

AGENDA BOARD OF EDUCATION REGULAR MEETING

MONDAY, JANUARY 13, 2025
6:30 PM

HADLEY JR. HIGH SCHOOL,
240 HAWTHORNE BLVD,
GLEN ELLYN, IL 60137

I.	Call to Order	
II.	Presentations	
	A. Kindergarten Center Construction Update	
III.	Public Participation	
IV.	Reports	
	A. Superintendent's Report	
	• Kindergarten Center Update	
	• Update on Navigating Student Personal Devices	
	B. Board Reports	
	C. Student Board Reports	
V.	Discussion	
	A. Budget Calendar	3
VI.	Action Items	
	A. Consent Agenda	
	1. Personnel Report	4
	2. Monthly Financial Reports	
	a. Disposal of Surplus Property	5
	b. Donation and Gifts	8
	c. Freedom of Information Act (FOIA) Report	9
	d. Investment Schedule	10
	e. Monthly Revenue/Expenditure Summary Report	13
	f. School District Payment Order	15
	g. Summary of Bills and Payroll	21
	h. Treasurer's Report	23
	3. Board Meeting Minutes	24
	4. Approve the Review of Closed Session Meeting Minutes	
	5. Approve Closed Session Audio For Destruction	
	B. Recommendations	
	1. Board Policy Revisions - Second Reading and Adoption	30
	2. Approve 2025-2026 School Year Calendar	84
	3. Board Member Reimbursement	86
VII.	Other/Board Governance - Learning Together	
	A. Vision 2030 Resolution	1 87

- VIII. Upcoming Meetings
- Monday, February 10, 2025, 6:30 pm, Regular Board of Education Meeting
 - Monday, March 3, 2025, 6:30 pm, Committee of the Whole Meeting
 - Monday, March 17, 2025, 6:30 pm, Regular Board of Education Meeting
- IX. Adjourn to Closed Session
- X. Return to Open Session
- XI. Adjournment

Superintendent Dr. Jeff McHugh

FY26 Budget Development Calendar

Project Timeline	Budget Activity	Participants
February-April, 2025	Staffing Projections	Administrative Team and the Board of Education
April-May, 2025	Development of Key Budget Assumptions	All Administrators and the Board of Education
April-June, 2025	Preliminary Budget Development	All Administrators
June-August, 2025	Update Preliminary Budget as necessary	Finance Committee and the Assistant Superintendent of FFO/CSBO
August, 2025	Set Budget Public Hearing Date	Board of Education
August 18, 2025	Present Preliminary Budget to the Board of Education	Assistant Superintendent of FFO/CSBO
August 19-September 22, 2025	Budget on Public Display	Assistant Superintendent of FFO/CSBO
September 22, 2025	Hold Budget Public Hearing and Adopt FY26 Budget	Board of Education

Board Report

Date: January 13, 2024

Title: Personnel Report- Final

Contact: David Bruno, Assistant Superintendent for Human Resources

Strategic Priority Goal Area 1: Growth Focused Learning: The District 41 community of learners, educators and stakeholders cultivate students who are actively engaged and committed to their own learning. District 41 provides a guaranteed rigorous and differentiated learning environment where all students can demonstrate high levels of growth and success. District 41 uses data to form a detailed profile of student, school and district performance; illuminate successes; and identify opportunities for improvement.

Employment Recommendations:

Name	School	Position	Salary/ Placement	Effective Date	Budget/Funding
Bell, Amber	Hadley Jr High	Intramurals Supervisor	\$40.00 per hour	2024-2025 School Year	District Wide Supplemental Salary Account
Gidley, Ryan	Hadley Jr High	Girls' Basketball Coach	\$2970.00/ Group II, Step III	2024-2025 School Year	District Wide Supplemental Salary Account
Meyer, Anne	Benjamin Franklin Elementary	Long Term Paraprofessional	\$110.00 per day	January 06, 2025- April 09, 2025	District Wide Substitute Salary Account
Nielsen, Rebecca	Central Services Office	Administrative Assistant to Language Programs	\$21.06 per hour/ \$19,111.60	January 06, 2025	Central Services Office Language Programs Salary Account
Sessa, Gia	Hadley Jr High	Long Term Substitute Teacher	\$260.00 per day	January 06, 2025- June 04, 2025	District Wide Substitute Salary Account

Resignations:

Name	School	Position	Effective Date
Abramoviz, Bess	Hadley Jr High	Literacy/Social Studies Teacher	December 20, 2024
Radlinski, Lisa	Benjamin Franklin Elementary	Special Education Paraeducator	December 17, 2024
Smith, Ema	Forest Glen Elementary	Early Childhood Special Education Paraeducator	January 07, 2024

Recommendation: It is recommended that the Board accept the actions included in this Personnel Report as presented.

Board Report

Date: January 13, 2025

Title: Disposal of Surplus Property

Submitted by: Eric DePorter - Assistant Superintendent Finance, Facilities and Operations

Strategic Priority Goal Area 6: Community Partnerships & Engagement: District 41 is dedicated to creating and sustaining community partnerships that enhance education and provide social, emotional and academic support for our students. By creating strong connections with community partners and engaging with all five communities we serve, District 41 prepares each student for a successful future.

Background: Periodically, district administration requests board approval for disposal of equipment which is obsolete or not in working order. The assets are then donated or disposed of upon said approval.

Discussion: See attached spreadsheet for listing of assets for disposal.

Other Information: None at this time.

Budgetary Funding: N/A

Recommendation: The administration recommends approval of the resolution of disposal of surplus property.

Glen Ellyn School District 41 Assets for Disposal December 2024

Asset Tag	Current Location	Originating School Site	Description (Make, Model, etc.)	Serial Number	QTY	Working Order	Obsolete Y/N?	Disposal
N/A	CSO	CH	NEC PA600X Lamp	N/A	1	N	N	Yes
N/A	CSO	HA	Dell Chromebook 3100 2 in 1	GBKFZW2	1	N	N	Yes

**RESOLUTION FOR THE DISPOSAL
OF SURPLUS PERSONAL PROPERTY**

WHEREAS, the Board of Education of Glen Ellyn School District 41, DuPage County, Illinois, declares that there is surplus personal property in the School District; and

WHEREAS, such property is described in the attached document; and

WHEREAS, this personal property is no longer needed for school purposes and/or is not functioning; and

NOW, THEREFORE, Be It Resolved, by the Board of Education, as follows:

1. That the Superintendent is hereby authorized to properly dispose of the property listed on the attachment.

ADOPTED this 13th day of January, 2025, by roll call vote as follows:

YES _____

NO _____

ABSENT _____

Board of Education
Glen Ellyn School District 41
DuPage County, Illinois

President

ATTEST:

Secretary

Board Report

Date: January 2025

Title: Donations and Gifts

Submitted by: Dr. Jeff McHugh, Superintendent

Strategic Priority Goal Area 6: Community Partnerships & Engagement: District 41 is dedicated to creating and sustaining community partnerships that enhance education and provide social, emotional and academic support for our students. By creating strong connections with community partners and engaging with all five communities we serve, District 41 prepares each student for a successful future.

Background: District 41 occasionally accepts donated funds and equipment from outside sources, provided the items are in working condition and meet the needs of the District. In accordance with board policy 8:80 regarding public gifts to the district, monetary donations or non-monetary donations and gifts with a value equal to or greater than \$500 shall be reviewed by the Superintendent and approved by the Board. Donations are reviewed and vetted by building and district administration in order to make the biggest impact and be consistent with district adopted curriculum or goals.

Discussion: Below are donations received.

Individual/Organization	Amount/Item	Purpose	Building
Hadley PTA	\$2,481.01	PTA Enhancement Grants <ul style="list-style-type: none">• Airpods for PBIS raffle• Guest Clinicians for Jazz classes• Illinois Holocaust Museum Spagat Virtual Reality Trunk• Spanish books for Hadley students - Amazon• Literacy books & art materials for Hadley students	Hadley
Chris and Emily Lobdell	\$999	Euphonium	All students

The District 41 administration and staff are appreciative of the donations, as it will positively impact the students in all schools.

Recommendation: The administration recommends that the Board formally accept this generous donation.

**Glen Ellyn School District 41
FOIA Report
December 1 - December 31, 2025**

Date Received	Date of Response	Request Summary	FOIA Officer Time	Admin Time	Attorney Contacted
		N/A	hour	hour	No
			hour	hour	No



ISDLAF+ Monthly Statement

Glen Ellyn School District #41

Current Portfolio

11/30/2024

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
LIQ				11/30/2024		LIQ Account Balance	\$1,235,777.70	4.592%	\$1.000	\$1,235,777.70	\$1,235,777.70
MAX				11/30/2024		MAX Account Balance	\$35,804,279.18	4.665%	\$1.000	\$35,804,279.18	\$35,804,279.18
LTD				11/30/2024		LTD Account Balance			\$10.906		\$10,906,000.00
							\$37,040,056.88			\$37,040,056.88	\$47,946,056.88

Time and Dollar Weighted Average Portfolio Yield: n/a

Weighted Average Portfolio Maturity: n/a

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

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
LIQ	2.577%	\$1,235,777.70	LIQ Account
MAX	74.676%	\$35,804,279.18	MAX Account
LTD	22.746%	\$10,906,000.00	LTD Account

Index

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

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

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

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



Report: Accounting Report
 Account: 53-Glen Ellyn SD #41 (96403)
 As of: 11/30/2024

Settle Date	CUSIP	Description	Coupon Rate	Final Maturity	Coupon Frequency	Face Amount
	--- CCYUSD	Cash	0.000	11/30/2024	---	1,040.41
	--- CCYUSD	Receivable	0.000	11/30/2024	---	505,576.03
	--- 60934N104	FEDERATED HRMS GV O INST	4.510	11/30/2024	---	4,488,641.99
12/10/2021	3130APXC4	FEDERAL HOME LOAN BANKS	1.100	12/10/2024	Semi-Annual	250,000.00
12/29/2021	947547NT8	WebBank	1.000	12/30/2024	Semi-Annual	245,000.00
01/05/2022	91282CDN8	UNITED STATES TREASURY	1.000	12/15/2024	Semi-Annual	250,000.00
01/12/2022	91282Z52	UNITED STATES TREASURY	1.375	01/31/2025	Semi-Annual	250,000.00
01/20/2022	91282CDS7	UNITED STATES TREASURY	1.125	01/15/2025	Semi-Annual	250,000.00
01/27/2022	3130AQMR1	FEDERAL HOME LOAN BANKS	1.250	01/27/2025	Semi-Annual	300,000.00
01/28/2022	3130AQJ6	FEDERAL HOME LOAN BANKS	1.250	01/28/2025	Semi-Annual	250,000.00
02/04/2022	269479JT9	EAGLE CNTY COLO SCH DIST RE 50 JT WITH GARFIELD &	0.560	12/01/2024	Semi-Annual	200,000.00
02/15/2022	91282CDZ1	UNITED STATES TREASURY	1.500	02/15/2025	Semi-Annual	400,000.00
02/18/2022	3130AQPT4	FEDERAL HOME LOAN BANKS	1.500	02/18/2025	Semi-Annual	250,000.00
02/24/2022	3130AQQP1	FEDERAL HOME LOAN BANKS	1.350	02/24/2025	Semi-Annual	250,000.00
02/28/2022	3130AQY49	FEDERAL HOME LOAN BANKS	2.000	02/27/2025	Semi-Annual	250,000.00
03/11/2022	3130AQPY3	FEDERAL HOME LOAN BANKS	2.000	02/14/2025	Semi-Annual	500,000.00
03/18/2022	198504C42	COLUMBIA S C WTRWKS & SWR SYS REV	0.778	02/01/2025	Semi-Annual	400,000.00
03/31/2022	38150ALP8	GOLDMAN SACHS GROUP INC	3.300	03/31/2025	Semi-Annual	500,000.00
04/06/2022	9128284F4	UNITED STATES TREASURY	2.625	03/31/2025	Semi-Annual	1,000,000.00
04/28/2022	3130ARP39	FEDERAL HOME LOAN BANKS	4.000	04/28/2025	Semi-Annual	250,000.00
05/18/2022	254673D86	Discover Bank	3.050	05/19/2025	Semi-Annual	245,000.00
05/19/2022	581850QH0	MC LEAN & WOODFORD CNTYS ILL CMNTY UNIT SCH DIST N	3.250	02/01/2025	Semi-Annual	500,000.00
06/15/2022	91282CEU1	UNITED STATES TREASURY	2.875	06/15/2025	Semi-Annual	600,000.00
07/25/2022	32022RRW9	1st Financial Bank USA	3.050	07/25/2025	Monthly	245,000.00
07/28/2022	95001DC40	WELLS FARGO & CO	4.500	07/28/2025	Semi-Annual	250,000.00
08/17/2022	14042RTQ4	Capital One, National Association	3.300	08/18/2025	Semi-Annual	245,000.00
08/17/2022	14042TJL2	Capital One Bank (USA), National Association	3.300	08/18/2025	Semi-Annual	245,000.00
09/02/2022	91282CFE6	UNITED STATES TREASURY	3.125	08/15/2025	Semi-Annual	250,000.00
09/15/2022	17330RAA3	CITIGROUP GLOBAL MARKETS HOLDINGS INC	4.600	09/15/2025	Semi-Annual	250,000.00
09/28/2022	91282CEQ0	UNITED STATES TREASURY	2.750	05/15/2025	Semi-Annual	500,000.00
10/20/2022	3133ENU32	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.500	10/20/2025	Semi-Annual	500,000.00
01/18/2023	795451CR2	Sallie Mae Bank	4.400	01/20/2026	Semi-Annual	245,000.00
01/19/2023	90355GAM8	UBS Bank USA	4.350	01/20/2026	Monthly	245,000.00
01/20/2023	27002YFL5	EagleBank	4.500	07/21/2025	Monthly	245,000.00
02/02/2023	61768ENY5	Morgan Stanley Private Bank, National Association	4.250	02/02/2026	Semi-Annual	245,000.00
02/02/2023	61690UY20	Morgan Stanley Bank, N.A.	4.250	02/02/2026	Semi-Annual	245,000.00
02/08/2023	3130ATUR6	FEDERAL HOME LOAN BANKS	4.625	12/13/2024	Semi-Annual	500,000.00
02/08/2023	3130AURS5	FEDERAL HOME LOAN BANKS	4.250	03/14/2025	Semi-Annual	500,000.00
02/08/2023	3130ATUC9	FEDERAL HOME LOAN BANKS	4.500	12/12/2025	Semi-Annual	500,000.00
02/13/2023	3133EPAQ8	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.125	02/13/2026	Semi-Annual	500,000.00
03/14/2023	800364EX5	Sandy Spring Bank	4.900	03/16/2026	Semi-Annual	245,000.00
03/17/2023	949764AF1	Wells Fargo Bank, National Association	5.250	03/17/2025	Monthly	245,000.00
03/17/2023	564759SD1	Manufacturers and Traders Trust Company	4.950	03/17/2026	Semi-Annual	245,000.00
03/17/2023	05580AW91	BMW Bank of North America	4.950	03/17/2026	Semi-Annual	245,000.00
03/17/2023	66736ACE7	Northwest Bank	5.000	03/17/2026	Monthly	245,000.00
03/23/2023	02007GM42	Ally Bank	5.050	03/23/2026	Semi-Annual	245,000.00
03/24/2023	82669LKF9	Signature Bank of Arkansas	5.100	09/24/2025	Monthly	245,000.00
03/24/2023	12547CAU2	CIBC Bank USA	5.000	03/24/2026	Semi-Annual	245,000.00
03/24/2023	23204HNP9	Customers Bancorp, Inc.	5.050	03/24/2026	Semi-Annual	245,000.00
03/27/2023	37312PDE6	Georgia Banking Company	5.150	03/27/2025	Semi-Annual	245,000.00
03/30/2023	910286GB3	United Fidelity Bank, Fsb	5.000	03/30/2026	Monthly	185,000.00
04/14/2023	29483ABG6	Ergo Bank	4.500	04/14/2025	Monthly	245,000.00
04/18/2023	45332WAU7	InBank	4.450	04/21/2025	Monthly	245,000.00
04/19/2023	064455AU2	Bank of Pontiac	4.500	04/20/2026	Semi-Annual	245,000.00
04/19/2023	73317ABZ4	Popular Bank New York Branch	4.500	04/16/2026	Quarterly	245,000.00
04/21/2023	549104D38	Luana Savings Bank	4.450	10/21/2025	Semi-Annual	245,000.00
05/08/2023	723455LN9	Pinnacle Bank	4.600	05/08/2026	Semi-Annual	245,000.00
05/09/2023	05600XC99	BMO BANK NATIONAL ASSOCIATION	4.600	05/08/2026	Semi-Annual	245,000.00
05/10/2023	065427AE6	Bank of Utah	4.500	05/11/2026	Monthly	100,000.00
05/11/2023	32116QBJ4	First National Bank of Middle Tennessee	4.500	05/11/2026	Semi-Annual	245,000.00
07/21/2023	174178AC7	The Citizens Bank of Philadelphia	4.750	07/21/2026	Monthly	240,000.00
07/26/2023	43708WKG8	Rochester Branch	4.750	07/27/2026	Semi-Annual	200,000.00
09/20/2023	02589AF31	American Express Bank, FSB	5.000	09/21/2026	Semi-Annual	245,000.00
09/21/2023	32026UZS8	First Foundation Bank	5.000	09/21/2026	Semi-Annual	245,000.00
09/22/2023	8562853R0	State Bank of India - New York Branch	5.050	09/22/2026	Semi-Annual	245,000.00
09/26/2023	227563EA7	Cross River Bank	5.000	09/28/2026	Semi-Annual	245,000.00
09/27/2023	024263DB8	American Bank & Trust Company Inc.	5.150	03/27/2026	Semi-Annual	245,000.00
09/29/2023	061785FM8	The Bank of Deerfield	5.000	09/29/2026	Monthly	245,000.00
09/29/2023	501798VG4	Milestone Bank	5.000	09/29/2026	Semi-Annual	245,000.00
09/29/2023	319267LD0	First Bank Richmond	5.150	03/30/2026	Semi-Annual	245,000.00
10/04/2023	59013KXD3	Merrick Bank	5.000	10/05/2026	Monthly	245,000.00
10/16/2023	68405VAV1	Optum Bank, Inc.	5.150	04/16/2026	Semi-Annual	245,000.00
10/20/2023	666613MJ0	Northpointe Bank	5.100	10/20/2026	Monthly	245,000.00
11/30/2023	65344AAC9	NexTier Bank, NA	5.000	12/01/2025	Monthly	245,000.00
12/06/2023	02519ACD7	AMERICAN COMMERCIAL BANK & TRUST NA	5.000	12/08/2025	Monthly	245,000.00
12/08/2023	76883EAM3	Rivers Edge Bank	5.050	12/08/2025	Monthly	245,000.00
12/15/2023	320055CY0	First Credit Bank	5.000	06/13/2025	Monthly	100,000.00
02/05/2024	05584CLF1	BNY Mellon, National Association	4.050	02/05/2027	Semi-Annual	245,000.00
02/07/2024	32021JKL9	First Federal Savings Bank	4.100	02/08/2027	Monthly	245,000.00
02/09/2024	13135NCG3	CalPrivate Bank	4.100	02/09/2027	Monthly	245,000.00
02/09/2024	88054RBZ2	Tennessee State Bank	4.150	02/09/2027	Semi-Annual	245,000.00
02/14/2024	42236XBD6	Hearland Bank	4.150	02/12/2027	Monthly	245,000.00
02/16/2024	90385LDU0	Ultima Bank Minnesota	4.100	02/16/2027	Monthly	245,000.00
03/05/2024	919853KS9	Valley National Bank	4.600	03/05/2027	Semi-Annual	245,000.00
06/21/2024	912797LQ8	UNITED STATES TREASURY	0.000	12/19/2024	Once at Maturity	1,500,000.00
11/21/2024	91282CKJ8	UNITED STATES TREASURY	4.625	11/15/2026	Semi-Annual	750,000.00
11/21/2024	91282CFM8	UNITED STATES TREASURY	4.125	09/30/2027	Semi-Annual	750,000.00
11/21/2024	91282CKR1	UNITED STATES TREASURY	4.500	05/15/2027	Semi-Annual	750,000.00
11/21/2024	91282CFU0	UNITED STATES TREASURY	4.125	10/31/2027	Semi-Annual	750,000.00
11/21/2024	91282CKE0	UNITED STATES TREASURY	4.250	03/15/2027	Semi-Annual	750,000.00
11/21/2024	91282CKZ3	UNITED STATES TREASURY	4.375	07/15/2027	Semi-Annual	1,500,000.00
11/21/2024	91282CLX7	UNITED STATES TREASURY	4.125	11/15/2027	Semi-Annual	750,000.00
11/21/2024	91282CKJ9	UNITED STATES TREASURY	4.500	04/15/2027	Semi-Annual	750,000.00
11/21/2024	91282CJP7	UNITED STATES TREASURY	4.375	12/15/2026	Semi-Annual	750,000.00

Monthly Summary Report Overview Revenue & Expenditures November 2024

Attached please find an updated spreadsheet demonstrating the current year's month and fiscal year to date revenues and expenditures versus the previous fiscal year. This updated presentation will hopefully provide the board with greater clarity when reviewing the monthly results of operations. The results will be summarized below.

