fund

3/1/2025 - 3/31/2025

Investment Pool Summary	LIQ	MAX
Beginning Balance	\$0.00	\$333,995.38
Dividends	\$0.00	\$1,208.26
Purchases	\$0.00	\$0.00
Redemptions	\$0.00	\$0.00
Ending Balance	\$0.00	\$335,203.64
Average Monthly Rate	4.245%	4.259%
Share Price	\$1.000	\$1.000
Total	\$0.00	\$335,203.64

Total Fixed Income	\$1,600,000.00
---------------------------	-----------------------

Account Total	\$1,935,203.64
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Metamora C.C.S.D. #1
 Benjamin Lee
 815 E Chatham
 Metamora, IL 61548-0552



Your PMA Representative
 Matt Pitstick
 (630) 657-6433
 mpitstick@pmanetwork.com

PMA Financial Network
 2135 CityGate Lane, 7th Floor
 Naperville, IL 60563



ISDLAF+ Monthly Statement

Metamora C.C.S.D. #1

Transaction Activity (11327-101) General Fund

MAX 3/1/2025 - 3/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11303459	03/31/2025	03/31/2025	Dividend Reinvest	\$0.00	\$1,208.26	\$1.000	1,208.260
				\$0.00	\$1,208.26		1,208.260

Beginning Balance: \$333,995.38 | Ending Balance: \$335,203.64



ISDLAF+ Monthly Statement

Metamora C.C.S.D. #1

Current Portfolio

3/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
MAX				03/31/2025		MAX Account Balance	\$335,203.64	4.259%	\$1.000	\$335,203.64	\$335,203.64
CD	N	1360428-1	04/03/2024	04/03/2024	04/03/2025	GBank, NV	\$238,100.00	4.950%		\$249,885.95	\$238,100.00
CD	N	1360430-1	04/03/2024	04/03/2024	04/03/2025	Western Alliance Bank, CA	\$237,950.00	5.004%		\$249,857.02	\$237,950.00
CD	N	1360427-1	04/03/2024	04/03/2024	04/03/2025	First State Bank of DeQueen, AR	\$238,100.00	4.952%		\$249,890.14	\$238,100.00
CD	N	1360429-1	04/03/2024	04/03/2024	04/03/2025	First Internet Bank of Indiana, IN	\$238,150.00	4.928%		\$249,885.58	\$238,150.00
CD	N	1360431-1	04/03/2024	04/03/2024	04/03/2025	NexBank, TX	\$238,000.00	4.982%		\$249,857.96	\$238,000.00
CD	N	1360432-1	04/03/2024	04/03/2024	04/03/2025	Cornerstone Bank, NE	\$238,050.00	4.956%		\$249,847.76	\$238,050.00
CD	N	1360433-1	04/03/2024	04/03/2024	04/03/2025	American National Bank & Trust, TX	\$171,650.00	4.958%		\$180,160.41	\$171,650.00
							\$1,935,203.64			\$2,014,588.46	\$1,935,203.64

Time and Dollar Weighted Average Portfolio Yield: 4.962%

Weighted Average Portfolio Maturity: 3.00 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
MAX	17.321%	\$335,203.64	MAX Account
CD	82.679%	\$1,600,000.00	Certificate of Deposit

Index

Cost is comprised of the total amount you paid for the investment including any fees and commissions.

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

Deposit Codes

N	Single FEIN
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ISDLAF+ MONTHLY STATEMENT DISCLAIMER

Securities and municipal advisory brokerage services (investments purchased with proceeds from a municipal securities issuance), and investments cleared through our clearing firm, Pershing LLC, are offered through PMA Securities, LLC, a broker-dealer and municipal advisor registered with the SEC and MSRB, and a member of FINRA and SIPC. All other products and brokerage services are generally provided by PMA Financial Network, LLC. Thus, certificates of deposit ("CD"), savings deposit accounts ("SDA") and commercial paper ("CP") may be executed through either PMA entity, as applicable, depending on whether the investment was purchased with proceeds derived from the issuance of municipal securities. PMA Securities, LLC and PMA Financial Network, LLC are operated under common ownership and are affiliated with PMA Asset Management, LLC.

Fixed Rate Investment Activity

This section shows all of the fixed term investments purchased and sold, maturities, interest received, and activity. This will include all CD, SDA, CP, securities and money market funds purchased through PMA Financial Network, LLC or PMA Securities, LLC as applicable. It also shows the approximate market value of each security and DTC CD whose price is obtained from an independent source believed to be reliable. However, PMA cannot guarantee their accuracy. This data is provided for informational purposes only. Listed values should not be interpreted as an offer to buy or sell at a specific price. Other CDs and CP are listed at their original cost. Redemption of a CD prior to maturity may result in early withdrawal penalties. Market values are based on the last day of the month for which this report date range is ending. If the run date of this report is prior to the end of the current month, the market values are listed as equivalent to the cost values.

ISDLAF+ Activity

This section shows all of the client's transactions in ISDLAF+. The Average Rate represents the average net interest rate over the previous month which is then annualized. Income Summary represents the interest earned for the Month and Fiscal Year to Date. Information regarding the ISDLAF+ investment objectives, risks, charges and expenses can be found in the ISDLAF+ Information Statement, which can be obtained at www.iasbop2p.org/isdlaf/home or by calling PMA at the phone number listed. An investment in any series of ISDLAF+ is not a deposit of any bank, and is neither insured nor guaranteed by the Federal Deposit Insurance Corporation, the U.S. Government, any state governmental agency or ISDLAF+. Investors could lose money investing in any series of ISDLAF+, and there can be no assurance that any series of ISDLAF+ that seeks to maintain a stable net asset value of \$1.00 per share will be able to do so.

Money Market Fund

The Rate shown for the money market fund represents the average net interest rate over the previous month which is then annualized. Information regarding the money market fund's investment objectives, risks, charges and expenses can be found in the money market fund's prospectus, which can be obtained by calling PMA at the phone numbers listed. The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

Additional Disclosures

All funds, and/or securities are located and safe kept in an account under the client's name at their custodial bank. Any non-DTC CD listed is located in the client's name at the respective bank. Any money market fund shares are held directly with the money market fund. It is recommended that any oral communications be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act.

Debt Securities

Some debt securities are subject to redemption prior to maturity. In the event of a partial or whole call of a security, the securities call will be automatically selected on a random basis as is customary in the securities industry. The probability that your securities will be selected is proportional to the amount of your holdings relative to the total holdings. Redemption prior to maturity could affect the yield represented. Additional information is available upon request.

