



**EXCEPTIONAL LEARNERS COLLABORATIVE  
BOARD OF EDUCATION  
Board of Education Regular Meeting  
April 16, 2026  
8:30 AM**

Location: Exceptional Learners Collaborative  
990 Corporate Woods Parkway  
Vernon Hills, IL 60061

1. CALL TO ORDER/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. \*APPROVAL OF MINUTES
4. CORRESPONDENCE
5. AUDIENCE PARTICIPATION

At this time, the Board should welcome guests and representatives of the various media. The Board President will be able to offer anyone from the audience the opportunity to comment. If anyone wishes to address the board, they are given five (5) minutes. Board members can choose to address the concern, or place the item on a future agenda.

6. NEW BUSINESS
  - A. PERSONNEL

- a. Executive Session We may have an executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees. [5 ILCS 120/2(c)(1)]
    - b. Approval of Additional ESY Positions
      - Stevenson D125: ESY Session 1- Increase 1.0 FTE Paraprofessional
      - Stevenson D125: ESY Session 2- Increase 2.0 FTE Paraprofessional
      - Stevenson D125: Also needs hourly AT, nursing and SLP for initial evaluations during the summer.
    - c. Approval of Honorable Dismissal of Certain Full-Time Educational Support

Personnel

- d. \*Acceptance of Licensed/Certified/Support Staff Resignations
- e. Approval of Superintendent Employment Agreement (5-Year Term) and Acceptance of Superintendent's Intent to Retire Effective June 30, 2031
- f. Approval of the Director of Business and Operations, CSBO
- g. \*Approval of Appointments/Transfers/Reassignments

B. CURRICULUM, INSTRUCTION AND ASSESSMENT

- a. Establishment of BOE Regular Meeting Dates for 2026-2027 School Year Continuing with the third Thursday at 8:30 AM of each month for the board meetings, these are the dates that we are recommending for the 2026-2027 school year.

The BOE regular meeting dates for each month are as follows:

- Thursday, July 16, 2026
- Thursday, August 20, 2026
- Thursday, September 17, 2026
- Thursday, October 15, 2026
- Thursday, November 19, 2026
- Thursday, December 17, 2026
- Thursday, January 21, 2027
- Thursday, February 18, 2027
- Thursday, March 18, 2027
- Thursday, April 15, 2027
- Thursday, May 20, 2027
- Thursday, June 17, 2027

- b. Establishment of Finance Committee Meeting Dates for 2026–2027 School Year

Finance Committee meetings for the 2026-2027 school year will be held immediately following certain regular Board of Education meetings, as listed below:

The BOE Finance Committee Meetings for each month are as follows

- Thursday, August 20, 2026
- Thursday, October 15, 2026
- Thursday, December 17, 2026
- Thursday, February 18, 2027
- Thursday, April 15, 2027
- Thursday, June 17, 2027

- c. Approval of Board Policy Draft Updates

The recommendation is to adopt/approve all the board policies as presented.

- d. Approval of Board Policy Updates (First Reading)  
The Board of Education will be presented with a first reading for Board Policies that should be implemented.

C. BUSINESS

- a. Approval of Facility Use Agreement with Vernon Hills Park District  
ELC West uses the park district for recreation and leisure skills for some of our transition students. They requested some changes to our agreement. Angela worked with our insurance and the park district to get this resolved.
- b. FOIA Requests
- c. \*Consideration of Monthly Financial Report  
It is recommended that the Board of Education approve the list of Bills and Financial Statements as contained in the Monthly Financial Report for March. Attached are the Treasurer's Report, March Revenues, March Expenditures, Statement of Services Sold, Checks written, and Payroll reports.
- d. Consent Agenda Items
  1. Approve the Special Meeting Minutes and Regular Meeting Minutes of March 12, 2026.
  2. Accept the resignations of the following individuals as noted in the Agenda Booklet of April 16, 2026, for Monique Nemes, BCBA; Vanessa Nickolai, Paraprofessional; and Krista Graham, Paraprofessional; as presented.
  3. Approve the appointments/transfers/reassignments of the following individuals as noted in the Agenda Booklet of April 16, 2026, for Brittany Biddle, Paraprofessional; Heather Hoeft, Case Manager; and Erin Marquard, Assistant Director of ELC West; as presented.
  4. Approval of Bills.
  5. Approval of Financial Statement.

D. SUPERINTENDENT'S INFORMATIONAL REPORT

E. ADJOURN

**~PUBLIC PARTICIPATION NOTICE~**  
PLEASE KNOW THIS MEETING WILL TAKE  
PLACE IN PERSON AT ELC  
990 CORPORATE WOODS PKWY  
VERNON HILLS IL, 60061



DATE: 04.16.2026

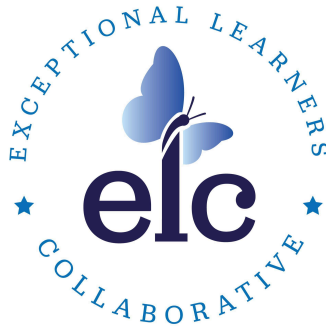
To: Dr. Megan Clarke, Superintendent & The ELC Board of Education

From: Ann Hofmeier, Director of Human Resources and Talent Acquisition

RE: Educational Staff Employment, Separations, and Reduction in Force

\*\*\*\*\*

<b>Employment</b>					
<b>Name</b>	<b>Building</b>	<b>Position</b>	<b>Date</b>	<b>FTE</b>	<b>Reason</b>
Erin Marquard	West	Assistant Director of West	07.1.26	1	Replacement
Brittany Biddle	West	Paraprofessional	3.13.26	1	Approved Added Para Position
Heather Hoeft	West	Case Manager	08.12.26	1	Case Manager
<b>Separation of Services</b>					
Vanessa Nickolai	West	Paraprofessional	3.30.26	1	Resignation
Monique Nemes	District 96	BCBA	End-of-Year	1	Resignation
Krista Graham	West	Paraprofessional	05.29.206		Resignation



DATE: 04.16.2026

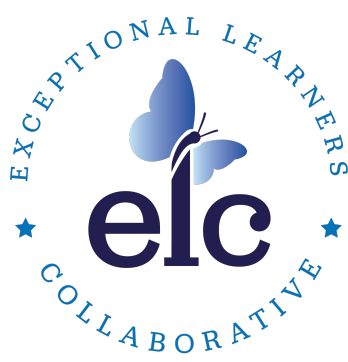
To: Dr. Megan Clarke, Superintendent & The ELC Board of Education

From: Ann Hofmeier, Director of Human Resources and Talent Acquisition

RE: Educational Staff Employment, Separations, and Reduction in Force

\*\*\*\*\*

<b>Employment</b>					
<b>Name</b>	<b>Building</b>	<b>Position</b>	<b>Date</b>	<b>FTE</b>	<b>Reason</b>
Erin Marquard	West	Assistant Director of West	07.1.26	1	Replacement
Brittany Biddle	West	Paraprofessional	3.13.26	1	Approved Added Para Position
Heather Hoeft	West	Case Manager	08.12.26	1	Case Manager
<b>Separation of Services</b>					
Vanessa Nickolai	West	Paraprofessional	3.30.26	1	Resignation
Monique Nemes	District 96	BCBA	End-of-Year	1	Resignation
Krista Graham	West	Paraprofessional	05.29.206		Resignation



DATE March 12, 2026

To: The ELC Board of Education

From: Dr. Megan Clarke, Superintendent

RE: Approval of Board Policy Updates- First Reading

\*\*\*\*\*

<b>Approval of Board Policy Updates- First Reading</b>				
<b>Policy Number</b>	<b>Policy Name</b>	<b>Policy Link:</b>	<b>Summary</b>	<b>Adopt/No n-Adopt/L awyer review</b>
6:270	Guidance and Counseling Program	<a href="#">Press Policy 6:270</a>	We are adding this board policy. The ELC West social worker will work with the student's home district counseling and guidance teams to make sure that the student has access to all of the resources. The ELC West social worker will also in resources specific to students at West.	Adopt
7:305	Student Athlete Concussions and Head Injuries	<a href="#">Press Policy 7:305</a>	We are adding this policy around concussions. Some of our students participate in afterschool allied sports, so we want to make sure that we are following all protocols. Also, knowing that some of our students have challenging behavior, we want to make sure that if anyone suspects a concussion that all the information is provided.	Adopt



DATE April 16, 2026

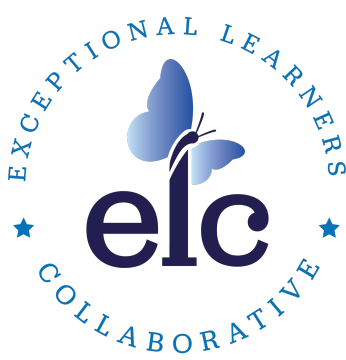
To: The ELC Board of Education

From: Dr. Megan Clarke, Superintendent

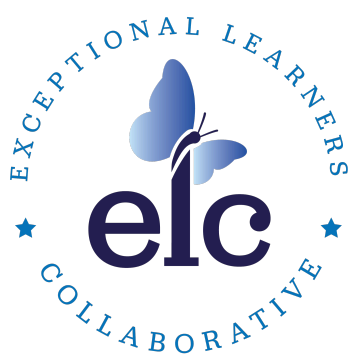
RE: Approval of Board Policy Updates- First Reading

\*\*\*\*\*

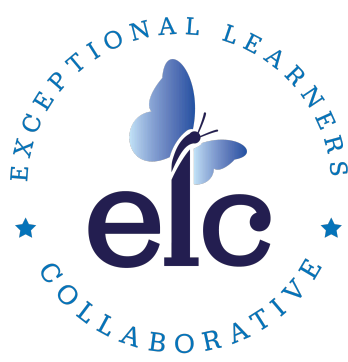
Approval of Board Policy Updates- First Reading					
Policy Number	Press Issue #	Policy Name	Policy Link:	Summary	Adopt/Non-Adopt/Lawyer review
5:285	N/A	Educational Support Personnel- Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers	<a href="#">Policy 5:285</a>	We are adding this board policy, since we have paraprofessionals needing to have drug and alcohol testing for the school bus endorsement.	Adopt
7:255	N/A	Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence	<a href="#">Policy 7:255</a>	We are adding this board policy after our compliance visit.	Adopt
2:200	121	Types of Governing Board Meetings	<a href="#">Press Policy 2:220</a>  <a href="#">Answers Required</a>	We post any special meeting agendas on both outside doors, the superintendent's office door, and website.	Adopt



