

# Regular Meeting

Wednesday, April 22, 2026 6:00 PM

NTDSE Administrative Center, 8701 Menard Ave, Morton Grove, IL 60053

## 1. CALL TO ORDER / ROLL CALL - (6:00 p.m.)

### GOVERNING BOARD

District 67  
Katie Leslie  
Sterbenc (Alt.)

District 68  
Jill Scheer / Jeffrey

District 69  
Mark Chao / Fernanda Perez (Alt.)  
Popielarczyk (Alt.)

District 70  
Pamela Alper / Claudia

District 71  
Matt Holbrook / Joe Kuffel (Alt.)  
Estera Tomuta (Alt.)

District 72  
Jacqueline Bujdei /

District 73  
Frank Santoro / Atanu Das (Alt.)  
Jacobs (Alt.)

District 73.5  
Karen Chan / Elana

District 74  
John Vranas / Elissa Rosenberg (Alt.)

### ADMINISTRATIVE TEAM MEMBERS

Tarin Kendrick  
Kathy Gavin  
Candice Hartranft  
Christine Perry  
Marie Sheedy  
Kristin Smith  
Sheila Arad  
Joy Singh  
Christina Dimas

## 2. PLEDGE OF ALLEGIANCE

## 3. AUDIENCE TO VISITORS

## 4. PRESENTATION

Special Olympics / Cheer

## 5. INFORMATION/ACTION: CONSENT AGENDA

**Recommended motion: I recommend that the Governing Board approve the Consent Agenda, which includes the Open Session Minutes of March 25, 2026, the Closed Session Minutes of March 25, 2026, the Personnel Report, and the Accounts Payable report for March 31, 2026, as presented and recommended by the Executive Director.**

### 5.A. APPROVAL OF MINUTES

5.A.1. Regular NTDSE Governing Board Minutes

5.A.2. Regular NTDSE Governing Board Minutes — Closed Session

5.B. PERSONNEL

5.C. ACCOUNTS PAYABLE

6. **ADMINISTRATIVE REPORTS**

6.A. Executive Director: Tarin Kendrick

6.A.1. FY 27 Staffing Update

6.A.2. Negotiations

6.A.3. Legislative Update

6.A.4. DMG Opportunity

6.A.5. Celebrations: Admin Assts, Educators, Retirement

6.B. Curriculum and Instruction Report: Candice Hartranft

6.C. Molloy Report: Chris Perry and Marie Sheedy

6.D. Satellite Report: Kristin Smith

6.E. Professional Learning Report: Sheila Arad

6.F. Technology Report: Joydeep Singh

7. **BOARD COMMITTEE REPORTS**

7.A. Finance/Facilities Report: Kathy Gavin

7.B. Policy Report: Mark Chao and Jill Scheer

7.C. Collaborative for Curriculum (CFC) Report: Claudia Popielarczyk and Elissa Rosenberg

8. **CLOSED SESSION**

**Recommended motion: I recommend that the Governing Board enter into closed session to discuss the following:**  
**Personnel:** The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1). **Negotiations:** Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).

9. **DISCUSSION ITEMS**

- 9.A. First Reading of PRESS Policies Issue 121, March 2026  
2:140-E Guidance for Board Member Communications, Including Email Use; 2:200 Types of Governing Board Meetings; 2:220 Governing Board Meeting Procedure; 2:250 Access to District Public Records; 2:260 Uniform Grievance Procedure; 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:30 Hiring Process and Criteria; 5:50 Drug-Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition; 5:250 Leaves of Absence; 5:330 Sick Days, Vacation, Holidays, and Leaves; 6:50 School Wellness; 6:65 Student Social and Emotional Development; 6:100 Using Animals in the Educational Program; 6:145 Migrant Students; 7:20 Harassment of Students Prohibited; 7:50 School Admissions and Eligibility for Services; 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students; 7:185 Teen Dating Violence Prohibited; 7:220 Bus Conduct; 7:230 Misconduct by Students with Disabilities; 7:240 Conduct Code for Participants in Extracurricular Activities; 7:280 Communicable and Chronic Infectious Disease; 7:300 Extracurricular Athletics; 8:90 Parent Organizations and Booster Clubs; 5:335 Educational Support Staff Retirement Benefits
- 9.B. FY 27 EBC Rates

10. **ACTION ITEMS**

- 10.A. Recommended motion: I recommend that the Governing Board approve the budgets for the Extended School Year program beginning June 9 through July 2, 2026, Monday through Friday to be held at the Molloy Education Center and June 15 through July 9, 2026, Monday through Thursday to be held at Rutledge Hall, District 74 for students with disabilities, as presented and recommended by the Executive Director.
- 10.B. Recommended motion: I recommend that the Governing Board accept the Resolution Authorizing Honorable Dismissal of Full-Time Educational Support Personnel, as presented and recommended by the Executive Director.
- 10.C. Recommended motion: I recommend that the Governing Board approve the resignation agreement between the Educator and NTDSE, as presented and recommended by the Executive Director.
- 10.D. Recommended motion: I recommend that the Governing Board approve the NTDSE staffing recommendations for the 2026-2027 school year, as presented and recommended by the Executive Director.
- 10.E. Recommended motion: I recommend that the Governing Board approve the resolution authorizing non-reemployment of first-year paraprofessionals, as listed in Section 1, as presented and recommended by the Executive Director.

**11. COMMUNICATIONS: Tarin Kendrick**

11.A. Student Enrollment Data

11.B. Staff Recognition

11.C. FOIA Report

**12. ADJOURNMENT**

**13. CALENDAR NOTES**

April 30, 2026 - Cultural Fair - 5:00 P.M. -  
8:00 P.M.

May 14, 2026 - NTDSE End-of-the-Year Celebration

May 25, 2026 - Memorial Day - No School

May 27, 2026 - Finance Committee Meeting - 5:00  
P.M. - NTDSE Administrative Center

May 27, 2026 - Governing Board Meeting - 6:00  
P.M. - NTDSE Administrative Center

June 3, 2026 - Molloy's Graduation - 6:30 P.M.

June 11, 2026 - Kathy Gavin's Retirement  
Celebration

***Niles Township District for Special Education  
Governing Board Meeting 4/22/2026***

***PERSONNEL REPORT***

The Executive Director recommends that the Governing Board adopt the personnel report, which includes the following:

**EMPLOYMENT**

**Ashley Berger**, School Psychologist, effective August 20, 2026  
Salary: \$69,800.00, Class: MA+32

**Jessica Draper**, Social Worker, effective August 20, 2026  
Salary: \$74,623.08, Class: MA

**Monica Johnson**, Social Worker, effective August 20, 2026  
Salary: 69,800.00, Class: MA+32

**Elizabeth Melvin**, Teacher, effective August 20, 2026  
Salary: \$63,455.00, Class: MA

**Livia Mulaney**, Teacher, effective August 20, 2026  
Salary: \$55,177.00, Class: BA

**Kristen O'Donnell**, Teacher, August 20, 2026  
Salary: \$55,177, Class: BA

**Mary Grace Stanton**, Soc Worker, effective August 20, 2026  
Salary: \$64,470.28, Class: MA

**Amanda Stringer**, Teacher, effective August 20, 2026  
Salary: \$55,177.00, Class: BA

**RESIGNATION**

Fadya Atif, Paraprofessional, effective May 8, 2026  
Justice Boyd, Paraprofessional, effective April 10, 2026  
Ella Cmarko, Paraprofessional, effective June 3, 2026  
Siobhan Donohoe, Occupational Therapist, effective June 3, 2026  
Molly Kleppin, Occupational Therapist, effective June 5, 2026  
Teri Queen, Social Worker, effective April 30, 2026  
Rafi Roeil, Paraprofessional, effective April 23, 2026  
Sydney Timpe, Speech-Language Pathologist, effective June 8, 2026

**NILES TOWNSHIP DISTRICT FOR SPECIAL EDUCATION (NTDSE)  
BILLS PAYABLE – EFFECTIVE April 22, 2026**

The following amounts reflect totals from March 1, 2026, through  
March 31, 2026

Instructional Expenditures	Fund 00	\$68,398.62
Physical Plant	Fund 02	\$8,679.29
Fee for Service	Fund 04	\$1,116.75
Membership	Fund 07	\$6,340.83
Technical/Prof Development	Fund 08	\$1,554.24
Medicaid	Fund 12	\$52,340.47
Improvement of Instruction	Fund 14	\$9,806.75
Operations & Maintenance	Fund 20	\$0
	<b>TOTAL</b>	<b>\$148,236.95</b>

The undersigned hereby certify that the amount shown above is a true and correct list of bills payable, approved, and ordered paid by the Governing Board, School District #807, Cook County, at a meeting duly called and held on April 22, 2026, in the amount of **\$148,236.95**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1211

03/12/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
AFFILIATED PARTS, LLC		10.0.2540.400.02.0000.00 Check #: 8070029094	Supplies - PP	\$973.47
			Vendor Total:	\$973.47
AGUILA, TIMOTHY N		10.0.1201.332.00.0000.00 Check #: 8070029095	TRAVEL/MEETING EXPENSES	\$76.85
			Vendor Total:	\$76.85
CHATTERBOX SPEECH THERAPY, LLC		10.0.2150.300.00.0000.00 Check #: 8070029096	Speech contracted services - I	\$5,336.00
			Vendor Total:	\$5,336.00
CITI CARDS		10.0.1201.390.00.0000.00 Check #: 8070029097	Instruction - annual fees / purchased svc	\$51.13
		10.0.1201.400.00.0000.00 Check #: 8070029097	Supplies and Materials - I	\$611.42
		10.0.1201.435.00.0000.00 Check #: 8070029097	Fieldtrips and outings-I	\$102.61
		10.0.2150.332.00.0000.00 Check #: 8070029097	Speech services - I - non grant travel	\$17.84
		10.0.2210.400.14.0000.00 Check #: 8070029097	Improv of Instr-supplies	\$223.69
		10.0.2311.490.07.0000.00 Check #: 8070029097	Board Svcs - misc supplies - M	\$45.95
		10.0.2410.400.00.0000.00 Check #: 8070029097	Principal Office-supplies-I	\$38.44
		10.0.2520.400.00.0000.00 Check #: 8070029097	Business Office supplies - I	\$12.14
		10.0.2540.400.00.0000.00 Check #: 8070029097	Physical Plant supplies - I	\$302.13
		10.0.2540.400.02.0000.00 Check #: 8070029097	Supplies - PP	\$82.17

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03/12/2026

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Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.2660.400.08.0000.00 Check #: 8070029097	Tech supplies-TPD	\$44.36
			Vendor Total:	\$1,531.88
CITYWIDE BUILDING MAINTENANCE, INC		10.0.2540.322.00.0000.00 Check #: 8070029098	Contracted svc - cleaning - I	\$8,512.66
			Vendor Total:	\$8,512.66
COLLARD, MARA L		10.0.1201.332.00.0000.00 Check #: 8070029099	TRAVEL/MEETING EXPENSES	\$35.67
			Vendor Total:	\$35.67
CONTOUR LANDSCAPING, INC.		10.0.2540.323.00.0000.00 Check #: 8070029100	Snow Removal - I	\$327.00
			Vendor Total:	\$327.00
COWHEY, ERIKA K		10.0.1201.332.00.0000.00 Check #: 8070029101	TRAVEL/MEETING EXPENSES	\$52.64
			Vendor Total:	\$52.64
CUSTOM PRINT GRAPHICS		10.0.2540.400.02.0000.00 Check #: 8070029102	Supplies - PP	\$368.00
			Vendor Total:	\$368.00
DEDITZ, CARLY E		10.0.2210.338.14.0000.00 Check #: 8070029103	Improv of Instructn-conf expenses	\$896.28
			Vendor Total:	\$896.28
DIMAS, CHRISTINA A		10.0.1201.435.00.0000.00 Check #: 8070029104	Fieldtrips and outings-I	\$31.46
			Vendor Total:	\$31.46

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Vendor Remit Name	Vendor #	Account	Description	Amount
DONOHUE, SIOBHAN L		10.0.2130.332.04.0000.00 Check #: 8070029105	Health Svcs. - Travel - FFS	\$11.24
			Vendor Total:	\$11.24
DUPAGE FEDERATION		10.0.1201.390.04.0000.00 Check #: 8070029106	Interpreter svc - FFS	\$205.05
			Vendor Total:	\$205.05
EFAQ CORPORATION		10.0.2410.340.00.0000.00 Check #: 8070029107	Princ Office-phone-I	\$41.81
			Vendor Total:	\$41.81
ELAN FINANCIAL SERVICES*		10.0.1201.300.00.0000.00 Check #: 8070029108	Instructional - contracted services	\$489.65
		10.0.1201.400.00.0000.00 Check #: 8070029108	Supplies and Materials - I	\$135.00
		10.0.1201.435.00.0000.00 Check #: 8070029108	Fieldtrips and outings-I	\$977.10
		10.0.2210.338.14.0000.00 Check #: 8070029108	Improv of Instructn-conf expenses	\$3,263.83
		10.0.2311.300.07.0000.00 Check #: 8070029108	Board services- contracted svcs. M	\$31.00
		10.0.2540.400.00.0000.00 Check #: 8070029108	Physical Plant supplies - I	\$34.62
		10.0.2540.400.02.0000.00 Check #: 8070029108	Supplies - PP	\$242.56
		10.0.2540.464.02.0000.00 Check #: 8070029108	Truck gas & Supplies - PP	\$135.01
		10.0.2660.300.00.0000.00 Check #: 8070029108	Tech Svc - contracted svc - I	\$720.00
			Vendor Total:	\$6,028.77
FOLDINGPARTITION SERVICES, INC				

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Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.2540.300.02.0000.00 Check #: 8070029109	Physical Plant - contracted svc - PP	\$595.00
			Vendor Total:	\$595.00
FORMATIVE PSYCHOLOGICAL SERVICES				
		10.0.2210.312.14.0000.00 Check #: 8070029110	Improv of Instruction-Trainings-non grant	\$2,000.00
			Vendor Total:	\$2,000.00
GARVEY'S OFFICE PRODUCTS	96215			
		10.0.2210.491.14.0000.00 Check #: 8070029111	PD Supplies	\$127.88
		10.0.2540.400.00.0000.00 Check #: 8070029111	Physical Plant supplies - I	\$750.71
		10.0.2540.400.02.0000.00 Check #: 8070029111	Supplies - PP	\$45.97
		10.0.2630.404.00.0000.00 Check #: 8070029111	Supplies-Paper-I	\$75.97
			Vendor Total:	\$1,000.53
GETTY, KRISTINA K				
		10.0.2130.332.00.0000.00 Check #: 8070029112	Health Svc-Travel-I	\$62.64
			Vendor Total:	\$62.64
GHA TECHNOLOGIES INC				
		10.0.2660.600.08.0000.00 Check #: 8070029113	Remote Management	\$1,468.00
			Vendor Total:	\$1,468.00
GRAFTON INTEGRATED HEALTH NETWORK				
		10.0.1201.300.00.0000.00 Check #: 8070029114	Instructional - contracted services	\$581.17
			Vendor Total:	\$581.17
GRAINGER				

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Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.2540.400.00.0000.00 Check #: 8070029115	Physical Plant supplies - I	\$72.48
		10.0.2540.400.02.0000.00 Check #: 8070029115	Supplies - PP	\$18.12
			Vendor Total:	\$90.60
GRAYBAR FINANCIAL SERVICES, LLC		12.0.2410.340.12.0000.99 Check #: 8070029116	VOIP phones	\$1,945.12
			Vendor Total:	\$1,945.12
GROOT, INC		10.0.2540.321.00.0000.00 Check #: 8070029117	Phys Plant--Sanitation Svc-I	\$601.46
		10.0.2540.321.02.0000.00 Check #: 8070029117	Phys Plant--Sanitation Svc-PP	\$150.36
			Vendor Total:	\$751.82
HASTINGS, ALICIA		10.0.2520.332.00.0000.00 Check #: 8070029118	Business Office - travel - I	\$324.90
			Vendor Total:	\$324.90
ILLINOIS ASBO		10.0.2210.338.14.0000.00 Check #: 8070029119	Improv of Instructn-conf expenses	\$205.00
			Vendor Total:	\$205.00
IMAGETEC		10.0.2630.405.07.0000.00 Check #: 8070029120	Ink and Toner	\$2,824.51
			Vendor Total:	\$2,824.51
KINGSWAY HOME HEALTH SERVICES INC		10.0.2130.314.00.0000.00 Check #: 8070029121	Contracted 1:1 nurse	\$3,600.00
			Vendor Total:	\$3,600.00
KIOUSSIS, ELENI				

**Niles Township District for Special Education #807**

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03/12/2026

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Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.2130.310.00.0000.00 Check #: 8070029122	Contracted PT	\$5,400.00
			Vendor Total:	\$5,400.00
KLEPPIN, MOLLY K		10.0.2130.332.04.0000.00 Check #: 8070029123	Health Svcs. - Travel - FFS	\$15.23
			Vendor Total:	\$15.23
KUZNETSKY, HANNAH M		10.0.1201.332.00.0000.00 Check #: 8070029124	TRAVEL/MEETING EXPENSES	\$39.88
			Vendor Total:	\$39.88
LURIE CHILDREN'S		10.0.2130.300.04.0000.00 Check #: 8070029125	Healthy Svc - contracted svc - FFS	\$645.71
			Vendor Total:	\$645.71
MATEK, DEBORAH, DR.		12.0.2140.300.12.0000.99 Check #: 8070029126	Contracted psych svc	\$3,960.00
			Vendor Total:	\$3,960.00
MAXIM HEALTHCARE SERVICES INC		10.0.2130.314.00.0000.00 Check #: 8070029127	Contracted 1:1 nurse	\$7,805.60
			Vendor Total:	\$7,805.60
MEDRANO, VIVIAN		10.0.2210.338.14.0000.00 Check #: 8070029128	Improv of Instructn-conf expenses	\$319.90
			Vendor Total:	\$319.90
MEHTA, JYOTSNA		10.0.1201.309.00.0000.00 Check #: 8070029129	Contracted vision instruction	\$1,560.00
			Vendor Total:	\$1,560.00

