



**Board of Education - Regular Meeting  
District Office  
1936 Green Bay Rd.  
Highland Park, IL 60035**

**Tuesday, March 15, 2022 7:00 PM**

**Agenda**

**Mission Statement**

*The mission of North Shore School District 112, a community partnership committed to a world-class education, is to nurture every child to become an inspired learner, a well-rounded individual and contributing member of a global community by striving for excellence within an environment that fosters innovation, respect, engagement and intellectual inquiry*

***LIVE STREAMING - To watch the live stream or the recorded Board Meeting, please visit our Vimeo page at <https://vimeo.com/user133899354>***

1. Call to Order/Roll Call (7:00 pm)
2. Approval of Agenda
3. Pledge of Allegiance
4. Superintendent Report
5. Information & Presentations
  - a. Principal Presentation- Braeside Elementary School (Policy 1:110)
  - b. Long-Range Facility Planning Phase 2 Update (policy 4:150)
  - c. Schooling Update (Policy 1:10)
  - d. Recommendation to Renew 2022-23 Licensing Agreement with Innovation Learning, LLC (Policy 4:60)
  - e. First Reading Policy Updates (Policy 2:240): 2:20, 2:105, 2:110, 2:120, 2:220, 2:260, 3:40, 3:50, 3:60, 4:60, 4:120, 4:160, 4:165, 4:170, 4:175, 5:10, 5:20, 5:30, 5:50, 5:90, 5:100, 5:120, 5:125, 5:150, 5:185, 5:200, 5:220, 5:250, 5:330, 6:15, 6:20, 6:50 (rescind retained policy), 6:60, 6:120, 6:130 (rescind retained policy), 6:135, 6:340, 7:10, 7:20, 7:30, 7:60, 7:70, 7:80, 7:150, 7:160, 7:180, 7:190, 7:200, 7:210, 7:250, 7:260, 7:290, 7:310, 7:340, 7:345, 8:100
  - f. Freedom of Information Requests (Policy 2:250)
6. Public Comments Related to Matters on the Agenda (Policy 2:230) The Board welcomes comments and gives them serious consideration. The first community participation is solely for comments about matters on this agenda. Comments are limited to 3 minutes for each speaker and will become part of the public record.
7. Action Items
  - a. Approval of Meeting Minutes (Policy 2:220)
    - i. Regular Meeting Minutes - February 22, 2022

- ii. Closed Session Minutes - February 22, 2022
    - iii. Special Meeting Minutes - March 2, 2022
    - iv. Closed Session Minutes - March 2, 2022
  - b. Consent Agenda (Policy 2:220)
    - i. Personnel Recommendations: Employment, Resignation, Retirement & Leave of Absence (Policy 5:30)
    - ii. Bill List (Policy 4:50)
    - iii. Treasurer's Report - February 2022 (Policy 4:80)
    - iv. Destruction of Closed Session Recordings - 9/14/20, 9/15/20, 9/22/20 (Policy 2:220)
    - v. Disposal of Surplus Goods/Property (Policy 4:80)
  - c. Approval of Intergovernmental Agreement District 113 Student Records Project 440 (Policy 1:20)
  - d. Approval of Voya Financial Inc. 403(b) and 457(b) Plan (Policy 4:112)
  - e. Approval of 2022-23 Ravinia Nursery School Ground Lease (Policy 4:60)
  - f. Approval of 2022-23 Renewal Agreement ABM Custodial Services (Policy 4:60)
  - g. Bid Award- Northwood Auditorium Roof Replacement (Policy 4:60)
  - h. Approval of Administrator Contract Recommendation - Coordinator for Student Services (Policy 3:50)
  - i. Resolution Ordering the Dismissal for Cause of Bryan Wagner as a Tenured Teacher (Policy 5:200)
8. Public Comments
9. Committee Reports (Policy 2:150)
10. Board/Superintendent Other
11. Closed Session (Policy 2:200)
- a. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 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)
  - b. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
  - c. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
12. Adjournment



# Superintendent's Report

**March 15, 2022**

**Dr. Michael Lubelfeld**

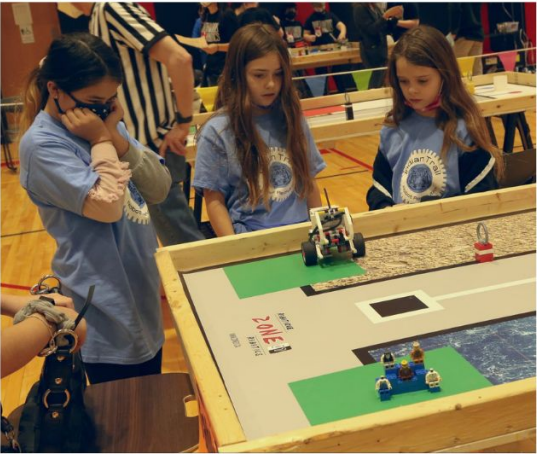
**Superintendent of Schools**

# Updates



- *Robotics - Thank you 112Ed Foundation*
- *Dual Language Information Night II*
- *Registration/Enrollment*
  - *Kdg 278 as of 3/14/2022 (Avg 388 last 4 yrs)*
- *Community Meetings - LRP 2*
  - *March 29, April 2, 4 and 16*
- *City of Highland Park Character Counts Awards, April 5*

# 2022 ROBOT REVOLUTION



# Dual Language Information



***Kindergarten placement - we are still analyzing data!***

- Registrations & individual language screening ongoing
- Additional updates April 12 & April 19

Note going to dual language applicants informing of timeline change for 2022-23 acceptance

***Thank you for your patience***

# Long Range Planning Phase 2



***Nothing is set in stone - we need your input!***

- Communications in mail
- Additional updates later in March & April
- Informational meetings at Green Bay School
  - March 29, 6:30pm-7:30pm
  - April 2, 9:00am-10:00am
  - April 4, 6:30pm-7:30pm
  - April 16, 9:00am-10:00am

# Optimistic Household



Emotional and mental health activities for families and staff that is a part of District 112's commitment to positive psychology and the research from Harvard professor Shawn Achor.

Visit: [nssd112.org/OptimisticHousehold](https://nssd112.org/OptimisticHousehold)

# What's coming up?



- Conferences
- Spring Break
- School plays, Musical Performances
- Graduation, End of Year Parties

April 12 Finance Committee then Committee of the Whole (LRP-2, Dual Language information)

April 19 Regular Board of Education Meeting

# QUESTIONS?



# COMMENTS?



## Schooling Update

**March 15, 2022**

**Dr. Michael Lubelfeld**

**Superintendent of Schools**

**Board of Education Meeting**

**Updated 3/15**



# COVID-19 Student Vaccination Data (as of 3/11)



	<b>Percentage Fully Vaccinated</b>
K-5 Elementary Students	63%
6-8 Middle School Students	79%
K-8 Eligible Students	69%

# Testing

Tests completed since the data from the last schooling update 2/18/22 through 3/11/22

- **Opt In SHIELD Testing**
  - 3,069 tests completed with 8 positives
- **Rapid Antigen Tests**
  - 92 tests completed



[LINK TO English  
OPT IN FORM](#)

[LINK TO Spanish  
OPT IN FORM](#)

# Positives & Exclusions



- Total **Staff Positive** between 2/18 and 3/11/22 = **15**
- Total **Students Positive** between 2/18 and 3/11/2022 = **30**
- Number of students out due to exclusion on 3/11/22= **11**

# Local Trends 3/10

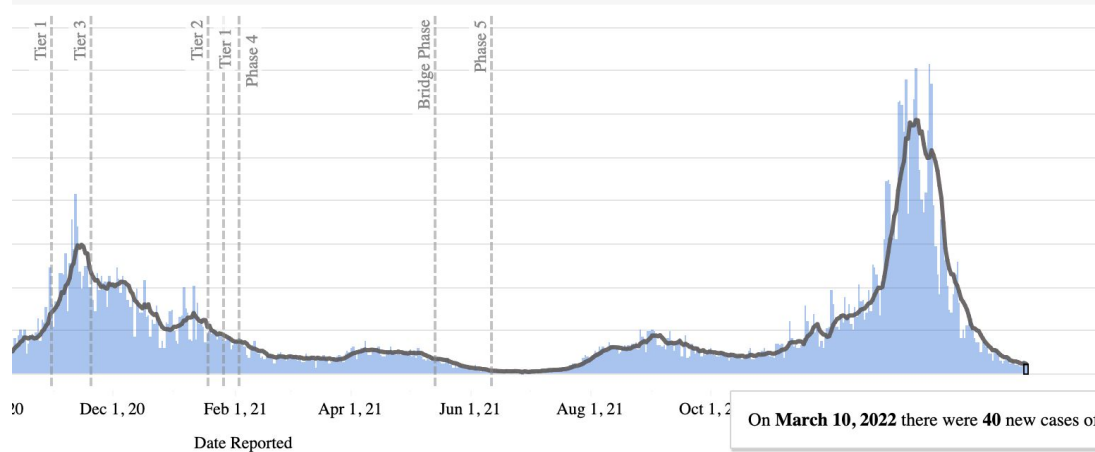
## COVID-19 Case Trends of in Lake County

*Includes only confirmed COVID-19 cases*

### New COVID-19 Cases in Lake County

Scroll right to see the most updated information

■ 7-Day Rolling Average of Daily New Cases   ■ Daily New Cases



On March 10, 2022 there were 40 new cases of COVID-19 in Lake County.

# OUR BIG THREE



## CLOSING ACHIEVEMENT GAPS

We are proud of our teachers, parents, and students working hand-in-hand with us to make sure each student in our district achieves at their very best.



## PORTRAIT OF A GRADUATE

The Portrait of a Graduate is an aspirational list of skills that the district should equip students with prior to them leaving our schools.



## FACILITIES UPGRADES & MODERNIZATION

NSSD112 has funded a \$75 million middle school modernization plan and is in pursuit of Phase II to upgrade the elementary schools in a fiscally responsible manner.

# QUESTIONS?



# COMMENTS?

Date: March 15, 2022

To: Dr. Michael Lubelfeld, Superintendent of Schools  
Members of the Board of Education

From: Jeremy Davis, Assistant Superintendent for Finance and Operations

Subject: Recommendation to Renew the Before School and After School  
Childcare Program with Innovation Learning, LLC.

Policy Alignment: Policy 4:60 – Purchases and Contracts

Disposition: Information

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Executive Summary:

On January 29, 2019, the District 112 Board of Education signed a license agreement with Innovation Learning, LLC to provide an on-site before and after school services program at the seven (7) district elementary schools. The license agreement was for one year, with an option to extend the agreement on a year-to-year basis by mutual agreement of the parties.

Based on the fulfillment of the obligations outlined in the license agreement, the administration recommends renewing the license agreement with Innovation Learning, LLC for the 2022-2023 school year.

The license agreement limits the increase in fees to the All Items Consumer Price Index of 7.0% over the 2021-2022 school year rates. Innovation Learning shall continue to make a good faith effort to provide discounts to any student who previously received discounts or scholarships for before and after school care at the Schools and who meets appropriate criteria indicating financial need. The Agreement also includes the district's Health and Safety Precautions, as memorialized previously in an amendment.

The Board will be asked to renew the Agreement for an additional one (1) year period commencing July 1, 2022 and ending on June 30, 2023 at the March 15, 2022 Regular Board Meeting.

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Recommendation: Information

**FIFTH AMENDMENT AND EXTENSION TO THE LICENSE AGREEMENT  
BY AND BETWEEN**

**THE BOARD OF EDUCATION OF NORTH SHORE SCHOOL DISTRICT NO. 112 AND  
INNOVATION LEARNING, LLC**

This Fifth Amendment is entered into as of the date that the last party signs below, by and between the Board of Education of North Shore School District No. 112 (“**Board**” or “**District**”) and Innovation Learning, LLC (“**Innovation Learning**”), an Illinois Limited Liability Corporation, (collectively referred to as “**Parties**”) and modifies the agreement entered into between the Parties on or about January 29, 2019.

**WITNESSETH:**

**WHEREAS**, the Parties entered into a License Agreement, dated on or about January 29, 2019 (“**Agreement**”), under which the District granted to Innovation Learning a non-exclusive license to use certain space in each of the Schools for the purpose of operating a before and after school program (“**Program**”) for the 2019-2020 school year and any renewal term, which was renewed for the 2020-2021 school year, and the 2021-2022 school year; and

**WHEREAS**, the Parties desire to renew the Agreement for the 2022-2023 school year and amend the Agreement as provided herein.

**NOW, THEREFORE**, in consideration of the terms and conditions herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Renewal.** The Parties agree to renew the Agreement for an additional one (1) year period commencing July 1, 2022, and ending on June 30, 2023.
2. **Program Fees.** Innovation Learning may increase the Program fees for the 2022-2023 school year by 7.0% over the 2021-2022 school year rates, as outlined in Exhibit A hereto. Innovation Learning shall continue to make a good faith effort to provide discounts to any student who previously received discounts or scholarships for before and after school care at the Schools and who meets appropriate criteria indicating financial need.
3. **Hours and Dates of Operation.** Innovation Learning shall operate the Program at all Schools during the hours of 6:00 a.m. to 8:30 a.m. and 3:17 p.m. to 6:00 p.m. on all weekdays when students attend school in person, except on Early Release Dates and Full Day Dates. Innovation Learning shall operate the Program for extended hours on Early Release Dates and Full Day Dates. If required to maintain the safe operation of the Schools, the District may require Innovation Learning to temporarily suspend the operation of the Program or to operate the Program in alternate spaces within the Schools. The Parties hereby acknowledge that the COVID-19 pandemic may cause changes to Program enrollment and to the days on which the Schools are in session.
4. **Health and Safety Precautions.** While at the Schools, Innovation Learning, and its employees and agents must comply with all District rules, procedures, and instructions relating to health and safety

precautions (e.g., social distancing, face coverings, hand washing, sanitization, and temperature and symptom checks), and any guidance or requirements from federal, state, and local public health officials. Specifically (but not by way of limitation), Innovation Learning must comply with the following until further notice:

- a. Innovation Learning must provide all its employees who are present at the Schools paid sick leave at the employee’s regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), or experiencing COVID-19 symptoms and seeking a medical diagnosis.
- b. Innovation Learning must, if required by the District, require all of its employees who are present at the Schools to self-certify every day that (1) they have not received a current confirmed diagnosis for COVID-19, (2) they have not had close contact with or cared for someone diagnosed with COVID-19 within the last 10 days, and (3) have not experienced COVID-19 symptoms in the last 10 days, or such revised certifications as are consistent with current guidance from public health authorities. Innovation Learning must provide the District with documentation of such certifications. Absent such certification, Innovation Learning must prohibit an employee from being present on District property.

5. **Existing Agreement.** It is the intent of the Parties that this Amendment shall control over the Agreement and any prior amendments thereto. Except as set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect. All capitalized terms used herein shall have the meaning provided in the Agreement.

**IN WITNESS WHEREOF**, the Parties have executed this Amendment on the date(s) indicated below.

**INNOVATION LEARNING, INC.**

**BOARD OF EDUCATION OF NORTH  
SHORE SCHOOL DISTRICT 112,  
LAKE COUNTY, ILLINOIS**

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

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

**Its:** \_\_\_\_\_

**Its:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**ATTEST:**

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

Its: Secretary

Dated: \_\_\_\_\_

1010174\_1

**Exhibit A**

**Program Fees  
2022-2023 School Year**

Monthly	AM	Cost per Day	PM	Cost per Day	AM/PM	Cost per Day
1 day	\$ 70.00	\$ 17.50	\$ 72.00	\$ 18.00	\$ 139.00	\$ 34.75
2 day	\$ 140.00	\$ 17.50	\$ 144.00	\$ 18.00	\$ 279.00	\$ 34.88
3 day	\$ 210.00	\$ 17.50	\$ 215.00	\$ 17.92	\$ 399.00	\$ 33.25
4 day	\$ 280.00	\$ 17.50	\$ 280.00	\$ 17.50	\$ 529.00	\$ 33.06
5 day	\$ 310.00	\$ 17.22	\$ 310.00	\$ 17.22	\$ 589.00	\$ 32.72

Date: March 15, 2022  
To: Board of Education  
From: Dr. Michael Lubelfeld, Superintendent  
Subject: First Reading Board Policy Updates  
Board Policy Alignment: Policy 2:240- Board Policy Development  
Disposition: Information

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**Executive Summary:**

The Board governs the District using written policies to ensure legal compliance, establish consistent processes, delegate authority and define operating limits. Board Policy 2:240 requires the Board to continually monitor policies for legal compliance, relevance, and effectiveness.

The Board Policy Committee met on March 7, 2022, to review updates recommended by the Illinois Association of School Board's PRESS Issue 108, as well as policies retained from the previous Board Policy Manual. Based on the committee's review, input, and recommendations, updates to the following policies are being presented to the Board for a first-reading:

- 2:20 Powers and Duties of the School Board; Indemnification
- 2:105 Ethics and Gift Ban
- 2:110 Qualifications, Term, and Duties of Board Officers
- 2:120 Board Member Development
- 2:220 School Board Meeting Procedure
- 2:260 Uniform Grievance Procedure
- 3:40 Superintendent
- 3:50 Administrative Personnel Other Than the Superintendent
- 3:60 Administrative Responsibility of the Building Principal
- 4:60 Purchases and Contracts
- 4:120 Food Services
- 4:160 Environmental Quality of Buildings and Grounds
- 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
- 4:170 Safety
- 4:175 Convicted Child Sex Offender; Screening; Notifications
- 5:10 Equal Employment Opportunity and Minority Recruitment
- 5:20 Workplace Harassment Prohibited
- 5:30 Hiring Process and Criteria

- 5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
- 5:90 Abused and Neglected Child Reporting
- 5:100 Staff Development Program
- 5:120 Employee Ethics; Conduct; and Conflict of Interest
- 5:125 Personal Technology and Social Media; Usage and Conduct
- 5:150 Personnel Records
- 5:185 Family and Medical Leave
- 5:200 Terms and Conditions of Employment and Dismissal
- 5:220 Substitute Teachers
- 5:250 Leaves of Absence
- 5:330 Sick Days, Vacation, Holidays, and Leaves
- 6:15 School Accountability
- 6:20 School Year Calendar and Day
- 6:50 School Wellness (*replaces retained policy*)
- 6:60 Curriculum Content
- 6:120 Education of Children with Disabilities
- 6:130 Program for the Gifted (*replaces retained policy*)
- 6:135 Accelerated Placement Program
- 6:340 Student Testing and Assessment Program
- 7:10 Equal Educational Opportunities
- 7:20 Harassment of Students Prohibited
- 7:30 Student Assignment and Intra-District Transfer
- 7:60 Residence
- 7:70 Attendance and Truancy
- 7:80 Release Time for Religious Instruction/ Observance
- 7:150 Agency and Police Interviews
- 7:160 Student Appearance
- 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
- 7:190 Student Behavior
- 7:200 Suspension Procedures
- 7:210 Expulsion Procedures
- 7:250 Student Support Services
- 7:260 Exemption from Physical Education
- 7:290 Suicide and Depression Awareness and Prevention
- 7:310 Restrictions on Publications; Elementary Schools
- 7:340 Student Records
- 7:345 Use of Educational Technologies; Student Data Privacy and Security
- 8:100 Relations with Other Organizations and Agencies

The Board will be asked to approve the policy revisions at the Regular meeting on April 19, 2022.

Recommendation: Information Only

## *Document Status: Draft Update*

### **BOARD OF EDUCATION**

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

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

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

or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred. [PRESSPlus1](#)
20. Notifying the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction. [PRESSPlus2](#)
21. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

### Indemnification

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

### LEGAL REF.:

[105 ILCS 5/10](#), [5/17-1](#), [5/21B-85](#), and [5/27-1](#).

[115 ILCS 5/](#), Ill. Educational Labor Relations Act.

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

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational Board of Education Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), [4:165 \(Awareness and Prevention of Sexual Abuse and Grooming Behaviors\)](#), [4:175 \(Convicted Child Sex Offender; Screening; Notifications\)](#), 5:10 (Equal Employment Opportunity and Minority Recruitment), [5:30 \(Hiring Process and Criteria\)](#), 5:90 (Abused and Neglected Child Reporting), [5:120 \(Employee Ethics; Conduct; and Conflict of Interest\)](#), [5:150 \(Personnel Records\)](#), [5:210 \(Resignations\)](#), [5:290 \(Employment Termination and Suspensions\)](#), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

Adopted: January 21, 2020

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/21B-85(a). **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/21B-85(b). **Issue 108, November 2021**

# Document Status: Draft Update

## BOARD OF EDUCATION

### 2:105 Ethics and Gift Ban

#### Prohibited Political Activity

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

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

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

#### Limitations on Receiving Gifts

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

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

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.

4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. *Catered* means food or refreshments that are purchased ready to consume, which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. *Intra-governmental gift* means any gift given to a Board member or employee from another Board member or employee, and *inter-governmental gift* means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

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

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

### Enforcement

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

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board Attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

### Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, [5 ILCS 430/1-5](#).

*Political activity* means:

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

With respect to an employee whose hours are not fixed, *compensated time* includes any period of time when the employee is on premises under the control of the District and any other time when the

employee is executing his or her official duties, regardless of location.

*Prohibited source* means any person or entity who:

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

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

#### Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Superintendent shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. The investigator shall prepare a written report and submit it to the Board.

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

The Superintendent will post this policy on the District website and/or make this policy available in the District's administrative office.

LEGAL REF.:

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

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

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

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

Adopted: January 21, 2020

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## **PRESSPlus Comments**

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

# Document Status: Draft Update

## BOARD OF EDUCATION

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

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

#### President

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

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act; [PRESSPlus1](#)
10. Administer the oath of office to new Board members; ~~and~~
11. Serve as or appoint the Board's official spokesperson to the media; ~~and~~
12. Ensure that the fingerprint-based criminal history records information checks and/or screenings required by State law and policy 5:30, *Hiring Process and Criteria*, is completed for the Superintendent. [PRESSPlus2](#)

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

The Vice President fills a vacancy in the Presidency.

#### Vice President

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

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

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

## Secretary

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

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

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

## Recording Secretary

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

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

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

## Treasurer

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

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

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

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

LEGAL REF.:

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

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, [5/10-21.9](#), ~~and 5/17-1~~, and [5/21B-85](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:210 (Organizational Board of Education Meeting), 2:220 (Board of Education Meeting Procedure)

Adopted: January 21, 2020

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## **PRESSPlus Comments**

PRESSPlus 1. Updated to reflect changes to 5 ILCS 120/7, amended by P.A. 101-640, permitting public bodies to meet remotely without a quorum physically present at the meeting location during a public health emergency. **Issue 108, November 2021**

PRESSPlus 2. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105 ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department. For more information, see the subhead entitled Screening in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and the subhead entitled Investigations in policy 5:30, *Hiring Process Criteria*. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **BOARD OF EDUCATION**

#### **2:120 Board Member Development**

The Board of Education desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

#### **Mandatory Board Member Training**

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, ~~and~~ fiduciary responsibilities, and (beginning in the fall of 2023) trauma-informed practices for students and staff within the first year of his or her first term. [PRESSPlus1](#)
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall maintain on the District website a log identifying the complete mandatory training and development activities of each Board member.

#### **Professional Development; Adverse Consequences of School Exclusion; Student Behavior**

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

#### **Board Self-Evaluation**

The Board will conduct periodic self-evaluations with the goal of continuous improvement.

## New Board Member Orientation

The orientation process for newly elected or appointed Board members includes:

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

## Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.:

[5 ILCS 120/1.05](#) and [120/2](#).

[105 ILCS 5/10-16a](#) and [5/24-16.5](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Compensation; Expenses), 2:200 (Types of Board of Education Meetings)

**ADOPTED: June 11, 2019**

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## **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/10-16a, amended by P.A. 102-638. See 105 ILCS 5/10-16a(b-5) for the required and recommended elements of the training regarding trauma-informed practices. **Issue 108, November 2021**

# *Document Status: Draft Update*

## **BOARD OF EDUCATION**

### **2:220 Board of Education Meeting Procedure**

#### Agenda

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

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. Discussion items may be added to the agenda upon unanimous approval of those Board members present. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

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

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

#### Voting Method

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

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

#### Minutes

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

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

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

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

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

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

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

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

#### Verbatim Record of Closed Meetings

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

closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the District's administrative offices or their official storage location.

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

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

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

#### Quorum and Participation by Audio or Video Means

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

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

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

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

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

#### Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use the most recent edition of Robert's Rules of Order, Newly Revised (11th Edition), as a guide when a question arises concerning procedure.

## Broadcasting and Recording Board Meetings

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

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

LEGAL REF.:

[5 ILCS 120/2a](#), [120/2.02](#), [120/2.05](#), [120/2.06](#), and [120/7](#).

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

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

Adopted: September 22, 2020

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### **PRESSPlus Comments**

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

## *Document Status: Draft Update*

### **BOARD OF EDUCATION**

#### **2:260 Uniform Grievance Procedure**

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

1. Title II of the Americans with Disabilities Act, [42 U.S.C. §12101](#) *et seq.*
2. Title IX of the Education Amendments of 1972, [20 U.S.C. §1681](#) *et seq.*, excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791](#) *et seq.*
4. Title VI of the Civil Rights Act, [42 U.S.C. §2000d](#) *et seq.*
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e](#) *et seq.*
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#); Illinois Human Rights Act, [775 ILCS 5/](#); and Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e](#) *et seq.* (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#)
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff](#) *et seq.*
16. Employee Credit Privacy Act, [820 ILCS 70/](#)

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

## Right to Pursue Other Remedies Not Impaired

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

## Deadlines

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

## Filing a Complaint

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

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

## Investigation Process

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

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

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

The Superintendent will keep the Board informed of all complaints.

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

### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail registered mail, return receipt requested, and/or personal delivery [PRESSPlus1](#) as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

### Appointing a Nondiscrimination Coordinator and Complaint Managers

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

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

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

### **Nondiscrimination Coordinator:**

Dr. Monica Schroeder, Deputy Superintendent  
1936 Green Bay Rd., Highland Park, IL 60035  
[mschroeder@nssd112.org](mailto:mschroeder@nssd112.org)  
224/765-3044

### **Complaint Managers:**

Dr. Holly Colin, Assistant Superintendent  
1936 Green Bay Rd., Highland Park, IL 60035  
[hcolin@nssd112.org](mailto:hcolin@nssd112.org)  
224/765-3047

Dr. Kevin Ryan, Assistant Superintendent  
1936 Green Bay Rd., Highland Park, IL 60035  
[kryan@nssd112.org](mailto:kryan@nssd112.org)  
224/765-3051

LEGAL REF.:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~Equal Pay Act, 29 U.S.C. §206(d).~~

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

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

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

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

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

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

740 ILCS 175/, Ill. False Claims Act.

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

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

Act; 56 Ill.Admin.Code Part 280.

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

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

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

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

Adopted: October 20, 2020

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## **PRESSPlus Comments**

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

## *Document Status: Draft Update*

### **GENERAL SCHOOL ADMINISTRATION**

#### **3:40 Superintendent**

##### Duties and Authority

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

##### Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

##### Evaluation

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

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

##### Compensation and Benefits

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

##### LEGAL REF.:

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

5 ILCS 120/7.3, Open Meetings Act.

23 Ill.Admin.Code §§1.310, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

Adopted: March 9, 2021

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## **PRESSPlus Comments**

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

## *Document Status: Draft Update*

### **GENERAL SCHOOL ADMINISTRATION**

#### **3:50 Administrative Personnel Other Than the Superintendent**

##### Duties and Authority

The Board of Education establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

##### Qualifications

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

##### Evaluation

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

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

##### Administrative Work Year

The work year for administrators shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

##### Compensation and Benefits

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

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.

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

LEGAL REF:

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

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

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

ADOPTED: June 11, 2019

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### **PRESSPlus Comments**

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

## *Document Status: Draft Update*

### GENERAL SCHOOL ADMINISTRATION

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

##### Duties and Authority

The Board of Education, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training. Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

##### Evaluation Plan

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

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

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

##### LEGAL REF.:

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

105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.

[10 ILCS 5/4-6.2, Election Code.](#) [PRESSPlus1](#)

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

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

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

[ADOPTED: June 11, 2019](#)

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## **PRESSPlus Comments**

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

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

## *Document Status: Draft Update*

### **OPERATIONAL SERVICES**

#### **4:60 Purchases and Contracts**

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

##### Standards for Purchasing and Contracting

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

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

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

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

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, [105 ILCS 5/10-20.21](#), unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with [105 ILCS 5/19b-1](#) *et seq.*
4. Third party non-instructional services must comply with [105 ILCS 5/10-22.34c](#).
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with [105 ILCS 5/10-20.21](#)(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offer or must comply with [105 ILCS 5/10-20.21](#)(b-10).
7. The purchase of paper and paper products must comply with [105 ILCS 5/10-20.19c](#) and Board policy 4:70, *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:

- a. In accordance with [105 ILCS 5/10-21.9\(f\)](#): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in [105 ILCS 5/10-21.9\(c\)](#) and [5/21B-80\(c\)](#) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in [5/21B-80\(b\)](#) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
  - b. In accordance with [105 ILCS 5/24-5](#): (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Department of Public Health rules or order of a local health official.
9. [After 1-1-23, any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.](#) [PRESSPlus1](#)
  10. [Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.](#) [PRESSPlus2](#)

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

LEGAL REF.:

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

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

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

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

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

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

Adopted: January 21, 2020

**PRESSPlus Comments**

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

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

## *Document Status: 5-Year-Review - Needs Review*

### OPERATIONAL SERVICES

#### **4:120 Food Services**

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with School Board policy 6:50, *School Wellness*.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

#### LEGAL REF.:

Russell B. National School Lunch Act, [42 U.S.C. §1751](#) *et seq.*

Child Nutrition Act of 1966, [42 U.S.C. §1771](#) *et seq.*

[7 C.F.R. Parts 210](#) and [220](#), Food and Nutrition Service.

[105 ILCS 125/](#).

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

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

Adopted: March 8, 2021

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## Document Status: Draft Update

### OPERATIONAL SERVICES

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

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

The Superintendent shall notify all employees who must be offered, according to State or federal law, District-paid hepatitis B vaccine and vaccination.

##### Pesticides

Restricted use pesticides will not be applied on or within 500 feet of school property during normal school hours. [PRESSPlus1](#) The Superintendent or designee shall maintain a registry of employees and parents/guardians of students requesting notification before the application of pesticide(s) and notify these people as required by the Structural Pest Control Act, [225 ILCD 235/](#), and the Lawn Care Products Application and Notice Act, [415 ILCS 65/](#).

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

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

##### LEGAL REF.:

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

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

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

20 ILCS 3130/, Green Buildings Act.

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

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

105 ILCS 140/, Green Cleaning School Act.

225 ILCS 235/, Structural Pest Control Act.

415 ILCS 60/14, Illinois Pesticide Act.

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

410 ILCS 170/, Coal Tar Sealant Disclosure Act.

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

23 Ill.Admin.Code §1.330.

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

ADOPTED: June 11, 2019

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## **PRESSPlus Comments**

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

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

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

# Document Status: Draft Update - New

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

### *New/Unpublished Section*

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

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

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

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

#### LEGAL REF.:

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

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

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

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

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

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#### **PRESSPlus Comments**

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

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

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

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

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

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

## *Document Status: Draft Update*

### OPERATIONAL SERVICES

#### **4:170 Safety**

##### Safety and Security

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

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

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

##### School Safety Drill Plan

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

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

##### Annual Review

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

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

### Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

### Carbon Monoxide Alarms

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

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

### Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

### Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the ISBE.
2. Any student who is a victim of a violent criminal offense, as defined by [725 ILCS 120/3](#), that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

### Lead Testing in Water

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

## Emergency Closing

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

### LEGAL REF.:

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

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

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

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

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

**ADOPTED: June 11, 2019**

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## **PRESSPlus Comments**

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

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

## *Document Status: Draft Update*

### OPERATIONAL SERVICES

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

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

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

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

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

##### Screening

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

##### Notification to Parents/Guardians

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

LEGAL REF.:

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

20 ILCS 2635/, Uniform Conviction Information Act.

720 ILCS 5/11-9.3, Criminal Code of 2012.

730 ILCS 152/, Sex Offender Community Notification Law.

730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law.

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

ADOPTED: June 11, 2019

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## **PRESSPlus Comments**

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

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

## General Personnel

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

<sup>1</sup> The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; [PRESSPlus1](#) use of lawful products while not at work; being a victim of domestic violence, sexual violence, ~~or~~ gender violence, or any other crime of violence; [PRESSPlus2](#) genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, [410 ILCS 130/](#).

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

#### Administrative Implementation

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

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

#### **Nondiscrimination Coordinator:**

Dr. Monica Schroeder, Deputy Superintendent  
1936 Green Bay Rd., Highland Park, IL 60035  
[mschroeder@nssd112.org](mailto:mschroeder@nssd112.org)  
224/765-3044

#### **Complaint Managers:**

Dr. Holy Colin, Assistant  
Superintendent

Dr. Kevin Ryan, Assistant Superintendent

1936 Green Bay Rd., Highland Park, IL 60035    1936 Green Bay Rd., Highland Park, IL 60035

[hcolin@nssd112.org](mailto:hcolin@nssd112.org)

[kryan@nssd112.org](mailto:kryan@nssd112.org)

224/765-3047

224/765-3051

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

### Minority Recruitment

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

### LEGAL REF.:

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

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

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

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

[29 U.S.C. §701](#) *et seq.*, Rehabilitation Act of 1973.

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

[42 U.S.C. §1981](#) *et seq.*, Civil Rights Act of 1991.

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964; [29 C.F.R. Part 1601](#).

[42 U.S.C. §2000ff](#) *et seq.*, Genetic Information Nondiscrimination Act of 2008.

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

[42 U.S.C. §2000e](#)(k), Pregnancy Discrimination Act.

[42 U.S.C. §12111](#) *et seq.*, Americans with Disabilities Act, Title I.

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

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

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

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

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

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

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

[820 ILCS 55/10](#), Right to Privacy in the Workplace Act.

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

[820 ILCS 75/](#), Job Opportunities for Qualified Applicants Act.

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

[820 ILCS 180/30](#), Victims' Economic Security and Safety Act.

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300, (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

Adopted: December 14, 2021

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## **PRESSPlus Comments**

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

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

## **PRESS Footnotes**

1. The board approved changes recommended in PRESS Issue 107 only. Changes from issue 108 are pending.

## *Document Status: Draft Update*

### General Personnel

#### **5:20 Workplace Harassment Prohibited**

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, [PRESSPlus1](#) disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

#### Sexual Harassment Prohibited

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

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

#### Making a Report or Complaint

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

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

### Whom to Contact with a Report or Complaint

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

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

### **Nondiscrimination Coordinator:**

Dr. Monica Schroeder, Deputy Superintendent  
1936 Green Bay Rd., Highland Park, IL 60035  
[mschroeder@nssd112.org](mailto:mschroeder@nssd112.org)  
224/765-3044

### **Complaint Managers:**

Dr. Holly Colin, Assistant Superintendent  
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[hcolin@nssd112.org](mailto:hcolin@nssd112.org)  
224/765-3047

Dr. Kevin Ryan, Assistant Superintendent  
1936 Green Bay Rd., Highland Park, IL 60035  
[kryan@nssd112.org](mailto:kryan@nssd112.org)  
224/765-3051

### Investigation Process

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

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

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

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

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

### Enforcement

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

### Retaliation Prohibited

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

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

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

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

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

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

### LEGAL REF.:

~~Title VII of the Civil Rights Act of 1964~~, 42 U.S.C. §2000e et seq., ~~Title VII of the Civil Rights Act of 1964~~; 29 C.F.R. §1604.11.

