

# McLean County Unit District No. 5 Board of Education Regular Meeting Agenda

Wednesday, October 28, 2020

Public Session 6:30 PM

Normal West High School

501 N Parkside Rd

Normal, IL 61761

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## **MASKS ARE REQUIRED.**

### **1. CALL TO ORDER AND ROLL CALL**

### **2. ADJOURN TO CLOSED SESSION(5:45p.m.)**

**Recommended motion:** Move to adjourn to closed session to discuss the following matter according to the exceptions provided in the Open Meetings Act and specified as follows:

- 2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity and
- 2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

### **3. RECESS**

### **4. RETURN TO PUBLIC SESSION**

### **5. PLEDGE OF ALLEGIANCE**

### **6. FOCUS ON STUDENTS AND GOOD NEWS REPORTS**

#### **A Normal West-NAACP Student Recognition**

### **7. SUPERINTENDENT COMMENTS**

### **8. PUBLIC COMMENTS**

### **9. REPORTS AND DISCUSSION**

#### **A Discussion of the IASB Resolutions**

**3**

#### **B 1st Reading - Board Policies, Administrative Procedures, and Exhibits**

##### **1 Section 7 - Students**

##### **a. Exhibit 7.300-E1 Agreement to Participate**

**38**

#### **C 2020-2023 Unit Five Support Professionals Association(UFSPA) Contract**

**43**

#### **D Requests for Information Pursuant to the Illinois Freedom of Information Act**

**The District has received and processed the following requests for information:**

- 1 Tanner, K12 Transportation Research, requested 10.18.20, responded 10.21.20
- 2 Amy Hader, requested 10.13.20, responded 10.19.20
- 3 Chad Berck, requested 10.01.20, responded 10.06.20 and 10.14.20

### **10. ACTION**

#### **A Approve the 2020-2023 Unit Five Support Professionals Association(UFSPA) Contract**

**102**

### **11. CONSENT AGENDA**

#### **A Approval of Minutes**

Minutes are not released for public viewing until approved by the Board of Education

- 1 Regular Session 10.14.20
- 2 Closed Session 10.14.20

#### **B Personnel Matters**

**161**

#### **C Payment of Bills and Payrolls**

**166**

#### **D Approve Finance Department Reports**

##### **1 September 2020 Financial Statements**

**191**

#### **E Approve Salaries and Benefits for Specific Classes of Employees for the 2020-2021 School Year**

**199**

#### **F Approve Normal West Chiller Replacement**

**200**

**G Approve Semi-Annual Review of Closed Session Minutes of Meetings Lawfully Closed According to the Exceptions Provided in the Open Meeting Act**

**H Approve of Destruction of Audio Recordings of Closed Minute Sessions from October 1, 2018-March 30, 2019**

**I Approve Board Policies, Administrative Procedures, and Exhibits**

1 Section 2 - Board of Education

a. Policy 2.100 Board Member Conflict of Interest

205

2 Section 5 - Personnel

a. Policy 5.120 Employee Ethics; Conduct; and Conflict of Interest

206

**12. BOARD REPRESENTATIVE COMMITTEE MEETING REPORTS, ANNOUNCEMENTS AND COMMENTS**

**13. ADJOURNMENT**



# 2020 Resolutions Committee Report

For the 2020 Delegate Assembly meeting  
on November 14, 2020

**September 2020**

For further information please contact Ben Schwarm at (217) 528-9688, ext. 1132

2921 Baker Drive  
Springfield, IL 62703  
(217) 528-9688 • Fax (217) 528-2831

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One Imperial Place  
1 East 22nd Street, Suite 20  
Lombard, IL 60148-6120  
(630) 629-3776 • Fax (630) 629-3940

TO: Board Members and Administrators

FROM: Simon Kampwerth Jr., Resolutions Committee Chair

DATE: September, 2020

SUBJECT: 2020 Resolutions Committee Report to the Membership

Thank you for your interest in the 2020 Resolutions Committee Report to the Membership. Proposals set forth in this report will be acted upon at the virtual Annual Meeting of the IASB Delegate Assembly, which convenes at 10 a.m. on Saturday, November 14, 2020.

The Resolutions Process is vital to the Association's mission, and the Delegate Assembly is one of the most important functions conducted by IASB. It gives member districts ownership in the Association and the opportunity to establish the direction of the Association and its major policies. Every member district has a delegate, a vote, and a voice.

Participation in the resolutions process is important. Submitting new resolutions, discussing the resolutions at your local board meeting, sharing your insight with other boards and sending a well-informed delegate to the assembly all are key actions for you to take.

This booklet is provided in the fall and is intended to allow your board time to discuss the resolutions. We hope that this will increase participation and enthusiasm from member districts.

With the cancellation of the 2020 Joint Annual Conference, and the Delegate Assembly being conducted virtually, there will be changes in our procedures. Your board will have to choose its delegate and register that delegate with IASB in advance. This will ensure that only voting delegates will have access to the link for the virtual assembly. More details on when and how to do this will be forthcoming.

On behalf of the Resolutions Committee, thank you for your interest in the Resolutions Process.

**Service of the following school board members on the 2020  
Resolutions Committee is acknowledged with sincere appreciation.**

Chair .....	Simon Kampwerth Jr. ....	Peru ESD 124
Abe Lincoln.....	Amy Reynolds .....	Rochester CUSD 3A
Blackhawk .....	Julie Wagner.....	Mercer County SD 404
Central IL Valley .....	Daniel Walther.....	Peoria SD 150
Corn Belt .....	Nick Sartoris.....	Pontiac THSD 90
DuPage.....	James Blair .....	Salt Creek SD 48
Egyptian .....	Lisa Irvin .....	Opdyke-Belle Rive CCSD 5
Illini.....	Sandra Uhlott .....	Rantoul City SD 137
Kaskaskia.....	Kent Kistler .....	Brownstown CUSD 201
Kishwaukee .....	Stephen Nelson .....	Sycamore CUSD 427
Lake.....	Odie Pahl .....	Gurnee SD 56
North Cook.....	Anna Klimkowicz.....	Township HSD 211
Northwest.....	Steve Snider .....	Eastland CUSD 308
Shawnee .....	Vernon Stubblefield.....	Cairo CUSD 1
South Cook.....	Juanita Jordan .....	Prairie Hills ESD 144
Southwestern.....	Gabrielle Schwemmer.....	Smithton CCSD 130
Starved Rock.....	Carol Alcorn.....	LaSalle-Peru THSD 120
Three Rivers.....	Liz Campbell .....	Valley View CUSD 365U
Two Rivers.....	Rodney Reif .....	Carrollton CUSD 1
Wabash Valley .....	Casey Overbeck.....	Casey-Westfield CUSD 4C
West Cook.....	Dianne Williams.....	Maywood-Melrose Park-Broadview SD 89
Western.....	Scott Vogler .....	West Prairie SD 103

## **DELEGATE ASSEMBLY AGENDA**

1. Call to Order
2. Report of the Credentials Committee
3. Approval of Delegate Assembly Business Rules
4. President's Report, Tom Neeley
5. Executive Director's Report, Thomas Bertrand, Ph.D.
6. Financial Report, Linda Eades
7. Election of Officers
  - A. Nominating Committee Report, Joanne Osmond, Nominating Committee Chair
8. Resolutions Committee Report, Simon Kampwerth Jr.
  - A. New Resolutions
  - B. Reaffirmation of Existing Positions
9. Belief Statements
10. Deletions and Amendments of Existing Positions
11. Adjournment