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Vendor Remit Name	Vendor #	Account	Description	Amount
MEREDITH, MEGAN E		10.0.2140.332.00.0000.00 Check #: 8070029130	IN-DISTRICT TRAVEL	\$61.26
			Vendor Total:	\$61.26
METAPHRASIS LANGUAGE & CULTURAL SOLUTION		10.0.1201.390.04.0000.00 Check #: 8070029131	Interpreter svc - FFS	\$196.40
			Vendor Total:	\$196.40
MIKOLAJCZYK, THOMAS		10.0.1201.332.00.0000.00 Check #: 8070029132	TRAVEL/MEETING EXPENSES	\$196.33
			Vendor Total:	\$196.33
MORRIS, HANNAH		10.0.2130.332.00.0000.00 Check #: 8070029133	Health Svc-Travel-I	\$21.32
			Vendor Total:	\$21.32
NANNINGA, ANNE M		10.0.1201.332.00.0000.00 Check #: 8070029134	TRAVEL/MEETING EXPENSES	\$19.87
			Vendor Total:	\$19.87
NET56		12.0.2660.300.12.0000.99 Check #: 8070029135	Data management	\$595.00
			Vendor Total:	\$595.00
NILES TOWNSHIP DISTRICT FOR SPECIAL EDUC 57806		10.0.1201.421.00.0000.00 Check #: 8070029136	Community Experience-I	\$3,000.00
			Vendor Total:	\$3,000.00
NIMZ-JOHNS, JESSIE M				

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Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.2130.332.00.0000.00 Check #: 8070029137	Health Svc-Travel-I	\$62.93
			Vendor Total:	\$62.93
O'GARA, DANIELLE L		10.0.2210.338.14.0000.00 Check #: 8070029138	Improv of Instructn-conf expenses	\$614.40
			Vendor Total:	\$614.40
O'MALLEY, KYLE A		10.0.2540.340.02.0000.00 Check #: 8070029139	Contracted communication vsc - PP	\$100.00
			Vendor Total:	\$100.00
OLENICZAK, ERIN		10.0.2130.332.00.0000.00 Check #: 8070029140	Health Svc-Travel-I	\$36.25
			Vendor Total:	\$36.25
PAGE, CAITLIN		10.0.2130.332.04.0000.00 Check #: 8070029141	Health Svcs. - Travel - FFS	\$30.81
			Vendor Total:	\$30.81
PARK, BOSUNG C		10.0.2130.332.00.0000.00 Check #: 8070029142	Health Svc-Travel-I	\$51.98
			Vendor Total:	\$51.98
PASKO, OLIVIA P		10.0.1201.332.00.0000.00 Check #: 8070029143	TRAVEL/MEETING EXPENSES	\$78.01
			Vendor Total:	\$78.01
PENDLETON, ELLEN D		10.0.2130.332.00.0000.00 Check #: 8070029144	Health Svc-Travel-I	\$54.30
			Vendor Total:	\$54.30

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1211

03/12/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
PIKES SYSTEMS, INC.		10.0.2540.400.00.0000.00 Check #: 8070029145	Physical Plant supplies - I	\$828.01
		10.0.2540.400.02.0000.00 Check #: 8070029145	Supplies - PP	\$207.01
			Vendor Total:	\$1,035.02
PIKULA, REBECCA A		10.0.1201.332.00.0000.00 Check #: 8070029146	TRAVEL/MEETING EXPENSES	\$115.13
			Vendor Total:	\$115.13
PMA LEASING, INC.		12.0.1201.326.12.0000.99 Check #: 8070029147	copiers	\$992.22
			Vendor Total:	\$992.22
PREMISTAR-NORTH		10.0.2540.324.02.0000.00 Check #: 8070029148	HVAC-PP	\$2,807.74
			Vendor Total:	\$2,807.74
QUADIENT FINANCE USA, INC.		10.0.2410.341.00.0000.00 Check #: 8070029149	Postage-I	\$500.00
			Vendor Total:	\$500.00
RODRIGUEZ, MARIA CRISTINA		10.0.2130.332.00.0000.00 Check #: 8070029150	Health Svc-Travel-I	\$25.74
			Vendor Total:	\$25.74
ROTI, NATALIE A		10.0.1201.332.00.0000.00 Check #: 8070029151	TRAVEL/MEETING EXPENSES	\$104.84
			Vendor Total:	\$104.84
RYBAK, ALANA N				

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03/12/2026

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Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.2210.338.14.0000.00 Check #: 8070029152	Improv of Instructn-conf expenses	\$404.54
			Vendor Total:	\$404.54
RYCHENER-HOBSON, MARLY		10.0.1201.332.00.0000.00 Check #: 8070029153	TRAVEL/MEETING EXPENSES	\$47.42
			Vendor Total:	\$47.42
RZESZUTKO, AMY		10.0.2110.332.00.0000.00 Check #: 8070029154	Social work – travel	\$33.50
			Vendor Total:	\$33.50
SCHATZ, JODY		10.0.1201.310.00.0000.00 Check #: 8070029155	Translators	\$399.00
			Vendor Total:	\$399.00
SCHOLASTIC BOOKS		10.0.1201.400.00.0000.00 Check #: 8070029156	Supplies and Materials – I	\$44.90
			Vendor Total:	\$44.90
SENTINEL		12.0.2660.300.12.0000.99 Check #: 8070029157	Data management	\$690.00
			Vendor Total:	\$690.00
SIMOTAS, MARIA		10.0.2130.332.00.0000.00 Check #: 8070029158	Health Svc-Travel-I	\$12.18
			Vendor Total:	\$12.18
SINGLEWIRE SOFTWARE LLC		12.0.2660.300.12.0000.99 Check #: 8070029159	Data management	\$22,545.90
			Vendor Total:	\$22,545.90

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1211

03/12/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
SOLOKO, KARLEE		10.0.2140.332.00.0000.00 Check #: 8070029160	IN-DISTRICT TRAVEL	\$31.68
			Vendor Total:	\$31.68
SROKA, KAROLINA S		10.0.2150.332.00.0000.00 Check #: 8070029161	Speech services - I - non grant travel	\$19.58
			Vendor Total:	\$19.58
STAPLES		10.0.1201.400.00.0000.00 Check #: 8070029162	Supplies and Materials - I	\$169.79
		10.0.2540.400.00.0000.00 Check #: 8070029162	Physical Plant supplies - I	\$347.34
			Vendor Total:	\$517.13
STEPHAN-FEINSOT, LESLEY D		10.0.2150.332.00.0000.00 Check #: 8070029163	Speech services - I - non grant travel	\$17.84
			Vendor Total:	\$17.84
SWANSON, THOMAS		10.0.1201.332.00.0000.00 Check #: 8070029164	TRAVEL/MEETING EXPENSES	\$30.02
			Vendor Total:	\$30.02
SZYMANSKI, ELYSE V		10.0.2210.338.14.0000.00 Check #: 8070029165	Improv of Instructn-conf expenses	\$45.00
			Vendor Total:	\$45.00
TANK IT EASY		10.0.2540.300.02.0000.00 Check #: 8070029166	Physical Plant - contracted svc - PP	\$324.00
			Vendor Total:	\$324.00
TRIMARK MARLINN, LLC				

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1211

03/12/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.1201.400.00.0000.00 Check #: 8070029167	Supplies and Materials – I	\$5.46
			Vendor Total:	\$5.46
VAN ACKER, MICHELLE L		10.0.2130.332.00.0000.00 Check #: 8070029168	Health Svc-Travel-I	\$33.28
			Vendor Total:	\$33.28
VERIZON WIRELESS	15386	10.0.2410.340.00.0000.00 Check #: 8070029169	Princ Office-phone-I	\$3.56
			Vendor Total:	\$3.56
VISION SERVICE PLAN (IL)	100260	10.0.1201.220.07.0000.00 Check #: 8070029170	Vision Insurance	\$251.42
			Vendor Total:	\$251.42
WELLS FARGO VENDOR FINANCIAL SER, LLC		12.0.1201.326.12.0000.99 Check #: 8070029171	copiers	\$361.84
			Vendor Total:	\$361.84
WEX HEALTH, INC.		10.0.1201.225.00.0000.00 Check #: 8070029172	Flex Manangement	\$101.50
			Vendor Total:	\$101.50
WIELGUS-HAGERTY, AMANDA S		10.0.2140.332.00.0000.00 Check #: 8070029173	IN-DISTRICT TRAVEL	\$29.87
			Vendor Total:	\$29.87
WPS		10.0.2140.400.00.0000.00 Check #: 8070029174	SUPPLIES & MATERIALS	\$415.80

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1211

03/12/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.2150.400.00.0000.00 Check #: 8070029174	Speech-supplies-I	\$213.40
			Vendor Total:	\$629.20
WYMA, JESSICA		10.0.1201.332.00.0000.00 Check #: 8070029175	TRAVEL/MEETING EXPENSES	\$107.59
			Vendor Total:	\$107.59
			Grand Total:	\$97,010.35

End of Report

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1216

03/24/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
AFFILIATED PARTS, LLC		12.0.2540.500.12.0000.00 Check #: 8070029176	Cap Outlay - MCD	\$1,416.66
			Vendor Total:	\$1,416.66
AT&T	15376	10.0.2660.300.08.0000.00 Check #: 8070029177	Tech-contracted svc-TPD	\$41.88
			Vendor Total:	\$41.88
BESETZNY, JEANNE O		10.0.1201.332.00.0000.00 Check #: 8070029178	TRAVEL/MEETING EXPENSES	\$23.49
			Vendor Total:	\$23.49
BUSINESSOLVER.COM,INC		10.0.2520.400.00.0000.00 Check #: 8070029179	Business Office supplies - I	\$255.00
			Vendor Total:	\$255.00
CARDMEMBER SERVICES	16971	10.0.1201.435.00.0000.00 Check #: 8070029180	Fieldtrips and outings-I	\$4,745.60
		10.0.2210.338.14.0000.00 Check #: 8070029180	Improv of Instructn-conf expenses	\$520.00
		10.0.2311.300.07.0000.00 Check #: 8070029180	Board services- contracted svcs. M	\$513.61
		12.0.2660.300.12.0000.99 Check #: 8070029180	Data management	\$1,698.19
			Vendor Total:	\$7,477.40
CHICAGO TRIBUNE	25752	10.0.3700.350.04.0000.00 Check #: 8070029181	Non-public-advert-FFS	\$12.31
			Vendor Total:	\$12.31
CHRISTIE, NICOLE M				

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1216

03/24/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.1201.332.00.0000.00 Check #: 8070029182	TRAVEL/MEETING EXPENSES	\$24.51
			Vendor Total:	\$24.51
CHRISTOFOROU, ANDRIANI K		10.0.2210.338.14.0000.00 Check #: 8070029183	Improv of Instructn-conf expenses	\$618.44
			Vendor Total:	\$618.44
CITY WIDE POOL AND SPA, INC		12.0.1201.500.12.0000.00 Check #: 8070029184	Capital outlay - MDC	\$4,250.00
			Vendor Total:	\$4,250.00
CONNEXION		10.0.2540.400.00.0000.00 Check #: 8070029185	Physical Plant supplies - I	\$174.87
			Vendor Total:	\$174.87
CRUZ, JULIENNE		10.0.1201.332.00.0000.00 Check #: 8070029186	TRAVEL/MEETING EXPENSES	\$80.26
			Vendor Total:	\$80.26
DIMARIA, MELODEE A		10.0.1201.332.00.0000.00 Check #: 8070029187	TRAVEL/MEETING EXPENSES	\$61.77
			Vendor Total:	\$61.77
ENGIE RESOURCES LLC		10.0.2540.460.02.0000.00 Check #: 8070029188	Electric - PP	\$1,586.00
		12.0.2540.460.12.0000.99 Check #: 8070029188	Utility - Electric	\$6,344.00
			Vendor Total:	\$7,930.00
GARVEY'S OFFICE PRODUCTS	96215	10.0.1201.435.00.0000.00 Check #: 8070029189	Fieldtrips and outings-I	\$455.70

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1216

03/24/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.2540.400.02.0000.00 Check #: 8070029189	Supplies - PP	\$134.67
			Vendor Total:	\$590.37
HALSTEAD, KELLY		10.0.2130.332.00.0000.00 Check #: 8070029190	Health Svc-Travel-I	\$57.86
			Vendor Total:	\$57.86
ILLINOIS STATE POLICE	20010	10.0.2311.300.07.0000.00 Check #: 8070029191	Board services- contracted svcs. M	\$600.00
			Vendor Total:	\$600.00
KINGSWAY HOME HEALTH SERVICES INC		10.0.2130.314.00.0000.00 Check #: 8070029192	Contracted 1:1 nurse	\$5,943.75
			Vendor Total:	\$5,943.75
MEDRANO, VIVIAN		10.0.2130.332.00.0000.00 Check #: 8070029193	Health Svc-Travel-I	\$20.66
			Vendor Total:	\$20.66
MEHTA, JYOTSNA		10.0.1201.309.00.0000.00 Check #: 8070029194	Contracted vision instruction	\$1,300.00
			Vendor Total:	\$1,300.00
NICOR GAS	14840	10.0.2540.465.02.0000.00 Check #: 8070029195	Natural Gas - PP	\$332.51
		12.0.2540.465.12.0000.99 Check #: 8070029195	Natural Gas utility	\$1,330.04
			Vendor Total:	\$1,662.55
NORTHWEST COMMUNITY HEALTHCARE		10.0.2210.312.14.0000.00 Check #: 8070029196	Improv of Instruction-Trainings-non grant	\$100.00

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1216

03/24/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
			Vendor Total:	\$100.00
OCCUPATIONAL HEALTH CENTERS		10.0.2130.300.00.0000.00 Check #: 8070029197	Health SVC – Contracted OT for sub coverage	\$171.00
			Vendor Total:	\$171.00
ORIENTAL TRADING		10.0.1201.400.00.0000.00 Check #: 8070029198	Supplies and Materials – I	\$66.47
			Vendor Total:	\$66.47
PIEDMONT GLOBAL LANGUAGE SOLUTIONS		10.0.1201.390.00.0000.00 Check #: 8070029199	Instruction – annual fees / purchased svc	\$170.80
			Vendor Total:	\$170.80
PIKES SYSTEMS, INC.		10.0.2540.400.00.0000.00 Check #: 8070029200	Physical Plant supplies – I	\$402.63
		10.0.2540.400.02.0000.00 Check #: 8070029200	Supplies – PP	\$100.00
			Vendor Total:	\$502.63
PIONEER PRESS	62400	10.0.1201.400.00.0000.00 Check #: 8070029201	Supplies and Materials – I	\$131.79
			Vendor Total:	\$131.79
ROBBINS SCHWARTZ	86420	10.0.2311.318.07.0000.00 Check #: 8070029202	Legal Services – M	\$1,571.50
			Vendor Total:	\$1,571.50
RODRIGUEZ, MARIA CRISTINA		10.0.2130.332.00.0000.00 Check #: 8070029203	Health Svc–Travel–I	\$15.37
			Vendor Total:	\$15.37

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1216

03/24/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
SKOKIE SCHOOL DISTRICT 68	88530	10.0.1201.491.00.0000.00 Check #: 8070029204	Lunch supplies - I	\$4,936.17
			Vendor Total:	\$4,936.17
SMITHEREEN COMPANY	91750	10.0.2540.320.00.0000.00 Check #: 8070029205	Property Services-I	\$19.80
		10.0.2540.320.02.0000.00 Check #: 8070029205	Property Services-PP	\$79.20
			Vendor Total:	\$99.00
SOLOKO, KARLEE		10.0.2140.332.00.0000.00 Check #: 8070029206	IN-DISTRICT TRAVEL	\$15.01
			Vendor Total:	\$15.01
SOUND INCORPORATED	69400	10.0.1201.300.00.0000.00 Check #: 8070029207	Instructional - contracted services	\$2,396.17
		10.0.2540.300.02.0000.00 Check #: 8070029207	Physical Plant - contracted svc - PP	\$397.50
			Vendor Total:	\$2,793.67
SpectrumVoIP		10.0.2410.340.00.0000.00 Check #: 8070029208	Princ Office-phone-I	\$546.48
			Vendor Total:	\$546.48
SUPERHUMAN PLATFORM INC		12.0.1201.300.12.0000.99 Check #: 8070029209	Instructional contracted svc	\$6,211.50
			Vendor Total:	\$6,211.50
SWANSON, THOMAS		10.0.2210.338.14.0000.00 Check #: 8070029210	Improv of Instructn-conf expenses	\$467.79
			Vendor Total:	\$467.79

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1216

03/24/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
VISION SERVICE PLAN (IL)	100260	10.0.1201.220.07.0000.00 Check #: 8070029211	Vision Insurance	\$502.84
			Vendor Total:	<u>\$502.84</u>
VOYAGER SOPRIS LEARNING		10.0.1201.400.00.0000.00 Check #: 8070029212	Supplies and Materials - I	\$382.80
			Vendor Total:	<u>\$382.80</u>
			Grand Total:	<u>\$51,226.60</u>

End of Report

Niles Township District for Special Education #807  
 Statement of Revenues, Expenditures and Fund Balance  
 For the Period Ending March 31, 2026

<b>Cash General Fund Balance as of July 1, 2025</b>		\$	8,833,916
<b>Revenues:</b>			
LOCAL			
From Member Districts	\$	9,823,378	
From Non-Member Districts	\$	3,860,759	
Other Grants / Donations	\$	-	
Interest	\$	234,920	
Purchased Services	\$	59,619	
ESY	\$	-	
Medicaid FB Transfer	\$	-	
STATE			
Evidence Based Funding	\$	675,008	
Special Ed Transportation	\$	26,164	
FEDERAL			
DCEO	\$	-	
<b>TOTAL REVENUE</b>	\$	14,679,848	
<b>Expenditures:</b>	\$	16,513,080	
All funds			
<b>TOTAL EXPENDITURES</b>	\$	16,513,080	
Excess of Revenue over Expenditures	\$	(1,833,232)	
<b>General Fund Balance as of March 31 2026, 2026</b>	\$	<b>7,000,684 *</b>	

\* Fund 10 balance noted above as of 3-31-2026 does not include \$7,158,784 in obligated Medicaid.