A financial statement of PMA Securities, LLC is available for inspection at its office or a copy will be mailed to you upon written request.

PLEASE ADVISE PMA AND OUR CLEARING FIRM, PERSHING LLC, IMMEDIATELY OF ANY INACCURACY OR DISCREPANCY ON YOUR STATEMENT. FOR A CHANGE OF ADDRESS OR QUESTIONS REGARDING YOUR ACCOUNT, PLEASE NOTIFY YOUR PMA REPRESENTATIVE. ANY ORAL COMMUNICATIONS SHOULD BE RE-CONFIRMED IN WRITING.

How to Contact PMA

Please call (630) 657-6400 or write to us at PMA, 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563.

How to Contact Pershing, LLC

Please call (201) 413-3330 or write to Pershing, LLC, One Pershing Plaza, Jersey City, New Jersey, 07399

PMA Securities, LLC provides the following items of information pursuant to the Financial Industry Regulatory Authority ("FINRA") Rule 2267. (1) The FINRA BrokerCheck Hotline Number is 1-800-289-9999; (2) The FINRA Web site address is: www.finra.org; and (3) FINRA publishes an investor brochure that includes information describing the FINRA BrokerCheck Program. This brochure is available by contacting FINRA at the above telephone number or on the FINRA website. PMA Securities, LLC is also registered as a municipal securities dealer and municipal advisor with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board (MSRB). The MSRB website address is www.msrb.org. Investor brochures relating to municipal securities firms and municipal advisory firms are available and posted on the website of the MSRB that describe the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority.

Itemized Categories

6/30/2017 through 4/9/2025

4/9/2025

Page 2

Date	Account	Num	Description	Memo	Amount
	Erin's Law				0.00
	Galeen Driscoll Memorial				0.00
	Girl's Basketball				1,366.52
	Girl's Softball				70.77
	Graduation				0.00
	Jacobs-Private Donation				0.00
	Jean's Donation				0.00
	Jr High Incentives				0.00
	Kdg Trips				96.00
	Lego Club				118.00
	Math Counts				240.00
	Misc.				0.00
	Miscellaneous				0.00
	Newspaper				1,487.80
	Paper Machine				0.00
	PE				244.35
	Playground				-157,070.86
	Pom Pon				347.74
	PTO				-314,762.46
	Reading - AW				107.93
	Reading Program				50.00
	Recycling Program				0.00
	Redbird Boosters				-6,009.04
	Roley Service Project				-954.50
	Scholastic Team				335.64
	SESS				0.00
	Simpsons Stem Group				181.84
	Snack Donation				14.34
	Snacks and Smiles				-150.93
	Speech Literary				787.78
	Student Council				5,041.11
	Summer School Scholarship				575.00
	Sunshine Fund				830.49
	Target, Kroger Rebate				-4,261.49
	Taylor Rudd Memorial				0.00
	Technology-chromebook Repair				0.00
	Technology-chromebooks				500.00
	Track (Boys And Girls)				201.49
	Ukuelle Club				27.00
	Unified Redbirds				-485.40
	Volleyball				311.43
	Wood-private Donation				40.00
	Yearbook				3,473.18
OVERALL TO...					101,990.36

Itemized Categories

6/30/2017 through 4/9/2025

4/9/2025

Page 1

Date	Account	Num	Description	Memo	Amount
INCOME					646,943.80
			5th Grade Coin Wars		1,740.97
			Art Commotion Income		1,693.49
			Bank Charge Income		50.00
			Book Fair Income		11,953.09
			Boy's Baseball Income		6,665.00
			Boy's Basketball Income		878.00
			Cheerleaders Income		72,835.67
			Chorus Income		5,583.00
			Cross Country Income		2,305.02
			Girl's Basketball Income		546.20
			Golf Income		1,000.00
			Playground Income		157,336.86
			Pom Pon Income		1,170.00
			PTO Income		347,677.77
			Redbird Boosters Income		24,913.80
			Roley Service Project Income		954.50
			Snacks & Smiles Income		464.35
			Student Council Income		816.00
			Target, Kroger Rebate Income		6,070.60
			Tjaden 6th Grade Math		3.57
			Unified Redbirds Income		2,165.91
			water fund		0.00
			Yearbook Income		120.00
EXPENSES					-544,953.44
			Uncategorized		0.00
			1st Grade Trip		0.00
			2nd Grade Trip		975.05
			3rd Grade Trip		0.00
			4th Grade Trip		252.70
			5th Grade PNC Grant		0.00
			5th Grade Trip		2,895.10
			6th Grade Trip		22.46
			7th Grade Trip		349.62
			8th Grade Class, Field Trip		7,362.94
			8th Grade Field Trips		0.00
			8th grade Science Fund		49.83
			Art Commotion		1,127.47
			Bank Charge		152.50
			Blakesly Memorial Fund		0.00
			Book Fair		-8,642.38
			Boy's Baseball		-6,360.32
			Boy's Basketball		36.00
			Character Education		0.00
			Cheerleaders		-72,628.58
			Chess Club		0.00
			Chorus		-4,505.50
			Cross Country		1,205.94
			Diversity Fair		0.00
			Donna Shifeling Memorial		0.00

- 5 Acknowledgement of Cards and Letters
- 6 **Reports from the Public**
 - A. Public Comments and/or Petitions to the Board

People wishing to address the Board of Education are guided by Board of Education Policy 2:230, "Public Participation at School Board Meetings and Petitions to the Board"

- 7 **Information Items**
 - A. **Administrative Reports**
 - 1. K-4 Principal Report



METAMORA GRADE SCHOOL
TIM DAMERY - K-4 PRINCIPAL

815 EAST CHATHAM ST.
METAMORA, IL 61548
tdamery@mgsredbirds.org
309-367-2361



BOARD OF EDUCATION REPORT

April 10, 2025

Academic Growth

- IAR Testing April 7-17

Engaging Learning Environments

- Courtney Prather from the ROE is continuing with instructional coaching with our ELA staff.
- Teachers are participating in the Math Training in Bloomington. Also, have someone from ROE 17 coming on site to work with teachers as well.

Social Emotional/Wellness

- SEL SIP Day - March 14
- 2025-2026 - Restorative Practices Trainings

Facility and Operations

- Playground install of the final piece.
- Looking to purchase 2-3 Tandem Swings with support of the PTO and WCSEA

Community Engagement

- There are several service projects occurring as well in the building.
- Kindergarten - Earth Day with MTHS Key Club - April 25th.
- Kindergarten Registration dates are completed. Screening will occur on May 21 and 22.
- MABA Fundraiser for the Playground on April 5th.