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# My Board's Recommendation

*Support    Oppose*

## NEW RESOLUTIONS

- |                          |                          |                               |
|--------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Loan Program               |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Gun Storage                |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. School Report Card         |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Pre-K Teacher Licensure    |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Teacher Shortage           |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. E-Learning on Election Day |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Local Control Pandemic     |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Local Control Pandemic     |

## REAFFIRMATION OF EXISTING POSITIONS

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Position Statement 1.16 Charter Schools – Renewal of Charters    |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Position Statement 1.17 Charter Schools – At-Risk Students      |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Position Statement 2.27 State Authorized Charter School Funding |

## NEW BELIEF STATEMENTS

- |                          |                          |            |
|--------------------------|--------------------------|------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Equity |
|--------------------------|--------------------------|------------|

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## DELEGATE ASSEMBLY BUSINESS RULES

1. **Business Procedures** — Robert’s Rules of Order Newly Revised shall govern.
2. **Credentials** — Delegates shall be registered with the Credentials Committee.
3. **Delegate Seating** — Only those delegates seated in the reserved section will be permitted to participate in the business session.
4. **Recognition by Chair** — Delegates wishing to speak on a motion shall rise and be recognized by the Chair before speaking. They shall give their full name and the name of the board they represent.
5. **Debate on the Floor** — No delegate shall speak in debate more than twice on the same question and no longer than five minutes at one time. No delegate shall speak a second time on the same question until all persons have had an opportunity to speak at least once.
6. **Calls for the Question** — A delegate may “call for the question” to end debate on a motion. The delegate may not make such a motion if, immediately preceding the motion, he or she has engaged in discussion of the motion or otherwise participated in the debate. A motion, a second, and a 2/3 majority vote is required to end debate.
7. **Consent Agenda** — Use of a Consent Agenda to expedite the proceedings is authorized. Proposed resolutions which have been recommended “Do Adopt” by the Resolutions Committee may appear on a Consent Agenda.
8. **Appeals** — Those delegates wishing to appeal a “Do Not Adopt” recommendation of the Resolutions Committee, and have met the notice provisions required by Article IX, Section 5 of the IASB Constitution, shall have a period of time not to exceed five minutes in which to explain why the proposed action should be considered by the Delegate Assembly. Appeals shall only be accepted from

- the submitter of the proposed resolution that has received the negative recommendation of its proposal. Those proposed resolutions that have received a “Do Not Adopt” recommendation from the Resolutions Committee, and of which the committee has not received a timely written appeal of the negative recommendation from the submitting entity, will not be considered by the Delegate Assembly.
9. **Reaffirmation of Existing Position Statements** — The Delegate Assembly has the authority to reaffirm existing Position Statements. Proposals to reaffirm an existing position may be initiated by member school boards or the Resolutions Committee. All such proposals shall be submitted through the same procedure as all other resolutions and shall meet all criteria and constitutional timelines applicable to all resolutions.
10. **Other Recognition** — Members of the Resolutions Committee and IASB staff shall be given the privilege of the floor at the discretion of the presiding officer.
11. **Voting** — The indications to signify voting shall be specified by the presiding officer.
12. **Nomination** — the consent of any nominee from the floor during the election of officers must be secured in writing prior to presentation to the Delegate Assembly, as required in Article IV, Section 1, of the IASB Constitution.
13. **Remote Participation** — The 2020 Resolutions Committee and Delegate Assembly will allow for remote participation by delegates. This is not a precedent for future meetings of the Delegate Assembly, but will only be utilized during times of a statewide emergency as proclaimed by the Governor. In such cases, the Board of Directors may modify rules 4-7 as deemed necessary to accommodate remote participation technology and assembly decorum.

# RESOLUTIONS PROCEDURES

**1. Types of Resolutions** — (Article IX, Section 1) Resolutions may be either in the form of a position statement or a belief statement. Position statements address issues affecting or concerning local boards of education; they direct the Association's advocacy efforts. Belief statements express significant values commonly held by local boards of education; they may or may not call for action to be taken by the Association.

**2. Proposals** — (Article IX, Section 2) Resolutions for proposed position statements or belief statements may be proposed by any Active Member, Association Division, the Association's Board of Directors, or the Resolutions Committee. Resolutions to be published and distributed to the Active Members must be submitted to the Resolutions Committee at least 150 days prior to the Annual Meeting of the Delegate Assembly.

**3. Presentation of Resolutions** — (Article IX, Section 3) The Resolutions Committee shall review all proposed resolutions, distribute a final draft of proposed resolutions to the membership not less than 45 days prior to the Annual Meeting of the Delegate Assembly, and may recommend the approval or disapproval of any resolution to the Delegate Assembly. The Resolutions Committee has the prerogative to determine which resolutions are to be presented to the Delegate Assembly; and whether they are presented as position statements or belief statements. However, all resolutions that are timely submitted to the Resolutions Committee according to Section 2 above, must be distributed to Active Members not less than 45 days prior to the Annual Meeting of the Delegate Assembly.

**4. Annual Review** — (Article IX, Section 4) The Resolutions Committee shall annually review currently in force position statements and belief statements to determine whether they are consistent with the current positions or beliefs of Association members. The Resolutions Committee shall recommend that the Delegate Assembly amend or rescind any position statement or belief statement that is not consistent with the current positions or beliefs of Association members. All position statements and belief statements currently in force will be published annually and distributed to Active Members prior to the Annual Meeting of the Delegate Assembly.

**5. Appeals** — (Article IX, Section 5) Any Active Member, Association Division, or Association Board of Directors, that has submitted a proposal that has received a negative recommendation from the Resolutions Committee, shall

have the right to appeal the decisions of the Resolutions Committee at the Annual Meeting of the Delegate Assembly. Notice of appeal must be submitted in writing to the Resolutions Committee. The committee must be in receipt of the written appeal no later than the close of business eight calendar days before the Annual Meeting of the Delegate Assembly. A majority of the delegates present and voting at the Annual Meeting of the Delegate Assembly is required for consideration of appeals.

**6. Amendments to Resolutions** — (Article IX, Section 6) Any proposed amendment to a resolution that does not meet the time requirements as set in Section 3 above shall be immediately remanded to the Resolutions Committee for consideration.

**7. Late Resolutions** — (Article IX, Section 7), Resolutions which are not presented to the Resolutions Committee at least 150 days prior to the Annual Meeting of the Delegate Assembly may be considered only by the following procedure: Such resolutions may be proposed by an Active Member, Association Division, Association Board of Directors, or the Resolutions Committee and submitted in writing to the Resolutions Committee. Any resolution which is not submitted in the manner described above shall not be considered by the Delegate Assembly. Late resolutions shall be considered for approval by the Resolutions Committee. The Resolutions Committee may recommend approval or disapproval of the late resolution to the Delegate Assembly. Any such resolution disapproved by the Resolutions Committee may be appealed by a seventy-five (75)% majority vote of the delegates present. Delegates seeking authority to present late resolutions at the Annual Meeting of the Delegate Assembly shall provide copies for all delegates present at the meeting, including rationale and relevant supporting documentation.

**8. Order of Resolutions** — Each resolution to be adopted will be considered in the following order of categories: Educational Programs, Financing Public Education, Legislative Activity, Board Operations and Duties, Board Employee Relations, Local State Federal Relations, and District Organization and Elections. Reaffirmation or deletion of existing positions will be done with a single motion unless a delegate wishes a particular position or positions to be considered separately.