Revenues:

To date, expressed as a percent of the district budget, revenues received year to date are 86.44% versus 51.28% of the budget from a year ago.

Revenues are greater in the areas of:

- Property Taxes (47.15% versus 45.9%)
- Food Services (50.51% versus 33.54%)

Revenues are less in the areas of:

- Personal Property Taxes (29.54% versus 38.92%)
- Tuition (40.47% versus 44.71%)
- Field Trip/Bus Fees (100.00% versus 100.00%)
- Interest Earnings (62.94% versus 84.81%)
- Student Fees (79.63% versus 85.68%)
- Donations/Misc Revenue (63.04% versus 116.62%)
- Unrestricted State Funds (36.32% versus 36.36%)
- Restricted State Funds (31.33% versus 38.94%)
- Fund Transfers (2253.85% versus 100%)

Expenditures:

To date, expressed as a percent of the district budget, expenditures year to date are 62.58% versus 44.00% of the budget from a year ago.

Expenditures are greater in the areas of:

- Supplies/Materials (51.45% versus 36.29%)
- Dues & Fees (59.85% versus 35.94%)
- Fund Transfers (2253.85% versus 222.04%)

Expenditures are less in the areas of:

- Salaries (31.77% versus 32.13%)
- Benefits (34.68% versus 34.92%)
- Purchased Services (33.42% versus 34.72%)
- Capital Outlay (23.97% versus 49.71%)
- Principal/Interest Payments (18.70% versus 20.17%)
- Tuition (36.63% versus 56.66%)

Glen Ellyn School District 41
Monthly Revenue/Expenditure Summary Report
Comparing November 2024 Fiscal Year to Date to November 2023

Revenues

Function	Category	November-23	Fiscal Year to Date October 2023	Revenue Budget 2023-2024	Percent of Budget Received	November-24	Fiscal Year to Date October 2024	Revenue Budget 2024-2025	Comparing November 2023 Fiscal Year to Date to November 2024
All Funds									
1100	Property Taxes	\$424,629	\$25,369,429	\$55,267,947	45.90%	\$359,031	\$27,275,816	\$57,847,932	47.15%
1200	Personal Property Taxes	\$ -	\$1,104,210	\$2,837,216	38.92%	\$0	\$699,939	\$2,369,560	29.54%
1300	Tuition	\$8,100	\$29,063	\$65,000	44.71%	\$6,375	\$28,938	\$71,500	40.47%
1400	Field Trip/Bus Fees	\$0	\$0	\$0	100.00%	\$0	\$0	\$0	100.00%
1500	Interest Earnings	\$291,722	\$1,377,590	\$1,624,400	84.81%	\$320,205	\$1,712,895	\$2,721,450	62.94%
1600	Food Services	\$33,936	\$176,067	\$525,000	33.54%	\$46,493	\$227,299	\$450,000	50.51%
1700	Student Fees	\$3,318	\$298,046	\$347,875	85.68%	\$4,770	\$261,918	\$328,900	79.63%
1900	Donations/Misc Revenue	\$242	\$163,289	\$139,812	116.79%	\$0	\$95,181	\$150,980	63.04%
3000	Unrestricted State Funds	\$239,670	\$958,680	\$2,636,360	36.36%	\$239,940	\$959,760	\$2,642,402	36.32%
3100	Restricted State Funds	\$0	\$598,489	\$1,537,012	38.94%	\$0	\$564,035	\$1,800,212	31.33%
4000	Federal Funds	\$0	\$837,896	\$1,808,593	46.33%	\$2,246	\$483,444	\$1,590,518	30.40%
7000	Fund Transfers	\$0	\$6,850,000	\$6,850,000	100.00%	\$0	\$29,300,000	\$1,300,000	2253.85%
Grand Total		\$1,001,617	\$37,762,757	\$73,639,215	51.28%	\$979,060	\$61,609,224	\$71,273,454	86.44%

Expenditures

Object		November-23	Fiscal Year to Date October 2023	Expenditure Budget 2022-2023	Percent of Budget Expended	November-24	Fiscal Year to Date October 2024	Expenditure Budget 2023-2024	Percent of Budget Expended
All Funds									
100	Salaries	\$3,107,994	\$11,396,478	\$35,467,866	32.13%	\$3,257,944	\$12,004,987	\$37,785,125	31.77%
200	Benefits	\$694,928	\$2,553,330	\$7,311,045	34.92%	\$757,378	\$2,914,463	\$8,403,459	34.68%
300	Purchased Services	\$386,078	\$2,200,784	\$6,338,994	34.72%	(\$1,116,252)	\$2,998,670	\$8,973,475	33.42%
400	Supplies/Materials	\$128,089	\$1,188,774	\$3,275,897	36.29%	\$557,802	\$2,159,058	\$4,196,735	51.45%
500	Capital Outlay	\$64,719	\$3,282,133	\$6,602,862	49.71%	\$4,168,829	\$6,143,728	\$25,628,264	23.97%
640-642	Dues & Fees	\$2,801	\$24,544	\$68,287	35.94%	\$522	\$36,660	\$61,250	59.85%
610/620	Principal/Interest Payments	\$0	\$354,956	\$1,759,913	20.17%	\$0	\$328,706	\$1,757,412	18.70%
670/690	Tuition	\$402,533	\$1,195,591	\$2,110,000	56.66%	\$86,109	\$1,057,630	\$2,887,338	36.63%
660/666	Fund Transfers	\$0	\$6,850,000	\$3,085,000	222.04%	\$ -	\$29,300,000	\$1,300,000	2253.85%
Grand Total		\$4,787,142	\$29,046,591	\$66,019,864	44.00%	\$7,712,332	\$56,943,903	\$90,993,058	62.58%

School District Payment Order

The Treasurer of Glen Ellyn School District 41 in DuPage County, has paid or shall pay to the order of the attached list of vendors for accounts payable and payroll liability checks the sum of \$4,214,297.42. for the period of December 12, 2024 through January 8, 2025.

This order authorizes the Treasurer to pay board-approved bills before the meeting minutes are officially approved.

By order of the School Board of Glen Ellyn District 41.

Order Date: January 13, 2025

President

Secretary

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
566796	01/03/2025	TSI COMMERCIAL FLOOR	-18,900.00	FDK PROJECT- Payment #4
567072	12/13/2024	OSAMA ELSHAFIE, M.D.	-5,600.00	Psychiatric Consultation Services
567169	12/13/2024	AFSCME	1,683.65	Multiple Invoices
567170	12/13/2024	OSAMA ELSHAFIE, M.D.	5,600.00	Psychiatric Consultation Services
567171	12/16/2024	PLS 3RD LEARNING	4,889.00	SuperEval for Superintendent and Administrator Evaluatiuons renewal Quote 3989
567180	12/18/2024	AMAZON CAPITAL SERVI	15,203.16	Multiple Invoices
567181	12/20/2024	BOLLINGER ENVIRONMEN	7,150.00	Multiple Invoices
567182	12/20/2024	MARZANO RESOURCES LL	12,072.00	COLLABORATIVE TEAMS
567183	12/20/2024	MOGK, NANCY	291.93	balance of lodging, meals, registration etc
567184	12/20/2024	RED ROVER TECHNOLOGI	13,849.68	RED ROVER - ABSENCE MANAGEMENT
567185	12/20/2024	COMCAST	59.70	WIFI 12/05-01/04
567187	12/20/2024	IDENTITY GRAPHICS, L	5,576.19	Multiple Invoices
567188	12/31/2024	AFSCME	1,709.62	Multiple Invoices
567189	01/03/2025	TSI COMMERCIAL FLOOR	18,900.00	FDK PROJECT- Payment #4
567189	01/03/2025	TSI COMMERCIAL FLOOR	-18,900.00	FDK PROJECT- Payment #4
567190	01/03/2025	TSI COMMERCIAL FLOOR	18,900.00	FDK PROJECT- Payment #4
567191	01/08/2025	AASPA	275.00	AASPA Membership - J. McHugh - Invoice #28131
567192	01/08/2025	ACTION BASED LEARNIN	365.95	OT Classroom Supplies
567193	01/08/2025	AMERGIS HEALTHCARE S	2,400.00	Multiple Invoices
567194	01/08/2025	AMERICAN TAXI DISPAT	8,372.10	HOMELESS TRANSPORTATION - NOV
567195	01/08/2025	ASTOUND	26.99	B&G UTILITY FEE ACCT #0201-4167628-01
567196	01/08/2025	BOB'S DAIRY SERVICE	1,562.80	Multiple Invoices
567197	01/08/2025	BOOKELICIOUS INC.	206.18	books for circulation
567198	01/08/2025	BOOKSTORE LTD, THE	16.77	books for circulation
567199	01/08/2025	BRENDEL, KRISTEN	1,200.00	Workshop for Social Workers for SIP Day
567200	01/08/2025	BRIDGES FOR LANGUAGE	101.39	Translation services; invoice 8099 (11/3/2024)
567201	01/08/2025	BROOKES PUBLISHING	65.50	Student Screening Forms
567202	01/08/2025	BUSINESS SOLVER	44.25	December service fees
567203	01/08/2025	CANDOR HEALTH EDUCAT	1,650.00	Health Services
567204	01/08/2025	CGMT, INC.	33,987.00	FDK SITE TESTING
567205	01/08/2025	CLARE WOODS ACADEMY	5,948.85	Outplacement Tuition
567206	01/08/2025	CLIC	25,000.00	INS. DEDUCTIBLE
567207	01/08/2025	CLIENTFIRST CONSULTI	618.75	Multiple Invoices
567208	01/08/2025	COOP ASSN FOR SPEC E	56,757.71	Multiple Invoices
567209	01/08/2025	DAILY HERALD	1,067.00	Newspaper service from 2/27/23 - 2/26/24
567210	01/08/2025	DECKER EQUIPMENT	99.25	SLIDE BOLT LATCHES, KEEPER BUMPERS
567211	01/08/2025	DELEO, MARK	90.00	B-ball ref 12/10
567212	01/08/2025	DEMCO	41.77	Book supplies
567213	01/08/2025	DeNEUT, STEVE	100.00	Wrestling ref 12/19
567214	01/08/2025	DIRECT ENERGY BUSINE	37,298.21	Multiple Invoices
567215	01/08/2025	DISCOUNT SCHOOL SUPP	662.26	Preschool School Supplies
567216	01/08/2025	DUPAGE FEDERATION ON	7,547.58	Multiple Invoices
567217	01/08/2025	ELIM CHRISTIAN SERVI	8,758.35	Outplacement Tuition

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
567218	01/08/2025	EMBRACE EDUCATION	31.71	Software Usage Billing
567219	01/08/2025	EXTRA SPACE STORAGE	1,077.00	STORAGE RENTAL #1019
567220	01/08/2025	EXTRA SPACE STORAGE	854.00	STORAGE RENTAL #1033
567221	01/08/2025	FACS	14,670.00	3-year asbestos inspections are required at all building locations
567222	01/08/2025	FESSLER, JOSEPH	160.00	Wrestling ref 12/13
567223	01/08/2025	FINE LINE CREATIVE A	60.00	County Wide Registration
567224	01/08/2025	FOLLETT CONTENT SOLU	319.85	Multiple Invoices
567225	01/08/2025	FRANCZEK RADELET	5,220.00	Multiple Invoices
567226	01/08/2025	GARCIA, RAYMUNDO	64.45	MILEAGE REIMBURSEMENT
567227	01/08/2025	GIANT STEPS	18,715.95	Outplacement Tuition
567228	01/08/2025	GLEN ELLYN HISTORICA	100.00	12/13/2024 5th grade Literacy
567229	01/08/2025	GRAINGER INC, W W	271.80	SAFETY CAN
567230	01/08/2025	GUIDING LIGHT ACADEM	5,616.36	Multiple Invoices
567231	01/08/2025	HONEYCUT, BILL	160.00	Wrestling ref 12/17
567232	01/08/2025	HUMANEX VENTURES	3,000.00	IMPACT & LEGACY SUMMIT
567233	01/08/2025	HYDE PARK DAY SCHOOL	25,552.32	Multiple Invoices
567234	01/08/2025	IDENTITY AUTOMATION,	13,227.00	Identity Automation 2025 renewal Quote# Q-29668
567235	01/08/2025	IDENTITY GRAPHICS, L	184.00	CSO lanyards
567236	01/08/2025	JENNY & JOHN'S EMBRO	208.00	Lego Robotics Shirts
567237	01/08/2025	KAZOOBIE KAZOOS LLC	255.99	Supplies for Chorus Classes
567238	01/08/2025	KONICA MINOLTA BUSIN	11,855.58	Multiple Invoices
567239	01/08/2025	KOZAK CUSTOM LANDSCA	1,442.00	Salting services for schools #5013, 1-5-2025
567240	01/08/2025	LANGUAGE TESTING INT	3,705.00	Testing
567241	01/08/2025	LANGUAGE LINE SERVIC	1,567.80	Multiple Invoices
567242	01/08/2025	LARSON EQUIPMENT & F	9,845.00	Teacher podiums
567243	01/08/2025	LAUREATE DAY SCHOOL	15,324.26	Outplacement Tuition
567244	01/08/2025	LEARNING DISABILITIE	1,188.00	Multiple Invoices
567245	01/08/2025	LEARNWELL	1,655.88	Multiple Invoices
567246	01/08/2025	LEMONT BAND BOOSTERS	225.00	Old Quarry Middle School Jazzfest 1st Band Fee
567247	01/08/2025	LITTLE FRIENDS INC	4,258.80	Outplacement Tuition - Dec 2024 - MD
567248	01/08/2025	MARQUARDT SCHOOL DIS	307.50	HOMELESS TRANSPORTATION
567249	01/08/2025	METEA VALLEY HIGH SC	350.00	County Wide Registration
567250	01/08/2025	MIDLAND PAPER	1,737.60	Churchill Copy Paper
567251	01/08/2025	MIDWEST SALT	3,914.55	50# MVP GREEN & PELADOW PELLETS
567252	01/08/2025	MOGGE, ABIGAIL	175.00	Accompanist Fees for Hauntcert
567253	01/08/2025	MULDOON, DOUG	60.00	Soccer ref 10/23
567254	01/08/2025	NAPERVILLE CENTRAL H	680.00	Multiple Invoices
567255	01/08/2025	NAPERVILLE PSYCHIATR	686.40	Hospital Tutoring
567256	01/08/2025	NEXTERA ENERGY SERVI	4,557.36	GAS 11/01-11/30/24
567257	01/08/2025	NICOR GAS	3,955.48	Multiple Invoices
567258	01/08/2025	OFFICE DEPOT	399.25	Multiple Invoices
567259	01/08/2025	OLIVE GROVE LANDSCAP	1,450.00	TURF REPAIR - CH
567260	01/08/2025	OPENTEXT	109.38	OpenText Dec 2024 Invoice# 2501870717
567261	01/08/2025	ORKIN LLC	3,577.90	Multiple Invoices
567262	01/08/2025	OVERDRIVE	531.02	Multiple Invoices
567263	01/08/2025	PAGANO, NICHOLAS	160.00	Wrestling ref 12/17

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
567264	01/08/2025	PEERLESS NETWORK, IN	2,531.75	PHONE SERVICE - JAN Account #: GLENELLY5428
567265	01/08/2025	PENTEGR SYSTEMS LLC	2,206.94	Forest Glen PON Project
567266	01/08/2025	PEREZ, FRANK	160.00	Wrestling ref 12/13
567267	01/08/2025	PRC-SALTILLO	153.01	Spec Ed Supplies for Students
567268	01/08/2025	PROCARE THERAPY	974.86	School SLPA Rate
567269	01/08/2025	PSNI, LLC	9,150.00	Nursing Software
567270	01/08/2025	PUSHCOIN	5,831.52	Multiple Invoices
567271	01/08/2025	QUEST FOOD MANAGEMEN	61,304.10	FOOD SERVICE - NOV
567272	01/08/2025	QUINLAN & FABISH MUS	985.34	Multiple Invoices
567273	01/08/2025	ROBERTS, WILLIAM	27.34	MILEAGE REIMBURSEMENT
567274	01/08/2025	ROSCOE CO	1,230.64	Multiple Invoices
567275	01/08/2025	RUSH DAY SCHOOL	7,533.75	Outplacement Tuition
567276	01/08/2025	SAFEWAY TRANSPORTATI	345,713.94	REG TRANSPORT - DEC
567277	01/08/2025	SAMMARCO, NICOLA	60.00	Soccer ref 10/23
567278	01/08/2025	SCHOLASTIC	65.89	1st, 2nd, 3rd & 5th grade News Magazines
567279	01/08/2025	SCHOOL DISTRICT 54	636.00	HOMELESS TRANSPORTATION
567280	01/08/2025	SCHOOL SPECIALTY, LL	919.28	Multiple Invoices
567281	01/08/2025	SEAL OF ILLINOIS	4,958.70	Outplacement Tuition
567282	01/08/2025	SHERWIN WILLIAMS CO	43.42	SUPPLIES
567283	01/08/2025	SHRED-IT	1,547.83	DEC DISPOSAL
567284	01/08/2025	SOUTH SIDE CONTROL S	936.09	Multiple Invoices
567285	01/08/2025	SPECIAL EDUCATION SE	3,324.60	Outplacement Tuition
567286	01/08/2025	SUMMIT SCHOOL	4,732.20	Outplacement Tuition
567287	01/08/2025	SWIER, CONNOR	100.00	Wrestling ref 12/19
567288	01/08/2025	T-MOBILE	537.18	CELL PHONES 11/21-12/20/24
567289	01/08/2025	THE COVE SCHOOL	9,241.50	Outplacement Tuition
567290	01/08/2025	THE GRAPHIC EDGE LLC	1,842.75	Wellness beanies
567291	01/08/2025	THOMSON REUTERS - WE	826.02	Thomson Reuters CLEAR Dec 2024 Invoice# 851269658
567292	01/08/2025	TRIFONE, JOHN	90.00	B-ball ref 12/10
567293	01/08/2025	UNITED RADIO COMMUNI	9,414.00	2-way radio replacements for FG
567294	01/08/2025	VILLAGE OF GLEN ELLY	4,619.86	Multiple Invoices
567295	01/08/2025	VISTA LEARNING, NFP	3,090.00	EvaluWise Setup fees
567296	01/08/2025	VT SERVICES INC	6,295.00	Multiple Invoices
567297	01/08/2025	WAREHOUSE DIRECT	3,576.41	Multiple Invoices
567298	01/08/2025	WASTE MANAGEMENT WES	3,058.43	DISPOSAL SERVICES - DEC
567299	01/08/2025	WESTERN PSYCHOLOGICA	632.50	SPED Assessment Kit
567300	01/08/2025	WHEATON NORTH HIGH S	210.00	County Wide Registration
567301	01/08/2025	WHEATON WARRENVILLE	275.00	Multiple Invoices
567302	01/08/2025	WIGHT & COMPANY	68,632.76	FDK CENTER - CH
567303	01/08/2025	WILSON LANGUAGE TRAI	330.00	Professional Development
567308	01/08/2025	AMAZON CAPITAL SERVI	6,618.66	Multiple Invoices
202400204	12/13/2024	OMNI	0.00	Multiple Invoices
202400205	12/13/2024	GLEN ELLYN EDUCATION	19,785.12	Payroll accrual
202400206	12/13/2024	ILL MUNICIPAL RETIRE	40,873.84	Multiple Invoices
202400207	12/13/2024	ILLINOIS DEPT OF REV	62,198.17	Multiple Invoices
202400208	12/13/2024	INTERNAL REV SERVICE	209,230.11	Multiple Invoices
202400209	12/13/2024	T H I S	19,734.05	Multiple Invoices
202400210	12/13/2024	TEACHERS RETIREMENT	120,858.19	Multiple Invoices
202400211	12/13/2024	OMNI	42,516.06	Multiple Invoices
202400212	12/13/2024	EXPERT PAY	847.00	Payroll accrual
202400213	12/13/2024	WEX HEALTH INC	6,682.57	Multiple Invoices
202400214	12/13/2024	TEACHERS RETIREMENT	3,047.55	Multiple Invoices