METAMORA GRADE SCHOOL

BEN DIRKS - 5-8 PRINCIPAL

815 EAST CHATHAM ST.

METAMORA, IL 61548

bdirks@mgsredbirds.org

309-367-2361



BOARD OF EDUCATION REPORT

April 10, 2025

Academic Growth

- IAR Testing going on currently through April 17.

Engaging Learning Environments

- Math teachers are still going to ROE in Bloomington for grade level specific training.
- Courtney Prather from the ROE wrapped up her ELA training/coaching with our ELA and Lit teachers in March. Received a good deal of positive feedback from teachers about new strategies to use in the classroom.
- Miss Kraus's 6th grade science class wrapped up their volcano unit by building their own volcanoes and erupting them outside this week.



Social Emotional/Wellness

- We had our latest whole school assembly on March 14 where we celebrated students high on the honor roll, Scholastic Bowl, Chess Club, and talked about IAR testing. Students also got chosen by Redbird Coupons to participate in Minute to Win It games throughout the assembly. The culmination of the assembly was Mr. Dirks and Mr. Damery getting pies in their faces in celebration of Pie Day.
- Jr. High students had their monthly Redbird Coupon drawing for gift cards before they left for spring break.

Community Engagement

- Student Council spent a half day at the Midwest Food Bank volunteering.
- 6th Grade continuing their service project visiting residents at Snyder Village.



METAMORA GRADE SCHOOL

BEN DIRKS - 5-8 PRINCIPAL

815 EAST CHATHAM ST.

METAMORA, IL 61548

bdirks@mgsredbirds.org

309-367-2361



BOARD OF EDUCATION REPORT

April 10, 2025

- Jazz Band played at the Rotary meeting in March.



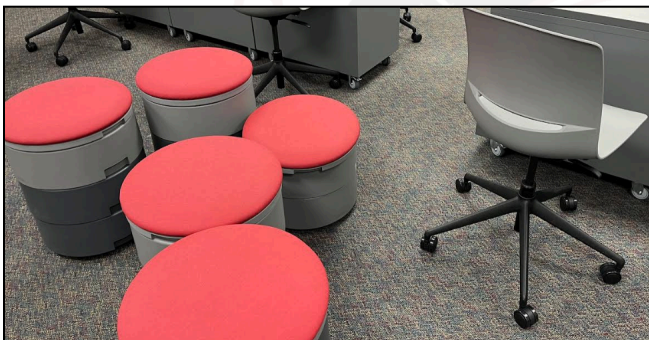


April 2025 Superintendent Report

Strategic Pillar 2-Engaging Learning Environment

Outdoor Classroom

The outdoor classroom is near completion. Trim to be added this week and the tables will be moved under the pavilion after that. This project was funded with generous donations from The Sinclair Family and the Mandy Shuda Memorial Fund.



Innovation Lab

The first phase of furniture/equipment has been received for the innovation lab. We are awaiting the proper size of tabletops for the maker tables.



Strategic Pillar 4-Facilities & Operations

As part of the facility plan, we are in the process of consolidating all Mechanical, Electrical and Plumbing plans into one comprehensive blueprint. Some of that work was completed over break, as were various repair projects.

Strategic Pillar 5-Community Partnerships

Thank you to our parents who completed the 5 Essentials survey. We ended up with a 34% completion rate, far surpassing the required 20%. Results will be shared once we receive them.

B. Committee Reports

1. IASB Board Member Code of Ethics - #2

Code of Conduct for Members of School Boards

As a member of my local school board, I will do my utmost to represent the public interest in education by adhering to the following standards and principles:

1. I will represent all school district constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my board membership for personal gain or publicity.
3. I will recognize that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a board meeting.
4. I will take no private action that might compromise the board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow board members and will participate in board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in school board meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the board, and remain reasonably knowledgeable about local, state, national, and global education issues.
9. I will respectfully listen to those who communicate with the board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
10. I will strive for a positive working relationship with the superintendent, respecting the superintendent's authority to advise the board, implement board policy, and administer the district.
11. I will model continuous learning and work to ensure good governance by taking advantage of board member development opportunities, such as those sponsored by my state and national school board associations, and encourage my fellow board members to do the same.
12. I will strive to keep my board focused on its primary work of clarifying the district purpose, direction and goals, and monitoring district performance.

Ed Policy Committee
April 10, 2025
5:15pm

STUDENT HANDBOOK UPDATES

[2025-2026 draft](#)

RTI POLICY

[Draft in progress](#)

PRESS/POLICY UPDATES

[There are 4 exhibit updates; the remainder policies are up for periodic review and monitoring refreshers.](#)

FUTURE STAFFING

[Student Services Coordinator Draft Job Description](#)
[SRO-Typical Day](#)

OTHER ITEMS

ADJOURN

Dana Smith

Trent Yoder

8 **Discussion Items**

A. Student Services Coordinator

9 **Action Items**

A. Approve Consolidated District Plan for Title Grants as Required by Illinois State Board of Education

B. Approve Kathy Nolte's Intent to Retire

February 14, 2025

Metamora Grade School Board of Education
Dr. Ben Lee, Superintendent
Mr. Tim Damery, Principal

Dear Board of Education, Dr. Lee, and Mr. Damery,

In accordance with the Retirement Incentive section of the current contract, I am submitting my notification to retire in three years, at the end of the 2027-2028 school year. This is the earliest I can retire under the stipulations outlined in the contract. It is my intention to utilize the retirement incentive as stated in the current contract and receive a six percent retirement compensation for each of my three remaining years of service at MGS (2025-26, 2026-27, 2027-28). At the end of the 2028 school year, I will have completed my 33.929 years of credible service/purchased optional service with TRS and I have the 137 days of accumulated sick leave plus 46 days of sick leave with the state to complete the required 35 years of creditable service with TRS. I will also have completed at least 15 years of actual service with MGS and the school district will not incur a penalty.

Respectfully,

Kathy Nolte

Kathy Nolte

Cc.