				We will answer yes to the question - 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.	
2:220	121	Governing Board Meeting Procedure	<a href="#">Press Policy 2:220</a> <a href="#">Answers Required</a>	The ELC board has a consent agenda. All items that need action are under the consent or are voted separately.	Adopt
2:250	121	Access to ELC Public Records	<a href="#">Press Policy 2:250</a>	There were three changes due to the updated FOIA, 5 ILCS 140/2, amended by P.A 104-438. Also, junk mail means any unsolicited commercial mail or commercial electronic communication sent to a district and not responded to by a district.	Adopt
2:260	121	Uniform Grievance Procedure	<a href="#">Press Policy 2:260</a>	The only changes in this policy are the legal references.	Adopt
4:165	121	Awareness and Prevention of Child Sexual Abuse and Grooming	<a href="#">Press Policy 4:165</a>	Number 4 was removed because of the repeal of 105 ILCS 5/27-13.2, by P.A. 104-391. The legal references were updated in response to	Adopt



		Behaviors		105 ILCS 5/27-1015 and 5/27-215, both renumbered by P.A. 104-391.	
5:30	121	Hiring Process and Criteria	<a href="#">Press Policy 5:30</a>	Under the physical section - The Board will pay the expenses of <del>any</del> such examination. Any was deleted. The recommendation is to consult the school district attorney if a staff member asks for more than one physical examination to obtain a second opinion.	Adopt
5:50	121	Drug and Alcohol Free Workplace; E-Cigarette, Tobacco and Cannabis Prohibition	<a href="#">Press Policy 5:50</a>	A discussion will be had with our attorney on who is an “on call” employee. The recommendation would be all administrators could be on call.	Adopt
5:250	121	Leaves of Absence	<a href="#">Press Policy 5:250</a>  <a href="#">Answers Required</a>	The first change was adding a spouse as a covered family member. The last few changes are - Family Neonatal Intensive Care Leave: An unpaid leave from work is available to any staff member whose child is a patient in a neonatal intensive care unit (NICU) in accordance with the requirements of the Family Neonatal Intensive Care Leave Act. If ELC employs at least 51 employees, an employee is entitled to a total of 20 days of unpaid leave while a	Adopt



				<p>child of the employee is a patient in a NICU. Q1 ELC may require reasonable verification of the employee's child's length of stay in a NICU.</p> <p>We will check that we have more than 51 employees.</p>	
--	--	--	--	---	--

## Educational Support Personnel

### Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers<sup>1</sup>

The District shall adhere to State and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The Superintendent or designee manages a program to implement State and federal law defining the circumstances and procedures for the testing.<sup>2</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 and federal law controls this policy's content. The federal Omnibus Transportation Testing Act of 1991 requires that all persons subject to commercial driver's license requirements be tested for alcohol, marijuana, cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP). Cannabis remains a *Schedule I* (c)(17) controlled substance under federal law (21 U.S.C. §812) meaning it has no currently accepted medical use in treatment. Federal drug testing requirements for commercial and school bus drivers, including random testing, are unaffected by the legalization of cannabis for medical and recreational use at the State level. See sample procedure 5:285-AP, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers* and U.S. Dept. of Transportation's *Recreational Marijuana Notice* (12-3-12) ("We want to make it perfectly clear that the state initiatives will have no bearing on the Department of Transportation's regulated drug testing program. **The Department of Transportation's Drug and Alcohol Testing Regulation – 49 CFR Part 40 – does not authorize the use of Schedule I drugs, including marijuana, for any reason.**")(emphasis added) and *Recreational Marijuana Notice* (4-25-12), available at: [www.transportation.gov/odapc/program-guidance](http://www.transportation.gov/odapc/program-guidance). State law continues to permit the imposition of civil and criminal penalties for being school bus permit drivers who use cannabis while on duty. 410 ILCS 705/10-35(a)(9).

625 ILCS 5/6-106.1c contains State law requirements for reasonable suspicion drug and alcohol testing of school bus driver permit holders. If an employer has reasonable suspicion to believe that a school bus driver permit holder is under the influence of alcohol, drugs, or intoxicating compounds, the employer must require the permit holder to undergo testing at a licensed testing facility before driving any vehicle for which a school bus driver permit is required. The employer's reasonable suspicion must be based on specific, contemporaneous observations of the appearance, behavior, speech, or body odors. 49 CFR §382.307. State law makes employers of school bus driver permit holders who do not hold commercial driver's licenses subject to federal law regarding reasonable suspicion testing. The employer must report to the Ill. Secretary of State if the permit holder refuses testing or if the testing reveals the presence of alcohol, drugs, or intoxicating compounds. A school bus permit holder whose test discloses any amount of alcohol or drugs, or who refuses testing, will have his or her school bus permit suspended for three years.

State law also allows for drug and alcohol testing for any driver on a public roadway; i.e., *implied consent*. 625 ILCS 5/11-501.1.

Drug testing by government entities constitutes a search of an individual, thereby invoking State and federal constitutional law. In determining whether post-employment testing of a school bus driver is permissible, a court will balance the privacy interests of the employee against the district's interest. International Brotherhood of Teamsters v. Department of Transportation, 932 F.2d 1292 (9th Cir. 1991). For districts that employ staff members in positions requiring a commercial driver's license, see the U.S. Dept. of Transportation - Office of the Secretary, Office of Drug and Alcohol Policy and Compliance's guidance and best practices document titled **What Employers Need to Know About DOT Drug and Alcohol Testing**, available at: [www.transportation.gov/odapc/employer\\_handbook](http://www.transportation.gov/odapc/employer_handbook).

<sup>2</sup> An optional provision for districts that contract-out their transportation services:

This policy shall not be implemented, and no administrative procedures will be needed, until it is reasonably foreseeable that the District will hire staff for a position(s) requiring a commercial driver's license.

LEGAL REF.: 49 U.S.C. §31306, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991, P.L. 102-143).  
49 C.F.R. Parts 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs), 382 (Controlled Substance and Alcohol Use and Testing), and 395 (Hours of Service of Drivers).  
625 ILCS 5/6-106.1 and 5/6-106.1c.

CROSS REF.: 4:110 (Transportation), 5:30 (Hiring Process and Criteria), 5:280 (Duties and Qualifications)

## Students

### Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence<sup>1</sup>

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important District goals and required by 105 ILCS 5/26A (Article 26A).

The Superintendent or designee shall develop and implement a program for supporting Article 26A Students that:

1. Distributes this policy and procedures for requesting supportive services or filing a complaint to all students at the beginning of each school year.<sup>2</sup>
2. Ensures at least one staff member in each school building is designated as a resource person for Article 26A Students (Article 26A Resource Person) and receives training in accordance with 105 ILCS 5/26A-35.<sup>3</sup>
3. Notifies all District employees and agents that, upon learning or suspecting that a student is a parent, expectant parent, or victim of domestic or sexual violence, they must refer the student to a designated Article 26A Resource Person.<sup>4</sup>
4. Ensures any employees whose duties include the resolution of Article 26A complaints receive training in accordance with 105 ILCS 5/26A-25(b)(1).<sup>5</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 law requires this subject matter be covered by policy. 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. An *expectant parent* is a student who (i) is pregnant and (ii) has not yet received a diploma for completion of a secondary education as defined in 105 ILCS 5/22-22. Id. at 5/26A-10.

105 ILCS 5/2-3.147, added by P.A. 95-558 and repealed by P.A. 99-30, created the first Ensuring Success in School (ESS) Task Force. Supervised by the Ill. State Board of Education (ISBE), it developed policies, procedures, and protocols for school boards to adopt to address the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence; the goal was to encourage these students to stay in school, stay safe while in school, and successfully complete their education. The June 2010 report of the first ESS Task Force is available here: [www.isbe.net/Documents/ess-task-force-final-report0610.pdf](http://www.isbe.net/Documents/ess-task-force-final-report0610.pdf). 105 ILCS 5/26A-15, added by P.A. 102-466 (a/k/a *ESS Law*) and scheduled to be repealed on 12-1-25, created a second ESS Task Force supervised by ISBE, also focused on the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence. The second ESS Task Force was to: (1) draft and publish model policies and intergovernmental agreements for inter-district transfers, (2) draft and publish model complaint resolution procedures, and (3) identify current mandatory and new staff trainings needed. The June 2024 report of the second ESS Task Force is available here: [www.isbe.net/Documents\\_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf](http://www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf).

<sup>2</sup> 105 ILCS 5/26A-20(d), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.

<sup>3</sup> See f/n 25 in sample policy 5:100, *Staff Development Program*, and sample administrative procedure 7:255-API, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, for further information about training requirements.

<sup>4</sup> 105 ILCS 5/26A-40(e), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. *Agents* is not defined and who is considered an agent for the district is fact-specific; consult the board attorney for guidance.

<sup>5</sup> See f/n 3, above.

5. Requires verification of a student's claim of Article 26A status relating to domestic or sexual violence in accordance with 105 ILCS 5/26A-45.<sup>6</sup>
6. Provides Article 26A Students with in-school support services, information about non-school-based support services, and the ability to make up work missed due to circumstances related to the student's Article 26A status in accordance with 105 ILCS 5/26A-40.<sup>7</sup>
7. Ensures the prompt and equitable resolution of all Article 26A complaints through a complaint resolution procedure that fully complies with 105 ILCS 5/26A-25.<sup>8</sup>
8. Ensures that all information concerning an Article 26A Student's status and related experiences, or information concerning a student who is a named perpetrator of domestic or sexual violence, provided to or otherwise obtained by the District or its employees or agents pursuant to 105 ILCS 5/26A is retained in a confidential temporary file in accordance with 105 ILCS 10/2(f).<sup>9</sup> Confidentiality procedures will:<sup>10</sup>
  - a. Provide that such information may not be disclosed to any other individual outside of the District, including any other employee, except if such disclosure is: (1) permitted by the Ill. School Student Records Act (105 ILCS 10/), the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g), or other applicable State or federal laws; or (2) requested or consented to, in writing, by the Article 26A Student or their parent/guardian if it is safe to obtain written consent from the parent/guardian; and
  - b. Comply with the requirements of 105 ILCS 5/26A-30.

---

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

<sup>6</sup> 105 ILCS 5/26A-45, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. See detailed verification requirements and restrictions in sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

<sup>7</sup> 105 ILCS 5/26A-40, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. Providing accommodations to ensure equal educational opportunities for students who are parents and expectant parents is also required by federal regulations implementing Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681 *et seq.*) and ISBE sex equity regulations. 34 C.F.R. §106.40 and 49 C.F.R. §25.445; 23 Ill.Admin.Code §200.50. See sample policy 7:10, *Equal Educational Opportunities*, and sample administrative procedure 7:10-AP2, *Accommodating Breastfeeding Students*. Reasonable accommodations for breastfeeding students are also required by 105 ILCS 5/10-20.60.