~~Title IX of the Education Amendments of 1972~~, 20 U.S.C. §1681 et seq., ~~Title IX of the Education~~

Amendments of 1972; 34 C.F.R. Part 106.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: October 20, 2020

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## PRESSPlus Comments

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



# *Document Status: Draft Update*

## General Personnel

### **5:30 Hiring Process and Criteria**

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Education policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval. No individual will be employed who has been convicted of a criminal offense listed in [105 ILCS 5/21B-80\(c\)](#). [PRESSPlus1](#)

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

#### Job Descriptions

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

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

#### Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, ~~or for purposes of clarifying the information,~~ the Ill. Dept. of State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. [PRESSPlus2](#) The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

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

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in [105 ILCS 5/21B-80](#) or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department

of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

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

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation, unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

### Physical Examinations

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

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

### Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the

District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:

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

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

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

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/21B-10, 5/21B-80, 5/21B-85, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-5.

20 ILCS 2630/3.3, Criminal Identification Act.

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

820 ILCS 70/, Employee Credit Privacy Act.

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

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

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

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

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

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

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

Adopted: January 21, 2020

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## PRESSPlus Comments

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

## **108, November 2021**

PRESSPlus 2. 105 ILCS 5/21B-85, amended by P.A. 102-552, requires a board to provide prompt written notice to the board of trustees of the Teachers' Retirement System of the State of Illinois (TRS) when it learns that any teacher has been convicted of a felony offense (which provides for a sentence of death or imprisonment for one year or more). The notice to TRS is limited to (1) the name of the license holder, (2) fact of conviction, (3) name and location of the court in which the conviction occurred, and (4) the assigned case number from the court. **Issue 108, November 2021**

## Document Status: Draft Update

### General Personnel

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

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

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

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, [105 ILCS 5/22-33](#). The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position listed in the Cannabis Regulation and Tax Act (CRTA).

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

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

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

For purposes of this policy, *District premises* means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to

school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

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

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

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

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace,
  - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
  - c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

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

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

*Tobacco* ~~shall have~~has the meaning provided in 105 ILCS 5/10-20.5b.

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

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

## District Action Upon Violation of Policy

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

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

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

## Disclaimer

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

## LEGAL REF.:

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

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

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

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

[30 ILCS 580/](#), Drug-Free Workplace Act.

[105 ILCS 5/10-20.5b](#).

[410 ILCS 82/](#), Smoke Free Illinois Act.

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

[410 ILCS 705/1-1 et seq.](#), Cannabis Regulation and Tax Act.

[720 ILCS 675](#), Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.

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

[21 C.F.R. Parts 1100, 1140, and 1143](#).

[23 Ill.Admin.Code §22.20](#).

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

Adopted: January 21, 2020

## **PRESSPlus Comments**

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

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

## *Document Status: Draft Update*

### General Personnel

#### **5:90 Abused and Neglected Child Reporting**

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

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

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

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

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

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

All District employees shall:

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

3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors, and boundary violations as required by law and policy 5:100, *Staff Development Program*. PRESSPlus1 ~~The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.~~

### Alleged Incidents of Sexual Abuse; Investigations

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

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

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

### Special Superintendent Responsibilities

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

~~The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing~~ When the Superintendent ~~he or she~~ has reasonable cause to believe that a license holder committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the District, he or she shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged ~~was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child~~. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

### Special Board of Education Member Responsibilities

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

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

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to

the State agencies listed in policy 2:20, Powers and Duties of the Board of Education; Indemnification. [PRESSPlus2](#)

LEGAL REF.:

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

105 ILCS 5/10-21.9, 5/10-23.13, and 5/21B-85.

[20 ILCS 1305/1-1](#) *et seq.*, Department of Human Services Act.

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

[720 ILCS 5/12C-50.1](#), Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), [3:40 \(Superintendent\)](#), [3:50 \(Administrative Personnel Other Than the Superintendent\)](#), [3:60 \(Administrative Responsibility of the Building Principal\)](#), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

Adopted: January 21, 2020

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## **PRESSPlus Comments**

PRESSPlus 1. *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610. For additional *Erin's Law* requirements and definitions, see policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; and 6:60, *Curriculum Content*. See also the footnotes of these policies at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/21B-85(a) and (b), amended by P.A. 102-552. Because felony charges often arise out of abuse and neglect investigation, this board duty is listed here for convenience. See policy 2:20, *Powers and Duties of the School Board; Indemnification* for more information. **Issue 108, November 2021**

# Document Status: Draft Update

## General Personnel

### 5:100 Staff Development Program

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

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

1. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.
2. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
3. By January 31, 2023, and every year after, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations.

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

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

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

1. At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for licensed school personnel and administrators who work with students in grades

kindergarten through 8 to identify the warning signs of mental illness and suicidal behavior in youth along with appropriate intervention and referral techniques.

5. ~~Abused and Neglected Child Reporting Act (ANGRA), School Code, and Erin's Law Training as follows:~~
  - a. ~~Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, Abused and Neglected Child Reporting).~~
  - b. ~~Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years (see policy 5:90, Abused and Neglected Child Reporting).~~
  - c. ~~Informing educators about the recommendation in the Erin's Law Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, Abused and Neglected Child Reporting).~~
6. Education for staff instructing students in grades 7 through 8, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.
9. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
10. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
11. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
12. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
14. For nurses, administrators, ~~school guidance~~ [PRESSPlus2](#) counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols.
15. For all District staff, annual sexual harassment prevention training.
16. Title IX requirements for training as follows (see policy 2:265, *Title IX Sexual Harassment*

*Grievance Procedure*):

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

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

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

LEGAL REF.:

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

[42 U.S.C. §1758b](#), [Pub. L. 111-296](#), Healthy, Hunger-Free Kids Act of 2010; [7 C.F.R. Parts 210](#) and [235](#).

[105 ILCS 5/2-3.62](#), [5/10-20.17a](#), [5/10-20.61](#), [5/10-22.6\(c-5\)](#), [5/10-22.39](#), [5/10-23.12](#), [5/10-23.13](#), [5/22-80\(h\)](#), and [5/24-5](#).

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

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

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

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

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

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

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

[77 Ill.Admin.Code §527.800](#).

CROSS REF.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Superintendent), 3:50  
5:100

(Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

Adopted: October 20, 2020

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## **PRESSPlus Comments**

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

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

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

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

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

# Document Status: Draft Update

## General Personnel

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

#### Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, PRESSPlus1 or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. PRESSPlus2 Standards related to school employee-student conduct shall, at a minimum:

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

Elementary and Secondary Education Act (20 U.S.C. § 7926);

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

Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Ill. [inois](#) Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board of Education policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with [Section 22-5 of the School Code](#), "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) ([30 ILCS 708/](#)) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;

2. An employee's business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

#### Outside Employment

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

Incorporated

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

LEGAL REF.:

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

[2 C.F.R. §200.318\(c\)\(1\).](#)

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

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

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

[50 ILCS 135/](#), Local Governmental Employees Political Rights Act.

105 ILCS 5/10-22.39, [5/10-23.13](#), and [5/22-5](#), and [5/22-90](#) (final citation pending).

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

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

23 Ill.Admin.Code Part 22, Code of Ethics for Ill.inois Educators.

[Pickering v. Board of Township H.S. Dist. 205](#), 391 U.S. 563 (1968).

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

CROSS REF.: 2:105 (Ethics and Gift Ban), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), [4:60 \(Purchases and Contracts\)](#), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [5:90 \(Abused and Neglected Child Reporting\)](#), [5:100 \(Staff Development Program\)](#), [5:125 \(Personal Technology and Social Media; Usage and Conduct\)](#), [7:20 \(Harassment of Students Prohibited\)](#)

Adopted: January 21, 2020

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#### **PRESSPlus Comments**

PRESSPlus 1. *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610. **Issue 108, November 5:120**

## 2021

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

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

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

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

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

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

# Document Status: Draft Update

## General Personnel

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

#### Definitions

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

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

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

#### Usage and Conduct

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

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

with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.

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

The Superintendent shall:

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

LEGAL REF.:

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

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

[820 ILCS 55/10, Right to Privacy in the Workplace Act.](#)

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

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

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

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

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

Adopted: March 17, 2020

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## **PRESSPlus Comments**

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

# Document Status: Draft Update

## General Personnel

### 5:150 Personnel Records

#### Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance [PRESSPlus1](#)

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall: [PRESSPlus2](#)

1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, [PRESSPlus3](#) but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.

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

#### Maintenance and Access to Records [PRESSPlus4](#)

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

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

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

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.

4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

LEGAL REF.:

[20 U.S.C. §7926](#).

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

[745 ILCS 46/10](#), Employment Record Disclosure Act.

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

[23 Ill.Admin.Code §1.660](#).

CROSS REF.: 2:250 (Access to District Public Records), [5:90 \(Abused and Neglected Child Reporting\)](#), 7:340 (Student Records)

Adopted: July 21, 2020

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. For more information, see the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 2. Required by the Elementary and Secondary Education Act (ESEA) (20 U.S.C. §7926). On 6-27-2018, the U.S. Dept. of Education issued a *Dear Colleague Letter* stating that school policies must explicitly state this requirement. See the resources portion for the letter at: [www2.ed.gov/policy/elsec/leg/essa/index.html](http://www2.ed.gov/policy/elsec/leg/essa/index.html).

Consult the board attorney about what “or has probable cause to believe, has engaged in sexual misconduct” means. For guidance, policy 5:90, *Abused and Neglected Child Reporting* defines an “alleged incident of sexual abuse” as an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity. **Issue 108, November 2021**

PRESSPlus 3. Consult the board attorney in these situations for help about what the superintendent may or may not say. Questions exist whether the superintendent says nothing, provides a neutral reference, or whether a *recommendation* could mean positive or negative statements. **Issue 108, November 2021**

PRESSPlus 4. Subheadings are added for clarity. **Issue 108, November 2021**

# Document Status: Draft Update

## General Personnel

### 5:185 Family and Medical Leave

**Please refer to the NSEA Collective Bargaining Agreement.**

**For employees not covered by the NSEA Bargaining Agreement:**

#### Leave Description

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

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year.

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

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

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

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

with a serious injury or illness, as provided by federal rules.

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

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

### Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

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

### Requesting Leave

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

### Certification

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

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the

covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

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

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

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

#### Continuation of Health Benefits

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

#### Changed Circumstances and Intent to Return

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

#### Return to Work

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

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

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

#### Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented

in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.:

Family and Medical Leave Act, 29 U.S.C. §2601 et seq., Family and Medical Leave Act, 29 C.F.R. Part 825.

105 ILCS 5/24-6.4.

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

Adopted: March 17, 2020

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### **PRESSPlus Comments**

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

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

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

# Document Status: Draft Update

## Professional Personnel

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

The Board of Education delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or PRESSPlus1 collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

School Year and Day, Duty-Free Lunch, Salary, Assignments and Transfers, Reduction-In-Force, Evaluation

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

#### Nursing Mothers

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

#### School Social Worker Services Outside of District Employment

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

#### Dismissal

The District will follow State law when dismissing a teacher.

#### LEGAL REF.:

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

820 ILCS 260/, Nursing Mothers in the Workplace Act~~1 et seq.~~

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

[Cleveland Bd. of Educ. v. Loudermill](#), 470 U.S. 532(1985).

CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

Adopted: January 21, 2020

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### **PRESSPlus Comments**

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

# *Document Status: Draft Update*

## Professional Personnel

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

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2023<sup>1</sup>, [PRESSPlus1](#), a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board of Education establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

#### Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

#### Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.:

[105 ILCS 5/10-20.68](#), [5/21B-20\(2\)](#), [5/21B-20\(3\)](#), and [5/21B-20\(4\)](#).

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

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

Adopted: October 20, 2020

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### **PRESSPlus Comments**

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

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

# *Document Status: Draft Update*

## Professional Personnel

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

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave, Sabbatical Leave, Personal Leave, Leave of Absence Without Pay, Child-Rearing Leave

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

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

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

#### Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

#### Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

#### General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in

accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

### Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

### School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

### Leaves for Victims of Domestic Violence, Sexual Violence, ~~or Gender Violence~~, or Other Crime of Violence [PRESSPlus3](#)

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, ~~or gender violence~~, or any other crime of violence or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, ~~or gender violence~~, or any other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 ([29 U.S.C. §2601 et seq.](#)).

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

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with [105 ILCS 5/24-6.3](#), and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in [105 ILCS 5/24-6.2](#).

LEGAL REF.:

[10 ILCS 5/13-2.5](#)

[105 ILCS 5/24-6](#), [5/24-6.1](#), [5/24-6.2](#), [5/24-6.3](#), [5/24-13](#), and [5/24-13.1](#).

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

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

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

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

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

Adopted: January 21, 2020

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## **PRESSPlus Comments**

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

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

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

# Document Status: Draft Update

## Educational Support Personnel

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

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement, individual employment contract, at-will employment statement or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

#### Sick and Bereavement Leave

**Please refer to the applicable NSSSA Collective Bargaining Agreements or At-Will Employment Statement.**

**For employees not covered by the NSSSA Collective Bargaining Agreement or At-Will Employment Statement:**

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, ~~or placement for adoption,~~ or the acceptance of a child in need of foster care. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness ~~or 30 days for birth~~ or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

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

The use of paid sick leave ~~F~~ for purposes of adoption, ~~or placement for adoption,~~ or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need to foster care. Such leave

is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway. [PRESSPlus2](#)

Vacation

**Please refer to the NSSSA Collective Bargaining Agreement or At-Will Employment Statement.**

**For employees not covered by the NSSSA Collective Bargaining Agreement or At-Will Employment Statement:**

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Holidays

**Please refer to the NSSSA Collective Bargaining Agreement or At-Will Employment Statement.**

**For employees not covered by the NSSSA Collective Bargaining Agreement or At-Will Employment Statement:**

Unless the District has a waiver or modification of the School Code pursuant to [Section 2-3.25g](#) or [24-2\(b\)](#) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Casimir Pulaski's Birthday	2022 <del>20</del> Election

Day [PRESSPlus3](#)

Memorial Day

Thanksgiving Day

Juneteenth National Freedom

Christmas Day

Day [PRESSPlus4](#)

Independence Day

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

### Personal Leave

**Please refer to the NSSSA Collective Bargaining Agreement or At-Will Employment Statement.**

**For employees not covered by the NSSSA bargaining agreement or at-will employment statement:**

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

### Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with [105 ILCS 5/24-6.3](#).

### Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military ~~and General Assembly~~.
2. Leave for Service in the General Assembly. [PRESSPlus5](#)
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, ~~or Gender Violence~~, or Other Crime of Violence. [PRESSPlus6](#)
5. Child Bereavement Leave
6. Leave to serve as an election judge.

LEGAL REF.:

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

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

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

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

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

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

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

Adopted: October 20, 2020

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## **PRESSPlus Comments**

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

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

PRESSPlus 3. 10 ILCS 5/2A-1.1c, added by P.A. 102-15 and scheduled to be repealed on 1-1-23, requires any school closed on 2022 Election Day to make itself available to an election authority as a polling place on those days. 2020 Election Day remains a holiday listed in 105 ILCS 5/24-2(e), amended by P.A. 102-15, but no longer appears in this policy. **Issue 108, November 2021**

PRESSPlus 4. Updated in response to 5 ILCS 490/63, amended by P.A.s 102-14, eff. 1-1-22, and 102-334 (enacting Juneteenth National Freedom Day on June 19 each year). Note that conflicts related to celebrating Juneteenth when it falls on a Saturday or Sunday exist, e.g., P.A. 102-14 (the controlling Public Act) states "when June nineteenth falls on a Saturday or Sunday, neither the preceding Friday nor the following Monday shall be held or considered as a *paid* holiday" but contrast P.A. 102-334, stating "when June nineteenth falls on a Sunday, the following Monday shall be held and considered the holiday" (notice the word *paid* is missing and it does not address when Juneteenth falls on a Saturday whether Friday is the holiday). Consult the board attorney about whether Juneteenth should be celebrated as an *unpaid holiday* on either the preceding Friday or the following Monday when it falls on a Saturday or Sunday, respectively, or not at all when it falls on a Saturday. **Issue 108, November 2021**

PRESSPlus 5. Moved from #1, above. Granting General Assembly leave to Educational Support Personnel is optional. **Issue 108, November 2021**

PRESSPlus 6. Updated in response to Victims' Economic Security and Safety Act (VESSA), 820 ILCS 180/, amended by P.A. 102-487. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

# *Document Status: Draft Update*

## **INSTRUCTION**

### **6:15 School Accountability**

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Illinois State Board of Education prepared State Goals for Learning with accompanying Illinois Learning Standards.

The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

#### Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and Illinois State Board of Education (ISBE) rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with [Sec. 2-3.153 of the School Code](#), administer at least biennially a survey of learning conditions on the instructional environment within the school to, at minimum, students in grades 6 through 8 and teachers.

#### LEGAL REF.:

[105 ILCS 5/2-3.25](#), [5/2-3.25a](#), [5/2-3.25b](#), [5/2-3.25c](#), [5/2-3.25d](#), [5/2-3.25d-5](#), [5/2-3.25e-5](#), [5/2-3.25f](#), [5/2-3.25f-5](#), [5/2-3.63](#), [5/2-3.64a-5](#), [5/10-17a](#), [PRESSPlus1 5/10-21.3a](#), and [5/27-1](#).

[23 Ill.Admin.Code Part 1](#), Subpart A: Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

ADOPTED: June 11, 2019

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### **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/10-17a, amended by P.A.s 101-68, 102-294, eff. 1-1-22 (data on the number of incidents of violence that occurred on school grounds or during school-related activities and that resulted in an out-of-school suspension, expulsion, or removal to an alternative setting), 102-594, eff. 7-1-22 (the number of teachers who are National Board Certified Teachers, disaggregated by race and ethnicity), and 102-539 (school report card deliveries delayed until 12-31 in years when the Governor declares a public health emergency). **Issue 108, November 2021**

# Document Status: Draft Update

## INSTRUCTION

### 6:20 School Year Calendar and Day

#### School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations and applicable collective bargaining agreement/s, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays.

#### Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

#### School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

#### LEGAL REF.:

[105 ILCS 5/10-19](#), [5/10-19.05](#), [5/10-20.56](#), [5/10-24.46](#), [5/10-30](#), [5/18-12](#), [5/18-12.5](#), [5/24-2](#), [5/27-3](#), [5/27-18](#), [5/27-19](#), [5/27-20](#), [5/27-20.1](#), [5/27-20.2](#), and [20/1](#).

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

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

[23 Ill.Admin.Code §1.420\(f\)](#).

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

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

Adopted: March 9, 2021

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### **PRESSPlus Comments**

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



# Document Status: Draft Update - New To District

## 6:50 School Wellness

### *New/Unpublished Section*

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. [PRESSPlus1](#) This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. The community is informed about the progress of this policy's implementation.

### Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See policies 6:60, *Curriculum Content* [PRESSPlus2](#) and 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Ill. State Board of Education (ISBE).

### Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

#### Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

#### Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

#### Unused Food Sharing Plan [PRESSPlus3](#)

In collaboration with the District’s local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students. [PRESSPlus4](#)
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program. [PRESSPlus5](#)
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District’s community. *Properly* means in accordance with all federal regulations and State and local health and sanitation codes.

#### Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

- An assessment of the District’s implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy

- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

### Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the board of education, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

### Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

### LEGAL REF.:

Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.

42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.

42 U.S.C. §1751 et seq., National School Lunch Act.

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

42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.

50 ILCS 205/ Local Records Act.

105 ILCS 5/2-3.139.

23 Ill.Admin.Code Part 305, Food Program.

ISBE's *School Wellness Policy* Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

### **PRESSPlus Comments**

PRESSPlus 1. This policy has not been previously adopted by the Board, however, State or federal law requires this subject matter to be covered in policy and controls its content. The federal Child Nutrition and WIC Reauthorization Act of 2004 (Child Nutrition Act) requires school districts participating in a program authorized by the National School Lunch Act (NSLA) (42 U.S.C. §1751 et seq.) or the Child Nutrition Act to have a school wellness policy. Pub. L. 108-265, Sec. 204. State law required the Ill. State Board of Education (ISBE) to "establish a State goal that all school districts have

a wellness policy.” 105 ILCS 5/2-3.139. ISBE complied in October 2007 by “instruct[ing] all public school districts to establish a School Wellness Policy.” The federal and State laws list mandatory topics for the policy. The second sentence of this policy should be deleted if the district does not participate in the NSLA or the Child Nutrition Act.

See ISBE’s numerous resources at: [www.isbe.net/Pages/Nutrition-and-Wellness.aspx](http://www.isbe.net/Pages/Nutrition-and-Wellness.aspx). Action for Healthy Kids is a national organization dedicated to overcoming the “epidemic of overweight, undernourished and sedentary youth by focusing on changes in schools;” see its resources at: [www.actionforhealthykids.org/index.php](http://www.actionforhealthykids.org/index.php).

This sample policy seeks to be both legally compliant and consistent with good governance principles. Both federal and State laws allow each school district to determine how the required topics are addressed. Good governance principles suggest that the board should establish goals with community and stakeholder input. The administration should determine how to achieve the goals. The board should monitor this policy by requesting and reviewing periodic implementation data.

The Ill. Dept. of Agriculture and ISBE are directed to create the Farm Fresh Schools Program. 105 ILCS 124/, Farm Fresh Schools Program Act; 30 ILCS 105/5.728, Farm Fresh Schools Program Fund. They are also directed to administer a grant program to further the Program’s intent of “reduc[ing] obesity and improve[ing] nutrition and public health, as well as strengthen[ing] local agricultural economies by increasing access to and promoting the consumption of locally grown fruits and vegetables in schools and increasing physical activities and programs that promote pupil wellness.” 105 ILCS 124/10.

. A redline version showing the changes made to the sample version, as well as the footnote information, is available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 2. Policy 6:50’s sample text is based upon federal and State *goals* while sample policy 6:60, *Curriculum Content’s* text is based only upon State curriculum requirements that require a minimum of three days of physical education per five-day week (with an exception for schools engaged in block scheduling). Ensure the text in this policy’s goal aligns with the district’s practice stated in policy 6:60 for meeting the minimum requirements of 23 Ill.Admin.Code §1.425(b). If the board adopts changes to this policy’s goal, enter the change, and use the save status “Adopted with Additional District Edits.” **Issue 108, November 2021**

PRESSPlus 3. Updated in response to 105 ILCS 5/2-3.182, added by P.A. 102-359. Food sharing plans will depend on many local factors and require local health department involvement, so because of that, a sample **PRESS** administrative procedure is not practical and does not exist. **Issue 108, November 2021**

PRESSPlus 4. *Needy students* is not defined by 105 ILCS 5/2-3.182, added by P.A. 102-359. **Issue 108, November 2021**

PRESSPlus 5. Required for districts that participate in child nutrition programs, the National School Lunch Program and National School Breakfast Program, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). See 105 ILCS 5/2-3.182, added by P.A. 102-359. Delete number 3 *only if* the district participates in none of the programs listed. **Issue 108, November 2021**



# Document Status: Draft Update

## INSTRUCTION

### 6:60 Curriculum Content

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. [PRESSPlus1](#) A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. [PRESSPlus2](#) Before the completion of grade 5, students will be offered at least one unit of cursive instruction. Beginning with the 2020-2021 school year, in grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States. [Q1](#)
4. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum. [PRESSPlus3](#)
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
7. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) democratic principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois) freedom, justice, and equality, [PRESSPlus4](#) (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.

8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage with such frequency as determined by the Board, but at a minimum of three days per five-day week, [PRESSPlus5](#) during the school day, except on block scheduled days, in a physical education course. For exemptions and substitutions, see policy 7:260, *Exemption from Physical Education*.
9. In all schools, health education must be stressed, including: [PRESSPlus6](#) (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate [and evidence-informed](#) [PRESSPlus7](#) sexual abuse and assault awareness and prevention education in all grades. [PRESSPlus8](#) The Superintendent shall implement a comprehensive health education program in accordance with State law. [Q2](#)
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
12. In all schools, United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, [and](#) (g) Illinois history, [and](#) (h) [the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America.](#) [PRESSPlus9](#)

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

13. In grade 7, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
14. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.

16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, and the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans. [PRESSPlus10](#)
17. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
18. Beginning in the fall of 2022, in all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States. [PRESSPlus11](#)
19. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.:

[Pub. L. No. 108-447](#), Section 111 of Division J, Consolidated Appropriations Act of 2005.

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

47 C.F.R. §54.520.

5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

105 ILCS 5/2-3.80(e) and (f), 5/10-20.73 (final citation pending), 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-24.1, and 5/27-24.2.

105 ILCS 435/, and 110/3, Comprehensive Health Education Program.

105 ILCS 435/, Vocational Education Act.

625 ILCS 5/6-408.5, III. Vehicle Code.

[23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.](#)

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

Adopted: January 21, 2020

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**Questions and Answers:**

\*\*\*Required Question 1. 105 ILCS 5/27-23.6 entitled *Anti-bias education* allows districts to incorporate activities to address intergroup conflict, with the objectives of improving intergroup relations on and beyond the school campus, defusing intergroup tensions, and promoting peaceful resolution of conflict.

Boards that adopt a policy to incorporate activities to address anti-bias education and intergroup conflict pursuant to this law must make information available to the public that describes the manner in which the district has implemented the activities. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). Districts may also include the information in a student handbook and in district newsletters. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).

Does the District provide anti-bias education and intergroup conflict resolution?

Yes (default)

No (IASB will remove the sentence regarding anti-bias education and intergroup conflict resolution from policy 6:60. If the Board has adopted policy 6:180, IASB will also remove Anti-bias education and intergroup conflict resolution from its list of extended instructional programs.)

\*\*\*Required Question 2. The repealed family life and sex education programs (105 ILCS 5/27-9.1 and 5/27-9.2, amended by P.A. 102-522) were replaced with the National Sex Education Standards (NSES) (105 ILCS 5/27-9.1a, added by P.A. 102-522) and a developmentally appropriate consent education curriculum (105 ILCS 5/27-9.1b, added by P.A. 102-522). But at the time of **PRESS** Issue 108's publication, the term *family life*, "including evidence-based and medically accurate information regarding sexual abstinence," remained in the Comprehensive Health Education Program (CHEP) (105 ILCS 110/3, amended by P.A. 102-464). The CHEP also includes many other health education topics that all elementary and secondary schools in Illinois must provide, including *teen dating violence* (105 ILCS 110/3.10, see 7:185, *Teen Dating Violence Prohibited*, for the required "teen dating violence policy") and cardiopulmonary resuscitation and automated external defibrillator use. For ease of administration, 6:60-AP1, *Comprehensive Health Education Program*, content includes reference to the new NSES curriculum that is outlined in more detail at 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*. 105 ILCS 5/27-9.1a, added by P.A. 102-522. While the NSES law is effective immediately, ISBE has until 8-1-22 to develop its learning standards and resources, and at the time of **PRESS** Issue 108's publication, no guidance existed about whether districts that provide the now-repealed family life and sex education programs formerly in 105 ILCS 5/27-9.1 and 9.2, repealed by P.A. 102-522, may continue to do so for: (a) their 21-22 school years, and/or (b) continuing into the 22-23 school year and subsequent school years. Consult the board attorney if the district offered the now-repealed family life and sex education program to assess whether that program may continue during the 21-22 school and/or school years beyond.

Two choices exist for school boards related to providing students with a sex education curriculum:

1. No sex education; or
2. NSES a/k/a Comprehensive Personal Health and Safety and Sexual Health Education Program (105 ILCS 5/27-9.1a, added by P.A. 102-522, and see 6:60-AP2, *Comprehensive Personal*

*Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES)).*

While boards are not required to include sex education curriculum information in their policies, if they offer it, the new law requires them to identify the curriculum their district uses along with the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials. 105 ILCS 5/27-9.1a(e), added by P.A. 102-522. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com).

If NSES is offered, ensure that the superintendent implements both 6:60-AP1, *Comprehensive Health Education Program*, and 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*.

If developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b is offered, ensure that implementation of 6:60-AP3, *Developmentally Appropriate Consent Education*, aligns with this policy.

Enter the board's choice below regarding communication to their communities in this policy about the sex education curriculum offered by the district:

- The Board does not offer NSES or developmentally appropriate consent education. (No change to the policy.)
- The Board offers NSES and/or developmentally appropriate consent education, but the Board will not communicate the curriculum chosen in this policy. (No change to the policy.)
- The Board offers National Sex Education Standards (NSES) curriculum, and the Board would like to communicate that in this policy. (IASB will add the following sentence: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a personal health and safety and sexual health education program (National Sex Education Standards) pursuant to 105 ILCS 5/27-9.1a.)
- The Board offers National Sex Education Standards (NSES) curriculum and developmentally appropriate consent education curriculum, and the Board would like to communicate both in this policy. (IASB will add the following sentences: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a personal health and safety and sexual health education program (National Sex Education Standards) pursuant to 105 ILCS 5/27-9.1a. The Superintendent shall also implement a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.)
- The Board either does not offer NSES, or offers NSES but does not want to communicate that in this policy, but the Board does offer developmentally appropriate consent education curriculum and wants to communicate it in this policy. (IASB will add the following sentence: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.)

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/27-13.2, amended by P.A. 102-195, which requires that in addition to instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and substance abuse, the subject must also cover the dangers of opioid abuse. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-6.3, added by P.A. 102-357. Schools must provide at least 30 minutes of play time for any school day five clock hours or longer in length. For any school days less than that, the total time allotted during the school day must be at least one-tenth of a day of attendance for the student. Time spent dressing or undressing for outdoor play may not count towards the daily time allotment. Play time must be computer-, tablet-, phone-, and video-free. Play time may be withheld as a disciplinary or punitive action only if a student's participation poses an immediate threat to the safety of the student or others. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to 105 ILCS 5/10-20.73 (final citation pending), 5/10-20.74, and 5/27-22(e)(3.5), added by P.A. 101-654. 105 ILCS 5/10-20.74, added by P.A. 101-654, requires that districts submit an annual report to ISBE regarding educational technology capacities and policies. See the subhead **Educational Technology Committee** and footnote 20 in 2:150-AP, *Superintendent Committees*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 4. Updated to align with Illinois statute. **Issue 108, November 2021**

PRESSPlus 5. Boards that want their daily physical education requirement to align with their goal in policy 6:50, *School Wellness*, may replace "minimum of three days per five-day week" with their local daily requirements. If the board adopts changes to this policy's physical education requirement, enter the change, and use the save status "Adopted with Additional District Edits." **Issue 108, November 2021**

PRESSPlus 6. Required by the Comprehensive Health Education Program law (105 ILCS 110/3). More detailed critical health problems and comprehensive health education program content is described in administrative procedure 6:60-AP1, *Comprehensive Health Education Program*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 7. *Evidence-informed per Erin's Law* means modalities that were created utilizing components of evidence-based treatments or curriculums. 105 ILCS 5/10-23.13(a), added by P.A. 102-610. Contrast with National Sex Education Standards (NSES) at 105 ILCS 5/27-9.1a(a), added by P.A. 102-552, which defines an *evidence-informed program* as "a program that uses the best available research and practice knowledge to guide program design and implementation." **Issue 108, November 2021**

PRESSPlus 8. 105 ILCS 110/3 and 105 ILCS 5/10-23.13, amended by P.A. 102-610 a/k/a *Erin's Law* (child sexual abuse prevention). While 105 ILCS 5/10-23.13(b) states pre-K through 12th, this policy uses *all grades* for brevity and ease of administration. *Erin's Law* requires a policy addressing child sexual abuse prevention and curriculum content on that subject (see policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*). A sentence in 6:60-AP1, *Comprehensive Health Education Program*, restates the basic recommendations from page 16 of the *Erin's Law* Taskforce Final Report (Report) to Governor Quinn at: [www.isbe.net/Documents/erins-law-final0512.pdf](http://www.isbe.net/Documents/erins-law-final0512.pdf), which was the basis for HB 1975 text, which did not pass in the first half of the 102nd Ill. General Assembly but is used as the basis for sample content to implement P.A. 102-610 due to that Public Act's vagueness. The professional educator training component of *Erin's Law* is

addressed in policies 5:90, *Abused and Neglected Child Reporting* and 5:100, *Staff Development Program*. The Report also encouraged parental involvement because parents play a key role in protecting children from child sexual abuse. **Issue 108, November 2021**

PRESSPlus 9. Updated in response to 105 ILCS 5/27-21, amended by P.A. 102-411. **Issue 108, November 2021**

PRESSPlus 10. Updated in response to 105 ILCS 5/27-20.4, amended by P.A. 101-654. **Issue 108, November 2021**

PRESSPlus 11. Updated in response to 105 ILCS 5/27-20.8, added by P.A. 102-44. The regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate] will monitor districts' compliance with this law during the annual compliance review visits. Districts may meet this law's requirements through online programs or courses. **Issue 108, November 2021**

## *Document Status: Draft Update*

### INSTRUCTION

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

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term *children with disabilities*, as used in this policy, means children between ages 3 and 15 (inclusive) [PRESSPlus1](#) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) *Special Education* rules, that special education services are needed.

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

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. The District shall also ensure parental participation in the IEP process as required by IDEA and its state and federal implementing regulations. Neither parents nor the District is allowed to record IEP meetings, which are considered private conversations pursuant to the Illinois Eavesdropping Statute, unless the parents can provide documentation of a disability for which recording is a reasonable accommodation. In the event a parent is allowed to record a meeting because of a disability, the District will also record the meeting. The District's recording of the meeting will be maintained as part of the student's temporary record.

For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's ~~disabled~~ students with disabilities.

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

#### LEGAL REF.:

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

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

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

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

34 C.F.R. [§Part 300](#).

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

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

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

Adopted: October 20, 2020

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### **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/14-6.01 states that high school districts are financially responsible for the education of children with disabilities who reside in their districts when such children reach age 15, but they may admit children with disabilities into special education facilities without regard to graduation from the eighth grade after they reach age 14 ½. When a child with a disability turns 14 ½ years old, it is the elementary school district's responsibility to notify the high school district of the child's current eligibility, program, and evaluation data upon which the current program is based. **Issue 108, November 2021**

# *Document Status: District Use Only*

## **6:130 Program for the Gifted**

### *New/Unpublished Section*

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.

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)

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# Document Status: Draft Update

## INSTRUCTION

### 6:135 Accelerated Placement Program

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

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; ~~and~~
3. Assessment processes that include multiple valid, reliable indicators; ~~and~~
4. By the fall of 2023, the automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows. [PRESSPlus1](#)
  - a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
  - b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
  - c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. [PRESSPlus2](#) Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

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

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

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

Adopted: July 21, 2020

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## **PRESSPlus Comments**

PRESSPlus 1. Required by 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209, for all districts, including elementary-only districts. Though not explained in the statute, this is likely because State assessments in English language arts, mathematics, and science are required in grades 3 through 8 (105 ILCS 5/2-3.64a-5) and a student's State assessment results may place the student in high school courses. Consult the board attorney about practical implementation issues for an elementary school district, e.g., what to do if the elementary school district does not have a program for students to enroll in high school courses (If the Board has not adopted policy 6:315, *High School Credit for Students in Grade 7 or 8*, the sample can be found at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com).), or if the elementary school district would like to offer advanced coursework not offered by the high school.