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
202400215	10/31/2024	ILL MUNICIPAL RETIRE	-469.20	Variance Adjustment
202400216	12/13/2024	ILL MUNICIPAL RETIRE	-227.11	Multiple Invoices
202400217	12/13/2024	ILLINOIS DEPT OF REV	-86.17	Payroll accrual
202400218	12/13/2024	INTERNAL REV SERVICE	-351.95	Multiple Invoices
202400219	12/13/2024	T H I S	-2.13	Multiple Invoices
202400220	12/13/2024	TEACHERS RETIREMENT	-12.98	Multiple Invoices
202400221	12/13/2024	ILL MUNICIPAL RETIRE	227.11	Multiple Invoices
202400222	12/13/2024	ILLINOIS DEPT OF REV	86.17	Payroll accrual
202400223	12/13/2024	INTERNAL REV SERVICE	351.95	Multiple Invoices
202400224	12/13/2024	T H I S	2.13	Multiple Invoices
202400225	12/13/2024	TEACHERS RETIREMENT	12.98	Multiple Invoices
202400226	12/27/2024	ZIONS FIRST NATIONAL	1,428,706.26	BOND PAYMENT
202400227	12/10/2024	CSG FORTE PAYMENTS,	1,162.30	MONTHLY FEE - NOV
202400228	12/17/2024	ILLINOIS DEPT OF REV	5.43	Payroll accrual
202400229	12/17/2024	INTERNAL REV SERVICE	0.00	Multiple Invoices
202400230	12/17/2024	TEACHERS RETIREMENT	-181.96	Payroll accrual
202400231	12/31/2024	GLEN ELLYN EDUCATION	19,785.12	Payroll accrual
202400232	12/31/2024	ILL MUNICIPAL RETIRE	42,514.05	Multiple Invoices
202400233	12/31/2024	ILLINOIS DEPT OF REV	63,903.98	Multiple Invoices
202400234	12/31/2024	INTERNAL REV SERVICE	220,308.55	Multiple Invoices
202400235	12/31/2024	T H I S	20,079.98	Multiple Invoices
202400236	12/31/2024	TEACHERS RETIREMENT	122,970.20	Multiple Invoices
202400237	12/31/2024	OMNI	41,806.98	Multiple Invoices
202400238	12/31/2024	EXPERT PAY	847.00	Payroll accrual
202400239	12/31/2024	WEX HEALTH INC	6,682.41	Multiple Invoices
202400240	12/31/2024	TEACHERS RETIREMENT	3,060.17	Multiple Invoices
202400241	12/31/2024	ILLINOIS DEPT OF REV	1,301.63	Multiple Invoices
202400242	12/31/2024	INTERNAL REV SERVICE	2,257.43	Multiple Invoices
202400243	12/31/2024	T H I S	354.40	Multiple Invoices
202400244	12/31/2024	TEACHERS RETIREMENT	2,162.02	Multiple Invoices
202400245	12/31/2024	ILLINOIS DEPT OF REV	5.43	Payroll accrual
202400246	12/31/2024	INTERNAL REV SERVICE	0.00	Multiple Invoices
202400247	12/31/2024	TEACHERS RETIREMENT	-181.96	Payroll accrual
202400248	01/03/2025	EDUCATIONAL BENEFIT	711,917.10	JAN - MEDICAL, DENTAL, LIFE, AD&D
202400249	01/02/2025	RELIANCE STANDARD LI	4,245.86	JAN - LONG TERM DISABILTIY
202400250	01/02/2025	RELIANCE STANDARD LI	406.78	JAN - VOL LONG TERM DISABILITY
202400251	12/31/2024	ILL MUNICIPAL RETIRE	142.12	Multiple Invoices
202400252	12/31/2024	ILLINOIS DEPT OF REV	6.03	Payroll accrual
202400253	12/31/2024	INTERNAL REV SERVICE	93.60	Multiple Invoices
Totals for checks			4,214,297.42	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	Education Fund	1,563,228.65	0.00	413,356.14	1,976,584.79
20	Operations & Maintenance Fund	99,169.20	0.00	114,246.64	213,415.84
30	Debt Service Fund	0.00	0.00	1,428,706.26	1,428,706.26
40	Transportation Fund	439.77	0.00	355,029.54	355,469.31
50	Social Security/Medicare Fund	80,233.94	0.00	-469.20	79,764.74
51	Ill Municipal Retirement Fund	50,586.72	0.00	0.00	50,586.72
60	Capital Projects Fund	0.00	0.00	109,769.76	109,769.76
***	Fund Summary Totals ***	1,793,658.28	0.00	2,420,639.14	4,214,297.42

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

**Glen Ellyn School District 41
Summary of Bills and Payroll
November 2024**

Fund	Expenditures	Payroll	Total Expenditures
Education	\$ 367,475	\$ 3,660,794	\$4,028,269
Operations & Maintenance	219,573	223,612	443,185
Debt Service	-	-	-
Transportation	408,454	676	409,129
Social Security	-	80,316	80,316
IMRF	-	49,925	49,925
Capital Projects	2,701,509	-	2,701,509
Working Cash	-	-	-
Tort	-	-	-
TOTAL	\$ 3,697,011	\$ 4,015,322	7,712,332

Glen Ellyn School District 41
Treasurer's Report - Statement of Cash & Investments
Nov-24

FUND	<i>*Cash & Investment Balance</i>	<i>Revenues</i>	Revenues	<i>Expenditures</i>	Expenditures	Transfers & Adjustments	<i>Cash & Investment Balance</i>	<i>Investments at Cost (Information Only)</i>
	<i>FY24 Beginning Balance</i>	<i>November</i>	July - June	<i>November</i>	July - June	YTD	10/31/2024	
Education	\$65,622,814	\$810,043	\$28,213,082	\$4,028,269	\$46,417,169	(\$1,054,490)	\$46,364,237	\$43,594,000
Operations and Maintenance	\$586,075	\$17,851	\$3,807,364	\$443,185	\$2,237,846	(\$1,433)	\$2,154,160	\$0
Debt Service	\$1,334,131	\$16,422	\$862,112	\$0	\$651,308	\$0	\$1,544,935	\$0
Transportation	\$3,815,469	\$27,990	\$1,274,617	\$409,129	\$734,032	(\$175)	\$4,355,879	\$0
Social Security	\$1,550,416	\$13,977	\$605,252	\$80,316	\$316,323	\$0	\$1,839,345	\$0
IMRF	\$1,420,754	\$9,702	\$350,472	\$49,925	\$212,489	\$0	\$1,558,738	\$0
Capital Projects	\$3,217,168	\$80,518	\$26,484,191	\$2,701,509	\$6,374,736	\$0	\$23,326,623	\$0
Working Cash	\$700,010	\$2,465	\$11,006	\$0	\$0	\$0	\$711,016	\$0
Tort	\$22,824	\$93	\$1,128	\$0	\$0	\$0	\$23,952	\$0
Totals	\$78,269,661	\$979,060	\$61,609,224	\$7,712,332	\$56,943,903	(\$1,056,098)	\$81,878,884	\$43,594,000

**Unaudited Cash & Investment Balances (with adjustments for payable accruals)*

Regular Board Meeting Minutes Hadley Jr. High School December 16, 2024

Call to Order

The December 16, 2024 regular board meeting was called to order at 6:34 p.m. Mr. Loebach led in the pledge of allegiance.

Roll Call

The following Board members were in attendance: Jessica Buttimer, Ted Estes, Jason Leobach, Julie Hill, Steve Miko and Bob Bruno. Tayyaba Syed arrived at 6:32 p.m.

Student Board Members: Alessia D'argento, Helen Manak, Tess Reinman.

Also in Attendance: Superintendent Dr. Jeff McHugh, Assistant Superintendent of Human Resources Dr. David Bruno, Assistant Superintendent of Teaching, Learning and Accountability Dr. Kristine Webster, Assistant Superintendent of Finance, Facilities and Operations Eric DePorter, Director of Language Programs Juan Suarez, Executive Director of Student Services Molly Victor, Executive Director of Buildings and Grounds Dave Scarmardo and Assistant Director of Technology Jim Videlka and Director of Innovation and Technology Andrew Peterman.

Public Hearing on 2024 Levy: Dr. Bruno opened the public hearing on the 2024 Levy. The 2024 levy has been on file and conveniently available for public inspection beginning November 19, 2024. To date, the District has not received any verbal or written comments on the 2024 levy. Pursuant to Public Act 102-0895 attached to this evening's agenda is the District Treasurer's report which illustrates the cash reserve balance of all funds held by the District related to its operational levy and any obligations secured by those funds. No public comments were made.

At 6:36 p.m. Board members Syed motioned and Estes seconded to close the public hearing on 2024 Levy. Motion passed by unanimous voice vote

Celebrations and Recognitions

Recognition: District 41 Performing Arts Teachers, Chris Cooper, Samantha Tribley and Georgia Alemis shared information on a number of students for recent recognitions.

- District 41 at the Illinois Music Education Association (ILMEA) District 9 Students: Hadley Jr. High School students Emily Lowrie, Helen Manak, Emilie Scarleski, and Isabella Kim were recognized for their participation in the Illinois Music Education Association (ILMEA) District 9 Festival held in November.
- Northshore Concert Band's Lifetime of Music Hadley Student Selection: Hadley Jr. High student James Fanella was chosen to perform in the Annual Lifetime of Music Initiative Concert with the Northshore Concert Band in February.

D41 Kids Foundation Donation: Foundation President Lynn Bruno, along with members of the D41 Kids Foundation Board, presented District 41 with a generous donation of \$15,000 to support the parental coaching program within the district's mental health services. Foundation Board member Amy Becker shared her personal experiences with these services, highlighting their impact. The Board expressed gratitude to the Foundation for its dedication and generosity.

Presentation

Audit Presentation: Mr. DePorter introduced Matt Beran from Lauterbach & Amen, the District's auditing firm, to review the district's annual audit and key findings from the audit. Mr. Beran presented highlights from the [Annual Financial Report](#) and [management letter](#), noting a year-end balance and financial health indicators.

The audit yielded a clean opinion with no internal findings. Mr. Beran outlined two new accounting standards to be implemented and reported progress on eight prior recommendations, with two completed. He noted that while a negative fund balance and an outstanding check policy were flagged for monitoring, no immediate concerns were identified.

Mr. Beran thanked the district's finance team for their hard work and collaboration and confirmed that all submissions were timely and that there were no unresolved issues. The Board asked clarifying questions and expressed appreciation for the thorough presentation.

Climate Culture Report: Dr. David Bruno provided the Board with an [overview](#) of the results from the District's annual HumanX survey. He highlighted overall satisfaction across the district and trends in building-level data over the years. Dr. Bruno noted that administration is addressing areas of concern while celebrating positive outcomes, with a focus on daily practices that drive district-wide improvement. Areas of growth were identified, along with next steps, including living core principles, engaging stakeholders, integrating data into school improvement goals, and seeking continuous feedback.

Board members engaged in discussion and asked questions, emphasizing the need to increase participation across all schools and reviewing plans to boost engagement next year. They also addressed the timing of the survey, with Dr. Bruno explaining the rationale for conducting it at the beginning or end of the year. While Board members recognized the high engagement levels across the district, they expressed a desire to improve response rates. Dr. Bruno concluded by emphasizing the district's commitment to investing in its people to foster deeper engagement and commitment.

Public Participation

No public participation was presented.

Superintendent's Report

Dr. McHugh provided an update on the following:

- **Kindergarten Update:** Dr. McHugh discussed the construction progress on the kindergarten project. He highlighted the success of the preregistration efforts, which have provided insights to prepare for official registrations starting January 15. Approximately 70% of families are leaning toward the full-day kindergarten option. Dr. McHugh noted ongoing collaboration with staff to finalize details and ensure readiness.
- **Superintendent's Community Advisory Council:** Dr. McHugh provided an update on the selection process for community members who will serve on the Superintendent's Community Advisory Council noting that the council aims to support the superintendent, cabinet, board, and other district groups by offering input and collaboration on various initiatives.
- **D41 Holiday Traditions:** Dr. McHugh shared highlights from several district holiday events he has attended over the past few weeks. He reflected on the unique traditions within District 41 and expressed appreciation for the community's efforts to celebrate the season and foster connection.

Board Reports

- Mr. Estes reported on his attendance at the Matilda performance,
- Dr. Miko reported on his attendance at a number of holiday concerts and the PTA Outreach Holiday Sharing event.
- Mrs. Hill reported on her attendance at a recent band concert
- Mrs. Buttmer shared information on the upcoming GPS events.

- Mr. Loebach reported on his attendance at a Hadley holiday concert.

Student Board Reports

Student Board members shared updates on recent activities: the 8th-grade orchestra concert, a 6th-grade field trip to Drury Lane for *A Christmas Carol*, and plans for more field trips and student recognitions for incoming 6th graders. In 7th grade, students are auditioning for Hadley productions and studying the musical *Wicked*.

Discussion Items

Board Policy Revisions - First Reading: The Board of Education Policy Committee examines the policy manual on a regular basis for revisions and updates that are necessary based on changes in Illinois, Federal law, or to reflect the District's current practices. All materials are reviewed and revised to the current version of PRESS or in alignment with District practices and are reviewed by District Administration during the review process. The policy committee met in November to review the PRESS Editors 5-Year reviews. The following materials are updated due to Administrative recommendations, PRESS Editor quality assurance review, legislation, administrative rule and/or continuous improvement changes, including subscriber feedback presented for consideration. The recommendations to approve these revisions will be presented on January 13, 2025. The full report can be found [here](#).

2025-2026 School Year Calendar: The Calendar Committee meets annually to draft the school calendar, involving input from stakeholders like the Board, unions, and administration, while also considering regional guidance and neighboring district calendars. For the 2025-2026 school year, the first day for K-8 students is August 27, with Pre-K/EC dates to be determined. Major breaks include Fall Break (November 24-28), Winter Break (December 22 - January 2, resuming January 5), and Spring Break (March 30 - April 3). The last day of school, barring emergency days, is June 8, 2025, with an early dismissal for a School Improvement Day. The delayed start accommodates the Kindergarten Center construction timeline, and major breaks align with Glenbard 87's schedule. The calendar also incorporates eLearning Days for emergencies and plans for Parent/Teacher Conference accommodations in late October/November. Final approval will be sought from the School Board. The draft calendar can be found [here](#).

District 41 Strategic Plan Review Discussion: The 2022-2027 Strategic Plan, approved in April 2022, aims to accelerate academic growth, improve learning outcomes, close opportunity gaps, and support students' social, emotional, and cognitive success. As the midpoint of the plan approached, the District engaged Dr. Karen Sullivan to assess its alignment with evolving needs and identify areas for improvement. Feedback was gathered through facilitated discussions with subcommittees focused on equity, language programs, student services, and community advisory.

The review confirmed that the plan's foundational objectives remain relevant, but also identified several areas for refinement. Key recommendations included the need for clearer metrics, streamlined goals, and improved communication. Participants stressed the importance of consolidating overlapping objectives, simplifying educational language, and enhancing monitoring and accountability systems.

The review highlighted several key themes:

- Actionable benchmarks for tracking progress.
- Improved communication strategies to ensure transparency and understanding.
- Greater clarity and usability of the plan, especially for stakeholders.

Additionally, community engagement was identified as an area for improvement, with suggestions to provide accessible summaries and incorporate updates into district communications.

Discussions during the December 2nd Committee of the Whole meeting and follow-up conversations with Board members supported these recommendations. These findings informed drafting revisions to ensure the plan remains effective and aligned with district priorities.

Board members discussed Dr. McHugh's summary. During the discussion, the focus supported refining the strategic plan's by simplifying goals and enhancing clarity. Mr. Loebach felt the fresh perspective from new team members was important, with Mrs. Buttimer emphasizing the importance of simplifying goals for better focus and progress. Mr. Estes noted that several goals did overlap and supported the recommendations to combine several for efficiency, a suggestion supported by Mrs. Hill.

The Board and Dr. McHugh also discussed the need for clearer, more contextual metrics, particularly in tracking growth for the lowest-performing students. A suggestion was made to focus on streamlining the monitoring structure, with 3-4 key metrics per goal that reflect overall growth—not just academics. The importance of clear communication was underscored, including reframing IAR results and integrating a "Student Profile" dashboard to track and communicate progress.

Dr. McHugh will collaborate with his team to implement these suggestions and provide an update in the coming months, with a recommendation for any further refinements before the end of the school year.

Action Items

Consent Agenda: *Board members Syed motioned and Loebach seconded to approve the consent agenda which included:*

- *Employment recommendations, resignations, internal transfer, extended leave as noted on the personnel report*
- *Donations*
- *Disposal of Surplus Property*
- *Freedom of Information Act (FOIA) Report*
- *Investment Schedule*
- *Monthly Overview of the Revenue and Expenditure Summary Report*
- *Summary of Bills and Payroll*
- *Treasurer's Report*
- *Board Meeting Minutes*
- *Acceptance of the FY 2024 Audit*

Roll Call

Aye: Loebach, Hill, Estes, Buttimer, Miko, Syed and Bruno

Nay: None

Motion passed

Following the approval of consent Dr. McHugh introduced Abraham Lincoln Principal Sarah Rodriguez as the new principal of the new Kindergarten Center. Mrs. Rodriguez thanked the Board and district for the support and appointment. She shared her experiences as a teacher and administrator which have prepared her for this next adventure. She expressed her excitement to work with the District 41 families and community. Board members congratulated and thanked Mrs. Rodriguez.

Recommendations

Technology Software Purchase: Evaluwise: *Board members Loebach motioned and Estes seconded to o authorize Assistant Superintendent of Human Resources David Bruno to enter in a into an agreement with EvaluWise for a 3~~7~~ year commitment at a cost of \$21,0005.25*

(\$17,915.25 from the 2025-2026 human resources budget and \$3,090.00 from the 2024-2025 human resources budget as outlined in the board report in the board report?

Roll call:

Aye: Loebach, Hill, Estes, Buttimer, Miko, Syed and Bruno

Nay: None

Motion passed

Approve the 2024 Levy: *Earlier in the meeting a public hearing on the 2024 levy was held. Information on the levy has been available and posted since November 19, 2024. Board members Loebach motioned and Buttimer seconded to approve and adopt the FY 2024 Levy as presented.*

Roll call:

Aye: Loebach, Hill, Estes, Buttimer, Miko, Syed and Bruno

Nay: None

Motion passed

Approval of Professional Services Contract with Amergis Educational Staffing: *Board members Loebach motioned and Buttimer seconded to authorize Assistant Superintendent of Human Resources David Bruno to enter into a Professional Service Contract Amergis Educational Staffing for a cost of approximately \$40,115.00 for the time period of December 09, 2024 through the end of the 2024-2025 school year funded from the district budget contract services special education account as outlined in the board report.*

Roll call:

Aye: Loebach, Hill, Estes, Buttimer, Miko, Syed and Bruno

Nay: None

Motion passed

Approval of Professional Services Contract with New Direction Solutions, LLC , DBA Procure Therapy: *Board members Loebach motioned and Buttimer seconded to authorize Assistant Superintendent of Human Resources David Bruno to enter into a Professional Service Contract with New Direction Solutions, LLC dba Procure Therapy for a cost of approximately \$28,559.93 for the time period of December 18, 2024 through the end of the 2024-2025 school year funded from the district budget contract services special education account as presented.*

Roll call:

Aye: Loebach, Hill, Estes, Buttimer, Miko, Syed and Bruno

Nay: None

Motion passed

Learning Together/Other

- Advocacy Report: Mr. Estes reported on the Delegate Assembly and the outcomes of those votes. The Board discussed the importance behind the resolutions and the need to organize the efforts of those resolutions that can support students.
- Board members reported on the various sessions they attended during the annual school board conference last month.

Upcoming Meetings

- Monday, January 13, 2024, Regular Board meeting, 6:30p.m. at Hadley Jr. High
- Monday, February 10, 2025, Regular Board meeting, 6:30p.m. at Hadley Jr. High

Adjourn to Closed Session

Board members Loebach motioned and Estes seconded to adjourn to closed session to confidentially discuss section Section 2(c) 1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity, section 2(c), deliberations concerning salary schedules for one or more classes of employees. Section 2(c) 10 The placement of individual students in special education programs and other matters relating to individual students, . and section 2(c) 14 Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of school board approval of the minutes or semi-annual review of the minutes as required by the Act.

Roll Call

Aye: Loebach, Hill, Estes, Miko, Syed Buttimer and Bruno

Nay: None

Motion passed

Return to Open Session

At 9:08 p.m., the Board returned to open session.

Adjournment

At 9:08 p.m. Board members Loebach motioned and Buttimer seconded to adjourn the December 16, 2024 regular board meeting. Approved by unanimous vote.

Respectfully submitted,
Nancy Mogk
Board Recording Secretary

Bob Bruno, Board President

Jess Buttimer, Board Secretary

Approved: January 13, 2025

Board Report

Date: January 13, 2025
Title: Board Policy Revisions First Reading
Submitted by: Dr. Jeff McHugh, Superintendent

Strategic Priority Goal Area 6: Community Partnerships & Engagement: District 41 is dedicated to creating and sustaining community partnerships that enhance education and provide social, emotional and academic support for our students. By creating strong connections with community partners and engaging with all five communities we serve, District 41 prepares each student for a successful future.

Background: The Board of Education Policy Committee examines the policy manual on a regular basis for revisions and updates that are necessary based on changes in Illinois, Federal law, or to reflect the District's current practices.

Discussion: PRESS stands for Policy Reference Education Subscription Service which is used to maintain and update the District 41 Board of Education Policy Library. Updates are issued multiple times of year and reflect changes in laws passed in the General Assembly that affect school boards and/or quality assurance five-year review. In addition, policy materials are conducted on an on-going basis. All materials are reviewed and revised to the current version of PRESS or in alignment with District practices and are reviewed by District Administration during the review process. The Board reviewed the recommendations in December.

PRESS Issue 115: Five-Year Reviews

Issue 115 included recommendations based on PRESS Editors 5-Year reviews. The following materials are updated due to Administrative recommendations, PRESS Editor quality assurance review, legislation, administrative rule and/or continuous improvement changes, including subscriber feedback.