MGS Board of Education

Dr. Ben Lee

Mr. Tim Damery

File

BDL
2.14.2025

Document Status: Draft Update

School Board Meeting Procedure

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

Motion to Adjourn to Closed Meeting

Date: _____ Time: _____

Location: _____

A motion was made by _____, and seconded by _____, to adjourn to closed meeting to discuss:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. [5 ILCS 120/2\(c\)\(1\)](#), amended by P.A. 101-459
- Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. [5 ILCS 120/2\(c\)\(2\)](#).
- The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. [5 ILCS 120/2\(c\)\(3\)](#).
- Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. [5 ILCS 120/2\(c\)\(4\)](#).
- Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5), added by P.A. 103-311. [PRESSplus1](#)
- The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. [5 ILCS 120/2\(c\)\(5\)](#).
- The setting of a price for sale or lease of property owned by the District. [5 ILCS 120/2\(c\)\(6\)](#).

- The sale or purchase of securities, investments, or investment contracts. [5 ILCS 120/2\(c\)\(7\)](#).
- Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. [5 ILCS 120/2\(c\)\(8\)](#).
- Student disciplinary cases. [5 ILCS 120/2\(c\)\(9\)](#).
- The placement of individual students in special education programs and other matters relating to individual students. [5 ILCS 120/2\(c\)\(10\)](#).
- Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. [5 ILCS 120/2\(c\)\(11\)](#).
- The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool of which the District is a member. [5 ILCS 120/2\(c\)\(12\)](#).
- Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member. [5 ILCS 120/2\(c\)\(16\)](#).
- Discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. [5 ILCS 120/2\(c\)\(21\)](#).
- Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. [5 ILCS 120/2\(c\)\(29\)](#).

Closed Meeting Roll Call:

"Yeas"	"Nays"
--------	--------

Motion: Carried Failed

DATED: March 17, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(4.5), added by P.A. 103-311. **Issue 113, October 2023**

Document Status: Draft Update

School Board Meeting Procedure

2:220-E6 Exhibit - Log of Closed Meeting Minutes

The purpose of this log is to facilitate the Board's semi-annual review of closed meeting minutes. *Semi-annual* means every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the board. [5 ILCS 120/2.06\(d\)](#), amended by P.A. 102-653. See 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*.

The Board Secretary or Recording Secretary shall maintain a list of closed meeting minutes, arranged according to the reason for the closed meeting, that have not been released for public inspection.

Closed Session Held to Discuss:	Dates of Closed Sessions		
Specific employee(s), specific independent contractors, specific volunteers, or District legal counsel; however, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1) , amended by P.A. 101-459 .			
Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2) .			
Selection of a person to fill a vacancy on the Board. 5 ILCS 120/2(c)(3) .			
Evidence or testimony presented in a hearing where authorized by law. 5 ILCS 120/2(c)(4) .			
<u>Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision</u>			

setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5) , added by P.A. 103-311. PRESSPlus1			
Purchase or lease of real property. 5 ILCS 120/2(c)(5) .			
Setting of a price for sale or lease of District property. 5ILCS 120/2(c)(6) .			
Sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7) .			
Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger. 5 ILCS 120/2(c)(8) .			
Student disciplinary cases. 5 ILCS 120/2(c)(9) . <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>			
Any matter involving an individual student. 5 ILCS 120/2(c)(10) . <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>			
Litigation, when an action against, affecting, or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 5 ILCS 120/2(c)(11) .			
Establishment of reserves or settlement of claims as			

<p>provided in the Local Government and Governmental Employees Tort Immunity Act or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool. 5 ILCS 120/2(c)(12).</p>			
<p>Self-evaluation, practices and procedures or professional ethics, when meeting with an IASB representative. 5 ILCS 120/2(c)(16).</p>			
<p>Minutes of meetings lawfully closed, whether for purposes of approval or semi-annual review. 5 ILCS 120/2(c)(21).</p>			
<p>Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).</p>			

~~DATED: March 17, 2022~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(4.5), added by P.A. 103-311. **Issue 113, October 2023**

Document Status: Draft Update

Free and Reduced-Price Food Services

4:130-E Exhibit - Free and Reduced-Price Food Services; Meal Charge Notifications

On District letterhead, website, in student handbook, newsletters, bulletins, and/or calendars

Date:

To: Parents/Guardians, Students, and Staff

Re: Eligibility and Meal Charge Notifications

The following notification is provided to all households of students [PRESSPlus1](#) at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services*, and 4:140, *Waiver of Student Fees*. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act ([105 ILCS 123/](#) ~~added by P.A. 100-1092~~). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, *Free and Reduced-Price Food Services*. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low ~~or~~ and when there is a negative balance, reminders will be provided to

the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

LEGAL REF.:

Healthy Hunger-Free Kids Act of 2010 ([P.L. 111-296](#)).

[7 C.F.R. §245.5](#).

[105 ILCS 123/](#), Hunger-Free Students' Bill of Rights Act.

[23 Ill.Admin.Code Part 305](#), School Food Service.

DATED: March 17, 2022

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRM five-year review. Revisions are consistent with federal guidance; see U.S. Dept. of Agriculture memo, *Unpaid Meal Charges: Local Meal Charge Policies* (7-8-2016), available at: www.fns.usda.gov/cn/unpaid-meal-charges-local-meal-charge-policies. **Issue 113, October 2023**

Document Status: Draft Update

Equal Educational Opportunities

7:10-E Exhibit - Equal Educational Opportunities Within the School Community

The School District welcomes diversity in its schools. Board Policy 7:10, Equal Educational Opportunities cites the many civil rights laws that guarantee equal education opportunities to all students. In addition, the policies below address the equal educational opportunities, health, safety, and general welfare of students within the District. These policies are not a complete list, and depending on the factual context, another policy not specifically listed may apply: [PRESSPlus1](#)

1. 2:260, *Uniform Grievance Procedure*, contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably.
2. 2:265, Title IX Grievance Procedure, contains the process that must be followed for complaints of Title IX harassment. [PRESSPlus2](#)
3. 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited, prohibits any person from discriminating against or harassing a student based on race, color, or national origin.
4. 6:65, *Student Social and Emotional Development*, requires that social and emotional learning be incorporated into the District's curriculum and other educational programs.
5. 7:10, *Equal Educational Opportunities*, requires that equal educational and extracurricular opportunities be available to all students without regard to, among other protected statuses, sex, sexual orientation, and gender identity.
6. 7:20, *Harassment of Students Prohibited*, prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy including, among other protected statuses, sex, sexual orientation, and gender identity.
7. 7:130, *Student Rights and Responsibilities*, recognizes that all students are entitled to rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.
8. 7:160, *Student Appearance*, prohibits students from dressing or grooming in such a way as to disrupt the educational process, interfere with a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. It recognizes that students have the right to wear hairstyles historically associated with race, ethnicity, or hair texture, and to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity, or other characteristic protected by State law.
9. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the comprehensive structure for the District's bullying prevention program.
10. 7:250, *Student Support Services*, directs the Superintendent to develop protocols for responding to students' social, emotional, or mental health needs that impact learning.
11. 7:340, *Student Records*, contains the comprehensive structure for managing school student records, keeping them confidential, and providing access as allowed or required.