# NOMINATING COMMITTEE REPORT

## AUGUST 2020

The 2020 Nominating Committee proposes the following officer slate for Delegate Assembly consideration, 10 a.m., Saturday, November 14, 2020.

President – Tom Neeley  
Morton CUSD 709

Vice President – Simon Kampwerth Jr.  
Peru ESD 124

## 2020 NOMINATING COMMITTEE MEMBERSHIP

Joanne Osmond, Chair  
Immediate Past President

Mark Christ  
O’Fallon THSD 203

Dennis Inboden  
Robinson CUSD 2

Sue McCance  
CUSD 3 Fulton Co

Sheila Nelson  
Cairo USD 1

Carla Joiner-Herrod  
Lindop SD 92

Marc Tepper, Alternate  
Kildeer-Countryside CCSD 96

# NEW RESOLUTIONS

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## FINANCING PUBLIC EDUCATION – STATE

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### 1. Loan Program

**Submitted by:** Grayslake Community High School 127

BE IT RESOLVED THAT the Illinois Association of School Boards shall request the State of Illinois establish a low-cost loan program for public school districts. This program will allow local dollars to flow more directly to students while providing relief to local taxpayers.

**District Rationale:** Due to the pandemic and economic downturns, school districts face significant reductions in revenue, while at the same time needing to invest significantly to keep students and teachers safe. Safe schools are integral to opening our economy. Because school districts can borrow far less easily than the State or Federal government, we request the State of Illinois establish a low-cost loan program for public school districts. This program will allow local dollars to flow more directly to students while providing relief to local taxpayers.

**Resolution Committee Rationale:** The submitting district explains that a program like this is needed because districts are likely going to see a reduction in revenue due to the economic downturn resulting from the pandemic, and that districts can borrow far less easily than the State or Federal governments. The district adds that this program will allow local dollars to flow more directly to students while providing relief to local taxpayers.

The State of Texas has a program that assists school districts with good credit ratings in obtaining low cost interest bonds. The program was established in 1854 and is mostly funded from royalties and mineral rights (oil and gas).

The Committee was concerned about the uncertainty of where funds would come from to create a program like this in Illinois. It was, however, recognized that there is a significant need for financial assistance for school infrastructure. The Committee questioned the idea of a loan program for funds districts could use to cover costs the State should be helping districts pay for.

The Resolutions Committee RECOMMENDS DO NOT ADOPT.

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## LEGISLATIVE ACTIVITY

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### 2. Gun Storage

**Submitted by:** Glen Ellyn SD 41; CCSD 93 (Carol Stream)

BE IT RESOLVED THAT the Illinois Association of School Boards shall support and advocate for legislation which strengthens child safe gun storage laws in the state of Illinois, requiring gun owners to store firearms, whether they are loaded or unloaded, in a securely locked container, if a person under the age of 18 is likely to gain access to the weapon without permission.

**District Rationale:** Illinois currently prohibits any person from storing or leaving his or her firearm unlocked and accessible to a minor under the age of 14 if that person knows or has reason to believe that the minor under the age of 14 who does not have a Firearm Owner's Identification (FOID) card is likely to gain access to the firearm and the minor causes death or great bodily harm with that firearm. Research indicates that strong child access prevention laws decrease unintentional shootings, suicides, and school shootings. Between 70% and 90% of guns used in school shootings perpetrated by shooters under the age of 18 were acquired from the home or the homes of relatives or friends. Furthermore, more than half of gun owners store at least one gun unsafely, without any locks or other safe storage measures. In fact, nearly a quarter of all gun owners report storing all of their guns in an unlocked location in the home. While some data suggests that gun owners with children in the home are slightly more likely than other gun owners to store firearms safely, roughly 4.6 million minors live in homes with loaded, unlocked firearms.

58% of school shooters were current or former students, staff, faculty, or school resource officers. Because these perpetrators are part of the school, they are also familiar with active shooter protocols within the district, and can plan accordingly. Illinois's current safe storage laws only apply to children up to age 14. A study by *Education Week*, whose findings were reported in an article in their magazine in April 2019 says, "Finally, schools can make it harder for students to act upon violent intent. Sensible security upgrades are part of this, but more important may be tackling the availability of guns. Our data show that 80% of school shooters get their guns from family members, most often parents and grandparents, since they are too young to purchase them themselves."

Knowing how school shooters gain access to their guns and the likelihood that they are familiar with the school and have easy access to guns compels us to advocate for raising the safe storage age limit to 18 to capture the school-aged population in our public K-12 schools.

**Resolution Committee Rationale:** The vast majority of IASB position statements deal directly with issues that happen inside of a school district. This proposal would be a departure from that practice, and the Committee questioned whether Association resources should be spent on a non-educational issue. While the committee considered the arguments of the submitting district on the potential impact on students, the majority of members felt this was not an issue for IASB's involvement.

The Resolutions Committee RECOMMENDS DO NOT ADOPT.

The submitting district has appealed the recommendation of the committee and will have an opportunity to bring the proposal to the Delegate Assembly.

### 3. School Report Card

Submitted by: Peoria SD 150

BE IT RESOLVED THAT the Illinois Association of School Boards shall support legislation that would direct the Illinois State Board of Education to prepare and disclose all available school report card data for the current academic year by June 1, of that year.

**District Rationale:** School boards, families, and other community stakeholders utilize school report card data to make decisions and assess progress from year to year. Standardized tests like NWEA are taken electronically throughout the year and the Illinois Assessment of Readiness (IAR) typically occurs in March. Graduation requirements and progress measures are evaluated in the lead up to the end of the school year. However, the public release of that data in the compiled school report card does not occur until late October of the following academic year. By this time in the following school year, evaluations have been completed, goals have been set and people have moved on, all without being informed by this critical data set. If that assessment data is to be useful at all for policy-making and community consideration it needs to be available electronically and promptly, like other public data sets.

**Resolution Committee Rationale:** The submitting district's rationale is sound regarding the information in the report card that affects planning for teaching and student learning. The philosophy that timely receipt of learning assessments is critical to effective student learning can also be found in current IASB position statements 1.08 Standardized Test Procedures and 1.09 Student Assessment. Both of these recommend a timeline more effective for schools to respond effectively to the learning needs of students.

Unfortunately, the Illinois State Report Card includes information that cannot be tabulated and reported until the close of the fiscal year, June 30. In addition to that, in many districts a June 1 deadline for this data would be impossible to meet to determine student placement and graduation completion criteria, as many students are finishing the last quarter after June 1.

The Resolutions Committee agreed that untimely information regarding student learning hinders the ability of schools to meet the learning needs of students, but also felt that the report card would not be the best way to expedite assessment results for the purposes stated. IASB staff and committee members agreed to continue work to address this issue in other ways.

The Resolutions Committee **RECOMMENDS DO NOT ADOPT.**

### 4. Pre-K Teacher Licensure

Submitted by: Avoca 37

BE IT RESOLVED THAT the Illinois Association of School Boards shall advocate for legislation mandating the Illinois State Board of Education require pre-service teachers seeking licensure in the areas listed compete at least one undergraduate level literacy education course solely dedicated to scientifically proven methods of reading instruction. Before being granted licensure in the following areas, individuals must receive a passing score on the Foundations of Reading Exam. Licensure areas that should meet these requirements are: Early Childhood Education, Early Childhood Special Education, Elementary Education, English Language Arts, Middle Grades Language Arts, Reading Specialist, Reading Teacher, Special Education, and Speech Language Pathologist.