Niles Township District for Special Education #807

**Fund Balances**

Fiscal Year: 2025-2026

Month: March  
 Year: 2026  
 Fund Type:

Include Cash Balance  
 FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>
10	EDUCATIONAL	\$8,833,915.78	\$14,679,848.06	(\$16,513,080.10)	\$0.00	\$7,000,683.74
12	MEDICAID	\$5,919,101.96	\$1,875,008.01	(\$635,326.12)	\$0.00	\$7,158,783.85
20	OPERATIONS & MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	DEBT SERVICE	\$0.00	\$345,400.00	(\$345,400.00)	\$0.00	\$0.00
40	TRANSPORTATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60	CAPITAL PROJECTS	\$1,511,921.08	\$150,000.00	(\$1,708,018.15)	\$0.00	(\$46,097.07)
70	WORKING CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
99	STUDENT ACTIVITIES	\$24,867.88	\$7,701.40	(\$6,624.13)	\$0.00	\$25,945.15
Grand Total:		\$16,289,806.70	\$17,057,957.47	(\$19,208,448.50)	\$0.00	\$14,139,315.67

End of Report

ISSUE 121

March 2026

# Update Memo

Please distribute to board members and appropriate staff.

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PRESS Terminology ..... p. 2

PRESS Issue 121 Topic Bundles ..... p. 2


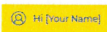
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Next Issue: Five-Year Reviews

## Online Instructions

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

- Go to [www.iasb.com](http://www.iasb.com) and click on the  button on the top navigation.
- Enter your email address and password.
  - If you do not know your password, do not create a new account; reset your password using your district email address. Use the "forgot your password?" link. Make sure to check your spam folder for an email from [info@iasb.com](mailto:info@iasb.com), if you do not see it in your email inbox.
  - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
  - If you continue to have difficulty signing on to [www.iasb.com](http://www.iasb.com), please contact Michael Ifkovits at [mifkovits@iasb.com](mailto:mifkovits@iasb.com).
- Click the  button on the top navigator bar. This will bring you to your account page
- Under "Quick Links," click on "PRESS Login."

# PRESS

## Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Debra Jacobson, Associate General Counsel and **PRESS** Editor, [djacobson@iasb.com](mailto:djacobson@iasb.com); Jeremy Duffy, IASB Deputy Executive Director/General Counsel and Assistant **PRESS** Editor, [jduffy@iasb.com](mailto:jduffy@iasb.com); Maryam Brotine, Associate General Counsel and Assistant **PRESS** Editor, [mbrotine@iasb.com](mailto:mbrotine@iasb.com); or Megan Mikhail, Assistant General Counsel and Assistant **PRESS** Editor, [mmikhail@iasb.com](mailto:mmikhail@iasb.com).

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

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

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

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

For answers to common questions about using **PRESS**, see [Q&A: Getting the Most Out of Your PRESS Subscription](#), available on IASB's website.

## PRESS Bundles

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

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table (Revisions Table) beginning on p. 6.

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

## Open Meetings Act and Freedom of Information Act

During the veto session, the 104th General Assembly passed legislation that amended the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA). Public Act 104-438 adds “performance of active military duty as a service member” to the reasons a board member may attend a meeting remotely under OMA, and it prohibits boards from holding regular or special meetings on election days. P.A. 104-438 also adds “regional” to the types of association representatives that a public body can meet with in closed session to discuss self-evaluation, practices and procedures, or professional ethics. However, as we explained in the **PRESS** Issue 120 Update Memo, IASB is advocating for trailer bills (House Bill 4176 and Senate Bill 2715) that would remove or amend “regional” based on IASB’s concerns about ambiguity and legal risk, potential governance conflicts, and a lack of any demonstrated need for the expansion of this exception. Because we anticipate that this closed meeting exception could be amended again, this specific change is not reflected in the materials updated for this issue.

FOIA was amended by P.A. 104-438 in response to concerns about cyberattacks and requests generated by artificial intelligence. It now requires requesters to: (1) put their requests in the body of an email rather than in attachments, and (2) verify they are a person if a district has reason to believe they are not a person and requests the verification.

The following **PRESS** materials are updated in response to this legislation:

- 2:140-E, Guidance for Board Member Communications, Including Email Use
- 2:200, Types of School Board Meetings
- 2:220, School Board Meeting Procedure
- 2:250, Access to District Public Records
- 2:250-AP1, Access to and Copying of District Public Records
- 2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules
- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records

## Personnel

In response to concerns regarding the impact of federal immigration enforcement on employment, the General Assembly passed P.A. 104-455 during the veto session. It adds protections for employees if their employer receives a *no match* letter from a federal agency regarding a discrepancy in the individual’s identifying documents. Districts should consult their legal counsel if they receive such a letter to ensure compliance with the new requirements.

Also in the area of personnel, P.A. 104-259, effective 6-1-26, creates a new unpaid leave entitlement for employees whose child is a patient in a neonatal intensive care unit. This leave is in addition to leave that may also be available to employees under the federal Family and Medical Leave Act.

## PRESS Terminology

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

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

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

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

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

**Administrative procedures should be dated for implementation by the administrative staff and kept separately from the board policy manual.**

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

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

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

The following **PRESS** materials are updated in response to these legal updates:

5:30, Hiring Process and Criteria

5:30-AP2, Investigations

5:250, Leaves of Absence

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

## Student Records

In connection with the establishment of Illinois' *One Click College Admit* program, P.A. 104-15 expands the types of high school student directory information that school districts must share with military recruiters, State public institutions of higher education, and the Illinois Student Assistance Commission through a centralized data system. Beginning 7-1-26, these entities will have access to student birth dates, in addition to other directory information previously shared with them. Districts still need to provide parents/guardians with the opportunity to opt their children out of the release of this information.

The following **PRESS** materials are updated:

7:340-AP1, School Student Records

7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

7:340-AP1, E3, Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information

7:340-AP1, E4, Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information

## School Code Article 27 Reorganization (Continued)

P.A. 104-391, which passed during the 2025 spring legislative session, renumbered and reorganized many provisions in Article 27 of the School Code, which addresses instruction. Many items affected by P.A. 104-391 were updated in **PRESS** Issue 120, but due to the sheer volume of materials impacted, we continue to update materials in this issue.

The following **PRESS** materials are updated:

2:260, Uniform Grievance Procedure

2:265, Title IX Grievance Procedure

4:140-E4, Resolution to Increase Driver Education Fees

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

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

5:90-AP1, Coordination with Children's Advocacy Center

6:20-AP, Remote and/or Blended Remote Learning Day Plan(s)

6:50, School Wellness

6:65, Student Social and Emotional Development

6:100, Using Animals in the Educational Program

6:180, Extended Instructional Programs

7:20, Harassment of Students Prohibited

7:50, School Admissions and Student Transfers To and From Non-District Schools

7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

7:185, Teen Dating Violence Prohibited

7:190-E2, Student Handbook Checklist

7:260, Exemption from Physical Education

7:285-AP, Anaphylaxis Prevention, Response, and Management Program

## Title I Parent and Family Engagement

The federal Elementary and Secondary Education Act requires each district receiving Title I funds to develop, jointly with parents and family members of participating children, a written parent and family engagement policy. 20 U.S.C. §6318. This requirement has long been met through **PRESS** sample policy 6:170, *Title I Programs*, which mandates that the superintendent or designee develop district- and school-level parent and family engagement plans. Suggested components for these plans are contained in sample exhibits 6:170-AP1, E1, *District-Level Parent and Family Engagement Plan*, and 6:170-AP1, E2, *School-Level Parent and Family Engagement Plan*, which have both been renamed to more closely align with federal statutes and guidance, as well as terminology used by the Ill. State Board of Education (ISBE). These plans are incorporated into the policy by reference.

In January 2025, the U.S. Dept. of Education issued revised non-regulatory guidance titled *Parent and Family Engagement*,

which contains a sample template for a district-wide parent engagement policy and a sample template for a school-parent compact. Sample policy 6:170, *Title I Programs*, and its accompanying materials have been updated to ensure compatibility with the sample templates in Parent and Family Engagement and for continuous improvement.

Districts receiving a Title I, Part A allocation that are required to submit proof of parent and family engagement (PFE) compliance to ISBE as part of their FY 2027 Consolidated District Plan (CDP) will need to submit their adopted policy 6:170, *Title I Programs*, and both exhibits 6:170-AP1, E1, *District-Level Parent and Family Engagement Plan*, and 6:170-AP1, E2, *School-Level Parent and Family Engagement Plan*. Please note that the plans must be customized to reflect the district's actual Title I parent and family engagement activities. At the end of March, ISBE will offer a recorded webinar on CDPs that will include additional information on Title I requirements.

The following **PRESS** materials are updated:

- 6:170, Title I Programs
- 6:170-AP1, Checklist for Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs
- 6:170-AP1, E1, District-Level Parent and Family Engagement PlanCompact – **RENAMED**

- 6:170-AP1, E2, School-Level Parent and Family Engagement PlanCompact – **RENAMED**
- 6:170-AP2, Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws – **REFORMATTED**

## Five-Year Reviews

**PRESS** Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB **PRESS PRM** occurs once every five years. The **PRM** contains approximately 480 separate pieces of material, including policies, administrative procedures, and related exhibits.

The following **PRESS** materials are updated:

- 5:30-AP1, Interview Questions
- 5:30-AP2, E1, Notice of Preliminary Hiring Decision Based on Conviction Record
- 5:30-AP2, E2, Notice of Final Hiring Decision Based on Conviction Record
- 5:190-E1, Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications
- 6:100-AP, Dissection of Animals
- 6:100-E1, Guidelines and Application for Using Animals

- in School Facilities for Educational Purposes
- 6:100-E2, Student Permission for Exposure to Animals
- 6:145, Migrant Students
- 6:235-AP1, E1, Student Authorization for Access to the District's Electronic Networks
- 6:235-AP1, E2, Staff Authorization for Access to the District's Electronic Networks
- 6:235-AP2, Web Publishing Guidelines
- 6:235-E3, Online Privacy Statement
- 7:220, Bus Conduct
- 7:230, Misconduct of Students with Disabilities
- 7:240, Conduct Code for Participants in Extracurricular Activities
- 7:280, Communicable and Chronic Infectious Disease
- 8:90, Parent Organizations and Booster Clubs

## Miscellaneous

The following **PRESS** materials are updated due to legislation, administrative rule, and/or continuous improvement changes, including subscriber feedback.

- 2:150-AP, Superintendent Committees
- 2:200-AP, Types of School Board Meetings
- 4:40, Incurring Debt
- 4:170-AP6, E2, Notification to Staff and Parents/Guardians of CPR and AED Video

- 7:240-AP2, E1, Consent to Participate in Extracurricular Drug and Alcohol Testing Program
- 7:300, Extracurricular Athletics
- 7:300-E2, Certificate of Physical Fitness for Participation in Athletics
- 7:305-AP, Program for Managing Student Athlete Concussions and Head Injuries

## PRESS Issue 121 Trivia

309 pages • 83,952 words • 63 PRM materials

## Progress Report - The contents of this table frequently change.

Topic	Our Response
<p><b>New Law Impacts Immigration Enforcement at Daycares</b></p> <p>Public Act 104-440 amended the Child Care Act to prohibit day care centers from sharing with any person, entity, or agency, the actual or perceived immigration status of a child or associated person, unless required by law. Licensed day care centers are required to adopt policies and provide training for interacting with enforcement agents and notifying parents if a law enforcement agent for civil immigration requests a child’s personally identifiable information. For any school districts managing day care centers, a policy template is provided for day care centers through the Ill. Dept. of Early Childhood at: <a href="https://idec.illinois.gov/immigration-rights/day-care-safety.html">https://idec.illinois.gov/immigration-rights/day-care-safety.html</a>.</p>	<p>No <b>PRESS</b> materials are affected.</p>
<p><b>U.S. Dept. Of Education Releases Updated Guidance on Prayer and Religious Expression in Schools</b></p> <p>In February 2026, the U.S. Dept. of Education issued an updated version of its guidance, <i>Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools</i>, available at: <a href="https://www.ed.gov/media/2026-guidance-constitutionally-protected-prayer-and-religious-expression-public-elementary-and-secondary-schools-113182.pdf">2026-guidance-constitutionally-protected-prayer-and-religious-expression-public-elementary-and-secondary-schools-113182.pdf</a>. The guidance states that public school employees can engage in visible, personal prayer, even if students voluntarily participate in the prayer. However, school officials and employees cannot deliver prayers on behalf of the school or in situations where students are unable to opt out. Districts should consult their board attorneys if they have questions about the impact of this updated guidance on their current practices.</p>	<p>Affected <b>PRESS</b> materials, including sample policies 6:70, <i>Teaching About Religions</i>, 7:130, <i>Student Rights and Responsibilities</i>, and 7:330, <i>Student Use of Buildings - Equal Access</i>, will be updated in a future <b>PRESS</b> issue.</p>
<p><b>Duplicate Citations for 105 ILCS 5/22-105 Will Be Addressed in General Revisory Bill</b></p> <p>Senate Bill 3731 has been filed in part to fix duplicate citations to 105 ILCS 5/22-105. The change in numbering will occur in the <i>Safe Schools For All Act</i>, which is proposed to change to 105 ILCS 5/22-106. Instances of this citation for the <i>Safe Schools for All Act</i> within the materials for Issue 121 include the phrase “(final citation pending).”</p>	<p>Affected <b>PRESS</b> materials, including sample policy 6:145, <i>Migrant Students</i>, and materials in the 7:150 suite, will be updated in the fall issue.</p>

Certain **PRM** materials in a **PRESS** Issue may be labeled in the **PRESS** Bundles, Revisions Table, and Committee Worksheets with one or more of the following categories:

**NEW.** This material is brand new to the **PRM**.

**DELETED.** This material has been deleted from the **PRM**.

**RENUMBERED.** This material has been assigned a new number within the **PRM**, usually due to the addition of **NEW** material.

**RENAMED.** The title of the material has been amended.

**REWRITTEN.** The material has undergone significant revisions. To preserve the readability of the Committee Worksheets, suggested changes are not shown as tracked changes.

**REFORMATTED.** Non-substantive changes in formatting, e.g., list renumbering, have been applied for consistency throughout the **PRM**. To preserve the readability of the Committee Worksheets, such formatting changes are not reflected as tracked changes.

**\*PRM Style Update Note:** For purposes of continuous improvement, the **PRESS** editors are working to improve consistency in the use of italics across the **PRM**. Generally, italics are utilized in the **PRM** to indicate:

- the first instance of a term of art or defined term in a material
- when a term is actually being defined
- **PRM** material titles
- names of publications and government programs
- laws with colloquial names (a/k/a)
- emphasis of a particular word or phrase
- instructions within the body of a material

Specific changes to the italicization of words in the body of a particular policy, procedure, or exhibit are not addressed in the Revisions Table, but they can be found in the Committee Worksheets available at **PRESS** Online.

## Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	
2:140-E, Guidance for Board Member Communications, Including Email Use	The exhibit is updated in response to the Freedom of Information Act (FOIA), 5 ILCS 140/2, amended by P.A. 104-438, excluding <i>junk mail</i> from the definition of <i>public record</i> , and for continuous improvement.	<input type="checkbox"/>
2:150-AP, Superintendent Committees	The procedure is updated in response: <ol style="list-style-type: none"> <li>1. 23 Ill.Admin.Code §228.30, amended by 49 Ill.Reg. 9475, addressing requirements for the transitional bilingual education parent advisory committee;</li> <li>2. The renaming of 6:170-AP1, E1, <i>District-Level Parent and Family Engagement Plan Compact</i>; and</li> <li>3. Continuous improvement.</li> </ol>	<input type="checkbox"/>
2:200, Types of School Board Meetings	The policy, Cross References, and footnotes are updated. The policy is updated with minor style changes. The footnotes are updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2.07(a), added by P.A. 104-438, prohibiting public bodies from holding regular or special meetings on an election day, and for continuous improvement. An option regarding the posting location for special meetings is added to footnote 19. A minor title correction is made to 2:210, <i>Organizational School Board Meetings</i> , in the Cross References.	<input checked="" type="checkbox"/>
2:200-AP, Types of School Board Meetings	The procedure is updated to align with the option added to footnote 19 in 2:200, <i>Types of School Board Meetings</i> .	<input type="checkbox"/>
2:220, School Board Meeting Procedure	The policy, Cross References, and footnotes are updated. The policy and footnotes are updated in response to OMA, 5 ILCS 120/7(a), adding performance of <i>active military duty as a service member</i> as a reason a board member may attend a meeting remotely, and for continuous improvement. A Cross Reference to 2:110, <i>Qualifications, Term, and Duties of Board Officers</i> , is added.	<input checked="" type="checkbox"/>