A district must provide the parents/guardians of a student eligible for automatic enrollment with the option to instead enroll in alternative coursework that better aligns with the student's postsecondary education or career goals. For a student entering grade 12, the next most rigorous level of advanced coursework in English language arts or mathematics must be a *dual credit course* (as defined in the Dual Credit Quality Act, 110 ILCS 27/5), an *Advanced Placement course* (as defined in the College and Career Success for All Students Act, 105 ILCS 302/10), or an International Baccalaureate course. The same is true for all other subjects, except that the next most rigorous level of advanced coursework may also include an honors class, an enrichment opportunity, a gifted program, or another program offered by the district. 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209. See 6:135-AP, *Accelerated Placement Program Procedures*, at **PRESS** Online. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/14A-32(b)(1), amended by P.A. 101-654, permits, but does not require this notification. **Issue 108, November 2021**

# Document Status: Draft Update

## INSTRUCTION

### 6:340 Student Testing and Assessment Program

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

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

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

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

LEGAL REF.:

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

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

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

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

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

Adopted: March 9, 2021

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### PRESSPlus Comments

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

# Document Status: Draft Update

## STUDENTS

### 7:10 Equal Educational Opportunities

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

#### Sex Equity

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

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

#### Administrative Implementation

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

#### LEGAL REF.:

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

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

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

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

[Ill. Constitution, Art. I](#), §18.

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

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

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

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

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

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

Adopted: October 20, 2020

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## **PRESSPlus Comments**

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

# *Document Status: Draft Update*

## **STUDENTS**

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

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender; gender identity (whether or not traditionally associated with the student's sex assigned at birth); gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### **Sexual Harassment Prohibited**

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

#### **Making a Report or Complaint**

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

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

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

#### **Nondiscrimination Coordinator:**

Dr. Monica Schroeder, Deputy Superintendent

1936 Green Bay Rd., Highland Park, IL 60035

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[mschroeder@nssd112.org](mailto:mschroeder@nssd112.org)

224/765-3044

### Complaint Managers:

Dr. Holly Colin, Assistant Superintendent

Dr. Kevin Ryan, Assistant Superintendent

1936 Green Bay Rd., Highland Park, IL  
60035

1936 Green Bay Rd., Highland Park, IL  
60035

[hcolin@nssd112.org](mailto:hcolin@nssd112.org)

[kryan@nssd112.org](mailto:kryan@nssd112.org)

224/765-3047

224/765-3051

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

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

### Investigation Process

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

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

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

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

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

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A](#)(b), that is alleged to have been perpetrated by school personnel, including a school vendor

or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

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

### Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

### Retaliation Prohibited

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

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

### LEGAL REF.:

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

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

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

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

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: October 20, 2020

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## **PRESSPlus Comments**

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

# Document Status: Draft Update

## STUDENTS

### 7:30 Student Assignment and Intra-District Transfer

#### Attendance Areas

The School District is divided into school attendance areas. The Superintendent will:

1. Review the boundary lines annually and recommend to the Board of Education any changes or revisions for existing units; or
2. Create new units using a lens that considers preventing segregation and the elimination of separating students in the District's schools because of color, race, or nationality to the Board of Education. [PRESSPlus1](#)

The Superintendent or designee shall maintain a map of the District showing current school attendance areas. All records pertaining to the creation, alteration, or revision of attendance units are open to the public. Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*.

#### Transfers Within the District

A student's parent(s)/guardian(s) may request a transfer for their child to a District school other than the one assigned. A request should be directed to the Superintendent, who, at his or her sole discretion, may grant the request when the parent(s)/guardian(s) demonstrate that the student could be better accommodated at another school, provided space is available. If a request is granted, the parent/guardian shall be responsible for transportation. The provisions in this section have no applicability to transfers pursuant to the Unsafe School Choice Option covered in Board policy 4:170, *Safety*.

#### Class Assignments

The Superintendent or designee shall assign students to classes.

LEGAL REF.:

[105 ILCS 5/10-21.3](#), [5/10-21.3a](#), and [5/10-22.5](#).

CROSS REF.: 4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

ADOPTED: June 11, 2019

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to a five-year review. Changes to the policy reflect better

alignment with the School Code's text, which also align with the IASB's 6th Strategic Priority: "Initiate, advocate for, and support efforts to ensure EQUITY, Diversity, Inclusion and Racial Justice within IASB, its membership and PK-12 Schools." 105 ILCS 5/10-21.3 requires school attendance areas to be periodically revised, if necessary, to prevent or eliminate segregation by color, race, or nationality. Note that the law uses the term units, but that these are often referred to as attendance areas; this policy uses both terms. **Issue 108, November 2021**

# *Document Status: Draft Update*

## STUDENTS

### **7:60 Residence**

#### Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise [PRESSPlus1](#) provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days six months [PRESSPlus2](#) after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

#### Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

## Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board of Education policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

## Challenging a Student's Residence Status

If the Superintendent or designee determines that a ~~non-resident~~ student ~~is attending school on a tuition-free basis~~ is a nonresident of the District for whom tuition is required to be charged ~~school~~, he or she on behalf of the Board of Education shall notify the person who enrolled the student of the tuition amount that is due ~~and immediately begin proceedings to ban the student from future attendance.~~ [PRESSPlus3](#). The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, [105 ILCS 5/10-20.12b](#).

### LEGAL REF.:

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

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

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

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

23 Ill.Admin.Code §1.240.

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

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

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

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

~~ADOPTED: June 11, 2019~~

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## **PRESSPlus Comments**

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

PRESSPlus 2. 105 ILCS 5/10-22.5a(a-5), amended by P.A. 102-126. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to a five-year review. **Issue 108, November 2021**



# *Document Status: Draft Update*

## STUDENTS

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

#### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 6 (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 8, in the public school regardless of age.

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

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), [PRESSPlus2](#) observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe. [PRESSPlus3](#)

#### Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in [105 ILCS 5/26-2a](#).
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused

absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.

7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to: [PRESSPlus4](#)
  - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

#### LEGAL REF.:

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

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

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

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Behavior), 7:340 (Student Records)

Adopted: July 21, 2020

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406, which prohibits schools from requiring students excused for religious reasons to submit a written excuse  
7:70

after returning to school. **Issue 108, November 2021**

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

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

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

# Document Status: Draft Update

## STUDENTS

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

A student shall be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, or for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day. The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence(s). ~~This notice shall satisfy the District's requirement for a written excuse when the student returns to school.~~ [PRESSPlus1](#)

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

#### LEGAL REF.:

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

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

775 ILCS 35/, Religious Freedom Restoration Act.

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

~~ADOPTED: June 11, 2019~~

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### PRESSPlus Comments

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

# Document Status: Draft Update

## STUDENTS

### 7:150 Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

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

#### LEGAL REF.:

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

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

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

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

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

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

Adopted: March 17, 2020

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### PRESSPlus Comments

PRESSPlus 1. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

# Document Status: Draft Update

## STUDENTS

### 7:160 Student Appearance

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

#### LEGAL REF.:

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

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

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

~~ADOPTED: June 11, 2019~~

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#### Questions and Answers:

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

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

No (default)

Yes.

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#### PRESSPlus Comments

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

website by 7-1-22. State or federal law also controls this policy's content. **Issue 108, November 2021**

meant to be illustrative and non-exhaustive. [PRESSPlus1](#)

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

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act. [PRESSPlus2](#)

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance [PRESSPlus3](#) counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in [105 ILCS 5/27-23.7](#)(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

**Nondiscrimination Coordinator:**

Dr. Monica Schroeder, Deputy Superintendent

1936 Green Bay Rd., Highland Park, IL 60035

[mschroeder@nssd112.org](mailto:mschroeder@nssd112.org)

224/765-3044

**Complaint Managers:**

Dr. Holly Colin , Assistant Superintendent

1936 Green Bay Rd., Highland Park, IL  
60035

[hcolin@nssd112.org](mailto:hcolin@nssd112.org)

224/765-3047

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Dr. Kevin Ryan, Assistant Superintendent

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1936 Green Bay Rd., Highland Park, IL  
60035

[kryan@nssd112.org](mailto:kryan@nssd112.org)

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224/765-3051

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

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community,

such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion [PRESSPlus4](#) with regard to students ~~treated as bullying for purposes of determining any consequences or other appropriate remedial actions.~~
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have knowingly making a falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided knowingly false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan ~~is~~ must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation: [PRESSPlus5](#)
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

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

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

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

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
  - c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - f. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - i. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:

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

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

775 ILCS 5/1-103, III. Human Rights Act.

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

23 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title

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

Adopted: October 20, 2020

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## **PRESSPlus Comments**

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

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

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

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

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

# Document Status: Draft Update

## STUDENTS

### 7:190 Student Behavior

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

#### When and Where Conduct Rules Apply

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

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

#### Prohibited Student Conduct

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

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

licensed practitioner's prescription.

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

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

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

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

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

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

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

### Disciplinary Measures

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

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

between the District and local law enforcement agencies.

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

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

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

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

#### Weapons

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

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

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

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

#### Re-Engagement of Returning Students

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

#### Required Notices

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

### Delegation of Authority

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

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

### Student Handbook

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

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

Incorporated

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

LEGAL REF.:

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

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

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

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

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

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

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

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

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

Adopted: September 22, 2020

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### Questions and Answers:

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

Yes (default)

No. (IASB will remove "and out-of-sight")

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### PRESSPlus Comments

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

# *Document Status: Draft Update*

## **STUDENTS**

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

#### In-School Suspension

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

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

#### Out-of-School Suspension

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

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

- a) A threat to school safety, or

- b) A disruption to other students' learning opportunities.
- ii. For a suspension of 4 or more school days, an explanation:
    - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
    - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
    - c) That the student's continuing presence in school would either:
      - i) Pose a threat to the safety of other students, staff, or members of the school community, or
      - ii) Substantially disrupt, impede, or interfere with the operation of the school.
  - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
  6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from ~~the Department of Human Services~~ a local mental health agency [PRESSPlus1](#) to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.:

~~105 ILCS 5/10-22.6.~~

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

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

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

23 Ill.Admin.Code §1.280.

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

~~ADOPTED: June 11, 2019~~

**PRESSPlus Comments**

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

# *Document Status: Draft Update*

## STUDENTS

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

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from ~~the Dept. of Human Services~~ a local mental health agency [PRESSPlus1](#) to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.

- c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
- d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.:

~~105 ILCS 5/10-22.6(a).~~

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

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

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

~~ADOPTED: June 11, 2019~~

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**PRESSPlus Comments**

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

# Document Status: Draft Update

## STUDENTS

### 7:250 Student Support Services

The following student support services may be provided by the School District:

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

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

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

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

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

LEGAL REF.:

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

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

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

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

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

## **PRESSPlus Comments**

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

# *Document Status: Draft Update*

## **STUDENTS**

### **7:260 Exemption from Physical Education**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting. [PRESSPlus1](#)

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-8, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

LEGAL REF.:

[105 ILCS 5/27-6.](#)

[225 ILCS 60/](#), Medical Practice Act.

[23 Ill.Admin.Code §1.420\(p\)](#) and [§1.425\(d\)](#), (e).

CROSS REF.: 6:60 (Curriculum Content)

~~ADOPTED: June 11, 2019~~

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/27-6(b-5), added by P.A. 102-405. A note from clergy or a religious leader is unnecessary and should not be requested by a district. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **STUDENTS**

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

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

##### Suicide and Depression Awareness and Prevention Program

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

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

suicide; or (H) have a medical condition or certain types of disabilities. [PRESSPlus1](#)

Implementation will incorporate paragraph number 2, above, along with Board policies:

- a. Board policy 6:65, Student Social and Emotional Development, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
  - b. 6:120, Education of Children with Disabilities, implementing special education requirements for the District;
  - c. 6:140, Education of Homeless Children, implementing provision of District services to students who are homeless;
  - d. Board policy 6:270, Guidance and Counseling Program, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
  - e. 7:10, Equal Educational Opportunities, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
  - f. 7:50, School Admissions and Student Transfers To and From Non-District Schools, implementing State law requirements related to students who are in foster care;
  - g. Board policy 7:250, Student Support Services, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
  4. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
  5. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

### Illinois Suicide Prevention Strategic Planning Committee

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

### Monitoring

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

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

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

### Implementation

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

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

### LEGAL REF.:

42 U.S.C. § 1201 et seq. Individuals with Disabilities Education Act.

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

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

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

745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

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

**ADOPTED: June 11, 2019**

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### **PRESSPlus Comments**

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

PRESSPlus 2. Updated in response to 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-134 (district-issued ID cards for students, and information on districts' websites); and 105 ILCS 5/10-20.75 (final citation pending), added by P.A. 102-416 (districts must insert either the Safe2Help

Illinois helpline or a local suicide prevention hotline on ID card, contact to identify each helpline that may be contacted through text messaging, and include the same in student handbooks and planners (if a student planner is custom printed by a district or its schools for distribution to students in any of grades 6 through 12)). The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook). **Issue 108, November 2021**

## *Document Status: Draft Update*

### STUDENTS

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

##### School-Sponsored Publications and Web Sites

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

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

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

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

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital filesMP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital filesCD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text data or voice messages delivered by cell phones, tablets, and other hand-held devices). [PRESSPlus1](#)

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

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

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

inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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

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

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

#### Bullying and Cyberbullying

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

#### LEGAL REF.:

105 ILCS 5/27-23.7.

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

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

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

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

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

ADOPTED: June 11, 2019

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#### **PRESSPlus Comments**

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

# Document Status: Draft Update

## STUDENTS

### 7:340 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 [PRESSPlus1](#) years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. However, [The District will comply with State or federal law with regard to release of an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records, including, where applicable,](#) without notice to, or the consent of, the student's parent/guardian [or eligible student.](#) [PRESSPlus2](#) Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

### Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique

behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

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

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

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

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

#### LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act, implemented by [34 C.F.R. Part 99](#).

50 ILCS 205/7, [Local Records Act](#).

105 ILCS 5/10-20.1224b, [5/20.37](#), [5/10-20.40](#), and [5/14-1.01 et seq.](#)

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

[105 ILCS 85/](#), Student Online Personal Protection Act.

[325 ILCS 17/](#), Children's Privacy Protection and Parental Empowerment Act.

[750 ILCS 5/602.11](#), Ill. Marriage and Dissolution of Marriage Act.

[23 Ill.Admin.Code Parts 226](#) and [375](#).

[Owasso I.S.D. No. I-011 v. Falvo](#), 534 U.S. 426 (2002).

*Chicago Tribune Co. v. Chicago Bd. of Ed.*, 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Adopted: September 22, 2020

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#### **PRESSPlus Comments**

PRESSPlus 1. 705 ILCS 405/5-905, amended by P.A. 98-61, applies to law enforcement records of 7:340

minors arrested or taken into custody before their 18th (formerly 17<sup>th</sup>) birthday. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to feedback from PRESS Advisory Board (PAB) members. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **STUDENTS**

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

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

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.

#### **Definitions**

*Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

*Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

*Breach* means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

#### **Operator Contracts**

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

#### **Security Standards**

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to

protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family and Educational Rights and Privacy Act, implemented by [34 C.F.R. Part 99](#).

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

[105 ILCS 85/](#), Student Online Personal Protection Act.

[23 Ill. Admin. Code Part 380](#).[PRESSPlus1](#)

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

Adopted: September 22, 2020

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## **PRESSPlus Comments**

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

## *Document Status: 5-Year-Review - Needs Review*

### **COMMUNITY RELATIONS**

#### **8:100 Relations with Other Organizations and Agencies**

The District shall cooperate with other organizations and agencies, including but not limited to:

- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Illinois Emergency Management Agency (IEMA), local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense
- Other school districts

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews)

**ADOPTED: June 11, 2019**

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Date: March 15, 2022  
To: Board of Education  
From: Dr. Michael Lubelfeld, Superintendent  
Subject: FOIA Requests  
Policy Alignment: Policy 2:250-Access to Public Records  
Disposition: Information

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**Executive Summary:**

Board Policy 2:250 Access to Public Records requires the Superintendent or designee(s) to report to the Board any Freedom of Information (FOIA) requests and the status of the District's response at each regular Board meeting.

The following is a summary of recent requests made under the Freedom of Information Act:

- A request was made on February 10, 2022, by Jolyn Daugherty for various documents pertaining to Crisis Go and student records. The District responded to the request with an extension notice on February 17, 2022, and with a final response on February 24, 2022.
- A request was made on February 10, 2022, by Jolyn Daugherty for various documents pertaining to medical professionals, vendors, and services. The District responded to the request with an extension notice on February 17, 2022, and with a final response on February 24, 2022.
- A request was made on February 14, 2022, by Jeff Kelly for liability insurance and oath of office documents. The District responded to the request on February 22, 2022.
- A request was made on February 14, 2022, by Jolyn Daugherty for various documents pertaining to surety bonds, insurance, and oath of office. The District responded to the request on February 22, 2022.
- A request was made on February 17, 2022, by Jeff Kelly for various documents pertaining to surety bonds. The District responded to the request on February 24, 2022.
- A request was made on February 23, 2022, by Ashbey Beasley for emails pertaining to masking. The District responded to the request with an extension notice on February 28, 2022, and with a final response on March 8, 2022.
- A request was made on March 7, 2022, by Tedd Novak for liability insurance documents. The District responded to the request on March 9, 2022.

**Recommendation:**

Information



**Board of Education Regular Meeting  
1936 Green Bay Rd., Highland Park, IL 60035**

**February 22, 2022**

**Open Session Minutes**

*This meeting was held in-person adhering to Governor Pritzker's [Executive Order 2021-18](#), requiring all people to wear face coverings in school buildings regardless of vaccination status. Community members were welcomed to offer public comments in person during designated times on the agenda. This meeting was streamed live and can be accessed online at <https://vimeo.com/user133899354>*

**Call to Order, Roll Call**

President Brunk called the meeting to order at 7:02 p.m.

**Members Present:**

Alexander Brunk, Lisa Hirsh, Dan Jenks, Art Kessler, Adam Kornblatt, Bennett Lasko

**Members Absent**

Melissa Itkin

**Administrators Present:**

Dr. Michael Lubelfeld, Superintendent

Dr. Monica Schroeder, Deputy Superintendent

Dr. Kevin Ryan, Assistant Superintendent of Teaching and Learning

Mr. Jeremy Davis, Assistant Superintendent for Finance & Operations

Dr. Holly Colin, Assistant Superintendent for Student Services

Mr. Nicholas Glenn, Director of Communications

**Approval of Agenda**

After reviewing the agenda, President Brunk offered a motion to amend the agenda and remove from the February 1, 2022 Special Meeting Minutes and Closed Session Minutes from the consent agenda and instead approve them separately. Mr. Lasko seconded the motion and by voice vote, the amended agenda was unanimously approved.

**Pledge of Allegiance**

President Brunk led the Pledge of Allegiance.

**Superintendent's Report**

Dr. Lubelfeld delayed his report until the end of the meeting.

### **Principal Presentation- Indian Trail Elementary School**

Indian Trail Principal Dr. Maria Grable along with Indian Trail teachers Ms. Dlugie and Ms. Rudman highlighted for the Board how Indian Trail staff have focused on using Kagan Cooperative Learning Structures to engage students. Staff were initially trained in October working side by side to incorporate Kagan strategies into their lesson plans. In December a Kagan coach visited Indian Trail to further challenge the staff to incorporate more strategies into social-emotional learning. The teachers told the Board how cooperative learning structures have transformed their classroom culture and teaching practices. The classroom has shifted from teacher-led to student-led. Students are constantly sharing their different views and outside interests and feel respected. Dr. Grable shared a video created by Indian Trail Associate Principal, Ms. Brandt which featured Indian Trail teachers and students in action.

### **Dual Language Program/English Learners Presentation**

The administration presented additional data on the Dual Language (DL) program as a follow-up to last month's presentation. Current and historical enrollment data as well as assessment data, broken out by English Learners, were shared for Red Oak, Oak Terrace, and Green Bay students. Class sizes as well as per pupil and Title I and Title III expenditures were reviewed. The administration is monitoring Dual Language kindergarten enrollment for 2022-23, and in April will analyze if there are enough students to run kindergarten at both Oak Terrace and Red Oak. Dr. Lubelfeld said that the administration has a responsibility to report to the Board on boundary changes and enrollment concerns annually but assured everyone that the administration is dedicated to the Dual Language program. There was mention that dips in enrollment may stem from the pandemic however other districts have seen increases in DL enrollment over the past few years and these seemingly competing indicators are not clear at this point. Enrollment will continue to drive future decisions about Red Oak's future.

### **Bilingual Parent Advisory Committee (BPAC) Presentation**

Co-President of the Bilingual Parent Advisory Committee, Jaret Fishman along with the BPAC Executive Committee members presented to the Board. They would like to see the District create a new Strategic Plan that would be collaborative and address equity. They would like to see Dual Language class sizes continue to be capped at between 16-19, lower than monolingual class sizes, and suggest no more than 95 kindergarten students be assigned to Oak Terrace (5 sections) and Red Oak continue to serve kindergarten students if enrollment numbers are higher than 95. They suggest that there may be a rebound in future enrollment and more time will be needed before making decisions about closing Red Oak and consolidating the DL program at Oak Terrace. Mr. Fishman said that celebration should be given to the District's commitment to equitable allocation of academic resources and confronting the present achievement gap.

### **Schooling Update & Recommendation to Change COVID-19 Mitigation Strategies**

Dr. Lubelfeld provided an update relating to COVID-19. Over the past weeks, there has been a significant drop in the number of students and staff who have tested positive for COVID-19. It was reported that 70% of K-8 students are fully vaccinated, and nearly all staff are fully

vaccinated with 90% boosted. Opt-in SHIELD testing continues and 24,493 tests have been completed to date with 124 positives (positivity rate = .005%). Since August, a total of 114 staff and 448 students have tested positive. Dr. Lubefeld explained that due to the falling number of cases; low positivity rate in D112; high vaccination rates; successful use of layered mitigations; and the legal nullification of the Governor's Executive Order under which mask-wearing was mandated, it is his recommendation that the district pivot and make mask-wearing optional / recommended for students, staff and visitors beginning February 23. In addition, CRISIS GO, the daily self-certification will no longer be required. He explained that students and staff who become positive will continue to be excluded from school and the district will notify close contacts but there is no required quarantine unless symptomatic. Due to federal transportation directives, bus riders will continue to wear masks. Students should maintain social distancing to the extent possible and all are encouraged to become vaccinated and use handwashing and respiratory etiquette. It will be parents' decision on whether their child/ren will wear a mask at school and Dr. Lubefeld asked parents to be sure to let their children know their wishes. Teachers will support all decisions but will not be able to monitor compliance. Parents are asked to remind their child/ren to be kind and respectful of their classmates and to not peer pressure others to join them in the decision to wear a mask or not. Dr. Lubefeld said he understands that some are upset and scared and oppose this pivot but he asked for trust and said that we are joining the vast majority of districts in the state and local area that have shifted to mask optional model. The Board will be asked to approve the change in mitigations later on the agenda.

### **School Attendance Area/Boundary Change for Military Housing**

Dr. Colin reported a change in the school attendance area for newly enrolling students who live in military housing in Fort Sheridan. Due to ongoing concerns with enrollment capacity at Sherwood Elementary, new students living in military housing in Fort Sheridan will be enrolled at Wayne Thomas Elementary or Northwood Middle School. This shift is effective immediately. Current families who live in military housing that attend Sherwood Elementary School or Edgewood Middle School will be given the option to transfer to Wayne Thomas/Northwood MS if they wish. The change will help alleviate capacity issues while also allowing students in military housing to attend school closer to home and lessen bus transportation time.

### **Long Range Planning Phase 2 Update**

Dr. Lubefeld incorporated remarks about Phase 2 into his report at the end of the agenda.

### **Recommendation to Approve Voya Financial Inc. 403(b) and 457(b) Plan**

Mr. Davis reported that the administration recommends Voya Financial, Inc. be added to the District's list of approved service providers for the 403(b) and 457(b) retirement plans. Voya Financial, Inc. (NYSE: VOYA) is a leading health, wealth, and investment company that provides products, solutions, and technologies to help District 112's employees become well-planned, well invested and well protected. TSA Consulting Group Inc. is the district's 403(b)/457(b) Third Party Administrators and currently has an agreement with Voya Financial, Inc. for compliance

and information sharing. The Board will be asked to approve Voya as a provider at the March 15 Regular Board Meeting.

### **Recommendation to Renew 2022-23 Ravinia Nursery School Ground Lease**

Mr. Davis offered a recommendation to renew the Ravinia Nursery School ground lease for an additional one-year term. All language of the current lease remains the same. The terms of the lease agreement will be for a one-year from July 1, 2022, and will terminate on June 30, 2023, an annual rent of \$400 plus the equivalent of two full-time students' tuition payments in monetary funds. The 2021-22 School Year tuition for two full-time students was \$10,720. The Nursery School shall notify the District by April 1, 2023, if it wishes to renew the lease beyond June 2023– no automatic renew lease. The Board will be asked to approve the lease renewal at the March 15, 2022, Regular Board Meeting.

### **Freedom of Information Requests**

The Board was informed of the following requests received under the Freedom of Information Act:

- A request was made on January 18, 2022, by the Illinois Retired Teacher Association for a list of certified teachers retiring this year. The District responded to the request on January 19, 2022.
- A request was made on January 21, 2022, by Shawn Boburg of the Washington Post for contracts, agreements, written communications, and payment records with O'Hare Labs. The District responded to the request on January 25, 2022.
- A request was made on January 26, 2022, by Alexis Taglia for outdoor video surveillance footage. The District responded to the request on February 2, 2022.
- A request was made on January 26, 2022, by Shawn Boburg of the Washington Post for email communications with O'Hare Labs. The District responded to the request on January 28, 2022.

### **Public Comments Related to Matters on the Agenda**

President Brunk opened the floor for public comment. He noted that due to the large number of people signed up to speak and the need for the Board to address action items on the agenda, the first opportunity would be limited to 30 minutes. The remaining speakers will have an opportunity to address the Board later on the agenda during the second public comment time on the agenda.

- The following students, parents, or community members offered comments urging the Board to make masks optional in school: Willa Boilin, Emily Prazak, James Williams, Lawrence Ligas, Jeff Kelly
- The following students, parents or community members offered comments against the change to make masks optional in schools: Lindsey Lurie, Rebecca Glick,
- The following students, parents, or community members offered comments against consolidating the Dual Language program and urged the Board to keep Red Oak open: Teresa Shiplettz, Katilin Loftus, Leah Silverman

## Consent Agenda

The Board utilizes a consent agenda for various routine action items, which allows the Board to approve items in a single motion unless the Board or the Superintendent requests otherwise.

The following items were presented to the Board for approval as part of the Consent Agenda:

- Regular Meeting Minutes - January 18, 2022
- Closed Session Minutes - January 18, 2022
- Committee of the Whole Minutes - February 3, 2022
- Personnel Recommendations:
  - Employment
    - The employment of **Jasmin Mateos** as (1.0) full time 1:1 paraprofessional at Green Bay School, effective February 1, 2022
  - Unpaid Leave of Absence
    - Unpaid leave of absence for **Emma Skevin**, 4th Grade Teacher at Braeside Elementary, effective 2022-2023 school year.
    - Unpaid leave of absence for **Becky Sebert**, 1st Grade Teacher at Sherwood Elementary, effective 2022-2023 school year.
    - Unpaid leave of absence for **Vanessa Reakes**, Instructional Coach at Sherwood Elementary, effective 2022-2023 school year.
    - Unpaid leave of absence for **Megan Leccesi**, Individualized Learning Teacher at Sherwood Elementary, effective April 20, 2022, through June 2, 2022.
    - Unpaid leave of absence for **Angela Meas**, 4th Grade Teacher at Oak Terrace Elementary, effective February 14, 2022, through March 11, 2022
  - Retirement
    - Retirement of **Laura McKevitt**, Art Teacher at Oak Terrace Elementary, effective the end of 2025-26.
    - Retirement of **Hallie Barr**, 5th Grade Teacher at Indian Trail Elementary, effective the end of 2025-26.
    - Retirement of **Tomas Colome Williams**, ESL Teacher at Edgewood MS, effective the end of 2025-26
    - Retirement of **Tony DiBenedetto**, Art & ESL Teacher at Braeside Elementary & Red Oak Elementary, effective the end of 2025-26
    - Retirement of **Mayra Tristan**, 1st Grade DL Teacher at Oak Terrace Elementary, effective end of 2025-26
    - The retirement of **Margaret Delligatti**, Band/Orchestra Teacher at Northwood at the end of 2025-26
  - Resignation
    - Resignation of **Nicole Bellini**, Principal at Red Oak Elementary, effective June 30, 2022
    - Resignation of **Lindsey Rose**, Director of Languages at District Office, effective June 30, 2022
    - Resignation of **Shalagh O'Neill**, Associate Principal at Oak Terrace Elementary, effective June 30, 2022
    - Resignation of **Alysa Feters**, Special Ed. Resource Teacher (on leave), effective June 2, 2022

- Resignation of **Jamie Hochberg**, Speech Language Pathologist (on leave), effective June 2, 2022
  - Resignation of **Dayna Levin**, Special Ed. Resource Teacher at Edgewood MS, effective June 2, 2022
  - Resignation of **Jeannie Murphy**, Special Ed. Resource Teacher(on leave), effective June 2, 2022
  - Resignation of **Sarah Severson**, Special Ed. Resource Teacher at Ravinia Elementary, effective June 2, 2022
  - Resignation of **Nathan Rhodes**, Orchestra/Music Teacher at Edgewood/Braeside/Red Oak & Sherwood, effective June 2, 2022
  - Resignation of **Kimberly Trent**, Science Teacher (on leave), effective June 2, 2022
- Bill List
  - Treasurer's Report - January 2021
  - Destruction of Closed Session Recordings from August 13, 2020, August 18, 2020, and August 25, 2020

President Brunk asked for a motion to approve the consent agenda, as presented. Mr. Jenks moved and Ms. Hirsh seconded the motion. President Brunk requested a roll call vote:

AYES: Brunk, Hirsh, Jenks, Kessler, Kornblatt, Lasko

NAYS: None

The motion passed.

### **Approval of Special Meeting Minutes and Closed Session Minutes - February 1, 2022**

President Brunk asked for a motion to approve the Special Meeting Minutes and Closed Session Meeting Minutes of February 1, 2022, as presented. Mr. Jenks moved and Ms. Hirsh seconded the motion. Upon a voice vote, the motion was approved. President Brunk and Mr. Kornblatt abstained.

### **International Field Trip - Northwood**

As discussed at the January 18, Board meeting, Dr. Lubefeld would like the District to sponsor an opportunity for up to 25 interested Northwood 8th grade Dual Language students to travel to the Dominican Republic for an intercultural experience as a capstone to their Dual Language education. The trip will be organized by Education First travel company and is scheduled for October. The cost for each student will be \$3,455 but the hope is to raise funds to substantially subsidize the cost for students who qualify. President Brunk asked for a motion to authorize the international field trip as discussed. Mr. Lasko moved and Mr. Jenks seconded the motion. President Brunk requested a roll call vote:

AYES: Brunk, Hirsh, Jenks, Kessler, Kornblatt, Lasko

NAYS: None

The motion passed.

### **Approve Administrator Contract - Coordinator for Bilingual/ESL Programs**

Dr. Schroeder announced after a thorough interview and selection process, Mr. Enrique Castro has been selected as the new Coordinator for Bilingual/ESL programs. Since beginning his career in District 112 as a teaching assistant, Mr. Castro has risen through the ranks as a Dual

Language classroom teacher and most recently in his current position as an instructional coach. Mr. Castro is passionate and committed to the Dual Language program and will be a strong leader in his new role. Mr. Castro addressed the Board and thanked them for the opportunity to share his skills with teachers and help diverse learners. President Brunk asked for a motion to approve the employment contract for Enrique Castro as Coordinator for Bilingual/ESL programs effective July,1, 2022, as presented. Mr. Jenks moved and Mr. Lasko seconded the motion. President Brunk requested a roll call vote:

AYES: Brunk, Hirsh, Jenks, Kessler, Kornblatt, Lasko

NAYS: None

The motion passed.

### **Approval of Change in COVID-19 Mitigation Strategies**

The Board was asked to approve Dr. Lubelfeld's recommendation to pivot and make masks optional in District 112 effective February 23, 2022. President Brunk thanked the community for reaching out to the Board to express their opinions. He and the other board members spoke and offered comments in support of Dr. Lubelfeld's recommendation to pivot. President Brunk asked for a motion to approve a mask optional pivot for all people (students, staff, visitors) in District 112 beginning February 23, 2022. Mr. Brunk moved and Mr. Kornblatt seconded the motion. President Brunk requested a roll call vote:

AYES: Brunk, Hirsh, Jenks, Kessler, Kornblatt, Lasko

NAYS: None

The motion passed.

### **Public Comments**

- The following parent offered comments in support of the decision to make masks optional in school: Jolyn Daugherty
- The following parents offered comments against the decision to make masks optional in school: Rebecca Kristall, Thomas Glen
- The following student and parents offered comments against consolidating the Dual Language program and urged the Board to keep Red Oak open: Francisco Galeano, Cathy Curran, Rosa Rebolledo, Julio Rebolledo, Jose Martinez, Elan Eduardo Suarez Klein

### **Committee/Liaison Reports**

There were no committee reports.

### **Board/Superintendent Other**

- Dr. Lubelfeld reported that the Citizens Task Force Committee will meet on February 24. The committee will be presented with two possible Long Range Plan 2 scenarios (Plan A & B) to review and offer insights and questions. Consultants plan to conduct phone polls and mail out surveys to the community over the next few months.
- In honor of National School Bus Driver Day, Dr. Lubelfeld thanked the bus drivers for getting our students to school safely each day. He also recognized the crossing guards for their work as well. He encouraged parents and students to show their appreciation.

### **Adjourn to Closed Session**

President Brunk asked for a motion to adjourn to closed session to discuss:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 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)
- Litigation, when an action against, affecting, or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
- The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).

Mr. Lakso moved and Ms. Hirsh seconded the motion to adjourn to closed session. President Brunk requested a roll call vote:

AYES: Brunk, Hirsh, Jenks, Kessler, Kornblatt, Lasko

NAYS: None

The motion passed.

The Board adjourned to closed session at 10:38 p.m.

### **Reconvene to Open Session**

The Board reconvened to open session at 11:20 p.m.

### **Adjournment**

President Brunk asked for a motion to adjourn the regular meeting. Mr. Jenks moved and Mr. Lasko seconded the motion to adjourn. The motion was approved by voice vote.

The meeting adjourned at 11:20 p.m.

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Alexander Brunk, President

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Melissa Itkin, Secretary

Date of Approval: March 15, 2022



**Board of Education Special Meeting  
1936 Green Bay Rd., Highland Park, IL 60035**

**March 2, 2022**

**Open Session Minutes**

**Call to Order, Roll Call**

President Brunk called the meeting to order at 7:03 p.m.

**Members Present:**

Alexander Brunk, Lisa Hirsh, Melissa Itkin, Dan Jenks, Art Kessler, Bennett Lasko

**Members Absent**

Adam Kornblatt

**Administrators Present:**

Dr. Michael Lubelfeld, Superintendent

Dr. Monica Schroeder, Deputy Superintendent

Mr. Jeremy Davis, Assistant Superintendent for Finance & Operations

**Approval of Agenda**

President Brunk asked for a motion to approve the agenda as presented. Mr. Jenks moved and Mr. Kessler seconded the motion. The agenda was approved by voice vote. The motion was approved by voice vote.