- 2:125, Board Member Compensation; Expenses
- 2:160, Board Attorney
- 2:160-E, Checklist for Selecting a Board Attorney
- 5:20-E, Resolution to Prohibit Sexual Harassment-NEW
- 5:30-AP4, Fingerprint-Based Criminal History Record Information Security-NEW
- 5:35-AP2, Employee Records Required by the Fair Labor Standards Act
- 5:35-AP3, Compensable Work Time for Non-Exempt Employees Under the FLSA
- 5:35-AP4, Fair Labor Standards Act 12-Step Compliance Checklist
- 5:35-E, Volunteer Agreement Executed by a Non-Exempt Employee -NEW
- 5:120-E, Code of Ethics for Illinois Educators -NEW
- 5:180, Temporary Illness or Temporary Incapacity
- 5:250-AP, School Visitation Leave
- 5:285, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 5:310, Compensatory Time-Off
- 5:310-E, Agreement to Receive Compensatory Time-Off -NEW
- 6:140-AP, Education of Homeless Children-REWRITTEN
- 7:280-AP, Managing Students with Communicable or Infectious Diseases
- 7:280-E2, Reporting and Exclusion Requirements for Common Communicable Diseases
- 8:25-AP, Advertising and Distributing Materials in School Provided by Non-School Related Entities

Other

All policies are reviewed and edited for punctuation once final and approved by the board.

Recommendation: The Administration recommends the Board adopt the revisions as presented.

School Board

Board Member Compensation; Expenses

Board Member Compensation Prohibited

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

Roll Call Vote

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

Regulation of School District Expenses

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

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

Exceeding the Maximum Allowable Reimbursement Amount(s)

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

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

Advancements

The Board may advance to its member's actual and necessary expenses to be incurred while attending:

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

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

Reimbursements and Purchase Orders

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

Credit and Procurement Cards

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

Standardized Expense Form(s) Required

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

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

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

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

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

Additional Requirements for Travel Expenses Charged to Federal and State Grants

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

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.
30 ILCS 708/, Government Accountability and Transparency Act
~~Local Government Travel Expense Control Act, 50 ILCS 150/, Local Government Travel Expense Control Act-~~

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

Reviewed: _____ October 20, 2003; January 18, 2011, February 11, 2013, November 21, 2016
Adopted: _____ November 17, 2003
Revision Adopted: _____ February 7, 2011, February 25, 2013, December 5, 2016

School Board

Exhibit - Checklist for Selecting a Board Attorney

The School Board selects and retains the Board Attorney(s). The Board may use this checklist for guidance when it selects and retains attorney(s) and/or law firms for legal services. This checklist is designed for the Board to use a request for proposal (RFP) process to seek outside attorneys/law firms, but it can be adapted for an application process, if the Board seeks an in-house attorney. For more information, call the [III. Association of School Board's \(IASB\) IASB](http://www.iasb.com/whatis/staff.cfm) Office of General Counsel; see its current phone numbers at <http://www.iasb.com/whatis/staff.cfm>

☐ Determine what type of legal services the District needs.

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

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

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

- Ability to declare that representation of the District will be to the exclusion of all other clients having potential conflicts with the District's interests
- When additional qualifications apply, ~~these~~ list those qualifications for providing legal services. This may include specialties such as bond counsel, etc.

□ **Develop the RFP.**

1. Insert the list of qualifications that the Board developed.
2. Include the following information:
 - The deadline for responses to be submitted
 - The location (address or email) where responses should be sent
 - A statement that the Board is soliciting proposals from qualified lawyers and law firms to provide legal services to the School District
 - Significant information about the District. See Board policy 1:30, *School District Philosophy*, for the District's mission statement that is specific to the community's goals.
 - The scope of work, e.g., "The Board Attorney will provide legal advice concerning *[typical duties, specific duties, excluded duties]*."
 - Qualifications
 - Details about interviews and presentations
3. Specify what responders must include in their responses, such as the following:
 - Cover letter, complete name, address, and legal structure (if the responder is a law firm)
 - The individuals who prepared the response, including their titles
 - If different from above, the identity of and directory information for the individuals who have authority to answer questions regarding the submitted proposal
 - A proposed fee schedule, e.g., "Respondents may combine set fees and hourly fees. If hourly fees are proposed, please provide the minimum time increment for billing purposes. If a retainer agreement is proposed, please specifically describe options."
 - A summary of the responder's relevant experience representing public schools
 - A writing sample
 - An assurance that the responder meets the RFP's qualifications
 - References including current or past clients

□ **Announce the RFP.**

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

6. Tell prospective responders that completed RFPs must be returned [*by certain time and date*] to [*name and title of person receiving applications*].

□ **Receive and manage responses to the RFP.**

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

□ **Develop interview questions.**

1. Interview questions are at the Board's discretion.
2. A prospective attorney or law firm to fill the Board Attorney position may raise other specific issues that the Board will want to cover during an interview.
3. The following non-exhaustive list of interview questions may help the Board tailor its questions toward finding an attorney or law firm with an approach to the role of the Board Attorney that the Board desires:
 - What do you see as your role as Board Attorney?
 - How many other school districts do you currently represent?
 - What kind of legal services do you provide to your school clients? Please explain how your other experience is relevant to this position.
 - How many years of experience does your firm (or, the attorney) have? How long have you been practicing law? How long have you been representing school districts?
 - What methods will you use to ensure all members of the Board, which is your client, remain informed? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
 - How would you manage a situation in which the Board feels strongly about its position but you believe that position is not legally supportable? The *Ill. Rules of Professional Conduct*, at www.illinoiscourts.gov/supremecourt/rules/art_viii/default_new.asp, require attorneys to represent the Board in its capacity as the governing body for the District. The responders should be discussing these rules, specifically Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client), among others, in their answers to this question. See also, [sample PRESS](#)-policy 2:160, *Board Attorney*.
 - How would you manage a situation in which the Board's interest may be or become adverse to one or more of its members? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of [sample](#) policy 2:160, *Board Attorney*.
 - How would you manage a situation in which the Board and Superintendent are in conflict? How about a divided Board? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of [sample](#) policy 2:160, *Board Attorney*.
 - If the Board did something that you had advised against, could you still defend the Board's action? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of [sample](#) policy 2:160, *Board Attorney*.
 - Will you try to shape Board decisions or do you have a *whatever the Board decides philosophy*? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of [sample](#) policy 2:160, *Board Attorney*.
 - Do you give clients specific recommendations or do you advise them of the available options and let the client decide? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of [sample](#) policy 2:160, *Board Attorney*.
 - Do you provide your school Board clients with any updating services gratis?

-
- How do you keep your Board clients apprised of litigation and other legal matters you are handling for them?
 - Will you be handling this business personally (i.e., will you delegate to your associates or partners)?
 - Can anyone else in your firm handle our inquiries when you are unavailable?
 - How do you keep current on school law?
 - When do you tell your school clients to contact you regarding a matter with possible legal repercussions?
 - Have you represented a school district in a matter involving the rights of disabled students? ...involving disabled employees? ... involving a student expulsion? ... involving a teacher dismissal? ... involving an employee's contract or dismissal? ... involving a building contract or bidding matter? ... Can you tell us about that case?
 - How do you bill? How are you to be paid? Please explain your rates and/or fees. The subject of billing should cover whether the attorney or law firm prepares a budget for representation and its method for billing in detail, including the date and time, what work was performed, and who worked on the project, along with expenses.
 - Did you bring a written agreement for legal services or a retainer agreement? If yes, please review it for us now. If not, please explain the options for a written agreement for legal services.
- Develop an interview protocol.** Interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(1).
1. The Board President will lead the Board as it interviews responders to its RFP (see 105 ILCS 5/10-13 stating that the Board President presides at all meetings and Board policy 2:110, Qualifications, Term, and Duties of Board Officers.
 2. The Board may also want to consider allowing an equal amount of time for each interview.
 3. Discuss the following items with each responder during the interview:
 - Introduce Board members to the responder.
 - Describe the Board's interview process, selection process, and ask the responder if he or she has questions about the Board's process for selecting its attorney.
 - Describe the District's philosophy or mission statement.
 - Describe the Board Attorney position by reviewing the RFP.
 - Begin asking the interview questions. (See *Develop interview questions*, above).
 - Ask the responder whether he or she has any questions for the Board.
 - Thank the responder and inform him or her when the Board expects to make its decision and how the responder will be contacted regarding the Board's decision.
- Conduct a reference check and other background investigation(s).**
1. The Board President may perform this check or direct the Superintendent to:
 - Check the ARDC's master roll of attorneys as "Authorized to Practice Law." To do this, enter the attorney's name into the ARDC's registration and public disciplinary records database at: <https://www.iardc.org/Lawyer/Searchwww.iardc.org/lawyersearch.asp>.
 - Click on the attorney's name to review whether any disciplinary actions are pending or resolved; current and prior actions will appear at the bottom of the screen.
 - If disciplinary actions are listed, ask the attorney or law firm for more information.
 2. There are other online attorney review services available. These services may be overly subjective and/or the attorney may have control over the content in these services. Always check with the ARDC.
 3. Call references provided by the responder.
- Enter into a written contract with the selected attorney or law firm.**
1. All *agreements for legal services* should be in writing. At minimum, the agreement should provide the fee arrangement and the scope of services. *Agreements for legal services* and individual billing statements form

the Board Attorney are subject to disclosure pursuant to a Freedom of Information Act request (PAC-14-002).

2. Discuss the fee arrangements with the responder and decide:
 - Whether to enter into a fee arrangement or a retainer agreement. Note: Attorneys typically bill by a pre-determined percentage of the hour, e.g., in one-tenth of an hour increments. Many districts enter into a retainer agreement for legal services that requires them to pay the attorney a pre-determined fee every month. In return, the attorney provides a pre-determined amount of legal services whenever the district needs him or her. Districts find this useful because (1) they can budget for legal expenses, (2) legal advice is available up to the pre-determined amount for lower fees, and (3) this arrangement often provides for an enhanced, long-term relationship with the attorney.
 - The appropriate scope of services.
3. Review the written contract (*Agreement for Legal Services*) for these provisions:
 - Fee arrangement.
 - Scope of services.
 - Who will be providing legal services?
 - A statement that the Board controls all legal decisions.
 - A statement that the attorney and his or her law firm have no conflicts of interest or, if a conflict exists, that the Board understands the conflict and waives it.
 - Board's right to terminate the services of the attorney and law firm at any time for any reason.
4. Approve the *Agreement for Legal Services* during an open Board meeting.

Announce the appointment to District staff and community.

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

Reviewed: October 26, 2015
Adopted: November 9, 2015
Revision Adopted:

School Board

Administrative Procedure - Protocols for Record Preservation and Development of Retention Schedules

Legal Citations

Each legal requirement in this procedure is followed by a citation to the controlling rule and/or statute. ~~Citations in parenthesis indicate the location of a named law.~~ For additional clarification regarding a requirement, the cited law should be reviewed.

Actor	Action
All Staff Members and School Board Members	<p>Maintain all records, as defined and required in the Ill. Local Records Act (LRA). No public record shall be destroyed except as allowed by the LRA.</p> <p><i>“Public record means any book, paper, map, photograph, born-digital electronic material, digitized electronic material, electronic material with a combination of digitized and born-digital material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein.”</i> 50 ILCS 205/3.</p> <p>Do not destroy any District record, no matter its form, if it is subject to a litigation hold. F.R.C.P. 37(e).</p> <p>In federal lawsuits there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding to not destroy any electronic records that might be relevant. The receipt of a <i>litigation hold</i> or preservation letter from the Board’s attorney requires all potentially relevant electronic information to be identified, located, and preserved. This includes all email, e-documents, the tapes and servers of discarded systems, and backup data stored elsewhere.</p> <p>Whenever disposing of materials containing <i>personal information</i>, render the <i>personal information</i> unreadable, unusable, and undecipherable. 815 ILCS 530/40; 44 Ill.Admin.Code §4000.40(b).</p> <p>The Personal Information Protection Act (815 ILCS 530/) contains mandates for disposing of materials containing personal information (<i>personal information</i> is defined in 815 ILCS 530/5 as either of the following: (1) an individual’s first name or first initial and last name combined with any of the following data elements, when either the name or data elements are not encrypted/redacted or are encrypted/redacted but the keys to unencrypt/unredact or otherwise read the name or data elements have been acquired without authorization through a security breach: social security number, driver’s license number or State identification card number, financial account information, medical information, health insurance information, or unique biometric data; or (2) user name or email address, combined with a password or security question and answer that would permit access to an online account, when any of these data elements are not encrypted/redacted or are encrypted/redacted but the keys to unencrypt/unredact or otherwise read the data elements have been acquired without authorization through a security breach). The Ill. Attorney General</p>

Actor	Action
	<p>is authorized to impose a fine and bring court action for noncompliance. 815 ILCS 530/40.</p> <p><u>Whenever disposing of materials containing social security numbers that do not otherwise qualify as personal information under 815 ILCS 530/40, follow administrative procedure 4:15-API, Protecting the Privacy of Social Security Numbers. The Superintendent, Human Resources Administrator, and their respective designees must follow administrative procedure 5:30-AP4, Fingerprint-Based Criminal History Record Information Security, when disposing of criminal history record information (CHRI).</u></p>
Superintendent	<p>Assign the following activities to the Records Custodian and Head of Information Technology (IT):</p> <ol style="list-style-type: none"> 1. Develop and maintain a protocol for preserving and categorizing District records; 2. Develop and maintain a record retention and destruction schedule; and 3. Develop protocols to implement a litigation hold.
Records Custodian and Head of IT	<ol style="list-style-type: none"> 1. Develop and maintain a protocol for preserving and categorizing District records. <p>Develop and maintain a list of all District records organized in categories and sub-categories, e.g., records relating to business, students, personnel, board meetings, etc. Align this list with the list of District records required by the Freedom of Information Act. 5 ILCS 140/5.</p> <p>Paper records may be easier to locate than electronic records. Electronic records will potentially exist in all of the available clouds, servers, tapes, hard drives, computers, and similar types of electronic devices (e.g., laptops, tablets, smart phones, voicemail, etc.).</p> <p>Prepare a description of how District records stored by means of electronic data processing may be obtained in a form understandable to persons lacking computer knowledge. 5 ILCS 140/5; 44 Ill.Admin.Code §4000.70, <i>Digital Reproduction</i>; 44 Ill.Admin.Code §4000.80, <i>Management of Electronic Records</i>.</p> <p>Such a description may include contact information for a person who can aid in obtaining records stored electronically.</p> <p>Provide for keeping only <i>records</i> and destroying non-records. Avoid filing non-record material with records. Determine what is a non-record, e.g., identical copies of documents maintained in the same file; extra copies of printed or processed materials (official copies of which are retained by the office); blank forms; and personal communications.</p> <p>The goal is to control excessive accumulation of material. Non-record material may be destroyed at any time. 50 ILCS 205/9.</p> <p>Absent a litigation hold, email must be retained only when it contains: (1) evidence of the District’s organization, function, policies, procedures, or activities, or (2) informational data appropriate for preservation. 50 ILCS 205/3. Email that is conversational, personal, or contains brainstorming may generally be deleted.</p> <p>A consistent email retention process policy for use across the District ensures that the necessary emails are being retained and emails that are not required to be preserved are purged on a regular basis.</p>

Actor	Action
	<p>Determine whether each sub-category of documents should be reproduced by photography (44 Ill.Admin.Code §4000.60), microphotographic and electronic microimaging processes (44 Ill.Admin.Code §4000.50), or digitized electronic format (44 Ill.Admin.Code §4000.70).</p> <p>Any public record may be reproduced in a microfilm or digitized electronic format and the analog/paper version destroyed, provided: (a) the records are reproduced on “a durable medium that accurately and legibly reproduces the original record in all details,” and “that does not permit additions, deletions, or changes to the original document images,” and “if electronic, that are retained in a trustworthy manner so that the records...are accessible and usable for subsequent reference at all times when the information must be retained,” (b) the reproduction is retained for the prescribed retention period, and (c) the Local Records Commission is notified when the original record is disposed of and also when the reproduced record is disposed of. 50 ILCS 205/7.</p> <p>Use the Ill. Secretary of State publication Guidelines for Using Electronic Records (www.cyberdriveillinois.com/departments/archives/records_management/electrecs.html) and 44 Ill.Admin.Code §§4000.APPENDIX A <i>Sustainable File Formats for Electronic Records - A Guide for Government Agencies</i> (www.ilga.gov/commission/jcar/admincode/044/04404000ZZ9996aR.html), 4000.APPENDIX B <i>Reliable Storage Media for Electronic Records - A Guide for Government Agencies</i> (www.ilga.gov/commission/jcar/admincode/044/04404000ZZ9996BR.html).</p> <p>Identify and index the location of each category and sub-category of District records. Organize electronic record and data storage.</p> <p>The goal is to ensure that all documents, including electronically created ones, are retained for the required timeframes and are easy to retrieve and produce if necessary.</p> <p>2. Develop and maintain a record retention and destruction schedule for submission to the Superintendent and eventually to the Local Records Commission.</p> <p>Prepare a list of public records that: (1) are not needed for current business, and (2) do not have sufficient administrative, legal, or fiscal value to warrant their further preservation. Stated differently, identify records that have no administrative, legal, or fiscal value, as this is the criteria the Commission uses to determine whether or not to authorize the records’ destruction.</p> <p>Records that have no administrative, legal, or fiscal value may be destroyed according to provisions in the LRA. 50 ILCS 205/10.</p> <p>Prepare a schedule for record destruction by identifying the length of time a record category or series warrants retention after it has been received or produced by the District.</p> <p>The ultimate goal is to obtain permission to destroy unnecessary public records. The Local Records Commission must approve the destruction of any public record. 50 ILCS 205/7; 44 Ill.Admin.Code Part 4000 (Local Records Commission for agencies comprising counties of less than 3,000,000 inhabitants); 44 Ill.Admin.Code Part 4500 (Local Records Commission of Cook County). See the Archives Department on the Secretary of State’s website: https://www.ilsos.gov/departments/archives/home.htmlwww.cyberdriveillinois.com/departments/archives/datab42s/home.html</p>

Actor	Action
	<p>44 Ill.Admin.Code Part 4000.30 details the procedures for compiling and submitting lists and schedules of records for disposal.</p> <p>The School Code and other statutes (e.g., statutes of limitations) contain mandatory retention timelines. The Board attorney should be consulted.</p> <p>The e-discovery rules provide a safe harbor for parties during a lawsuit that cannot provide information because it was destroyed as a result of routine practices. F.R.C.P. 37(e).</p> <p>3. Develop protocols to implement a litigation hold.</p> <p>Understand what a <i>litigation hold</i> is.</p> <p>A litigation hold refers to the notification made by the Board’s attorney telling the District to preserve all information that may be relevant to current or anticipated litigation. While it may occur anytime in the legal process, it will usually occur during discovery, the pretrial phase of a lawsuit designed to compel the exchange of information between parties. A litigation hold triggers the need to immediately suspend destruction of electronic and other records relevant to the current or potential claim. F.R.C.P. 37(e).</p> <p>Specify how to implement a litigation hold, i.e.:</p> <ul style="list-style-type: none"> ● Who can trigger a litigation hold? ● How is a litigation hold communicated? ● Who should gather the records? ● What records are subject to a litigation hold and who determines this? ● In what format should records be gathered? ● Where should records be gathered? <p>Identify how to implement a litigation hold for all IT systems, including backup tapes, to ensure they are not deleted or overwritten as part of the normal tape rotation process.</p> <p>Prepare a map of potentially relevant data and otherwise assist the Board attorney in locating all potentially relevant information.</p>
Superintendent	<p>Submit new or revised record retention and destruction lists and schedules to the Local Records Commission for approval.</p> <p>Disseminate the record retention schedule, along with instructions, to all affected staff members and Board members.</p> <p>Immediately inform the Records Custodian and Head of IT whenever a record must be preserved because: (1) it may be relevant to present or future litigation, or (2) the Board Attorney has notified the District to preserve a record, including electronic information (<i>litigation hold</i>).</p> <p>Authorize and/or order the destruction of District records after ensuring that the following steps have been performed:</p> <ol style="list-style-type: none"> 1. The Local Records Commission approved a schedule for continuing authority to destroy District records after the expiration of the applicable period. 2. Any record is retained and removed from the disposal list if it is or may be evidence in litigation, or is otherwise subject to a <i>litigation hold</i>. 3. Thirty days prior to disposal or destruction of any records, regardless of physical format or characteristics, submit a Local Records Disposal Certificate to the Commission and dispose only after a copy of that certificate has been reviewed and approved by the Chairman and returned to the District. The original copy of that Local Records Disposal Certificate is kept in the files of the Commission, and the

Actor	Action
	<p>duplicate copy approved and returned by the Chairman must be retained by the District. 44 Ill.Admin.Code §§4000.40(c), 4500.40(c).</p> <p>4. In the case of records with scheduled retention of less than one year, a single Local Records Disposal Certificate for more than one disposal event within a given year may be used. Local Records Disposal Certificates submitted with this intent must include a schedule of proposed records disposal in addition to the normally required information. The District must wait to dispose of records until receipt of approval from the Commission, as required in number 3, above. 44 Ill.Admin.Code §§4000.40(d), 4500.40(d).</p> <p>5. For records that have been damaged by water, fire, smoke, insects or vermin, mold or some other natural disaster that poses a health or safety risk to employees, the District may apply to the Commission for permission to dispose of those records ahead of their scheduled disposal date. The request must include a Local Records Disposal Certificate accompanied by the District’s explanation of why the records need early disposal. The Commission may grant the request only after physically reviewing the damaged records. 44 Ill.Admin.Code §§4000.40(e), 4500.40(e).</p>
<p>Links to Web-based Record Management Resources:</p> <p>Cook County Local Records Commission Meetings</p> <p>Cook County Local Records Commission Rules (44 Ill.Admin.Code Part 4500)</p> <p>Downstate Local Records Commission Meetings</p> <p>Rules of the Downstate Local Records Commission (44 Ill.Admin.Code Part 4000)</p> <p>Ill. School Student Records Act (105 ILCS 10/, amended by P.A. 101-161, eff. 1-1-20)</p> <p>Local Records Act (50 ILCS 205/)</p> <p>Local Records Disposal Certificate</p>	

LEGAL REF.: Federal Rules of Civil Procedure, Rules 16, 26 and 37.
5 ILCS 140/, Freedom of Information Act.
50 ILCS 205/, Local Records Act.
105 ILCS 10/, Ill. School Student Records Act.
815 ILCS 530/, Personal Information Protection Act.
820 ILCS 40/, Ill. Personnel Record Review Act.
44 Ill.Admin.Code Part 4000, Local Records Commission.
44 Ill.Admin.Code Part 4500, Cook County Local Records Commission.