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

2:250, Access to District Public Records	<p>The policy, Legal References, and footnotes are updated. The policy and footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. Freedom of Information Act (FOIA), 5 ILCS 140/3, amended by P.A. 104-438, requiring requests for public records be made in the body of an e-mail, and permitting public bodies to ask a requester to verify that they are a person;</li> <li>2. FOIA, 5 ILCS 140/2, amended by P.A. 104-438, revising the definition of <i>public record</i> to exclude <i>junk mail</i>; and</li> <li>3. Continuous improvement.</li> </ol> <p>The Legal References are updated for continuous improvement.</p>	<input checked="" type="checkbox"/>
2:250-AP1, Access to and Copying of District Public Records	The procedure is updated for the reasons stated in 2:250, <i>Access to District Public Records</i> , above, and in response to FOIA, 5 ILCS 140/4, eliminating the requirement for a district with a website to also post a description of itself and how to request its public records at its offices.	<input type="checkbox"/>
2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules	The procedure is updated in response to Local Records Act, 50 ILCS 205/3, amended by P.A. 104-438, revising the definition of <i>public record</i> to exclude <i>junk mail</i> , and for continuous improvement.	<input type="checkbox"/>
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	<p>The exhibit is updated in response to:</p> <ol style="list-style-type: none"> <li>1. FOIA, 5 ILCS 140/4, amended by P.A. 104-438, eliminating the requirement for a district with a website to also post a description of itself and how to request its public records at its offices;</li> <li>2. ISBE's <i>Understanding Type I Diabetes for Parents and Guardians</i>; and</li> <li>3. Continuous improvement.</li> </ol>	<input type="checkbox"/>
2:260, Uniform Grievance Procedure	The Legal References and footnotes are updated in response to 105 ILCS 5/22-110, renumbered by P.A. 104-391, and for continuous improvement.	<input checked="" type="checkbox"/>
2:265, Title IX Grievance Procedure	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/27-215(a)(4) and 5/27-240, both renumbered by P.A. 104-391.	<input type="checkbox"/>
4:40, Incurring Debt	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/19-1(p-235), renumbered by P.A. 104-417, and 105 ILCS 5/20-2, amended by P.A. 103-591, authorizing an increase of up to 3% of a bond issue to cover certain bond-related expenses.	<input type="checkbox"/>
4:140-E4, Resolution to Increase Driver Education Fees	The exhibit is updated in response to 105 ILCS 5/27-815, titled <i>safety education; driver education course</i> , (formerly 105 ILCS 5/27-24.2), renumbered by P.A. 104-391, and for continuous improvement.	<input type="checkbox"/>
4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors	The policy, Legal References, and footnotes are updated in response to the repeal of 105 ILCS 5/27-13.2, by P.A. 104-391, which formerly required districts to give parents/guardians of students in grades K-8 prior written notice of sexual abuse prevention instruction. The Legal References and footnotes are updated in response to 105 ILCS 5/27-215 and 5/27-1015, both renumbered by P.A. 104-391. The policy and footnotes are also updated for continuous improvement.	<input checked="" type="checkbox"/>
4:170-AP6, E2, Notification to Staff and Parents/Guardians of CPR and AED Video	The exhibit is updated with a new Ill. High School Association (IHSA) web address.	<input type="checkbox"/>
5:30, Hiring Process and Criteria	The policy and footnotes are updated for continuous improvement. The footnotes are also updated in response to 820 ILCS 55/13-25, added by P.A. 104-455, prohibiting employers from taking adverse action against an employee based only on the receipt of a notice of discrepancy (a <i>no-match</i> letter).	<input checked="" type="checkbox"/>

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

5:30-AP1, Interview Questions	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:30-AP2, Investigations	The procedure is updated in response to 820 ILCS 55/13-25, added by P.A. 104-455, prohibiting employers from taking adverse action against an employee based only on the receipt of a notice of discrepancy (a <i>no-match</i> letter), and for continuous improvement.	<input type="checkbox"/>
5:30-AP2, E1, Notice of Preliminary Hiring Decision Based on Conviction Record	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
5:30-AP2, E2, Notice of Final Hiring Decision Based on Conviction Record	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition	The policy and footnotes are updated for continuous improvement. The footnotes are also updated in response to: <ol style="list-style-type: none"> <li>1. P.A. 104-391, renumbering and repealing citations in 105 ILCS 5/27; and</li> <li>2. 105 ILCS 5/22-81 (a/k/a <i>Louie's Law</i>), added by P.A. 103-399, requiring ISBE and the Ill. Dept. of Human Services to develop and regularly update a comprehensive <i>Substance Use Prevention and Recovery Instruction Resource Guide</i> for public elementary and secondary schools across the State of Illinois.</li> </ol>	<input checked="" type="checkbox"/>
5:90-AP1, Coordination with Children's Advocacy Center	The procedure is updated in response to 105 ILCS 5/27-240, renumbered by P.A. 104-391, and for continuous improvement.	<input type="checkbox"/>
5:190-E1, Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>
5:250, Leaves of Absence	The policy, Legal References, and footnotes are updated in response to the Family Neonatal Intensive Care Leave Act, 820 ILCS 157/, added by P.A. 104-259, eff. 6-1-26, allowing employees to take a specified amount of unpaid leave if their child is a patient in a neonatal intensive care unit. The policy and footnotes are also updated for continuous improvement.	<input checked="" type="checkbox"/>
5:330, Sick Days, Vacation, Holidays, and Leaves	The policy, Legal References, and footnotes are updated for the reasons stated in 5:250, <i>Leaves of Absence</i> , above.	<input checked="" type="checkbox"/>
6:20-AP, Remote and/or Blended Remote Learning Day Plan(s)	The procedure is updated in response to P.A. 104-391, renumbering citations throughout 105 ILCS 5/27, and for continuous improvement.	<input type="checkbox"/>
6:50, School Wellness	The policy, Legal References, and footnotes are updated. The policy and Legal References are updated with minor style changes. The footnotes are updated in response to: <ol style="list-style-type: none"> <li>1. 105 ILCS 5/27-215 and 5/27-235, added by P.A. 104-391, replacing, in part, 105 ILCS 110/3 and 110/3.5;</li> <li>2. P.A. 104-391, renumbering and reorganizing various provisions throughout 105 ILCS 5/27;</li> <li>3. Farm Fresh Schools Program Act, 105 ILCS 24/, and State Finance Act, 30 ILCS 105/5.728, both repealed by P.A. 104-435, eliminating the Farm Fresh Schools Program and its related funding; and</li> <li>4. Continuous improvement.</li> </ol>	<input type="checkbox"/>

ADD 5:335 - ESP Retirement

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

6:65, Student Social and Emotional Development	The policy, Legal References, and footnotes are updated for continuous improvement. The footnotes are also updated in response to 105 ILCS 5/27-1080, renumbered by P.A. 104-391.	<input checked="" type="checkbox"/>
6:100, Using Animals in the Educational Program	The Legal References are updated in response to 105 ILCS 5/27-265, renumbered by P.A. 104-391, and for continuous improvement.	<input checked="" type="checkbox"/>
6:100-AP, Dissection of Animals	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
6:100-E1, Guidelines and Application for Using Animals in School Facilities for Educational Purposes	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:100-E2, Student Permission for Exposure to Animals	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>
6:145, Migrant Students	The policy, Cross References, and footnotes are updated in response to a five-year review. The footnotes are also updated in response to 105 ILCS 5/22-105 (final citation pending), added by P.A. 104-288, requiring schools to protect the integrity of school learning environments for all children so that no parent is discouraged from sending and no child is discouraged from attending school, including from the threat of immigration enforcement on a school campus.	<input type="checkbox"/>
6:170, Title I Programs	The policy, Legal References, Cross References, and footnotes are updated. The policy and footnotes are updated to more closely align with federal statutes and guidance and terminology used by ISBE, and to ensure compatibility with the U.S. Dept. of Education's revised non-regulatory guidance. The Legal References and Cross References are updated for continuous improvement.	<input type="checkbox"/>
6:170-AP1, Checklist for Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs	The procedure is updated to ensure compatibility with the U.S. Dept. of Education's revised non-regulatory guidance and for continuous improvement.	<input type="checkbox"/>
6:170-AP1, E1, District-Level Parent and Family Engagement <u>Plan Compact</u>	<b>RENAMED.</b> The exhibit is renamed and updated to more closely align with federal statutes and guidance and terminology used by ISBE, and to ensure compatibility with the U.S. Dept. of Education's revised non-regulatory guidance.	<input type="checkbox"/>
6:170-AP1, E2, School-Level Parent and Family Engagement <u>Plan Compact</u>	<b>RENAMED.</b> The exhibit is renamed and updated for the reasons stated in 6:170-AP1, E1, <i>District-Level Parent and Family Engagement Plan</i> , above.	<input type="checkbox"/>
6:170-AP2, Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws	<b>REFORMATTED.</b> The exhibit is updated in response to a five-year review.	<input type="checkbox"/>

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

6:180, Extended Instructional Programs	<p>The policy, Legal References and footnotes are updated. The policy is updated with minor style changes. The Legal References and footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/27-255, added by P.A. 104-391, replacing, in part, 105 ILCS 110/3;</li> <li>2. P.A. 104-391, renumbering and reorganizing various provisions throughout 105 ILCS 5/27.</li> </ol> <p>The footnotes are also updated for continuous improvement.</p>	<input type="checkbox"/>
6:235-AP1, E1, Student Authorization for Access to the District's Electronic Networks	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:235-AP1, E2, Staff Authorization for Access to the District's Electronic Networks	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:235-AP2, Web Publishing Guidelines	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
6:235-E3, Online Privacy Statement	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:20, Harassment of Students Prohibited	The Legal References and footnotes are updated in response to 105 ILCS 5/22-110, renumbered by P.A. 104-391. The footnotes are also updated for continuous improvement.	<input type="checkbox"/>
7:50, School Admissions and Student Transfers To and From Non-District Schools	<p>The policy, Legal References, Cross References, and footnotes are updated. The policy is updated with minor style changes. The Legal References and footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/22-105 (final citation pending), added by P.A. 104-288, prohibiting the denial of a free public education to every child in Illinois; and</li> <li>2. 105 ILCS 5/22-105, titled <i>Health examinations and immunizations</i> (formerly 105 ILCS 5/27-8.1), renumbered by P.A. 104-391.</li> </ol> <p>The footnotes are also updated for continuous improvement. 7:150, <i>Agency and Law Enforcement Requests</i>, is added to the Cross References.</p>	<input checked="" type="checkbox"/>
7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students	The Legal References and footnotes are updated in response to 105 ILCS 5/22-105, titled <i>Health examinations and immunizations</i> (formerly 105 ILCS 5/27-8.1), renumbered by P.A. 104-391. The footnotes are also updated for continuous improvement.	<input checked="" type="checkbox"/>
7:185, Teen Dating Violence Prohibited	The policy, Legal References, and footnotes are updated. The policy and footnotes are updated for continuous improvement. The Legal References and footnotes are also updated in response to 105 ILCS 5/27-240, renumbered by P.A. 104-391.	<input checked="" type="checkbox"/>

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

7:190-E2, Student Handbook Checklist	<p>The exhibit is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/27-13.2, repealed by P.A. 104-391, resulting in the renaming of 6:60-AP1, E1, <i>Requests to Examine Materials and Statutory Opt-outs</i>;</li> <li>2. 775 ILCS 5/1-103(Q), added by P.A. 103-785, adding <i>reproductive health decisions</i> to the list of prohibited bases of discrimination;</li> <li>3. 105 ILCS 5/22-87(b), amended by P.A. 104-13, requiring notice to students in grade 12 of the Free Application for Federal Student Aid (FAFSA) designee available to answer questions;</li> <li>4. 105 ILCS 5/10-19.05, added by P.A. 104-250, requiring publicly posted attendance policies to include the career development experiences that may count toward the calculation of clock hours of schoolwork;</li> <li>5. 105 ILCS 5/10-20.5a(b-5), added by P.A. 104-15, requiring notice to students and parents/guardians, at the time of school registration or at other appropriate times prior to the end of a student's junior year, of the student's right to have direct admission information sent to the Ill. Student Assistance Commission and other approved entities under the Public University Direct Admission Program Act;</li> <li>6. 105 ILCS 5/26A-20(d), 26A-40(h), added by P.A. 102-466, a/k/a <i>Ensuring Success in School Law</i>, requiring notice of revised policies to respond to students who are parents, expectant parents, or victims of domestic or sexual violence, including also providing notice annually to all school personnel and students 12 years of age and older of the availability of counseling without parent/guardian consent;</li> <li>7. The renaming of 6:170-AP1, E1, <i>District-Level Parent and Family Engagement PlanCompact</i>; and</li> <li>8. Continuous improvement.</li> </ol>	<input type="checkbox"/>
7:220, Bus Conduct	The policy, Legal References, and footnotes are updated in response to a five-year review. The Legal References are updated with minor style changes.	<input checked="" type="checkbox"/>
7:230, Misconduct by Students with Disabilities	The policy, Legal References, and footnotes are updated in response to a five-year review. The Legal References are updated with a minor style change.	<input checked="" type="checkbox"/>
7:240, Conduct Code for Participants in Extracurricular Activities	The Legal References and footnotes are updated in response to 105 ILCS 5/27-255(d), renumbered by P.A. 104-391, and for continuous improvement.	<input type="checkbox"/>
7:240-AP2, E1, Consent to Participate in Extracurricular Drug and Alcohol Testing Program	The exhibit is updated with a new IHSA web address, and for continuous improvement.	<input checked="" type="checkbox"/>
7:260, Exemption from Physical Education	The policy, Legal References, and footnotes are updated in response to a five-year review. The policy is updated with minor style changes. The Legal References and footnotes are updated in response to 105 ILCS 5/27-710, renumbered by P.A. 104-391. The footnotes are also updated for continuous improvement.	<input type="checkbox"/>
7:280, Communicable and Chronic Infectious Diseases	The Legal References and footnotes are updated in response to a five-year review. The Legal References are updated with a minor style change.	<input checked="" type="checkbox"/>
7:285-AP, Anaphylaxis Prevention, Response, and Management Program	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/2-3.190, amended by P.A. 104-391, reflecting the repeal of the Critical Health Programs and Comprehensive Health Education Act;</li> <li>2. 105 ILCS 5/22-110, titled <i>bullying prevention</i> (formerly 105 ILCS 5/27-23.7), renumbered by P.A. 104-391; and</li> <li>3. Continuous improvement.</li> </ol>	<input type="checkbox"/>

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

7:300, Extracurricular Athletics	The policy, Legal References, and footnotes are updated for continuous improvement. The footnotes are also updated in response to an IHSA website update.	<input checked="" type="checkbox"/>
7:300-E2, Certificate of Physical Fitness for Participation in Athletics	The exhibit is updated for the reasons stated in 7:300, <i>Extracurricular Athletics</i> , above.	<input type="checkbox"/>
7:305-AP, Program for Managing Student Athlete Concussions and Head Injuries	The procedure is updated for the reasons stated in 7:300, <i>Extracurricular Athletics</i> , above.	<input type="checkbox"/>
7:340-AP1, School Student Records	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-20.5a, amended by P.A. 104-15, adding student birth dates to the types of directory information that districts must share with military recruiters, public institutions of higher education, and the Ill. Student Assistance Commission, through a centralized data system;</li> <li>2. 105 ILCS 5/27-605, renumbered by P.A. 104-391, addressing State graduation requirements; and</li> <li>3. Continuous improvement.</li> </ol>	<input type="checkbox"/>
7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records	The exhibit is updated for the reasons stated in 7:340-AP1, <i>School Student Records</i> , above.	<input type="checkbox"/>
7:340-AP1, E3, Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information	The exhibit is updated in response to 105 ILCS 5/10-20.5a, amended by P.A. 104-15, adding student birth dates to the types of directory information that districts must share with military recruiters, public institutions of higher education, and the Ill. Student Assistance Commission, through a centralized data system, and for continuous improvement.	<input type="checkbox"/>
7:340-AP1, E4, Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information	The exhibit is updated for the reasons stated in 7:340-AP1, E3, <i>Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information</i> , above.	<input type="checkbox"/>
8:90, Parent Organizations and Booster Clubs	The policy and footnotes are updated in response to a five-year review.	<input type="checkbox"/>

## Acknowledgement to PRESS Advisory Board

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

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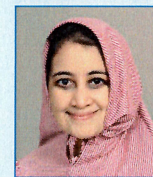
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## *Document Status: Draft Update - Rewritten*

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

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

**Note:** *Public records* stored by board members on personal devices (i.e., texts) or personal email accounts pose significant logistical and administrative challenges for public record preservation and certain FOIA requests. It is therefore a best practice for board members to utilize District-issued devices or District-issued email addresses [PRESSPlus2](#) for electronic communications that qualify as public records under the Freedom of Information Act (FOIA) or the Local Records Act (LRA). For that reason, the examples in this guidance focus primarily on board member email use and District-issued devices.

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

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a do not reply all/forward alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."** Alternatively, the Superintendent may blind carbon copy (bcc) all other board members (preventing them from replying to all) and include a similar alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. To prevent replies or forwards to the group, all board members are blind carbon copied on this email. Only reply to the sender."**
2. Board members are permitted to discuss any topic other than District business with each other, whether in person or by telephone, email, text, or other electronic means, regardless of the number of members participating in the discussion. For example, they may discuss sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone, email, text, or other electronic means, that relates to District business but is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone, email, text, or other electronic means. Stated another way, a Board member may discuss District business in person or by telephone, email, text, or other electronic means with only one other Board member at a time.

in a series of visits with, or telephone calls, emails, texts, or other electronic communications to, Board members individually.

6. A Board member should include a do not reply all/forward alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: **“BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual.”** Alternatively, the board member may bcc the other board members and include a similar alert to the other board members, such as **“BOARD MEMBER ALERT: This email is not for interactive discussion purposes. To prevent replies or forwards to the group, all board members are blind carbon copied on this email. The recipient should not reply to it or forward it to another individual.”**
7. Board members should not forward email received from another Board member.

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

An electronic communication must be disclosed if it is a public record as defined by FOIA, unless a specific exemption applies. A *public record* is any recorded information “pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body.” 5 ILCS 140/2, amended by P.A. 104-438. Public records do not include *junk mail*. Junk mail includes unsolicited commercial electronic communications sent to the District that it does not respond to. *Id.* Email or other electronic communications sent or received by an individual Board member may be, depending on the content and circumstances, subject to disclosure as a public record (unless a FOIA exemption is applicable).

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

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

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

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

The following examples describe FOIA’s treatment of electronic communications:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:
  - a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or work would not be a public record. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate OMA and, thus, are subject to disclosure during proceedings to enforce OMA.

communication is under the control of the District.

- c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a District-owned device or server **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
- d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough members to constitute a majority or more of a Board-quorum **will be a public record** and subject to FOIA. The electronic communication is in the District's possession.
- e. Either sent to or from a Board member's personal electronic device during a Board meeting **will be a public record** and subject to FOIA. The electronic communication is in the District's possession because Board members were functioning collectively as a public body.