**Public Comments**

None

**Adjourn to Closed Session**

President Brunk asked for a motion to adjourn to closed session to discuss:

- Appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 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).
- Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding

shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).

- The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10)

Mr. Jenks moved and Mr. Kessler seconded the motion. President Brunk requested a roll call vote:

AYES: Brunk, Itkin, Jenks, Hirsh, Kessler, Lasko

NAYS: None

The motion passed.

The Board adjourned to closed session at 7:05 p.m.

### **Reconvene to Open Session**

The Board reconvened to open session at 9:16 p.m.

### **Adjournment**

President Brunk asked for a motion to adjourn the Special Meeting. Mr. Jenks moved and President Brunk seconded the motion to adjourn. The motion was approved by voice vote.

The meeting adjourned at 9:16 p.m.

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Alexander Brunk, President

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Melissa Itkin, Secretary

Date of Approval: March 15, 2022

**Revised as of 3/15/22**

Date: March 15, 2022

To: Dr. Michael Lubelfeld, Superintendent of Schools  
Members of the Board of Education

From: Dr. Monica Schroeder, Deputy Superintendent

Subject: Personnel Recommendations

Policy Alignment: Policy 5:30 Hiring Process and Criteria

**CERTIFIED PERSONNEL RESIGNATION**

<u>NAME</u>	<u>FTE</u>	<u>POSITION</u>	<u>SCHOOL</u>	<u>EFFECTIVE DATE</u>
Kimberly Isaacs	1.0	4th Grade Teacher	RO	6/2/22
Rebecca Fooden	1.0	Spec. Ed. Res. Teacher	SW	6/2/22
Ron Wainer	1.0	Math Interventionist	OT	6/2/22
Grace Lichter	1.0	Spec. Ed. Res. Teacher	RO	6/2/22
Catherine Kastanes	1.0	Speech & Language Pathologist	SW	6/2/22
Katherine Rogers	1.0	1st Grade Teacher	WT	6/2/22

**CERTIFIED STAFF UNPAID LEAVE REQUEST**

<u>NAME</u>	<u>FTE</u>	<u>POSITION</u>	<u>SCHOOL</u>	<u>EFFECTIVE DATE</u>
Carly Goldstein	1.0	Spec. Ed. Res. Teacher	IT	2022-2023

**CLASSIFIED STAFF UNPAID LEAVE REQUEST**

<u>NAME</u>	<u>FTE</u>	<u>POSITION</u>	<u>SCHOOL</u>	<u>EFFECTIVE DATE</u>
Gina Valerugo	1.0	Nurse	SW	2/28/22-6/2/22

Recommendation:  
Roll call vote to approve the Personnel Report, as presented.

Board of Education

North Shore School District 112  
Highland Park, Illinois

March 15, 2022

To the Board of Education:

We present for your approval for payment the following vendor disbursements:

EDUCATION FUND:	\$ 1,294,586.24
OPERATIONS & MAINTENANCE:	\$ 380,296.24
TRANSPORTATION FUND:	\$ 80,850.77
EDGEWOOD CONSTRUCTION ACCOUNT:	\$ 1,674,995.81
ACTIVITY FUND:	\$ 2,905.55
TOTAL	\$ 3,433,634.61

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
212200222	NIHIP	03/15/2022	03022022	2021-22 HEALTH INSURANCE PREMIUM	2502200294	600,528.86	600,528.86
10E200	2610 2220 22 000000			EDUCATION FUND/DISTRICT WIDE/DISTRICT BENEFITS/MEDICAL		600,528.86	
				1 ACH	Check(s) For a Total of		600,528.86

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
1012675	8X8 INC	03/15/2022	3334441	TELEPHONE SYSTEM REFRESH	5552200011	11,891.09	11,891.09
10E200	2220 3000 42 000000			EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/PURCHASED SERVIC		11,891.09	
1012676	AAA LOCK & KEY***	03/15/2022	582336	AAA LOCK AND KEY BPO	2502200026	241.00	2,109.97
20E200	2540 3210 31 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		241.00	
			582338	AAA LOCK AND KEY BPO	2502200026	1,340.00	
20E200	2540 3210 31 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		1,340.00	
			582340	AAA LOCK AND KEY BPO	2502200026	273.97	
20E200	2540 3210 31 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		273.97	
			582343	AAA LOCK AND KEY BPO	2502200026	255.00	
20E200	2540 3210 31 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		255.00	
1012677	ABM BUILDING VALUE	03/15/2022	1133954	CUSTODIAL SERVICES FOR THE MONTH OF MARCH 2022; INVOICE NUMBER 1133954; OK TO PAY	2202200795	123,874.56	123,874.56
20E200	2540 3000 41 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		123,874.56	
1012678	ALPHA PRIME COMMUNICATIONS***	03/15/2022	118111	PROPOSAL; (6) HYT TC508 UHF 4 WATT ANALOG PORTABLE RADIOS FOR SHERWOOD SCHOOL; REQUEST IS FROM NATALY GARCIA CAMPOS	2202200774	1,170.00	1,170.00
20E100	2540 3216 31 000000			OPERATIONS & MAINTENANCE FUND/SHERWOOD/OPER. & MAINT./S		1,170.00	
1012679	Vendor Continued Void	03/15/2022					0.00
1012680	Vendor Continued Void	03/15/2022					0.00
1012681	Vendor Continued Void	03/15/2022					0.00
1012682	Vendor Continued Void	03/15/2022					0.00
1012683	Vendor Continued Void	03/15/2022					0.00
1012684	Vendor Continued Void	03/15/2022					0.00
1012685	Vendor Continued Void	03/15/2022					0.00
1012686	Vendor Continued Void	03/15/2022					0.00
1012687	Vendor Continued Void	03/15/2022					0.00
1012688	Vendor Continued Void	03/15/2022					0.00
1012689	Vendor Continued Void	03/15/2022					0.00
1012690	Vendor Continued Void	03/15/2022					0.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
1012691	Vendor Continued Void	03/15/2022					0.00
1012692	Vendor Continued Void	03/15/2022					0.00
1012693	Vendor Continued Void	03/15/2022					0.00
1012694	Vendor Continued Void	03/15/2022					0.00
1012695	Vendor Continued Void	03/15/2022					0.00
1012696	Vendor Continued Void	03/15/2022					0.00
1012697	Vendor Continued Void	03/15/2022					0.00
1012698	Vendor Continued Void	03/15/2022					0.00
1012699	Vendor Continued Void	03/15/2022					0.00
1012700	Vendor Continued Void	03/15/2022					0.00
1012701	Vendor Continued Void	03/15/2022					0.00
1012702	Vendor Continued Void	03/15/2022					0.00
1012703	Vendor Continued Void	03/15/2022					0.00
1012704	AMAZON	03/15/2022	111J-CYM9-FGJQ	2021-2022 - SUPPLIES AND MATERIALS - PD	2102200218	10.80	14,827.05
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		10.80	
			11RM-4XVF-GQM4	2021-2022 - SUPPLIES AND MATERIALS - PD	2102200216	68.42	
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		68.42	
			11VG-FYFH-HGGC	2021-2022 - SUPPLIES AND MATERIALS - PD	2102200213	92.18	
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		92.18	
			11YX-Q3R6-J37P	SUPPLIES	5552200207	26.98	
10E200	2220 4000 50 000000			EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/SUPPLIES AND MAT		26.98	
			13CF-FK1Q-JXXL	2021-2022 - SUPPLIES AND MATERIALS - CMA/STEM	2102200191	269.90	
10E200	2210 4000 56 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		269.90	
			13L4-XQVG-Q1VX	SCIENCE MATERIALS NEEDED FOR LABS/CC/NW	602200132	152.02	
10E060	1100 4000 57 000000			EDUCATION FUND/NORTHWOOD/REGULAR PROGRAMS/SUPPLIES AND		152.02	
			13T3-RCTM-9VH9	BR/BUILDING TEACHER SUPPLIES	102200084	39.43	
10E010	1100 4000 50 000000			EDUCATION FUND/BRAESIDE/REGULAR PROGRAMS/SUPPLIES AND M		39.43	
			1466-XFPW-673M	SUPPLIES	2122200261	544.88	
10E200	1200 4000 50 000000			EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./SUPPLIES AND M		544.88	
			149M-9PQK-3L9V	AMAZON/LEARNING	1002200067	94.12	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E100	1100 4000 50 000000			COTTAGE, NICOLE SERPICO/SW EDUCATION FUND/SHERWOOD/REGULAR PROGRAMS/SUPPLIES AND M		94.12	
10E200	1200 4000 50 000000		14KR-Y6DL-7HMY	SUPPLIES EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./SUPPLIES AND M	2122200280	28.94	28.94
10E040	1100 4000 50 000000		14KR-Y6DL-HQHL	Paint Pens that were not received in January for ASE EDUCATION FUND/INDIAN TRAIL/REGULAR PROGRAMS/SUPPLIES A	402200121	94.74	94.74
10E100	1100 4000 50 000000		14TG-JY9R-1V3Y	AMAZON/MISSY GOLDSMITH/SW EDUCATION FUND/SHERWOOD/REGULAR PROGRAMS/SUPPLIES AND M	1002200092	58.18	58.18
99L000	9708 0000 00 000000		14TL-WXL3-1VNR	STUDENT COUNCIL SUPPLIES/EW EW STUDENT COUNCIL/NS	202200058	6.99	6.99
10E090	1100 4000 50 000000		14V9-GX6W-QGQX	SCHOOL SUPPLIES EDUCATION FUND/RED OAK/REGULAR PROGRAMS/SUPPLIES AND MA	902200074	269.62	269.62
10E200	1200 4000 50 000000		14VL-QT1L-1CMH	SUPPLIES EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./SUPPLIES AND M	2122200188	23.94	23.94
10E040	1100 4000 62 000000		14W3-TJ3X-K1G9	Ukulele Picks EDUCATION FUND/INDIAN TRAIL/REGULAR PROGRAMS/SUPPLIES A	402200125	26.25	26.25
10E200	2520 6000 99 000000		14W3-TJ3X-PFFN	AMAZON BUSINESS PRIME MEMBERSHIP FEE EDUCATION FUND/DISTRICT WIDE/FISCAL SERVICES/OTHER OBJE	2502200295	779.00	779.00
10E020	1100 4000 50 000000		14X3-JGX6-DF1T	GENERAL SUPPLIES/EW EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/SUPPLIES AND M	202200132	41.97	41.97
10E100	1100 4000 50 000000		16KM-KRP6-QQT7	AMAZON/OFFICE SUPPLIES/NATALY GARCIA EDUCATION FUND/SHERWOOD/REGULAR PROGRAMS/SUPPLIES AND M	1002200087	82.74	82.74
10E200	2210 4000 35 000000		16LD-LJ6W-HYCJ	2021-2022 - SUPPLIES AND MATERIALS - PD EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN	2102200182	50.52	50.52
			16WP-YG93-3N3V	STUDENT COUNCIL EDUCATION FUND/INDIAN TRAIL/REGULAR PROGRAMS/SUPPLIES A	202200116	785.67	785.67

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
99L000	9708 0000 00 000000			SUPPLIES/EW			
			EW STUDENT COUNCIL/NS			785.67	
			177R-N4JD-HWLF	CLASSROOM SUPPLY	602200159	34.00	
				ORDER FOR			
				LAIRD/ML/NW			
10E060	1100 4000 50 000000			EDUCATION FUND/NORTHWOOD/REGULAR PROGRAMS/SUPPLIES AND		34.00	
			177R-N4JD-J93Y	BR/CONTAINERS FOR	102200086	45.99	
				ALO STUDENT			
				MATERIALS			
10E010	1100 4000 63 000000			EDUCATION FUND/BRAESIDE/REGULAR PROGRAMS/SUPPLIES AND M		45.99	
			177R-N4JD-KTL9	ASE supplies and	402200119	315.86	
				Misc.			
10E040	1100 4000 50 000000			EDUCATION FUND/INDIAN TRAIL/REGULAR PROGRAMS/SUPPLIES A		37.90	
10E040	1100 4000 63 000000			EDUCATION FUND/INDIAN TRAIL/REGULAR PROGRAMS/SUPPLIES A		277.96	
			17C7-Y17F-MVC1	BR/SPIRIT CLUB	102200082	41.94	
				PRIZES			
99L000	9041 0000 00 000000			BRAESIDE ACTIVITY/NS		41.94	
			17JQ-VNWF-PT3K	File folders	402200122	169.70	
10E040	1100 4000 50 000000			EDUCATION FUND/INDIAN TRAIL/REGULAR PROGRAMS/SUPPLIES A		169.70	
			17X6-LN37-6N1Y	2021-2022 -	2102200209	14.48	
				SUPPLIES AND			
				MATERIALS - PD			
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		14.48	
			17XQ-FDNF-T1K1	SHELF NEEDED IN	602200077	69.99	
				LIBRARY/EH/NW			
10E060	1100 4000 63 000000			EDUCATION FUND/NORTHWOOD/REGULAR PROGRAMS/SUPPLIES AND		69.99	
			191D-3JY7-41MJ	School/office	402200105	135.33	
				supplies			
10E040	1100 4000 50 000000			EDUCATION FUND/INDIAN TRAIL/REGULAR PROGRAMS/SUPPLIES A		135.33	
			191M-PL9K-QDWV	2021-2022 -	2102200209	46.05	
				SUPPLIES AND			
				MATERIALS - PD			
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		46.05	
			191X-P4T7-VWX7	2021-2022 -	2102200182	24.95	
				SUPPLIES AND			
				MATERIALS - PD			
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		24.95	
			1961-DMRV-GMC7	CUPS NEEDED FOR	602200078	11.99	
				STUDENTS WHO DO			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E060	1100 4000 50 000000			NOT BRING WATER BOTTLES/MR/NW EDUCATION FUND/NORTHWOOD/REGULAR PROGRAMS/SUPPLIES AND		11.99	
			19CL-JLCL-HKYY	2021-2022 SUPPLIES AND	2102200194	10.99	
10E200	2210 4000 35 000000			MATERIALS - PD EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		10.99	
			19FC-H9Q1-RTNR	AMAZON/LIBRARY BOOKS AND	1002200071	124.00	
99L000	9099 0000 00 000000			SUPPLIES/SW SHERWOOD LIBRARY/NS		124.00	
			1C1C-HJ9F-XWQC	GENERAL SUPPLIES FOR STAFF USE/EW	202200137	530.44	
10E020	1100 4000 50 000000			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/SUPPLIES AND M		530.44	
			1C3D-WLRT-L7P3	SUPPLIES	2122200229	241.58	
10E200	1200 4000 50 000000			EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./SUPPLIES AND M		122.18	
10E200	2130 4000 50 000000			EDUCATION FUND/DISTRICT WIDE/HEALTH SERVICES/SUPPLIES A		119.40	
			1C4C-GGLG-D96P	2021-2022 - SUPPLIES AND	2102200243	158.73	
10E200	2210 4000 60 000000			MATERIALS - ELA EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		158.73	
			1CHM-X6KF-34D9	ASSISTIVE TECH SUPPLIES	2122200247	105.06	
10E200	1200 4000 50 000000			EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./SUPPLIES AND M		105.06	
			1CJM-G9HW-F64M	BR/BATTERIES FOR HAND SANITIZING	102200042	31.98	
10E010	1100 4000 50 000000			STATIONS SALVADOR NEEDS EDUCATION FUND/BRAESIDE/REGULAR PROGRAMS/SUPPLIES AND M		31.98	
			1CNM-RGNH-DFFP	SUPPLIES	2122200256	92.44	
10E200	2520 4000 50 000000			EDUCATION FUND/DISTRICT WIDE/FISCAL SERVICES/SUPPLIES A		92.44	
			1CPD-M463-43N1	AMAZON/ILP ROOM, LUKE ROBERTS/SW	1002200068	138.61	
10E100	1100 4000 50 000000			EDUCATION FUND/SHERWOOD/REGULAR PROGRAMS/SUPPLIES AND M		138.61	
			1CRT-3WKM-KWW6	SUPPLIES	2122200232	117.76	
10E200	1200 4000 50 000000			EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./SUPPLIES AND M		117.76	
			1CWD-KJRT-CM1R	AMAZON/MICHELLE NUETZMANN, MUSIC/SW	1002200090	18.35	

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10E100	1100 4000 50 000000			EDUCATION FUND/SHERWOOD/REGULAR PROGRAMS/SUPPLIES AND M		18.35	
			1CWD-KJRT-GR9X	Rings for music class	402200111	27.96	
10E040	1100 4000 50 000000			EDUCATION FUND/INDIAN TRAIL/REGULAR PROGRAMS/SUPPLIES A		27.96	
			1D1V-XR99-JVF9	GENERAL SUPPLIES	1202200056	93.70	
10E120	1125 4000 50 000000			EDUCATION FUND/GREEN BAY SCHOOL/PREK REGULAR/SUPPLIES A		93.70	
			1D3V-HNFW-9CY7	SUPPLIES	2122200207	47.98	
10E200	1200 4000 50 000000			EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./SUPPLIES AND M		47.98	
			1D7G-X4GK-FM96	2021-2022 - SUPPLIES AND MATERIALS - PD	2102200241	55.42	
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		55.42	
			1DDT-7XPT-K7PF	2021-2022 - SUPPLIES AND MATERIALS - PD	2102200199	15.30	
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		15.30	
			1DF6-XH1H-WNPH	AMAZON/OFFICE/SW	1002200066	65.20	
10E100	1100 4000 50 000000			EDUCATION FUND/SHERWOOD/REGULAR PROGRAMS/SUPPLIES AND M		65.20	
			1DGR-616C-PTVM	AMAZON/CLASSROOM SUPPLIES	1002200088	97.97	
10E100	1100 4000 50 000000			EDUCATION FUND/SHERWOOD/REGULAR PROGRAMS/SUPPLIES AND M		97.97	
			1DL7-T61D-XYP7	AMAZON/OFFICE, CLASSROOM/SW	1002200069	237.46	
10E100	1100 4000 50 000000			EDUCATION FUND/SHERWOOD/REGULAR PROGRAMS/SUPPLIES AND M		237.46	
			1DR4-G6KF-CMD7	SAIL PROGRAM SUPPLIES/EW	202200140	23.90	
10E020	1100 4000 50 000000			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/SUPPLIES AND M		23.90	
			1F37-K1GM-DFQP	BOXES FOR PACKING FILES ETC/EW	202200136	194.97	
10E020	1100 4000 50 000000			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/SUPPLIES AND M		194.97	
			1F7M-76TM-L6W3	CLASSROOM SUPPLY ORDER FOR CORDOVA/NC/NW	602200150	57.77	
10E060	1100 4000 50 000000			EDUCATION FUND/NORTHWOOD/REGULAR PROGRAMS/SUPPLIES AND		57.77	
			1FCC-NFXQ-97MX	STUDENT COUNCIL SUPPLIES/EW	202200058	258.26	
99L000	9708 0000 00 000000			EW STUDENT COUNCIL/NS		258.26	

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			1FTN-V9HW-RYGL	GENERAL SUPPLIES/SCHROEDER	2002200035	71.61	
10E200	2642 4000 50 000000		EDUCATION FUND/DISTRICT WIDE/PERSONNEL/SUPPLIES AND MAT			71.61	
			1FVP-MFDM-747V	GENERAL CLASSROOM SUPPLIES/EW	202200099	34.82	
10E020	1100 4000 50 000000		EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/SUPPLIES AND M			34.82	
			1FVY-6XW9-7YR1	ASSIST PRINCIPAL BOOK NEEDED/MR/NW	602200160	34.00	
10E060	2410 3000 35 000000		EDUCATION FUND/NORTHWOOD/PRINCIPAL/PURCHASED SERVICES/P			34.00	
			1GFN-QT19-DK1T	CLASSROOM SUPPLIES/OT	702200104	34.61	
10E070	1100 4000 50 000000		EDUCATION FUND/OAK TERRACE/REGULAR PROGRAMS/SUPPLIES AN			14.62	
99L000	9079 0000 00 000000		OAK TERRACE SCHOOL MUSICAL/NS			19.99	
			1GKG-CYJ9-M9RP	AMAZON/SUPPLIES/WT	1102200082	82.82	
10E110	1100 4000 50 000000		EDUCATION FUND/WAYNE THOMAS/REGULAR PROGRAMS/SUPPLIES A			82.82	
			1GW3-YTNX-3XQG	2021-2022 - SUPPLIES AND MATERIALS - CMA/STEM	2102200195	6.98	
10E200	2210 4000 56 000000		EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN			6.98	
			1HTK-CLDV-CQF6	SUPPLIES, OTHER	5552200209	294.58	
10E200	2220 4000 65 000000		EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/SUPPLIES AND MAT			294.58	
			1HYN-T9C7-P9FF	Door stopper for music room door	402200106	10.95	
10E040	1100 4000 50 000000		EDUCATION FUND/INDIAN TRAIL/REGULAR PROGRAMS/SUPPLIES A			10.95	
			1JR7-DFE1-NKKH	2021-2022 - SUPPLIES AND MATERIALS - PD	2102200210	110.22	
10E200	2210 4000 35 000000		EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN			110.22	
			1JYC-R7RW-JPT1	2021-2022 - SUPPLIES AND MATERIALS - PD	2102200214	57.34	
10E200	2210 4000 35 000000		EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN			57.34	
			1JYW-364J-K1YW	2021-2022 - SUPPLIES ANS MATERIALS - PD	2102200219	9.21	
10E200	2210 4000 35 000000		EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN			9.21	
			1KD3-939R-VR3Q	SCIENCE SUPPLIES NEEDED/CC/NW	602200155	26.76	

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10E060	1100 4000 57 000000			EDUCATION FUND/NORTHWOOD/REGULAR PROGRAMS/SUPPLIES AND		26.76	
			1KF6-T6LD-6FKX	STUDENT COUNCIL	202200116	9.99	
				SUPPLIES/EW			
99L000	9708 0000 00 000000			EW STUDENT COUNCIL/NS		9.99	
			1KHM-RFPJ-1Q9C	2021-2022 -	2102200207	58.88	
				SUPPLIES AND			
				MATERIALS - PD			
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		58.88	
			1KN6-CRTH-6KWC	2021-2022 -	2102200251	50.99	
				SUPPLIES AND			
				MATERIALS			
10E200	2210 4000 56 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		50.99	
			1L3K-NHTN-M43L	CLASSROOM	602200154	51.45	
				SUPPLIES FOR			
				ROBLEDOZAK/NW/RRZ			
10E060	1100 4000 50 000000			EDUCATION FUND/NORTHWOOD/REGULAR PROGRAMS/SUPPLIES AND		51.45	
			1LKN-DGKR-C1VV	2021-2022 -	2102200203	63.88	
				SUPPLIES AND			
				MATERIALS - PD			
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		63.88	
			1LP6-TRFD-NNPW	AMAZON/NURSE,	1002200084	268.75	
				OFFICE &			
				CLASSROOM			
				SUPPLIES/SW			
10E100	1100 4000 50 000000			EDUCATION FUND/SHERWOOD/REGULAR PROGRAMS/SUPPLIES AND M		268.75	
			1LP7-6HGV-KP7N	SUPPLIES	2122200217	158.77	
10E200	1200 4000 50 000000			EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./SUPPLIES AND M		158.77	
			1LQM-YM4R-FNPC	ROBOTICS CLUB	202200056	59.88	
				GENERSL			
				SUPPLIES/EW			
10E020	1100 4000 50 000000			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/SUPPLIES AND M		59.88	
			1M1G-F8YN-WXKV	2021-2022 -	2102200190	158.31	
				SUPPLIES AND			
				MATERIALS -			
				CMA/STEM			
10E200	2210 4000 56 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		158.31	
			1MNJ-JMWR-93JC	2021-2022 -	2102200206	101.53	
				SUPPLIES AND			
				MATERIALS - PD			
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		101.53	

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			1MQ7-DQW9-D9PF	2021-2022 - SUPPLIES AND MATERIALS - PD	2102200212	91.18	
10E200	2210 4000 35 000000		EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN			91.18	
			1MXG-PPQK-MLWN	HEATER FOR DISTRICT OFFICE ( ADI AND ANKITA'S AREA) AND SOME OFFICE SUPPLIES	2502200283	64.77	
10E200	2520 4000 50 000000		EDUCATION FUND/DISTRICT WIDE/FISCAL SERVICES/SUPPLIES A			64.77	
			1N34-WFHL-3967	AMAZON/LAUREN SACHS, ILP ROOM NEEDS/SW	1002200093	21.99	
10E100	1100 4000 50 000000		EDUCATION FUND/SHERWOOD/REGULAR PROGRAMS/SUPPLIES AND M			21.99	
			1NCD-LLJY-1KWR	2021-2022 - SUPPLIES AND MATERIALS - CMA/STEM	2102200235	43.98	
10E200	2210 4000 56 000000		EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN			43.98	
			1NCD-LLJY-394M	SCHOOL CLASSROOM SUPPLIES	902200073	186.30	
10E090	1100 4000 50 000000		EDUCATION FUND/RED OAK/REGULAR PROGRAMS/SUPPLIES AND MA			186.30	
			1NCD-LLJY-NNPR	2021-2022 - SUPPLIES AND MATERIALS - CMA/STEM	2102200233	347.96	
10E200	2210 4000 56 000000		EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN			347.96	
			1NFW-KNF4-FW6N	SUPPLIES NEEDED FOR MUSICAL/CE/NW	602200151	29.55	
10E060	1100 4000 50 000000		EDUCATION FUND/NORTHWOOD/REGULAR PROGRAMS/SUPPLIES AND			29.55	
			1NY7-KN79-9MH9	AMAZON/NIKKI KATZ, CLASSROOM PENCIL SHARPENER/SW	1002200091	29.00	
10E100	1100 4000 50 000000		EDUCATION FUND/SHERWOOD/REGULAR PROGRAMS/SUPPLIES AND M			29.00	
			1P1F-YTJQ-6NPG	AMAZON/LIBRARY BOOKS AND SUPPLIES/SW	1002200071	6.99	
99L000	9099 0000 00 000000		SHERWOOD LIBRARY/NS			6.99	
			1P9F-M39Q-KQFT	2021-2022 - SUPPLIES AND	2102200192	54.58	

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10E200	2210 4000 35 000000			MATERIALS - PD EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		54.58	
			1PJ3-V64L-KK39	Enrichment and classroom supplies	402200107	400.11	
10E040	1100 4000 50 000000			EDUCATION FUND/INDIAN TRAIL/REGULAR PROGRAMS/SUPPLIES A		133.47	
99L000	9700 0000 00 000000			IT Enrichment/NS		266.64	
			1PVT-RG1C-NWDX	Happiness Committee Treats	402200123	79.94	
10E040	1100 4000 50 000000			EDUCATION FUND/INDIAN TRAIL/REGULAR PROGRAMS/SUPPLIES A		79.94	
			1PXN-1PKF-QX74	2021-2022 - SUPPLIES AND MATERIALS - PD	2102200185	114.30	
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		114.30	
			1Q3Y-9RP6-4XQ3	2021-2022 - SUPPLIES AND MATERIALS - PD	2102200202	86.88	
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		86.88	
			1Q4H-KW7N-KCRL	OFFICE/OT	702200101	66.06	
10E070	1100 4000 50 000000			EDUCATION FUND/OAK TERRACE/REGULAR PROGRAMS/SUPPLIES AN		66.06	
			1Q7J-431K-Q79R	SUPPLIES	2122200188	89.04	
10E200	1200 4000 50 000000			EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./SUPPLIES AND M		89.04	
			1QDM-CFQT-4NQT	Enrichment supplies	402200099	414.54	
99L000	9700 0000 00 000000			IT Enrichment/NS		414.54	
			1QJK-CVYG-D1LK	2021-2022 - SUPPLIES AND MATERIALS - PD	2102200225	13.69	
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		13.69	
			1QLW-3FG4-DVFX	Office supplies	402200112	66.92	
10E040	1100 4000 50 000000			EDUCATION FUND/INDIAN TRAIL/REGULAR PROGRAMS/SUPPLIES A		66.92	
			1QMP-C7WQ-149R	SUPPLIES	2122200237	36.98	
10E200	1200 4000 50 000000			EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./SUPPLIES AND M		36.98	
			1QXC-DQXH-TCLM	SCIENCE SUPPLY AND MATERIALS NEEDED/TM/NW	602200156	51.82	
10E060	1100 4000 57 000000			EDUCATION FUND/NORTHWOOD/REGULAR PROGRAMS/SUPPLIES AND		51.82	
			1QXC-DQXH-TLTT	SUPPLY NEEDED FOR	602200158	105.00	

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10E060	1100 4000 57 000000			SCIENCE DEPARTMENT/IF/NW EDUCATION FUND/NORTHWOOD/REGULAR PROGRAMS/SUPPLIES AND		105.00	
			1QY9-Q1J6-7JG4	2021-2022 - SUPPLIES AND MATERIALS - FOUNDATION GRANT	2102200208	727.17	
10E200	1100 4000 50 192004			EDUCATION FUND/DISTRICT WIDE/REGULAR PROGRAMS/SUPPLIES		727.17	
			1RTG-MF1X-4DYG	After-school enrichment supplies	402200103	332.22	
99L000	9700 0000 00 000000			IT Enrichment/NS		332.22	
			1RTQ-F3LD-ML6T	GENERAL STAFF SUPPLIES/EW	202200089	29.98	
10E020	1100 4000 50 000000			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/SUPPLIES AND M		29.98	
			1RXY-4JJM-LL1N	AMAZON/RACHEL FILIPPI/SW	1002200083	60.44	
10E100	1100 4000 50 000000			EDUCATION FUND/SHERWOOD/REGULAR PROGRAMS/SUPPLIES AND M		60.44	
			1T9J-LCPD-PHJM	Enrichment supplies	402200116	93.40	
99L000	9700 0000 00 000000			IT Enrichment/NS		93.40	
			1TD1-NV7M-R6H4	SUPPLIES, OTHER	5552200208	83.99	
10E200	2220 4000 65 000000			EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/SUPPLIES AND MAT		83.99	
			1TKH-PKR1-4VDR	2021-2022 - SUPPLIES AND MATERIALS - PD	2102200197	53.54	
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		53.54	
			1TPW-MTP3-NQ6D	2021-2022 - SUPPLIES AND MATERIALS - STEM/CMA	2102200193	29.99	
10E200	2210 4000 56 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		29.99	
			1TRT-33GF-Q3CP	2021-2022 - SUPPLIES AND MATERIALS - PD	2102200204	53.83	
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		53.83	
			1TVJ-P9PD-11LP	BR/TEACHER MATERIALS NEEDED FOR THE SAIL PROGRAM	102200083	119.68	

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10E010	1100 3000 38 000000			EDUCATION FUND/BRAESIDE/REGULAR PROGRAMS/PURCHASED SERV		119.68	
			1TVK-7MQ1-XRNQ	2021-2022 - SUPPLIES AND MATERIALS - PD	2102200210	12.99	
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		12.99	
			1TWQ-NKJ7-3XCF	CAPITAL OUTLAY NEW EQUIPMENT/GLENN	2602200016	379.79	
10E200	2630 4000 50 000000			EDUCATION FUND/DISTRICT WIDE/INFORMATION SERVICES/SUPPL		379.79	
			1V9N-714C-K444	GENERAL SUPPLIES FOR EAGLE STORE/EW	202200135	28.99	
10E020	1100 4000 50 000000			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/SUPPLIES AND M		28.99	
			1VC6-J6QF-FDJV	INSTRUCTIONAL CLASSROOM SUPPLIES	902200072	340.00	
10E090	1100 4000 50 000000			EDUCATION FUND/RED OAK/REGULAR PROGRAMS/SUPPLIES AND MA		340.00	
			1VPT-7WMP-JVNW	BR/LEGOS FOR ALO CURRICULUM	102200081	380.40	
10E010	1100 4000 50 000000			EDUCATION FUND/BRAESIDE/REGULAR PROGRAMS/SUPPLIES AND M		380.40	
			1WFG-G3RL-4YCM	2021-2022 - SUPPLIES AND MATERIALS - PD	2102200211	50.84	
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		50.84	
			1WH1-1RJ7-4LCC	2021-2022 SUPPLIES AND MATERIALS - PD	2102200234	45.98	
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		45.98	
			1WMY-6G9G-TQ9T	SCHOOL SUPPLIES	902200074	35.97	
10E090	1100 4000 50 000000			EDUCATION FUND/RED OAK/REGULAR PROGRAMS/SUPPLIES AND MA		35.97	
			1X9C-T16D-LN77	AMAZON/SUPPLIES/WT	1102200080	190.59	
10E110	1100 3000 35 000000			EDUCATION FUND/WAYNE THOMAS/REGULAR PROGRAMS/PURCHASED		190.59	
10E110	1100 4000 50 000000			EDUCATION FUND/WAYNE THOMAS/REGULAR PROGRAMS/SUPPLIES A		0.00	
			1XRL-WYCP-MD1M	AMAZON/KINDERGARTE N, M. OTT/SW	1002200089	45.57	
10E100	1100 4000 50 000000			EDUCATION FUND/SHERWOOD/REGULAR PROGRAMS/SUPPLIES AND M		45.57	
			1XWY-XJCV-3PCH	AMAZON/SUPPLIES/WT	1102200084	73.94	
10E110	1100 4000 50 000000			EDUCATION FUND/WAYNE THOMAS/REGULAR PROGRAMS/SUPPLIES A		73.94	

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10E200 1200 4000 50 000000			1Y94-7K6C-44TF	SUPPLIES EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./SUPPLIES AND M	2122200206	47.88 47.88	
10E200 2210 4000 35 000000			1YJR-YN4F-PCPD	2021-2022 SUPPLIES AND MATERIALS - PD EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN	2102200205	21.95 21.95	
20E200 2540 4000 65 000000			1YL7-JDX1-7J1W	SUPPLIES FOR JAVIER ARRIAGA AND ALFREDO JURADO OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI	2202200771	74.48 74.48	
10E100 1100 4000 50 000000			1YNM-N96V-L4P1	AMAZON/JENNIFER CIRAL, CLASSROOM MATERIALS/SW EDUCATION FUND/SHERWOOD/REGULAR PROGRAMS/SUPPLIES AND M	1002200085	71.93 71.93	
10E200 2210 4000 35 000000			1YQ9-CP1L-6WDY	2021-2022 - SUPPLIES AND MATERIALS - PD EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN	2102200217	80.20 80.20	
1012705 AMERICAN BACKFLOW PREVENTION,		03/15/2022	2346	PROPOSAL NUMBER FEB220084-C; REPAIR/BACKFLOW INSPECTION - DEVICE: RPZ - 3/4" WATTS 909 603191 BOILER FEED HORIZONTAL BALL/BOILER ROOM AT RED OAK SCHOOL; REQUESTED BY JAVIER HERRERA OPERATIONS & MAINTENANCE FUND/RED OAK/OPER. & MAINT./PL	2202200767	910.00 910.00	910.00
1012706 AMERICAN MESSAGING***		03/15/2022	U1124151WC	MONTHLY PAGING SERVICES FOR DISTRICT 112 SS FROM 3/1/22 TO 3/31/22 INV# U1124151WC OK TO PAY OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI	2202200797	232.30 232.30	232.30
1012707 Vendor Continued Void		03/15/2022					0.00
1012708 Vendor Continued Void		03/15/2022					0.00
1012709 ANTHONY ROOFING, LTD.		03/15/2022	S69004833	ESTIMATE; ROOF	2202200750	591.00	4,178.70