<sup>8</sup> 105 ILCS 5/26A-25 and 5/26A-20(c), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, list the basic requirements for a complaint resolution procedure. Live hearings are not required but may be offered as part of the complaint resolution procedure. **Consult the board attorney if the board wants the district to use a live hearing in its complaint resolution procedure.** For an Article 26A complaint resolution procedure, see sample administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. See also sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

<sup>9</sup> 105 ILCS 5/26A-45(a), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. The *ESS Law* amended the definition of *student temporary record* in the Ill. School Student Records Act (ISSRA) (105 ILCS 10/) to include information concerning a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A. 105 ILCS 10/2(f), amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.

<sup>10</sup> Required by 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. The policy text is based on recommendations of the second *ESS Task Force*. See p. 14 of the June 2024 *ESS Task Force final report*, at: [www.isbe.net/Documents\\_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf](http://www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf). The phrase "including any other employee" comes directly from 105 ILCS 5/26A-30(a) and is confusing because it is unclear whose employee is being referenced. ISSRA permits student records to be disclosed to any district employees with a "current demonstrable educational or administrative interest" in a student if disclosure is "in furtherance of such interest." 105 ILCS 10/6(a)(2). **Consult the board attorney for guidance.**

9. Ensures that in the event an Article 26A Student or their parent/guardian reports an incident of alleged domestic or sexual violence, the District's procedures comply with 105 ILCS 5/26A-20(c). <sup>11</sup>

10. Complies with State and federal law and aligns with Board policies. <sup>12</sup>

Requesting Support Services

An Article 26A Student and/or their parent/guardian may request support services under this policy by contacting the building-level Article 26A Resource Person, whose name and contact information will be annually distributed to employees, students, and parents/guardians by each Building Principal.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint under this policy with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. <sup>13</sup>

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers. <sup>14</sup>

**Nondiscrimination Coordinator:**

**Title IX Coordinator:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

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

<sup>11</sup> 105 ILCS 5/26A-20(c)(1)-(6), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, states elements that must be in a district's "policy on the procedures" that a student or their parent/guardian may follow if he or she chooses to report an incident of alleged domestic or sexual violence. Having a "policy on the procedures" is a misnomer because the board does not adopt procedures but rather, through policy, directs the superintendent to establish procedures to implement policy. Only the required element at 105 ILCS 5/26A-20(c)(6), to establish a complaint resolution procedure, appears in this policy's text because the remaining elements are not board work and therefore inappropriate to include in board policy. Instead, required elements from 105 ILCS 5/26A-20(c)(1)-(5) appear in sample administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

<sup>12</sup> See sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, for a list of board policies implicated by the ESS Law and that may interact with this policy.

<sup>13</sup> By including "any employee" in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

<sup>14</sup> While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

**Complaint Managers:**

_____	_____
Name	Name
_____	_____
Address	Address
_____	_____
Email	Email
_____	_____
Telephone	Telephone

Complaint Resolution Procedure

When a complaint is filed, the Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review it according to administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

Enforcement

Any District employee who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A 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.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Policy Review <sup>15</sup>

At least once every two years, pursuant to 105 ILCS 5/26A-20 and Board policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy and to any other policies that may act as a barrier to their immediate enrollment and re-enrollment, attendance, graduation, and success in school of any student who is a parent, expectant parent, or victim of domestic or sexual violence. The Superintendent or designee shall assist the Board with its review and any updates.

Retaliation Prohibited <sup>16</sup>

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under Article 26A is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

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

<sup>15</sup> 105 ILCS 5/26A-20(a), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. This provision also requires districts to review and revise any procedures that act as a barrier to Article 26A Students. Since procedure review and revision is administrator work and not board work, this requirement is addressed in sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

<sup>16</sup> 105 ILCS 5/26A-50, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.

A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension or expulsion, with regard to students.

- LEGAL REF.: 105 ILCS 5/26A.  
105 ILCS 10/, Ill. School Student Records Act.  
405 ILCS 5/, Mental Health and Developmental Disabilities Code.  
405 ILCS 49/, Children's Mental Health Act.  
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.  
23 Ill.Admin.Code §1.240 and Part 200.
- CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:250 (Student Support Services), 7:340 (Student Records)

# *Document Status: Draft Update*

## **GOVERNING BOARDS**

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

#### General

For all meetings of the Governing Board, the Executive Board, and their committees, the Executive Director/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 ELC's main office. Board policy 2:220, *Governing Board Meeting Procedure*, governs meeting quorum requirements.

The Executive Director/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 Executive Director/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 Executive Director/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 ELC'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 Boards 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 ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. [5 ILCS 120/2\(c\)\(3\)](#).

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 ELC 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.

No final Board action will be taken at a closed meeting.

### 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 2 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 ELC'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 ELC Website

In addition to the other notices specified in this policy, the Executive Director/Superintendent or designee shall post the following on ELC 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.: 2:110 (Qualifications Term, and Duties of Board Officers), 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)

Adopted: December 21, 2023

---

### **Questions and Answers:**

2:200

\*\*\*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 meetings at the district's main office *and* at the location where the meeting is to be held. Consult the 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 "ELC's main office" to add "and the location where the meeting is to be held")
-

## 2:200 Types of Governing Board Meetings

# Document Status: Draft Update

### General

For all meetings of the Governing Board, the Executive Board, and their committees, the Executive Director/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 ELC's main office. Board policy [2:220](#), *Governing Board Meeting Procedure*, governs meeting quorum requirements.

The Executive Director/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 Executive Director/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 Executive Director/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.

## Questions and Answers Window

\*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 meetings at the district's main office *and* at the location where the meeting is to be held. Consult the 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 "ELC's main office" to add "and the location where the meeting is to be held")

\* Required

Save Responses

## GOVERNING BOARDS

### **2:220 Governing Board Meeting Procedure**

#### Agenda

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

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Any Board member may submit suggested agenda items to the Board President for his or her consideration for an upcoming meeting. ELC residents may suggest inclusions for the agenda. Discussion items may be added to the agenda at the beginning of a regular meeting. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Executive Director/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.

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.

#### Minutes

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

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;

5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

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

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 ELC's main office, in the presence of the Secretary, the Executive Director/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 ELC's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Executive Director/Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from ELC'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 ELC website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

#### Verbatim Record of Closed Meetings

The Executive Director/Superintendent, or the Board Secretary when the Executive Director/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 Executive Director/Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within ELC's main office.

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

Individual Board members may access verbatim recordings in the presence of the Recording

Secretary, the Executive Director/Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at ELC's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Executive Director/Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from ELC'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 ELC.

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 ELC 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 Executive Director/Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Executive Director/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 Executive Director/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 Executive Director/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.: 2:200 (Types of Governing Board Meetings), 2:230 (Public Participation at Governing Board Meetings and Petitions to the Board)

Adopted: December 21, 2023

## **Exceptional Learners Collaborative**

---

## 2:220 Governing Board Meeting Procedure

### *Document Status: Draft Update*

#### Agenda

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

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Any Board member may submit suggested agenda items to the Board President for his or her consideration for an upcoming meeting. **ELCR** residents of the area served by ELC may suggest inclusions for the agenda. Discussion items suggested by residents of the area served by ELC may be added to the agenda at the beginning of a regular meeting. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Executive Director/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

#### Questions and Answers Window

\*Question 1.

Does the Board take a roll call vote on *all* action items?

- No (Default)
- Yes (IASB will replace this paragraph with the following sentence: The Board shall take a roll call vote on all matters requiring its action, including but not limited to, all questions involving the expenditure of money and all questions involving the closing of a meeting to the public.)

\* Required

Save Responses

# Document Status: Draft Update

## GOVERNING BOARDS

### 2:250 Access to ELC Public Records

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

#### Freedom of Information Officer

The Executive Director/Superintendent shall appoint an employee, who may be himself or herself, to serve as ELC's Freedom of Information Officer and assume all the duties and powers of that office as provided in FOIA and this policy.

#### Definition

ELC'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 ELC.

ELC's public records do not include junk mail. [PRESSPlus1](#)

#### 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 ELC'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. Email requests must include the entirety of the request within the body of the email and not as an attachment or hyperlink. [PRESSPlus2](#) The Executive Director/Superintendent or designee shall instruct ELC employees to immediately forward any request for inspection and copying of a public record to ELC'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;
4. The request would require ELC to open electronically attached files or hyperlinks to view or access details of a request. In that case, the requester shall be notified within five business days

that the entirety of the electronic request must appear within the body of the electronic submission; or

5. ELC has a reasonable belief that the request was not submitted by a person, and the requester fails to verify orally or in writing that they are a person within 30 days of ELC's request for such verification. [PRESSPlus3](#)

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 ELC'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 ELC'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 ELC'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 ELC'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 ELC's website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to

ELC'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 ELC 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 ELC'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), ELC auditor, or other individual authorized by the Governing 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.

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

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

820 ILCS 40/11, [Personnel Record Review Act](#).

820 ILCS 130/5, [Prevailing Wage Act](#).

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

Adopted: February 11, 2021

---

### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Freedom of Information Act (FOIA), 5 ILCS 140/2, amended by P.A. 104-438. *Junk mail* means any unsolicited commercial mail or commercial electronic communication sent to a district and not responded to by a district. **Issue 121, March 2026**

PRESSPlus 2. Updated in response to FOIA, 5 ILCS 140/3(c), amended by P.A. 104-438. **Issue 121, March 2026**

PRESSPlus 3. Updated in response to FOIA, 5 ILCS 140/3(j), added by P.A. 104-438. **Issue 121, March 2026**

## *Document Status: Draft Update*

### **GOVERNING BOARDS**

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

A student, parent/guardian, employee, or community member should notify any ELC Complaint Manager if he or she believes that the Governing Board, the Executive Board, their employees, or their agents have violated his or her rights guaranteed by the [State](#) or federal [Constitution](#), State or federal statute, or Board policy, or has a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, [42 U.S.C. §12101](#) *et seq.*
2. Title IX of the Education Amendments of 1972, [20 U.S.C. §1681](#) *et seq.*, excluding Title IX 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. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#)
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff](#) *et seq.*
16. Employee Credit Privacy Act, [820 ILCS 70/](#)

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this

grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's 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, ELC 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 ELC'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 ELC 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 request an extension of time from the Executive Director.

The Executive Director/Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Executive Director/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 Executive Director/Superintendent shall provide his or her 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 Executive Director/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 Executive Director/Superintendent's decision, the Board shall affirm, reverse, or amend the Executive Director/Superintendent's decision or direct the Executive Director/Superintendent to gather additional information. Within five school business days after the Board's decision, the Executive Director/Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Executive Director/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. This policy shall not be construed to create an independent right to a hearing before the Executive Director/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 Executive Director/Superintendent shall appoint a Nondiscrimination Coordinator to manage ELC's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Executive Director/Superintendent shall appoint a Title IX Coordinator to coordinate ELC's efforts to comply with Title IX.