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

#### When Must Electronic Communications Be Retained?

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

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

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#### **PRESSPlus Comments**

PRESSPlus 1. Rewritten for PRESS Plus in response to the Freedom of Information Act (FOIA), 5 ILCS 140/2, amended by P.A. 104-438, excluding *junk mail* from the definition of *public record*, and for continuous improvement. This exhibit is not a substitute for legal advice. Use it after having a discussion with the board attorney. A redlined version showing the changes made is available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 121, March 2026**

organization's board members. 50 ILCS 205/20 requires units of local government and school districts to post on their websites a mechanism, such as a uniform single email address, for members of the public to electronically communicate with elected officials of that unit of local government or school district, unless such officials have an individual email address for that purpose. **Issue 121, March 2026**

## *Document Status: Draft Update*

### **2:200 Types of Governing Board Meetings**

#### General

For all meetings of the Governing Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2:220, *Governing Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

#### Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

#### Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1).
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or

4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5).
6. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
7. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
8. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
9. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
10. Student disciplinary cases. 5 ILCS 120/2(c)(9).
11. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
12. 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).
13. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
14. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
15. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
16. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

### Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

### Special Meetings

Special meetings may be called by the President or by any 3 members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office<sup>Q1</sup> at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

### Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

### Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

### **LEGAL REF.:**

5 ILCS 120/, Open Meetings Act.

5 ILCS 140/, Freedom of Information Act.

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

CROSS REF.: 2:120 (Board Member Development), 2:210 (Organizational Governing Board Meetings), 2:220 (Governing Board Meeting Procedure), 2:230 (Public Participation at Governing Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks), 8:30 (Visitors to and Conduct on School Property)

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### **Questions and Answers:**

\*\*\*Required Question 1. Some attorneys find the Open Meetings Act's (OMA's) posting requirements for special meetings to be unclear and recommend that a board post notices and agendas of such

board attorney for guidance on this issue and ensure that posting practices align with this policy and administrative procedure 2:200-AP, *Types of School Board Meetings*. Posting at the meeting location promotes greater transparency.

Does the Board post notices and agendas for special meetings at the location where the meeting is to be held, in addition to posting at the district's main office? If yes, note that this policy may require posting in the same manner for reconvened and rescheduled meetings, in alignment with OMA.

No (Default)

Yes (IASB will revise this sentence after "the District's main office" to add "and the location where the meeting is to be held")

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## Policy 2:220 Governing Board Meeting Procedure

### Agenda

The Governing Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Any Board member may submit suggested agenda items to the Board President for his or her consideration for an upcoming meeting. District residents may suggest inclusions for the agenda. 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 Governing Board 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.

Any Board member may request that his or her vote be changed before the President announces the result.

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

### Minutes

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

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

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) 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*. 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 a records secretary, an administrative official of the public body, or any elected official of the public body. 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 close to the Board's regular meeting location.

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

Individual Board members may access verbatim recordings in the presence of a records secretary, an administrative official of the public body, or any elected official of the public body. 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 or service to District. 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, (3) a family or other emergency, or (4) unexpected childcare obligations. 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, 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, Open Meetings Act.

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), 2:230 (Public Participation at Governing Board Meetings and Petitions to the Board)

Adopted: January 11, 2024

Niles Township Dist for Special Education - PRESS Plus

## **Policy 2:250 Access to District Public Records**

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

### Freedom of Information Officer

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

### Definition

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

### Requesting Records

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

### Responding to Requests

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

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

Within five business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to five business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

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

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

### Fees

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

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

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

#### Provision of Copies and Access to Records

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

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

#### Preserving Public Records

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

#### LEGAL REF.:

5 ILCS 140/, Illinois Freedom of Information Act.

105 ILCS 5/10-16 and 5/24A-7.1.

820 ILCS 40/11.

820 ILCS 130/5.

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

Adopted: March 9, 2023



## Policy 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 Governing Board, its employees, or its agents have violated his or her rights 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 complaints governed by Board policy 2:265, *Title IX Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 *et seq.*
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d *et seq.*; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.* (see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*)
5. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.* (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
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 Grievance Procedure*)
7. State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a);
8. Illinois Human Rights Act, 775 ILCS 5/;
9. Title VII of the Civil Rights Act of 1964, 42 U.S.C. subsection 2000e *et seq.*
10. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Illinois Whistleblower Act, 740 ILCS 174/
14. 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.*
15. 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 parent(s)/guardian(s)); 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 or designee shall process and review the complaint under 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 sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the Title IX Coordinator or designee shall process and review the complaint under Board policy 2:265, *Title IX Grievance Procedure*.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, 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 Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy, in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated.

### 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. The complaint and identity of the Complainant 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 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 extend this timeframe as he or she deems appropriate.

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 provide a written decision to the Complainant and the accused 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 provide its written decision to the Complainant and the accused, as well as to the Complaint Manager. The Board may extend this timeframe as the Board deems appropriate.

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, Title IX 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 Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, each of a different 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, Title IX Coordinator, and the Complaint Managers.

**Nondiscrimination Coordinator:**

Alicia Hastings  
8701 N. Menard Avenue, Morton Grove, IL 60053  
AHastings@ntdse.org  
847.965.9040

**Title IX Coordinator:**

Tarin Kendrick  
8701 N. Menard Avenue, Morton Grove, IL 60053  
TKendrick@ntdse.org  
847-965-9040

**Complaint Managers:**

Heather Lane  
8701 N. Menard Avenue, Morton Grove, IL 60053  
HLane@ntdse.org  
847.965.9040

Joydeep Singh  
8701 N. Menard Avenue, Morton Grove, IL 60053  
JSingh@ntdse.org  
847.965.9040

**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.

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 of 1964.

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964.

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

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

42 U.S.C. §12101 et seq., Americans with Disabilities Act; 28 C.F.R. Part 35.

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, 5/10-22.5, 5/22-19, 5/22-95 (final citation pending), 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.

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

740 ILCS 174/, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

775 ILCS 5/, Ill. Human Rights Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 112/, Equal Pay Act of 2003.

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

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

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 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), 6:260 (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: August 27, 2025

Niles Township Dist for Special Education - PRESS Plus

## *Document Status: Draft Update*

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

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.

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;
  - 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 employee-student boundary violations pursuant to policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;
  - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; and
  - c. How to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and employee-student boundary violations with evidence-informed educational information that also includes:
  - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120. *Employee Ethics; Code of Professional Conduct; and Conflict of*

- b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student 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.~~ [PRESSPlus1](#)

#### LEGAL REF.:

105 ILCS 5/10-23.13, 5/22-85.5, ~~and 5/27-10159.1a, and 5/27-13.2.~~ [PRESSPlus2](#)

105 ILCS ~~110/35/27-215~~, 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 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; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the repeal of 105 ILCS 5/27-13.2, by P.A. 104-391. **Issue 121, March 2026**

PRESSPlus 2. The Legal References are updated in response to 105 ILCS 5/27-1015 and 5/27-215, both renumbered by P.A. 104-391. **Issue 121, March 2026**

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

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Governing Board 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. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

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

### Job Descriptions

The Governing 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, the Ill. 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. 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.
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*.

#### Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving *direct contact with children or students*, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

#### 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.:

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

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

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

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, 5/22-6.5, 5/22-94, 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.

820 ILCS 112/, Equal Pay Act of 2003.

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), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

Adopted: January 11, 2024

Niles Township Dist for Special Education - PRESS Plus

## **Policy 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, or being impaired by or under the influence of any illegal substance or any detectible use of any illegal substance regardless of when or where the use occurred.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on 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 specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

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. 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.

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 School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the 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* has the meaning provided in 105 ILCS 5/10-20.5b.

*Cannabis* 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.:

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

21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15, Controlled Substances Act.

41 U.S.C. §8101 et seq., Drug-Free Workplace Act of 1988.

42 U.S.C. §12114, Americans With Disabilities Act.

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

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.

23 Ill.Admin.Code §22.20.

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

Adopted: March 10, 2022

Niles Township Dist for Special Education - PRESS Plus

## **Policy 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, Personal Leave, Parental Leave, Sabbatical Leave, Leave of Absence Without Pay, Child-Rearing Leave

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

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

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

### Family Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 *et seq.*) to take family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of a covered family member, which includes an employee's child, stepchild, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the covered family member, (3) grieving the death of the covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

The leave must be completed within 60 days after the date on which the employee received notice of the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Family Bereavement Leave Act. This policy does not create any right for an employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act.

### Child Extended Bereavement Leave

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all

other terms of the leave. Accordingly, if the District employs 250 or more employees on a full-time basis, an employee is entitled to a total of 12 weeks of unpaid leave within one year after the employee notifies the District of the loss. An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

#### 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, Gender Violence, or Other Crime of Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, 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, 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, and to grieve and attend to matters necessitated by the death of a family or household member who is killed in a crime of violence, without suffering adverse employment action.

The Victims' Economic Security and Safety Act (VESSA) 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, and subject to any exceptions in VESSA, 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, Trustee, or Representative 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) up to 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, (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, and (4) up to 10 days of paid leave per school term for teachers elected to represent a statewide teacher association in federal advocacy work in accordance with 105 ILCS 5/24-3.5.

#### 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.

#### COVID-19 Paid Administrative Leave

When applicable, paid administrative leave related to COVID-19 will be granted to eligible employees in accordance with State law.

#### LEGAL REF.:

105 ILCS 5/10-20.83, 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.

10 ILCS 5/13-2.5, Election Code.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

820 ILCS 147/, School Visitation Rights Act.

820 ILCS 154/, Family Bereavement Leave Act.

820 ILCS 156/, Child Extended 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: June 13, 2024

Niles Township Dist for Special Education - PRESS Plus

## **Policy 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 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

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

**For employees not covered by this agreement:**

Full or part-time educational support personnel who work at least 600 hours per year receive 12 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. Please refer to the applicable collective bargaining agreement(s) for the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon an employee's retirement under the Ill. Municipal Retirement Fund.

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

As a condition for paying sick leave after three days absence for personal illness 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 mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) 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.

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

### Vacation

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</u>	<u>Leave Earned Per Year</u>
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<u>From:</u>	<u>To:</u>		
Beginning of year 2	End of year 5	1.00 Day	12 Days per year
Beginning of year 8	End of year 15	1.50 Days	18 Days per year
Beginning of year 16	End of year 25	1.67 Days	20 Days per year
Beginning of year 26	+	1.75 Days	25 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

District employees will be paid for, but will not be required to work on holidays, as determined by the school calendar.

The District may require educational support personnel to work on a legal school holiday during an emergency or for the continued operation and maintenance of facilities or property.

### Personal Leave

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

**For employees not covered by these agreements:**

Full-time educational support personnel have three paid personal leave days 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 Superintendent 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 Ill. Municipal Retirement Fund

Upon request, the Governing Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with State law.

### Other Leaves

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

1. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.

4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Family Bereavement Leave.
6. Child Extended Bereavement Leave.
7. Leave to serve as an election judge.
8. COVID-19 Paid Administrative Leave.

LEGAL REF.:

105 ILCS 5/10-20.7b, 5/10-20.83, 5/24-2, 5/24-6, and 5/24-6.3.

10 ILCS 5/13-2.5, Election Code.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

40 ILCS 5/7-139.

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Family Bereavement Leave Act.

820 ILCS 156/, Child Extended 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: January 11, 2024

Niles Township Dist for Special Education - PRESS Plus

## Instruction

### School Wellness<sup>1</sup>

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs.<sup>2</sup> 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).<sup>3</sup>

The Superintendent will ensure:<sup>4</sup>

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>1</sup> 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) (Pub. L. 108-265) requires school districts participating in a program authorized by the Richard B. Russell 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(a). 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) and [www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx](http://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.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/](http://www.actionforhealthykids.org/).

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.

<sup>2</sup> 7 C.F.R. §210.31(a) and (c)(1). The law requires that local school wellness policies include specific goals for nutrition promotion and education, physical activity, and school-based activities. Federal law requires consideration of evidence-based strategies and techniques when implementing school-based activities. See ISBE's *Local Wellness Policy Content Checklist Fact Sheet* at: [www.isbe.net/Documents/Local-Wellness-Policy-Content-Checklist.pdf](http://www.isbe.net/Documents/Local-Wellness-Policy-Content-Checklist.pdf) [www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx](http://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx).

For boards that need technical assistance, see:

1. The U.S. Dept. of Agriculture (USDA) at: [www.fns.usda.gov/tn/local-school-wellness-policy](http://www.fns.usda.gov/tn/local-school-wellness-policy); and
2. The Alliance for a Healthier Generation (AHG) at: [www.healthiergeneration.org/](http://www.healthiergeneration.org/).

<sup>3</sup> Pub. L. 111-296, Healthy Hunger-Free Kids Act of 2010 (HHFKA); 42 U.S.C. §1758b (local school wellness policy); 7 C.F.R. §§210.10 (meal requirements for lunches and requirements for after-school snacks) and 210.31(a) (local school wellness policy).

<sup>4</sup> *Id.*; 7 C.F.R. §210.31(c)(4) (identification of school official responsible for implementation of the policy), §210.31 (d)(2) (informing the public about the policy and making it available on an annual basis), §210.31 (d)(3) (informing the public of the progress toward meeting the goals of the policy by making triennial assessments available), and §210.31(e) (policy implementation, assessments, and updates). See also f/n 20, below.

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<sup>5</sup>; and
3. The community is informed about the progress of this policy's implementation.

#### Goals for Nutrition Education and Nutrition Promotion<sup>6</sup>

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*.<sup>7</sup>

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

This sample policy identifies the superintendent as the school official responsible to ensure compliance and oversee the policy. When the rules require specific identification of a school official, the policy does not include the delegation language or *designee*. **[School boards] must identify the [school official(s)] responsible for oversight of [its wellness policy] to ensure compliance. [Boards] have discretion and are the most qualified to identify the best candidate for [their wellness] policy leadership as size, resources, and needs vary greatly among [school districts].** See Federal Register Vol. 81, No. 146 at 50155 at: [www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf](http://www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf).

For boards that wish to identify a school official other than the superintendent, delete *Superintendent* and replace it with the responsible school official's title.

The intent of the rule is that schools "notify households on an annual basis of the availability of the local school wellness policy information and provide information that would enable *interested households* to obtain additional details." Fed. Reg. Vol. 81, No. 146 at 50160. However, the rule states, "[i]nform the *public* about the content and implementation of the local school wellness policy, and make the policy and any updates to the policy available to the public on an annual basis."

To achieve the intent of this requirement, the regulations suggest several methods for districts, which include a common method many districts likely already use: post the policy on the websites for the *public*, and use the student handbook to distribute important information to *interested households*.

<sup>5</sup> For boards that distribute their wellness policies via student handbooks and want to list that in the text of their policies, insert "and distributed to students and their parents/guardians through student handbooks". For sample handbook language, see the Illinois Principals Association *Online Model Student Handbook (MSH)* at: [www.ilprincipals.org/mslh/](http://www.ilprincipals.org/mslh/).

<sup>6</sup> Goals for nutrition education and nutrition promotion are required topics, but the local board may determine what goals are appropriate. Pub. L. 108-265, Sec. 204(a)(1) and Pub. L. 111-296; 42 USC §1758b(b)(1); 105 ILCS 5/2-3.139(a)(2); and 7 C.F.R. §210.31(c)(1). Replace this policy's text with a board's own locally-developed nutritional education and promotion goals.

*Nutrition promotion*, required by Pub. L. 111-296, is not well-described or defined. The Food Nutrition Service (FNS) describes *nutrition promotion* more clearly in its technical assistance materials and the proposed 7 C.F.R. Part 210 rules (Fed. Reg. Vol. 79, No. 38 at 10695), dated Feb. 26, 2014, which state, "... evidence based techniques and scientifically-based nutrition messages targeted to a specific audience to inspire and motivate them to take action and use these techniques and messages to create environments and food service venues (classroom, cafeteria, à la carte, vending machines, school stores, snack bars, fundraisers, home, etc.) that encourage healthy nutrition choices, as well as enhance and encourage participation in school meal programs."

More specific materials about nutrition education and promotion, including songs, games, posters, videos, event-planning booklets, wellness communication toolkits, school garden activities, and a graphics library, have also been developed by the FNS' Team Nutrition at: [www.fns.usda.gov/tn/team-nutrition](http://www.fns.usda.gov/tn/team-nutrition) [www.fns.usda.gov/tn/resource-library](http://www.fns.usda.gov/tn/resource-library).

Technical assistance for:

Nutritional promotion at: [www.fns.usda.gov/tn/local-school-wellness-policy](http://www.fns.usda.gov/tn/local-school-wellness-policy).

Goals development for and implementation of nutrition education and promotion are available from AHG at: [www.healthiergeneration.org/](http://www.healthiergeneration.org/).

<sup>7</sup> 105 ILCS ~~5/27-215(a)(1)~~410/3, added by P.A. 104-391, and 23 Ill.Admin.Code §1.420(n).

### Goals for Physical Activity<sup>8</sup>

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 [Board](#) policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.<sup>9</sup>
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See [Board](#) policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.<sup>10</sup>
- 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).<sup>11</sup>

### Goals for Other School-Based Activities<sup>12</sup>

The goals for school-based activities include the following:

- Schools will support and promote a healthy eating environment for students.
- Schools will promote and participate in wellness activities.
- Schools will offer other school-based activities to support student health and wellness, including coordinated events and clubs.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>8</sup> This is a required topic, but the local board may determine what goals are appropriate. 105 ILCS 5/2-3.139(a)(2); 42 USC §1758b(b)(1); and 7 C.F.R. §210.31(a) and (c)(1).

<sup>9</sup> 105 ILCS 5/27-705 and 27-7106, amended by P.A. 102-405 amended and renumbered by P.A. 104-391; 23 Ill.Admin.Code §1.425. See also fn 324 in sample policy 6:60, *Curriculum Content*. For standards-based lesson plans and curricula for pre-kindergarten through grade 8, classroom-based lesson plans, recipes, guidance to improve the quality of school meals, and other materials for nutrition education and promotion, including songs, games, posters, videos, event-planning booklets, wellness communication toolkits, school garden activities, and a graphics library, see the resources developed by the FNS' Team Nutrition at: [www.fns.usda.gov/tn/team-nutrition](http://www.fns.usda.gov/tn/team-nutrition) [www.fns.usda.gov/tn/resource-library](http://www.fns.usda.gov/tn/resource-library).

<sup>10</sup> *Id.* This policy'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. Ensure the text in this policy's goal aligns with the district's practice stated in policy 6:60, *Curriculum Content*, for meeting the minimum requirements of 23 Ill.Admin.Code §1.425(b).