**District Rationale:** In the 2019 National Assessment of Educational Progress report, only 34% of Illinois 4th graders and 35% of Illinois 8th graders taking the test scored as “Proficient or Above” for their grade level. Low literacy level can be a lifelong obstacle to success, academically and economically. Such an obstacle not only correlates to behavioral challenges and higher dropout rates for students, but in the long term low literacy represents a challenge for communities’ and broader economic success in Illinois. For too long, despite there being clear scientifically supported evidence on how to teach our youngest students to read successfully, teacher education programs in Illinois have failed to provide pre-service teachers the appropriate coursework. These methods are clearly identified by long standing scientific research and include but are not limited to: phonemic awareness, phonics, spelling, decoding, and comprehension.

In a 2020 study conducted by the National Council on Teacher Quality 43% of university teacher education programs in Illinois earned a “D” or “F” grade for how they prepared students to teach scientifically proven methods for reading. “Not only does Illinois not do well, but there are no signs of improvement and that runs counter to what we’re seeing in many states,” said Kate Walsh, president of the National Council on Teacher Quality. “It’s extremely frustrating to see. Kids aren’t learning how to read and what is more damaging to your life than not learning that essential skill?”

The most effective path to ensure that teachers in Illinois are trained in the scientifically proven methods of reading instruction so that the future of Illinois students, communities, and the economy is more secure than it is today.

**Resolution Committee Rationale:** Teacher Preparation programs that anticipate having a self-contained environment usually have reading courses as a part of their curriculum, however, with the passage of Public Act 101-0220 the requirement that teacher candidates pass a test of basic skills to receive a Professional Educator License was eliminated. Now, skills in the area of Reading are only tested for content endorsements.

Historically, IASB has not taken positions on teacher education programs at universities. School districts have the authority to include the criteria it desires when posting teacher vacancy positions. If a school district desires this additional accreditation, it could require it. Committee members were also concerned that by statutorily increasing standards for teacher licensure and adding new testing requirements could have an adverse effect in filling teaching positions in some areas of the state. This would be even more problematic given the current teacher shortage situation. Lastly, the original resolution seems to add a mandate, which traditionally IASB advocates against opting for local flexibility instead.

The Committee supported the concepts within the original resolution. However, it was noted that the language of the original resolution was too rigid in its approach.

The Resolutions Committee RECOMMENDS DO NOT ADOPT.

The submitting district has appealed the recommendation of the Committee and will have an opportunity to bring the proposal to the Delegate Assembly.

The Committee did approve the following replacement language for this resolution:

BE IT RESOLVED THAT The Illinois Association of School Boards shall support initiatives in teacher preparation programming that prepare teachers to be trained in scientifically proven methods of reading instruction that promote student literacy.

## 5. Teacher Shortage

Submitted by: Altamont CUSD 10

BE IT RESOLVED THAT the Illinois Association of School Boards shall support efforts to direct the Illinois State Board of Education to expand the issuance of provisional teacher licenses to all curricular areas.

**District Rationale:** The State of Illinois is currently experiencing a shortage of teachers to meet the educational needs of its students and communities. This shortage of teachers is having an impact across the state, particularly in rural areas. This shortage is hitting certain curricular areas especially hard, as those areas have typically been the targets of reductions by school districts to meet the ever increasing costs of education. With the coming state mandate that will raise the minimum teacher's salary to \$40,000 beginning in 2022, this problem will become even greater for rural schools whose budgets are limited by local property values and strained by state requirements.

The Illinois State Board of Education (ISBE) has taken steps to alleviate this problem by issuing temporary licensure for certain curricular areas. With a prescribed number of hours in a related field and a bachelor's degree from an accredited institution, a person may qualify for a provisional license to teach in these curricular areas for up to five years, with another five-year renewal possible if the district has not been

able to successfully fill the position. Currently, our district has taken advantage of this provision to provide our students with educational opportunities in Industrial Technology, and the program is flourishing.

However, ISBE has not extended the provisional license option to enough curricular areas. In accessing any of the available job placement boards it becomes clear that there is a dramatic statewide shortage of licensed teachers in curricular areas such as Foreign Language, Physical Education, and Special Education. Our district has had the good fortune of finding licensed teachers in those areas in the past, but we were unable to fill an open position in Physical Education for the past school year, and have had zero licensed applicants for our open Spanish position. Each of those positions has had interested parties who would otherwise meet the Provisional License requirement of the State Board of Education, but Illinois does not offer a Provisional License in those curricular areas.

**Resolutions Committee Rationale:** The Illinois State Board of Education has streamlined the requirements for qualified teachers to earn short-term approvals and endorsements in high-demand areas. Among the changes, short-term approvals returned in 2015 in response to feedback from school districts that emergency credentials were needed in all content areas to staff unfilled classrooms. The short-term approval is now available in all areas and grade spans, except in driver's education and special education. The short-term emergency approval allows individuals who have met some, but not all, of the requirements for the Learning Behavior Specialist I endorsement to begin teaching special education.

The submitting district specifically mentioned not being able to fill positions in the areas of Physical Education, Foreign Language, and Special Education. Both the Short-Term Approval for Teachers at All Grade Levels and the Short-Term Emergency 25.48 licensure options allow for filling the specific areas of need. Most can be filled with candidates with the minimum requirements of a valid Professional Educator License (PEL) endorsed in a teaching field, and official transcripts showing completion of nine hours of coursework in the subject area to be taught. Both licenses are valid for three years which allows for candidates to work towards the requirements for the corresponding endorsement during the validity period. Unfortunately, these licenses will not be issued after June 30, 2023.

The approved resolution reflects a change agreed upon by the submitting district and the Committee so it encompasses all school districts. Originally, the resolution was directed only towards rural schools.

The Resolutions Committee RECOMMENDS DO ADOPT.

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## LOCAL – STATE – FEDERAL RELATIONS

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### 6. E-Learning on Election Day

Submitted by: Naperville CUSD 203

BE IT RESOLVED THAT the Illinois Association of School Boards shall support and encourage legislation that would allow school districts to use an e-learning day or remote learning day in lieu of closing a school or the district on an election day, during a public health response requiring use of a school, or on any other day during which a school is mandated to be used for a public function during school hours.

**District Rationale:** School safety is a significant concern among districts across the state of Illinois. Many schools are currently used as polling places where the general public can easily access areas of the school where students are learning, which presents a potential security risk. Moreover, school districts are required to cover the cost of any enhanced security required on election days. Additionally, with the need to respond to the COVID-19 pandemic, it is becoming increasingly likely that schools may take on roles in public health activities such as locations for vaccination drives. Therefore, this resolution allows the district to shift schools being used not only for elections, but for any mandated public function, to use e-learning or remote learning to prevent any scheduled or unforeseen disruptions in student learning and to minimize additional safety and security concerns on those days.

**Resolutions Committee Rationale:** The submitted resolution asks the Illinois Association of School Boards (IASB) to support legislation that allows school districts to use e-learning or remote learning days for any days that a school is required to be used for a public function during school hours, specifically when schools are used as election polling places.

School districts have been struggling with the requirement to be a polling place for elections held on school days for many years. Now that legislation has been adopted to allow school districts to hold e-Learning and remote learning for students, not requiring them to be in the school building, there are options afforded to school districts to keep students and staff safe, provide a place for required or requested public gatherings, and still provide student learning. Naperville CUSD 203 and the Committee concurred that it is critical for school districts to have the ability to consider this option but not be required to utilize e-learning or remote learning days to accommodate use of facilities by entities outside the school.