The Executive Director/Superintendent shall appoint at least one Complaint Manager to administer

this policy. If possible, the Executive Director/Superintendent will appoint two Complaint Managers, each of a different gender. The ELC's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Executive Director/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. The Executive Director/Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for ELC's Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers on an annual basis.

**Nondiscrimination Coordinator: Title IX Coordinators:**

Megan Clarke	Megan Clarke	Richard Medina
	(Primary)	(Secondary)
990 Corporate Woods Parkway, Vernon Hills, IL 60061	990 Corporate Woods Parkway, Vernon Hills, IL 60061	990 Corporate Woods Parkway, Vernon Hills, IL 60061
<a href="mailto:mclarke@elced.org">mclarke@elced.org</a>	<a href="mailto:mclarke@elced.org">mclarke@elced.org</a>	<a href="mailto:rmedina@elced.org">rmedina@elced.org</a>
224-513-6447	224-513-6447	224-513-6122

**Complaint Managers:**

Richard Medina

990 Corporate Woods  
Parkway,  
Vernon Hills, IL 60061

[rmedina@elced.org](mailto:rmedina@elced.org)

224-513-6122

**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](#)~~5/22-95 (final citation pending)~~, [5/22-110](#), [5/24-4](#), and [5/27-1](#), ~~5/27-23.7~~, and ~~45/1-15~~. [PRESSPlus1](#)

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

[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), 6:230 (Library Media Program), 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), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

Adopted: June 17, 2025

## PRESSPlus Comments

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

## *Document Status: Draft Update*

### **OPERATIONAL SERVICES**

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

Child sexual abuse and grooming behaviors harm students, their parents/guardians, ELC'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 ELC 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 Executive Director/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) ELC 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 ELC.
2. Train ELC 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 ELC employees and students based upon policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*,

- and how to prevent child sexual abuse from happening;
- b. Methods for how to report child sexual abuse, grooming behaviors, and/or 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 5/27-1015-9.1a, and 5/27-13.2.~~ [PRESSPlus2](#)

105 ILCS ~~110/3~~[5/27-215](#), 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), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

Adopted: January 19, 2023

---

#### **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**

# *Document Status: Draft Update*

## **General Personnel**

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

**Please refer to the current:**

#### **Exceptional Learners Collaborative Employee Handbook**

##### Job Descriptions

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

The Executive Director/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 Executive Director/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 Executive Director/Superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Executive Director/Superintendent or designee, or if the applicant is a successful Executive Director/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 Executive Director/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.

ELC 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 ELC employee, then the Board must consider that person's status as a condition of employment.

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

1. ELC 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. ELC 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. ELC 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. ELC does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. ELC does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. ELC does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. ELC 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. ELC 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 Executive Director/Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is an executive director/superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful executive director/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 ELC.

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. [PRESSPlus1](#)

#### Orientation Program

ELC's staff will provide an orientation program for new employees to acquaint them with ELC'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), 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 (Educational Support Personnel - Duties and Qualifications)

Adopted: December 21, 2023

---

## **PRESSPlus Comments**

PRESSPlus 1. Consult the board attorney if a staff member requests more than one physical examination to obtain a second opinion. **Issue 121, March 2026**

## Document Status: Draft Update

### General Personnel

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

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

An employee is *on call* when the District schedules the employee with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either at the District or another location previously designated by the District. [PRESSPlus1](#) All employees are prohibited from engaging in any of the following activities while on ELC premises or while performing work or being *on call* for ELC:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on ELC premises or while performing work for ELC when alcohol consumption is detectable, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on ELC premises or while performing work for ELC 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](#). ELC 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 Executive Director/Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Executive Director/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 ELC 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, ELC *premises* means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to ELC and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a 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 this Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on ELC premises or while performing work for ELC, no later than five calendar days after such a conviction.

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

To make employees aware of the dangers of drug and alcohol abuse, the Executive Director/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 ELC 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 ELC may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, *Curriculum Content*, requires ELC 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 ELC 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.

## ELC 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 ELC employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Executive Director/Superintendent shall notify the appropriate State or federal agency from which ELC 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), 8:30 (Visitors to and Conduct on School Property)

Adopted: March 14, 2022

---

## **PRESSPlus Comments**

PRESSPlus 1. Consult the board attorney regarding how the board wants to treat employees who may be considered on call, e.g., superintendents, principals, coaches, and/or maintenance workers, etc. **Issue 121, March 2026**

# *Document Status: Draft Update*

## Professional Personnel

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

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

#### Sick and Bereavement Leave, Personal Leave, Leave for Service in the Military

**Please refer to the current:**

#### **Exceptional Learners Collaborative Employee Handbook**

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Executive Director/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 Executive Director/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, [spouse](#), [PRESSPlus1](#) 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 at least 50 but not more than 249 employees on a full-time basis, an employee is entitled to a total of six 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.

#### 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 ELC, 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 ELC's employees may be absent to serve as election judges on the same Election Day.

#### General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

#### School Visitation Leave

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

The Executive Director/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 ELC 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 ELC, 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](#).

#### 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.

#### Family Neonatal Intensive Care Leave [PRESSPlus2](#)

An unpaid leave from work is available to any staff member whose child [PRESSPlus3](#) is a patient in a neonatal intensive care unit (NICU) in accordance with the requirements of the Family Neonatal Intensive Care Leave Act. If ELC employs at least 51 employees, an employee is entitled to a total of 20 days of unpaid leave while a child of the employee is a patient in a NICU. [Q1](#) ELC may require reasonable verification of the employee's child's length of stay in a NICU. [PRESSPlus4](#)

#### 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 157/](#), Family Neonatal Intensive Care 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)

## Questions and Answers:

\*\*\*Required Question 1. A district that employs 50 or fewer employees may substitute the following sentence: "If the District employs at least 16 but not more than 50 employees, an employee is entitled to a total 10 days of unpaid leave while a child of the employee is a patient in a NICU." 820 ILCS 157/10, added by P.A. 104-259, eff. 6-1-26. A district that employs 15 or fewer employees is not subject to the requirements of 820 ILCS 157/. If the district employs 15 or fewer employees, it may choose to delete this subhead.

How many employees are employed by the district, including part-time workers?

- 51 or more full- or part-time employees. (Default)
  - 50 or fewer full- or part-time employees. (IASB will substitute the following sentence: "If the District employs at least 16 but not more than 50 employees, an employee is entitled to a total 10 days of unpaid leave while a child of the employee is a patient in a NICU.")
- 

## PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. A covered family member includes a spouse under 105 ILCS 154/5. **Issue 121, March 2026**

PRESSPlus 2. Updated in response to 820 ILCS 157/, added by P.A. 104-259, eff. 6-1-26. This leave is separate from FMLA leave, and an employer must allow the employee to take the leave in addition to FMLA leave. The term *employee* includes part-time workers. **Issue 121, March 2026**

PRESSPlus 3. *Child* means an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. **Issue 121, March 2026**

PRESSPlus 4. An employer may not request confidential information protected by the Health Insurance Portability and Accountability Act or other law when asking for reasonable verification. Consult the board attorney for guidance on acceptable forms of verification. **Issue 121, March 2026**

## 5:250 Leaves of Absence

### *Document Status: Draft Update*

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, Leave for Service in the Military

**Please refer to the current:**

#### **Exceptional Learners Collaborative Employee Handbook**

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

#### **Questions and Answers Window**

\*Question 1.

A district that employs 50 or fewer employees may substitute the following sentence: "If the District employs at least 16 but not more than 50 employees, an employee is entitled to a total 10 days of unpaid leave while a child of the employee is a patient in a NICU." 820 ILCS 157/10, added by P.A. 104-259, eff. 6-1-26. A district that employs 15 or fewer employees is not subject to the requirements of 820 ILCS 157/. If the district employs 15 or fewer employees, it may choose to delete this subhead.

How many employees are employed by the district, including part-time workers?

- 51 or more full- or part-time employees. (Default)
- 50 or fewer full- or part-time employees. (IASB will substitute the following sentence: "If the District employs at least 16 but not more than 50 employees, an employee is entitled to a total 10 days of unpaid leave while a child of the employee is a patient in a NICU.")

\* **Required**

Save Responses



## Vernon Hills Park District -Facility Use Agreement

This Facility Use Agreement ("Agreement") is made as of March 1, 2026 by and between Vernon Hills Park District, located at 635 N Aspen Drive, Vernon Hills, IL, ("Owner"), and Exceptional Learners Collaborative, residing at 990 Corporate Woods Parkway, Vernon Hills, IL ("User").

The undersigned "User" agrees to the following agreement for use of the Vernon Hills Park District facility known as Lakeview Fitness located at 700 Lakeview Parkway, Vernon Hills IL, (hereinafter "Facility").

**Fees and Payment:** User agrees to pay a monthly fee at a rate of \$6 per student per visit to be invoiced monthly. Payment is due on or before the last day of each month. There is no charge for student aids. If payment is not received, use of the facility will not be permitted until balance is paid.

**Areas of Use:** User is granted access to the weight room, cardio area, restrooms, locker rooms, and common areas. User is restricted access to the pool. Access to open gym and fitness studios when not in use.

**Purpose of Use:** The facility shall be used solely for fitness, exercise, and wellness purposes. The User agrees not to use the facility for any unauthorized or illegal activities.

### Terms of Use:

- Number of People Per Use: Not to exceed 5 students plus student aids. Option to add more groups as agreed upon with Facility Manager
- From March 1, 2026 through February 28, 2027
- Facility access is granted Monday-Friday noon-3pm

### Facility Rules

- Proper Use of Equipment: Equipment must be used in the intended manner.
- Dress Code: Proper workout attire, including closed-toe shoes, must be worn at all times.
- Cleanliness: Users must wipe down equipment after use and properly store all fitness equipment.
- Conduct: Harassment, rowdy or abusive behavior, or inappropriate language is prohibited. User will abide by the Vernon Hills Park District Codes of Conduct (attached).

### **Vernon Hills Park District Code of Conduct**

The District Code of Conduct insists that all participants comply the following rules:

1. Show respect to all participants, staff, and volunteers. Participants should follow program rules and take direction from staff.
2. Refrain from using abusive, inappropriate, or foul language.
3. Refrain from threatening or causing bodily harm to self, other participants, or staff.
4. Show respect for equipment, supplies, and facilities.
5. Not possess any weapons.