<sup>11</sup> Schools must "set student learning objectives which meet or exceed goals established by the State." 105 ILCS 5/2-3.63. The *Learning Standards* can be found on ISBE's website at: [www.isbe.net/Pages/Standards-Courses.aspx](http://www.isbe.net/Pages/Standards-Courses.aspx). See State goals 19-24 for physical education and health at: [www.isbe.net/Documents/Goals-19-24-and-Perf-Descrip.pdf](http://www.isbe.net/Documents/Goals-19-24-and-Perf-Descrip.pdf).

105 ILCS 5/27-7206-5, renumbered by P.A. 104-391, describes physical fitness assessments required, beginning with the 2016-17 school year and every school year thereafter, for grades 3-12 in an effort to meet State Goal 20 of the *Illinois Learning Standards for Physical Development and Health*. See also 23 Ill.Admin.Code §1.425(f) and (h); ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers (Rev. Sept/Nov. 2025+)* at: [www.isbe.net/Documents/Physical\\_Fitness\\_Assessment\\_FAQ.pdf](http://www.isbe.net/Documents/Physical_Fitness_Assessment_FAQ.pdf).

<sup>12</sup> This is a required topic, but the local board may determine what goals are appropriate. 42 USC §1758b(b)(1); 7 C.F.R. §210.31(c)(1). The third sample goal comes from ISBE's *Local Wellness Policy Template for Schools, which was formerly available at: www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx* on ISBE's website.

### Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited<sup>13</sup>

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).<sup>14</sup>

In addition, in order to promote student health and reduce childhood obesity,<sup>15</sup> 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.<sup>16</sup>

*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.<sup>17</sup>

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>13</sup> The policy must include the nutrition guidelines selected by the board for "all foods available during the school day with the objective of promoting student health and reducing childhood obesity." Pub. L. 108-265, Sec. 204(a)(2); 105 ILCS 5/2-3.139(a)(1); and 7 C.F.R. §§210.10 and 210.31(a), (c)(2), and (c)(3)(i)-(iv). 42 U.S.C. 1758b(b)(2)(A) requires that each local school wellness policy include nutrition guidelines for all foods and beverages available for sale on the school campus during the school day to ensure they are consistent with the statutory and regulatory provisions governing school meals (7 C.F.R. §§210.10, 220.8 and 220.10) and competitive foods (7 C.F.R. §210.11) as applicable.

Prior to July 2016 when 7 C.F.R. § 210.10 and 7 C.F.R. § 210.31(c) (respectively) became effective, the current *Dietary Guidelines for Americans* published jointly by the U.S. Depts. of Health and Human Services and Agriculture (USDA) were used as nutrition guidelines.

<sup>14</sup> 7 C.F.R. §§210.10 (meal requirements for lunches and requirements for afterschool snacks); 210.11(c) (general nutrition standards for competitive food, i.e., *Smart Snacks*); and 210.31(a) and (c) (encompassing all other nutrition requirements, including foods not sold to students during the school day (classroom parties)).

<sup>15</sup> 7 C.F.R. §210.31(c)(3)(iv).

<sup>16</sup> 7 C.F.R. §§210.11(a)(2) and 210.31(c)(3)(iii); 23 Ill. Admin. Code §305.5. For a definition of *competitive foods*, see [sample administrative procedure 4:120-AP, Food Services; Competitive Foods; Exemptions](#).

<sup>17</sup> 7 C.F.R. §210.31(c)(2). This sample policy does not apply competitive food standards to foods not sold in schools; i.e., foods that students bring into the school from home, etc.

The final [federal] rule does not require that local school wellness policy standards for *foods provided in schools during the school day but not available for sale* conform to the school meal requirements or the competitive foods standards. In fact, the preamble to the final rule reiterates this saying, "[a]gain, it should be noted that with regard to foods provided, but not sold, in schools, local jurisdictions have the discretion to adopt standards that conform to [the competitive food standards] or to adopt more or less stringent standards." Similarly, the preamble to the final rule clearly states the rule does not require school boards to address standards for food brought from home for individual consumption. See Federal Register Vol. 81, No. 146 at 50158 at: [www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf](http://www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf). Emphasis added.

This sample policy adopts less stringent standards for foods not sold in schools. For boards that wish to adopt standards that conform to the competitive food standards or apply even more stringent standards to foods available, but not sold during the school day, delete the last sentence of this [Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited](#) subhead: ~~*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., foods for classroom parties, school celebrations, and reward incentives.~~ and choose one of the following sentences to replace it:

**Option 1:** The District applies competitive foods standards listed in Board policy 4:120, *Food Services*, to foods available, but not sold, in schools.

### Exempted Fundraising Day (EFD) Requests <sup>18</sup>

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.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

### Guidelines for Reimbursable School Meals <sup>19</sup>

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. <sup>20</sup>

### Unused Food Sharing Plan <sup>21</sup>

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. <sup>22</sup>
2. Implement the Plan throughout the District.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

**Option 2:** The District applies more stringent standards than the competitive foods standards to foods available, but not sold, in schools. These include [list the chosen standards to foods available, but not sold, in schools].

The AHG encourages school officials to consider prohibiting foods as a reward and using the *Smart Snacks* standards for foods available, but not sold during the school day. However, enforcing such standards against students who are sent to school with snacks from their parents/guardians is difficult and may be considered overreach. Further, such a standard may open the district to challenges. Consult the board attorney about enforcement of standards that meet the *competitive foods* standards – or even more stringent standards – upon foods available, but not sold during the school day, i.e., choosing Options 1 or 2, above.

<sup>18</sup> Required by 23 Ill.Admin.Code §305.15(c)(2), 7 C.F.R. §§210.11(b)(4); and (c)(2) and 210.310(c)(32) for participating schools that want to grant EFDs.

For elementary districts, delete these sentences: ~~The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.~~

For high school districts, delete this sentence: ~~EFDs are prohibited for grades eight and below in participating schools.~~

Detailed procedures are subject to change and are too complicated for policy text. This policy seeks to balance the requirement to include procedures in the policy for requesting an EFD by providing information about the initial steps and directing the superintendent or designee to inform the requestor of the current procedure. For a list of the number of available EFDs and a more detailed sample step-by-step procedure to request them, see sample administrative procedure 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

<sup>19</sup> Inclusion in the policy is required for only those districts that participate in a program authorized by the NSLA or the Child Nutrition Act.

<sup>20</sup> Child Nutrition Act of 1966 (42 U.S.C. §1771 et seq.) and NSLA (42 U.S.C. §1758).

<sup>21</sup> 105 ILCS 5/2-3.189, ~~added by P.A. 102-359 and renumbered by P.A. 102-813.~~

<sup>22</sup> *Needy students* is not defined by 105 ILCS 5/2-3.189, ~~added by P.A. 102-359 and renumbered by P.A. 102-813.~~

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.<sup>23</sup>
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<sup>24</sup>

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).<sup>25</sup> 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<sup>26</sup>

The Board will monitor and adjust the policy pursuant to [Board](#) policy 2:240, *Board Policy Development*.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>23</sup> 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 5/2-3.189, ~~added by P.A. 102-359 and renumbered by P.A. 102-813.~~

Delete number 3 *only if* the district participates in none of the programs listed.

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.

<sup>24</sup> The policy must establish a plan for measuring implementation of the local wellness policy, including designation of one or more persons within the local educational agency at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy. Pub. L. 108-265, Sec. 204(a)(4); 105 ILCS 5/2-3.139(a)(4); and 7 C.F.R. §210.31(c)(5), (6), and (e)(1). 105 ILCS ~~110/3-5(a)5/27-235(a), renumbered by P.A. 104-391,~~ requires ISBE to develop and maintain a nutrition and physical activity best practices database. Materials may be found at: [www.isbe.net/Pages/Nutrition-and-Wellness.aspx](http://www.isbe.net/Pages/Nutrition-and-Wellness.aspx).

42 U.S.C. §1758b(b)(5)(A) (Pub. L. 111-296) requires the public to receive periodic measures with the listed items. The accepted practice is annual reports. There is very little guidance to assist school districts in complying with this requirement; ~~and school districts were expected to be working toward developing a reasonable method to implement this requirement by the end of the 2011-2012 school year.~~ Without guidance, to ensure compliance, superintendents should contact their Regional Office of Education or Intermediate Service Center regarding their school districts' efforts to comply with this requirement. ~~A guide~~ Guidance to help school districts conduct a triennial evaluation of local wellness policies ~~is available, along with more guidance~~ at: <https://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx> ~~www.fns.usda.gov/tn/local-school-wellness-policy.~~

<sup>25</sup> 7 C.F.R. §210.31(e)(2)(i)-(iii) and (3).

<sup>26</sup> Id. and §210.31(f); see also the Local Records Act, 50 ILCS 205/. It governs retention of district records; its definition of *public record* is narrower than the definition in the Freedom of Information Act. These communications must be retained only when they contain: (1) evidence of the district's organization, function, policies, procedures, or activities, or (2) informational data appropriate for preservation. Consult the board attorney for a more thorough analysis and a legal opinion about how to meet both of the federal records retention requirements discussed in f/n 298, below, and the Local Records Act.

## Community Involvement <sup>27</sup>

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 school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to Board policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in Board policy 8:10, *Connection with the Community*. <sup>28</sup>

## Recordkeeping <sup>29</sup>

The Superintendent shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

**The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.**

<sup>27</sup> A board must establish a plan in its wellness policy for involving parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development of the school wellness policy. Pub.L. 108-265, Sec. 204(a)(5); 42 U.S.C. §1758b(b)(3) (Pub.L. 111-296); 105 ILCS 5/2-3.139(a)(3); 7 C.F.R. §210.31(c)(5) (requirement to describe involvement plan in policy), and 7 C.F.R. §210.31(d)(1) (requirement to allow certain stakeholders to participate in policy development, etc.).

School districts have discretion in exactly how they implement this requirement, and [e]ach [school district] is best suited to determine the distinctive needs of the community it serves. See Federal Register Vol. 81, No. 146 at 50155 at: [www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf](http://www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf).

This requirement's awkward wording notwithstanding, a board may take compliance steps by:

Seeking community input or involvement during this policy's adoption and monitoring phases, and inviting suggestions and comments during the public comment portion of board meetings from time to time. This method aligns with sample policies 2:140, *Communications To and From the Board*, and 2:240, *Board Policy Development*.

Establishing a "local school wellness committee." This method is discussed in the preamble to 7 C.F.R. §210.31(d)(1), which suggests "identifying individuals" to serve on a "local school wellness policy committee." **However, the final text of 7 C.F.R. §210.31(d)(1) does not specifically require districts to establish a local school wellness policy committee – only that they "permit [groups listed in the policy above] to participate ...."** See also the citation to the Federal Register, in the second paragraph of this f/n, above, discussing policy implementation discretion.

The default text of this policy ~~follows item #1 above and~~ does not establish a local school wellness committee. For a district that wants to appoint or approve a local school wellness committee, add the following optional sentence as the last sentence of this subhead: "As necessary, the Superintendent or designee will convene a Wellness Committee with at least one representative from each of the listed groups." Also list the Wellness Committee in sample administrative procedure 2:150-AP, *Superintendent Committees*. As much of the work of developing a plan to involve local stakeholders is administrative/staff work rather than governance work, best practice is for a Wellness Committee be an administrative committee, but consult the board attorney for guidance. See f/n 3 in sample policy 2:150, *Committees*, for a discussion of Open Meetings Act implications of the Wellness Committee being a board committee.

If a board wants to comply with the USDA's *encouragement* to include Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators or educators in the group to provide input about the policy, add:

"Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators, educators" to the end of the first sentence in this subhead, immediately before: ", and community."

<sup>28</sup> If a board has not adopted the **Community Engagement** subhead in policy 8:10, *Connection with the Community*, delete the phrase at the end of the second sentence: "Individuals 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*."

A board may also choose to post this policy on its website and include it in the student handbook.

<sup>29</sup> 7 C.F.R. §210.31(f). Records must include: (1) the policy; (2) documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of the local school wellness policy for each school under its jurisdiction.

See f/n 265, above regarding the Local Records Act and sample administrative procedure 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*.

LEGAL REF.: Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.  
42 U.S.C. §1751 et seq., Richard B. Russell National School Lunch Act.  
42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010.  
42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.  
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 and 5/2-3.189.  
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)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

While 7 C.F.R. §210.31(f) does not require the policy text to state what records must be kept, a board that wants to include that information may insert the following text: "Records must include: (1) this policy; (2) documentation demonstrating compliance with community involvement, including requirements to make the policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of this policy for each school under its jurisdiction."

## Document Status: Draft Update

### 6:65 Student Social and Emotional Development

Social and Emotional Learning PRESSPlus1 (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Ill. Learning Standards. The Ill. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age- and culturally appropriate classroom instruction, and District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Ongoing Staff professional development and training support to promote students' SEL development. ~~This may include providing all personnel with age appropriate academic and SEL and how to promote it.~~
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.

implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

**LEGAL REF.:**

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

CROSS REF.: 1:30 (Vision, Purpose and Mission), 6:10 (Educational Philosophy and Objectives), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

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**PRESSPlus Comments**

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 121, March 2026**



## *Document Status: Draft Update*

### **6:100 Using Animals in the Educational Program**

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

#### LEGAL REF.:

105 ILCS 5/2-3.122 ~~and~~, 5/27-265~~14~~, and 112/. [PRESSPlus1](#)

105 ILCS 5/112. Dissection Alternatives Act.

CROSS REF.: 6:120 (Education of Children with Disabilities)

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/27-265, renumbered by P.A. 104-391, and for continuous improvement. **Issue 121, March 2026**



## *Document Status: Draft Update*

### **6:145 Migrant Students**

The Superintendent will develop and implement a program to address the needs of migrant children in the District in accordance with federal law.

This program will:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State, and federal educational programs, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant ~~children~~ students [PRESSPlus1](#) with full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet.
4. Provide, to the extent feasible:
  - a. Advocacy and outreach programs to migrant children and their families, including helping such children and families gain access to other education, health, nutrition, and social services,
  - b. Professional development programs, including mentoring, for District staff,
  - c. Family literacy programs,
  - d. The integration of information technology into educational and related programs, and
  - e. Programs to facilitate the transition of secondary school students to postsecondary education or employment.
  - f. ~~Provide~~ programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students in an understandable format and language.

#### Migrant Education Program for Parent/Guardian and Family Member Engagement

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

#### LEGAL REF.:

20 U.S.C. §6318.

20 U.S.C. §6391 et seq., Education of Migratory Children.

34 C.F.R. §200.81 et seq.

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 121, March 2026**



## Document Status: Draft Update

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

No person, including a District employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; 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 Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

#### Making a Report or Complaint

Students are encouraged to promptly report claims or incidents 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 employee with whom the student is comfortable speaking.

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 Grievance Procedure*. The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager or designee 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, Title IX Coordinator, and Complaint Managers.

#### **Nondiscrimination Coordinator:**

Alicia Hastings

8701 N. Menard Avenue, Morton Grove, IL 60053


AHastings@ntdse.org

#### **Title IX Coordinator:**

Tarin Kendrick

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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, Title IX 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 Title IX Coordinator or designee shall consider whether action under policy 2:265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, 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

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 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/guardian, 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 Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

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.

29 U.S.C. §791 et seq., Rehabilitation Act of 1973; 34 C.F.R. Part 104.

42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/22-110, 5/26A, and 5/27-1, and 5/27-23.7. [PRESSPlus1](#)

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 Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 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)

(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), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

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## **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/22-110, renumbered by P.A. 104-391. **Issue 121, March 2026**



## *Document Status: Draft Update*

### **7:50 School Admissions and Eligibility for Services**

Special education services shall be available to eligible children with disabilities from the age of three (3) through the age of twenty-one (21) who are enrolled in the Member Districts.

Unless otherwise determined by a student's individualized education program team, the student who has successfully completed a secondary program shall be granted a diploma by the student's resident school district and all eligibility for public school education is terminated, including special education and related services. The parent and the student shall participate in the decision to terminate public school responsibility prior to age twenty-two (22).

#### LEGAL REF:

8 U.S.C. §1101 et seq., Illegal Immigrant and Immigrant Responsibility Act of 1996.

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

20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.

29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.

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

105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/22-105, 5/26-1, and 5/26-2, and 5/27-8.1. [PRESSPlus1](#)

105 ILCS 10/8.1, Ill. School Student Records Act.

105 ILCS 45/, Education for Homeless Children Act.

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

325 ILCS 50/, Missing Children Records Act.

325 ILCS 55/, Missing Children Registration Law.

410 ILCS 315/2, Communicable Disease Prevention Act.

20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.

23 Ill.Admin.Code Part 226, Special Education.

23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 6:30 (organization of Instruction and Curriculum), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:140 (Education of Homeless Children), 7:60 (Residence), 7:70 (Attendance

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## **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/22-105, titled *Health examinations and immunizations* (formerly 105 ILCS 5/27-8.1), renumbered by P.A. 104-391. **Issue 121, March 2026**

## **Policy 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students**

### Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.
5. Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.
6. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
7. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
8. The District will provide informational materials regarding influenza and influenza vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with

a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

### Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist, must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

### Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

### Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

### Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

### LEGAL REF.:

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

105 ILCS 5/27-8.1 and 45/1-20.

410 ILCS 45/7.1, Lead Poisoning Prevention Act.

410 ILCS 315/2e, Communicable Disease Prevention Act.

23 Ill.Admin.Code §1.530.

77 Ill. Admin.Code Part 664, Socio-Emotional and Developmental Screening.

77 Ill.Admin.Code Part 665, Child and Student Health Examination and Immunization.

77 Ill.Admin.Code Part 690, Control of Notifiable Diseases and Conditions Code.

CROSS REF.: 6:30 (Organization of Instruction and Curriculum Development), 6:140 (Education of Homeless Children), 7:50 (School Admissions and Eligibility for Services), 7:280 (Communicable and Chronic Infectious Disease)

Adopted: January 23, 2025

Niles Township Dist for Special Education - PRESS Plus

## Document Status: Draft Update



### 7:185 Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, ~~the term~~ *teen dating violence* occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Director or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the Governing Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
  - b. 2:265, *Title IX Grievance Procedure*. This policy prohibits a District employee, agent, or student from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
  - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a District employee, agent, or student, from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - d. 7:180, *Preventing Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12 in accordance with the

This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated

by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

105 ILCS ~~5/27-240~~110/3.10. [PRESSPlus1](#)

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

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### **PRESSPlus Comments**

- PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/27-240, renumbered by P.A. 104-391. **Issue 121, March 2026**



## *Document Status: Review and Monitoring*

### **7:220 Bus Conduct**

All students must follow the District's *School Bus Safety Rules*. [PRESSPlus1](#)

#### School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in Governing Board policy 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Governing Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

#### Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

#### Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

#### LEGAL REF.:

Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.