Additionally, school calendars that establish student contact days, vacation days, and other holidays are negotiated with the bargaining unit before the school year begins. E-learning or remote learning options demand much preparation and buy-in by staff, parents, and students, and it should not be assumed that schools are available to provide that type of learning at-will without sufficient notice for the school district and staff to consider implications.

The Resolutions Committee RECOMMENDS DO ADOPT.

### 7. Local control Pandemic

Submitted by: New Berlin CUSD 16

BE IT RESOLVED THAT the Illinois Association of School Boards shall encourage members of the U.S. Congress, the Illinois General Assembly, related administrative agencies, and state and federal courts to take a regional approach in response to national health emergencies.

**District Rationale:** During the most recent COVID-19 pandemic, the State had decision-making authority over pandemic closures, openings, and other guidelines despite the difference in prevalence amongst differing counties. Scott County, which had zero (0) reported cases, and Pike County, which had (1) reported case, were required to follow the same school closures as Chicago, which had 48,742 reported cases at the time, and surrounding Cook County, which had 34,843 reported cases. It would be less disruptive for students in lesser affected areas if their district or regions could determine whether a school closing was appropriate under the circumstances.

**Resolutions Committee Rationale:** The submitting district expressed concern that there were significant differences in the prevalence of COVID-19 cases in many areas of the state compared to Chicago and the surrounding communities, yet all areas of the state were subjected to the same closure requirements and restrictions despite those differences.

IASB has historically supported local control with a Position Statement named as such since 1976, and agreed that a stand-alone position for this specific situation was warranted.

The Resolutions Committee RECOMMENDS DO ADOPT

### 8. Local Control Pandemic

Submitted by: Edwards County CUSD 1

BE IT RESOLVED THAT the Illinois Association of School Boards shall support and advocate for schools to open back up and allow local school boards and the administration to make decisions based upon what is best for the school and school community during this COVID-19 pandemic.

**District Rationale:** The safety and protection of our students and school personnel is one of our most important and top priorities, and:

- Local school districts should have the ability to make decisions based upon the best interest of their students in all circumstances, and;
- There may be justifiable reasons when short term statewide or region wide school closures are appropriate, and;
- Bordering states are beginning to open up to more normal settings, and;
- Illinois still has extremely restrictive social gathering guidelines in place, and;
- There will be potentially dire consequences for Illinois Schools if schools remain closed and are not allowed to open for the 2020-2021 school year, and;
- Families are already planning to home school their children,

- or move to a bordering state to avoid remote learning, and;
- Students are missing educational, social, and co-curricular experiences by not being in school, and;
- Student athletes are having their athletic careers stripped away from them while other States are making allowances and resuming sports, and;
- Seniors are making preparations to attend college outside of Illinois due to the uncertainty in the State while other states are making provisions and arrangements for in-person instruction in tandem with online learning, and;
- The financial wellbeing of Illinois Schools has been turned upside down as a result of the State shutdown, and as a result Illinois schools are falling further from the Adequacy

Target, and;

- If Illinois Schools are not allowed to open and operate somewhat normal in August, many staff members potentially will be laid off, adding to the already enormous unemployment crisis in Illinois.

**Resolution Committee Rationale:** The submitted resolution addresses an issue very similar to Resolution 7.

Since it is so similar, and as the Committee voted a “Do Adopt” motion on that, the recommendation for this resolution was “Do Not Adopt” so as not to have duplicate resolutions.

The Resolutions Committee RECOMMENDS DO NOT ADOPT.

## REAFFIRMATION OF EXISTING POSITIONS

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### EDUCATION PROGRAMS

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#### 9. Position Statement 1.16 Renewal of Charters

Submitted by: Woodland CCSD 50

THE ILLINOIS ASSOCIATION OF SCHOOL BOARDS SHALL urge adoption of legislation that allows for participation of the host school district in the charter school renewal process for State Authorized Charter Schools.

**District Rationale:** Once the charter school is authorized by the State over the objection of the local school board, the school board loses all opportunity to participate in the 5-year renewal proceedings. The local school board lacks any opportunity for meaningful input, participation, or challenge related to the renewal process, despite funding 100% of the charter school (millions of dollars annually). It is akin to taxation without representation. Local control must be honored.

**Resolutions Committee Rationale:** The resolution would reaffirm current Position Statement 1.16.

The issue presented in the resolution would only apply to the districts that “host” a state authorized charter school. State authorized charter schools are charter schools run by an entity of the State of Illinois and in existence over the opposition of local school districts. State authorized charter schools present fiscal challenges to local school districts because they receive per capita tuition dollars from Illinois that were originally designated for the host district.

The Resolutions committee RECOMMENDS DO ADOPT.

#### 10. Position Statement 1.17 Charter Schools – At-Risk Students

Submitted by: Woodland CCSD 50

THE ILLINOIS ASSOCIATION OF SCHOOL BOARDS SHALL urge the adoption of legislation that defines the special expectations of State Authorized Charter Schools to educate at-risk students, including the requirement that the State Authorized Charter School’s program and operations be specifically designed to attract and service at-risk students, and that the State Authorized Charter School be required to report to the public its progress in achieving these expectations.

**District Rationale:** The State Charter School Commission and the Illinois State Board of Education have failed to hold charter schools accountable for balanced enrollment of at-risk students at State Authorized Charter Schools. The Commission and ISBE have taken the position that while the School Code requires charter schools to place a “special emphasis” on educating at-risk students, such language is aspirational and not a requirement. Without a legislative cure, State Authorized Charter Schools are allowed to perpetuate discriminatory practices to deter at-risk student enrollment (students who need and deserve a premium of resources), while receiving 100% of the local tuition rate.

**Resolutions Committee Rationale:** The resolution would reaffirm current Position Statement 1.17.

In the Charter School Article of the Illinois School Code, the General Assembly declares one of the purposes of charter schools is, “to increase learning opportunities for all pupils, with special emphasis on expanding learning experiences for at-risk pupils.” One major issue with charter schools applying the expectation of the law is the lack of a clear definition of “at-risk” students. “At-Risk” is defined differently in various sections of law and administrative rules.

The Resolutions Committee RECOMMENDS DO ADOPT.

## FINANCING PUBLIC EDUCATION – STATE

### 11. Position Statement 2.27 State Authorized Charter School Funding

Submitted by: Woodland CCSD 50

THE ILLINOIS ASSOCIATION OF SCHOOL BOARDS SHALL urge adoption of legislation which would create a new methodology for the funding of State Authorized Charter Schools which would not have a negative financial impact on the host district, particularly in the spirit of evidence based funding. With respect to State authorized virtual charter schools, further limit the withholding of State funds from host school districts in proportion to the per pupil expenditure used for building maintenance, classroom supplies, transportation, safety and security, and other costs unique to “brick and mortar” schools. For all State-authorized charter schools, require that proof of continuing enrollment and attendance be submitted quarterly, with prorated refunds to the host school district upon withdrawal of students from the charter school.

#### District Rationale:

1. The loss of students from the school district to the charter school does not equate to a proportionate reduction in host district expenses. Charter schools are the opposite of the consolidation theory. Educating the same number of students with additional facilities, additional administration and additional staff – all without additional funding from the State – is unsound.
2. The diversion of 100% of a school district’s “per capita tuition charge” means that school boards and local

taxpayers pay for 100% of charter school tuition, despite opposing the creation of the charter school. Local control must be honored and restored.