DATED: March 17, 2022

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 110, October 2022

PRESSPlus 2. Updated in response to a five-year review. **Issue 114, March 2024**

Document Status: Review and Monitoring

SCHOOL BOARD

2:50 Board Member Term of Office

The term of office for a School Board member begins immediately after both of the following occur: [PRESSPlus1](#)

1. The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held on the first Tuesday in April in odd-numbered years.
2. The successful candidate takes the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.

The term ends four years later when the successor assumes office.

LEGAL REF.:

[10 ILCS 5/2A-1.1](#), [5/22-17](#), and [5/22-18](#).

[105 ILCS 5/10-10](#), [5/10-16](#), and [5/10-16.5](#).

CROSS REF.: 2:30 (School District Elections), 2:80 (Board Member Oath and Conduct), 2:210 (Organizational School Board Meeting)

ADOPTED: March 17, 2022

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 114, March 2024

Document Status: Review and Monitoring

SCHOOL BOARD

2:60 Board Member Removal from Office

If a majority of the School Board determines that a Board member has willfully failed to perform his or her official duties, it may request the Regional Superintendent to remove such member from office. [PRESSPlus1](#)

LEGAL REF.:

[105 ILCS 5/3-15.5.](#)

CROSS REF.: 2:70 (Vacancies on the School Board - Filling Vacancies)

~~ADOPTED: March 17, 2022~~

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 114, March 2024

Document Status: Review and Monitoring

SCHOOL BOARD

2:70 Vacancies on the School Board - Filling Vacancies

Vacancy [PRESSPlus1](#)

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

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

Filling Vacancies

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

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

LEGAL REF.:

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

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

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 115, June 2024

Document Status: Review and Monitoring

SCHOOL BOARD

2:80 Board Member Oath and Conduct

Each School Board member, before taking his or her seat on the Board, shall take the following oath of office: [PRESSPlus1](#)

I, (name), do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Metamora CCSD 1, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting;

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for Metamora CCSD 1;

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I shall serve as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for Metamora CCSD 1; and

I shall strive to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

The Board President will administer the oath in an open Board meeting; in the absence of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

The Board adopts the Illinois Association of School Boards' *Code of Conduct for Members of School Boards*. A copy of the *Code* shall be displayed in the regular Board meeting room.

LEGAL REF.:

[105 ILCS 5/10-16.5.](#)

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board; Indemnification), 2:50 (Board Member Term of Office), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational School Board Meeting)

~~ADOPTED: March 17, 2022~~

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 112, June 2023

Document Status: Review and Monitoring

Board Member Oath and Conduct

2:80-E Exhibit - Board Member Code of Conduct

As a member of my local School Board, I will do my utmost to represent the public interest in education by adhering to the following standards and principles: [PRESSPlus1](#)

1. I will represent all School District constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my Board membership for personal gain or publicity.
3. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a Board meeting.
4. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in School Board meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the Board, and remain reasonably knowledgeable about local, State, national, and global education issues.
9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, such as those sponsored by my State and national school board associations, and encourage my fellow Board members to do the same.
12. I will strive to keep my Board focused on its primary work of clarifying the District purpose, direction and goals, and monitoring District performance.

DATED: March 17, 2022

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the

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Issue 112, June 2023

Document Status: Review and Monitoring

SCHOOL BOARD

2:125 Board Member Compensation; Expenses

Board Member Compensation Prohibited [PRESSPlus1](#)

School Board 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 school board 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, and other training provided by one of the entities described in the above list (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.

- 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)

ADOPTED: March 17, 2022

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the

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Issue 115, June 2024

Document Status: Review and Monitoring

Board Member Compensation; Expenses

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 School Board. 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: [PRESSPlus1](#)

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 ItemCost	Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner		
Subtotal									
Advances									-

TOTAL (a negative amount indicates refund due from Board member)	\$
---	----

Submitting Board Member's Signature _____ Date _____

Superintendent Signature _____ Date _____

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

Comments: _____

DATED: March 17, 2022

PRESSPlus Comments

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Issue 115, June 2024

Document Status: Review and Monitoring

Board Member Compensation; Expenses

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 School Board. **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.** [PRESSPlus1](#)

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										\$

Document Status: Review and Monitoring

SCHOOL BOARD

2:140 Communications To and From the Board

The School Board welcomes communications from the school community. Individuals may submit questions or communications for the School Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) posted on the District's website. [PRESSPlus1](#)

The Superintendent or designee shall ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board.

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum.

LEGAL REF.:

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

[50 ILCS 205/20](#), Local Records Act.

CROSS REF.: 2:220 (School Board Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

ADOPTED: March 17, 2022

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
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Issue 114, March 2024

Document Status: Review and Monitoring

Communications To and From the Board

2:140-E Exhibit - Guidance for Board Member Communications, Including Email Use

The Open Meetings Act (OMA) requires the School Board to discuss District business only at a properly noticed Board meeting. [5 ILCS 120/](#). Other than during a Board meeting, a majority or more of a Board-quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss District business. This *Guidance* assumes a Board has seven members and covers issues arising from Board policy 2:140, *Communications To and From the Board*.[PRESSPlus1](#)

Communications Between or Among Board Members and/or the Superintendent Outside of a Properly Noticed Board Meeting

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a *do not reply/forward* alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."**
2. Board members are permitted to discuss any matter except District business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way, a Board member may discuss District business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls or emails to, Board members individually.
5. A Board member should include a *do not reply/forward* alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."**
6. Board members should not forward email received from another Board member.

When Must the Electronic Communications Sent or Received by Individual Board Members Be Disclosed Pursuant to a Freedom of Information Act (FOIA) Request?

An electronic communication must be disclosed if it is a *public record* as defined by FOIA, unless a specific exemption applies. A public record is any recorded information "pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or

having been or being used by, received by, in the possession of, or under the control of any public body." [5 ILCS 140/2](#). Email sent or received by an individual Board member may be, depending on the content and circumstances, subject to disclosure as a *public record* (unless a FOIA exemption is applicable).