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E200	2540 3209 31 000000			REPAIR @ GREEN BAY, INDIAN TRAIL AND SHERWOOD; TIME AND MATERIAL RATE SHEET IS ATTACHED! THIS IS AN ESTIMATE AND PRICE MAY CHANGE ONCE THE WORK IS COMPLETED; REQUEST IS FROM TOM SPELLMAN			
			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI			591.00	
			S69004834	ESTIMATE; ROOF REPAIR @ GREEN BAY, INDIAN TRAIL AND SHERWOOD; TIME AND MATERIAL RATE SHEET IS ATTACHED! THIS IS AN ESTIMATE AND PRICE MAY CHANGE ONCE THE WORK IS COMPLETED; REQUEST IS FROM TOM SPELLMAN	2202200750	1,315.00	
			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI			1,315.00	
			S69004863	EMERGENCY QUOTE; ROOF REPAIR LEAKS, NEW ADDITION AT SHERWOOD SCHOOL; TIME AND MATERIAL RATE SHEET ATTACHED; PRICE MAY CHANGE ONCE THE WORK HAS BEEN COMPLETED; PER TOM SPELLMAN	2202200761	740.00	
			OPERATIONS & MAINTENANCE FUND/SHERWOOD/OPER. & MAINT./R			740.00	
			S69004868	EMERGENCY QUOTE; LEAKS IN ROOM 29 & 39 AT SHERWOOD SCHOOL; TIME AND MATERIAL RATE SHEET ATTACHED; PRICE MAY CHANGE	2202200773	1,532.70	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E100 2540 3209 31 000000				DEPENDING ON TIME FOR LABOR AND MATERIAL; PER TOM SPELLMAN OPERATIONS & MAINTENANCE FUND/SHERWOOD/OPER. & MAINT./R		1,532.70	
1012710	APPLE COMPUTER, INC	03/15/2022	AH22919428	REPAIR PARTS, OPEN PO	5552200015	99.00	596.00
10E200 2220 4000 31 000000				EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/SUPPLIES AND MAT		99.00	
10E200 2220 4000 31 000000			AH26786591	REPAIR PARTS, OPEN PO	5552200015	299.00	
10E200 2220 4000 31 000000				EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/SUPPLIES AND MAT		299.00	
10E200 2220 4000 31 000000			AH26786592	REPAIR PARTS, OPEN PO	5552200015	99.00	
10E200 2220 4000 31 000000				EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/SUPPLIES AND MAT		99.00	
10E200 2220 4000 31 000000			AH26786593	REPAIR PARTS, OPEN PO	5552200015	99.00	
10E200 2220 4000 31 000000				EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/SUPPLIES AND MAT		99.00	
1012711	APPLE, INC.	03/15/2022	AH21579463	SUPPLIES, STUDENT SERVICES	5552200198	258.00	11,560.00
10E200 1200 4000 50 000000				EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./SUPPLIES AND M		258.00	
10E200 2220 4000 65 000000			AH21982637	SUPPLIES, OTHER	5552200201	98.00	
10E200 2220 4000 65 000000				EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/SUPPLIES AND MAT		98.00	
10E200 2220 4000 65 000000			AH23157893	SUPPLIES, OTHER	5552200201	645.00	
10E200 2220 4000 65 000000				EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/SUPPLIES AND MAT		645.00	
10E200 2220 5000 90 000000			AH23930475	CAPITAL OUTLAY, NEW EQUIPMENT, OPERATIONS	5552200153	10,559.00	
20E200 2540 5000 90 000000				EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/CAPITAL OUTLAY/C OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		4,751.55 5,807.45	
1012712	AT&T	03/15/2022	224ZI4010902	PURCH SERV, TELEPHONE, e911, OPEN PO FOR FY22	5552200022	114.81	114.81
10E200 2220 3000 42 000000				EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/PURCHASED SERVIC		114.81	
1012713	Vendor Continued Void	03/15/2022					0.00
1012714	B & F CONSTRUCTION CODE SERVIC	03/15/2022	15596	CLONED FROM PO 2202101282 - ISBE REQUIRED INSPECTION SERVICES/B&F CONSTRUCTION CODE	2202200682	495.00	1,880.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
62E200	2540 5000 96 000000			SERVICES SHALL COMPLETE BUILDING, FIRE CODE, MECHANICAL, ELECTRICAL, PLUMBING AND ENERGY INSPECTIONS FOR EDGEWOOD MIDDLE SCHOOL INTERIOR RENOVATIONS AND ADDITIONS/PROJECT #L112A21AX			
			EDGEWOOD CONSTRUCTION ACCOUNT/DISTRICT WIDE/OPER. & MAI			495.00	
			57453	CLONED FROM PO 2202101282 - ISBE REQUIRED INSPECTION SERVICES/B&F CONSTRUCTION CODE SERVICES SHALL COMPLETE BUILDING, FIRE CODE, MECHANICAL, ELECTRICAL, PLUMBING AND ENERGY INSPECTIONS FOR EDGEWOOD MIDDLE SCHOOL INTERIOR RENOVATIONS AND ADDITIONS/PROJECT #L112A21AX	2202200682	1,385.00	
62E200	2540 5000 96 000000			EDGEWOOD CONSTRUCTION ACCOUNT/DISTRICT WIDE/OPER. & MAI		1,385.00	
1012715	BANNER PLUMBING SUPPLY CO, INC	03/15/2022	2811775	BANNER PLUMBING BPO	2502200027	2,228.60	2,840.91
20E200	2540 4208 50 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		2,228.60	
			2812190	BANNER PLUMBING BPO	2502200027	612.31	
20E200	2540 4208 50 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		612.31	
1012716	BENDI INVESTMENTS LLC	03/15/2022	10160	CONSULTANTS	5552200042	2,500.00	12,500.00
10E200	2220 3000 34 000000			EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/PURCHASED SERVIC		2,500.00	
			10161	PURCHASED SERVICES - BEST PRACTICE DATA	2122200282	10,000.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				AUDIT & MANUAL - PART 3			
10E200 1200 3000 38 000000				EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./PURCHASED SERV		10,000.00	
1012717 BJorem Speech Publications		03/15/2022	35694	MATERIALS/OT	702200083	198.00	198.00
10E070 1100 4000 50 000000				EDUCATION FUND/OAK TERRACE/REGULAR PROGRAMS/SUPPLIES AN		198.00	
1012718 Vendor Continued Void		03/15/2022					0.00
1012719 THE BOOK STALL		03/15/2022	397394	2021-2022 - SUPPLIES AND MATERIALS - LIBRARY	2102200236	176.65	1,617.94
10E200 2210 4000 60 000000				EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		176.65	
			400403	2021-2022 - SUPPLIES AND MATERIALS - LIBRARY	2102200237	227.08	
10E200 2210 4000 60 000000				EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		227.08	
			402010	2021-2022 - SUPPLIES AND MATERIALS - LIBRARY	2102200248	22.38	
10E200 2210 4000 60 000000				EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		22.38	
			402078	LIBRARY/OT	702200111	724.95	
10E070 1100 4000 63 000000				EDUCATION FUND/OAK TERRACE/REGULAR PROGRAMS/SUPPLIES AN		724.95	
			402089	LIBRARY/OT	702200111	94.33	
10E070 1100 4000 63 000000				EDUCATION FUND/OAK TERRACE/REGULAR PROGRAMS/SUPPLIES AN		94.33	
			402167	2021-2022 - SUPPLIES AND MATERIALS - LIBRARY	2102200250	180.68	
10E200 2210 4000 60 000000				EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		180.68	
			402203	2021-2022 - SUPPLIES AND MATERIALS - LIBRARY	2102200247	191.87	
10E200 2210 4000 60 000000				EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		191.87	
1012720 BREAKOUT, INC.		03/15/2022	37425	Library supplies; DO NOT ORDER; KAREN GROST WILL ORDER	402200115	971.00	971.00
10E040 1100 4000 63 000000				EDUCATION FUND/INDIAN TRAIL/REGULAR PROGRAMS/SUPPLIES A		971.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
1012721	CHICAGO TRIBUNE	03/15/2022	045554044000	LEGAL PUBLICATION FOR THE 2021-22 BUDGET - \$29.45, 2021 TAX LEVY - \$126, AND THE ANNUAL STATEMENT OF AFFAIRS - \$1008.00. INVOICE NUMBER: 045554044000 OKAY TO PAY - MSALGADO	2502200292	1,163.45	1,163.45
10E200	2520 3000 38 000000			EDUCATION FUND/DISTRICT WIDE/FISCAL SERVICES/PURCHASED		1,163.45	
1012722	CITY OF HIGHLAND PARK	03/15/2022	00037202162022	PAST DUE WATER BILL FOR PLAYGROUND IN ELM PLACE. JSU RECEIVED THE INVOICE, ACT#000372 OK TO PAY	2202200779	860.40	885.90
20E200	2540 3000 44 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		860.40	
			02655203072022	WATER RECLAMATION FOR NORTHWOOD SCHOOL SS FROM 12/01/22 TO 2/28/22 DUE DATE: 4/4/22 OK TO PAY	2202200811	25.50	
20E060	2540 3000 44 000000			OPERATIONS & MAINTENANCE FUND/NORTHWOOD/OPER. & MAINT./		25.50	
1012723	COMMONWEALTH EDISON	03/15/2022	562315001903012022	ELECTRIC BILL FOR GREENHOUSE,EW,EP SS FROM 1/26/22 TO 2/24/22 OK TO PAY	2202200798	7,103.45	7,103.45
20E020	2540 4000 69 000000			OPERATIONS & MAINTENANCE FUND/EDGEWOOD/OPER. & MAINT./S		1,470.30	
20E030	2540 4000 69 000000			OPERATIONS & MAINTENANCE FUND/ELM PLACE/OPER. & MAINT./		4,846.55	
10E040	2540 3000 38 000067			EDUCATION FUND/INDIAN TRAIL/OPER. & MAINT./PURCHASED SE		786.60	
1012724	COMPASS HEALTH CENTER, LLC	03/15/2022	I0002408	PURCHASED SERVICES - HOSPITAL TUTORING	2122100314	350.00	350.00
10E200	1200 3000 38 000000			EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./PURCHASED SERV		350.00	
1012725	CONNECTION'S ACADEMY EAST	03/15/2022	9341	PRIVATE SCHOOL TUITION - FEB 2022 - E.L. - INVOICE #9341	2122200269	5,223.10	5,223.10

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E200	1912 6700 40 000000			EDUCATION FUND/DISTRICT WIDE/SP ED TUITION; PRIV FACILI		5,223.10	
1012726	CONNECTIONS DAY SCHOOL SOUTH C	03/15/2022	29491	PRIVATE SCHOOL TUITION - FEB 2022	2122200277	7,703.74	7,703.74
10E200	1912 6700 40 000000			EDUCATION FUND/DISTRICT WIDE/SP ED TUITION; PRIV FACILI		7,703.74	
1012727	CONNECTIONS DAY SCHOOL	03/15/2022	33002	PRIVATE SCHOOL TUITION - FEBRUARY 2022 - INVOICE #33002 - D.S.	2122200268	6,045.80	6,045.80
10E200	1912 6700 40 000000			EDUCATION FUND/DISTRICT WIDE/SP ED TUITION; PRIV FACILI		6,045.80	
1012728	CONSTELLATION NEWENERGY GAS DI	03/15/2022	3418900	GAS SUPPLY FOR SCHOOLS: BRAE,EW,EP,GB,IT,L INC,OT,RAV,RO,SHER ,WT SS FROM JAN TO ACTUAL OK TO PAY	2202200806	51,625.37	51,625.37
20E010	2540 4000 68 000000			OPERATIONS & MAINTENANCE FUND/BRAESIDE/OPER. & MAINT./S		4,833.70	
20E020	2540 4000 68 000000			OPERATIONS & MAINTENANCE FUND/EDGEWOOD/OPER. & MAINT./S		7,545.92	
20E030	2540 4000 68 000000			OPERATIONS & MAINTENANCE FUND/ELM PLACE/OPER. & MAINT./		6,747.78	
20E040	2540 4000 68 000000			OPERATIONS & MAINTENANCE FUND/INDIAN TRAIL/OPER. & MAIN		7,146.19	
20E050	2540 4000 68 000000			OPERATIONS & MAINTENANCE FUND/LINCOLN/OPER. & MAINT./SU		3,468.63	
20E070	2540 4000 68 000000			OPERATIONS & MAINTENANCE FUND/OAK TERRACE/OPER. & MAINT		4,352.71	
20E080	2540 4000 68 000000			OPERATIONS & MAINTENANCE FUND/RAVINIA/OPER. & MAINT./SU		3,887.98	
20E090	2540 4000 68 000000			OPERATIONS & MAINTENANCE FUND/RED OAK/OPER. & MAINT./SU		2,568.83	
20E100	2540 4000 68 000000			OPERATIONS & MAINTENANCE FUND/SHERWOOD/OPER. & MAINT./S		3,775.92	
20E110	2540 4000 68 000000			OPERATIONS & MAINTENANCE FUND/WAYNE THOMAS/OPER. & MAIN		2,820.98	
20E120	2540 4000 68 000000			OPERATIONS & MAINTENANCE FUND/GREEN BAY SCHOOL/OPER. &		4,476.73	
1012729	THE COVE SCHOOL	03/15/2022	SD112-0222	PRIVATE SCHOOL TUITION - FEB 2022 - INV #SD112-0222	2122200279	17,522.94	17,522.94
10E200	1912 6700 40 000000			EDUCATION FUND/DISTRICT WIDE/SP ED TUITION; PRIV FACILI		17,522.94	
1012730	DEER PATH MIDDLE SCHOOL	03/15/2022	02252022	VOLLEYBALL TOURNAMENT INVOICE/EW	202200134	125.00	125.00
10E020	1100 3000 38 000000			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/PURCHASED SERV		125.00	
1012731	Vendor Continued Void	03/15/2022					0.00
1012732	DEFRANCO PLUMBING INC	03/15/2022	29412	-----THIS IS A QUOTE----- REPLACEMENT OF GE WATER HEATER FOR RAVINIA TOTAL OF	2202200075	2,456.96	3,104.96

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E200	2540 5000 90 000000			\$2456.96 APPROVED FOR CHARLIE ON 7/12/21			
			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI			2,456.96	
			30464	QUOTE OFF RATE SHEET FOR TIME AND MATERIAL; CLEAR A LINE THAT IS CLOGGED AT RAVINIA SCHOOL, PER TOM SPELLMAN; (PRICE WILL CHANGE DEPENDING ON TIME FOR LABOR & MATERIAL).	2202200659	319.00	
20E080	2540 3208 31 000000			OPERATIONS & MAINTENANCE FUND/RAVINIA/OPER. & MAINT./PL		319.00	
			30478	QUOTE OFF RATE SHEET FOR TIME AND MATERIAL; CLEAR SEWER LINE BACKUP AT GREEN BAY, PER TOM SPELLMAN; (PRICE WILL CHANGE DEPENDING ON TIME FOR LABOR & MATERIAL).	2202200692	329.00	
20E200	2540 3208 31 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		329.00	
1012733	DE MUTH, INC	03/15/2022	V-2411	EMERGENCY VERBAL QUOTE; BACKED UP TOILET/BATHROOMS IN GYM AT NORTHWOOD; JET SEWER LINES; ORDERED BY TOM SPELLMAN; PRICE MAY VERY DEPENDING ON TIME AND LABOR	2202200753	1,200.00	1,800.00
20E060	2540 3208 31 000000			OPERATIONS & MAINTENANCE FUND/NORTHWOOD/OPER. & MAINT./		1,200.00	
			V-2416	EMERGENCY VERBAL QUOTE; SEWER BACKUP AT OAK TERRACE; PRICE MAY CHANGE ONCE	2202200760	600.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E070	2540 3208 31 000000			THE WORK HAS BEEN COMPLETETD; PER TOM SPELLMAN OPERATIONS & MAINTENANCE FUND/OAK TERRACE/OPER. & MAINT		600.00	
1012734	DIGITAL PAPER SOLUTIONS, INC.*	03/15/2022	0555683	PURCHASED SERVICES - DIGITAL PAPER SOLUTIONS	2122100316	227.00	523.26
10E200	1200 3000 38 000000			EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./PURCHASED SERV		227.00	
			0555735	PURCHASED SERVICES	2122200257	296.26	
10E200	1200 3000 38 000000			EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./PURCHASED SERV		296.26	
1012735	ESPOSITO PIANO SERVICE	03/15/2022	22241	MUSIC/OT	702200112	250.00	250.00
10E070	1100 3000 31 000000			EDUCATION FUND/OAK TERRACE/REGULAR PROGRAMS/PURCHASED S		250.00	
1012736	ESSCOE,LLC	03/15/2022	50429	QUOTE; INTERCOM INVESTIGATE TESTNG BUTTONS GOING ON REPEAT AND PROGRAM BLUEPOINT MESSAGE INTO VALCOM SYSTEM AT NORTHWOOD	2202200733	493.75	658.75
20E060	2540 3216 31 000000			OPERATIONS & MAINTENANCE FUND/NORTHWOOD/OPER. & MAINT./		493.75	
			50430	QUOTE; INTERCOM CHANGE EARLY RELEASE BELL SCHEDULE AT SHERWOOD	2202200734	165.00	
20E100	2540 3216 31 000000			OPERATIONS & MAINTENANCE FUND/SHERWOOD/OPER. & MAINT./S		165.00	
1012737	FEDERAL EXPRESS	03/15/2022	7-677-64528	FEDEX DELIVERY SERVICES FOR PAYMENTS TO ABM,MODERN MEDIA TECH,GILBANE & FIRST STUDENT INVOICE 7-677-64528	2502200291	278.97	278.97
10E200	2520 3000 38 000000			EDUCATION FUND/DISTRICT WIDE/FISCAL SERVICES/PURCHASED		278.97	
1012738	FLOLO CORPORATION	03/15/2022	452688	HVAC SUPPLIES THROUGH JUNE 30, 2022; DISTRICT WIDE	2202200705	228.92	1,984.67

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20E200 2540 4203 50 000000				OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		228.92	
			452880	HVAC SUPPLIES THROUGH JUNE 30, 2022; DISTRICT WIDE	2202200705	1,755.75	
20E200 2540 4203 50 000000				OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		1,755.75	
1012739	Vendor Continued Void	03/15/2022					0.00
1012740	FOLLETT SCHOOL SOLUTIONS, INC*	03/15/2022	373126F	2021-2022 - SUPPLIES AND MATERIALS - LIBRARY	2102200105	502.85	3,412.36
10E200 2210 4000 60 000000				EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		502.85	
			401605F	2021-2022 - SUPPLIES AND MATERIALS - LIBRARY - ESSER	2102200147	1,676.38	
10E200 2210 4000 60 421000				EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		1,676.38	
			405705F	2021-2022 - SUPPLIES AND MATERIALS - LIBRARY	2102200158	135.25	
10E200 2210 4000 60 000000				EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		135.25	
			416704	2021-2022- SUPPLIES AND MATERIALS - LIBRARY - SW	2102200173	551.20	
10E200 2210 4000 60 000000				EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		551.20	
			416712	2021-2022 - SUPPLIES AND MATERIALS - LIBRARY - ESSER	2102200172	546.68	
10E200 2210 4000 60 421000				EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		546.68	
1012741	FORMATIVE PSYCHOLOGICAL SERVIC	03/15/2022	1444	PROFESSIONAL DEVELOPMENT - FEB 2022	2122200271	3,500.00	3,500.00
10E200 2210 3000 35 462000				EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./PURCHASED S		3,500.00	
1012742	FRANCZEK PC	03/15/2022	210459	LEGAL SERVICES INVOICE #210459. 2/14/22	2302200065	215.00	2,416.00
10E200 2310 3000 26 000000				EDUCATION FUND/DISTRICT WIDE/BOARD OF ED./PURCHASED SER		215.00	
			210731	LEGAL SERVICES	2302200067	2,201.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				INVOICE #210731 2/28/22			
10E200	2310 3000 26 000000			EDUCATION FUND/DISTRICT WIDE/BOARD OF ED./PURCHASED SER		2,201.00	
1012743	GENESIS TECHNOLOGIES***	03/15/2022	818583	GENESIS/ NURSE PRINTER / WT	1102200083	140.31	805.97
10E110	1100 4000 16 000000			EDUCATION FUND/WAYNE THOMAS/REGULAR PROGRAMS/SUPPLIES A		140.31	
			818951	PRINTER SUPPLIES/EW	202200133	665.66	
10E020	1100 4000 50 000000			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/SUPPLIES AND M		665.66	
1012744	GILBANE	03/15/2022	202202-J603	EDGEWOOD RENOVATIONS; GILBANE PROJECT NUMBER J06919.200; APPLICATION NUMBER 16; INVOICE NUMBER 202202-J603; PERIOD ENDING 02/28/2022; OK TO PAY	2202200807	1,611,211.93	1,611,211.93
62E200	2540 5000 96 000000			EDGEWOOD CONSTRUCTION ACCOUNT/DISTRICT WIDE/OPER. & MAI		1,611,211.93	
1012745	GOPHER SPORT***	03/15/2022	IN137715	INSTRUCTIONAL CLASSROOM SUPPLIES	902200049	83.94	83.94
10E090	1100 4000 50 000000			EDUCATION FUND/RED OAK/REGULAR PROGRAMS/SUPPLIES AND MA		83.94	
1012746	W.W. GRAINGER, INC.	03/15/2022	9223549354	GRAINGER BPO	2502200028	4,515.71	6,382.87
20E200	2540 4000 65 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		4,515.71	
			9223803058	GRAINGER BPO	2502200028	1,457.91	
20E200	2540 4000 65 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		1,457.91	
			9224112871	GRAINGER BPO	2502200028	265.63	
20E200	2540 4000 65 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		265.63	
			9234096411	GRAINGER BPO	2502200028	143.62	
20E200	2540 4000 65 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		143.62	
1012747	GREENROOM PRODUCTIONS, INC.	03/15/2022	2471	GREENROOM PRODUCTIONS REFERENDUM VIDEO	2602200018	6,400.00	6,400.00
10E200	2630 3000 38 000000			EDUCATION FUND/DISTRICT WIDE/INFORMATION SERVICES/PURCH		6,400.00	
1012748	HEARTLAND ALLIANCE CCIS	03/15/2022	19797	PURCHASED SERVICES -	2122200262	130.00	130.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E200 1200 3000 38 000000				INTERPRETER EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./PURCHASED SERV		130.00	
1012749	HEARTLAND BUSINESS SYSTEMS	03/15/2022	497171-H	SOFTWARE/SITE LICENSE - OPEN PO - FY22	5552200064	1,061.38	40,219.56
10E200 2220 3000 80 000000				EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/PURCHASED SERVIC		1,061.38	
10E200 2220 3000 80 000000			498663-H	SOFTWARE/SITE LICENSES - DATA CENTER & VEEAM - FY22	5552200091	2,612.40	
10E200 2220 3000 80 000000				EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/PURCHASED SERVIC		2,612.40	
10E200 2220 3000 38 000000			499325-H	PURCHASED SERVICE	5552200047	3,450.00	
10E200 2220 3000 38 000000				EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/PURCHASED SERVIC		3,450.00	
62E200 2540 5000 96 000000			499790-H	CAPITAL OUTLAY, NEW EQUIPMENT (eRATE)	5552200190	26,127.88	
62E200 2540 5000 96 000000				EDGEWOOD CONSTRUCTION ACCOUNT/DISTRICT WIDE/OPER. & MAI		26,127.88	
10E200 2220 5000 90 000000			501281-H	CAPITAL OUTLAY, NEW EQUIPMENT	5552200179	6,967.90	
10E200 2220 5000 90 000000				EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/CAPITAL OUTLAY/C		6,967.90	
1012750	HUMANADENTAL	03/15/2022	378638637-02162022	2021-22 DENTAL INSURANCE PREMIUM	2502200285	3,504.41	3,504.41
10E200 2610 2230 22 000000				EDUCATION FUND/DISTRICT WIDE/DISTRICT BENEFITS/DENTAL I		3,504.41	
1012751	THE HYDE PARK DAY SCHOOL	03/15/2022	2022HP06	PRIVATE SCHOOL TUITION - JANUARY 2022 - INV#2022HP06	2122200263	9,814.64	9,814.64
10E200 1912 6700 40 000000				EDUCATION FUND/DISTRICT WIDE/SP ED TUITION; PRIV FACILI		9,814.64	
1012752	IDLEWOOD ELECTRIC SUPPLY, INC.	03/15/2022	763106	IDLEWOOD BPO	2502200029	1,936.80	3,112.43
20E200 2540 4207 50 000000				OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		1,936.80	
20E200 2540 4207 50 000000			772418-	IDLEWOOD BPO	2502200029	23.10	
20E200 2540 4207 50 000000				OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		23.10	
20E200 2540 4207 50 000000			781299	IDLEWOOD BPO	2502200029	85.56	
20E200 2540 4207 50 000000				OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		85.56	
20E200 2540 4207 50 000000			781301	IDLEWOOD BPO	2502200029	439.32	
20E200 2540 4207 50 000000				OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		439.32	
20E200 2540 4207 50 000000			781432	IDLEWOOD BPO	2502200029	431.75	
20E200 2540 4207 50 000000				OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		431.75	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E200 2540 4207 50 000000			782662	IDLEWOOD BPO OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI	2502200029	195.90 195.90	
1012753 INTERPRENET, LTD		03/15/2022	105828	INTERPRENET BPAC MEETING 11/18/21	2152200025	619.80	619.80
10E200 3000 3000 38 330500				EDUCATION FUND/DISTRICT WIDE/COMMUNITY SVC/PURCHASED SE		619.80	
1012754 ISCORP		03/15/2022	0722468	SKYWARD HOSTING SERVICES	2502200004	1,750.00	1,750.00
10E200 2520 3000 80 000000				EDUCATION FUND/DISTRICT WIDE/FISCAL SERVICES/PURCHASED		1,750.00	
1012755 JOHNSON CONTROLS SECURITY SOLU		03/15/2022	36974276	QUATERLY BILL FOR THE GREENHOUSE (IT) SS ON 3/1/22 TO 5/31/22 INV#36974276 OK TO PAY	2202200792	212.50	212.50
10E040 2540 3000 38 000067				EDUCATION FUND/INDIAN TRAIL/OPER. & MAINT./PURCHASED SE		212.50	
1012756 SADE JONES		03/15/2022	02282022	SPECIAL ED TRANSPORTATION - REIMBURSEMENT	2122200272	400.14	400.14
40E200 2550 3000 47 000000				TRANSPORTATION FUND/DISTRICT WIDE/TRANSPORTATION/PURCHA		400.14	
1012757 KELLY EDUCATION		03/15/2022	572506	PURCHASED SERVICES - TUTORING	2102200141	2,548.08	6,522.48
10E200 1100 3000 38 000000				EDUCATION FUND/DISTRICT WIDE/REGULAR PROGRAMS/PURCHASED		2,548.08	
			575544	PURCHASED SERVICES - TUTORING	2102200141	2,522.16	
10E200 1100 3000 38 000000				EDUCATION FUND/DISTRICT WIDE/REGULAR PROGRAMS/PURCHASED		2,522.16	
			578597	PURCHASED SERVICES - TUTORING	2102200141	1,452.24	
10E200 1100 3000 38 000000				EDUCATION FUND/DISTRICT WIDE/REGULAR PROGRAMS/PURCHASED		1,452.24	
1012758 KESHET SCHOOL		03/15/2022	24956	PRIVATE SCHOOL TUITION	2122200276	9,793.55	9,793.55
10E200 1912 6700 40 000000				EDUCATION FUND/DISTRICT WIDE/SP ED TUITION; PRIV FACILI		9,793.55	
1012759 KNAPHEIDE EQUIPMENT CO - CHICA		03/15/2022	J013807	EMERGENCY; PICK UP AND DELIVER REPAIRED SNOW PLOW TO INDIAN TRAIL SCHOOL; INVOICE NUMBER	2202200810	363.83	363.83

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				J013807; WORK ORDER #72731; (ORIGINALLY CREATED ON PO 2202200758 BUT R.A. ADAMS CHANGED THEIR NAME TO KNAPHEIDE EQUIPMENT; SUPPLIER SENT CHECK BACK TO HAVE THE CORRECT NAME ADDED ON CHECK, PER ADI); OK TO PAY			
20E200	2540 3213 31 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		363.83	
1012760	CHRISTOPHER KOZLOWSKI	03/15/2022	03022022	SPECIAL ED TRANSPORTATION - REIMBURSE PARENT	2122200273	772.16	772.16
40E200	2550 3000 47 000000			TRANSPORTATION FUND/DISTRICT WIDE/TRANSPORTATION/PURCHA		772.16	
1012761	Vendor Continued Void	03/15/2022					0.00
1012762	KRAUSE ELECTRICAL CONTRACTORS	03/15/2022	20568	LABOR TO FIX MEN'S OCCUPANCY SWITCH DUE TO NOT PROPERLY GROUNDED. FIX AND REINSTALLED SWITCH @ EDGEWOOD; (INVOICE NUMBER 20568 9/21/2020 WAS CREATED ON PO 2202100513 BUT WAS NEVER PROCESSED. ADI/AP SAID TO CREATE A NEW PO); OK TO PAY	2202200785	312.50	807.50
20E020	2540 3207 31 000000			OPERATIONS & MAINTENANCE FUND/EDGEWOOD/OPER. & MAINT./E		312.50	
			21301	LABOR TO HOOK UP DIMMER SWITCH IN THE BOILER ROOM AT NORTHWOOD; (QUOTE WAS CREATED ON 4/15/2021 ON PO 2202101319 FOR	2202200786	495.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				\$1,300.00, INVOICE NUMBER 21301 4/28/2021 ON PO 2202101319 WAS NEVER PROCESSED. ADI/AP SAID TO CREATE A NEW PO); OK TO PAY			
20E060	2540 3207 31 000000			OPERATIONS & MAINTENANCE FUND/NORTHWOOD/OPER. & MAINT./		495.00	
1012763	KRIHA BOUCEK	03/15/2022	3276	LEGAL SERVICES INVOICE#3276. 3/3/22	2302200066	16,810.00	16,810.00
10E200	2310 3000 26 000000			EDUCATION FUND/DISTRICT WIDE/BOARD OF ED./PURCHASED SER		16,810.00	
1012764	LAKE COUNTY HEALTH DEPT	03/15/2022	INV-00055999	HEALTH SERVICES - PURCHASED SERVICES - VISION/HEARING SCREENINGS	2122200275	774.00	1,824.00
10E200	2130 3000 19 000000			EDUCATION FUND/DISTRICT WIDE/HEALTH SERVICES/PURCHASED		774.00	
			INV-00056000	HEALTH SERVICES - PURCHASED SERVICES - VISION/HEARING SCREENINGS	2122200275	1,050.00	
10E200	2130 3000 19 000000			EDUCATION FUND/DISTRICT WIDE/HEALTH SERVICES/PURCHASED		1,050.00	
1012765	Vendor Continued Void	03/15/2022					0.00
1012766	LAKESHORE RECYCLING SYSTEMS	03/15/2022	0004904858	TRASH & RECYCLING FOR OAK TERRACE SS ON JANUARY 2022 OK TO PAY	2202200778	883.00	5,843.46
20E070	2540 3000 86 000000			OPERATIONS & MAINTENANCE FUND/OAK TERRACE/OPER. & MAINT		883.00	
			0004913192	TRASH & RECYCLING BILL FOR: BRAE,EP,RAV,SHER,I T,RO,WT,GB,IT,NW,E W,LINC SS FROM 2/2/22 TO 2/28/22 OK TO PAY	2202200805	4,960.46	
20E200	2540 3000 86 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		78.03	
20E010	2540 3000 86 000000			OPERATIONS & MAINTENANCE FUND/BRAESIDE/OPER. & MAINT./P		368.27	
20E020	2540 3000 86 000000			OPERATIONS & MAINTENANCE FUND/EDGEWOOD/OPER. & MAINT./P		1,100.00	
20E030	2540 3000 86 000000			OPERATIONS & MAINTENANCE FUND/ELM PLACE/OPER. & MAINT./		542.79	
20E040	2540 3000 86 000000			OPERATIONS & MAINTENANCE FUND/INDIAN TRAIL/OPER. & MAIN		453.39	
20E050	2540 3000 86 000000			OPERATIONS & MAINTENANCE FUND/LINCOLN/OPER. & MAINT./PU		77.65	