3. The State assumes no financial responsibility for the charter school, despite opening the school over the objection of the local school board. The State oversees the operations of the school; thus it should bear responsibility for the funding of the school.
4. The current funding model erodes the values and the intent of evidence-based-funding (EBF) for school districts and ensures that State Authorized Charter Schools receive all the benefits of EBF, even if the student body at the charter school is vastly different. Effectively, charter schools can receive a funding windfall by receiving 100% of the local tuition rate, while not being required to provide the same/similar services and operations to the same student population.

**Resolutions Committee Rationale:** The resolution would reaffirm current Position Statement 2.27.

State-authorized charter schools continue to be a major issue as “host” districts have to scramble to find a way to deal with fewer revenues from the State of Illinois while still providing a quality education to the students they serve.

Current law takes state funding from a local district and distributes it to a state authorized charter school. If the local school district looked to raise revenue and provide additional resources to students from local sources, the state-authorized charter schools would receive an even larger share of the local districts’ state funding.

The Resolutions Committee RECOMMENDS DO ADOPT.

## NEW BELIEF STATEMENTS

### 12. Equity

Submitted by: Indian Prairie SD 204

The Illinois Association of School Boards urges its member districts and the leadership of member districts to integrate the principles of equity and inclusion in school curriculum, policies, programs, and operations, ensuring every student is welcomed and supported in a respectful learning environment.

**District Rationale:** The School Board Association, representing the State of Illinois, must have as part of its Belief Statements its unequivocal and uncompromising belief that equity must be a priority and, within each district, that must begin with the local Board of Education. The principles should be found in the entire educational spectrum, as the value of each student must be affirmed in all facets of their school experience. If our board leaders provide the example, then the probability is enhanced that

the inherent dignity and equal rights of each student will be recognized.

**Resolutions Committee Rationale:** The submitted resolution would add a new Belief Statement.

Currently, IASB does not have a Belief Statement that mentions diversity, equity, or inclusiveness. With the importance and timeliness of the ideas of equity and inclusion, it is appropriate that member districts are asking for IASB to be a source of direction.

The Committee supported the concept that the Illinois Association of School Boards needs to be an equity and inclusiveness leader in the area of education for the state of Illinois.

The Resolutions Committee RECOMMENDS DO ADOPT

# POSITION STATEMENTS DELETIONS AND AMENDMENTS

## 1.02 Curricular Material Determination

The Illinois Association of School Boards shall support the right and responsibility of each local school board to determine its curricular content including opposing any mandated Curriculum, ~~that comes from the Common Core Standards.~~ (Adopted 1981; Amended 1983, 1988, 2001, 2013)

**Rationale:** Amend. The Common Core Standards are no longer implemented in Illinois.

## 1.15 Virtual Charter Schools

The Illinois Association of School Boards shall encourage the ~~Charter School Commission~~ Illinois State Board of Education to develop regulations that ensure State-authorized virtual charter schools meet the full needs of Illinois students and follow the intent of current State laws prohibiting the use of public funds for profit-driven educational firms. ~~Examples of such regulations might include, but not be limited to, the following:~~

- ~~Assurance of student access to teachers, including information regarding teacher accessibility, teacher/student ratio, and amount of teacher/student contact time~~
- ~~Evidence of the social-emotional well-being of students, such as information regarding opportunities for peer interaction and collaboration, adult advisory resources, and protocols to prevent bullying or other inappropriate online behavior~~
- ~~Not-for-profit entities that sponsor virtual charter schools shall be in existence for at least one year before submitting a virtual charter school proposal and operate under the Open Meetings Act and the Freedom of Information Act once a charter school has been approved~~
- ~~Entities proposing virtual charter schools are limited to submitting a proposal to only one school district per year~~
- ~~Members of the not-for-profit board that proposes a virtual charter school must demonstrate a direct link to the community in which it is proposing a charter school, through either residency, employment, or education~~
- ~~Funding for State authorized virtual charter schools shall be reduced proportionately to reflect annual State aid proration, as well as per pupil expenditure used for building maintenance, classroom supplies, transportation, and other costs unique to the services provided by a “brick and mortar” school.~~ (Adopted 2013)

**Rationale:** Amend. The Charter School Commission has been abolished and those duties and responsibilities were transferred to the Illinois State Board of Education. The opening statement is sound on its own and hypothetical examples are not necessary.

## 1.19 Data Equity

~~The Illinois Association of School Boards shall support legislation allowing non-unit districts to enter into agreements to share student data to the same extent and with the same ease as unit districts.~~ (Adopted 2014)

**Rationale:** Delete. After further research on the issue, it was found that dual districts can share such data with each other to better align curricula and other programs under current law and practices.

## 2.01 Priority And Support

The Illinois Association of School Boards shall urge the Governor and General Assembly of Illinois to establish education as the number-one priority of state government, to increase funding of education to such levels as would be necessary to implement the constitutional requirement that the state have primary responsibility for financing the system of public education, including full funding of the Evidence-Based Funding formula. ~~of educational reform, and to adjust the state aid formula to offset increased inflationary costs.~~ (Portions Adopted 1973, 1977, and 1986; Amended 1988; Reaffirmed 2000, 2004, 2006, 2012, 2014)

**Rationale:** Amend. The position needs to be updated with the adoption and implementation of the new funding formula.

## 2.07 Contracting Driver's Education

~~The Illinois Association of School Boards shall support legislation authorizing school districts to provide a comprehensive driver's education program through contract. Such contracts shall be made with properly authorized persons or agencies and may include provisions calling for the use of school property.~~ (Adopted 1982)

**Rationale:** Delete. The driver's education law and the mandate waiver law now allow for school districts to contract out for driver's education services for students – albeit with some limitations on the school district and some restrictions and mandates on the private contractor providing the service.

## 2.11 State Aid Payments

The Illinois Association of School Boards shall support legislation that requires the State of Illinois to make general state aid funding formula payments to school districts, on a monthly basis, during the entitlement year in which they are appropriated. Furthermore, the Illinois Association of School Boards shall support legislation that requires the State of Illinois to pay interest at the current legal rate on any payments which are late. (Adopted 1991; Reaffirmed 2000, 2014; Amended 2011)

**Rationale:** Amend. The position needs to be updated with the adoption and implementation of the new funding formula.

## 2.13 Heat Days Funding

~~The Illinois Association of School Boards shall strongly support legislation to totally fund “heat” days for our schools.~~ (Adopted 1996)

**Rationale:** Delete. Over the years, the Illinois State Board of Education has given more flexibility to local school districts regarding school closings related to weather and other emergencies.

## 2.19 School Funding And Taxation Reform

The Illinois Association of School Boards shall actively support the general concepts regarding school funding reform, property tax relief, and tax reform identified in the legislative outline prepared by the Center for Tax and Budget Accountability in June of 2004. Legislation resulting from that legislative outline shall be supported by the Illinois Association of School Boards provided that oppose school funding and tax reform proposals unless the State guarantees that the payment of property tax relief grants will be made in a timely fashion with no loss of funds to the school district and that school districts have continued access to local property tax revenues through levies and referenda, the legislation meets the criteria outlined in the IASB Position Statement 2.37—School Finance Reform.