If a Board member uses a District-provided device or email address to discuss public business, the email is subject to disclosure under FOIA, barring an applicable exemption. If a Board member uses a private device and email address, the communication is subject to FOIA if it satisfies this test:

First, the communication pertains to the transaction of public business, and

Second, the communication was: (1) prepared by a public body, (2) prepared for a public body, (3) used by a public body, (4) received by a public body, (5) possessed by a public body, and/or (6) controlled by a public body.

This test is from the appellate court decision in *City of Champaign v. Madigan*, 992 N.E.2d 629 (Ill.App.4th 2013).

The following *examples* describe FOIA's treatment of electronic communications:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:
 - a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or work **would not be a public record**. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate OMA and, thus, are subject to disclosure during proceedings to enforce OMA.
 - b. Sent and/or received by an individual Board member on a District-issued device or District-issued email address **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
 - c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a District-owned device or server **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
 - d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough members to constitute a majority or more of a Board-quorum **will be a public record** and subject to FOIA. The electronic communication is in the District's possession.
 - e. Either sent to or from a Board member's personal electronic device during a Board meeting **will be a public record** and subject to FOIA. The electronic communication is in the District's possession because Board members were functioning collectively as a public body.

The District's Freedom of Information Officer and/or Board Attorney will help determine when a specific communication must be disclosed pursuant to a FOIA request.

When Must Electronic Communications Be Retained?

Email that qualifies under FOIA as a *public record* will need to be stored pursuant to the Local Records Act (LRA), only if it is evidence of the District's organization, function, policies, procedures, or

activities or contains informational data appropriate for preservation. [50 ILCS 205/](#). An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board member uses his or her personal email, he or she must copy this type of email to the appropriate District office where it will be stored. If made available, Board members should use their email accounts provided by the District, and the District will automatically store the official record messages. The District will delete these official record messages as provided in an applicable, approved **retention schedule**. Of course, email pertaining to public business that is sent or received by a Board Member using a District-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the LRA.

Important: Do not destroy any email concerning a topic that is being litigated without obtaining the Board attorney's direction. In federal lawsuits, there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be relevant. This is referred to as a *litigation hold*. For more discussion of a litigation hold, see 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. [50 ILCS 205/4](#).

DATED: March 17, 2022

PRESSPlus Comments

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Issue 114, March 2024

Document Status: Review and Monitoring

SCHOOL BOARD

2:150 Committees

The School Board may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board - it may only make recommendations to the Board. [PRESSPlus1](#)

Special Board Committees

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Parent-Teacher Advisory Committee. This committee assists in the development of student behavior policy and procedure, and provides information and recommendations to the Board. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
2. Behavioral Interventions Committee. This committee, coordinated by the Executive Director of the Special Education Cooperative, develops and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, *Misconduct by Students with Disabilities*. Committee reports and recommendations are made to the Board upon its request.
3. Negotiating Committee.
4. Transportation Committee.
5. Building Committee.
6. Finance Committee.
7. Executive Committee.
8. Board Education/ Policy Committee.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.:

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

[105 ILCS 5/10-20.14](#) and [5/14-8.05](#).

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of School Board Meetings), 2:240 (Board Policy Development), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: March 17, 2022

PRESSPlus Comments

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Issue 110, October 2022

Document Status: Review and Monitoring

SCHOOL BOARD

2:160 Board Attorney

The School Board may retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the School 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. [PRESSPlus1](#)

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)

ADOPTED: March 17, 2022

PRESSPlus Comments

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Document Status: Review and Monitoring

SCHOOL BOARD

2:250 Access to District Public Records

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response. [PRESSPlus1](#)

Freedom of Information Officer

The Superintendent shall serve as the District's Freedom of Information Officer and assumes all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees, but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated.

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. The Superintendent or designee shall instruct District employees to immediately forward any request for inspection and copying of a public record to the District's Freedom of Information Officer or designee.

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

The Freedom of Information Officer shall respond to record requests according to the time periods described in [5 ILCS 140/3](#).

The time periods are extended for responding to requests for records made for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a *commercial purpose* and fees, costs, and personnel hours in connection with responding to a *voluminous request*.

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the District's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the District's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a *voluminous request*, as defined in FOIA.

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material requested and the cost of copying it.

Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to the District's website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy.

Preserving Public Records

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

LEGAL REF.:

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

[105 ILCS 5/10-16](#) and [5/24A-7.1](#).

[820 ILCS 40/11](#).

[820 ILCS 130/5](#).

CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: March 17, 2022

PRESSPlus Comments

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Issue 110, October 2022

Document Status: Review and Monitoring

GENERAL SCHOOL ADMINISTRATION

3:10 Goals and Objectives

The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with School Board policy 1:30, *School District Philosophy*. Specific goals and objectives are to: [PRESSPlus1](#)

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are in alignment with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-21.4](#), and [5/10-21.4a](#).

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board Superintendent Relationship), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 6:10 (Educational Philosophy and Objectives)

ADOPTED: March 17, 2022

PRESSPlus Comments

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Issue 110, October 2022

Document Status: Review and Monitoring

OPERATIONAL SERVICES

4:20 Fund Balances

The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Superintendent or designee shall inform the Board whenever it should discuss drawing upon its reserves or borrowing money. [PRESSPlus1](#)

The School District seeks to maintain a year-end fund balance to revenue ratio of no less than 15-20 percent, as calculated under the Ill. State Board of Education's *School District Financial Profile*.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED: March 17, 2022

PRESSPlus Comments

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Issue 114, March 2024

Document Status: Review and Monitoring

OPERATIONAL SERVICES

4:55 Use of Credit and Procurement Cards

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests. [PRESSPlus1](#)

The Superintendent or designee shall manage the use of District credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit and procurement card use by the Superintendent is appropriate.

In addition to the other limitations contained in this and other Board policies, District credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. Each cardholder, other than the Superintendent, may charge no more than \$500 in a single purchase and no more than \$1000 within a given month without prior authorization from the Superintendent.
4. The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases.
9. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in [105 ILCS 5/10-20.21](#), or any Board policy.
10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

LEGAL REF.:

[105 ILCS 5/10-20.21.](#)

[23 Ill.Admin.Code §100.70\(d\).](#)

CROSS REF.: 4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 4:90 (Student Activity and Fiduciary Funds), 5:60 (Expenses)

~~ADOPTED: March 17, 2022~~

PRESSPlus Comments

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Issue 110, October 2022

Document Status: Review and Monitoring

OPERATIONAL SERVICES

4:110 Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Ill. State Board of Education that adequate public transportation is available, or (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a *serious safety hazard* due to either (a) vehicular traffic or rail crossing or (b) *a course or pattern of criminal activity*, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, [740 ILCS 147/](#). The District may provide transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with [Section 45/1-15 of the Education for Homeless Children Act](#). Foster care students shall be transported in accordance with [Section 6312\(c\)\(5\)\(B\) of the Elementary and Secondary Education Act](#). [PRESSPlus1](#)

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the one and one-half miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Ill. Dept. of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

LEGAL REF.:

[20 U.S.C. §6312\(c\)\(5\)\(B\)](#), Elementary and Secondary Education Act.