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20E060	2540 3000 86 000000			OPERATIONS & MAINTENANCE FUND/NORTHWOOD/OPER. & MAINT./		480.34	
20E080	2540 3000 86 000000			OPERATIONS & MAINTENANCE FUND/RAVINIA/OPER. & MAINT./PU		280.90	
20E090	2540 3000 86 000000			OPERATIONS & MAINTENANCE FUND/RED OAK/OPER. & MAINT./PU		393.33	
20E100	2540 3000 86 000000			OPERATIONS & MAINTENANCE FUND/SHERWOOD/OPER. & MAINT./P		203.92	
20E110	2540 3000 86 000000			OPERATIONS & MAINTENANCE FUND/WAYNE THOMAS/OPER. & MAIN		235.13	
20E120	2540 3000 86 000000			OPERATIONS & MAINTENANCE FUND/GREEN BAY SCHOOL/OPER. &		746.71	
1012767	LAKESHORE LEARNING MATERIALS**	03/15/2022	622027021422	SUPPLIES	2122200251	241.47	241.47
10E200	1200 4000 50 000000			EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./SUPPLIES AND M		241.47	
1012768	LANGUAGE TESTING INTERNATIONAL	03/15/2022	L51791-IN	AAPPL Testing	2152200030	3,730.00	3,750.00
10E200	2210 4000 60 490900			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		3,730.00	
			L52585-IN	AAPPL Testing	2152200031	20.00	
				TITLE 3 OK TO PAY			
10E200	2210 4000 50 490900			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		20.00	
1012769	LEARNPLATFORM	03/15/2022	2021-1726	SOFTWARE/SITE LICENSE	5552200213	20,823.49	20,823.49
10E200	2220 3000 80 000000			EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/PURCHASED SERVIC		20,823.49	
1012770	LIBERTYVILLE MUSIC CENTER	03/15/2022	1638128	PAYMENT NEEDED FOR MUSIC REPAIRS/MD/NW	602200164	108.00	544.00
10E060	1100 3000 31 100031			EDUCATION FUND/NORTHWOOD/REGULAR PROGRAMS/PURCHASED SER		108.00	
			1639744	DISTRICT REPAIRS FOR INSTRUMENTS/EW	202200138	364.00	
10E020	1100 3000 31 100031			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/PURCHASED SERV		364.00	
			1639993	PAYMENT NEEDED FOR MUSIC REPAIRS/MD/NW	602200164	72.00	
10E060	1100 3000 31 100031			EDUCATION FUND/NORTHWOOD/REGULAR PROGRAMS/PURCHASED SER		72.00	
1012771	LISA WESTMAN CONSULTING INC.	03/15/2022	681	2021-2022 - PD SERVICES - TITLE II	2102200246	9,174.00	12,034.00
10E200	2210 3000 34 493200			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./PURCHASED S		9,174.00	
			682	2021-2022 - PD SERVICES	2102200245	2,860.00	
10E200	2210 3000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./PURCHASED S		2,860.00	
1012772	MARISSA BENNETT CONSULTING, LL	03/15/2022	4423575	PURCHASED SERVICES - OUTSIDE TUTORING	2122200258	14,068.75	21,706.25
10E200	1200 3000 38 000000			EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./PURCHASED SERV		14,068.75	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			4500303	PURCHASED SERVICES - PRIVATE TUTOR	2122200286	7,025.00	
10E200 1200 3000 38 000000				EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./PURCHASED SERV		7,025.00	
			4500600	PURCHASED SERVICES - PRIVATE TUTOR - FEB 2022 - H.N.	2122200287	612.50	
10E200 1200 3000 38 000000				EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./PURCHASED SERV		612.50	
1012773	MARZANO RESOURCES, LLC	03/15/2022	M210475	2021-2022 - PD SERVICES - REGISTRATIONS	2102200009	6,400.00	25,600.00
10E200 2210 3000 35 000000				EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./PURCHASED S		6,400.00	
			M210479	2021-2022 - PD SERVICES - REGISTRATIONS	2102200009	8,000.00	
10E200 2210 3000 35 000000				EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./PURCHASED S		8,000.00	
			M212217	2021-2022 - PURCHASED SERVICES - PD REGISTRATIONS	2102200240	11,200.00	
10E200 2210 3000 35 000000				EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./PURCHASED S		11,200.00	
1012774	MENONI & MOCOJNI, INC.	03/15/2022	1465584	BULK ROCK SALT PICKED FOR SALT SPREADER; WILL BE USED DISTRICT WIDE; INVOICE NUMBER 465584; OK TO PAY	2202200791	118.75	118.75
20E200 2540 3282 89 000000				OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		118.75	
1012775	MENTA ACADEMY NORTH	03/15/2022	SESINV-019732	PRIVATE SCHOOL TUITION - FEB 2022	2122200270	1,744.74	1,744.74
10E200 1912 6700 40 000000				EDUCATION FUND/DISTRICT WIDE/SP ED TUITION; PRIV FACILI		1,744.74	
1012776	MICROREPLAY INC	03/15/2022	141156	SUPPLIES, REPAIR	5552200143	647.50	647.50
10E200 2220 4000 31 000000				EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/SUPPLIES AND MAT		647.50	
1012777	JESSICA MINAHAN	03/15/2022	2066	PROFESSIONAL DEVELOPMENT - 2/22/22 PRESENTATION	2122200283	2,500.00	2,500.00
10E200 2210 3000 35 462000				EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./PURCHASED S		2,500.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
1012778	MODERN MEDIA TECH LLC	03/15/2022	4390	CAPITAL OUTLAY, NEW EQUIPMENT	5552200189	925.00	17,072.50
10E200	2220 5000 90 000000			EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/CAPITAL OUTLAY/C		925.00	
			4429	CAPITAL OUTLAY, NEW EQUIPMENT	5552200178	1,465.00	
10E200	2220 5000 90 000000			EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/CAPITAL OUTLAY/C		1,465.00	
			4430	CAPITAL OUTLAY NEW EQUIPMENT - EXTRA VERKADA SENSORS, EW	5552200206	4,080.00	
62E200	2540 5000 96 000000			EDGEWOOD CONSTRUCTION ACCOUNT/DISTRICT WIDE/OPER. & MAI		4,080.00	
			4431	CAPITAL OUTLAY, NEW EQUIPMENT	5552200212	725.00	
10E200	2220 5000 90 000000			EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/CAPITAL OUTLAY/C		725.00	
			4432	CAPITAL OUTLAY, NEW EQUIPMENT, HR	5552200217	9,877.50	
20E200	2540 5000 90 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		9,877.50	
1012779	MUSIC & ARTS CENTER***	03/15/2022	INV028435788	MUSIC INSTRUMENT REPAIR/OT	702200102	111.07	505.51
10E070	1100 4000 62 000000			EDUCATION FUND/OAK TERRACE/REGULAR PROGRAMS/SUPPLIES AN		111.07	
			INV028863613	MUSIC INSTRUMENT REPAIR/OT	702200102	23.97	
10E070	1100 4000 62 000000			EDUCATION FUND/OAK TERRACE/REGULAR PROGRAMS/SUPPLIES AN		23.97	
			INV029393728	MUSIC INSTRUMENT REPAIR/OT	702200102	43.47	
10E070	1100 4000 62 000000			EDUCATION FUND/OAK TERRACE/REGULAR PROGRAMS/SUPPLIES AN		43.47	
			INV030095628	INSTRUMENT REPAIR/OT	702200113	105.00	
10E070	1100 3000 31 000000			EDUCATION FUND/OAK TERRACE/REGULAR PROGRAMS/PURCHASED S		105.00	
			INV030171687	INSTRUMENT REPAIR/OT	702200113	222.00	
10E070	1100 3000 31 000000			EDUCATION FUND/OAK TERRACE/REGULAR PROGRAMS/PURCHASED S		222.00	
1012780	Vendor Continued Void	03/15/2022					0.00
1012781	MUSIC CENTER OF DEERFIELD+++	03/15/2022	01122022	BAND AND ORCHESTRA INSTRUMENT REPAIRS/EW	202200101	210.00	990.35
10E020	1100 3000 31 100031			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/PURCHASED SERV		210.00	
			012520222	BAND & ORCHESTRA	202200109	319.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E020	1100 3000 31 100031			DISTRICT REPAIR SUPPLIES/EW EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/PURCHASED SERV		319.00	
			0202202022	BAND & ORCHESTRA SUPPLIES/EW	202200108	57.85	
10E020	1100 4000 50 000000			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/SUPPLIES AND M		57.85	
			02022022	INSTRUMENT REPAIRS/EW	202200114	38.76	
10E020	1100 3000 31 100031			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/PURCHASED SERV		38.76	
			12022021	BAND & ORCHESTRA SUPPLIES/EW	202200079	115.74	
10E020	1100 4000 50 000000			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/SUPPLIES AND M		115.74	
			1639551	DISTRICT REPAIR/EW	202200131	249.00	
10E020	1100 3000 31 100031			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/PURCHASED SERV		249.00	
1012782	NAPA AUTO PARTS	03/15/2022	0958409	WINDSHIELD WASH FOR THE TRUCKS BY TOM S. INV# 095840 OK TO PAY	2202200799	27.54	27.54
20E200	2540 4213 50 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		27.54	
1012783	NASCO	03/15/2022	209934	BR/NEW PE EQUIPMENT FOR STUDENT USAGE	102200067	274.50	274.50
10E010	1100 4000 63 000000			EDUCATION FUND/BRAESIDE/REGULAR PROGRAMS/SUPPLIES AND M		274.50	
1012784	NEW CONNECTIONS ACADEMY	03/15/2022	13658	PRIVATE SCHOOL TUITION - FEB 2022 - INV#13658	2122200278	5,930.09	5,930.09
10E200	1912 6700 40 000000			EDUCATION FUND/DISTRICT WIDE/SP ED TUITION; PRIV FACILI		5,930.09	
1012785	NORTH SHORE WATER RECLAMATION	03/15/2022	4742843	INVOICE FOR OAK TERRACE SS FROM 06/10/21 TO 10/8/21 DUE DATE: 3/14/22 I JUST RECEIVED THIS INVOICE ON 2/25/22 OK TO PAY	2202200794	307.29	307.29
20E070	2540 3000 44 000000			OPERATIONS & MAINTENANCE FUND/OAK TERRACE/OPER. & MAINT		307.29	
1012786	NORTH SHORE GAS	03/15/2022	4023095494	GAS FOR NORTHWOOD SCHOOL SS ON JANUARY 2022 OK TO PAY	2202200783	4,494.60	4,494.60

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E060	2540 4000 68 000000			OPERATIONS & MAINTENANCE FUND/NORTHWOOD/OPER. & MAINT./		4,494.60	
1012787	NORTHSHORE TRUCK & EQUIPMENT C	03/15/2022	31584	EMERGENCY REPAIR WIRING FOR SALT SPREADER AS NEEDED; INVOICE NUMBER 31584; OK TO PAY	2202200808	125.00	125.00
20E200	2540 3213 31 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		125.00	
1012788	Vendor Continued Void	03/15/2022					0.00
1012789	OFFICE DEPOT, INC.***	03/15/2022	228429850001	T&L MATERIALS 2022	2102200227	107.90	478.82
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		107.90	
			228429921001	T&L MATERIALS 2022	2102200226	265.60	
10E200	2210 4000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./SUPPLIES AN		265.60	
			229056054001	OFFICE SUPPLIES	2502200284	57.08	
10E200	2520 4000 50 000000			EDUCATION FUND/DISTRICT WIDE/FISCAL SERVICES/SUPPLIES A		57.08	
			229056055001	OFFICE SUPPLIES	2502200284	6.90	
10E200	2520 4000 50 000000			EDUCATION FUND/DISTRICT WIDE/FISCAL SERVICES/SUPPLIES A		6.90	
			230856926001	CLASSROOM SUPPLY ORDER FOR RAMIREZ/BR/NW	602200162	34.36	
10E060	1100 4000 50 000000			EDUCATION FUND/NORTHWOOD/REGULAR PROGRAMS/SUPPLIES AND		34.36	
			230856927001	CLASSROOM SUPPLY ORDER FOR RAMIREZ/BR/NW	602200162	6.98	
10E060	1100 4000 50 000000			EDUCATION FUND/NORTHWOOD/REGULAR PROGRAMS/SUPPLIES AND		6.98	
1012790	PITNEY BOWES***	03/15/2022	900007561479X021722	POSTAGE METER REFILL 1/20	2502200288	4,201.58	4,201.58
10E200	1100 3000 48 000000			EDUCATION FUND/DISTRICT WIDE/REGULAR PROGRAMS/PURCHASED		4,201.58	
1012791	PMA SECURITIES, LLC	03/15/2022	INV14653	2021 CONTINUING DISCLOSURE	2502200289	2,000.00	2,000.00
10E200	2520 3000 38 000000			EDUCATION FUND/DISTRICT WIDE/FISCAL SERVICES/PURCHASED		2,000.00	
1012792	LES PREUSS	03/15/2022	03022022	VOLLEYBALL REFEREE/EW	202200143	110.00	110.00
10E020	1100 3000 38 000000			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/PURCHASED SERV		110.00	
1012793	PROFORM TECHNOLOGIES INC	03/15/2022	332464	PURCHASED SERVICES/GLENN	2602200015	1,279.98	1,279.98
10E200	2630 3000 38 000000			EDUCATION FUND/DISTRICT WIDE/INFORMATION SERVICES/PURCH		1,279.98	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
1012794	RAPTOR TECHNOLOGIES, LLC	03/15/2022	INV28233	++++QUOTE++++ WE NEED TO ORDER LABELS FOR THE SECURITY ID BADGE DISTRICT WIDE QUOTE: Q3275 1 BOX (10 ROLLS X30 EACH = 3000 LABELS) DATE: 1/27/22 OK TO PAY	2202200726	100.00	100.00
20E200	2540 4000 50 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		100.00	
1012795	RESEARCH FOR BETTER TEACHING,	03/15/2022	22131MAT	2021-2022 - PD SERVICES - REGISTRATIONS	2102200006	4,175.00	4,750.00
10E200	2210 3000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./PURCHASED S		4,175.00	
			8885	2021-2022 - PD SERVICES - REGISTRATIONS	2102200006	575.00	
10E200	2210 3000 35 000000			EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./PURCHASED S		575.00	
1012796	R&G CONSULTANTS	03/15/2022	5881	PURCHASED SERVICES - MEDICAID REIMBURSEMENT	2122200267	1,219.44	1,219.44
10E200	1200 3000 38 000000			EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./PURCHASED SERV		1,219.44	
1012797	RIDDIFORD ROOFING COMPANY	03/15/2022	0019887-IN	CUT CORES IN FIELD OF ROOF (IN PREPARATION OF A BID) AT SHERWOOD SCHOOL; PER DIRECTION OF TONY LODEN FROM INSPEC; INVOICE NUMBER 0019887-IN; OK TO PAY	2202200789	1,637.00	1,637.00
20E100	2540 3209 31 000000			OPERATIONS & MAINTENANCE FUND/SHERWOOD/OPER. & MAINT./R		1,637.00	
1012798	BRUCE ROMAIN	03/15/2022	03022022	VOLLEYBALL REFEREE/EW	202200142	110.00	110.00
10E020	1100 3000 38 000000			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/PURCHASED SERV		110.00	
1012799	TODD ROTH	03/15/2022	03022022	VOLLEYBALL ASSIGNER	202200145	64.00	64.00
10E020	1100 3000 38 000000			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/PURCHASED SERV		64.00	
1012800	SAFEMART TRANSPORTATION SERVICE	03/15/2022	634	SPECIAL ED	2122200259	79,678.47	79,678.47

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
40E200 2550 3000 47 000000				TRANSPORTATION TRANSPORTATION FUND/DISTRICT WIDE/TRANSPORTATION/PURCHA		79,678.47	
1012801	SAMANTHA PERRELLI	03/15/2022	0201202202272022	PURCHASED SERVICES - PRIVATE WILSON LANGUAGE TUTOR - O.H. - FEB.2022	2122200284	1,425.00	1,425.00
10E200 1200 3000 38 000000				EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./PURCHASED SERV		1,425.00	
1012802	SAVVAS+++	03/15/2022	7027711211	DIGITAL STUDENT LICENSES - iLit ELL	2122200057	2,310.00	2,310.00
10E200 1200 4000 58 000000				EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./SUPPLIES AND M		2,310.00	
1012803	SCHURING & SCHURING, INC.	03/15/2022	6654249	GENERAL SUPPLIES	1202200058	54.57	54.57
10E120 1125 4000 50 000000				EDUCATION FUND/GREEN BAY SCHOOL/PREK REGULAR/SUPPLIES A		54.57	
1012804	SHAMBAUGH & SON, L.P.***	03/15/2022	18036654	QUOTATION NUMBER CHIS-22-0018; ANNUAL/SEMI-ANNUAL KITCHEN HOOD INSPECTION ON JANUARY 27, 2022 AT RED OAK	2202200707	350.00	350.00
20E090 2540 3212 31 000000				OPERATIONS & MAINTENANCE FUND/RED OAK/OPER. & MAINT./SP		350.00	
1012805	JOHNSON CONTROLS FIRE PROTECTI	03/15/2022	41533437	QUOTATION CPQ-163299; ADDING (4) DOOR HOLDERS TO THE GYM DOORS AT OAK TERRACE; SIMPLEX TECH WILL TIE IN THE DOOR HOLDER AND MAKE SURE THEY WORK AND THEN ACTIVATE THE FIRE ALARM SYSTEM TO MAKE SURE THE DOOR CLOSES; REQUESTED BY STAN PAIC DUE TO THE FIRE INSPECTION	2202200673	3,928.00	3,928.00
20E070 2540 3212 31 000000				OPERATIONS & MAINTENANCE FUND/OAK TERRACE/OPER. & MAINT		3,928.00	
1012806	SITSPOTS	03/15/2022	908023	SITSPOTS/MUSIC/WT	1102200081	134.41	134.41
10E110 1100 4000 62 000000				EDUCATION FUND/WAYNE THOMAS/REGULAR PROGRAMS/SUPPLIES A		134.41	
1012807	SOLIANT	03/15/2022	20261074	PURCHASED	2122200274	780.00	780.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E200 1200 3000 38 000000				SERVICES - REMOTE TEACHER		780.00	
			EDUCATION FUND/DISTRICT WIDE/SPECIAL ED./PURCHASED SERV				
1012808	STANDARD INSURANCE COMPANY	03/15/2022	158686000103012022	2021-22 LONG TERM DISABILITY	2502200290	695.25	695.25
10E200 2610 2220 22 000000			EDUCATION FUND/DISTRICT WIDE/DISTRICT BENEFITS/MEDICAL			695.25	
1012809	Staples Business Advantage	03/15/2022	197054402-0-2	SUPPLIES, OTHER	5552200173	1,830.40	1,879.46
10E200 2220 4000 65 000000			EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/SUPPLIES AND MAT			1,830.40	
10E200 2220 4000 50 000000			198190767-0-2 EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/SUPPLIES AND MAT	SUPPLIES	5552200218	49.06	49.06
1012810	SUNSET FOOD MART, INC.	03/15/2022	00167903	SNACKS FOR GREEN BAY PRESCHOOL	1202200018	299.30	1,473.20
10E120 1125 4000 16 000000			EDUCATION FUND/GREEN BAY SCHOOL/PREK REGULAR/SUPPLIES A			299.30	
10E120 1125 4000 16 000000			00168276 EDUCATION FUND/GREEN BAY SCHOOL/PREK REGULAR/SUPPLIES A	SNACKS FOR GREEN BAY PRESCHOOL	1202200018	599.60	599.60
10E120 1125 4000 16 000000			EDUCATION FUND/GREEN BAY SCHOOL/PREK REGULAR/SUPPLIES A			599.60	
10E120 1125 4000 16 000000			00168812 EDUCATION FUND/GREEN BAY SCHOOL/PREK REGULAR/SUPPLIES A	SNACKS FOR GREEN BAY PRESCHOOL	1202200018	574.30	574.30
1012811	T MOBILE	03/15/2022	97228284903072022	MOBILE HOT SPOTS, OPEN PO (ESSER III)	5552200023	1,579.67	1,579.67
10E200 2220 3000 38 421000			EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/PURCHASED SERVIC			1,579.67	
1012812	THE MULCH CENTER	03/15/2022	245767	THE MULCH CENTER BPO	2502200030	2,607.50	3,129.00
20E200 2540 3283 89 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI			2,607.50	
20E200 2540 3283 89 000000			245921 OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI	THE MULCH CENTER BPO	2502200030	521.50	521.50
1012813	Vendor Continued Void	03/15/2022					0.00
1012814	THE EXCHANGE	03/15/2022	79409	EMERGENCY; REPLACE HARNESS RELAY FOR HEADLIGHTS (76272); W/O #72557; W/O #72557; INVOICE NUMBER 79409; FOR TOM SPELLMAN'S TRUCK #20	2202200725	255.46	941.21

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E200	2540 4213 50 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		255.46	
			79566	VERBAL QUOTE; NEED (2) SETS OF CHAINS TO HOLD UP THE PLOW AND A CONTROLLER FOR THE PLOW, FOR TOM SPELLMAN'S TRUCK #20	2202200745	215.80	
20E200	2540 4213 50 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		215.80	
			79650	VERBAL QUOTE; NEED (2) SETS OF CHAINS TO HOLD UP THE PLOW AND A CONTROLLER FOR THE PLOW, FOR TOM SPELLMAN'S TRUCK #20	2202200745	469.95	
20E200	2540 4213 50 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		469.95	
1012815	Vendor Continued Void	03/15/2022					0.00
1012816	Vendor Continued Void	03/15/2022					0.00
1012817	TRANE U.S. INC***	03/15/2022	11746094	HVAC/FILTERS/MOTOR SUPPLIES THROUGH JUNE 30, 2022; DISTRICT WIDE	2202200709	634.46	103,603.75
20E200	2540 4203 50 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		634.46	
			11747380	HVAC/FILTERS/MOTOR SUPPLIES THROUGH JUNE 30, 2022; DISTRICT WIDE	2202200709	309.73	
20E200	2540 4203 50 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		309.73	
			11773911	HVAC/FILTERS/MOTOR SUPPLIES THROUGH JUNE 30, 2022; DISTRICT WIDE	2202200709	212.52	
20E200	2540 4203 50 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		212.52	
			11787287	HVAC/FILTERS/MOTOR SUPPLIES THROUGH JUNE 30, 2022; DISTRICT WIDE	2202200709	1,062.92	
20E200	2540 4203 50 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		1,062.92	
			11790733	HVAC/FILTERS/MOTOR SUPPLIES THROUGH	2202200709	1,142.12	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				JUNE 30, 2022; DISTRICT WIDE			
20E200	2540 4203 50 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		1,142.12	
			312428470	TRACER SYSTEM LABOR AND BUILDING PERFORMANCE AGREEMENT - JULY 2021 THRU JUNE 2022; PROPOSAL ID 2816258; QUOTE NUMBER 30-191240-20-002; CO-OP CONTRACT NUMBER USC 15-JLP-023; (PO 2202100009 2020/2021) DISTRICT-WIDE	2202200636	100,242.00	
20E200	2540 3000 38 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		100,242.00	
1012818	TRUENORTH EDUCATIONAL COOP 804	03/15/2022	981120322	PUBLIC TUITION SERVICES - PROJECTED FINAL 25% FOR 2021-22	2122200264	286,423.40	286,423.40
10E200	4220 6700 40 000000			EDUCATION FUND/DISTRICT WIDE/SP ED TUITION PUBLIC/TUITI		286,423.40	
1012819	ULINE***	03/15/2022	144943684	BUILDING/OT	702200107	570.00	570.00
10E070	1100 4000 50 000000			EDUCATION FUND/OAK TERRACE/REGULAR PROGRAMS/SUPPLIES AN		570.00	
1012820	UNITED CONSULTING ENGINEERS	03/15/2022	8	QC ESTIMATED COST PROPOSAL FOR EDGEWOOD MIDDLE SCHOOL ADDITIONS AND RENOVATIONS	2202101283	2,816.00	2,816.00
62E200	2540 5000 96 000000			EDGEWOOD CONSTRUCTION ACCOUNT/DISTRICT WIDE/OPER. & MAI		2,816.00	
1012821	VARITRONICS	03/15/2022	PSI-137993	OFFICE/OT	702200100	683.09	683.09
10E070	1100 4000 50 000000			EDUCATION FUND/OAK TERRACE/REGULAR PROGRAMS/SUPPLIES AN		683.09	
1012822	VISUAL COMMUNICATIONS SERVICES	03/15/2022	32710	OTHER PURCHASED SERVICES/GLENN	2602200017	10,019.00	10,019.00
10E200	2630 3000 38 000000			EDUCATION FUND/DISTRICT WIDE/INFORMATION SERVICES/PURCH		10,019.00	
1012823	WAREHOUSE DIRECT***	03/15/2022	5116432-0	CLASSROOM SUPPLIES/OT	702200029	137.04	589.73
10E070	1100 4000 50 000000			EDUCATION FUND/OAK TERRACE/REGULAR PROGRAMS/SUPPLIES AN		137.04	
			5168559-0	KINDER TEAM/OT	702200105	164.72	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E070	1100 4000 50 000000			EDUCATION FUND/OAK TERRACE/REGULAR PROGRAMS/SUPPLIES AN		164.72	
			5182024-0	CLASSROOM SUPPLY ORDER FOR BINGHAM/NB/NW	602200153	49.27	
10E060	1100 4000 50 000000			EDUCATION FUND/NORTHWOOD/REGULAR PROGRAMS/SUPPLIES AND		49.27	
			5182049-0	OFFICE	702200109	238.70	
10E070	1100 4000 50 000000			EDUCATION FUND/OAK TERRACE/REGULAR PROGRAMS/SUPPLIES AN		238.70	
1012824	WEST MUSIC***	03/15/2022	S12114783	BR/NEW MUSIC PINS, PARTS, TUBING, MALLETS TO REPAIR INSTRUMENTS FOR STUDENT USE	102200062	55.96	94.61
10E010	1100 4000 63 000000			EDUCATION FUND/BRAESIDE/REGULAR PROGRAMS/SUPPLIES AND M		55.96	
			SI2110587	BR/NEW MUSIC PINS, PARTS, TUBING, MALLETS TO REPAIR INSTRUMENTS FOR STUDENT USE	102200062	38.65	
10E010	1100 4000 63 000000			EDUCATION FUND/BRAESIDE/REGULAR PROGRAMS/SUPPLIES AND M		38.65	
1012825	STAN WIEDEMAN	03/15/2022	03022022	VOLLEYBALL REFEREE/EW	202200144	110.00	110.00
10E020	1100 3000 38 000000			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/PURCHASED SERV		110.00	
1012826	WIGHT & COMPANY	03/15/2022	180038-029	PROFESSIONAL ARCHITECT SERVICES FOR EDGEWOOD ADDITIONS AND RENOVATIONS FOR THE PERIOD ENDING JANUARY 31, 2022; INVOICE NUMBER 180038-029; PROJECT NUMBER 180038; OK TO PAT	2202200790	28,880.00	28,880.00
62E200	2540 5000 96 000000			EDGEWOOD CONSTRUCTION ACCOUNT/DISTRICT WIDE/OPER. & MAI		28,880.00	
1012827	Vendor Continued Void	03/15/2022					0.00
1012828	Vendor Continued Void	03/15/2022					0.00
1012829	Vendor Continued Void	03/15/2022					0.00
1012830	Vendor Continued Void	03/15/2022					0.00
1012831	Vendor Continued Void	03/15/2022					0.00
1012832	Vendor Continued Void	03/15/2022					0.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
1012833	WILLSCOT/WILLIAMS SCOTSMAN	03/15/2022	9013240205	BLANKET ORDER; MOBILE LEASE AGREEMENTS WILL BE FOR A MINIMUM OF 24 MONTHS FOR AN APPROXIMATE TOTAL AMOUNT OF \$693,298.33 (WAS \$836,706.66 - \$143,408.33(PO 2202101493)FOR THE DEPOSIT = \$693,298.33) FOR ELM PLACE & SHERWOOD	2202200280	2,697.00	27,571.64
20E200	2540 3000 38 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		2,697.00	
			9013240206	BLANKET ORDER; MOBILE LEASE AGREEMENTS WILL BE FOR A MINIMUM OF 24 MONTHS FOR AN APPROXIMATE TOTAL AMOUNT OF \$693,298.33 (WAS \$836,706.66 - \$143,408.33(PO 2202101493)FOR THE DEPOSIT = \$693,298.33) FOR ELM PLACE & SHERWOOD	2202200280	2,763.45	
20E200	2540 3000 38 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		2,763.45	
			9013240207	BLANKET ORDER; MOBILE LEASE AGREEMENTS WILL BE FOR A MINIMUM OF 24 MONTHS FOR AN APPROXIMATE TOTAL AMOUNT OF \$693,298.33 (WAS \$836,706.66 - \$143,408.33(PO 2202101493)FOR THE DEPOSIT = \$693,298.33) FOR ELM PLACE & SHERWOOD	2202200280	3,507.00	
20E200	2540 3000 38 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		3,507.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			9013240208	BLANKET ORDER; MOBILE LEASE AGREEMENTS WILL BE FOR A MINIMUM OF 24 MONTHS FOR AN APPROXIMATE TOTAL AMOUNT OF \$693,298.33 (WAS \$836,706.66 - \$143,408.33(PO 2202101493)FOR THE DEPOSIT = \$693,298.33) FOR ELM PLACE & SHERWOOD	2202200280	3,507.00	
20E200	2540 3000 38 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		3,507.00	
			9013240209	BLANKET ORDER; MOBILE LEASE AGREEMENTS WILL BE FOR A MINIMUM OF 24 MONTHS FOR AN APPROXIMATE TOTAL AMOUNT OF \$693,298.33 (WAS \$836,706.66 - \$143,408.33(PO 2202101493)FOR THE DEPOSIT = \$693,298.33) FOR ELM PLACE & SHERWOOD	2202200280	3,507.00	
20E200	2540 3000 38 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		3,507.00	
			9013240210	BLANKET ORDER; MOBILE LEASE AGREEMENTS WILL BE FOR A MINIMUM OF 24 MONTHS FOR AN APPROXIMATE TOTAL AMOUNT OF \$693,298.33 (WAS \$836,706.66 - \$143,408.33(PO 2202101493)FOR THE DEPOSIT = \$693,298.33) FOR ELM PLACE & SHERWOOD	2202200280	3,507.00	
20E200	2540 3000 38 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		3,507.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			9013264565	BLANKET ORDER; MOBILE LEASE AGREEMENTS WILL BE FOR A MINIMUM OF 24 MONTHS FOR AN APPROXIMATE TOTAL AMOUNT OF \$693,298.33 (WAS \$836,706.66 - \$143,408.33(PO 2202101493)FOR THE DEPOSIT = \$693,298.33) FOR ELM PLACE & SHERWOOD	2202200280	3,915.19	
20E200	2540 3000 38 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		3,915.19	
			9013264567	BLANKET ORDER; MOBILE LEASE AGREEMENTS WILL BE FOR A MINIMUM OF 24 MONTHS FOR AN APPROXIMATE TOTAL AMOUNT OF \$693,298.33 (WAS \$836,706.66 - \$143,408.33(PO 2202101493)FOR THE DEPOSIT = \$693,298.33) FOR ELM PLACE & SHERWOOD	2202200280	4,168.00	
20E200	2540 3000 38 000000			OPERATIONS & MAINTENANCE FUND/DISTRICT WIDE/OPER. & MAI		4,168.00	
1012834	THOMAS WINEGARTNER	03/15/2022	03022022	VOLLEYBALL REFEREE/EW	202200141	110.00	110.00
10E020	1100 3000 38 000000			EDUCATION FUND/EDGEWOOD/REGULAR PROGRAMS/PURCHASED SERV		110.00	
1012835	XEROX FINANCIAL SERVICES	03/15/2022	3088806	COPIER EXPENSE - DISTRICT WIDE - OPEN PO - FY22	5552200074	233.47	14,820.89
10E200	2220 3000 03 000000			EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/PURCHASED SERVIC		233.47	
			3107273	COPIER EXPENSE - DISTRICT WIDE - OPEN PO - FY22	5552200074	14,587.42	
10E200	2220 3000 03 000000			EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/PURCHASED SERVIC		14,587.42	

161 Computer Check(s) For a Total of 2,744,573.97

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	600,528.86
	161	Computer	Checks For a Total of	2,744,573.97
Total For	162	Manual, Wire Tran, ACH & Computer Checks		3,345,102.83
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,345,102.83

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	0.00	0.00	1,206,599.38	1,206,599.38
20	OPERATIONS & MAINTENANCE FUND	0.00	0.00	380,296.24	380,296.24
40	TRANSPORTATION FUND	0.00	0.00	80,850.77	80,850.77
62	EDGEWOOD CONSTRUCTION ACCOUNT	0.00	0.00	1,674,995.81	1,674,995.81
99	ACTIVITY FUND	2,360.63	0.00	0.00	2,360.63

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
212200221	CHERIE GREENWOOD	03/07/2022	03032022	MILEAGE	5552200216	260.33	260.33
10E200	2220 3000 30 000000			EDUCATION FUND/DISTRICT WIDE/ED. MEDIA/PURCHASED SERVIC		260.33	
				1 ACH	Check(s) For a Total of		260.33

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	260.33
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	260.33
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	260.33

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	0.00	0.00	260.33	260.33

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
212200218	MELISSA COUGHLIN	03/01/2022	02182022	WITHIN DISTRICT TRAVEL MILEAGE CLAIM REIMBURSEMENT - MELISSA COUGHLIN	802200042	36.86	36.86
10E080	1100 3000 30 000000			EDUCATION FUND/RAVINIA/REGULAR PROGRAMS/PURCHASED SERVI		36.86	
212200219	LAUREN DAVID	03/01/2022	02252022	HEALTH SERVICES PROFESSIONAL DEVELOPMENT - LAUREN DAVID - REIMBURSE	2122200266	95.00	95.00
10E200	2130 3000 35 000000			EDUCATION FUND/DISTRICT WIDE/HEALTH SERVICES/PURCHASED		35.00	
10E200	2130 4000 50 000000			EDUCATION FUND/DISTRICT WIDE/HEALTH SERVICES/SUPPLIES A		60.00	
212200220	ABIGAIL MANY	03/01/2022	022322	BR/TRAVEL REIMBURSEMENT TO ABBIE MANY	102200085	29.84	29.84
10E010	1100 3000 30 000000			EDUCATION FUND/BRAESIDE/REGULAR PROGRAMS/PURCHASED SERV		29.84	
				3 ACH	Check(s) For a Total of		161.70

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	3	ACH	Checks For a Total of	161.70
	0	Computer	Checks For a Total of	0.00
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	161.70
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	161.70

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	0.00	0.00	161.70	161.70

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
2000791	CUSTOMINK.COM	03/15/2022	54523614	TSHIRT ORDER FOR ROBOTICS CLUB	802200037	437.92	437.92
99L000	9085 0000 00 000000		RAVINIA MISCELLANEOUS/NS			437.92	
2000792	NORTHWOOD JUNIOR HIGH PTO	03/15/2022	02252022	Please send check directly to Northwood Junior High PTO ASAP - Thanks!	402200120	107.00	107.00
99L000	9700 0000 00 000000		IT Enrichment/NS			107.00	
				2 Computer	Check(s) For a Total of		544.92

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	544.92
Total For	2	Manual, Wire Tran,	ACH & Computer Checks	544.92
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	544.92

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
99	ACTIVITY FUND	544.92	0.00	0.00	544.92

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
1012840	VISO GRAPHICS	03/08/2022	231365	POSTAGE NORTH SHORE SD 112-FCM PERMIT 2198 ( POSTAGE FOR MAILERS)	2502200296	5,610.93	5,610.93
10E200	2310 3000 38 000000			EDUCATION FUND/DISTRICT WIDE/BOARD OF ED./PURCHASED SER		5,610.93	
				1 Computer	Check(s) For a Total of		5,610.93

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	5,610.93
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	5,610.93
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,610.93

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	0.00	0.00	5,610.93	5,610.93

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
1012841	CENTER FOR PSYCHOLOGICAL SERVI	03/15/2022	00001837	SCHOOL CONSULTATION	2122200288	2,250.00	3,950.00
10E200	2140 3000 38 000000		EDUCATION FUND/DISTRICT WIDE/PSYCHOLOGIST/PURCHASED SER			2,250.00	
			00001853	SCHOOL CONSULTATION	2122200288	1,700.00	
10E200	2140 3000 38 000000		EDUCATION FUND/DISTRICT WIDE/PSYCHOLOGIST/PURCHASED SER			1,700.00	
1012842	DISTRICT MANAGEMENT GROUP	03/15/2022	25145	INVOICE 25145 - BREAKTHROUGH TEAMS DIRECT COACHING 2/1/22 - 3/7/22	2302200068	75,000.00	75,000.00
10E200	1100 3000 38 000000		EDUCATION FUND/DISTRICT WIDE/REGULAR PROGRAMS/PURCHASED			75,000.00	
1012843	HODGES, LOIZZI, EISENHAMMER	03/15/2022	54660	LEGAL SERVICES - INVOICE 54660 1/31/22	2302200070	1,798.82	1,821.34
10E200	2310 3000 26 000000		EDUCATION FUND/DISTRICT WIDE/BOARD OF ED./PURCHASED SER			1,798.82	
			54757	LEGAL SERVICES PROJECT 440 - INVOICE #54757 1/31/22	2302200069	22.52	
10E200	2310 3000 26 000000		EDUCATION FUND/DISTRICT WIDE/BOARD OF ED./PURCHASED SER			22.52	
1012844	INDIAN TRAIL PTO	03/15/2022	02082022	Payment of Angel Kits to Indian Trail PTO	402200113	897.56	897.56
10E200	1100 4000 50 192006		EDUCATION FUND/DISTRICT WIDE/REGULAR PROGRAMS/SUPPLIES			897.56	
1012845	NWEA	03/15/2022	1595	2021-2022 - PURCHASED SERVICES - STUDENT ASSESSMENTS	2102200035	285.00	285.00
10E200	2210 3000 72 000000		EDUCATION FUND/DISTRICT WIDE/IMPROVE INSTR./PURCHASED S			285.00	
				5 Computer	Check(s) For a Total of	81,953.90	

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	5	Computer	Checks For a Total of	81,953.90
Total For	5	Manual, Wire Tran, ACH & Computer	Checks	81,953.90
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	81,953.90