Review:
Approved: July 31, 2023
Revisions Approved:

General Personnel

Exhibit - Resolution to Prohibit Sexual Harassment

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official;

THEREFORE, BE IT RESOLVED, by the Board of Education of [insert name], [insert county] County, Illinois, as follows:

Section 1: The Board adopts Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which collectively contain the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this ____ day of _____, 20__.

Attested by: _____, Board President

Attested by: _____, Board Secretary

Review:

Approved:

Revisions Approved

NEW

General Personnel

Administrative Procedure - Fingerprint-Based Criminal History Record Information Security

The District is required by State law to conduct fingerprint-based criminal history record checks on applicants for employment. See administrative procedure 5:30-AP2, *Investigations*, for the procedures to be followed in carrying out such checks. This procedure outlines the District's responsibility to safeguard applicants' criminal justice information (CJI), including Criminal History Records Information (CHRI), received from the Federal Bureau of Investigation (FBI), whether the information is received directly from the FBI or through the Ill. State Police (ISP) or a live scan vendor pursuant to an existing Outsourcing Management Control Agreement. This procedure is based on the *FBI Criminal Justice Information Services (CJIS) Security Policy* (CJIS Security Policy) available at: <https://le.fbi.gov/cjis-division/cjis-security-policy-resource-center> (see Appendix J, Noncriminal Justice Agency Supplemental Guidance) and ISP's generic template titled *Criminal History Record Information Proper Access, Use, and Dissemination Procedures*. The FBI's CJIS Security Policy provides a minimum set of security requirements for access to FBI CJIS Division systems and information and to protect and safeguard CJI.

Glossary of Terms

These definitions are based on those provided in the FBI CJIS Security Policy.

Criminal Justice Information (CJI) — All data provided through the FBI CJIS, including, but not limited to, biometric, identity history, person, organization, property (when accompanied by any personally identifiable information), and case/incident history data.

Criminal History Records Information (CHRI) — A subset of CJI that includes identifiable descriptions of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, and release. For purposes of this procedure, CHRI is interchangeable with CJI.

Authorized Personnel — District employee(s) who have been appropriately vetted through a national fingerprint-based record check and have been granted access to CJI. For purposes of this procedure, Authorized Personnel includes the Superintendent, Human Resources Administrator, Head of Information Technology, and their respective designees.

Electronic Media — Any form of electronic storage media such as a memory device in a laptop or computer (hard drive) or mobile device; and any removable, transportable electronic media, such as magnetic tape or disk, optical disk, flash drive, external hard drive, or digital memory card.

Physical Media — Media in printed form, including, but is not limited to, printed documents, printed imagery, and printed facsimile.

Remote Access — Any temporary access to the District's information system by a user (or an information system) communicating temporarily through an external, non-District controlled network (e.g., the Internet).

Actor	Action
Superintendent or Human Resources Administrator	If the District utilizes a live scan vendor, ensures the District has entered in an outsourcing agreement with the vendor that incorporates appropriate FBI security and management control outsourcing standards to protect CHRI. See https://www.fbi.gov/file-repository/compact-council-security-and-management-control-outsourcing-standard-for-non-channelers.pdf/view or www.fbi.gov/file-repository/compact-council-security-and-management-control-outsourcing-standard-for-channelers.pdf/view , depending on the status of the vendor (channelers are contractors selected by the FBI that have a direct connection to the FBI's identification system, see

Actor	Action
	<p>www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/compact-council/list-of-approved-channelers). For a list of live scan vendors in Illinois, see https://idfprapps.illinois.gov/licenselookup/fingerprintlist.asp.</p> <p><u>Point of Contact</u> Designates employee(s) to serve as the District's Point of Contact (POC), who serves as the primary point of contact with the ISP regarding the District's handling of CJI. Ensures the District has applicable agreement(s) in place necessary to access CJI, e.g., an interagency user agreement with the ISP.</p> <p><u>Physical Security</u> Designates a secure location within the District with physical and personnel security controls sufficient to protect CHRI and associated information system(s), including the following:</p> <ol style="list-style-type: none"> 1. The location shall be prominently posted and physically separate from non-secure locations. 2. Only Authorized Personnel will have access to the physically secure location. 3. The District is able to control all access points and verify individual access authorizations before granting access. 4. The device(s) that displays CHRI is positioned in such a way as to prevent unauthorized individuals from accessing and/or viewing it. 5. CHRI on physical media is always stored in a locked cabinet/drawer/container at the District Office which is only accessible to Authorized Personnel. Physical media is not removed from the secure location area except for purposes of sanitization/disposal. <p><u>Media Protection and Transport</u> Ensures controls are in place to protect electronic and physical media containing CHRI while at rest, stored, or actively being accessed, as well as during transport outside of secure areas to prevent inadvertent or inappropriate disclosure and use. Only Authorized Personnel may transport electronic media or physical media containing CHRI. If physical and personnel restrictions are not feasible, directs the Head of Information Technology to ensure CHRI is encrypted per the CJIS Security Policy (pg. 160, see SC-13).</p> <p><u>Sanitization and Disposal of CHRI</u> Properly sanitizes or disposes of (or designates Authorized Personnel to sanitize or dispose of) physical or electronic media containing CHRI in accordance with the District's record retention schedule. Physical media will be destroyed by one of the following methods:</p> <ol style="list-style-type: none"> 1. Shredding using District-issue shredders. 2. Placement in locked shredding bins for a private District contractor to come on-site and shred, witnessed by Authorized Personnel. 3. Incineration using District incinerators or witnessed by Authorized Personnel onsite at a District or contractor incineration site, if conducted by non-authorized personnel. <p>Electronic media will be disposed of by one of the following methods:</p> <ol style="list-style-type: none"> 1. Overwriting at least three times (using a program to write onto the location of the media where the file to be sanitized is located) 2. Degaussing (magnetic erasure of data from magnetic media)

Actor	Action
	<p>3. Physical destruction. (crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled).</p> <p><u>Misuse of CHRI</u> In the event of misuse of CHRI by a District employee, issues discipline to the employee (such as loss of access privileges) or recommends discipline to the Board up to and including termination and/or refers the matter to law enforcement. See Board policies 5:200, <i>Terms and Conditions of Employment and Dismissal</i>, 5:240, <i>Suspensions</i>, and 5:290, <i>Employment Termination and Suspensions</i>.</p>
Head of Information Technology	<p>Assists the Superintendent and Human Resources Administrator as requested to implement appropriate controls for access to CHRI within the District.</p> <p><u>Account Management</u> Manages information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts.</p> <p>Validates information system accounts at least annually and documents the validation process.</p> <p>Monitors electronic system log access to CHRI on a weekly basis for indications of inappropriate or usual activity.</p> <p><u>Remote Access and Personally Owned Devices</u> Authorizes, monitors, and controls all methods of remote access to the information systems that can access, process, transmit, and/or store CJI.</p> <p>Employs automated mechanisms to facilitate the monitoring and control of remote access methods and control all remote accesses through managed access control points.</p> <p>Permits remote access for privileged functions only for compelling operational needs and documents the rationale for such access in the security plan for the information system.</p> <p>If the District permits Authorized Personnel to use personal devices to access, process, store, or transmit CHRI, establishes and documents the specific terms and conditions for personal device use consistent with the requirements in Section 5.13 of the CJIS Security Policy (pg. 173-179).</p> <p><u>Sanitization and Disposal of CHRI</u> Ensures that Information Technology systems that have been used to process, store, or transmit CHRI may not be released from the District's control until the equipment and has been sanitized and all stored information has been cleared using one of the methods authorized in this procedure.</p> <p><u>Security Incidents</u> Assists the POC with the reporting of any security incidents to ISP. When feasible, employs automated mechanisms to assist in the reporting of security incidents.</p>

Actor	Action
District Point of Contact (POC)	<p>Communicates as needed with the ISP regarding audits, District personnel changes, training, and security.</p> <p>Disseminates information security alerts and other communications from ISP to all Authorized Personnel.</p> <p>If applicable, identifies who is using live scan hardware, software, and firmware and ensures no unauthorized individuals or processes have access to the same. Identifies and documents how the equipment is connected to the ISP system.</p> <p>Ensures appropriate security measures to protect CHRI are in place and working as expected.</p> <p>Maintains a list of Authorized Personnel that is updated annually and when new users are registered or off boarded.</p> <p>Annually reviews all information system accounts to ensure that access and account privileges align with job functions, need-to-know, and employment status on systems that contain CHRI.</p> <p>Maintains a log for access to any physical files containing CHRI and monitors the log on a weekly basis for indications of inappropriate or unusual activity.</p> <p>Maintains Security Awareness Training Certificates for all Authorized Personnel.</p> <p>Informs all Authorized Personnel of the procedures for reporting security events and weaknesses that might have an impact on the security of CHRI. Ensures the ISP's Information Security Officer is promptly informed of any security incidents by contacting ISP.LEADSISO@illinois.gov.</p> <p>Upon an Authorized Person's separation from District employment, terminates that individual's access to systems or physical areas where CHRI is accessible.</p>
Authorized Personnel	<p>Completes Basic Security Awareness Training within six months of initial assignment and every two years thereafter as required under Section 5.2 of the CJIS Security Policy, as well as any other role-based training that may be required under the CJIS Security Policy (pgs. 11-16). Security Awareness Training is available at: https://www.cjisonline.com/. Submits Security Awareness Training Certificates to the POC.</p> <p>Complies with the District's established controls for access and handling of CHRI.</p> <p>Positions documents or other physical media containing CHRI and any devices through which CHRI is viewed in such a manner to prevent authorized persons from accessing or viewing the CHRI.</p> <p>Only communicates CHRI in secure, private areas. Takes extreme care to prevent overhearing or interception of communication.</p> <p>Unless authorized by the District under specific terms and conditions, never uses a personal device (computer, smartphone, tablet, flash drive, etc.) to access, view, process, store or transmit CHRI.</p> <p>Never uses a publicly accessible computer to access, process, store, or transmit CHRI.</p> <p>Promptly reports to the POC any security incidents or weaknesses associated with the District's information systems of which he or she becomes aware.</p>

Review:
Approved:
Revisions Approved

General Personnel

Exhibit - Volunteer Agreement Executed by a Non-Exempt Employee

I would like to serve as a volunteer for the School District. I understand that:

1. I may **not** volunteer to perform a job that is the same or similar job for which I am employed.
2. My time and service as a volunteer are given without promise, expectation, or receipt of any form of compensation.
3. My volunteer services are not being performed in the course and scope of my regular employment and are not in any way required by the School District.
4. Either the District or I may terminate my volunteer services at any time for any reason. My withdrawal will not affect my continued employment with the School District.

This agreement will continue in force until terminated by either the employee or School District.

Volunteer Signature

Date

Supervisor

Date

Reviewed:
Adopted:
Revisions Adopted:

General Personnel

Administrative Procedure - Employee Records Required by the Fair Labor Standards Act

Important - School officials should contact the Board Attorney for application of the Fair Labor Standards Act (FLSA) to specific situations. The information contained in this procedure, and any information provided in the hyperlinks contained in it, should be confirmed with the Board Attorney before its application to a specific situation.

This table contains the FLSA recordkeeping requirements as described in www.dol.gov/whd/regs/compliance/whdfs21.htm.

Actor	Action
Business office working with supervisors of non-exempt employees	<p>Keep the following records concerning non-exempt employees for 3<u>three</u> years:</p> <ol style="list-style-type: none"> 1. Full name and social security number and, on the same record, any symbol that might be used in place of the employee's name on any time, work or payroll records; 2.<u>1.</u> A<u>Home address</u>address, <u>Address</u>, including zip code; 3.<u>2.</u> Date of birth, if under age 19; 4.<u>3.</u> Sex and Gender and the employee's occupation; 5.<u>4.</u> Time of day and day of week on which the employee's workweek begins; 6.<u>5.</u> Explain: i) the hourly rate of pay for any workweek when overtime is due; ii) the basis on which wages are paid; and iii) the amount and nature of each payment that is excluded from the regular rate; 7. Hours worked by the employee each workday and the total hours each workweek; 8.<u>6.</u> Total <u>hours worked each workweek,</u> daily or weekly straight time earnings, excluding overtime pay; <u>7.</u> <u>Basis on which employee's wages are paid (e.g.\$9 per hour or \$440 a week)</u> <u>8.</u> <u>Regular hourly pay rate</u> <u>9.</u> <u>Total daily or weekly straight-time earnings</u> 9.<u>10.</u> <u>Total pay for overtime earnings for a workweek</u>hours; 10.<u>11.</u> <u>All Total</u> additions to or deductions from <u>the employee's wages</u> paid each pay period; 11. Total wages paid each pay period; and <u>12.</u> Date of payment and the pay period covered by the payment.
Business office working with supervisors of exempt employees	<p><u>Concerning exempt employees, Kkeep for at least three years, the following records concerning exempt employees for 3 years - the records listed in numbers 1-5, and 13-14<u>11, and 12</u> above and a record showing the basis on which the exempt employee's wages are paid. (e.g., salary basis of \$x per pay period). 29 C.F.R. §516.3.</u></p>

<u>Business office</u>	<ol style="list-style-type: none"> 1. <u>Payroll records must be kept for at least three years. 29 C.F.R. §516.5(a).</u> 2. <u>Records on which wage computations are based must be kept for at least two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages. 29 C.F.R. §516.6.</u> 3. <u>Collective bargaining agreements and individual employment contracts must be kept for at least three years (when an agreement is not in writing, prepare and retain a written memorandum summarizing it). 29 C.F.R. §516.5(b). DraftAction Actor</u> 4. <u>Certificates and notices must be kept for at least three years. 29 C.F.R. §516.5(b).</u>
Building Principal	<u>Display an official poster outlining the provisions of FLSA, available at no cost from local offices of the Wage and Hour Division and tollfree, by calling 1-866-487-9243. This poster is also available electronically for downloading and printing at: www.dol.gov/whd/regs/compliance/whd_fs.pdf Keep records regarding the posting of notices for at least 3 years. 29 C.F.R. §516.5(b).</u> Keep records regarding the posting of notices.

Reviewed: _____ May 17, 2004, August 2, 2010
 Adopted: _____ August 23, 2004
 Revisions Adopted:

General Personnel

Administrative Procedure - Compensable Work Time for Non-Exempt Employees Under the FLSA

Important - School officials should contact the Board Attorney for application of the Fair Labor Standards Act (FLSA) to specific situations. The information contained in this procedure, and any information provided in the hyperlinks contained in it, should be confirmed with the Board Attorney before its application to a specific situation.

Resources

Overview — <https://www.dol.gov/agencies/whd/flsa>

For help determining whether time spent on work-related activities is compensable as “hours worked,” see the U.S. Dept. of Labor’s FLSA Hours Worked Advisor.

Volunteers — https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/FOH_Ch10.pdf.

Compensable Time Defined for Non-Exempt Employees

The amount of pay due an employee cannot be determined without knowing the total number of hours actually worked by that employee in each workweek. An employee must be paid for all of the time considered to be hours worked, and all time that is hours worked must be counted when determining overtime.

Non-Exempt Employee - The term non-exempt employee refers to employees who are not exempt from the overtime provisions in the wage and hour laws. See administrative procedure 5:35-AP1, Fair Labor Standards Act Exemptions.

Hours Worked - Non-exempt employees must be compensated for all hours worked in a workweek. In general, hours worked include:

- All the time an employee must be on duty;
- All the time an employee must be on the employer’s premises;
- All the time an employee must be at any other prescribed place of work; and
- Any additional time the employee is allowed (i.e., “suffered or permitted”) to work. (commonly referred to as “working off the clock”)

Suffered or Permitted to Work - If an employer knows or has reason to know that a non-exempt employee is continuing to work, it is considered work time. 29 C.F.R. §785.11.

This includes allowing employees to work at home (e.g., as when a Building Principal’s secretary calls for substitutes early in the morning). 29 C.F.R. §785.12.

If an employee works additional straight time (at the regular rate of pay) or overtime hours without authorization, that employee must still be compensated but may be disciplined for violating School Board policy.

Volunteering to Perform Regular Work - Non-exempt employees may not volunteer to perform their regular work duties off-the-clock and without compensation. 29 U.S.C. §203(e)(4)(A). They must be paid even if the employee offers to do the work on his or her “own time.” Employees may not waive wage and hour law requirements. FLSA requirements.

Volunteering to Perform Services that Are Not the Same as Regular Work - Non-exempt employees may volunteer to perform services under these conditions:

1. The volunteer services are not the same as or similar to the employee's regular work duties,
2. The employee offers the services freely and without coercion, direct or implied, and
3. The employee provides the services without promise of compensation although a volunteer may be paid "expenses, reasonable benefits, or a nominal fee to perform such services." 29 U.S.C. §203(e)(4)(A), 29 C.F.R. §553.101 and 103.

A fee is not nominal if it is a substitute for compensation or tied to productivity. 29 C.F.R. §553.106(e). While the specific circumstances in each case must be analyzed, the District will generally limit nominal pay to employees for volunteer services to no more than 20% of what the District would otherwise pay to hire an employee for the same services. See Wage and Hour Division (WHD) Opinion Letters FLSA 2005-51 (11-10-05); FLSA 2006-28 (8-7-06); and FLSA 2006-28 (10-7-06). See also WHD Opinion Letters FLSA 2004-6 (7-14-04); for an example of a nonexempt school employee serving as a volunteer athletic coach. U.S. Dept. of Labor WHD opinion letters are available at: <http://www.dol.gov/agencies/whd/opinion-letters/request/existing-guidance>.

Examples of Hours Worked for Non-Exempt Employees

Meal periods, unless the employee is completely relieved of all duties and free to leave the duty post for at least 30 minutes. Teacher aides who must supervise students during their lunch are not considered relieved of duties. Employees who eat at their desk and answer phones or otherwise perform work are not considered relieved of duties.

Attendance at in-services, meetings, or lectures unless: (1) attendance is outside the employee's regular working hours, (2) attendance is voluntary, (3) the activity is not related to the employee's job, and (4) the employee performs no productive work for the District.

Coffee breaks or rest periods of 20 minutes or less.

Work done at home if the supervisor knows or should have known that such work was done.

Work done before or after regular hours or on weekends.

On-call time if the employee is required to remain on the employer's premises or so close that he/she is unable to use the time effectively for his/her own purposes while on call.

Transporting material to a worksite before the start of the workday.

Time spent preparing for work. Clean up work at the end of a shift.

Travel time during the workday from one job site to another, e.g., non-exempt school nurses traveling from one school to another.

Travel time during the regular working hours, even if it is the weekend.

Attending a School Board meeting at night either to take minutes or perform some other required or assigned duty.

Reviewed: May 17, 2004

Adopted: August 23, 2004

Revisions Adopted: August 2, 2010

General Personnel

Administrative Procedure - Fair Labor Standards Act 8-Step Compliance Checklist

Important: School officials should contact the Board Attorney for application of the Fair Labor Standards Act (FLSA) to specific situations. The information contained in this procedure, and any information provided in the hyperlinks contained in it, should be confirmed with the Board Attorney before its application to a specific situation

The U.S. Dept. of Labor, Wage and Hour Division, administers the FLSA. It posts an encyclopedic amount of information on the FLSA on its website at: www.dol.gov/whd/regs/compliance/hrg.htm#8.

Checklist for compliance with ~~the the Fair Labor Standards Act (FLSA):~~

1. Classify employees as exempt or non-exempt.

Identify which employees are covered by the overtime requirements of the ~~FLSA Fair Labor Standards Act (FLSA)~~, i.e., “non-exempt,” and which employees are exempt from the overtime requirements. See ~~Administrative pProcedure 5:35-AP1, Fair Labor Standards Act Exemptions~~, for a list of school employees traditionally exempt and non-exempt. Include a record in each employee’s file stating whether he or she is exempt or non-exempt.

An exemption from the FLSA overtime pay/compensatory time requirements is the exception, rather than the rule. Any uncertainty should be resolved in favor of finding the employee to be non-exempt and the overtime compensable, as the burden is on the school system to prove that exemptions are applicable.