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

[105 ILCS 5/10-22.22](#) and [5/29-1](#) et seq.

[105 ILCS 45/1-15](#) and [/1-17](#).

[625 ILCS 5/1-148.3a-5](#), [5/1-182](#), [5/11-1414.1](#), [5/12-813.1](#), [5/12-815](#), [5/12-816](#), [5/12-821](#), and [5/13-109](#).

[23 Ill.Admin.Code §§1.510](#) and [226.750](#); [Part 120](#).

[92 Ill.Admin.Code Part 440](#).

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:280 (Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

ADOPTED: March 17, 2022

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 114, March 2024

Document Status: Review and Monitoring

General Personnel

5:35 Compliance with the Fair Labor Standards Act

Job Classifications [PRESSPlus1](#)

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. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

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.](#)

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

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

~~ADOPTED: March 17, 2022~~

PRESSPlus Comments

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Issue 114, March 2024

Document Status: Review and Monitoring

General Personnel

5:40 Communicable and Chronic Infectious Disease

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and School Board policies. [PRESSPlus1](#)

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

LEGAL REF.:

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

[29 U.S.C. §791](#), Rehabilitation Act of 1973; [34 C.F.R. §104.1 et seq.](#)

[105 ILCS 5/24-5.](#)

[20 ILCS 2305/6](#), Department of Public Health Act.

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

[77 Ill.Admin.Code Part 690](#), Control of Communicable Diseases.

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

ADOPTED: March 17, 2022

PRESSPlus Comments

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Issue 114, March 2024

Document Status: Review and Monitoring

General Personnel

5:170 Copyright

Works Made for Hire [PRESSPlus1](#)

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and School Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

LEGAL REF.:

~~Federal Copyright Law of 1976~~, 17 U.S.C. §101 et seq., [Federal Copyright Law of 1976](#).

[105 ILCS 5/10-23.10](#).

CROSS REF.: 6:235 (Access to Electronic Networks)

~~ADOPTED: March 17, 2022~~

PRESSPlus Comments

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Issue 110, October 2022

Document Status: Review and Monitoring

General Personnel

5:180 Temporary Illness or Temporary Incapacity

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The School Board's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of his or her gross salary. [PRESSPlus1](#)

Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes a teacher or other licensed employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the teacher or other licensed employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant if the examination is job-related and consistent with business necessity.

LEGAL REF.:

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

[105 ILCS 5/10-22.4](#), [5/24-12](#), and [5/24-13](#).

Elder v. School Dist. No. 127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

School District No. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987).

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: March 17, 2022

PRESSPlus Comments

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Issue 115, June 2024

Document Status: Review and Monitoring

Educational Support Personnel

5:290 Employment Termination and Suspensions

Resignation and Retirement[PRESSPlus1](#)

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by [325 ILCS 5/](#).

Reduction in Force and Recall

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow [Sections 10-22.34c](#) (outsourcing non-instructional services) and [10-23.5](#) (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal

hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

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

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.:

[105 ILCS 5/10-22.34c](#) and [5/10-23.5](#)

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

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

[820 ILCS 105/4a](#), Minimum Wage Law.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED: March 17, 2022

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 115, June 2024

Document Status: Review and Monitoring

Educational Support Personnel

5:310 Compensatory Time-Off

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, [29 U.S.C. §201](#) *et seq.*, and (2) are not represented by an exclusive bargaining representative. [PRESSPlus1](#)

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

Implementation

The Superintendent or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control.

LEGAL REF.:

Fair Labor Standards Act, [29 U.S.C. §201](#) *et seq.*; [29 C.F.R. Part 553](#).

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act), 5:185 (Family and Medical Leave), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED: March 17, 2022

PRESSPlus Comments

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Issue 115, June 2024

Document Status: Review and Monitoring

INSTRUCTION

6:10 Educational Philosophy and Objectives

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to: [PRESSPlus1](#)

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop students' awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. Encourage students to become life long learners.
8. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, *Equal Educational Opportunities*.

In order for the Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:

1. A review and evaluation of the present curriculum.
2. A projection of curriculum and resource needs.
3. An evaluation of, and plan to eliminate, any bias in the curriculum or instructional materials and methods concerning the classifications referred to in item 8, above.
4. Any plan for new or revised instructional program implementation.
5. A review of present and future facility needs.

CROSS REF: 1:30 (School District Philosophy), 3:10 (Goals and Objectives), 6:15 (School Accountability), 7:10 (Equal Educational Opportunities)

ADOPTED: March 17, 2022

PRESSPlus Comments

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Issue 112, June 2023

Document Status: Review and Monitoring

INSTRUCTION

6:40 Curriculum Development

Adoption [PRESSPlus1](#)

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals,
2. Student needs as identified by research, demographics, and student achievement and other data,
3. The knowledge, skills, and abilities required for students to become life-long learners,
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements,
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available,
6. The Illinois State Learning Standards and any District learning standards, and
7. Any required State or federal student testing.

The School Board will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria.

Experimental Educational Programs and Pilot Projects

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

Single-Gender Classes and Activities

The Superintendent may recommend a program of nonvocational single-gender classes and/or activities to provide diverse educational opportunities and/or meet students' identified educational needs. Participation in the classes or activities must be voluntary, both genders must be treated with substantial equality, and the program must otherwise comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*. The Superintendent must periodically evaluate any single-gender class or activity to ensure that: (1) it does not rely on overly broad generalizations about the different talents, capabilities, or preferences of either gender, and (2) it continues to comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*.

Development

The Superintendent shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments,

student needs, and community expectations.

The Superintendent shall report to the Board as appropriate, the curriculum review program's efforts to:

1. Regularly evaluate the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents/guardians, and students, representing all grade levels, disciplines, and specialized and alternative programs.
4. Coordinate with the process for evaluating the instructional program and materials.

LEGAL REF.:

[20 U.S.C. §1681](#), Title IX of the Education Amendments of 1972, implemented by [34 C.F.R. Part 106.105 ILCS 5/10-20.8](#) and [5/10-19](#).