720 ILCS 5/14-3(m).

23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records)

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## **PRESSPlus Comments**

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

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

**Issue 121, March 2026**



## *Document Status: Review and Monitoring*

### **7:230 Misconduct by Students with Disabilities**

#### Behavioral Interventions [PRESSPlus1](#)

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Governing Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

#### Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

#### LEGAL REF.:

Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.

Gun-Free Schools Act, 20 U.S.C. §7151 et seq.

34 C.F.R. §§300.101, 300.530 - 300.536.

105 ILCS 5/10-22.6 and 5/14-8.05.

23 Ill.Admin.Code §226.400.

Honig v. Doe, 108 S.Ct. 592 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)

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#### **PRESSPlus Comments**

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

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- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 121, March 2026**



## *Document Status: Draft Update*

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

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

#### LEGAL REF.:

Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 594 U.S. 180 (2021). [PRESSPlus1](#)

Bd. of Educ. of Independent Sch. Dist. No. 92 v. Earls, 536 U.S. 822 (2002).

Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).

Clements v. Bd. of Educ. of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985).

Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist. 1999).

Todd v. Rush County Schs., 133 F.3d 984 (7th Cir. 1998).

105 ILCS 5/24-24, and 5/27-255(d) 23.3, and 25/2.

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

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/27-255(d), renumbered by P.A. 104-391, and for continuous improvement. **Issue 121, March 2026**



## *Document Status: Review and Monitoring*

### **7:280 Communicable and Chronic Infectious Disease**

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Governing Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns. [PRESSPlus1](#)

#### LEGAL REF.:

105 ILCS 5/10-21.11.

23 Ill.Admin.Code §§ 1.610 and 226.300.

77 Ill.Admin.Code Part 690.

20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.

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

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#### **PRESSPlus Comments**

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

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

**Issue 121, March 2026**

## Document Status: Draft Update

### 7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by an insurance [PRESSPlus1](#) policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance [plan policy](#).
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District [including, without limitation, signing an acknowledgment of receiving information about Board policy 7:305, \*Student Athlete Concussions and Head Injuries\*.](#)

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

#### LEGAL REF.:

105 ILCS 5/10-20.30, [and](#) 5/22-80, [and](#) 25/2. [PRESSPlus2](#)

23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:340 (Student Records)

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#### PRESSPlus Comments

PRESSPlus 2. The Legal References are updated. **Issue 121, March 2026**

## *Document Status: Draft Update*

### **8:90 Parent Organizations and Booster Clubs**

Parent organizations and booster clubs are invaluable resources to the District's school. While parent organizations and booster clubs have no administrative authority and cannot determine

District Board [PRESSPlus1](#) policy, the Governing Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club is a 501(c)(3) that has submitted proof of its status and has bylaws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. Recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.: 8:80 (Gifts to the District)

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 121, March 2026**

**General Personnel**

**Educational Support Staff– Retirement benefits (non-bargaining unit employees)**

**A Retirement Incentive**

Eligible employees electing to submit an irrevocable written notice of intent to retire from NTDSE shall have their base wage rate increased as follows:

1. If the eligible employee provides at least 25 months' advance notice, the Board shall increase the employee's base wage rate by five percent (5.00%) in each of their last two years of employment with NTDSE.
2. If the eligible employee provides between at least 13 and up to 24 months' advance notice, the Board shall increase the employee's base wage rate by five percent (5.00%) in their last year of employment with NTDSE

To qualify for this incentive, one must meet the following conditions:

- Fifty-five (55) years of age or older with at least ten (10) years of full-time service to NTDSE at the time of retirement; and
- Eligible to receive pension benefits through the Illinois Municipal Retirement Fund (IMRF) at the time of retirement;
- Retire under IMRF; and
- Must provide an irrevocable written notice of intent to retire from NTDSE as set forth above to the Executive Director or designee.

*[If an employee who is to receive the retirement incentive has a life situation change and it is no longer in their best interest to retire, they may take this information to the Board for consideration of revoking the intent to retire. If the Board approved the revocation, the employee's wages would be adjusted to the amount they would have received had the retirement incentive not been granted. Procedures for adjustment/repayment of any such changes shall be determined by NTDSE.]*

**B. Lump Sum, Post-Retirement Severance Payment**

In recognition of dedicated service to NTDSE, eligible Educational Support Staff who retire from NTDSE will be entitled to a post-retirement severance payment as set forth below.

1. Eligibility Requirements

- Fifty-five (55) years of age or older with at least ten (10) years of full-time service to NTDSE at the time of retirement; and
- Eligible to receive pension benefits through IMRF at the time of retirement;

- Retire under IMRF; and
- Must provide an irrevocable written notice of intent to retire from NTDSE no later than December 15<sup>th</sup> of the school year before their last school year of employment. The notice shall be submitted to the Executive Director or designee

1. Amount of Lump Sum Payment

- First ten (10) years of full-time service to NTDSE: \$500.00 per year of service;
- Next five (5) years of full-time service to NTDSE: \$550.00 per year of service
- Next five (5) years of full-time service to NTDSE: \$600.00 per year of service;
- All remaining years of full-time service to NTDSE: \$650.00 per year of service, up to a maximum post-retirement, lump sum payment of \$15,000.00.

This severance payment shall be paid in one lump sum during the second calendar month following the employee's effective retirement date, as it is intended to be non-creditable earnings under the IMRF. By way of example, if an employee retires on June 30, 2023, the payment will be made during the month of August 2023.

C. Insurance Coverage

Insurance coverage, with premiums paid in full by NTDSE until the retiree becomes eligible for Medicare, is extended to Educational Support Staff (ESS) who retire from NTDSE after reaching age sixty (60), providing the ESS has been employed full-time by NTDSE for at least twenty (20) years.

1. Eligibility Requirements

- The ESS must have participated in the hospital, major medical, and dental insurance program during the year prior to retirement.

2. Coverage Includes:

- Single medical insurance for the ESS
- Single dental insurance for the ESS

ADOPTED: June 13, 2024

AMENDED: April 22, 2026



April 15, 2026

TO: Tarin Kendrick  
FROM: Kathy Gavin  
RE: EBC Renewal Update

The Educational Benefit Cooperative (EBC) is an entity created under Illinois state law that allows school districts to join together to purchase insurance. NTDSE links with 134 other school districts and 3 sub-pools through EBC to purchase affordable medical and dental insurance for qualifying staff members. Joining with other school districts allows NTDSE to receive the benefit of reduced healthcare costs by participating in a larger “group buy”.

NTDSE received the final FY 27 rate increases at the EBC membership meeting held on March 19, 2026. Rate increases are as follows:

<b>PPO</b>	<b>HMO</b>	<b>Dental</b>
<b>16.2%</b>	<b>16.4%</b>	<b>3.9%</b>

The NTDSE Governing Board is currently in negotiations with the Union. Employee insurance is one of the items that will be reviewed and discussed during the collective bargaining process. An update will be provided at the May meeting.

Thank you.



March 25, 2026

To: Tarin Kendrick

Re: Extended School Year (ESY) 2026 Proposed Budget for Expenditures

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**EXTENDED SCHOOL YEAR (ESY) 2026 PROPOSAL**

**Julia S. Molloy Education Center**

Amy Saucedo, Principal

Marie Sheedy, Principal

The Extended School Year (ESY) program at the Molloy Education Center will provide services as outlined in each student's Individual Education Program. This will be a projected budget for expenditures. Students in the following programs will be served: Project CLASS, LIFE Skills, and Project ABLE. It is projected that approximately 176 students will attend ESY at the Molloy Education Center.

**Schedule:**

**June 8, 2026:**

**Orientation for Staff**

8:00 a.m. to 12:00 p.m.

**June 9 to July 2, 2026:**

**Summer School: 17 days**

**(Monday-Friday. No school 6/19/25)**

**Staff hours: 8:35 a.m. to 2:00 p.m.**

**Student hours: 8:50 a.m. to 1:30 p.m.**

The ESY program is an extension of each student's IEP for the 2025-26 school year. Curricular emphasis is placed on maintaining student achievement during the school year. Students' goals will be addressed in a variety of classroom and community-based activities. Transportation to and from the Molloy Education Center is provided per students' IEPs. Districts are charged for transportation during the summer. There will be an estimated total of 40 certified staff and 75 paraprofessionals working with students.

The Orientation is the process of orienting new and returning staff to the building and district policies and procedures. Additionally, it provides for a careful review of students' IEPs in order to develop lesson plans and curricular units for the summer. Staff members have opportunities to work in teams to develop community-based instructional opportunities that are both educationally appropriate and enriching. Related service team members work with classroom staff to develop therapy schedules and to train classroom staff on adapted equipment, behavior management systems, and health and safety needs.

Licensed staff are paid at the rate of \$51.00 per hour during the ESY program. NTDSE-employed or Niles Township member district employees will be paid at their hourly rate for the 2025-2026 school year or \$25.00, whichever is greater. If paraprofessionals are not employed by NTDSE or a member district during the school year prior to ESY, they will be paid the summer hourly rate of \$20.00. All staff members are scheduled to work 5.42 hours per day (8:35 a.m. – 2:00p.m.).



**STAFFING AND BUDGET PROPOSAL – ESY 2026**  
**JULIA S. MOLLOY EDUCATION CENTER**

# of Sections	Type of Class	# of Students	# of Teachers	# of Paras	# of 1:1 Paras
1	Early Childhood	10	1	2	
5	LIFE Skills	32	5	13	
18	Project CLASS	106	18	53	2
4	Project ABLE	28	3	7	
		176	27	75	2

\*One-to-One assistants are provided in accordance with students' IEPs. No new one-to-one assistants are added for ESY.

Related Service Staff:

Music Therapist	2
Nurse	2
Social Worker	1
Behavior Support	2
Occupational Therapist	3
Speech/Language Pathologists	3
Physical Therapist**	As needed
Deaf and Hard of Hearing	As needed
Teacher of the Visually Impaired**	As needed - 1 person between satellite and Molloy
<b>Total Related Service Staff:</b>	<b>13</b>

**Grand Total:**

**Students: 176**  
**Certified Staff: 40**  
**Paraprofessionals: 75**  
**Building Principal: 1**

<b>Curriculum Workshop</b>	
40 Certified Staff @ \$51.00/hour x 4 hours	\$8,160.00
75 Paraprofessionals @ \$25.00/hour x 4 hours	\$7,500.00
1 Building Principal @\$51/hour x 4 hours	\$204.00
<b>Instructional Days 17</b>	
40 Certified Staff @ \$51.00/hour x 92.14 hours	\$187,965.60
75 Paraprofessionals @ \$25.00/hour x 92.14 hours	\$172,762.50
Building Principal @\$51.00/hour x 92.14 hours + 20 hours (4 additional days for planning purposes)	\$5,719.14
Activities and Supplies	\$5,000.00
<b>GRAND TOTAL:</b>	<b>\$387,311.24</b>



March 25, 2026

To: Tarin Kendrick

Re: Extended School Year (ESY) 2026 Proposed Budget for Expenditures

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**EXTENDED SCHOOL YEAR (ESY) 2026 PROPOSAL**

**Satellite & District Programming EC-7th Grade**

Chloe Schofield, Principal

Natalie Hoffman, Principal

The Extended School Year (ESY) program will provide services as determined by each student's Individualized Education Plan (IEP). This is a projected budget for expenditures. *Students from district instructional programs and NTDSE Satellite Programs may attend ESY if they are found eligible at their IEP meeting. It is projected that approximately 295 full-time students will attend the elementary program and 110 will attend the early childhood (ECE) program at Rutledge Hall (405 total students).*

**Schedule:**

**June 11, 2026:**

**Orientation for Staff**

8:00 a.m. to 1:30 p.m.

**June 15 to July 9, 2026:**

**16 days (Monday-Thursday)**

**K-7: 8:00 a.m. to 12:30 p.m.**

**EC: 8:00 a.m. to 10:00 a.m. or 10:30 a.m. to 12:30 p.m.**

The ESY program is an extension of each student's IEP for the 2025-2026 school year. Curricular emphasis is placed on maintaining student achievement during the school year. Student goals will be addressed in a variety of classroom and community-based activities. Transportation to and from Rutledge Hall is provided in accordance with each student's IEP. Districts are charged for transportation during the summer.

The Orientation is a one-day onboarding process that orients staff to the building and district policies and procedures. Additionally, it provides for the careful review of student IEPs to develop summer lesson plans and curricular units. Staff members have opportunities to work in teams to develop instructional opportunities that are both educationally appropriate and enriching. Related service team members work with classroom staff to develop therapy schedules and train them on adapted equipment, behavior management systems, and health and safety needs.

Certified staff will be paid at \$51.00 per hour during the ESY program. Paraprofessionals employed by NTDSE during the school year will be paid at their hourly rate for the 2025-2026 school year or \$25.00, whichever is greater.

Paraprofessionals who are employed by a member district during the school year will be paid \$25.00 per hour. If paraprofessionals are not employed by NTDSE or a member district during the school year, they will be paid the summer hourly rate of \$20.00. All Satellite Staff members are scheduled to work five hours per day (7:45 a.m. to 12:45 p.m.).



## BUDGET PROPOSAL FOR STAFFING

### Student and Classroom Staffing Projection

Program	# of Sections	# of Students	# of Teachers	# of Paras	# of 1:1 Paras
EC	8	110	8	20	1
K-7	21	295	21	65	11
<b>TOTAL</b>	<b>29</b>	<b>405</b>	<b>29</b>	<b>85</b>	<b>12</b>

\*One-to-one assistants are provided in accordance with student IEPs. No new one-to-one assistants are added for ESY.

### ESY Staffing Projections Detailed

Role	EC	K-7	Total
Classroom Teacher	8	21	29
Coach	1	1	2
DHH Itinerant	0.5	0.5	1
Nurse	0.5	0.5	1
Occupational Therapist	1	2	3
Physical Therapist	As Needed	As Needed	
Social Worker	1	2	3
Speech/Language Pathologist	1.5	2.5	4
Vision	As Needed	As Needed	
<b>Total Certified Staff</b>	<b>13.5</b>	<b>29.5</b>	<b>43</b>
<b>Total Paraprofessional</b>	<b>20</b>	<b>65</b>	<b>85</b>
<b>Total Program Principal</b>	<b>1</b>	<b>1</b>	<b>2</b>
<b>TOTAL # STAFF</b>	<b>34.5</b>	<b>90.5</b>	<b>130</b>



**BUDGET PROPOSAL FOR FINANCES**

<b>Planning/Orientation</b>		
43 Certified Staff	@ \$51.00/hour x 5.5 hours	\$12,062
85 Paraprofessionals	@ \$25.00/hour x 5.5 hours	\$11,688
2 Program Principals	@ \$51.00/hour x 5.5 hours	\$561
2 Program Principal Preparation/Planning Time (Additional 4 days prior to the start)	@ \$51.00/hour x 20 hours each	\$2,040
<b>Instructional Days (16 days)</b>		
43 Certified Staff	@ \$51.00/hour x 80 hours	\$175,440
85 Paraprofessionals	@ \$25.00/hour x 80 hours	\$170,000
2 Program Principals	@ \$51.00/hour x 80 hours	\$8,160
Vision Itinerant/Orientation Mobility	@ 51.00/hour x 30 hours	\$1,530
Physical Therapist	@ \$51.00/hour x 35 hours	\$1,785
Materials/Supplies & Activities		\$7,500
Building Rental		\$39,000
<b>TOTAL</b>		<b>\$429,766</b>



**NTDSE**  
Empowering All To Achieve

**Niles Township District for Special Education #807**  
Cook County Districts 67, 68, 69, 70, 71, 72, 73, 73-5, 74

Action Item 10.D.

**Tarin Kendrick**  
Executive Director  
tkendrick@ntdse.org

March 18, 2026

### **Board Report: Staffing Projections, Historical Enrollment & Classrooms**

This report is provided for Board review in advance of a formal request for approval at the April meeting. At this time, no Board action is required. All staffing reflected for FY27 represents replacement positions, with no new positions requiring approval.

#### **Staffing Projections**

The attached staffing document outlines historical staffing levels alongside projected staffing for FY27. While there are several areas of adjustment, the most significant change is an overall reduction of approximately 20 full-time equivalents (FTEs) from FY26 to FY27.

This reduction includes decreases across:

- Teachers
- Related service providers
- Paraprofessionals

There is also a decrease in administrative staffing due to Kathy Gavin's retirement.

There is no overall change in programmatic administrative staffing, as reductions are offset by an increase in administrative services purchased by districts. Through the newly established Program Development Team, comprised of a teacher, coach, and administrator, NTDSE is providing targeted support to districts as they develop their own self-contained special education programs.

Additionally, District 219 has contracted with NTDSE for administrative support to expand their continuum of services at the high school level.

Overall, the staffing adjustments reflect both programmatic shifts and a strategic alignment of resources with student needs.

#### **Enrollment Trends**

The attached enrollment data highlights a notable contrast between overall township trends and NTDSE growth over the last 5 years:

- Township enrollment has decreased by approximately 3%
- NTDSE enrollment has increased by approximately 35%

This significant increase in NTDSE enrollment has been a key factor in recent programmatic decisions. Due to capacity and program priorities, NTDSE has decided to **no longer accept out-of-district high school students** (the Governing Board approved this in January 2026).

The high school program will continue to phase down as follows:

- **FY27:** 2 high school classrooms
- **FY28:** 1 high school classroom
- **FY29:** Transition to a PK–8 Cooperative

This shift allows NTDSE to focus resources on its core programming and better meet the needs of its member districts.