2. Make sure all employees have access to and understand the Board policy and administrative procedures on the workweek, overtime, and compensatory time. See: Board policy 5:35, *Compliance with the Fair Labor Standards Act*, and ~~Administrative Pprocedure 5:35-AP3, Compensable Work Time for Non-Exempt Employees Under the FLSA~~.

In addition make sure, that all employees:

- a. ~~Are~~ provided a copy of the Board policy or access to the Board policy published on-line;
- b. Acknowledge that they have received and understand the policy; and

Agree to follow the policy and procedures or be subject to discipline.

3. Notify non-exempt employees of their expected work hours in a workweek. Be clear that the salary of non-exempt employees is paid for a 40-hour workweek. Supervisors may regularly schedule employees to work 37.5 hours per week and leave the remainder as possible flexible time. However, to avoid the possibility of straight-time claims for hours worked between 37.5 and 40, supervisors need to clearly communicate that the District pays employees a salary for up to 40 hours of work and that the District retains the right to request that the employee perform additional duties up to 40 hours without additional pay.

4. Keep precise records of the hours worked by every non-exempt employee by using a good timesheet, time clock, computerized check-in system, or other method. Make sure individual employees keep and sign their weekly record of hours worked. Print an acknowledgment similar to the following on every time sheet: “I acknowledge that I have reviewed this time sheet and that it accurately records all of the time that I worked for the District on the dates indicated and that I did not work for the District at any other times during the workweek that are not recorded on this timesheet.”

- 3-5. Annually train District supervisory staff, as well as supervisors when first assigned supervisory duties, on FLSA compliance issues, including:

- a. What counts as compensable work time (see ~~Administrative pProcedure 5:35-AP3, Compensable Work Time for Non-Exempt Employees Under the FLSA~~);
- b. How timesheets must be completed for non-exempt employees; and
- c. Their duty to monitor timesheets and verify time worked.

- 4-6. Train all non-exempt staff when hired and regularly thereafter on the following topics:

- a. Board Policy requirements;

- ~~a.~~b. What counts as compensable time; and
- ~~b.~~c. How to complete timesheets correctly.

~~7.~~ 7. Require non-exempt employees who want to volunteer to execute a Volunteer Agreement. See exhibit 5:35-E, Volunteer Agreement Executed by a Non-Exempt Employee. Non-exempt employees may only volunteer to perform services on behalf of the school that do not involve the same types of duties they regularly perform in their jobs. Further, in order to be a bona fide volunteer (1) the volunteer services may not be the same as or similar to the employee's regular work duties, (2) the employee must freely and voluntarily, i.e., without any direct or implied coercion or requirement, agree to perform the volunteer services, and (3) the employee provides the services without promise of compensation; however, a volunteer may be paid expenses, reasonable benefits, or a nominal fee to perform the services. See administrative procedure 5:35-AP3, Compensable Work Time for Non-Exempt Employees Under the FLSA, for information about nominal fees.

~~8.~~ 8. Have all non-exempt employees sign the following documents:

- a. A statement that they were given a copy of the Board's policy on work time and have reviewed it, and that they understand violators may be subject to discipline; and
- b. If applicable, an agreement that any overtime worked over 40 hours per week will be compensated with time and a half compensatory time rather than overtime pay. See exhibit 5:310-E, Agreement to Receive Compensatory Time-Off.

~~5-9.~~ 5-9. Have supervisory, payroll, and business staffs monitor weekly time records.

Make sure that supervisory staff continuously monitors weekly time records for accuracy and completeness, and that they report all overtime worked by non-exempt staff to the finance office for either overtime pay or compensatory time credit.

~~6-10.~~ 6-10. Keep FLSA-required records for non-exempt and exempt employees. See ~~A~~administrative ~~P~~procedure 5:35-AP2, Employee Records Required by the Fair Labor Standards.

~~7-11.~~ 7-11. Post all federal and State required employment posters.

Make sure that all employment posters are widely posted, e.g., in the teachers' lounge, school office, cafeteria kitchen, bus garage, janitor's closet, and other places where employees gather.

~~8-12.~~ 8-12. Consult with the Board's attorney about FLSA compliance.

Reviewed: May 17, 2004

Adopted: August 23, 2004

Revisions Adopted: August 2, 2010

NEW

General Personnel

Exhibit - Code of Ethics for Illinois Educators

Code of Ethics for Illinois Educators, Illinois State Board of Education (ISBE) (23 Ill.Admin.Code §22.20)

a) Responsibility to Students

The Illinois educator is committed to creating, promoting, and implementing a learning environment that is accessible to each student, enables students to achieve the highest academic potential, and maximizes their ability to succeed in academic and employment settings as a responsible member of society. Illinois educators:

1. Embody the Standards for the School Support Personnel Endorsements (23 Ill.Admin.Code Part 23), the Illinois Professional Teaching Standards (23 Ill.Admin.Code Parts 24 and 130), and Standards for Administrative Endorsements (23 Ill.Admin.Code Part 29), as applicable to the educator, in the learning environment;
2. Respect the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect and equal opportunity for each student, regardless of race, color, national origin, sex, sexual orientation, disability, religion, language or socio-economic status;
3. Maintain a professional relationship with students at all times;
4. Provide a curriculum based on high expectations for each student that addresses individual differences through the design, implementation, and adaptation of effective instruction; and
5. Foster in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

b) Responsibility to Self

Illinois educators are committed to establishing high professional standards for their practice and striving to meet these standards through their performance. Illinois educators:

1. Assume responsibility and accountability for their performance and continually strive to demonstrate proficiency and understanding of current trends in both content knowledge and professional practice;
2. Develop and implement personal and professional goals with attention to professional standards through a process of self-assessment and professional development;
3. Represent their professional credentials and qualifications accurately; and
4. Demonstrate a high level of professional judgment.

c) Responsibility to Colleagues and the Profession

The Illinois educator is committed to collaborating with school and district colleagues and other professionals in the interest of student learning. Illinois educators:

1. Collaborate with colleagues in their respective schools and districts to meet local and State educational standards;
2. Work together to create a respectful, professional, and supportive school climate that allows all educators to maintain their individual professional integrity;
3. Seek out and engage in activities that contribute to the ongoing development of the profession;
4. Promote participation in educational decision-making processes;
5. Encourage promising candidates to enter the education profession; and
6. Support the preparation, induction, mentoring, and professional development of educators.

d) Responsibility to Parents, Families and Communities

The Illinois educator will collaborate, build trust, and respect confidentiality with parents, families, and communities to create effective instruction and learning environments for each student. Illinois educators:

1. Aspire to understand and respect the values and traditions of the diversity represented in the community and in their learning environments;

2. Encourage and advocate for fair and equal educational opportunities for each student;
3. Develop and maintain professional relationships with parents, families, and communities;
4. Promote collaboration and support student learning through regular and meaningful communication with parents, families, and communities; and
5. Cooperate with community agencies that provide resources and services to enhance the learning environment.

e) Responsibility to ISBE

Illinois educators are committed to compliance with the School Code (105 ILCS 5/) and its implementing regulations, and to State and federal laws and regulations relevant to their profession. Illinois educators:

1. Provide accurate communication to ISBE concerning all educator licensure matters;
2. Maintain appropriate educator licensure for employment; and
3. Comply with State and federal laws and regulations.

Reviewed:

Adopted:

Revisions Adopted:

General Personnel

Temporary Illness or Temporary Incapacity

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

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

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

Any employee may be required to have an examination, at District expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, an licensed advanced practice nurse, ~~who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations~~, or a physician assistant ~~who has been delegated the authority by his or her supervisor to perform health examinations~~ if the examination is job-related and consistent with business necessity.

LEGAL REF.: 42 U.S.C. § 12102, Americans with Disabilities Act, ~~42 U.S.C. § 12102~~,
105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.
Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App. 1st Dist., 1965).
School District No. 151 v. ISBE, 507 N.E.2d 134 (Ill. App. 1st Dist., 1987).

CROSS REF.: 5:30 (Hiring Process and Criteria), 4:40 (Communicable and Chronic Infectious Disease),
5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation,
Holidays, and Leaves)

Reviewed: May 17, 2004, August 2, 2010, September 14, 2015

Adopted: August 23, 2004

Revisions Adopted: September 28, 2015

Professional Personnel

Administrative Procedure - School Visitation Leave

Eligible employees

These administrative procedures apply to both professional staff and educational service personnel. An employee is eligible for a school visitation leave if he or she has worked for the District at least six 6 consecutive months immediately before the request and works at least one-half of the full-time equivalent position. 820 ILCS 147/10. Periods when school is not in session will not count as a break in consecutive service.

School Conference and Activity Leave

An employee is entitled to eight 8 hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child, if the conference or activity cannot be scheduled during non-work hours. Employees must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick and disability leave. 820 ILCS 147/15.

Request

An employee must request a school conference and activity leave in writing at least seven 7 days in advance; in an emergency situation, 24 hours notice is required. The employee must consult with the employer to schedule the leave so as to minimize disruption. 820 ILCS 147/15 A leave request may be denied if granting the leave would result in more than 5% of the work force, or work force shift, taking leave at the same time. 820 ILCS 147/49.

Compensation

~~A School~~ School visitation leave is unpaid. The District will attempt, however, to give the employee the opportunity to make-up the time taken for such a leave, subject to the requirements relating to reduction of pay exempt employees in the federal Fair Labor Standards Act. 820 ILCS 147/20. The employee taking a visitation leave will not lose any benefits, nor will the District terminate any employee for an absence due solely to the employee's attendance at a school conference, behavioral meeting, or academic meeting. 820 ILCS 147/35.

Verification

An employee returning from a school visitation leave must provide the Building Principal with verification of the visitation from the school administrator of the school visited. Failure to provide this verification within 2 working days of the visitation will subject the employee to the standard disciplinary procedures for unexcused absences from work. 820 ILCS 147/30

LEGAL REF.: 820 ILCS 147/, School Visitation Rights Act.820 ILCS 147.

Reviewed: May 17, 2004, August 2, 2010
 Adopted: August 23, 2004
 Revisions Adopted:

Educational Support Personnel

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

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](#)

LEGAL REF.: 49 U.S.C. § 2717, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991).
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)

Reviewed: _____ May 17, 2004, August 2, 2010, March 24, 2014

Adopted: _____ -August 23, 2004

Revisions Adopted: April 14, 2014

Educational Support Personnel

Exhibit - Agreement to Receive Compensatory Time-Off

The School Board has a policy of granting compensatory time-off to non-exempt employees in lieu of overtime pay for time worked in excess of 40 hours in any workweek. I have either received a copy of the policy or been told where it may be found or downloaded. I understand that:

1. I must obtain my supervisor’s express authorization to work overtime before working in excess of 40 hours in any workweek.
2. I will earn compensatory time-off at a rate of not less than one and one-half (1.5) hours for each one hour of overtime worked.
3. I will be allowed to use accrued compensatory time-off within a reasonable period after making a request to use it, provided that my absence would not unduly disrupt operations considering factors like emergency requirements for staff and the availability of qualified substitute staff.
4. My supervisor may require that I use my accrued compensatory time-off within a certain time period, may prohibit my use of accrued compensatory time-off on certain days, may require that I cash out my compensatory time-off after a particular time period, and may otherwise limit my use of compensatory time-off.

I agree to receive compensatory time-off in lieu of overtime pay for time worked in excess of 40 hours in any workweek, and I accept this as a condition of my employment.

Employee Signature

Date

Supervisor Signature (or designee)

Date

Reviewed:
Adopted:
Revisions Adopted:

REWRITTEN

Instruction

Administrative Procedure - Education of Homeless Children

Actor	Action
<p>School Board</p> <p style="text-align: center;">Preliminary Step</p>	<p>Upon recommendation of the Superintendent, determines whether to expend transportation funds to provide financial homeless prevention assistance to the parents/guardians (or persons who enroll students) of children who are homeless or <i>at risk of becoming homeless</i>, in accordance with the provisions of 105 ILCS 5/29-5 (amended by P.A. 102-539); 105 ILCS 45/1-17. See duties of the Liaison for Homeless Children below for specific eligibility requirements.</p>
<p>Superintendent</p> <p style="text-align: center;">Preliminary Steps</p>	<p>Serves as or designates an appropriate staff person, who may also be a coordinator for other federal programs, to serve as a Liaison for Homeless Children. 42 U.S.C. §11432(g)(1)(J)(ii).</p> <p>Under the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a(2)), <i>homeless children and youths</i> means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of 42 U.S.C. §11302(a)(1)). The term includes:</p> <ol style="list-style-type: none"> 1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; <ul style="list-style-type: none"> <li style="margin-left: 40px;">Note: 42 U.S.C. §11434a(2) no longer includes children “awaiting foster care placement” within the definition of <i>homeless children and youths</i>. 2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of 42 U.S.C. §11302(a)(2)(C)); 3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and 4. Migratory children (as such term is defined in 20 U.S.C. §6399) who qualify as homeless for purposes of this part because their living situations are covered by (1), (2), or (3) above. <p>Under the Education for Homeless Children Act, 105 ILCS 45/1-5, <i>homeless person, child, or youth</i> includes, but is not limited to, any of the following:</p> <ol style="list-style-type: none"> 1. An individual who lacks a fixed, regular, and adequate nighttime place of abode. 2. An individual who has a primary nighttime place of abode that is: <ol style="list-style-type: none"> a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing); b. An institution that provides a temporary residence for individuals intended to be institutionalized; or

Actor	Action
	<p>c. A public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.</p>
<p>Liaison for Homeless Children Duties</p> <p>Liaison for Homeless Children, cont'd Duties</p>	<p>Reviews and uses the information provided at: www.isbe.net/Pages/Homeless.aspx to become aware of the resources and training materials provided by the Ill. State Board of Education (ISBE) regarding the education of homeless children. For information about federal requirements and technical assistance from the National Center for Homeless Education, funded by the U.S. Dept. of Education, see https://nche.ed.gov/legislation/mckinney-vento/.</p> <p>Ensures that homeless children and youths are identified by school personnel and through coordinated activities with other entities and agencies. 42 U.S.C. §11432(g)(6)(A)(i).</p> <p>Ensures that homeless children and youths enroll in, and have a full and equal opportunity to succeed in, District programs. 42 U.S.C. §11432(g)(6)(A)(ii).</p> <p>Ensures that homeless families, children, and youths have access to and receive educational services for which they are eligible, and make referrals to health care, dental, mental health and substance abuse, housing, and other appropriate services. 42 U.S.C. §11432(g)(6)(A)(iii)-(iv).</p> <p>Informs parents/guardians of educational and related opportunities available to their children, and provide them with meaningful opportunities to participate in their children’s education. 42 U.S.C. §11432(g)(6)(A)(v).</p> <p>Disseminates public notice of the educational rights of homeless children and youths in locations where they receive services (such as schools, shelters, public libraries, and soup kitchens). 42 U.S.C. §11432(g)(6)(A)(vi).</p> <p>Mediates enrollment disputes to:</p> <ol style="list-style-type: none"> 1. Ensure the child/youth is immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute; 2. Provide the homeless child/youth’s parent/guardian with a written explanation of the school's decision regarding school selection or enrollment, including their rights to appeal the decision; 3. Complete the dispute resolution process as expeditiously as possible; and 4. In the case of an unaccompanied youth, ensure that the youth is immediately enrolled in school pending resolution of the dispute. <p>42 U.S.C. §11432(g)(3)(E)(i)-(iv) and 42 U.S.C. §11432(g)(6)(A)(vii).</p> <p>Fully informs the parent/guardian of a homeless child/youth, and any unaccompanied youth, of all transportation services and assist in accessing transportation services. 42 U.S.C. §11432(g)(6)(A)(viii). Convene a meeting with the parent/guardian and teacher of the child if the travel time to a homeless child’s school of origin is longer than one hour each way, or if the travel time is shorter, but the District wishes to evaluate whether such travel is in the best interest of the child’s development and education. 105 ILCS 45/1-15.</p> <p>Assists unaccompanied youth in placement/enrollment decisions, consider the youth’s wishes in those decisions, and provide notice to the youth of the right to appeal such decisions. 42 U.S.C. §11432(g)(3)(B)(iv).</p> <p>Assists children/youths who do not have immunizations or medical records in obtaining necessary immunizations and/or medical records. 42 U.S.C. §11432(g)(3)(C)(iii).</p>

Actor	Action
<p>Liaison for Homeless Children, cont'd</p> <p>Duties</p>	<p>If needed, verifies children’s homeless status so they may obtain free copies of their birth certificates, in accordance with procedures established by the State Registrar of Vital Records. 410 ILCS 535/25.3, amended by P.A. 102-1141.</p> <p>Collaborates with State and local social service agencies that provide services to the homeless as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths. 42 U.S.C. §11432(g)(5)(A) and (g)(6)(C).</p> <p>Conducts a hardship review whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing; a hardship review should be performed after the passage of 18 months and annually thereafter. 105 ILCS 45/1-25(a-5).</p> <p>Makes a recommendation to the Superintendent regarding whether the Board should authorize financial homeless prevention assistance for families with children who are homeless or <i>at risk of being homeless</i>. 105 ILCS 5/29-5, amended by P.A. 102-539; 105 ILCS 45/1-17.</p> <p>In those cases where the parties agree it is in the best interest of the child and District to do so, prepares a written housing plan (Plan) to provide financial assistance in an amount that will allow a child who is homeless or <i>at risk of being homeless</i> to remain permanently in his/her home or obtain new housing. Financial assistance may include: (1) mortgage or rental assistance that will allow a child to remain permanently in his/her living situation or obtain a new living situation; and/or (2) assistance with unpaid bills, loans, or other financial debts that result in housing being inadequate. 105 ILCS 45/1-17(a).</p> <p>Before entering into any such Plan, verifies that all of the following requirements have been met in order for the District to claim the financial assistance against its State transportation funds:</p> <ol style="list-style-type: none"> 1. The District has attempted to provide financial assistance through its local homeless assistance agency that is part of the McKinney-Vento Homeless Act’s continuum of care. 105 ILCS 45/1-17(b). 2. The amount of financial assistance will not exceed the District’s actual costs for providing transportation for the child. 105 ILCS 5/29-5, amended by P.A. 102-539. 3. The District is not otherwise claiming the transportation costs in another State or federal grant. 105 ILCS 5/29-5, amended by P.A. 102-539. 4. If the assistance is to be provided to a child <i>at risk of becoming homeless</i>, the parent/guardian, person who enrolled the child, or unaccompanied minor has provided documented evidence showing that the child’s living situation will, within eight weeks, cease to be fixed, regular, and adequate and will result in the child becoming homeless. Acceptable proof includes, but is not limited to: foreclosure notice, eviction notice, utility shut-off or discontinuation notice, or written statement from the parent/guardian, person who enrolled the student, or unaccompanied minor. 105 ILCS 45/1-17(d). <p>Refers the child or his/her parent/guardian to the ombudsperson appointed by the Regional Superintendent whenever a school denies a homeless child enrollment or transportation, and provides the child or his/her parent(s)/guardian(s) with a written statement of the basis for the denial. 105 ILCS 45/1-25(a).</p>

Actor	Action
<p>Parents/guardians</p> <p>Assignment</p>	<p>Choose the child’s attendance center between the following options (105 ILCS 45/1-10 controls because it exceeds the rights granted to parents/guardians in federal law):</p> <ol style="list-style-type: none"> 1. Continuing the child’s education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or 2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend. <p>The term <i>school of origin</i> means the school that the child attended when permanently housed or the school in which the child was last enrolled. 42 U.S.C. §11432(g)(3)(I) and 105 ILCS 45/1-5.</p> <p>If the child is attending his/her school of origin, make a good faith effort to provide or arrange for transportation to and from the school of origin, including authorizing relatives, friends, or a program for homeless persons to provide the child with transportation.</p>
<p>Building Principal Where Homeless Student Will be Enrolled</p> <p>Enrollment</p>	<p>Immediately enrolls the homeless child/youth, even if the child/youth is unable to produce records normally required for enrollment, e.g., previous academic records, medical records, proof of residency, or other documentation. 42 U.S.C. §11432(g)(3)(C)(i) and 105 ILCS 45/1-20.</p> <p>Immediately contacts the school last attended by the child/youth to obtain relevant academic and other records. 42 U.S.C. §11432(g)(3)(C)(ii) and 105 ILCS 45/1-20.</p> <p>If the child/youth needs to obtain immunizations, or immunization or medical records, immediately refers the child/youth’s parent/guardian to the Liaison for Homeless Children. 42 U.S.C. §11432(g)(3)(C)(iii) and 105 ILCS 45/1-20.</p> <p>Maintains records for the homeless child/youth that are ordinarily kept for students according to District policy and procedure on student school records. 42 U.S.C. §11432(g)(3)(D). See Board policy 7:340, <i>Student Records</i>, and administrative procedure 7:340-AP1, <i>School Student Records</i>.</p> <p>Ensures each homeless child/youth is provided services comparable to services offered to other students including the following (42 U.S.C. §11432(g)(4)):</p> <ol style="list-style-type: none"> 1. Transportation services; 2. Educational services for which the child/youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for English learners; 3. Programs in career and technical education; 4. Programs for gifted and talented students; and 5. School nutrition programs. <p>Requires a parent/guardian of a homeless child/youth, if available, to submit contact information. 42 U.S.C. §11432(g)(3)(H) and 105 ILCS 45/1-20.</p>
<p>Transportation Director and Building Principal Where Homeless Student Will be Enrolled</p> <p>Transportation</p>	<p>Ensure transportation is provided to a homeless child/youth, at the request of the parent/guardian (or in the case of an unaccompanied youth, the Liaison), to and from the school of origin. 42 U.S.C. §11432(g)(1)(J)(iii); 42 U.S.C. §11432(g)(4)(A). State law, found at 105 ILCS 45/1-15, is superseded by federal law. The term <i>school of origin</i> means the school that the student attended when permanently housed or the</p>