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	0.00	0.00	81,953.90	81,953.90

Check Date 02/15/2022

FUND / OBJECT SUMMARY

<u>FUND</u>	<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
10	1000	SALARIES	1,780,755.74
	1160	SUBSTITUTES	15,162.50
	2110	TEACHERS RETIREMENT	36,583.83
	2120	IMRF	2,187.97
	2310	OTHER BENEFITS	1,463.53
		Fund 10 Total	1,836,153.57
20	1000	SALARIES	55,455.00
	2120	IMRF	353.40
		Fund 20 Total	55,808.40
40	1000	SALARIES	3,499.13
	2120	IMRF	164.88
		Fund 40 Total	3,664.01
50	2120	IMRF	19,991.25
	2130	FICA	14,378.67
	2140	MEDICARE	26,102.20
		Fund 50 Total	60,472.12
		Summary total	1,956,098.10

OBJECT SUMMARY

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1000	SALARIES	1,839,709.87
1160	SUBSTITUTES	15,162.50
2110	TEACHERS RETIREMENT	36,583.83
2120	IMRF	22,697.50

Check Date 02/15/2022

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
2130	FICA	14,378.67
2140	MEDICARE	26,102.20
2310	OTHER BENEFITS	1,463.53
	Summary total	1,956,098.10

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

Check Date 02/28/2022

FUND / OBJECT SUMMARY

<u>FUND</u>	<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
10	1000	SALARIES	1,811,719.02
	1160	SUBSTITUTES	21,593.75
	2110	TEACHERS RETIREMENT	37,011.43
	2120	IMRF	2,187.97
	2310	OTHER BENEFITS	1,463.53
	3000	PURCHASED SERVICES	15.00
		Fund 10 Total	1,873,990.70
20	1000	SALARIES	53,584.13
	2120	IMRF	353.40
		Fund 20 Total	53,937.53
40	1000	SALARIES	3,499.13
	2120	IMRF	164.88
		Fund 40 Total	3,664.01
50	2120	IMRF	20,652.26
	2130	FICA	14,458.45
	2140	MEDICARE	26,577.06
		Fund 50 Total	61,687.77
		Summary total	1,993,280.01

OBJECT SUMMARY

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1000	SALARIES	1,868,802.28
1160	SUBSTITUTES	21,593.75
2110	TEACHERS RETIREMENT	37,011.43

Check Date 02/28/2022

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
2120	IMRF	23,358.51
2130	FICA	14,458.45
2140	MEDICARE	26,577.06
2310	OTHER BENEFITS	1,463.53
3000	PURCHASED SERVICES	15.00
	Summary total	1,993,280.01

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

\*\*\*\*\*  
REPORT SPECIFICATIONS  
DISTRICT: NORTH SHORE SCHOOL DISTRICT 112  
REPORT TITLE:  
PROGRAM NAME: fin/3apcc12. TIME: 1:27:51 PM  
COPIES: 1 LPI: 6  
RUN ON SERVER: yes CREATE ASCII FILE: NO  
\*\*\*\*\*

Begin Date: 01/01/2022

Through Date: 01/31/2022

Page Break: no

<u>District Card Name</u>	<u>Trans Date</u>	<u>Transaction Description</u>	<u>Where Used</u>	<u>Amount</u>
Nicholas Glenn	01/28/2022	NICHOLAS GLEN	STAPLES 00116616	32.39
	01/28/2022	NICHOLAS GLEN	STAPLES 00116616	63.87
	01/28/2022	NICHOLAS GLEN	UPWORK -447671135REF	669.50
	01/27/2022	NICHOLAS GLEN	STATE GRAPHICS	250.00
	01/25/2022	NICHOLAS GLEN	WPY YDRAW LLC	2,500.00
	01/24/2022	NICHOLAS GLEN	ADOBE STOCK	29.99
	01/24/2022	NICHOLAS GLEN	BEST BUY 00003194	174.98
	01/21/2022	NICHOLAS GLEN	UPWORK -445805136REF	123.60
	01/18/2022	NICHOLAS GLEN	MOTION ARRAY MONTHLY	29.99
	01/17/2022	NICHOLAS GLEN	CBI WINRAR	36.77
	01/14/2022	NICHOLAS GLEN	TARGET 00011684	128.64
	01/13/2022	NICHOLAS GLEN	"POLL EVERYWHERE, INC."	999.00
	01/11/2022	NICHOLAS GLEN	PROFORM TECHNOLOGIES I	1,279.98
	01/10/2022	NICHOLAS GLEN	CANVA I03293-29680556	119.40
	01/10/2022	NICHOLAS GLEN	FACEBK ZURUQ8PP32	35.00
	01/10/2022	NICHOLAS GLEN	UPWORK -442561672REF	10.30
	01/07/2022	NICHOLAS GLEN	UPWORK -442284345REF	49.44
	01/06/2022	NICHOLAS GLEN	SURVEYMONK T 41975257	1,373.40
	01/04/2022	NICHOLAS GLEN	JOURNAL SENTINEL	6,505.00
	01/04/2022	NICHOLAS GLEN	UPWORK -441723057REF	231.75
01/03/2022	NICHOLAS GLEN	ADOBE CREATIVE CLOUD	31.86	
Total Credit Card Amount				14,674.86
Jamie Kahn	01/26/2022	SAIL Snacks (January)	Mariano's	119.45
	01/19/2022	Staff Lunch (January)	TST JUDY'S PIZZERIA	256.44
Total Credit Card Amount				375.89
Red Oak1	01/26/2022	NICOLE BELLINI	JEWEL OSCO 3459	19.96
	01/17/2022	NICOLE BELLINI	MARIANOS #502	16.00
	01/14/2022	NICOLE BELLINI	MARIANOS #542	25.98
Total Credit Card Amount				61.94
Jeremy Davis	01/27/2022	AMS SERVICE FEE FOR SCHOOL FOOD PERMITS	AMS SERVICE FEE 102102	59.32
	01/26/2022	FOOD PERMITS FOR SCHOOL BUILDINGS	LAKE COUNTY WEB PERMITS/LICENSE	2,011.00
	01/20/2022	GRAMMARLY	GRAMMARLY.COM	139.95
Total Credit Card Amount				2,210.27
Efrain Martinez	01/31/2022	EFRAIN MARTINEZ	TST NOTHING BUNDT CAK	162.75
	01/24/2022	EFRAIN MARTINEZ	AMERICAN O ROBOTICS A	54.25

<u>District Card Name</u>	<u>Trans Date</u>	<u>Transaction Description</u>	<u>Where Used</u>	<u>Amount</u>
	01/21/2022	EFRAIN MARTINEZ	TASTES OF CHICAGO - EC	100.00
	01/17/2022	EFRAIN MARTINEZ	HILTON INTERNATIONALS	240.25
	01/17/2022	EFRAIN MARTINEZ	NATIONAL DROPOUT PREVE	745.00
	01/17/2022	EFRAIN MARTINEZ	READYREFRESH BY NESTLE	33.92
	01/17/2022	EFRAIN MARTINEZ	UNITED 01677111128162	271.20
			Total Credit Card Amount	1,607.37
Lilli Melamed	01/21/2022	MEETING SNACKS	SAMS CLUB #6464	180.06
	01/14/2022	BUILDING SUPPLIES	TARGET 00011684	74.78
	01/05/2022	LILLI MELAMED	SQ TOOLS 4 READING	120.00
	01/05/2022	PROFESSIONAL DEVELOPMENT	SQ TOOLS 4 READING	120.00
	01/05/2022	PROFESSIONAL DEVELOPMENT	SQ TOOLS 4 READING	120.00
	01/05/2022	PROFESSIONAL DEVELOPMENT	SQ TOOLS 4 READING	120.00
	01/05/2022	PROFESSIONAL DEVELOPMENT	SQ TOOLS 4 READING	120.00
	01/05/2022	PROFESSIONAL DEVELOPMENT	SQ TOOLS 4 READING	120.00
	01/05/2022	PROFESSIONAL DEVELOPMENT	SQ TOOLS 4 READING	120.00
	01/05/2022	PROFESSIONAL DEVELOPMENT	SQ TOOLS 4 READING	120.00
			Total Credit Card Amount	1,214.84
Javier Herrera	01/31/2022	JAVIER HERRERA	THE HOME DEPOT 1926	88.81
	01/11/2022	JAVIER HERRERA	THE HOME DEPOT #1938	143.03
			Total Credit Card Amount	231.84
James Bock	01/31/2022	JAMES BOCK	THE HOME DEPOT #1926	42.97
	01/28/2022	JAMES BOCK	USPS PO 1636120040	9.96
	01/27/2022	JAMES BOCK	USPS PO 1636120040	7.58
	01/26/2022	JAMES BOCK	CRAFTWOOD LUMBER & HAR	61.99
	01/26/2022	JAMES BOCK	HIGHLAND PARK FORD LIN	52.59
	01/26/2022	JAMES BOCK	USPS PO 1636120040	14.96
	01/21/2022	JAMES BOCK	THE HOME DEPOT 1926	420.33
	01/17/2022	JAMES BOCK	WALGREENS #5428	13.12
	01/13/2022	JAMES BOCK	RUSSELLSMIT	158.57
	01/13/2022	JAMES BOCK	USPS PO 1636120040	17.50
	01/11/2022	JAMES BOCK	CRAFTWOOD LUMBER & HAR	47.77
	01/07/2022	JAMES BOCK	CRAFTWOOD LUMBER & HAR	45.36
	01/05/2022	JAMES BOCK	CRAFTWOOD LUMBER & HAR	92.92
	01/05/2022	JAMES BOCK	NAPA AUTO PRTS HIGHLAN	-18.00
	01/05/2022	JAMES BOCK	NAPA AUTO PRTS HIGHLAN	177.99
	01/04/2022	JAMES BOCK	RUSSELLSMIT	186.02
			Total Credit Card Amount	1,331.63

<u>District Card Name</u>	<u>Trans Date</u>	<u>Transaction Description</u>	<u>Where Used</u>	<u>Amount</u>
	01/20/2022	MARIA GRABLE	DUNKIN #352356	53.38
	01/17/2022	MARIA GRABLE	ASCD	89.00
	01/14/2022	MARIA GRABLE	RVT NORTH SHORE SD 112	-371.25
	01/14/2022	MARIA GRABLE	RVT NORTH SHORE SD 112	-371.25
	01/13/2022	MARIA GRABLE	ETSY.COM - SHAKESPEARE	102.60
	01/12/2022	MARIA GRABLE	SPOTIFY USA	9.99
	01/07/2022	MARIA GRABLE	COACH CLIFF'S GAGA BAL	121.00
	01/05/2022	MARIA GRABLE	LETSTICKTOGETHER	137.58
			Total Credit Card Amount	-186.92
Superintendent	01/27/2022	HOTEL AASA NCE CONF. -LUBELFELD	OMNI NASHVILLE	321.74
	01/17/2022	ICLOUD STORAGE-LUBELFELD	APPLE.COM/BILL	2.99
	01/14/2022	QRTR. 1 MEMBERSHIP DUES- LUBELFELD	ROTARY CLUB OF HIGHLAN	201.00
	01/06/2022	TRANSLATION VIDEO SUBTITLES	REV.COM	10.00
	01/06/2022	TRANSLATION VIDEO SUBTITLES	REV.COM	1.25
			Total Credit Card Amount	536.98
Personnel	01/31/2022	MONICA SCHROEDER	GRUBHUBBACKYARDGRILL	151.29
	01/24/2022	MONICA SCHROEDER	DOUBLETREE HOTELS	239.76
	01/06/2022	MONICA SCHROEDER	IASPA.ORG	900.00
	01/04/2022	MONICA SCHROEDER	UA INFLT 01699638804334	8.00
			Total Credit Card Amount	1,299.05
Edgewood Principal	01/31/2022	ANTHONY CANDELA	DUNKIN #352356	26.07
	01/31/2022	ANTHONY CANDELA	MARIANOS #538	92.99
	01/28/2022	ANTHONY CANDELA	TARGET 00011684	26.35
	01/28/2022	ANTHONY CANDELA	THE UPS STORE 1714	45.76
	01/17/2022	ANTHONY CANDELA	JEWEL OSCO 3459	91.44
			Total Credit Card Amount	282.61
Personnel Admin	01/31/2022	JESSICA DUBOIS	DOCHUB.COM/BILL	6.99
			Total Credit Card Amount	6.99
Green Bay Admin	01/17/2022	MAGDALENA ROMAN	AMERICAN 00177111522534	117.20
	01/17/2022	MAGDALENA ROMAN	AMERICAN 00177111522545	117.20
	01/17/2022	MAGDALENA ROMAN	AMERICAN 00177111522556	117.20
	01/17/2022	MAGDALENA ROMAN	EXPEDIA 72231182867266	1,658.76
	01/17/2022	MAGDALENA ROMAN	ONCE UPON A BAGEL	204.76
	01/13/2022	MAGDALENA ROMAN	LOWES #01748	231.39

<u>District Card Name</u>	<u>Trans Date</u>	<u>Transaction Description</u>	<u>Where Used</u>	<u>Amount</u>
	01/13/2022	MAGDALENA ROMAN	LOWES #01748	-21.51
	01/12/2022	MAGDALENA ROMAN	ULTIMATE SLP	12.95
	01/07/2022	MAGDALENA ROMAN	"TEACHING STRATEGIES,LL"	4,320.00
	01/06/2022	MAGDALENA ROMAN	BOOM LEARNING	98.00
			Total Credit Card Amount	6,855.95
Greg Riley3	01/26/2022	RILEY GREG	RUSSO POWER EQUIPMENT	131.96
	01/24/2022	RILEY GREG	THE HOME DEPOT #1926	37.72
	01/24/2022	RILEY GREG	THE HOME DEPOT #1926	157.78
	01/17/2022	RILEY GREG	THE HOME DEPOT #1926	20.53
	01/17/2022	RILEY GREG	THE HOME DEPOT #1926	17.35
	01/17/2022	RILEY GREG	THE HOME DEPOT 1926	322.56
	01/13/2022	RILEY GREG	THE HOME DEPOT 1926	458.00
	01/11/2022	RILEY GREG	MUTUAL ACE HARDWARE &	27.58
	01/10/2022	RILEY GREG	THE HOME DEPOT 1926	214.63
	01/07/2022	RILEY GREG	THE HOME DEPOT #1926	26.91
	01/03/2022	RILEY GREG	MUTUAL ACE HARDWARE &	7.19
			Total Credit Card Amount	1,422.21
Stan Paic3	01/31/2022	PAIC STAN	CRAFTWOOD LUMBER & HAR	138.22
	01/26/2022	PAIC STAN	CRAFTWOOD LUMBER & HAR	61.75
	01/24/2022	PAIC STAN	CRAFTWOOD LUMBER & HAR	97.93
	01/24/2022	PAIC STAN	THE HOME DEPOT 1926	388.80
	01/18/2022	PAIC STAN	MUTUAL ACE HARDWARE &	49.30
	01/14/2022	PAIC STAN	CRAFTWOOD LUMBER & HAR	82.93
	01/14/2022	PAIC STAN	THE HOME DEPOT #1987	64.10
	01/13/2022	PAIC STAN	THE HOME DEPOT 1926	219.25
	01/06/2022	PAIC STAN	CRAFTWOOD LUMBER & HAR	31.37
	01/05/2022	PAIC STAN	CRAFTWOOD LUMBER & HAR	58.39
			Total Credit Card Amount	1,192.04
Tom Spellman3	01/27/2022	SPELLMAN TOM	THE HOME DEPOT 1926	99.06
	01/19/2022	SPELLMAN TOM	CRAFTWOOD LUMBER & HAR	61.95
	01/19/2022	SPELLMAN TOM	MUTUAL ACE HARDWARE &	171.70
	01/17/2022	SPELLMAN TOM	MUTUAL ACE HARDWARE &	35.08
	01/07/2022	SPELLMAN TOM	CRAFTWOOD LUMBER & HAR	98.27
	01/07/2022	SPELLMAN TOM	CRAFTWOOD LUMBER & HAR	98.27
			Total Credit Card Amount	564.33

<u>District Card Name</u>	<u>Trans Date</u>	<u>Transaction Description</u>	<u>Where Used</u>	<u>Amount</u>
Dan Dal Pnte3	01/21/2022	DAL PNTE DAN	MUTUAL ACE HARDWARE &	110.35
	01/12/2022	DAL PNTE DAN	THE HOME DEPOT #1926	79.71
	01/04/2022	DAL PNTE DAN	CRAFTWOOD LUMBER & HAR	181.55
			Total Credit Card Amount	371.61
Dir of Operations2	01/31/2022	DIRECTOR OF OPERATIONS	BUFFOS	67.35
	01/31/2022	DIRECTOR OF OPERATIONS	UNITED RENTALS 3301	180.00
	01/27/2022	DIRECTOR OF OPERATIONS	WEATHERTECH	257.90
	01/20/2022	DIRECTOR OF OPERATIONS	THE HOME DEPOT #1926	54.97
	01/19/2022	DIRECTOR OF OPERATIONS	"IN ACE OF SPRAY, LLC"	450.00
	01/13/2022	DIRECTOR OF OPERATIONS	ILSOS INT VEH RENEWAL	174.85
	01/03/2022	DIRECTOR OF OPERATIONS	UNITED RENTALS 3301	180.00
			Total Credit Card Amount	1,365.07
			Grand Total Amount	46,919.27

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

# MEMORANDUM

## NORTH SHORE SCHOOL DISTRICT 112

TO: Dr. Michael Lubelfeld, Superintendent of Schools  
Members of the Board of Education

FROM: Mr. Jeremy Davis, Assistant Superintendent of Finance and Operations

RE: **Business Office Monthly Report of Summary Financial Performance Data for February 2022**

Policy Alignment: Policy 4.8 – Accounting and Audits

DATE: March 15, 2022

### 1. Investments

See Treasurer’s Report for month and summary of cash and investments.

### 2. Financial Packet

The Financial Packet for the month of February, 2022, including the following reports, is presented for your review.

- a. Summary reports of Expenditures for the month.
- b. Check Summaries for disbursements processed from the last to the current Board meeting are provided for separate Board approval.

The status of the Education Fund expenses (in \$ millions) are as follows:

TOTAL BUDGET	SPENT YTD	BALANCE
\$62.8	\$36.9	\$25.9

**North Shore School District 112  
Summary of Cash & Investments  
February 28, 2022**

	<u>Cash &amp; Investments February 28, 2022</u>	<u>% of Total</u>	<u>Cash &amp; Investments January 31, 2022</u>	<u>Monthly Change in Cash &amp; Investments</u>	<u>Cash &amp; Investments February 28, 2021</u>	<u>% of Total</u>	<u>Annual Change in Cash &amp; Investments</u>
<b>10 Education</b>	\$ 62,244,222.97	59%	\$ 65,784,922.07	\$ (3,540,699.10)	\$ 58,310,719.12	48%	\$ 3,933,503.85
<b>20 Operations and Maintenance</b>	\$ 8,200,964.85	8%	\$ 8,615,817.53	\$ (414,852.68)	\$ 10,223,785.31	8%	\$ (2,022,820.46)
<b>30 Debt Service</b>	\$ 2,960,365.55	3%	\$ 2,959,815.04	\$ 550.51	\$ 2,910,642.84	2%	\$ 49,722.71
<b>40 Transportation</b>	\$ 6,895,839.35	7%	\$ 7,449,361.22	\$ (553,521.87)	\$ 5,753,843.44	5%	\$ 1,141,995.91
<b>50 Municipal Retirement</b>	\$ 2,512,457.70	2%	\$ 2,631,023.46	\$ (118,565.76)	\$ 3,128,302.85	3%	\$ (615,845.15)
<b>60 Capital Projects</b>	\$ 19,676,756.74	19%	\$ 22,482,887.46	\$ (2,806,130.72)	\$ 38,668,874.78	32%	\$ (18,992,118.04)
<b>70 Working Cash</b>	\$ 2,971,577.94	3%	\$ 2,971,500.16	\$ 77.78	\$ 2,966,422.71	2%	\$ 5,155.23
<b>Total District Funds</b>	<b>\$ 105,462,185.10</b>	<b>100%</b>	<b>\$ 112,895,326.94</b>	<b>\$ (7,433,141.84)</b>	<b>\$ 121,962,591.05</b>	<b>100%</b>	<b>\$ (16,500,405.95)</b>
<b>99 Student Activity</b>	229,016.65	0%	232,190.97	\$ (3,174.32)	\$ 229,066.60	0%	\$ (49.95)
<b>Total All Funds</b>	<b>\$ 105,691,201.75</b>	<b>100%</b>	<b>\$ 113,127,517.91</b>	<b>\$ (7,436,316.16)</b>	<b>\$ 122,191,657.65</b>	<b>100%</b>	<b>\$ (16,500,455.90)</b>

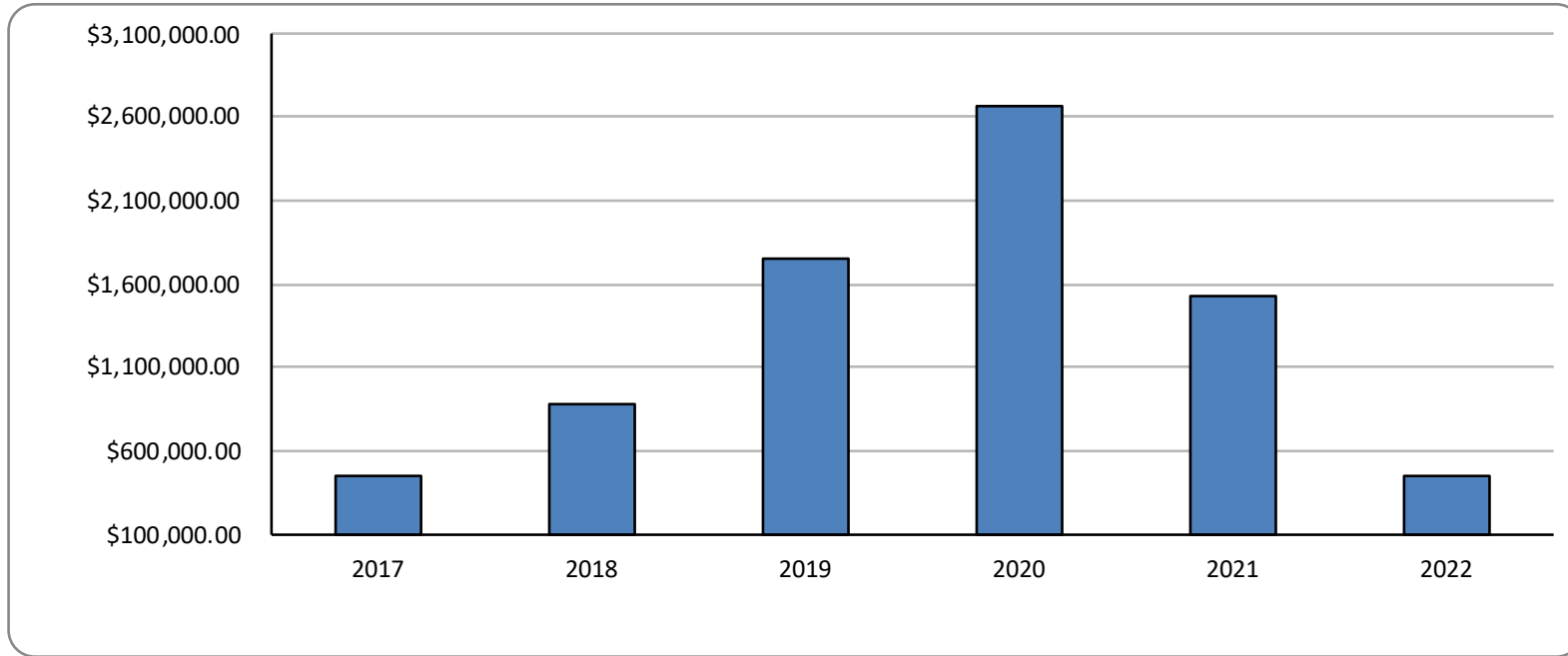
\*\*Please note that the District is reporting cash and investments on a cost basis.

**North Shore School District 112**  
**Fund Balance Summary**  
**February 28, 2022**

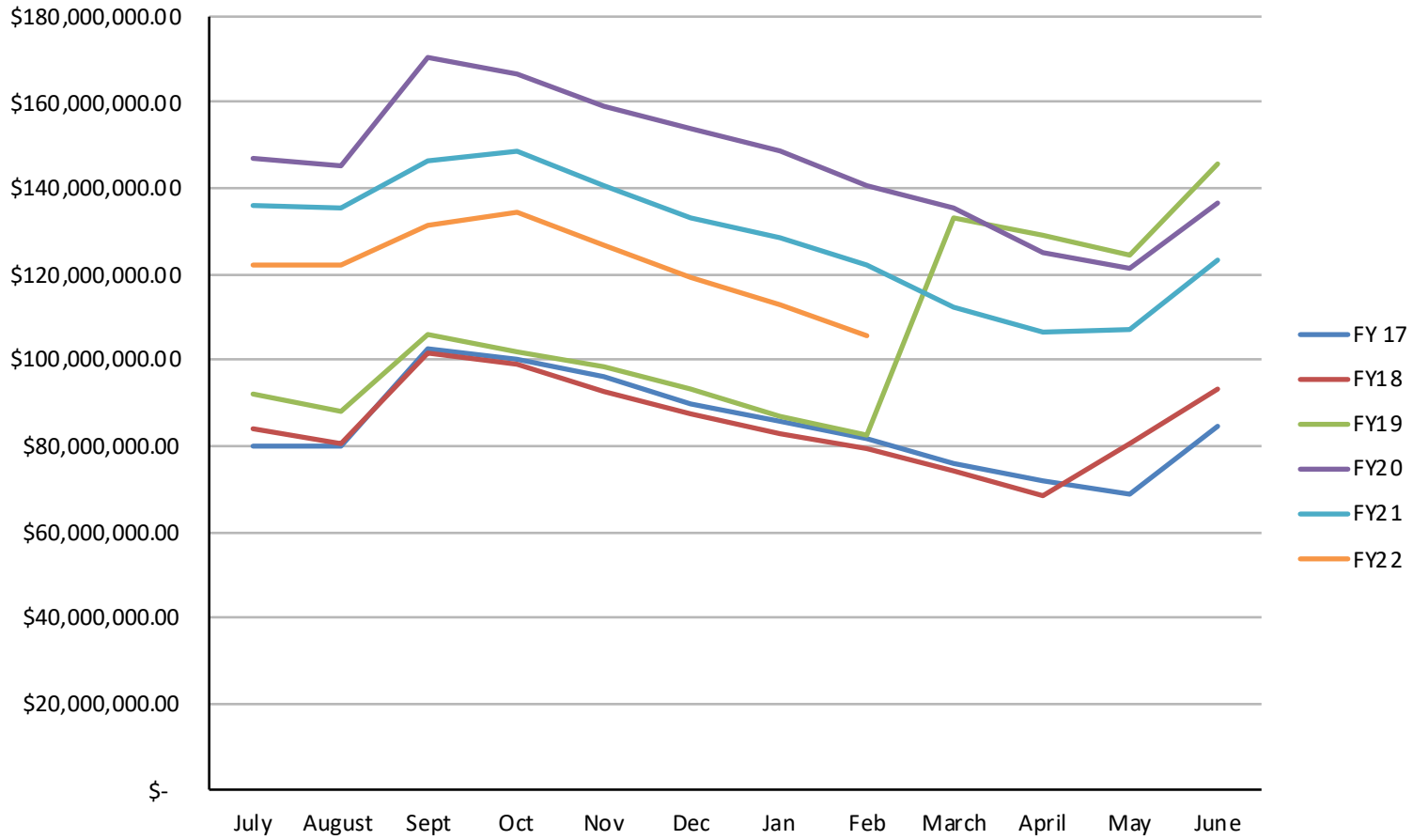
Fund	Audited Fund Balance June 30, 2021	2021-22 Fiscal Year to Date Revenues	2021-22 Fiscal Year to Date Expenditures	Excess / (Deficiency) of Revenues Over Expenditures	2021-22 Other Financing Sources/Uses	Unaudited Fund Balance February 28, 2022
(10) Education	\$ 37,031,843	\$ 61,892,321	\$ 36,895,080	\$ 24,997,240	\$ -	\$ 62,029,083
(20) Operations and Maintenance	\$ 5,116,238	\$ 14,131,740	\$ 7,963,426	\$ 6,168,314	\$ (3,866,888)	\$ 7,417,665
(40) Transportation	\$ 4,614,817	\$ 4,810,002	\$ 2,794,346	\$ 2,015,656	\$ -	\$ 6,630,473
(50) Municipal Retirement	\$ 3,341,103	\$ 203,261	\$ 893,772	\$ (690,511)	\$ -	\$ 2,650,592
(70) Working Cash	\$ 2,966,545	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 2,971,545
<b>Total Operating Funds</b>	<b>\$ 53,070,546</b>	<b>\$ 81,042,324</b>	<b>\$ 48,546,624</b>	<b>\$ 32,495,700</b>	<b>\$ (3,866,888)</b>	<b>\$ 81,699,358</b>
(30) Debt Service	\$ 75,125	\$ 1,795	\$ 983,444	\$ (981,648)	\$ 3,866,888	\$ 2,960,365
(60) Capital Projects	\$ 33,152,456	\$ 273,465	\$ 13,895,872	\$ (13,622,406)	\$ -	\$ 19,530,050
<b>Total Non-Operating Funds</b>	<b>\$ 33,227,581</b>	<b>\$ 275,261</b>	<b>\$ 14,879,315</b>	<b>\$ (14,604,055)</b>	<b>\$ 3,866,888</b>	<b>\$ 22,490,414</b>
<b>Total All Funds</b>	<b>\$ 86,298,127</b>	<b>\$ 81,317,585</b>	<b>\$ 63,425,939</b>	<b>\$ 17,891,645</b>	<b>\$ -</b>	<b>\$ 104,189,772</b>

\*Please note fund balance is the net of all District assets and liabilities (including audit accruals).

## Interest Received



# Cash Balance



North Shore School District 112  
Statement of Revenue, Expenditures and Change in Fund Balance  
Total Governmental Funds by Object  
Fiscal Year to Date through February 28, 2022

	Operating Funds												Total Governmental Funds
	General Fund			Special Revenue Funds									
	Education & Working Cash Funds	% Bud	Operations & Maintenance Fund	% Bud	Transportation Fund	% Bud	Municipal Retirement / Social Security Fund	% Bud	Debt Service Fund	% Bud	Capital Projects Fund	% Bud	
<b>Revenue:</b>													
Local Sources	\$ 58,058,135	99%	\$ 14,131,740	106%	\$ 3,820,535	95%	\$ 203,261	20%	\$ 1,795	524%	\$ 273,465	122%	\$ 76,488,933
State Sources	\$ 2,256,800	66%	-	-	989,466	152%	-	-	-	-	-	-	\$ 3,246,266
Federal Sources	\$ 1,582,386	42%	-	-	-	-	-	-	-	-	-	-	\$ 1,582,386
<b>Total Revenue</b>	<b>\$ 61,897,321</b>	<b>94%</b>	<b>\$ 14,131,740</b>	<b>106%</b>	<b>\$ 4,810,002</b>	<b>103%</b>	<b>\$ 203,261</b>	<b>20%</b>	<b>\$ 1,795</b>	<b>524%</b>	<b>\$ 273,465</b>	<b>122%</b>	<b>\$ 81,317,585</b>
<b>Expenditures:</b>													
Salaries	\$ 23,108,347	54%	\$ 854,361	80%	\$ 55,986	67%	\$ -	-	\$ -	-	\$ -	-	\$ 24,018,694
Employee Benefits	\$ 4,905,085	65%	\$ 5,654	67%	\$ 2,638	64%	\$ 893,772	60%	\$ -	-	\$ -	-	\$ 5,807,149
Purchased Services	\$ 4,346,890	72%	\$ 2,862,487	49%	\$ 2,731,602	60%	\$ -	-	\$ -	-	\$ -	-	\$ 9,940,980
Supplies	\$ 1,733,703	77%	\$ 824,807	78%	\$ 4,119	16%	\$ -	-	\$ -	-	\$ -	-	\$ 2,562,629
Capital Outlay	\$ 1,065,057	88%	\$ 3,416,116	81%	\$ -	-	\$ -	-	\$ -	-	\$ 13,895,872	58%	\$ 18,377,045
Debt Service Payment	-	-	-	-	-	-	-	-	983,444	25%	\$ -	-	\$ 983,444
Other	\$ 1,735,998	61%	-	-	-	-	\$ -	-	\$ -	-	\$ -	-	\$ 1,735,998
<b>Total Expenditures</b>	<b>\$ 36,895,080</b>	<b>55%</b>	<b>\$ 7,963,426</b>	<b>65%</b>	<b>\$ 2,794,346</b>	<b>60%</b>	<b>\$ 893,772</b>	<b>60%</b>	<b>\$ 983,444</b>	<b>25%</b>	<b>\$ 13,895,872</b>		<b>\$ 63,425,939</b>
Excess (Deficiency) of Revenue over (under) Expenditures	\$ 25,002,240		\$ 6,168,315		\$ 2,015,656		\$ (690,511)		\$ (981,648)		\$ (13,622,406)		\$ 17,891,646
<b>Other Financing Sources/(Uses):</b>													
Other Sources of Funds	-		\$ -		-		-		\$ 3,866,888		-		\$ 3,866,888
Other Uses of Funds	-		\$ (3,866,888)		-		-		-		-		\$ (3,866,888)
<b>Total Sources/(Uses)</b>	<b>\$ -</b>		<b>\$ (3,866,888)</b>		<b>-</b>		<b>-</b>		<b>\$ 3,866,888</b>		<b>\$ -</b>		<b>-</b>
Change in Fund Balance	\$ 25,002,240		\$ 2,301,427		\$ 2,015,656		\$ (690,511)		\$ 2,885,240		\$ (13,622,406)		\$ 17,891,646
Beginning Fund Balance as of 6/30/21	\$ 39,998,388		\$ 5,116,238		\$ 4,614,816		\$ 3,341,104		\$ 75,126		\$ 33,152,456		\$ 86,298,127
Ending Fund Balance as of 2/28/22	\$ 65,000,628		\$ 7,417,665		\$ 6,630,472		\$ 2,650,593		\$ 2,960,365		\$ 19,530,050		\$ 104,189,772

**Northshore School District 112**  
**Cash and Investments**  
**28-Feb-22**

	<u>Account Balance</u>	<u>% of Total</u>
<b>Petty Cash</b>		
Statement Balance	\$ 643.67	
Less: Outstanding Checks	\$ -	
Plus Deposits in Transit	\$ -	
Adjusted	<u><u>\$ 643.67</u></u>	<b>0.00%</b>
<b>PMA 1030</b>		
Statement Balance	\$ 38,181,278.35	
Less: Outstanding Checks and transfers	\$ (2,080,033.24)	
Plus Deposits in Transit and transfers	\$ 2,815,374.91	
Other Transactions	\$ 43,316.66	
Adjusted	<u><u>\$ 38,959,936.68</u></u>	<b>36.86%</b>
<b>PMA 1033 ST Investments</b>		
Statement Balance	\$ 5,746,983.74	
Less: Outstanding Checks	\$ -	
Plus Deposits in Transit	\$ -	
Adjusted	<u><u>\$ 5,746,983.74</u></u>	<b>5.44%</b>
<b>PMA 1034 LT Cash</b>		
Statement Balance	\$ 7,972,630.43	
Less: Outstanding Checks	\$ -	
Plus Deposits in Transit	\$ -	
Adjusted	<u><u>\$ 7,972,630.43</u></u>	<b>7.54%</b>
<b>PMA 1047 LT Investments</b>		
Statement Balance	\$ -	
Less: Outstanding Checks	\$ -	
Plus Deposits in Transit	\$ -	
Adjusted	<u><u>\$ -</u></u>	<b>0.00%</b>
<b>PMA Flex 1048</b>		
Statement Balance	\$ 32,267.81	
Less: Outstanding Checks	\$ -	
Plus Deposits in Transit	\$ -	
Adjusted	<u><u>\$ 32,267.81</u></u>	<b>0.03%</b>