- Alcohol/Drugs: Lakeview Fitness is a drug- and alcohol-free environment

#### **Waiver of Liability and Assumption of Risk**

- The User understands and agrees that participation in fitness activities involves certain inherent risks, including but not limited to injury, heart attack, or death.
- The User voluntarily assumes all risks and waives any claim against Vernon Hills Park District, its employees, agents, and affiliates for any participant injury, loss, or damage suffered during the use of the facility, except for claims arising from gross negligence or intentional misconduct.
- The User certifies that all participants are physically fit and have no medical condition that would prevent them from safely engaging in exercise or fitness activities.
- The User agrees to immediately notify facility staff if a participant experiences dizziness, pain, or discomfort while using the equipment or engaging in activities.

#### **RECITALS**

- A. As used in this Agreement, Vernon Hills Park District includes its officers, officials, agents, employees and volunteers.
- B. As used in this Agreement, "premises" and "facilities" includes all areas of the facility and common areas, including but not limited to parking facilities, cardio area, weight room, restrooms, walkways, hallways, etc.

NOW, THEREFORE, in consideration of the recitals and representations herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. User shall not enter, occupy or use this listed facility (ies) until the time(s) and date(s) specified above.
2. User shall vacate the facility (ies) at the time(s) and date(s) indicated above.
3. User shall be responsible for and will pay for any loss or damage to Lakeview Fitness or patron property arising out of the use of the said facility (ies) pursuant to this Agreement.
5. Vernon Hills Park District does not assume any liability for property damaged, lost or stolen on the Lakeview Fitness premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the Vernon Hills Park District from any and all losses, claims, suits or judgments or damages that User might sustain as a result of any and all activities connected with or associated with this Agreement, except for claims arising from gross negligence or intentional misconduct.

6. That no Lakeview Fitness equipment or property shall be removed from the premises.
7. User is solely responsible for providing any and all supervision at all times during User's use of the exercise areas and all common areas.
8. User shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement.
9. That this agreement for use of the Lakeview Fitness facility(ies) will not be entered into by Vernon Hills Park District unless said Agreement is signed by an authorized representative or agent of User and delivered to the Office of the Lakeview Fitness at the above address with appropriate payment.
10. That either party hereto may cancel this Agreement by delivery of written notice to the other party with a minimum of 30 days' notice before next billing period. The owner reserves the right to terminate the agreement immediately if the User violates any terms of the agreement or engages in unsafe or disruptive behavior. Refunds for unused membership time will be determined on a case-by-case basis.
11. It is fully understood and agreed by the parties that User shall fully defend, indemnify and hold harmless the Vernon Hills Park District, including its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.
12. User shall provide a certificate of insurance verifying ~~\$2,000,000~~ <sup>\$1,000,000</sup> per occurrence and ~~\$4,000,000~~ <sup>\$3,000,000</sup> annual aggregate minimum general liability insurance naming Vernon Hills Park District as an additional insured. Any insurance or self-insurance maintained by the Vernon Hills Park District shall be in excess of User's insurance and shall not contribute with it. User's insurer shall agree to waive all rights of subrogation against the Vernon Hills Park District.
13. User shall comply with any and all applicable rules, regulations, ordinances and permit procedures.
14. This use agreement may be revoked at any time at the discretion of the Lakeview Fitness due to misrepresentation of User, the misconduct of individuals in the group or for misuse of property. Future agreements may be withheld from the User.
15. This agreement is entered into solely for the benefit of the contracting parties, and nothing in this agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this agreement, or to acknowledge, establish or impose any legal duty to any third party.

16. This agreement represents the entire understanding between the parties. This agreement may be modified or altered only by further agreement in writing between the parties.

17. Interpretation of this agreement shall be governed by the laws of the State of Illinois.

User Signature: Megan Clark Date: 3/16/26

Printed Name: Megan Clark Superintendent

Owner Signature: [Signature] Date: 3/13/2026

Printed Name: Matthew LaPate, Executive Director



Ann Hofmeier &lt;ahofmeier@elced.org&gt;

## Fwd: [External] Public Records Request – District Functional Leadership Contacts

1 message

Megan Clarke &lt;mclarke@elced.org&gt;

Tue, Mar 17, 2026 at 10:10 AM

To: Ann Hofmeier &lt;ahofmeier@elced.org&gt;, Sean Carney &lt;scarney@elced.org&gt;

----- Forwarded message -----

From: CT Mills &lt;outreach@educatorsupportnetwork.org&gt;

Date: Tue, Mar 17, 2026 at 9:49AM

Subject: [External] Public Records Request – District Functional Leadership Contacts

To: &lt;mclarke@elced.org&gt;

Dear Records Officer,

Pursuant to Illinois Freedom of Information Act (FOIA) – 5 ILCS 140/1 et seq., I respectfully request copies of any **existing records** identifying the employee(s) assigned responsibility for **leadership, oversight, coordination, or supervisory authority** for the following functional areas at the district or central office level:

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

For each functional area listed above, please provide, if reflected in existing records:

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

If responsibility for multiple areas is assigned to the same individual, please indicate accordingly.

If responsibility for a listed area resides at the school level rather than the district office, please provide existing records identifying the appropriate employee(s), including principals or site-level administrators, as reflected in current organizational records.

This request is limited to **existing records only** and does not require the creation of any new record. If the information is maintained within an organizational chart, staff directory, departmental listing, or similar record, an electronic copy of that record will satisfy this request.

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

**Electronic delivery via email is preferred.**

Thank you for your assistance.

Sincerely,

CT Mills

Public Info Access LLC

984-303-8215



**Dr. Megan Clarke**  
**Superintendent**  
990 Corporate Woods Parkway  
Vernon Hills, Illinois 60061  
P: (224) 513-6447  
C: (847) 687-6185  
W: [elced.org](http://elced.org)

*Lifelong success for our exceptional learners*





March 20, 2026

Subject: FOIA Response

Dear CT Mills,

This letter constitutes the Exceptional Learners Collaborative's response to your request pursuant to the Illinois Freedom of Information Act (5 ILCS 140) regarding oversight of the functional areas. This constitutes the Exceptional Learners Collaborative's response to your request submitted pursuant to the Illinois Freedom of Information Act (5 ILC 140), and your request is **granted**.

**Assistant Superintendent Ms. Mary Bhardwaj** is responsible for leadership, oversight, coordination, or supervisory authority over functional areas at the district level.

[mbhardwaj@elced.org](mailto:mbhardwaj@elced.org)

1. Curriculum & Instruction / Teaching & Learning
2. English Language Learner (ELL)
3. Core Academic Subjects, including:
  - English Language Arts (ELA)
  - Mathematics
  - Science
  - Social Studies

Regarding your request for information on oversight of 1. Technology / Information Technology / 2. Computer Science Library / Media Services, 3. Career & Technical Education (CTE) and STEM, please be advised that the ELC does not have any records responsive to this portion of your request. We do not maintain dedicated administrative positions or staff for these three areas.

If you believe this response is incomplete or if you wish to request review by the Public Access Counselor, you may do so pursuant to 5 ILCS 140/9.5.

Please feel free to contact me if you have any questions regarding this response.

Sincerely,

Ms. Ann Hofmeier

FOIA Officer

Exceptional Learners Collaborative

[ahofmeier@elced.org](mailto:ahofmeier@elced.org)

**From:** Megan Clarke mclarke@elced.org  
**Subject:** Fwd: [External] FOIA Request: Purchase data  
**Date:** March 30, 2026 at 9:23 AM  
**To:** Sean Carney scarney@elced.org, Ann Hofmeier ahofmeier@elced.org



----- Forwarded message -----  
From: Justin Wenig <[justin.wenig@starbridgefoianetwork.com](mailto:justin.wenig@starbridgefoianetwork.com)>  
Date: Mon, Mar 30, 2026 at 9:19 AM  
Subject: [External] FOIA Request: Purchase data  
To: [jcox@elced.org](mailto:jcox@elced.org) <[jcox@elced.org](mailto:jcox@elced.org)>

Dear FOIA Officer,

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.), I am requesting access to and copies of the following public records possessed by Exceptional Learners Collaborative:

All purchase orders and/or payment records for non-person/vendor entities, such as companies, organizations, or contractors from January 1, 2025 to current date. Records should include, at minimum:

- Purchase date
- Vendor name
- Line item description
- Line item quantity
- Line item Amount

If vendor names are coded in the file, please provide a vendor list with corresponding codes.

Examples of relevant reports/records may include: check registers, procurement reports, standard PO detail reports, warrant/claims reports, and purchase order history reports, among others.

This request excludes any purchase orders or payments issued to staff, employees, or individuals for payroll, reimbursements, stipends, or other personnel-related expenses.

I am requesting existing, already maintained electronic records (without copying, scanning, or printing).

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

Should this request be denied wholly or partially, please provide a detailed justification for each decision, citing specific exemptions. Additionally, I request that all segregable portions of otherwise exempt material be provided.

Should you need further information or clarification to expedite this request, do not hesitate to reach out.

Thank you for your attention and cooperation. I look forward to your prompt response within the statutory period.

Sincerely,

Justin Wenig

Dr. Megan Clarke



April 2, 2026  
Subject: FOIA Response  
Dear Mr. Wenig

This letter constitutes the Exceptional Learners Collaborative's response to your request pursuant to the Illinois Freedom of Information Act (5 ILCS 140) regarding oversight of the functional areas. This constitutes the Exceptional Learners Collaborative's response to your request submitted pursuant to the Illinois Freedom of Information Act (5 ILC 140), and your request is **granted**.

After conducting a search of records, reasonably calculated to locate documents responsive to your request, the Exceptional Learners Collaborative has identified and is providing the following records attached.

All purchase orders and/or payment records for non-person/vendor entities, such as companies, organizations, or contractors, from January 1, 2025, to the current date, {*received March 30, 2026*}. Records should include, at a minimum:

- Purchase date
- Vendor name
- Line item description
- Line item quantity
- Line item Amount

Examples of relevant reports/records may include: check registers, procurement reports, standard PO detail reports, warrant/claims reports, and purchase order history reports, among others.

This request excludes any purchase orders or payments issued to staff, employees, or individuals for payroll, reimbursements, stipends, or other personnel-related expenses.

The Exceptional Learners Collaborative has determined that these records are subject to disclosure under the Illinois Freedom of Information Act. No fees are being assessed for this request.

If you believe this response is incomplete or if you wish to request review by the Public Access Counselor, you may do so pursuant to 5 ILCS 140/9.5.

Please feel free to contact me if you have any questions regarding this response.