Actor	Action
	<p>school in which the student was last enrolled. 42 U.S.C. §11432(g)(3)(I). Transportation shall be arranged as follows:</p> <ol style="list-style-type: none"> 1. If the homeless child/youth continues to live in the area served by the school district in which the school of origin is located, the child/youth's transportation to and from the school of origin shall be provided or arranged by the district in which the school of origin is located. 2. If the homeless child/youth's living arrangements in the area served by the district of origin terminate and the child/youth, though continuing his or her education in the school of origin, begins living in an area served by another school district, the district of origin and the district in which the homeless child/youth is living shall agree upon a method to apportion the responsibility and costs for providing the student with transportation to and from the school of origin. If the local educational agencies are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally. <p>42 U.S.C. §11432(g)(1)(J)(iii).</p>
<p>Liaison for Homeless Children Dispute</p>	<p>If a dispute arises involving any issue related to the homeless status or homelessness-related claim of a child/youth or the child/youth's parent/guardian, attempts to resolve any disagreement. 23 Ill.Admin.Code §1.241(b)(1).</p> <p>Note: The District must structure dispute resolution as informally as possible to give a child/youth or the child/youth's parent/guardian any necessary assistance navigating the process. 23 Ill.Admin.Code §1.241((b)(2).</p> <p>Does not delay enrollment, transportation, or other services before or during dispute resolution; continues providing those services until the conclusion of the dispute resolution process (including any appeals). 23 Ill.Admin.Code §1.241(b)(3).</p>
<p>Superintendent or Designee Dispute</p>	<p>If a dispute is not resolved by the Liaison for Homeless Children, sends a letter to the homeless child/youth or the child/youth's parent/guardian, the Regional Superintendent (or Intermediate Service Center Executive Director), and the State Coordinator of Homeless Children and Youth (State Coordinator) indicating the District's position on the dispute and including information on (23 Ill.Admin.Code §1.241(c)):</p> <ol style="list-style-type: none"> 1. The availability of an ombudsperson; 2. Sources of low-cost or free legal assistance; 3. Other advocacy services in the community; and 4. The dispute resolution procedure. <p>The Homeless Family Placement Act governs shelter placement. 310 ILCS 85/1.</p>
<p>Regional Superintendent (or Intermediate Service Center Executive Director) Dispute</p>	<p>No later than 10 school days after receiving the Superintendent or Designee's dispute letter, appoints an ombudsperson to provide resource information and resolve disputes at schools within the region relating to the rights of homeless children under 105 ILCS 45/. 105 ILCS 45/1-25(a); 23 Ill.Admin.Code §1.241(d).</p>
<p>Ombudsperson Dispute</p>	<p>Within five school days after receiving notice of the dispute, if possible, convenes a meeting with the parties and attempts to resolve the dispute. <u>Id.</u> During dispute resolution, the ombudsperson (23 Ill.Admin.Code §1.241(d)(1)-(4)):</p> <ol style="list-style-type: none"> 1. Must set clear rules and timelines for the dispute resolution process and inform each party of their respective expectations; 2. Must provide copies of documents that will be used by the other party before the meeting, if possible;

Actor	Action
	<p>3. Must allow:</p> <ul style="list-style-type: none"> a. A complete presentation of relevant facts by all parties; and b. Assistance for the child/youth or the child/youth's parent/guardian from a legal representative knowledgeable of federal and State laws concerning homeless students' educational rights; <p>4. May:</p> <ul style="list-style-type: none"> a. Require each party to make an opening statement; b. Limit the amount of time each party may use to present information; c. Pose questions to each party; d. Limit any redundant testimony or testimony that is not directly related to homelessness claims; or e. Make allowances for the child/youth or child/youth's parent/guardian, e.g., in how evidence or arguments are presented. <p>No later than 10 school days after the conclusion of the dispute resolution meeting, if possible, makes a written determination using a form supplied by ISBE. The form must include all components set forth in 23 Ill.Admin.Code §1.241(d)(5)(A)-(I), including notice of the parties' right to appeal the final determination by submitting a written appeal request within five school days to the State Coordinator. 23 Ill.Admin.Code §1.241(d), (e).</p>
<p>State Coordinator Dispute</p>	<p>After receiving a written appeal request, obtains from the ombudsperson all documents, notes, transcripts, and any other materials used by the parties to present their cases. May request additional relevant information. 23 Ill.Admin.Code §1.241(e)(1).</p> <p>No later than 15 school days after receiving a written appeal request, makes a final determination and notifies the parties of its decision. May, if necessary, extend the timeline for an additional five school days but must inform the parties of any extension. 23 Ill.Admin.Code §1.241(e)(2).</p>
<p>State Superintendent of Education or Designee Dispute</p>	<p>If it is determined that a District's actions giving rise to a dispute are inconsistent with applicable law, may require the District to take any action necessary to comply with the law. 23 Ill.Admin.Code §1.241(f).</p> <p>If the District does not comply, places the District's recognition status on probation in accordance with 23 Ill.Admin.Code §1.20(b). <u>Id.</u></p>

Reviewed: February 27, 2006
 Adopted: May 15, 2006
 Revisions Adopted: September 15, 2008

REWRITTEN

Students

Administrative Procedure - Managing Students with Communicable or Infectious Diseases

If a student's communicable or infectious disease affects his or her ability to participate in the District's educational programs, he or she shall be treated as a *disabled person* under Section 504 of the Rehabilitation Act of 1973, unless the student has already qualified for and is receiving services through an IEP under the Individuals with Disabilities in Education Act. For students with an IEP, the District's administrative procedure, 6:120-AP1, *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities*, must also be followed and it will control whenever there is a conflict with these procedures.

Rules and guidance from the Ill. State Board of Education (ISBE) and Ill. Dept. of Public Health (IDPH) should be consulted and supersede these procedures. Guidance documents and important information include:

1. *Communicable Disease School Nurse Guide*, revised 2023, available at <https://dph.illinois.gov/topics-services/diseases-and-conditions/infectious-diseases/cd-school-nurse-guidance.html>.
2. *Management of Chronic Infectious Diseases in Schoolchildren*, revised in 2003 by ISBE and IDPH, available at <https://wordpress.uchospitals.edu/infectionprevention/files/2011/05/IDPH-Chronic-ID-in-schoolchildren.pdf>.
3. The Department of Public Health Powers and Duties Law of the Civil Administrative Code of Illinois (20 ILCS 2310/) and the Department of Professional Regulation Law of the Civil Administrative Code of Illinois (20 ILCS 2105/) both expanded the statutory authority of the governor and IDPH to respond to significant threats to the public health.

Actor	Action
Parents/Guardians	Notifies the Building Principal where their child is enrolled if their child has a communicable or infectious disease. See exhibit 7:280-E2, <i>Reporting and Exclusion Requirements for Common Communicable Diseases</i> , for a list of communicable or infectious diseases.
Building Principal or designee	<p>Upon having knowledge of a known or suspected case or carrier of a communicable disease:</p> <ol style="list-style-type: none"> Notifies the <i>local health authority</i> as required by 77 Ill.Admin.Code §690.200. The <i>local health authority</i> is a full-time official health department, as recognized by IDPH, having jurisdiction over a particular area, including city, village, township, and county boards of health. If there is not a local health authority recognized by IDPH, the local health authority is IDPH. 77 Ill.Admin.Code §690.10. See also exhibit 7:280-E2, <i>Reporting and Exclusion Requirements for Common Communicable Diseases</i>, identifying the diseases for which there is mandatory reporting. Note: The Communicable Disease Report Act, 745 ILCS 45/, grants immunity from slander or libel to persons who in good faith make such reports. Follows directions for temporarily excluding a student from school according to the local health authority direction and 77 Ill.Admin.Code Part 690. Keeps the school open where a student with a communicable disease attends, except in the event of an emergency. 77 Ill.Admin.Code §690.30(c)(1).
District staff	<p>Observes all rules of IDPH regarding communicable and chronic infectious disease. See the Legal References below for a list of these rules.</p> <p>Collects and maintains the student’s medical information in a manner that ensures the strictest confidentiality and in accordance with federal and State laws regarding student records. Consult with the Board Attorney to ensure compliance with such laws. 77 Ill.Admin.Code 690.30(c)(5).</p>
Superintendent or designee	<p>Confirms that all required and appropriate notices are made.</p> <p>Convenes the Communicable and Chronic Infectious Disease Review Team. This Superintendent committee is composed of the District’s medical advisor, a school nurse, the Building Principal, and the Superintendent or designee (see administrative procedure 2:150-AP, <i>Superintendent Committees</i>).</p>
Communicable and Chronic Infectious Disease Review Team	<p>Arranges a meeting with the student’s parent(s)/guardian(s), personal physician, local health authorities, as well as persons with knowledge of the placement options available. The purpose of the meeting is to:</p> <ol style="list-style-type: none"> Determine when an excluded student will return to school. This determination shall be based on whether the student poses a high risk of transmission of a communicable and chronic infectious disease to other students and staff. A student suspected of being infected with a notifiable disease for which isolation is required shall be refused admittance until fever-free and diarrhea and vomiting-free for 24 hours without the use of fever reducing, antidiarrheal, or antiemetic medications and other medications. 77 Ill.Admin.Code §690.30(c)(2). Perform a pre-placement evaluation. 34 C.F.R. §104.35. Make a placement decision based on the pre-placement evaluation. The placement decision shall include any needed related services. 34 C.F.R. §104.35. If there is a reason to believe that the student may have a disability requiring special education and related services, the child shall be referred for a special education evaluation. Referrals may also be made, at any time, by any concerned person, including but not limited to District personnel, the student’s

Actor	Action
	<p>parent(s)/guardian(s), a community service agency employee, a professional having knowledge of a child's problems, a child, or an ISBE employee. See the District's <i>Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities</i>. 23 Ill.Admin.Code §226.110.</p> <p>Reports the meeting results to the Superintendent.</p>
Superintendent or designee	<p>Notifies the student's parents/guardians when an excluded student can return to school and of the placement decision. If the student will not attend school, every reasonable effort shall be made to provide the student with an adequate alternative education. State regulations and school policy regarding homebound instruction shall apply.</p>
Communicable and Chronic Infectious Disease Review Team	<p>At least annually while a student has a contagious or infectious disease, arranges a meeting with the student's parent(s)/guardian(s), personal physician, local health authorities, as well as persons with knowledge of the placement options available, to review the student's education placement and the provision of related services.</p>

Managing Students with Communicable or Infectious Diseases
Managing a Student with a Communicable or Infectious Disease Who Demonstrates Behavior that Could Result In Infecting Other Students or Staff Members

Actor	Action
Parents/Guardians or any staff member	<p>Notifies the Building Principal if a student with a communicable or infectious disease shows a lack of control of bodily secretions, has open sores that cannot be covered, or demonstrates behavior (e.g., biting) that could result in direct inoculation of potentially infected body fluids into the bloodstream.</p>
Building Principal	<p>Immediately notifies the Superintendent of the above.</p>
Superintendent or designee	<p>Upon being notified that a student is demonstrating behavior that could spread his or her disease, convenes the Communicable and Chronic Infectious Disease Review Team.</p> <p>If appropriate, notifies parents of students of possible exposure if their student may have been exposed to a communicable or infectious disease due to behaviors exhibited by a student having such a disease.</p>
Communicable and Chronic Infectious Disease Review Team	<p>Arranges a meeting with the student's parent(s)/guardian(s), personal physician, local health authorities, as well as persons with knowledge of the placement options available. The purpose of this meeting is to:</p> <ol style="list-style-type: none"> a. Determine whether the student's temporary removal from the classroom is appropriate because the student poses a high risk of transmitting a communicable and chronic infectious disease or whether another response exists to reduce the risk of transmission. A student suspected of being infected with a notifiable disease for which isolation is required shall be refused admittance until fever-free and diarrhea and vomiting-free for 24 hours without the use of fever reducing, antidiarrheal, or antiemetic medications and other medications. 77 Ill.Admin.Code §690.30(c)(2). b. Perform a pre-placement evaluation if the student will continue to attend school. 34 C.F.R. §104.35. c. Make a placement decision based on the pre-placement evaluation. The placement decision shall include any needed related services. 34 C.F.R. §104.35. If the student

Actor	Action
	<p>will continue to attend school, determine the student's appropriate educational placement. The team shall also determine if the student needs related services or placement outside the regular classroom.</p> <p>Reports the meeting's results to the Superintendent.</p>
Superintendent or Designee	<p>Notifies the student's parent(s)/guardian(s) whether the student will attend school. If the student will not attend school or participate in school activities with other students, every reasonable effort shall be made to provide the student with an adequate alternative education; however, an individual student's Individualized Education Program (IEP) will control. State regulations and school policy regarding homebound instruction apply.</p>
Communicable and Chronic Infectious Disease Review Team	<p>At least once a month while a student is removed from normal school attendance, arranges a meeting with the student's parent(s)/guardian(s), personal physician, local health authorities, as well as persons with knowledge of the placement options available, to review the removal and to determine whether the condition precipitating the removal has changed.</p>

General Post-Evaluation Procedures

Actor	Action
Parents/Guardians	<p>May appeal their child's exclusion from school or educational placement to the School Board within 10 days of being notified of the action.</p>
Parents/Guardians	<p>When their child returns to school after an absence due to a communicable and chronic infectious disease, present a certificate from a physician licensed in Illinois stating that the child qualifies for re-admission to school under the rules of IDPH that regulate periods of incubation, communicability, quarantine, and reporting.</p>

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.
 29 U.S.C. §701 *et seq.*, Rehabilitation Act of 1973.
 42 U.S.C. §12101 *et seq.*, Americans with Disabilities Act of 1990.
 34 C.F.R. §§104.34 and 104.35.
 105 ILCS 5/10-21.11.
 410 ILCS 315/, Communicable Disease Prevention Act.
 23 Ill.Admin.Code Part 226.
 77 Ill.Admin.Code Parts 665, 690, 693, 695, 696, and 697.

CROSS REF.: 5:40 (Communicable and Chronic Infectious Disease)

ADMIN PROC.: 2:150-AP (Superintendent Committees), 4:180-AP1 (School Action Steps for Pandemic Influenza or Other Virus/Disease)

Reviewed: December 19, 2005
 Adopted: February 27, 2006
 Revisions:

Students

Exhibit - Reporting and Exclusion Requirements for Common Communicable Diseases

The following chart contains requirements from rules adopted by the Ill. Dept. of Public Health (IDPH). They provide routine measures for the control of communicable diseases by establishing progressive initiatives for implementing disease-reporting and exclusions measures. School personnel must notify the local health authority if they have knowledge of a known or suspected case or carrier of communicable disease, and such reports must be kept confidential. 77 Ill.Admin.Code §690.200.

Diseases and Conditions, 77 Ill.Admin.Code §690.100

The following are declared to be contagious, infectious, or communicable and may be dangerous to the public health. The Section number associated with the listed diseases indicates the Section of the rules explaining the reportable disease. Diseases and conditions are listed alphabetically by class. Every class has a different timeframe for mandatory reporting to IDPH.

Standard precautions refers to infection prevention and control measures for healthcare settings that apply to all patients regardless of diagnosis or presumed infection status. 77 Ill.Admin.Code §690.10.

Contact precautions refers to infection control measures for healthcare settings designed to reduce the risk of transmission of infectious agents that can be spread through direct contact with the patient or indirect contact with potentially infectious items or surfaces. 77 Ill.Admin.Code §690.10.

Droplet precautions refers to infection control measures for healthcare settings designed to reduce the risk of transmission of infectious agents via large particle droplets that do not remain suspended in the air and are usually generated by coughing, sneezing, or talking. 77 Ill.Admin.Code §690.10.

Case refers to any living or deceased person having a recent illness due to a communicable disease. 77 Ill.Admin.Code §690.10.

Class I(a) Diseases

The following diseases shall be reported by telephone immediately (within three hours) upon initial clinical suspicion of the disease to the local health authority, who shall then report to IDPH immediately (within three hours).

Disease	Precaution and Exclusion Rules
Any unusual case of a disease or condition caused by an infectious agent not listed in IDPH regulations that is of urgent public health significance (including, but not limited to, cowpox, Reye's syndrome, glanders, amoebic meningoencephalitis, or monkeypox, hemorrhagic fever viruses, infection from a laboratory-acquired recombinant organism, or any disease non-indigenous to the United States), §690.295	Contacts shall be evaluated to determine the need for quarantine. The local health authority shall implement appropriate control measures.
Anthrax, §690.320	Standard precautions shall be followed. Contact precautions shall be followed for care of persons with cutaneous anthrax when dressing does not adequately contain drainage. No restrictions if exposure is from infected animals or animal products.

Disease	Precaution and Exclusion Rules
	If there is a suspected bioterrorist threat or event, contacts will be evaluated to determine need for quarantine.
Botulism, Foodborne, Intestinal, §690.327	Standard precautions shall be followed. No restrictions.
Brucellosis (if suspected to be a bioterrorist event or part of an outbreak), §690.330	Standard precautions shall be followed. Contact precautions shall be followed when dressing does not adequately contain drainage.
Coronavirus, Novel, including Coronavirus Disease 19 (COVID-19), Severe Acute Respiratory Syndrome (SARS), and Middle Eastern Respiratory Syndrome (MERS) §690.361	<p>Standard Precautions, Contact Precautions, Droplet Precautions including eye protection, and Airborne Infection Isolation Precautions shall be followed for cases or suspect cases in a <i>health care facility</i> (includes any public or private building or portion of a building used, operated, or designed to provide health services, medical treatment, or nursing, rehabilitative or preventative care. 77 Ill. Admin. Code §690.10).</p> <p>All cases, including suspect cases, should be isolated at home or in an alternative setting for housing.</p> <p>Contacts shall be placed under surveillance and may be quarantined, with close observation for fever and COVID-like respiratory symptoms in consultation with IDPH or the local health department.</p> <p>IDPH has frequently updated its school exclusion guidance and rules for COVID-19 during the COVID-19 pandemic; school personnel should monitor them regularly:</p> <p>Guidance - www.dph.illinois.gov/covid19/community-guidance/school-guidance</p> <p>Rules - www.dph.illinois.gov/covid19/governor-pritzkers-executive-orders-and-rules</p>
Diphtheria, §690.380	Standard precautions shall be followed until two successive cultures from both throat and nose (and skin lesions in cutaneous diphtheria) are negative for diphtheria bacilli or when a virulence test proves the bacilli to be avirulent. The first culture shall be taken not less than 24 hours after completion of antibiotic therapy and the second culture shall be taken not less than 24 hours after the first.
Influenza A, Novel Virus, §690.469	<p>Standard precautions, including routine use of eye protection, and droplet precautions shall be followed for patients in health care settings, e.g., hospitals, long-term care facilities, outpatient offices, emergency transport vehicles.</p> <p>Control of contacts is based on transmissibility and severity of the illness that caused the influenza strain.</p> <p>(See the f/ns of policy 4:180, <i>Pandemic Preparedness; Management; and Recovery</i>, for information and resources regarding influenza epidemics in schools; 4:180-AP1, <i>School Action Steps for Pandemic Influenza or Other Virus/Disease</i>; and 4:180-AP2, <i>Pandemic Influenza Surveillance and Reporting</i>.)</p>
Plague, §690.570	<p>Standard precautions shall be followed. For all patients, droplet precautions shall be followed until pneumonia has been determined not to be present.</p> <p>For patients with pneumonic plague, droplet precautions shall be followed until 48 hours after initiation of effective antimicrobial</p>

Disease	Precaution and Exclusion Rules
	therapy and the patient has a favorable clinical response. Antimicrobial susceptibility testing is recommended. A strict, seven-day quarantine is required for contacts to pneumonic plague who refuse chemoprophylaxis.
Poliomyelitis, §690.580	Occurrence of a single case of poliomyelitis due to wild polio virus shall be recognized as a public health emergency, prompting immediate investigation and response. Standard precautions shall be followed. Contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks for the duration of hospitalization.
Q-fever (if suspected to be a bioterrorist event or part of an outbreak), §690.595	Standard precautions shall be followed. No restrictions on contacts.
Smallpox, §690.650	Post-exposure immunization, within three to four days after exposure, provides some protection against disease and significant protection against a fatal outcome. Any person with significant exposure to a person with probable or confirmed smallpox during the infectious stage of illness requires immunization as soon after exposure as possible, but within the first four days after exposure.
Tularemia (if suspected to be a bioterrorist event or part of an outbreak), §690.725	Standard precautions shall be followed.
Any suspected bioterrorist threat or event, §690.800	Cases and contacts shall be evaluated to determine need for isolation.