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 6:180 (Extended Instructional Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

~~ADOPTED: March 17, 2022~~

PRESSPlus Comments

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Issue 114, March 2024

Document Status: Review and Monitoring

INSTRUCTION

6:110 Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following: [PRESSPlus1](#)

- Parent-teacher conferences
- Counseling services by social workers and/or school counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

LEGAL REF.:

[105 ILCS 5/2-3.41](#), [5/2-3.66](#), [5/10-20.9a](#), [5/13B](#), [5/26-2a](#), [5/26-13](#), [5/26-14](#), and [5/26-16](#).

CROSS REF.: 6:280 (Grading and Promotion), 7:70 (Attendance and Truancy)

ADOPTED: March 17, 2022

PRESSPlus Comments

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Issue 115, June 2024

Document Status: Review and Monitoring

INSTRUCTION

6:130 Program for the Gifted

The Superintendent or designee shall implement an education program for gifted and talented learners that will challenge and motivate academically advanced learners and engage them in appropriately differentiated learning experiences to develop their unique abilities. If the State Superintendent of Education issues a Request for Proposals because sufficient State funding is available to support local programs of gifted education, the Superintendent or designee shall inform the Board concerning the feasibility and advisability of developing a "plan for gifted education" that would qualify for State funding. [PRESSPlus1](#)

Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student's identification as gifted or talented learner.

The School Board will monitor this program's performance by meeting periodically with the Superintendent or designee to determine and/or review the indicators and data that evidence whether the educational program for gifted and talented learners is accomplishing its goals and objectives and is otherwise in compliance with this policy.

LEGAL REF.:

[105 ILCS 5/14A.](#)

[23 Ill.Admin.Code Part 227.](#)

CROSS REF.: 6:135 (Accelerated Placement Program)

ADOPTED: March 17, 2022

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
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Issue 110, October 2022

Document Status: Review and Monitoring

INSTRUCTION

6:190 Extracurricular and Co-Curricular Activities

Extracurricular or co-curricular activities are school-sponsored programs for which some or all of the activities are outside the instructional day. They do not include field trips, homework, or occasional work required outside the school day for a scheduled class. *Co-curricular activity* refers to an activity associated with the curriculum in a regular classroom and is generally required for class credit. *Extracurricular activity* refers to an activity that is not part of the curriculum, is not graded, does not offer credit, and does not take place during classroom time; it includes competitive interscholastic activities and clubs. [PRESSPlus1](#)

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

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

Academic Criteria for Participation

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

LEGAL REF.:

[105 ILCS 5/10-20.30](#) and [5/24-24](#).

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

ADOPTED: March 17, 2022

PRESSPlus Comments

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Issue 112, June 2023

Document Status: Review and Monitoring

INSTRUCTION

6:240 Field Trips

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives. [PRESSPlus1](#)

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140, *Waiver of Student Fees*. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

LEGAL REF.:

[105 ILCS 5/29-3.1.](#)

CROSS REF.: 4:140 (Waiver of Student Fees), 6:10 (Educational Philosophy and Objectives), 7:10 (Equal Educational Opportunities), 7:270 (Administering Medicines to Students)

ADOPTED: March 17, 2022

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Issue 112, June 2023

Document Status: Review and Monitoring

STUDENTS

7:170 Vandalism

The School Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property. [PRESSPlus1](#)

LEGAL REF.:

740 ILCS 115/, [Parental Responsibility Law](#).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

~~ADOPTED: March 17, 2022~~

PRESSPlus Comments

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Issue 115, June 2024

Document Status: Review and Monitoring

COMMUNITY RELATIONS

8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy. [PRESSPlus1](#)

Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

Commercial Companies and Political Candidates or Parties

Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences; (2) athletic, theater, or music programs; (3) student newspapers or yearbooks; (4) scoreboards; or (5) other appropriate locations. The advertisements must be consistent with this policy and its implementing procedures and be appropriate for display in a school context. Prior approval from the Board is needed for advertisements on athletic fields, scoreboards, or other building locations. Prior approval is needed from the Superintendent or designee for advertisements on athletic, theater, or music programs; student newspapers and yearbooks; and any commercial material related to graduation, class pictures, or class rings.

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

LEGAL REF.:

Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384 (1993).

Berger v. Rensselaer Central Sch. Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).

Sherman v. Community Consolidated Sch. Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 8 F.3d 1160 (1994).

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

Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 565 U.S. 1036 (2011).

DiLoreto v. Downey Unified Sch. Dist., 196 F.3d 958 (9th Cir. 1999).

CROSS REF.: 7:325 (Student Fundraising Activities)

ADOPTED: March 17, 2022

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Issue 112, June 2023

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COMMUNITY RELATIONS

8:95 Parental Involvement

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent shall:

1. Keep parents/guardians thoroughly informed about their child's school and education. [PRESSPlus1](#)
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the School Board on the implementation of this policy.

CROSS REF.: 6:170 (Title I Programs), 6:250 (Community Resource Persons and Volunteers), 8:10 (Connection with the Community), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: March 17, 2022

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Issue 112, June 2023

D. Approve Sarah Johnson as MGS Treasurer

116



METAMORA CCSD #1
815 E. Chatham St. Metamora, IL 61548

 (309) 367-2361, phone
(309) 367-2364, fax

 mgsredbirds.org

DATE: 4-7-2025
TO: Board of Education
FROM: Dr. Lee
RE: Recommendation of Employment, Sarah Johnson

I would like to recommend Mrs. Sarah Johnson to serve as the District's treasurer effective immediately. Our previous treasurer resigned after several years. Sarah has two daughters who attend MGS and her expertise is in accounting.

Thank you—



DR. BENJAMIN LEE, SUPERINTENDENT
MR. TIM DAMERY, PRINCIPAL K-4
MR. BEN DIRKS, PRINCIPAL 5-8

BOARD OF EDUCATION
Dana Smith, President
Heather Ioerger, Vice President
Mary Schierer, Secretary

Brian Palmisano
Nik Adams
Jared Frye
Trent Yoder

10 **Executive Session**

- A. 5ILCS 120/2 (c) (1) The appointment, compensation, discipline, performance, or dismissal of specific employees of the District or legal testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity.
- B. 5ILCS (c) (2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
- C. 5ILCS 12/2 (c) (14) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by section 2.06 5ILCS 12/2 (c) (21)

11 Action Taken after the Executive Session Meeting

12 Adjournment