Sincerely,

Ms. Ann Hofmeier  
FOIA Officer  
Exceptional Learners Collaborative  
[ahofmeier@elced.org](mailto:ahofmeier@elced.org)

## Checks Issued

Bank Account: AP		EXCEPTIONAL LEARNERS COLLABORATIVE						
Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00013210	ACCURATE BIOMETRICS, INC	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	207.00
00013211	PERSPECTIVES, LTD	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	416.64
00013212	AMAZON CAPITAL SERVICES	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	2,881.72
00013213	AMERICAN TAXI DISPATCH INC	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	718.00
00013214	ASPIRE CONSULTING INC	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	5,685.07
00013215	CINTAS CORPORATION	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	1,034.52
00013216	COLLECTIVE SPEAKERS LLC	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	5,000.00
00013217	COMCAST BUSINESS	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	1,619.79
00013218	CORPORATE WOODS ASSOCIATES LLC	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	14,775.45
00013219	CORPORATE WOODS ASSOCIATES LLC	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	18,949.07
00013220	E3 DIAGNOSTICS	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	507.48
00013221	EVERWAY LLC	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	2,080.00
00013222	FIRST STUDENT INC	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	443.15
00013223	ELENA FRISHMAN	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	2,000.00
00013224	JAMF	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	9,911.00
00013225	LANGUAGE LINE SERVICES, INC	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	46.62
00013226	KELLY MAHLER	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	5,600.00
00013227	MAKING LEMONADE INC	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	4,625.00
00013228	RAPHAEL R MURTON	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	345.00
00013229	NIHIP	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	208,483.64
00013230	ROBBINS SCHWARTZ	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	2,790.00
00013231	SCHOOLSTATUS LLC	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	1,400.00
00013232	SOLIANT HEALTH	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	5,670.00
00013233	SUNBELT STAFFING	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	4,316.40
00013234	VERNON HILLS PARK DISTRICT	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	408.00
00013235	WESTONE	AP 3.13.26 AG	R	R		03/13/2026	03/13/2026	100.94
00013236	EXCEPTIONAL LEARNERS COLLABORATIVE	6S VENDOR LIABILITIES	R	R		03/13/2026	03/13/2026	105,203.51
00013237	EXCEPTIONAL LEARNERS COLLABORATIVE	6T VENDOR LIABILITIES 03.27.26	R	R		03/27/2026	03/27/2026	105,139.18

## Checks Issued

Bank Account: AP		EXCEPTIONAL LEARNERS COLLABORATIVE						
Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00013238	ADLAI E. STEVENSON HIGH SCHOOL	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	26,024.00
00013239	AMAZON CAPITAL SERVICES	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	1,062.67
00013240	AT&T	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	1,598.49
00013241	CANON FINANCIAL SERVICES, INC	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	593.00
00013242	KATHARINE CASEY	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	1,800.00
00013243	COMED	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	228.96
00013244	COMED	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	721.39
00013245	COMED	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	687.94
00013246	ECOLAB	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	280.63
00013247	FIRST STUDENT INC	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	202.35
00013248	HODGES LOIZZI EISENHAMMER	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	1,300.00
00013249	JENNIFER HOFFMANN	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	58.80
00013250	RICHARD J MEDINA	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	69.06
00013251	NEXTIVA INC	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	1,155.89
00013252	NORTH SHORE GAS	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	823.41
00013253	NORTH SHORE GAS	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	682.51
00013254	SOLIANT HEALTH	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	5,879.70
00013255	SUN LIFE FINANCIAL	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	3,672.53
00013256	SUNBELT STAFFING	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	4,207.80
00013257	TAYLOR PLUMBING INC	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	260.00
00013258	VERIZON WIRELESS	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	352.10
00013259	WASTE MANAGEMENT SERVICES	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	1,902.67
00013260	WEX BANK	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	301.91
00013261	ZOOM COMMUNICATIONS INC	AP 3.27.26 AG	R	R		03/27/2026	03/27/2026	3,398.00
00013262	CARDMEMBER SERVICE	OLD CC 02/2026	R	R		03/13/2026	03/13/2026	835.47
00013263	OLD NATIONAL BANK	New & Student CC 02/2026	R	R		03/23/2026	03/23/2026	10,705.64
8000000855	ELC for EMPLOYEE BENEFITS CORPORATION	6S VENDOR LIABILITIES	R	W		03/13/2026	03/13/2026	5,830.66
8000000856	EQUITABLE EQUI-VEST	6S VENDOR LIABILITIES	R	W		03/13/2026	03/13/2026	7,401.38
8000000857	IRS - FICA	6S VENDOR LIABILITIES	R	W		03/13/2026	03/13/2026	32,907.96
8000000858	IRS - MEDICARE	6S VENDOR LIABILITIES	R	W		03/13/2026	03/13/2026	13,720.40

## Checks Issued

Bank Account: AP						EXCEPTIONAL LEARNERS COLLABORATIVE		
Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
8000000859	IRS - TAX WITH	6S VENDOR LIABILITIES	R	W		03/13/2026	03/13/2026	38,166.65
8000000860	PlanMember	6S VENDOR LIABILITIES	R	W		03/13/2026	03/13/2026	6,001.29
8000000861	STATE OF IL DEPT OF REVENUE	6S VENDOR LIABILITIES	R	W		03/13/2026	03/13/2026	20,177.99
8000000862	Teachers Health Insurance Security	6S VENDOR LIABILITIES	R	W		03/13/2026	03/13/2026	3,484.96
8000000863	Teachers Retirement System	6S VENDOR LIABILITIES	R	W		03/13/2026	03/13/2026	21,264.68
8000000864	VOYA INSTITUTIONAL TRUST COMPANY	6S VENDOR LIABILITIES	R	W		03/13/2026	03/13/2026	3,656.46
8000000865	ELC for EMPLOYEE BENEFITS CORPORATION	6T VENDOR LIABILITIES 03.27.26	R	W		03/27/2026	03/27/2026	5,830.66
8000000866	EQUITABLE EQUI-VEST	6T VENDOR LIABILITIES 03.27.26	R	W		03/27/2026	03/27/2026	7,401.38
8000000867	ILLINOIS MUNICIPAL RETIREMENT FUND	6T VENDOR LIABILITIES 03.27.26	R	W		03/27/2026	03/27/2026	63,568.22
8000000868	IRS - FICA	6T VENDOR LIABILITIES 03.27.26	R	W		03/27/2026	03/27/2026	33,046.36
8000000869	IRS - MEDICARE	6T VENDOR LIABILITIES 03.27.26	R	W		03/27/2026	03/27/2026	13,687.84
8000000870	IRS - TAX WITH	6T VENDOR LIABILITIES 03.27.26	R	W		03/27/2026	03/27/2026	38,513.32
8000000871	PlanMember	6T VENDOR LIABILITIES 03.27.26	R	W		03/27/2026	03/27/2026	6,001.29
8000000872	STATE OF IL DEPT OF REVENUE	6T VENDOR LIABILITIES 03.27.26	R	W		03/27/2026	03/27/2026	20,132.88
8000000873	Teachers Health Insurance Security	6T VENDOR LIABILITIES 03.27.26	R	W		03/27/2026	03/27/2026	3,449.82
8000000874	Teachers Retirement System	6T VENDOR LIABILITIES 03.27.26	R	W		03/27/2026	03/27/2026	21,050.38
8000000875	VOYA INSTITUTIONAL TRUST COMPANY	6T VENDOR LIABILITIES 03.27.26	R	W		03/27/2026	03/27/2026	3,659.74
8000000876	WISCONSIN DEPT OF REVENUE	6T VENDOR LIABILITIES 03.27.26	R	W		03/27/2026	03/27/2026	880.73
<b>Grand Totals: 76 Total Checks</b>								<b>948,997.15</b>



## March 2026 Statement of Expenditure by Object

<u>Overhead by Object</u>		<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Remaining Budget</u>
100	Salaries	\$ 2,395,563	\$ 171,547	\$ 1,673,854	\$ 721,708
200	Benefits	\$ 885,368	\$ 67,200	\$ 634,016	\$ 251,351
300	Purchased Services	\$ 676,362	\$ 51,884	\$ 492,965	\$ 183,397
400	Supplies	\$ 238,750	\$ 19,144	\$ 152,649	\$ 86,101
500	Capital Outlay	\$ -	\$ -	\$ -	\$ -
600	Dues/Fees	\$ 30,000	\$ 1,554	\$ 18,798	\$ 11,202
700	Equipment	\$ 132,000	\$ 507	\$ 51,917	\$ 80,083
Grand Total		\$ 4,358,042	\$ 311,836	\$ 3,024,199	\$ 1,333,843

<u>D96 by Object</u>		<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Remaining Budget</u>
100	Salaries	\$ 1,783,220	\$ 120,411	\$ 1,141,477	\$ 641,743
200	Benefits	\$ 402,370	\$ 30,334	\$ 264,800	\$ 137,570
300	Purchased Services	\$ 129,115	\$ 15,850	\$ 79,279	\$ 49,836
400	Supplies	\$ 27,200	\$ 158	\$ 17,039	\$ 10,161
500	Capital Outlay	\$ -	\$ -	\$ -	\$ -
600	Dues/Fees	\$ 3,000	\$ -	\$ 3,238	\$ (238)
700	Equipment	\$ 1,000	\$ 101	\$ 200	\$ 800
Grand Total		\$ 2,345,906	\$ 166,855	\$ 1,506,032	\$ 839,873

<u>D103 by Object</u>		<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Remaining Budget</u>
100	Salaries	\$ 68,087	\$ 3,884	\$ 34,390	\$ 33,697
200	Benefits	\$ 10,444	\$ 484	\$ 4,751	\$ 5,692
300	Purchased Services	\$ 57,100	\$ 4,677	\$ 13,336	\$ 43,764
400	Supplies	\$ 11,750	\$ -	\$ 9,450	\$ 2,300
500	Capital Outlay	\$ -	\$ -	\$ -	\$ -
600	Dues/Fees	\$ 250	\$ -	\$ 68	\$ 182
700	Equipment	\$ 500	\$ -	\$ -	\$ 500
Grand Total		\$ 148,130	\$ 9,045	\$ 61,995	\$ 86,136

<u>D125 by Object</u>		<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Remaining Budget</u>
100	Salaries	\$ 3,647,795	\$ 278,347	\$ 2,512,759	\$ 1,135,036
200	Benefits	\$ 1,061,285	\$ 82,874	\$ 689,291	\$ 371,993
300	Purchased Services	\$ 179,630	\$ 3,715	\$ 21,402	\$ 158,228
400	Supplies	\$ 35,000	\$ 2,779	\$ 22,272	\$ 12,728
500	Capital Outlay	\$ -	\$ -	\$ -	\$ -
600	Dues/Fees	\$ 16,000	\$ 1,840	\$ 16,644	\$ (644)
700	Equipment	\$ 2,000	\$ -	\$ -	\$ 2,000
Grand Total		\$ 4,941,709	\$ 369,554	\$ 3,262,367	\$ 1,679,342