Class I(b) Diseases

The following diseases shall be reported as soon as possible during normal business hours by telephone (some rules state that facsimile or electronic reporting are also acceptable, the Disease column indicates “F” for facsimile or “E” for electronic in those instances), but within 24 hours, i.e., within eight regularly scheduled business hours after identifying the case, to the local health authority, who shall then report to IDPH as soon as possible, but within 24 hours.

Disease	Precaution and Exclusion Rules
Botulism (intestinal, wound, and other), §690.327	Standard precautions shall be followed. No restrictions.
Brucellosis (not part of suspected bioterrorist event or part of an outbreak), §690.330	Standard precautions shall be followed. Contact precautions shall be followed when dressing does not adequately contain drainage. No restrictions on contacts.
Chickenpox (Varicella), §690.350 (F or E)	Children shall be excluded from school or child care facilities for a minimum of five days after the appearance of eruption or until vesicles become dry. Standard precautions, contact precautions and airborne infection isolation precautions shall be followed for patients in a health care facility until all lesions are dry and crusted.

Disease	Precaution and Exclusion Rules
Cholera, §690.360 (F)	Standard precautions shall be followed. Contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until absence of diarrhea for 24 hours.
Escherichia coli infections (E. coli O157:H7 and another Shiga toxin-producing E. coli), §690.400 (F)	Cases shall avoid public swimming pools while symptomatic and for two weeks after the date diarrhea has ceased. Specific precautions for food handlers must be followed.
Haemophiles influenzae, meningitis and other invasive disease, §690.441 (F)	Standard precautions and droplet precautions shall be followed. Droplet precautions shall be followed until 24 hours after initiation of effective antimicrobial therapy.
Hantavirus pulmonary syndrome, §690.442 (F)	Standard precautions shall be followed. No restrictions on contacts.
Hemolytic uremic syndrome, post-diarrheal, §690.444 (F)	See requirements for the applicable disease that preceded the HUS (when preceding cases are either E.coli (Section §690.400) or Shigellosis (Section §690.640) standard precautions shall be followed and contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until absence of diarrhea for 24 hours).
Hepatitis A, §690.450 (F)	Standard precautions shall be followed. In diapered or incontinent persons, the following contact precautions shall be followed: <ul style="list-style-type: none"> ● Infants and children less than three years of age for duration of hospitalization; ● Children 3 to 14 years of age, until two weeks after onset of symptoms; and ● Those greater than 14 years of age, for one week after onset of symptoms.
Influenza admissions into intensive care unit, §690.468 (F or E)	Standard and droplet precautions shall be followed. IDPH may distribute additional recommendations in conjunction with CDC guidance.
Measles, §690.520	Children with measles shall be kept out of school or child care facilities for at least four days after appearance of the rash.
Mumps, §690.550 (F or E)	Cases shall be excluded from school, child care facilities or workplace until five days after onset of symptoms (parotitis). Susceptible contacts should be excluded from school or the workplace from days 12 through 25 after exposure.
Neisseria meningitidis, meningitis and invasive disease, §690.555 (F)	Standard precautions shall be followed. Droplet precautions shall be followed until 24 hours after initiation of effective antimicrobial therapy.
Outbreaks for public health significance (including but not limited to, foodborne and waterborne outbreaks), §690.565 (E)	Make a report to local health authority within 24 hours for investigation. If outbreak has occurred, the local health authority makes a final report to IDPH. Cases are evaluated to determine need for isolation.
Pertussis (whooping cough), §690.750	Standard precautions shall be followed. Droplet precautions shall be followed for known cases until the patient has received at least five days of a course of appropriate antibiotics. Case shall be excluded from school until five days of appropriate antibiotic therapy is complete. Suspected cases who do not receive

Disease	Precaution and Exclusion Rules
	antibiotics should be isolated for three weeks after onset of paroxysmal cough or until the end of the cough, whichever comes first.
Q-fever (not suspected in bioterrorist attack or part of an outbreak), §690.595	Standard precautions shall be followed. No restrictions for contacts.
Rabies, human, §690.600 (F)	Standard precautions shall be followed.
Rabies, potential human exposure, §690.601 (F) Definition of exposed person to be reported is lengthy and available in §690.601.	The local health authority determines whether rabies post-exposure prophylaxis for the exposed person is needed.
Rubella, §690.620 (F or E)	Cases shall be excluded from school, child care facilities or the workplace for seven days after rash onset. Susceptible contacts should be excluded from school from days seven through 23 following rash onset after last exposure.
Smallpox vaccination, complications of §690.655 (E)	Precautions for individuals with vaccination complications vary depending upon the type of complication. See Smallpox, §690.650 above.
Staphylococcus aureus infections with intermediate or high-level resistance to Vancomycin, §690.661 (F)	The Department will issue specific recommendations on a case-by-case basis.
Streptococcal infections, Group A, invasive and sequelae to Group A streptococcal infections, §690.670 (F)	Standard Precautions shall be followed. Droplet Precautions shall be followed for persons with necrotizing fasciitis or toxic shock syndrome until 24 hours after initiation of effective antimicrobial therapy. In cases of necrotizing fasciitis, when dressing does not adequately contain drainage, contact precautions shall be followed until 24 hours after initiation of effective antimicrobial therapy.
Tularemia (not suspected to be bioterrorist event or part of an outbreak), §690.725	Standard precautions shall be followed. No restrictions on contacts.
Typhoid fever, §690.730 (F)	All persons living in the household of a newly identified chronic carrier and other contacts living outside the home must submit two consecutive negative specimens of feces. If persons required to be tested refuse to comply within one week after notification, they shall be restricted from their occupations, school attendance or day care (adult or child) attendance until compliance is achieved.
Typhus, §690.740 (F)	Standard precautions shall be followed. Proper delousing for louse-borne typhus is required. The local health authority shall monitor all immediate contacts for clinical signs for two weeks.

Class II Diseases

The following diseases shall be reported as soon as possible by mail, telephone, facsimile or electronically during normal business hours, but within seven days, to the local health authority which shall then report to the IDPH within seven days.

Disease	Precaution and Exclusion Rules
Arboviral Infection (including, but not limited to, California encephalitis, St. Louis encephalitis and West Nile virus), §690.322	Standard precautions shall be followed. No restrictions on contacts.
Campylobacteriosis, §690.335	Standard precautions shall be followed. Contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until diarrhea is absent for 24 hours.
Cryptosporidiosis, §690.365	Standard precautions shall be followed. Cases shall avoid swimming in public recreational water venues (e.g., swimming pools, whirlpool spas, wading pools, water parks, interactive fountains, lakes) while symptomatic and for 2 weeks after cessation of diarrhea.
Cyclosporiasis, §690.368	Standard precautions shall be followed.
Hepatitis B and Hepatitis D, §690.451	Standard precautions shall be followed. No restrictions on contacts.
Hepatitis C, §690.452	Standard precautions shall be followed. No restrictions on contacts.
Histoplasmosis, §690.460	Standard precautions shall be followed. No restrictions on contacts.
Influenza, Deaths in persons less than 18 years of age (lab confirmed and no recovery between illness and death), §690.465	N/A
Legionellosis, §690.475	Standard precautions shall be followed. No restrictions on contacts.
Leptospirosis, §690.490	Standard precautions shall be followed. No restrictions on contacts.
Listeriosis (when both mother and newborn are positive, report mother only), §690.495	Standard precautions shall be followed. No restrictions on contacts.
Malaria, §690.510	Standard precautions shall be followed. No restrictions on contacts.
Psittacosis due to chlamydia psittaci, §690.590	Standard precautions shall be followed. No restrictions on contacts.
Salmonellosis (other than typhoid fever), §690.630	Standard precautions shall be followed. Contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until absence of diarrhea for 24 hours.
Shigellosis, §690.640	Standard precautions shall be followed. Contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until diarrhea is absent for 24 hours.
Toxic shock syndrome due to Staphylococcus aureus infection, §690.695	Standard precautions shall be followed. No restrictions on contacts.

Disease	Precaution and Exclusion Rules
Streptococcus pneumoniae, invasive disease in children less than five years, §690.678	Standard precautions shall be followed. No restrictions on contacts.
Tetanus, §690.690	Standard precautions shall be followed and post-injury patients at risk should receive human tetanus immune globulin and/or toxoid. No restrictions on contacts.
Tickborne Disease, including ehrlichiosis, anaplasmosis, Lyme disease, and Rocky Mountain spotted fever, §690.698	Standard precautions shall be followed. No restrictions on contacts.
Trichinosis, §690.710	Standard precautions shall be followed. No restrictions on contacts.
Tuberculosis, §696.170	Reporting requirement is limited to health care professionals (includes nurses and health coordinators or health care settings). Report electronically or by facsimile, followed up with a phone call to local TB authority, or if none, to IDPH. Exclude case if considered to be infectious according to IDPH's rules and regulations for the control of TB or as recommended by the local health authority.
Vibriosis (Non-cholera Vibrio infections), §690.745	Standard precautions shall be followed. Contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until diarrhea ceases.

Reporting of Sexually Transmissible Infections, 77 Ill.Admin.Code 693.30

The following sexually transmitted infections are reportable by health care professionals only (which includes advanced practice nurses, licensed nurses (including school nurses), or other persons licensed or certified to provide health care services of any kind to the local health department, or if none exists, to IDPH. Reports are strictly confidential and must be made within seven days after the diagnosis or treatment.

Infection	Exclusion Rules
Acquired Immunodeficiency Syndrome (AIDS)	A person may only be isolated with that person's consent or upon order of a court in those cases where the public's health and welfare are significantly endangered and where all other reasonable means have been exhausted and no less restrictive alternative exists. 77 Ill.Admin.Code §693.60(b).
HIV Infection	See above.
Syphilis	See above.
Gonorrhea	See above.
Chlamydia	See above.
Chancroid	See above.

Exclusion Criteria for Non-Reportable Diseases and Illnesses

There are a number of diseases and illnesses that have either never been reportable or no longer need to be reported under IDPH rules. However, some of these conditions may still pose a health risk and require exclusion from school.

IDPH has published a chart which includes diseases and illnesses that do not require reporting of individual cases (as well as more common diseases those that do need to be reported) but may still require exclusion from school. Please refer to the following link for further guidance at:

<http://dph.illinois.gov/sites/default/files/publications/commchartschool-032817.pdf>.

Reviewed: December 19, 2005, February 22, 2022
Adopted: February 27, 2006
Revisions: January 04, 2010, March 21, 2022

School Community Relations

Administrative Procedure - Advertising Sponsorship and Distribution of Materials in Schools Provided by Non-School Related Entities

Requests from Community, Educational, Charitable, Recreational Organizations, or Other Similar Civic Groups

Actor	Action
Community, Educational, Charitable, Recreational Organizations, or Other Similar Civic Groups	<p>Direct to the Superintendent or designee all requests to distribute proposed event(s) information pertinent to students' interests or involvement.</p> <p>A sample of the material or literature proposed to be displayed or distributed must be submitted.</p> <p>Request specific dates for the material to be posted or distributed.</p>
Outside organizations that are generally permitted to distribute events are:	Local public school districts and governmental agencies, not-for-profit Scout or similar youth organizations,, Glen Ellyn Park District, YMCA, West DuPage Special Education Recreation Association, not-for-profit local civic organizations, not-for-profit athletic organizations that feed into Glenbard District 87 and are sponsored by the Glen Ellyn Park District or the YMCA, area museums.
Superintendent or designee	<ol style="list-style-type: none"> 1. Screens all material before distributing or posting it to ensure compliance with the District's policy and procedures. 2. Rejects all requests to post or distribute material or literature that do not fit the criteria above or otherwise would: (a) disrupt the educational process, (b) violate the rights or invade the privacy of others, (c) infringe on a trademark or copyright, or (d) be defamatory, obscene, vulgar, or indecent (e) solicit for religious, secular or partisan political activities. 3. Requires that all material and literature be student-oriented and have the sponsoring organization's name prominently displayed. 4. Determines the appropriate location for posting the material and/or distributing it, provided that any distribution by staff is done without discussion. 5. Informs the organization whether its request is accepted or rejected. 6. Removes all materials <u>and/or content that are out-of-date from the building, website, and/or District-issued learning devices.</u> from the building.
Community, Educational, Charitable, Recreational Organizations, or Other Similar Civic Groups	<p>Have the material delivered to the school (the school will not make copies).</p> <p><u>Provide in electronic format any information that has been agreed to be published on the district Ebackpack page</u></p>

<u>Requests from Commercial Companies to Sponsor and/or Distribute Material</u>	
Actor	Action
Commercial Companies	<p>Direct to the Superintendent all requests to sponsor on school grounds or in school publications.</p> <p>Specifically identify the requested location for their sponsorship, i.e.: (a) athletic, theater, or music programs, and/or (b) scoreboards.</p> <p>Prominently display the company's name on all programs and/or literature.</p> <p>Provide a copy of the proposed sponsorship to the Superintendent.</p>
Superintendent	<p>1. — Screens all proposed ads to ensure that they <u>follow Board policy 8:25, Advertising and Distributing Materials in Schools Provided by Non-School Related Entities, and will not: (a) disrupt the educational process, (b) violate the rights or invade the privacy of others, (c) infringe on a trademark or copyright, or (d) be defamatory, obscene, vulgar, or indecent.</u> May approve a commercial request related to graduation, class pictures, or class rings. For all other commercial requests, makes a dispositional recommendation during an open School Board meeting. After the Board's decision, takes all appropriate steps will not: (a) disrupt the educational process, (b) violate the rights or invade the privacy of others, (c) infringe on a trademark or copyright, or (d) be defamatory, obscene, vulgar, or indecent.</p> <p>2. — For all commercial requests, makes a dispositional recommendation during an open School Board meeting.</p> <p>3. — After the Board's decision, takes all appropriate steps.</p>

Reviewed: December 13, 2004; November 14, 2011

Approved: March 21, 2005

Revisions: November 28, 2011

Board Report

Date: January 13, 2025

Title: 2024-2025 School Calendar

Submitted by: Dr. Jeff McHugh, Superintendent

Strategic Priority Goal Area 6: Community Partnerships & Engagement: District 41 is dedicated to creating and sustaining community partnerships that enhance education and provide social, emotional and academic support for our students. By creating strong connections with community partners and engaging with all five communities we serve, District 41 prepares each student for a successful future.

Background:

The Calendar Committee convenes annually to discuss and develop the school calendar for the upcoming school year, which is then presented to the School Board for approval. The Committee includes representative stakeholders from the Board of Education, the support staff union, the teachers' union, the administration, the Superintendent, and the Executive Assistant to the Superintendent. Together, they work collaboratively to craft a recommended calendar. Beyond gathering stakeholder input, the Committee also reviews calendars from neighboring districts and considers guidance provided by the Regional Office of Education.

Discussion:

The Committee has met multiple times since October to collaborate and review draft calendar options. The Board reviewed the draft calendar in December and since that meeting, a change to the SIP Day schedules was made to move the February 2026 SIP Day to December 2025. Other key dates for the proposed 2025-2026 school year are as follows:

- **August 21-26 (Thursday-Tuesday):** Institute Days, which will include district and building initiatives, teacher work time, the Elementary Meet & Greet, and Wildcat Welcome at Hadley.
- **August 27 (Wednesday):** First day of attendance for students in Grades K-8.
- **November 24-28:** Fall Break.
- **December 22 - January 2:** Winter Break; school resumes Monday, January 5.
- **March 30 - April 3:** Spring Break.
- **June 8 (Monday):** Last day of student and staff attendance, including a School Improvement Day with an 11:30 a.m. student dismissal.

While the Board has approved the use of eLearning Days in place of traditional calendar days for emergency closures, state regulations still require districts to designate Emergency Days on the approved calendar. Barring the use of any emergency days, the last day of school is planned for June 8, 2025.

Other Considerations:

- The first day of attendance for Pre-K/EC students will be determined at a later date.
- The recommendation to delay the start of next year aligns with the timeline for completing construction of the Kindergarten Center.
- Major breaks (fall, winter, and spring) will remain consistent with Glenbard 87's calendar.
- The draft calendar includes accommodations for the Parent/Teacher Conference schedule during late October/November, details of which will be shared in future updates.

Recommendation:

The Administration recommends that the Board approve the 2025-2026 school year calendar as presented.

2025-2026 SCHOOL CALENDAR



August
 21-26 Institute Days – No Student Attendance
27 First Full Day of Student Attendance (K-8)
 TBD First Day EC/PreK

September
 1 Labor Day (No School)
 26 Institute Day – No Student Attendance

October
 13 Columbus Day/Indigenous People Day (No School)
 17 Institute Day – No Student Attendance
 31 SIP Day*

November
 24-28 Fall Break

December
 19 SIP Day*
 22-31 Winter Break

January
 1-2 Winter Break
 19 Martin Luther King Day (No School)
 23 SIP Day*

February
 16 President’s Day (No School)
 27 Institute Day – No Student Attendance

March
 6 SIP Day*
 30-31 Spring Break

April
 1-3 Spring Break
 17 SIP Day*

May
 8 Institute Day – No Student Attendance
 25 Memorial Day (No School)

June
8 Last Day of Student & Staff Attendance/SIP*
**students dismissed at 11:30 a.m.*
 9-15 Emergency Days

AUGUST 2025				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY 2026				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL 2026				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2026				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE 2026				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

First/Last Day of School

First Day of PreK/EC

Institute Days

School Improvement Days*

Holiday or Non-Attendance Day

Emergency Days

*No Pre-K, Early Childhood student attendance on SIP Days or any other ½ day early dismissal; Early dismissal time on SIP days will be 11:30 a.m. for all schools.

Parent/Teacher Conference Schedule-TBD

Note: The Board approved using E-Learning Days in lieu of calendar days in the event of an emergency closure. The state still requires districts to include emergency days in the official school calendar. Please assume that June 15 will be the last day of school as you plan your summer activities. D41 is required to make up any attendance days lost due use of emergency days.

Board Report

Date: January 13, 2025
Title: Board Member Expense Reimbursement - Triple I Expenses
Submitted by: Dr. Jeff McHugh, Superintendent

Strategic Priority Goal Area 6: Community Partnerships & Engagement: District 41 is dedicated to creating and sustaining community partnerships that enhance education and provide social, emotional and academic support for our students. By creating strong connections with community partners and engaging with all five communities we serve, District 41 prepares each student for a successful future.

Background: Board policy 2:125 *Board Member Expenses* and the Local Government Travel Expense Control Act, 50 ILCS 150/10, requires school boards to regulate expenses for travel, meal, and lodging expenses for their officers and employees by. Board members must seek reimbursement on the Board's standardized expense reimbursement form and shall be presented to the Board in its regular bill process.

Discussion: This year marks the 110th annual conference of the Illinois Association of School Boards (IASB) and the 91th Joint Conference with the Illinois Association of School Administrators (IASA) and the Illinois Association of School Business Officials (IASBO). Recognized as one of the nation's premier state education conferences, the event is open to local school board members, superintendents, school administrators, school administrative professionals and state and regional education officials. The conference was held in Chicago November 22-24. Board member expenses related to the conference are submitted as outlined below.

Name	Expense	Amount
Edward Estes	Transportation expenses	\$27.00

Recommendation: The administration recommends the Board approve the reimbursement of Board Member Estes expenses as outlined in the report and presented.

Illinois Vision 2030

WHEREAS, public education plays a defining role in ensuring equal opportunity for children in Illinois and throughout the United States; and

WHEREAS, it is our collective duty to ensure that every student, regardless of demographic or geographic identity, has equal access to a quality, public education; and

WHEREAS, we believe that strides need to be proactively made to face challenges and continually improve our public education system; and

WHEREAS, there have been three areas of prioritization identified as integral in improving our public education system: Future-Focused Learning, Shared Accountability, and Predictable Funding; and

WHEREAS, Future-Focused Learning should address: promoting future-driven skills that allow for more college and career exploration; enhancing student safety and well-being; attracting and retaining a high quality and diverse educator pipeline; and promoting curriculum and instructional flexibility to meet the unique needs of local communities; and

WHEREAS, Shared Accountability should address: reforming the Illinois assessment system to be a timely and useful measure of student proficiency and growth over time; reforming the current accountability system to provide local flexibility for identifying indicators that create a more holistic view of student success; and reforming the mandate process to ensure implementation procedures that promote flexibility and local decision making; and

WHEREAS, Predictable Funding should address: protecting the integrity and funding of the evidence-based funding formula; strengthening public education through pension reforms; and establishing equitable funding sources for Capital and safety needs; and

WHEREAS, it is imperative that any education improvement proposal for comprehensive change must be developed and supported by not only the education community, but in collaboration with families, communities, businesses, and others whose priorities reflect the best interests of the students;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education joins with the Illinois Association of School Administrators (IASA) , Illinois Association of School Boards (IASB), Illinois Principals' Association (IPA), Illinois Association of School Business Officials (IASBO), Illinois Association of Regional Superintendents of Schools (IARSS), Superintendents' Commission for the Study of Demographics and Diversity (SCSDD), Illinois Alliance of Special Education Administrators (IAASE), and the Association of Illinois Rural and Small Schools (AIRSS) in supporting the Vision 2030 education improvement policy; and

BE IT FURTHER RESOLVED that the Board of Education urges the Illinois General Assembly to approve the necessary legislative changes to implement the recommendations under the three pillars of education improvement as contained in the Vision 2030 policy.

Adopted this 13th day of January 2025.

Attested by: _____, Board President

Attested by: _____, Board Secretary