<b>PMA Stud Activity Account</b>			
Statement Balance	\$	317,369.17	
Less: Outstanding Checks	\$	(1,201.92)	
Plus Deposits in Transit	\$	1,865.00	
Adjusted	<b>\$</b>	<b>318,032.25</b>	<b>0.30%</b>
<b>PMA 1056 Bonds</b>			
Statement Balance	\$	5,124,249.23	
Less: Outstanding Checks (Transfer)	\$	(2,814,174.13)	
Plus Deposits in Transit	\$	-	
Adjusted	<b>\$</b>	<b>2,310,075.10</b>	<b>2.19%</b>
<b>Wells Fargo 1022</b>			
Statement Balance	\$	2,798,913.53	
Less: Outstanding Checks (Transfer)	\$	-	
Unrealized (gain)/loss	\$	31.81	
(Increase)/decrease in investment cost value	\$	-	
Adjusted	<b>\$</b>	<b>2,798,945.34</b>	<b>2.65%</b>
<b>Fifth Third Bank 1024</b>			
Statement Balance	\$	23,644,545.38	
Unrealized (gain)/loss	\$	240,203.73	
(Increase)/decrease in investment cost value	\$	89,478.42	
Adjusted	<b>\$</b>	<b>23,974,227.53</b>	<b>22.68%</b>
<b>JP Morgan Investments 1051</b>			
Statement Balance	\$	6,172,264.06	
Unrealized (gain)/loss	\$	7,690.11	
Accrued Interest	\$	-	
(Increase)/decrease in investment cost value	\$	(4,954.17)	
Adjusted	<b>\$</b>	<b>6,175,000.00</b>	<b>5.84%</b>
<b>Fifth Third Bank WC 1055</b>			
Statement Balance	\$	100,258.29	
Unrealized (gain)/loss	\$	-	
(Increase)/decrease in investment cost value	\$	-	
Adjusted	<b>\$</b>	<b>100,258.29</b>	<b>0.09%</b>
<b>Fifth Third Bank-Capital Projects 1057</b>			
Statement Balance	\$	17,265,810.11	
Plus Deposits in Transit (Transfer)	\$	-	
Unrealized (gain)/loss	\$	35,252.21	
(Increase)/decrease in investment cost value	\$	1,138.59	
Adjusted	<b>\$</b>	<b>17,302,200.91</b>	<b>16.37%</b>
<b>Total Cash and Investments</b>	<b>\$</b>	<b>105,691,201.75</b>	<b>100.00%</b>

Year End Projections -- Operating  
 February 2022  
 \$MM  
 \*Before Audit Adjustments

	Amount	Notes
Budgeted Surplus/(Deficit)	-	
Property Taxes	(0.24)	Expect to collect a final payment in March and be under by \$240K (to arrive at a 99.18% collectibility rate)
E-Rate	0.25	Additional e-rate deposits from USAC for additional purchase of ipads
Transportation Reimbursement	0.41	Regular state transportation claim higher compared to budget
Private Facility Reimbursement	0.09	Private facility reimbursement higher compared to budget
Student Fees	0.35	Per registration fee analysis, expecting more revenue compared to the budget
FEMA	0.80	Obligated amount from FEMA COVID grant
Food Service Reimbursement	0.25	Increase due to additional "catch up" funds at year end and reimbursed at a higher rate under the Seamless Summer program
Salaries	(0.31)	Expected to be over budget in salaries
Purchased Services	1.60	Expected savings repair expenditures, consultants, painting, and other purchased services
Materials & Supplies	0.20	Expected savings in supplies at school buildings, tech dept and operations dept
Organic Life Food Service	(0.25)	Increase in payments to Organic Life due to Seamless Summer program and higher food and delivery costs
First Student	0.25	Expected savings in regular transportation
ABM Cleaning Service	(0.15)	Expected increase in ABM cleaning expenditures due to overtime payments to ABM employees
Projected Surplus/(Deficit) at 6/30/2022	3.25	

Year End Projections -- Capital  
February 2022  
\$MM  
\*Before Audit Adjustments

	Amount	Notes
Budgeted Surplus/(Deficit)	(23.80)	
Capital expenditures	1.00	Potential savings this year due to timing of expenditures for soft costs and Trane costs.
Projected Surplus/(Deficit)	(22.80)	

Date: March 15, 2022  
To: Members of the Board of Education  
From: Dr. Michael Lubelfeld, Superintendent of Schools  
Subject: Destruction of Closed Session Audio Recordings- Sept. 2020  
Policy Alignment: Policy 2.220 Board of Education Meeting Procedures  
Disposition: Action

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**Executive Summary:**

In accordance with Board Policy 2:220 Board of Education Meeting Procedures, the superintendent or Board president shall make audio recordings of all closed session meetings. After 18 months, the audio recordings can be destroyed with the Board's approval.

It is my recommendation that the audio recordings from the closed meetings on September 14, 2020, September 15, 2020, and September 22, 2020, be destroyed. Written minutes of this closed meeting were approved by the Board and will continue to be maintained in accordance with law and policy.

**Recommendation:**

Roll call vote to approve the audio recordings from the closed meetings on September 14, 2020, September 15, 2020, and September 22, 2020, be destroyed.

Date: March 15, 2022

To: Dr. Michael Lubelfeld, Superintendent of Schools  
Members of the Board of Education

From: Jeremy Davis, Assistant Superintendent for Finance and Operations  
Charlie Privett, Director of Operations, Facilities, and Transportation

Subject: Property Disposal

Policy Alignment: Policy 4:80 Disposition of District Property and  
Policy 4:70 Resource Conservation

Disposition: Action

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Executive Summary:

North Shore School District has a continuous need to properly dispose of aged or broken furnishings and supplies. Items that are collected between each Board meeting will be listed and attached to the Board memo. The two governing Board Policies:

- Board Policy: 4:80, *Disposition of District Property*: “The Superintendent or designee shall notify the Board, as necessary, of any (1) District personal property no longer needed for school purposes and (2) school sites, buildings, or other real estates that are unnecessary, unsuitable or inconvenient, so that the Board may consider its disposition. Notwithstanding the above, the superintendent or designee may unilaterally dispose of personal property of a diminutive value.”
- Board Policy 4:70, *Resource Conservation* addresses the process of recycling (disposal), reuse, or donation.

Both policies work hand in hand to ensure the Board has the approval of any items to be disposed of and further ensures the method of disposal is intended to be as sustainable as possible.

The Property Disposal list(s) will be generated by each respective department or building level administration with a second-level signature acknowledging the disposal. Please find the attached list of items that will be disposed of during the next week.

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Recommendation: Approval

Roll call vote to approve the property disposal as listed on the attached form.



Date: March 15, 2022  
To: Members of the Board of Education  
From: Dr. Michael Lubelfeld, Superintendent of Schools  
Subject: Intergovernmental Agreement District 113 - Student Records  
Policy Alignment: Policy 4:60 Purchases & Contracts  
Disposition: Action

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**Executive Summary:**

Project 440 continues to collaborate on joint initiatives. North Shore School District 112, Deerfield Public Schools District 109, and Bannockburn District 106 have determined that sharing student records with Township High School District 113 would result in greater shared access to student performance data as well as, improve instruction and enhance educational opportunities for all students as we continue to improve PK-12 articulation and programming.

Individual Intergovernmental Agreements with District 113 were drafted by legal counsel for each feeder district in accordance with amended regulations in the Illinois School Student Records Act. The agreement allows the elementary district to share student records (as defined in ISSRA) with District 113, on a voluntary basis, for students who have been enrolled in both districts or would be enrolled in both districts based on district attendance boundaries, and the student's parent or guardian has expressed in writing that the student intends to enroll or has enrolled in the high school district.

The Board is being presented for approval the Intergovernmental Agreement Between District 112 and District 113 regarding record sharing. District 106 has already approved its agreement with District 113 and District 109 is expected to follow shortly.

**Recommendation:**

Roll call vote to approve the Intergovernmental Agreement with District 113 regarding student record sharing, as presented.

**INTERGOVERNMENTAL AGREEMENT  
BY AND BETWEEN  
THE BOARD OF EDUCATION OF NORTH SHORE SCHOOL DISTRICT NO. 112  
AND  
THE BOARD OF EDUCATION OF TOWNSHIP HIGH SCHOOL DISTRICT NO. 113**

**THIS INTERGOVERNMENTAL AGREEMENT** is entered by and between the **BOARD OF EDUCATION OF NORTH SHORE SCHOOL DISTRICT NO. 112, LAKE COUNTY, ILLINOIS**, an Illinois public school district (“**District 112**”), and the **BOARD OF EDUCATION OF TOWNSHIP HIGH SCHOOL DISTRICT NO. 113, LAKE COUNTY, ILLINOIS**, an Illinois public school district (“**District 113**”) (collectively, the “**Parties**”).

**WITNESSETH:**

**WHEREAS**, District 112 and District 113 are both Illinois public school districts that have attendance boundaries that overlap; and

**WHEREAS**, District 112 serves students from kindergarten to eighth grade, and District 113 serves students from ninth to twelfth grades; and

**WHEREAS**, the *Illinois School Student Records Act* (“**ISSRA**”) and its implementing regulations (105 ILCS 10/1 *et seq.*; 23 Ill. Admin. Code Part 375) limit how school student records or information contained therein may be released, transferred, disclosed and otherwise disseminated; and

**WHEREAS**, the ISSRA was recently amended to allow school student records to be released, transferred, disclosed or otherwise disseminated without parental or student consent, if an elementary school district and a high school district have attendance boundaries that overlap and are parties to an intergovernmental agreement that allows the sharing of student records and information between the districts, in accordance with Section 6(a)(13) of ISSRA; and

**WHEREAS**, the Parties have determined that sharing school student records with each other will result in improved instruction to the benefit of their constituencies and their students, and enhanced educational opportunities for the communities they serve; and

**WHEREAS**, District 112 and District 113 are authorized to enter into this Intergovernmental Agreement pursuant to Article VII, Section 10 of the Illinois Constitution and the *Intergovernmental Cooperation Act*, 5 ILCS 220/1 *et seq.*

**NOW, THEREFORE**, in consideration of the terms and conditions contained in this Intergovernmental Agreement and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties hereto agree as follows:

1. **Incorporation of Recitals.** The recitals set forth above are incorporated into this Paragraph as though set forth here in their entirety.
2. **Term and Termination.** The term of this Agreement shall commence upon the signature of the last party to execute this Agreement and shall continue in effect until June 30, 2022. This Agreement shall automatically renew for additional one (1) year terms thereafter. Either party may unilaterally terminate this Agreement for convenience, provided, however, that it provides at least thirty (30) days' written notice to the other party.
3. **Scope of Records.** The Parties may share school student records (as defined in ISSRA) with each other, on a voluntary basis, for students who have been enrolled in both districts or would be enrolled in both districts based on district attendance boundaries, and the student's parent or guardian has expressed in writing that the student intends to enroll or has enrolled in the high school district. The scope of the records to be shared may not exceed the scope of information that is shared among schools in a unit district. As used herein, "Records" shall mean school student records that are shared between the Parties pursuant to this Agreement.
4. **Transfer of Records.** A party seeking Records from the other party ("**Requesting Party**") shall send a written request to the other party ("**Disclosing Party**"), specifying the records being sought. The Disclosing Party may grant or deny the request, in its sole discretion, and shall endeavor to notify the Requesting Party of its decision within thirty (30) days of receipt of the request.
5. **Maintenance of Records.** Each party shall maintain the confidentiality and security of the Records that it receives from the other party to the same extent that it maintains the confidentiality and security of identifiable school student records of the party's own students. Each party shall not disclose the Records that it receives from the other party to third parties, except as authorized by applicable laws, rules, and regulations.
6. **Internal Protocols and Unintentional Transfer of Records.** Each party is responsible for confirming that it has authority to transfer the Records to the other party. Both Parties shall implement internal protocols for reviewing the Records prior to sending them to the other party, to ensure that the Records are not sent to the other party in error. In the event that the Requesting Party becomes aware that the Disclosing Party unintentionally transferred a Record that should not have been included in the Records sharing, the Requesting Party shall limit the internal access and dissemination of the Record as much as practicable and return the Record to the Disclosing Party as soon as practicable.
7. **Compliance with Laws.** The Parties will comply with all applicable laws and regulations concerning the performance of their obligations under this Agreement, including, but not limited to, ISSRA, the *Family Educational Rights and Privacy Act of 1974*, 20 U.S.C. § 1232g, and the *Mental Health and Developmental Disabilities Confidentiality Act*, 740 ILCS 110/1 *et seq.*

8. **Notices.** Any notices and communications required to be given under this Agreement shall be in writing and, except as otherwise expressly provided, shall be either (i) mailed by registered or certified mail, return receipt requested, postage prepaid, (ii) sent by electronic transmission, or (iii) personally delivered by hand against receipt therefor to the Parties at the addresses set forth below, or such other address as any party may designate to the others by notice hereunder. All such notices shall be deemed to have been received on the date of personal delivery, electronic transmission, or, if mailed, on date of receipt.

North Shore School District No. 112  
1936 Green Bay Road  
Highland Park, IL 60035  
Attention: Superintendent

Township High School District No. 113  
1040 Park Avenue West  
Highland Park, IL 60035  
Attention: Superintendent

9. **Authority to Execute.** Each signatory hereto represents and warrants that he/she has the corporate authority to execute this Agreement and bind his/her respective entity to the terms hereof.
10. **No Assignment.** Neither party may assign its rights under this Agreement without the prior written consent of the other party, which may be withheld in its sole discretion.
11. **Entire Agreement.** This Agreement constitutes the entire understanding of the Parties, and revokes and supersedes all prior agreements between the Parties and is intended as a final expression of their agreement.
12. **Counterparts.** The Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.
13. **Governing Law and Jurisdiction.** This Agreement shall be governed by the laws of the State of Illinois. Any litigation concerning this Agreement shall be prosecuted in Lake County, Illinois or the United States District Court for the Northern District of Illinois, Eastern Division, as may be applicable.

**SIGNATURE PAGE TO FOLLOW**

IN WITNESS WHEREOF, the Parties have entered into this Intergovernmental Agreement, by their authorized representatives as of the dates indicated below.

**BOARD OF EDUCATION OF  
NORTH SHORE SCHOOL DISTRICT  
NO. 112, LAKE COUNTY, ILLINOIS**

**BOARD OF EDUCATION OF TOWNSHIP  
HIGH SCHOOL DISTRICT NO. 113,  
LAKE COUNTY, ILLINOIS**

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**

**ATTEST:**

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

751074

Date: March 15, 2022

To: Dr. Michael Lubelfeld, Superintendent of Schools  
Members of the Board of Education

From: Jeremy Davis, Assistant Superintendent for Finance and Operations

Subject: Approval to Add Voya Financial Inc. 403(b) and 457(b) Retirement Plans

Policy Alignment: Policy 4:112 - Tax Sheltered 403(b) and 457 Retirement Programs

Disposition: Action

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Executive Summary:

In accordance with the IRS regulations, District 112 is required to offer a 403(b)/457(b) plan to all employees. A 403(b)/457(b) plan, also known as a tax-sheltered annuity plan, is a voluntary retirement plan available to employees of public schools.

The administration would like to add Voya Financial, Inc. to the district's list of approved service providers for the 403(b) and 457(b) retirement plans. Voya Financial, Inc. (NYSE: VOYA) is a leading health, wealth, and investment company that provides products, solutions, and technologies to help District 112's employees become well-planned, well invested and well protected. TSA Consulting Group Inc. is the district's 403(b)/457(b) Third Party Administrators and currently has an agreement with Voya Financial, Inc. for compliance and information sharing.

The administration recommends at the March 15, 2022 Regular Board of Education meeting, that the Board approves Voya Financial, Inc. as a new vendor to the district's list of approved 403(b) and 457(b) services providers.

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Recommendation: Approval

Roll call vote to approve Voya Financial, Inc. as a new vendor to the district's list of approved 403(b) and 457(b) services providers, as presented.

Date: March 15, 2021

To: Dr. Michael Lubelfeld, Superintendent of Schools  
Members of the Board of Education

From: Jeremy Davis, Assistant Superintendent for Finance and Operations

Subject: Approval to Renew the Ravinia Nursery School Lease Agreement

Policy Alignment: Policy 4:60 Purchase and Contract

Disposition: Action

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Executive Summary:

The District has received a letter from Ravinia Nursery School, requesting to renew their lease, due to expire June 30, 2022, for an additional one-year term. All language from the current lease will remain the same for the renewal as follows:

- The lease agreement will be for a one-year term from July 1, 2022, terminating on June 30, 2023.
- Lessee shall notify Lessor by April 1, 2023, if it wishes to renew the lease – no automatic renew lease.
- Lessee shall pay to the Lessor an annual rent of \$400 plus the equivalent of two full-time students' tuition payments in monetary funds. The 2021-22 School Year tuition for two full-time students was \$10,720.

Based on the information above, the administration recommends at the March 15, 2022 Board Meeting, that the Board approves a one-year term lease agreement, without executing reversionary rights, for the continued use of District property by Ravinia Nursery School.

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Recommendation: Approval

Roll call vote to approve the lease agreement between Ravinia Nursery School and District 112 from July 1, 2022, through June 20, 2023, as presented.

Date: March 15, 2022

To: Dr. Michael Lubelfeld, Superintendent of Schools  
Members of the Board of Education

From: Jeremy Davis, Assistant Superintendent for Finance and Operations

Subject: Approval to Renew ABM Contract for the 2022-2023 School Year

Policy Alignment: Policy 4:60 Purchases and Contracts

Disposition: Action

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Executive Summary:

In April 2019, the Board approved a contract with ABM Industry Groups, LLC to provide custodial services for the District with provisions to extend that contract on a year-to-year basis for up to four one-year renewals. This contract amendment includes the third of four allowable one-year extensions.

Since 2019, the market for custodial pay has increased substantially. The minimum pay rates listed in the District's contract with ABM no longer are sufficient to hire and retain quality custodians. Accordingly, ABM has not been able to fill five (5) custodial positions as of the date of this memo.

This year, ABM and the District have worked together to generate a contract renewal proposal to increase daytime and nighttime custodial starting rates to \$15.84 per hour by July 1, 2022. The District will agree to raise its contractual rate paid to ABM by 9.3% beginning April 1, 2022, and then again by 7% on July 1, 2022. In return, ABM will agree to pay its employees at least \$14.40 per hour (an increase of \$2.00 or 16% to its lowest-paid employees) beginning April 1, 2022. ABM's three (3) supervisors also will receive pay increases on April 1, 2022. Then, on July 1, 2022, the new minimum pay for ABM's NSSD 112 custodians will rise to \$15.84 per hour. It is important to note that, based on my review of certified payroll records, the additional expenses of this contract renewal will flow directly to ABM's 38 custodians and 3 supervisors.

The costs to the District for this recommended contract increase are significant. The District will spend an additional \$34,561 this fiscal year and then an additional \$217,415 next fiscal year. However, the District and ABM feel that the new rates generated from this proposed contract amendment will be competitive enough to hire and retain custodians for the time being.

Additionally, I have negotiated these contractual increases in consultation with our attorneys at Hodges, Loizzi, Eisenhammer, Rodick, & Kohn, LLC.

Given our current shortage of custodians, I recommend at the March 15, 2022 Regular Board of Education meeting that the Board approves the 9.3% increase, effective April 1, 2022. I also recommend that the Board approves the sixth amendment of the contract with ABM to provide custodian services, effective July 1, 2022 through June 30, 2023.

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Recommendation: Approval

Roll call vote to approve the contract increase effective April 1, 2022, and approve the fourth-year renewal contract with ABM Industry Groups, LLC to provide custodian services, effective July 1, 2022 through June 30, 2023, as presented.



## SIXTH AMENDMENT TO CUSTODIAL SERVICES AGREEMENT

**THIS SIXTH AMENDMENT TO CUSTODIAL SERVICES AGREEMENT** (the “Sixth Amendment”), effective as of April 1, 2022 is made by and between the **Board of Education of North Shore School District No. 112**, Lake County, Illinois (“Board”) and **ABM Industry Groups, LLC** (“Contractor”). Contractor and Board are hereinafter referred to as the “Parties” to this Sixth Amendment.

### ***RECITALS:***

- A. **WHEREAS**, the Parties have entered into a Service Agreement dated April 16, 2019, which was previously amended effective June 9, 2020, July 1, 2020, August 17, 2020, July 1, 2021, and August 1, 2021 (collectively referred to as the “Agreement”), whereby Board retained Contractor to perform various services specified in the Agreement itself; and
- B. **WHEREAS**, as provided in the Service Agreement, the parties recognize that workforce stability is essential to perform the Contractor’s obligations promptly and adequately; and
- C. **WHEREAS**, turnover and retention of Contractor’s employees has been a persistent problem due to unforeseen market conditions beyond either party’s control; and
- D. **WHEREAS**, pursuant to Section 10-20.21(v) of the *School Code* (105 ILCS 5/10-20.21(v)), contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement, may be revised in an amount not to exceed 10% of the contract price, if due to unforeseen revisions, not the fault of the contractor for materials and work; and
- E. **WHEREAS**, to promote workforce stability, the Parties desire to make certain modifications, revisions and amendments to the Agreement itself.

**NOW, THEREFORE**, for and in consideration of the mutual promises and undertakings herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties state and agree as follows:

1. **Term.** Section 3 of the Agreement is hereby further amended to extend the term, which extended term shall commence as of **July 1, 2022** and terminate **June 30, 2023** (the “Term”), unless sooner extended or terminated as provided in the Agreement.
2. **Workforce Stability Goals.** Contractor will seek to fulfill the following workforce stability goals, which may be reviewed by the Board and considered in determining an additional renewal:
  - a) Strive to retain existing employees who are working under the Service Agreement through June 30, 2023; and
  - b) Strive to recruit and hire employees to fill any positions that are currently vacant by August 1, 2022; and
  - c) Strive to recruit and hire employees to fill any positions that become vacant within two (2) months of the vacancy.
3. **Pricing.** Section 4 to the Agreement, as referenced, shall be further modified as set forth in ***Attachment A*** below.
4. **Ratification.** Except as and to the extent amended, altered, and/or modified as provided in this Sixth Amendment, all terms, covenants, conditions, and provisions of the Agreement are hereby ratified and reaffirmed, and shall remain in full force and effect.
5. **No Default.** The Parties hereby acknowledge and agree that, as of the date of this Sixth Amendment, neither party is in default or otherwise in breach of the Agreement, and to their best knowledge no facts exist which, with the passage of time, the giving of notice, or both, could become a default or breach of the Agreement.
6. **Counterparts.** This Sixth Amendment may be executed in one or more counterparts, and exchanged via facsimile or other electronic transmission, each of which shall for all purposes be deemed to be an original and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have set their hands as of the day and year first above written.

**BOARD OF EDUCATION OF NORTH  
SHORE SCHOOL DISTRICT NO. 112,  
LAKE COUNTY, ILLINOIS**

**ABM INDUSTRY GROUPS, LLC**

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

By: Eric Hudgens

Name: \_\_\_\_\_

Name: Eric Hudgens

Title: \_\_\_\_\_

Title: Vice President of Operations

Date: \_\_\_\_\_

Date: 03/02/2022

**ATTACHMENT A**  
**PRICING**

**Pricing Effective April 1, 2022 – June 30, 2022**

Cost reflects a 9.3% cost increase to address workforce stability. Annual Cost- \$1,624,738.80

Monthly Cost- \$135,394.90

Contractor shall compensate its employees working under the Service Agreement at not less than the following rates:

Day Custodian Rate: \$14.40/Hour

Night Custodian Rate: \$14.40/Hour

3rd Shift Custodian Rate: \$16.16/Hour

Night Sup. Rate: \$16.16/Hour

Manager Rate: \$51,449.20 Annually

Total Labor increase as follows:

11 Day = \$22,880.00

27 Night = \$111,197.80

1 3rd Shift = \$1,414.40

1 Night Sup = \$1,414.40

Manager = \$1,414.40

Total Labor Increase: \$138,321.00

**Pricing Effective July 1, 2022 – June 30, 2023**

Cost reflects a 7% negotiated increase for the renewal term of no more than the Consumer Price Index for the previous fiscal year, as provided in the Service Agreement.

Annual Cost- \$1,738,470.50

Monthly Cost- \$144,872.54

Contractor shall compensate its employees working under the Service Agreement at not less than the following rates:

Day Custodian Rate: \$15.84/Hour

Night Custodian Rate: \$15.84/Hour

3rd Shift Custodian Rate: \$16.16/Hour

Night Sup. Rate: \$16.16/Hour

Manager Rate: \$51,449.20 Annually

11 Day = \$32,947.00

27 Night = \$80,870.00

Total Day and Night Custodial Labor Increase: \$113,817.00

Date: March 15, 2022

To: Dr. Michael Lubelfeld, Superintendent of Schools  
Members of the Board of Education

From: Jeremy Davis, Assistant Superintendent for Finance and Operations

Subject: Bid Award for Northwood Auditorium Roof Replacement

Policy Alignment: Policy 4:60 - Purchases and Contracts

Disposition: Action

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Executive Summary:

The roof on the Northwood Middle School auditorium is at the end of its useful life. As such, the administration directed INSPEC to prepare a complete set of roof replacement documents for the Northwood Middle School Auditorium and place them out for bid.

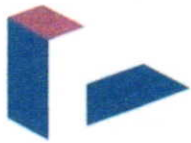
A Request for Bid (RFB) for the Roof Replacement at Northwood Middle School Auditorium was developed and publicly bid on January 31, 2022. A total of four (4) bids were received, bids were received from A-1 Roofing, Bennett & Brosseau, Riddiford Roofing, and F&G Roofing Company, LLC. Attached is the recommendation letter and the bid tabulation. After careful review of the bids, INSPEC recommends awarding the contract to F&G Roofing Company, LLC, confirming the bid to be the lowest responsible and responsive bidder.

Based on this information, the administration recommends at the March 15, 2022 Regular Board of Education meeting that the Board awards the contract to F&G Roofing Company, LLC for the Northwood Auditorium Roof Replacement project for approximately \$357,560, which includes the base bid of \$332,000, and alternate 1 of \$25,560.

---

Recommendation: Approval

Roll call vote to award the Northwood Auditorium Roof Replacement project to F&G Roofing Company, LLC for approximately \$357,560, as presented.



INSPEC

mart engineering of roof,

ralls, pavements and

waterproofing

February 17, 2022

Mr. Charlie Privett,  
Director of Operations, Facilities & Transportation  
North Shore School District 112  
711 Lincoln Avenue West,  
Highland Park, IL, 60035

**Re: Bid Analysis and Contractor Recommendation**  
**2022 Roofing Removal and Replacement at Northwood Middle School**

INSPEC Project No. 400774

Dear Mr. Privett:

At your direction, INSPEC prepared a full set of roof replacement documents and placed them out for bids on Monday, January 31, 2022. A total of four (4) contractors attended the prebid conference with four (4) bids submitted and received by North Shore School District 112 on Tuesday, February 15, 2022.

The apparent low bidder for this project is F&G Roofing Company, LLC with a base bid of \$332,000; this Base Bid number also includes a Monetary Allowance of \$15,000 for latent conditions, a Material Contingency Allowance equal to \$32,500 and a Materials Escalation Allowance of \$13,000. An Alternate Add for the installation of new smoke hatches above the stage area total an additional \$25,560 which was also confirmed by F&G Roofing since a typo occurred on submitted Bid Form.

INSPEC has reviewed the project scope and submitted bid amounts with Mr. Mike Figora, President at F&G Roofing Company, LLC and he has stated that they are comfortable with their bid submission. A letter of their confirmation is attached. INSPEC also has experience working with and finds no reason not to award to them as the lowest responsible bidder.

Therefore, it is our recommendation that the Base Bid and the Alternate Add as submitted for a total contract sum of \$357,560.00 be awarded to F&G Roofing Company, LLC. The preceding recommendation represents our interpretation and understanding of the bids submitted.

INSPEC will await your direction for the final award of this project. Upon acceptance by the School Board, INSPEC will prepare an AIA contract for signatures and begin the preconstruction process.

If you have any further questions or comments regarding the bids or our recommendation, please do not hesitate to contact me directly.

Sincerely,  
INSPEC, Inc

Tony Loden, CCS  
Senior Building Envelope Consultant

Enclosures:

- Printed Bid Tabulation Sheet
- Contractors Bid Affirmation Letter
- Contractors Post Bid Cost Verification Letter

3618 West Catalpa  
Suite 1109-1110  
Chicago, IL 60656  
Ph. 773-444-0206  
Fax. 773-444-0221

Chicago

Milwaukee

Minneapolis

**SD112 | NORTHWOOD MIDDLE SCHOOL  
2022 Roofing Removal and Replacement Project  
INSPEC Project No. 400774  
BID TABULATION SHEET**

<u>PREBID ATTENDEES FOR ROOFING:</u>	A-1 Roofing	Bennett & Brosseau	Riddiford Roofing	F&G Roofing	
<b>SUBMITTALS</b>					
Bid Bond	✓	✓	✓	✓	
Enclosures	✓	✓	✓	✓	
Acknowledge Addenda Number:	No Addenda	No Addenda	No Addenda	No Addenda	
<b>SUBMITTED BIDS</b>					
BASE BID <sup>(1)</sup> : Roof Area 19	\$463,400.00	\$433,000.00	\$371,600.00	\$332,000.00	
ALTERNATE ADD: Smoke Hatches @ Stage	\$25,560.00	\$24,000.00	\$18,200.00	\$25,560.00	

(1) The BASE BID includes a Monetary Contingency Allowance in the amount of \$15,000.00  
+ Material Contingency Allowance of five hundred (500) square feet of sagged or deteriorated wood fiber decking, two hundred (250) lineal feet of 2x6 wood blocking, and twenty-five (25) "Units" of low area fill material  
+ Material Escalation Allowance in the amount of \$13,000.00



February 16, 2022

Mr. Charlie Privett,  
Director of Operations, Facilities & Transportation  
North Shore School District 112  
711 Lincoln Avenue West,  
Highland Park, IL, 60035

Project: North Shore SD112 – 2022 Roofing Removal and Replacement at Northwood Middle School

INSPEC Project Number: 400774

Bid Date: February 15, 2022

Mr. Privette,

F&G Roofing Company, LLC has reviewed our submitted Base Bid of \$332,000.00 and the corrected Alternate Add Bid of \$25,560.00, and we confirm that it includes the complete scope of work that was identified in the Project Documents (specifications, drawings) and all allowances for the 2022 Roofing Removal and Replacement Project at Northwood Middle School. We are ready to begin work on Tuesday, June 7, 2022 and shall achieve Substantial Completion no later than Saturday, August 13, 2022. We also understand this is a prevailing wage project and will be providing certified payrolls as required. F&G Roofing Company, LLC is prepared to enter into a contract with North Shore School District 112.

Regards,

A handwritten signature in black ink, appearing to read 'James M. Figora', is written over a printed name and title.

James M. Figora  
President/Owner



February 16, 2022

Project: North Shore SD112 – 2022 Roofing Removal and Replacement at Northwood Middle School

INSPEC Project Number: 400774

Bid Date: February 15, 2022

### **Bid Alternate Qualification**

Please accept this as an outline of the offer dated 2/15/22 (plans and specifications issued for bid on January 31, 2022 by INSPEC) for the Alternate Bid:

- Install 2 smoke hatches on roof area 19 as specified

**Alternate \$25,560.00**

Please Note: A typographical error was made in the recording of the Alternate Bid on Bid Form 00 41 00. Our correct Alternate Bid is \$25,560.00

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# District 112 News

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## DISTRICT 112 BOARD OF EDUCATION APPROVES KELLY SMITH-NOVAK AS COORDINATOR FOR STUDENT SERVICES

Highland Park, Highwood, and Fort Sheridan, IL – Tonight, the North Shore School District 112 (NSSD112) Board of Education approved the hiring of Mrs. Kelly Smith-Novak as Coordinator for Student Services. Mrs. Smith-Novak most recently served as District 112's Assistive Technology and Inclusion Specialist.

Reporting to the Assistant Superintendent of Student Services, the Coordinator for Student Services will facilitate the development of the district's curriculum and individualized programs for children with special needs. Furthermore, the position will provide training and in-service for instruction, disability awareness, direct support for special education and related service team members, and other assistance for staff, students, and families. Mrs. Smith-Novak will also assist in providing updates on legal matters concerning special education and related services.

"For the last two-and-a-half years, Mrs. Smith-Novak has shown expertise, compassion, and creativity in her role as an Assistive Technology and Inclusion Specialist. She has brought a truly innovative approach to assisting students that have unique academic, executive function, and communication needs," said Deputy Superintendent, Dr. Monica Schroeder. "We are proud of Kelly for the work she has done during her time in District 112 thus far and we look forward with excitement to the impact she will have on the lives of our students and families going forward."

Mrs. Smith-Novak started her career in education as a Speech-Language Pathologist at several educational institutions including Right Start Pediatrics, LaGrange School District #105, Naperville School District #204, and the LaGrange Department of Special Education. In these positions, she conducted speech and language assessments, developed Individual Education Plans (IEPs), and organized and managed speech therapy sessions.

She then became an Assistive Technology Specialist in Plainfield Consolidated School District #202 and later at her current position as District 112's Assistive Technology and Inclusion Specialist. In these roles, she provided consultative assistive technology services for students with communicative and academic needs. This included providing training, spearheading new assistive technology strategies and tools, and participating in team problem-solving meetings to assess student assistive technology needs, among other responsibilities and accomplishments.

"I am so excited for the opportunity to support District 112 in this role. I have worked with students with exceptional needs in many different roles, so I know firsthand the challenges faced by educators and related service providers who support students with different learning styles and needs. As a mother of two sons with different learning challenges, I understand the parent's perspective as well

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North Shore School District  
112

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as the educator's point of view," said Mrs. Smith-Novak. "My goal is to support and facilitate open communication between staff and family to best support our students. Throughout my career, I have tried to provide a high level of support and advocate for the needs of the students I work with. I believe that every student has the potential to learn and as educators, we must strive to provide support and modify our strategies to best fit our students as unique learners."

Mrs. Smith-Novak received a Bachelor of Science in Communication Sciences and Disorders and a minor in Spanish from Northern Illinois University. She also holds a Master of Science in Speech-Language Pathology from Saint Xavier University. Mrs. Smith-Novak holds several endorsements including Director of Special Education, English as a Second Language, Assistive Technology, and others.

#### **About North Shore School District 112**

The mission of North Shore School District 112, a community partnership committed to a world-class education, is to nurture every child to become an inspired learner, a well-rounded individual, and contributing member of a global community by striving for excellence within an environment that fosters innovation, respect, engagement, and intellectual inquiry.



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