<u>D114 by Object</u>		<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Remaining Budget</u>
100	Salaries	\$ 726,128	\$ 55,856	\$ 489,908	\$ 236,219
200	Benefits	\$ 135,838	\$ 10,832	\$ 87,277	\$ 48,561
300	Purchased Services	\$ 4,517	\$ 286	\$ 853	\$ 3,664
400	Supplies	\$ 4,550	\$ -	\$ 2,910	\$ 1,640
500	Capital Outlay	\$ -	\$ -	\$ -	\$ -
600	Dues/Fees	\$ 250	\$ -	\$ -	\$ 250
700	Equipment	\$ -	\$ -	\$ -	\$ -
Grand Total		\$ 871,283	\$ 66,974	\$ 580,949	\$ 290,334

<u>ELC West by Object</u>		<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Remaining Budget</u>
100	Salaries	\$ 3,093,110	\$ 218,286	\$ 2,074,049	\$ 1,019,060

200	Benefits	\$	903,657	\$	63,464	\$	533,857	\$	369,799
300	Purchased Services	\$	412,763	\$	42,193	\$	309,091	\$	103,672
400	Supplies	\$	152,350	\$	5,836	\$	117,583	\$	34,767
500	Capital Outlay	\$	33,047	\$	-	\$	27,155	\$	5,892
600	Dues/Fees	\$	2,000	\$	763	\$	4,594	\$	(2,594)
700	Equipment	\$	226,455	\$	718	\$	231,898	\$	(5,443)
	Grand Total	\$	4,823,381	\$	331,259	\$	3,298,228	\$	1,525,153

<u>Non-Member by Object</u>		<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Remaining Budget</u>
100	Salaries	\$ 1,752,928	\$ 126,647	\$ 1,089,896	\$ 663,032
200	Benefits	\$ 331,461	\$ 23,098	\$ 187,606	\$ 143,854
300	Purchased Services	\$ 7,012	\$ 642	\$ 4,846	\$ 2,166
400	Supplies	\$ 2,725	\$ 1,620	\$ 3,589	\$ (864)
500	Capital Outlay	\$ -	\$ -	\$ -	\$ -
600	Dues/Fees	\$ -	\$ -	\$ 444	\$ (444)
700	Equipment	\$ -	\$ -	\$ -	\$ -
	Revenue returned to Members	\$ 2,310,000	\$ -	\$ 2,589,778	\$ (279,778)
	Grand Total	\$ 4,404,126	\$ 152,006	\$ 3,876,160	\$ 527,966
		<b>\$ 21,892,578</b>	<b>\$ 1,407,529</b>	<b>\$ 15,609,931</b>	

## Payroll Summaries

Check Date: 3/1/2026 - 3/31/2026

EXCEPTIONAL LEARNERS COLLABORATIVE

Payroll Run	Pay Gross	Fed Gross	Fed Tax	State Gross	State Tax	SS Gross	SS Tax	Med Gross	Med Tax
3/13/26 - 6S BI-WEEKLY	494,866.00	428,255.85	38,166.65	428,255.85	20,619.50	265,385.98	16,453.98	473,114.98	6,860.20
3/27/26 - 6T BI-WEEKLY	493,702.63	427,306.15	38,513.32	427,306.15	20,572.10	266,503.05	16,523.18	471,995.44	6,843.92
<b>Totals:</b>	<b>988,568.63</b>	<b>855,562.00</b>	<b>76,679.97</b>	<b>855,562.00</b>	<b>41,191.60</b>	<b>531,889.03</b>	<b>32,977.16</b>	<b>945,110.42</b>	<b>13,704.12</b>

## March 2026 Statement of Revenue by Object

<u>Source of Revenue</u>	<u>Budget</u>		<u>MTD</u>		<u>YTD</u>		<u>Remaining Budget</u>	
Evidence Based Funding	\$	95,535	\$	17,372	\$	-	\$	95,535
Medicaid Admin Outreach	\$	72,105	\$	29,607	\$	-	\$	72,105
Medicaid Fee For Service	\$	46,965	\$	-	\$	-	\$	46,965
Member Services	\$	16,577,637	\$	7,551,959	\$	15,248,872	\$	1,328,765
Non-Member Services	\$	2,713,834	\$	347,699	\$	2,227,291	\$	486,542
Non-Voting Member Services	\$	881,045	\$	93,103	\$	657,334	\$	223,711
SpEd Tuition - ELC West	\$	3,051,630	\$	446,438	\$	2,224,080	\$	827,550
SpEd Transportation State Aid	\$	59,709	\$	-	\$	-	\$	59,709
Grand Total	\$	23,498,460	\$	8,486,178	\$	20,357,578	\$	3,140,882

**Services Sold to Nonmember Districts  
ELC Contractual - Revenue / Expenses / Profit  
(July 2025-June 2026)**

**REVENUE**

Nonmember Services Revenue Allocation	July Services Revenue	August Services Revenue	September Services Revenue	October Services Revenue	November Services Revenue	December Services Revenue	January Services Revenue	February Services Revenue	March Services Revenue	April Services Revenue	May Services Revenue	June Services Revenue	Total Services Revenue
Nonmember	914.75	237,429.71	236,608.41	236,736.62	236,511.95	235,862.70	248,912.28	247,554.10	0.00	0.00	0.00	0.00	1,680,530.52
D96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D125	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D103	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>914.75</b>	<b>237,429.71</b>	<b>236,608.41</b>	<b>236,736.62</b>	<b>236,511.95</b>	<b>235,862.70</b>	<b>248,912.28</b>	<b>247,554.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,680,530.52</b>

**EXPENSES BY DISTRICT**

Nonmember Services Expenses Allocation	July Services Expenses	August Services Expenses	September Services Expenses	October Services Expenses	November Services Expenses	December Services Expenses	January Services Expenses	February Services Expenses	March Services Expenses	April Services Expenses	May Services Expenses	June Services Expenses	Total Services Expenses
Nonmember	12,859.51	167,453.63	172,596.49	171,426.50	171,021.46	170,375.33	179,182.12	178,106.07	0.00	0.00	0.00	0.00	1,223,021.08
D96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D125	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D103	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>12,859.51</b>	<b>167,453.63</b>	<b>172,596.49</b>	<b>171,426.50</b>	<b>171,021.46</b>	<b>170,375.33</b>	<b>179,182.12</b>	<b>178,106.07</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,223,021.08</b>

**PROFIT**

Nonmember Profit Allocation to Member Districts*	July Services Profit	August Services Profit	September Services Profit	October Services Profit	November Services Profit	December Services Profit	January Services Profit	February Services Profit	March Services Profit	April Services Profit	May Services Profit	June Services Profit	Total Nonmember Profit
D96 (19.12%)	-2,283.84	13,379.43	12,239.08	12,487.30	12,521.78	12,521.19	13,332.41	13,278.46	0.00	0.00	0.00	0.00	87,475.81
D125 (79.46%)	-9,491.30	55,603.00	50,863.87	51,895.42	52,038.75	52,036.27	55,407.59	55,183.41	0.00	0.00	0.00	0.00	363,537.00
D103 (1.42%)	-169.62	993.66	908.97	927.40	929.97	929.92	990.17	986.16	0.00	0.00	0.00	0.00	6,496.63
<b>Total</b>	<b>-11,944.76</b>	<b>69,976.08</b>	<b>64,011.92</b>	<b>65,310.12</b>	<b>65,490.49</b>	<b>65,487.37</b>	<b>69,730.16</b>	<b>69,448.03</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>457,509.44</b>

0.00

\*Estimated Profit Distribution based on Estimated Pre-Bill 2025/2026 Summary

**EXPENSES BY OBJECT**

Nonmember Services Expenses	July Services Expenses	August Services Expenses	September Services Expenses	October Services Expenses	November Services Expenses	December Services Expenses	January Services Expenses	February Services Expenses	March Services Expenses	April Services Expenses	May Services Expenses	June Services Expenses	Total Services Expenses
Nonmember Salary and Benefits	658.53	163,472.59	162,143.80	162,230.07	162,079.88	161,648.15	170,540.09	169,441.53	0.00	0.00	0.00	0.00	1,152,214.64
Curriculum Development – Non Member	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IEP – Non-Member	0.00	180.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.06
Mentor/Jobalike Stipend - Non Member	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional Development - Non Member	0.00	0.00	2,399.96	1,049.00	782.35	384.80	226.62	355.02	0.00	0.00	0.00	0.00	5,197.75
Purchased Services (SPED) – Non-Member	4,200.00	-4,200.00	51.75	0.00	0.00	0.00	0.00	155.25	0.00	0.00	0.00	0.00	207.00
Travel - Non Member	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Translation Services - Non Member	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Testing Materials - Non Member	0.00	0.00	0.00	0.00	0.00	45.55	160.72	100.00	0.00	0.00	0.00	0.00	306.27
Software - Non Member	0.00	0.00	0.00	0.00	0.00	0.00	215.00	0.00	0.00	0.00	0.00	0.00	215.00
Technology Supplies - Non Member	1,255.79	1,255.79	1,255.79	1,255.79	1,261.71	1,255.79	1,255.79	1,255.79	0.00	0.00	0.00	0.00	10,052.25
Dues - Non Member	0.00	0.00	0.00	90.00	105.00	249.00	0.00	0.00	0.00	0.00	0.00	0.00	444.00
General Supplies - Non Member	0.00	0.00	0.00	56.45	47.33	46.85	38.71	53.29	0.00	0.00	0.00	0.00	242.63
TRS Administrator (.5 FTE)	5,953.18	5,953.18	5,953.18	5,953.18	5,953.18	5,953.18	5,953.18	5,953.18	0.00	0.00	0.00	0.00	47,625.47
PAYROLL - Administrative Charge	792.00	792.00	792.00	792.00	792.00	792.00	792.00	792.00	0.00	0.00	0.00	0.00	6,336.00
<b>Total</b>	<b>12,859.51</b>	<b>167,453.63</b>	<b>172,596.49</b>	<b>171,426.50</b>	<b>171,021.46</b>	<b>170,375.33</b>	<b>179,182.12</b>	<b>178,106.07</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,223,021.08</b>

**Services Sold to Nonmember Districts  
District Contractual - Revenue / Expenses / Profit  
(July 2025-June 2026)**

**REVENUE**

<b>Base Services Sold Revenue Allocation</b>	<b>July Services Revenue</b>	<b>August Services Revenue</b>	<b>September Services Revenue</b>	<b>October Services Revenue</b>	<b>November Services Revenue</b>	<b>December Services Revenue</b>	<b>January Services Revenue</b>	<b>February Services Revenue</b>	<b>March Services Revenue</b>	<b>April Services Revenue</b>	<b>May Services Revenue</b>	<b>June Services Revenue</b>	<b>Total Services Revenue</b>
Base	0.00	71,299.17	76,277.35	81,001.53	73,882.22	73,184.97	75,361.45	75,764.17	0.00	0.00	0.00	0.00	<b>526,770.86</b>
D96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
D125	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.24	0.00	0.00	0.00	0.00	<b>30.24</b>
D103	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
<b>Total</b>	<b>0.00</b>	<b>71,299.17</b>	<b>76,277.35</b>	<b>81,001.53</b>	<b>73,882.22</b>	<b>73,184.97</b>	<b>75,361.45</b>	<b>75,794.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>526,801.10</b>