(Adopted 2004; Amended 2005; Reaffirmed 2014)

**Rationale:** Amend. The Center for Tax and Budget Accountability plan for school funding reform was never approved. Instead, the Evidence-Based Funding Model was put in place. There do continue to be proposals considered that would prevent access to property tax revenues by local school districts so this portion of the position is still relevant.

## 2.25 Multi-County School District GSA Offset

The Illinois Association of School Boards shall support legislation to modify the GSA (General State Aid) Formula calculation for multi-county PTELL (Property Tax Extension Limitation Law) school districts which have lost GSA experienced a loss of state aid for current and prior years due to an estimate of Equalized Assessed Value (EAV) utilized by the county providing the limiting rate to the Illinois State Board of Education (ISBE) for use in calculating a District's base funding minimum GSA. (Adopted 2010)

**Rationale:** Amend. The position needs to be updated with the adoption and implementation of the new funding formula.

## 2.29 Clock Hours Vs. Minutes

The Illinois Association of School boards shall research the impact and viability of moving from a methodology of required days of student instruction to minutes of student instruction as necessary to compensate for minutes of instruction lost due to school closures caused by disaster, flood, extreme weather conditions, evacuations, or other events beyond the control of the school district. (Adopted 2016)

**Rationale:** Delete. The position statement calls for IASB to research the impact of this methodology, which IASB staff did. Further, with the enactment of the Evidence-Based Funding Model in fall of 2017, the long-standing "clock hour" provision was eliminated to give school districts more flexibility in how they provided educational programs to students. In 2019, the legislature re-instated the clock hour provision over the opposition of IASB. In 2020, with the pandemic health emergency and the shut-down of schools, more changes were made to the clock hour provision – especially regarding remote learning and e-learning programs.

## 2.37 Property Tax Cap — GSA Calculation

The Illinois Association of School Boards shall support legislation to modify the General State Aid Formula state aid calculation for school districts subject to PTELL (Property Tax Extension Limitation Law) such as that they are not penalized when successfully passing an operating fund rate increase referendum. (Adopted 2008)

**Rationale:** Amend. The position needs to be updated with the adoption and implementation of the new funding formula.

## 2.39 School Finance Reform

### Evidence-Based Funding Model

The Illinois Association of School Boards believes that adequate funding must be provided for each student in order to guarantee the opportunity for an appropriate public education, and therefore supports the Evidence-Based Funding Model for state aid distribution. This funding model meets the following principals supported by IASB:

~~Education funding should~~ It takes into account the cost associated with delivering quality, research-based programming, geographic conditions, and student needs. Fully funding districts ~~would~~ ensures adequate funding for districts to locally determine and deliver appropriate and effective educational experiences to every student.

IASB supports the need for transparency and dissemination of information, regarding the impact of proposed education funding reforms as they are developed, formally proposed, considered, and enacted. Additionally, IASB will utilize the following criteria to evaluate proposals for school finance reform:

1. ~~The state's funding of public education should~~ It provides for a stable, reliable, and predictable commitment of revenue.
2. ~~State funding levels for public education should be~~ It is a function of the actual cost of providing an appropriate education based on research, data, and current best practices.
3. Adequate funding should be sought through the addition of new state revenues for public education.
4. Any funding formula developed by the General Assembly shall It places high priority upon achieving the goal of equity in providing financial resources to local school districts.
5. Increased state funding for public education should It does not reduce the access of school districts to the local property tax base.
6. ~~In the distribution of state funds to local school districts:~~
  - a. ~~funding~~ differentials for various levels of schooling are ~~appropriate~~ only if based on verified costs;
  - b. ~~consideration should be~~ Consideration is given to regional differences in the cost of providing an appropriate education;
  - c. ~~the method of calculating~~ The calculation of the number of students coming from disadvantaged backgrounds should be based on current, verifiable data;
  - d. size of school district is important only to the extent that a district provides an appropriate education.

- 7. A specified local tax effort ~~should be~~ is required to qualify for state aid.
- 8. Authority for changing a district's aggregate tax levy ~~should be~~ is retained by the local board of education.
- 9. ~~Taxing authority without referendum for unit districts in all funds should be equal to the sum of the taxing authority in dual districts.~~

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- 10. ~~Funding should not be tied to mandated training of local Boards of Education. In order to obtain substantial new state revenues for funding an appropriate education, the following considerations should have an impact on any proposal for school finance reform:~~
  - a. ~~A legitimate level and type of accountability will be needed.~~
  - b. ~~The physical plant needs of Illinois' school districts should be addressed.~~
  - c. ~~Taxpayer equity and relief, including uniform tax assessment and procedures as well as tax relief for limited fixed income and disabled citizens, should be provided. (Adopted 1990; Amended 1996, 2008, 2014, 2016; Reaffirmed 2001, 2012)~~

**Rationale:** Amend. The position needs to be updated with the adoption and implementation of the new funding formula.

#### 4.01 Attention Deficit Disorder

~~The Illinois Association of School Boards shall encourage the Illinois State Board of Education (ISBE) to continue to study Attention Deficit Hyperactivity Disorder and methods to accurately identify and meet the educational needs of children with this disorder. Further, IASB shall seek clarification of state policies and categories of special education to provide for consistency in special education placement and disseminate relevant information from the ISBE to local school districts. (Adopted 1992)~~

**Rationale:** Delete. The position calls for IASB to "encourage" the ISBE to study the issue – that has been done. Further, much has been learned on this matter since 1992 and many changes have taken place in addressing these students.

#### 4.04 School Board Member Training

The Illinois Association of School Boards shall oppose any legislation that includes a ~~provision for additional requirements or expansion of~~ mandatory training of school board members. IASB encourages local boards of education to model continuous improvement by pursuing all professional development and training opportunities. IASB, with its unique combination of expertise and resources, is uniquely in the position to be the primary agency responsible for school board member training and professional development as recognized by Article 23 of the School code, and any such legislation requiring school board member training shall specifically list IASB as a training provider. (Adopted 2008; Amended 2012)

**Rationale:** Amend. Mandatory school board member training has been the law for several years and, at the time, IASB helped draft the language knowing passage was probable despite IASB opposition, so the essentials of board governance were the required training subjects. There is a concern that an endless list of new topics could be added if IASB membership is not vigilant.

#### 5.03 Collective Bargaining

The Illinois Association of School Boards shall strongly oppose legislation that diminishes the local school board's ability to collectively bargain with employees and shall encourage the General Assembly, ~~the Illinois State Board of Education, and the State Superintendent to refrain from passing legislation and the Illinois State Board of Education or State Superintendent of Schools from promulgating administrative rules or issuing guidance documents~~ that tips the balance of the bargaining process in favor of employee bargaining units. The Association shall continue to oppose any change in the collective bargaining law which fails to protect the rights of students, employees, taxpayers, and boards of education and their administrative staffs. (Adopted 1981; Amended 1985, 2001; Reaffirmed 2012)

**Rationale:** Amend. Neither the Illinois State Board of Education nor the State Superintendent of Schools can pass legislation, but they have attempted to do this through these other channels.

#### 5.06 ESP Contracts

The Illinois Association of School Boards shall support legislation that allows local school boards to determine locally all contractual arrangements for education support personnel. (Adopted 1990)

**Rationale:** Amend. It is suggested the title be changed to more accurately reflect the content of the position statement.