### **Classroom Capacity**

The final document outlines projected classroom utilization:

- **Molloy:** 24 classrooms (down 3 rooms)
- **Satellite programs:** 23 classrooms (down 1.5 rooms)

The reductions are directly tied to program changes:

- The decrease at Molloy reflects the reduction in high school classrooms
- The satellite reduction includes both high school program changes and a 0.5 reduction in an early childhood classroom

### **Summary**

The FY27 projections reflect a strategic realignment of staffing and programming in response to enrollment trends and evolving district needs. While overall staffing is decreasing, these adjustments are intentional to ensure we maintain capacity for incoming referrals. At the same time, NTDSE continues to expand its role as a service provider through new partnerships and support for program development. The Program Development Team is working collaboratively with districts to build internal programs, increasing their capacity and strengthening their continuum of services.

NTDSE remains committed to providing high-quality services and being responsive to member district needs, ensuring that all students are appropriately served and that districts receive the support they require.

**NTDSE CLASSROOM STAFFING PROJECTIONS FOR 2026-2027**

**HISTORICAL**

	NTDSE	District(s)	Out-of-District	Non-Public	Total	Projected to hire for FY26	2026	2025	2024	2023	2022
	FTE	FTE	FTE	FTE	Total	Budget	FTE	FTE	FTE	FTE	FTE
Adaptive PE	3.2	0.7	0	0	3.9	4	4.5	4	3	3	3
Art Specialist	1	0	0	0	1	1	1	1	0	0	0
Assistive Technology Coordinator	0.5	0.5	0	0	1	1	1	1.5	1.3	1	1
Audiologist (Contract)	0	0	0	0	0	0	0	0	0.1	0	0
Clinical Psychiatrist (Contract)	0.2	0	0	0	0.2	0.2	0.2	0.2	0.2	0.2	0.2
Clinical Psychologist (Contract)	0.2	0	0	0	0.2	0.2	0.2	0.2	0.2	0.2	0.2
Coach/Interventionist	7.2	2.3	0	0	9.5	9.4	9.8	8.9	7.8	7	7.4
Deaf & Hard of Hearing Itinerant	1.14	1.6	0.7	0	3.44	4	3.8	3.8	4	4	4
IEP Facilitator	1	0	0	0	1.00	1	0	0	0	0	0
Interpreter (sign-language)	1	0	0	0	1	1	1	1	3	2	1
Mental Health Supports (School Psychologists, Social Workers, School Counselor)	12.24	0.2	0	0	12.44	10.8	11.8	11.8	10.1	8	8
Mental Health Intern	2	0	0	0	2	2	1	0	1	1	1
Music Therapist	3.7	1.53	0.4		5.63	6	6	6	5	4	4
Occupational Therapists & OTA's	8.5	5.5	0.8	0	14.8	15	18	16.8	15.6	14	12.4
Paraprofessionals (Includes Signing Aides, Student Teachers, Crisis RBT's)	135	0	0	0	135	135	141	134	125	110	95
Physical Therapists & PTAs	2.79	1.29	0	0	4.08	4.2	4.6	4.7	4.4	4.4	4
School Nurse	1.8	0.2	0	0	2	2	3	3.6	2.8	2.4	2
Speech Pathologists	12.3	0.5	0	2	14.8	15	17	14	12	12	11
Teachers (includes PBA, FLOAT, ALP's)	51	0.6	0	0	51.6	52	59.4	52.4	48.4	41.4	40.4
Vision Itinerant/Orientation & Mobility	0.86	0.93	0.15		1.94	3.5	4	4	5	4	3
<b>Total FTE</b>	<b>245.63</b>	<b>15.85</b>	<b>2.05</b>	<b>2</b>	<b>265.5</b>	<b>267.3</b>	<b>287.3</b>	<b>267.9</b>	<b>248.9</b>	<b>218.6</b>	<b>197.6</b>

	NTDSE ADMINISTRATIVE STAFFING PROJECTIONS FOR 2026-2027						HISTORICAL				
	NTDSE	District(s)	Out-of-District	Non-Public	Total	Projected to hire for FY26	2026	2025	2024	2023	2022
	FTE	FTE	FTE	FTE	Total	Budget	FTE	FTE	FTE	FTE	FTE
Assistant Director	1.8	0	0	0.2	2	2	2	0.8	0.8	0.8	0.8
Director of Programs	0.6	0.2	0.2	0	1	1	0	0	0	0	0
Buildings and Grounds	6.6	0	0	0	6.6	6.6	6.6	5.6	5.6	5.6	4
Business Manager	1	0	0	0	1	1	2	1	1	1	1
Coordinator	3	0	0	0	3	3	3	4	4	3.5	3
Director of Curriculum and Instruction	0.6	0	0	0	0.6	0.6	0.6	0	0	0	0
Director of Technology	1	0	0	0	1	1	1	1	1	1	1
Executive Director	1	0	0	0	1	1	1	1	1	1	1
Human Resources Coordinator	0.8	0	0	0	0.80	0.8	0.8	0.8	0	0	0
Network Manager	1	0	0	0	1	1	1	1	1	1	1
Principal	1	0	0	0	1	1	2	1	1	1	1
Secretary (Molloy, NTDSE, Exec. Dir, Bus Off., Data)	7	0	0	0	7	7	7	6.4	6.6	6.6	6.6
Special Ed. Supervisors	0	0	0	0	0	0	0	1	1	1	1
<b>Total FTE</b>	<b>25.4</b>	<b>0.2</b>	<b>0.2</b>	<b>0.2</b>	<b>26</b>	<b>26</b>	<b>27</b>	<b>23.6</b>	<b>23</b>	<b>22.5</b>	<b>20.4</b>

**NTDSE ENROLLMENT**

	D67	D68	D69	D70	D71	D72	D73	D73.5	D74	NON	TOTAL
Sept. 2021	13	42	9	35	12	18	9	35	37	47	257
June 2022	16	52	19	37	13	18	8	41	48	48	300
2022 CHANGE	3	10	10	2	1	0	-1	6	11	1	43
Sept. 2022	25	53	20	35	16	15	7	40	47	45	303
June 2023	25	67	19	37	15	15	9	51	49	45	332
2023 CHANGE	0	14	-1	2	-1	0	2	11	2	0	29
Sept. 2023	20	57	35	35	12	21	10	35	40	46	311
June 2024	21	63	36	36	12	23	11	38	47	47	334
2024 CHANGE	1	6	1	1	0	2	1	3	7	1	23
Sept. 2024	20	74	16	35	12	25	11	44	38	43	318
June 2025	26	79	21	38	14	24	12	47	41	43	345
2025 CHANGE	6	5	5	3	2	-1	1	3	3	0	27
Sept. 2025	24	78	17	39	15	20	11	51	45	47	347
June 2026											
2026 CHANGE											

**DISTRICT 6TH DAY TOTAL ENROLLMENT (K-8 exclusive of NTDSE Students)**

	D67	D68	D69	D70	D71	D72	D73	D73.5	D74	TOTAL
2021-2022	662.5	1576	1589	811.5	581	715	475	1014	1175	8599
2022-2023	647	1574	1668	814.5	593	691.5	512.5	1005	1137	8642.5
2023-2024	620	1633.5	1677	806	592	698	485	989	1145.5	8646
2024-2025	607	1660.5	1681	804.5	598	669.5	491	987.5	1142.5	8641.5
2025-2026	545	1541	1721	799	584	678	472	894	1087	8321

# NTDSE CLASSROOMS

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY2027
<b>Molloy</b>	18 (128)	20 (145)	22 (156)	24 (168)	27	24
<b>Satellite</b>	22 (172)	22 (187)	21 (159)	23 (177)	24.5	23
<b>Total</b>	<b>40</b>	<b>42</b>	<b>43</b>	<b>47</b>	<b>51.5</b>	<b>47</b>

NTDSE ENROLLMENT DATA  
April 8th, 2026

<b>STUDENTS</b>	<b>February</b>	<b>March</b>	<b>April</b>
<b>Molloy/NTDSE Niles West</b>	180	179	180
<b>Satellite</b>	181	182	184
<b>Total</b>	361	361	364







**NTDSE ENROLLMENT DATA BY DISTRICT**

April 8th, 2026

<u>DISTRICT</u>	<u>SATELLITE</u>	<u>PROJECT CLASS</u>	<u>LIFE SKILLS</u>	<u>PROJECT ABLE</u>	<u>CHANGE</u>	<u>TOTAL</u>	<u>Out-of-District Students</u>	<u>Out Placed Therapeutic Day Students</u>	<u>Private/Parochial Schools by District</u>
62			2			2	2		
64		4				4	4		
67	20	5	2	2		29		2	
68	35	30	5	3		73		5	28
69	3	9	3	7		22		1	
70	29	9	4	2	1	44		1	5
71	10	3	4	0		17			9
72	17	3		1	-1	21		2	38
73	3	3	1	3		10			
73.5	35	12	2	6	2	55		3	
74	32	11	2	3	1	48		2	
158			1			1	1		
207		7	2			9	9		
219		22	7			29	29		
<b>TOTAL</b>	<b>184</b>	<b>118</b>	<b>35</b>	<b>27</b>	<b>3</b>	<b>364</b>	<b>45</b>	<b>16</b>	<b>80</b>





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## Re: FOIA Request Niles 807

1 message

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**Justin** <justin.wenig@starbridgefoiadocs.com>

Tue, Apr 7, 2026 at 8:44 PM

Reply-To: justin.wenig@starbridgefoiadocs.com

To: Heather Lane <hlane@ntdse.org>

Cc: Kathy Gavin <kgavin@ntdse.org>, Christina Dimas <cdimas@ntdse.org>, Tarin Kendrick <tkendrick@ntdse.org>

Dear Heather,

I am writing to acknowledge receipt of the file provided in response to my FOIA request. I greatly appreciate your attention to this matter and the efforts of your office in fulfilling this request.

If I have any further questions or require additional clarification, I will reach out accordingly.

Thank you once again for your cooperation.

Sincerely,  
Justin

On April 7, 2026 at 1:54 PM EDT [hlane@ntdse.org](mailto:hlane@ntdse.org) wrote:

Hello,  
Please see the attached updated document.  
Thank you,



### Heather Lane, M.Ed.

Assistant Business Manager  
Special Education Coordinator, BCBA

847-965-9040 x612 | 224-285-6412  
[www.ntdse.org](http://www.ntdse.org) | [hlane@ntdse.org](mailto:hlane@ntdse.org)

Niles Township District for Special Education #807  
8701 Menard Avenue, Morton Grove, IL, 60053  
Notice of Procedural Safeguards



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On Mon, Apr 6, 2026 at 8:00 AM Justin <justin.wenig@starbridgefoiadocs.com> wrote:

Dear Kathy,

Thank you for providing the information regarding vendor payments made by the Niles Township District for Special Education 807 from January 1, 2025 through March 30, 2026. I appreciate your response and the detailed records.

Upon reviewing the attached document, it appears that some information for each transaction is on separate sheets, making it difficult to determine the corresponding details for each transaction. I would greatly appreciate it if you could provide an updated document in which all details for each transaction are consolidated onto a single sheet.

Thank you very much for your continued assistance and attention to this matter. I look forward to your response.

Sincerely,  
Justin

On April 3, 2026 at 11:35 AM EDT [kgavin@ntdse.org](mailto:kgavin@ntdse.org) wrote:

Hi Mr. Wenig,

Per your FOIA request, I have attached the information you requested regarding vendor payments made by the Niles Township District for Special Education 807 from January 1, 2025 through March 30, 2026.

The attached document includes vendor names, purchase order dates, check dates, amounts paid, and other expenditure information as itemized in your FOIA request.

Thank you,

Kathy Gavin



**Kathy Gavin, MS Ed. CSBO**  
**Director of Finance and Facilities**

847-965-9040 x 830 | [www.ntdse.org](http://www.ntdse.org) | [kgavin@ntdse.org](mailto:kgavin@ntdse.org)

8701 Menard Avenue, Morton Grove, IL, 60053



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**Re: FOIA Request Niles 807**

1 message

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**Justin** <justin.wenig@starbridgefoiadocs.com>

Mon, Apr 6, 2026 at 8:00 AM

Reply-To: justin.wenig@starbridgefoiadocs.com

To: Kathy Gavin <kgavin@ntdse.org>

Cc: Christina Dimas <cdimas@ntdse.org>, Tarin Kendrick <tkendrick@ntdse.org>, Heather Lane <hlane@ntdse.org>

Dear Kathy,

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Sincerely,  
Justin

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Thank you,

Kathy Gavin



**Kathy Gavin, MS Ed. CSBO**

**Director of Finance and Facilities**

847-965-9040 x 830 | [www.ntdse.org](http://www.ntdse.org) | [kgavin@ntdse.org](mailto:kgavin@ntdse.org)

8701 Menard Avenue, Morton Grove, IL, 60053



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Christina Dimas <cdimas@ntdse.org>

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## FOIA Request Niles 807

1 message

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Kathy Gavin <kgavin@ntdse.org>

Fri, Apr 3, 2026 at 10:35 AM

To: "justin.wenig@starbridgefoiadocs.com" <justin.wenig@starbridgefoiadocs.com>

Cc: Christina Dimas <cdimas@ntdse.org>, Tarin Kendrick <tkendrick@ntdse.org>, Heather Lane <hlane@ntdse.org>

Hi Mr. Wenig,

Per your FOIA request, I have attached the information you requested regarding vendor payments made by the Niles Township District for Special Education 807 from January 1, 2025 through March 30, 2026.

The attached document includes vendor names, purchase order dates, check dates, amounts paid, and other expenditure information as itemized in your FOIA request.

Thank you,

Kathy Gavin



Kathy Gavin, MS Ed. CSBO


Director of Finance and Facilities

847-965-9040 x 830 | [www.ntdse.org](http://www.ntdse.org) | [kgavin@ntdse.org](mailto:kgavin@ntdse.org)

8701 Menard Avenue, Morton Grove, IL, 60053



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 **NTDSE Payables1.1.25-3.30.26\_FOIA.pdf**  
1986K

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## Re: Public Records Request – District Functional Leadership Contacts

1 message

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**Tarin Kendrick** <tkendrick@ntdse.org>  
To: CT Mills <outreach@educatorsupportnetwork.org>  
Cc: Christina Dimas <cdimas@ntdse.org>

Mon, Mar 23, 2026 at 9:39 AM

Good morning,

We are a special education cooperative. We have a person who is our Director of Curriculum and Instruction. She manages all of our C&I needs. Her name is Candice Hartranft, [chartranft@ntdse.org](mailto:chartranft@ntdse.org).

Thank you,  
Tarin Kendrick

On Mon, Mar 23, 2026 at 9:30 AM CT Mills <outreach@educatorsupportnetwork.org> wrote:

Dear **Records Officer**,

Pursuant to applicable public records laws, I respectfully request electronic copies of any **existing records** identifying the employee(s) responsible for **leadership, oversight, or coordination** of the following functional areas at the district or central office level:

- **Curriculum & Instruction / Teaching & Learning**
- **Career & Technical Education (CTE) and STEM**
- **English Language Learner (ELL)**
- **Technology / Information Technology / Computer Science**
- **Library / Media Services**
- **Core Academic Subjects**, including:
  - **English Language Arts (ELA)**
  - **Mathematics**
  - **Science**
  - **Social Studies**

For any responsive existing record, please provide the following for the identified employee(s):

- **Full Name**
- **Official Job Title**
- **District-Issued Work Email Address**

If one employee is responsible for multiple areas, please indicate accordingly.

This request is limited to **existing records only** and does not require the creation of a new record. If the requested information is maintained within a staff directory, organizational chart, or similar record, an electronic copy of that record is sufficient.

If no responsive records exist for a listed area, please confirm that in writing.

**Electronic delivery via email is preferred.**

This request is made for non-commercial, informational purposes.

Thank you for your assistance.

Sincerely,

**CT Mills**  
**Public Info Access LLC**  
984-303-8215



**Tarin Kendrick**  
**Executive Director**

847-965-9040 x 800 | [www.ntdse.org](http://www.ntdse.org) | [tkendrick@ntdse.org](mailto:tkendrick@ntdse.org)

8701 Menard Avenue, Morton Grove, IL, 60053





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## Re: PIA Request

1 message

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**Tarin Kendrick** <tkendrick@ntdse.org>  
To: C Carlos <c.carlos@employeeersearchdata.org>  
Cc: Christina Dimas <cdimas@ntdse.org>

Mon, Apr 6, 2026 at 6:02 AM

Good morning,

Click [here](#) for our [staff directory](#), which has the information you are requesting. All staff email addresses are in the format first initial, last name@ntdse.org.

If you require additional information, please reach out.

Thank you,  
Tarin Kendrick

On Fri, Apr 3, 2026 at 12:17 PM C Carlos <c.carlos@employeeersearchdata.org> wrote:

April 3, 2026

Tarin Kendrick, Executive Director  
Niles Township District for Special Education 807

Dear Ms. Kendrick,

I am writing to request access to certain public records pursuant to the **Illinois Freedom of Information Act (5 ILCS 140/1 et seq.)**.

Specifically, I am requesting the following information for district employees:

- First and last names
- Job titles/positions
- Work email addresses
- Primary campus or department

If available, I would appreciate receiving this information in an electronic format (Excel or .csv) via email.

If this request is better directed to another contact, I would be grateful if you could kindly point me in the appropriate direction.

Please let me know in advance if there are any fees associated with fulfilling this request. I would appreciate consideration of a fee waiver, as the information is being requested for general research and informational purposes.

Under the Illinois Freedom of Information Act, I understand that the agency is required to respond within:

- 5 business days

indicating whether the requested records will be provided. If access is granted, records should be produced within a reasonable time thereafter as permitted by law.

If any portion of this request cannot be fulfilled, please provide the applicable statutory basis for the denial and any available options for appeal or clarification.

Thank you for your time and assistance.

Sincerely,

*Carla Carlos*

[c.carlos@employeeresearchdata.org](mailto:c.carlos@employeeresearchdata.org)

Employee Research Data LLC



**Tarin Kendrick**

**Executive Director**

847-965-9040 x 800 | [www.ntdse.org](http://www.ntdse.org) | [tkendrick@ntdse.org](mailto:tkendrick@ntdse.org)

8701 Menard Avenue, Morton Grove, IL, 60053