**EXPENSES BY DISTRICT**

<b>Base Services Expenses Allocation</b>	<b>July Services Expenses</b>	<b>August Services Expenses</b>	<b>September Services Expenses</b>	<b>October Services Expenses</b>	<b>November Services Expenses</b>	<b>December Services Expenses</b>	<b>January Services Expenses</b>	<b>February Services Expenses</b>	<b>March Services Expenses</b>	<b>April Services Expenses</b>	<b>May Services Expenses</b>	<b>June Services Expenses</b>	<b>Total Services Expenses</b>
Base Salary and Benefits	0.00	48,859.16	50,501.20	52,627.50	50,173.91	49,656.73	50,026.84	50,930.70	0.00	0.00	0.00	0.00	<b>352,776.04</b>
D96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
D125	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.31	0.00	0.00	0.00	0.00	<b>20.31</b>
D103	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
<b>Total</b>	<b>0.00</b>	<b>48,859.16</b>	<b>50,501.20</b>	<b>52,627.50</b>	<b>50,173.91</b>	<b>49,656.73</b>	<b>50,026.84</b>	<b>50,951.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>352,796.35</b>

**PROFIT**

<b>Base Profit Allocation to Member Districts*</b>	<b>July Services Profit</b>	<b>August Services Profit</b>	<b>September Services Profit</b>	<b>October Services Profit</b>	<b>November Services Profit</b>	<b>December Services Profit</b>	<b>January Services Profit</b>	<b>February Services Profit</b>	<b>March Services Profit</b>	<b>April Services Profit</b>	<b>May Services Profit</b>	<b>June Services Profit</b>	<b>Total Base Profit</b>
D96 (19.12%)	0.00	4,290.53	4,928.40	5,425.11	4,533.03	4,498.60	4,843.98	4,750.06	0.00	0.00	0.00	0.00	<b>33,269.71</b>
D125 (79.46%)	0.00	17,830.83	20,481.73	22,546.00	18,838.62	18,695.54	20,130.88	19,740.57	0.00	0.00	0.00	0.00	<b>138,264.17</b>
D103 (1.42%)	0.00	318.65	366.02	402.91	336.66	334.10	359.75	352.78	0.00	0.00	0.00	0.00	<b>2,470.87</b>
<b>Total</b>	<b>0.00</b>	<b>22,440.01</b>	<b>25,776.15</b>	<b>28,374.03</b>	<b>23,708.31</b>	<b>23,528.24</b>	<b>25,334.61</b>	<b>24,843.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>174,004.75</b>

0.00

\*Estimated Profit Distribution based on Estimated Pre-Bill 2025/2026 Summary

**MINUTES OF THE SPECIAL MEETING OF THE EXCEPTIONAL LEARNERS  
COLLABORATIVE BOARD OF EDUCATION, LAKE COUNTY, ILLINOIS, HELD THURSDAY  
MARCH 12, 2026, AT 8:00 A.M. IN THE EXCEPTIONAL LEARNERS COLLABORATIVE  
TRAINING ROOM, VERNON HILLS, ILLINOIS.**

**CALL TO ORDER AND ROLL CALL**

President Neault called the meeting to order at 8:00 A.M. On roll call, Ms. Neault, Mr. Burns, and Ms. Peterson answered. Also in attendance was Superintendent Dr. Clarke and Treasurer Carney.

Absent: None

**DISCUSSION TOPIC**

- a. BOARD OF EDUCATION INFORMATION

**EXECUTIVE SESSION**

Mr. Burns moved, seconded by Ms. Peterson that the Board of Education adjourn to executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of a specific employee and/or matters related to potential litigation. On roll call, Ms. Neault, Mr. Burns, and Ms. Peterson voted aye. The motion carried unanimously. (8:03 AM)

**RETURN TO REGULAR SESSION**

Mr. Burns moved, seconded by Ms. Peterson that the Board of Education return to regular session. On roll call, Ms. Neault, Mr. Burns, and Ms. Peterson voted aye. The motion carried unanimously. (8:29 A.M.)

**ADJOURNMENT**

Mr. Burns moved, seconded by Ms. Peterson that the meeting be adjourned. By voice vote, the motion carried unanimously. (8:30 A.M.)

---

SECRETARY

---

PRESIDENT

**MINUTES OF THE REGULAR MEETING OF THE EXCEPTIONAL LEARNERS  
COLLABORATIVE BOARD OF EDUCATION, LAKE COUNTY, ILLINOIS, HELD THURSDAY  
MARCH 12, 2026, AT 8:30 A.M. IN THE EXCEPTIONAL LEARNERS COLLABORATIVE  
TRAINING ROOM, VERNON HILLS, ILLINOIS.**

**CALL TO ORDER AND ROLL CALL**

President Neault called the meeting to order at 8:31 A.M. On roll call, Ms. Neault, Mr. Burns, and Ms. Peterson answered. Also in attendance were Superintendent Sheridan, Superintendent Dr. Clarke, Director of Human Resources and Talent Acquisition Hofmeier, Superintendent Warren, Treasurer Carney, and Recording Secretary Cone.

Absent: Assistant Superintendent of Teaching, Learning, and Professional Growth Bhardwaj and Superintendent Twadell.

**APPROVAL OF ADDITIONAL 1.0 FTE PARAPROFESSIONAL AT ELC WEST**

Ms. Peterson moved, seconded by Mr. Burns that the Board of Education approve the additional 1.0 FTE Paraprofessional, as presented. On roll call, Mr. Burns, Ms. Neault, and Ms. Peterson voted aye. The motion carried unanimously.

**APPROVAL OF 2026 ESY POSITIONS**

Ms. Peterson moved, seconded by Mr. Burns that the Board of Education approve the 2026 ESY positions as noted in the Agenda Booklet of March 12, 2026. On roll call, Ms. Peterson, Mr. Burns, and Ms. Neault voted aye. The motion carried unanimously.

**APPROVAL OF FY 2026-2027 CERTIFIED/LICENSED/SUPPORT STAFF POSITIONS**

Ms. Peterson moved, seconded by Mr. Burns that the Board of Education approve the FY 2026-2027 Positions, as presented. On roll call, Ms. Neault, Mr. Burns, and Ms. Peterson voted aye. The motion carried unanimously.

**APPROVAL OF HONORABLE DISMISSAL OF CERTAIN FULL-TIME EDUCATIONAL  
SUPPORT PERSONNEL**

Mr. Burns moved, seconded by Ms. Peterson that the Board of Education approve the honorable dismissal of certain full-time educational support personnel, as noted in the Agenda Booklet of March 12, 2026, as presented. On roll call, Mr. Burns, Ms. Neault, and Ms. Peterson voted aye. The motion carried unanimously.

**APPROVAL OF HONORABLE DISMISSAL OF CERTAIN PART-TIME, NON-TENURED  
TEACHER(S)**

Ms. Peterson moved, seconded by Mr. Burns that the Board of Education approve the honorable dismissal of certain part-time, non-tenured teacher(s), as noted in the Agenda Booklet of March 12, 2026, as presented. On roll call, Ms. Peterson, Mr. Burns, and Ms. Neault voted aye. The motion carried unanimously.

**APPROVAL OF HONORABLE DISMISSAL OF CERTAIN TEACHER(S)**

Ms. Peterson moved, seconded by Mr. Burns that the Board of Education approve the honorable dismissal of certain teacher(s), as noted in the Agenda Booklet of March 12, 2026, as presented. On roll call, Ms. Neault, Mr. Burns, and Ms. Peterson voted aye. The motion carried unanimously.

## **APPROVAL OF DISMISSAL OF CERTAIN PART-TIME EDUCATIONAL SUPPORT PERSONNEL**

Mr. Burns moved, seconded by Ms. Peterson that the Board of Education approve the dismissal of certain part-time educational support personnel, as noted in the Agenda Booklet of March 12, 2026, as presented. On roll call, Mr. Burns, Ms. Neault, and Ms. Peterson voted aye. The motion carried unanimously.

## **APPROVAL OF NON-REEMPLOYMENT OF CERTAIN FULL-TIME, NON-TENURED TEACHER(S) NOT IN LAST YEAR OF PROBATIONARY SERVICE**

Ms. Peterson moved, seconded by Mr. Burns that the Board of Education approve the non-reemployment of certain full-time, non-tenured teacher(s) not in last year of probationary service, as noted in the Agenda Booklet of March 12, 2026, as presented. On roll call, Ms. Peterson, Mr. Burns, and Ms. Neault voted aye. The motion carried unanimously.

## **APPROVAL OF BOARD POLICY UPDATES (FIRST READING)**

The Board of Education was presented with a first reading of Board Policy updates. The Board will take final action at its next regular meeting.

## **APPROVAL OF WASTE MANAGEMENT CONTRACT (3-YEAR TERM)**

Ms. Peterson moved, seconded by Mr. Burns that the Board of Education approve the Waste Management Contract, as presented. On roll call, Ms. Neault, Mr. Burns, and Ms. Peterson voted aye. The motion carried unanimously.

## **APPROVAL OF SUPERINTENDENT EMPLOYMENT AGREEMENT (5-YEAR TERM)**

The Board tabled this item.

## **FOIA REQUESTS**

None.

## **CONSENT AGENDA ITEMS**

Ms. Peterson moved, seconded by Mr. Burns that the Board of Education approve the Consent Agenda Items, as presented. On roll call, Ms. Peterson, Mr. Burns, and Ms. Neault voted aye. The motion carried unanimously.

- 1) Approve the Special Meeting Minutes and Regular Meeting Minutes of February 19, 2026.
- 2) Accept the resignations of the following individuals as noted in the Agenda Booklet of March 12, 2026, for Julie Brand, Occupational Therapist; Emily Pappas, Case Manager; Kelly Szafranski, Coordinator of Student Services; Allie Mixon, Assistant Director of ELC West; Sherry Tietjen, Case Manager; Jennifer Van Blake, Speech Language Pathologist; Leyla Mofleh, Speech Language Pathologist; Sola Oluwande, Assistive Technology Facilitator; Alyssa Harn, Social Worker; and David Graham, Director of Technology; as presented.
- 3) Approval of Bills.
- 4) Approval of Financial Statement.

**ADJOURNMENT**

Ms. Peterson moved, seconded by Mr. Burns that the meeting be adjourned. By voice vote, the motion carried unanimously. (9:43 A.M.)

---

SECRETARY

---

PRESIDENT