### **5.09 IMRF Qualification**

The Illinois Association of School Boards shall support legislation that would amend the Illinois Municipal Retirement Fund (IMRF) laws for non-certified school staff to change, at each local district's option, the number of minimum hours an employee would work to qualify for IMRF from the current 600-hour standard to a 1,000-hour standard. This change would only be for new employees after the effective date of the legislation. (Adopted 1994)

**Rationale:** Delete. There has been no desire for change to this standard in over 25 years and this issue has not been raised again by IASB membership since then.

### **6.05 State Board Of Education Membership**

The Illinois Association of School Boards shall participate in the development of legislation amending Section 105 ILCS 5/1A with a goal of insuring fair representation on the State Board of Education from all geographic areas of Illinois. (Adopted 1999)

**Rationale:** Delete. Since 1999, the statute regarding the make-up of the Illinois State Board of Education has been amended to assure geographical and political balance. Board members must be apportioned so that the City of Chicago, suburban Chicago counties, and downstate must be represented. There are also at-large members to assist with this balance. Further, some members must be from the educator community.

### **6.09 Students On Public Aid**

The Illinois Association of School Boards shall seek and support legislation to mandate that students of families receiving State/Federal financial assistance (e.g. welfare, AFDC) maintain "regular" attendance as a stipulation for receipt of same. (Adopted 1995)

**Rationale:** Amend. The terms given as examples are obsolete.

### **6.10 School Holidays — Local Option**

The Illinois Association of School Boards shall support legislation that would allow local school districts the authority to decide whether to observe legal holidays as a day of non-attendance for students. (Adopted 1996)

**Rationale:** Delete. Local school districts may decide whether to observe holidays by applying through the mandate waiver process through the Illinois State Board of Education. Such waivers are routinely requested – and approved – by the ISBE each year.

### **6.13 Support Services To Private Schools**

The Illinois Association of School Boards shall support modifications in the Illinois Intergovernmental Agreement Act to allow public school districts to work together in a time and cost efficient manner to provide support services to private schools as required by the U.S. Supreme Court rendered in the case of *Agostini v. Felton*, 65 U.S.L.W. 4526. (U.S. June 23, 1997) (Adopted 1997)

**Rationale:** Delete. This issue has not been brought up by IASB membership in over 20 years.

### **6.23 PARCC Testing Results**

The Illinois Association of School Boards shall petition the Illinois State Board of Education to fairly report discrepancies in the scoring of state required standardized testing: 1) between paper and pencil versus electronic results AND 2) within the electronic testing method. Further, that such discrepancies will be made public so that schools may provide said information to parents and media when the testing results are reported as required under state law. (Adopted 2017)

**Rationale:** Delete. The PARCC test is no longer administered in Illinois.

### **7.10 Board Vacancy Filings**

The Illinois Association of School Boards shall support legislation to increase the timeline to fill a school board vacancy from 45 days to 60 days to allow school boards more time to fill such vacancies. (Adopted 2014)

**Rationale:** Delete. IASB was successful in passing legislation to meet this objective.

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## **BELIEF STATEMENTS**

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~~4. The Illinois Association of School Boards believes that a comprehensive restructuring is needed in the way public schools are funded in Illinois and that IASB should be an active partner in responsible grassroots initiatives for school funding reform.~~

**Rationale:** Delete. A comprehensive restructuring of education funding took place with the adoption of the Evidence-Based Funding Model. Further, school funding is adequately covered in position statements 2.01, 2.19, and 2.39.

~~7. The Illinois Association of School Boards supports teacher salaries which are performance-based, market-sensitive, professionally competitive, and which are tied to an effective evaluation system.~~

**Rationale:** Delete. Position statement 5.02 adequately covers the issue of teacher salaries.

9. The Illinois Association of School Boards believes that local boards of education should be prepared for possible public health crises (such as an Avian Flu pandemic) and other public safety concerns. IASB should obtain the most recent and accurate information from the pertinent federal, state, and local agencies and disseminate such information to school districts throughout the State. School districts are encouraged to adopt proactive pandemic preparedness strategies. IASB also encourages school participation in the National Fire Protection Association's campaign for fire escape planning and practice among our member families and citizens.

**Rationale:** Amend. The example given is dated and any new example given would likely eventually be viewed the same. The last sentence does not address the same subject and detracts from the main statement.

~~10. The Illinois Association of School Boards urges local boards of education to provide education programs on awareness of the advantages of wearing bicycle helmets when riding bicycles.~~

**Rationale:** Delete. Legislation was enacted in 2018 that requires school districts to provide education to students in grades K-8 on safe bicycling.

~~11. The Illinois Association of School Boards urges its member districts to limit career exploration activities to non-school attendance days or to school-run career~~

~~days. In addition, the Association believes Take-Your-Daughter-to-Work Day should be designated for a non-attendance day and should also consider working to make this day non-gender specific.~~

**Rationale:** Delete. The issue of “Take-Your-Daughter-To-Work Day” seems to have taken care of itself as it has not been brought up by IASB membership in years.

The Resolutions Committee RECOMMENDS DO ADOPT on all proposed deletions and amendments.

## CURRENT POSITIONS

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### EDUCATIONAL PROGRAMS

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#### 1.01 Educational Programs

The Illinois Association of School Boards urges its member districts to develop educational programs to maximize educational opportunities for students by fully utilizing teacher and staff potential, community resources, and physical facilities. The goal of each district shall be to serve the interest, talents, and needs of each child through an outstanding well-balanced program. The Association shall also encourage its members to increase their awareness of the Mental Health Code (405 ILCS 49/15) which supports developments and implementation of a plan to incorporate social and emotional standards as part of the Illinois Learning Standards. (Adopted 1959; Amended 1988, 2009)

#### 1.02 Curricular Material Determination

The Illinois Association of School Boards shall support the right and responsibility of each local school board to determine its curricular content including opposing any mandated curriculum that comes from the Common Core Standards. (Adopted 1981; Amended 1983, 1988, 2001, 2013)

#### 1.03 Physical Education

The Illinois Association of School Boards shall support modifications to existing state mandates which shall allow boards of education to establish time requirements and appropriate exemptions for physical education at the K-12 level. (Portions Adopted 1982, 1986; Reaffirmed 1984, 1987; Amended 1988, 1995, 2013)

#### 1.04 P. E. Exemption for Show Choir

The Illinois Association of School Boards shall attempt to have legislation passed that would amend 105 ILCS 5/27-6 of the School Code of Illinois to grant an additional exemption for students, grades 9-12, enrolled in an ongoing Show Choir program for credit. (Adopted 2012)

#### 1.05 Student Retention And High School Completion

The Illinois Association of School Boards shall urge Congress and the Illinois General Assembly to commit the appropriate resources and develop programs that would reduce the dropout rate throughout the state of Illinois with specific emphasis on early intervention in the elementary level and continuous intervention at the secondary school level to facilitate graduation. (Adopted 1986; Amended 2003)

#### 1.06 Preschool Programs

The Illinois Association of School Boards shall support full funding of early childhood programs operated by public schools as a priority with legislation providing new monies for both staffing and infrastructure costs associated with early childhood programs for preschool children, at-risk infants and toddlers, and grants for parental training. (Adopted 1986; Amended 2001, 2006, 2007, 2016)

#### 1.07 Discipline For Special Education Students

The Illinois Association of School Boards shall develop and implement a legislative agenda at the Federal and State levels which urges the adoption of legislation easing the legal restrictions imposed on local school boards for disciplining students enrolled in special education programs, including the suspension and expulsion of such students, and providing for a less restrictive access to records of transferees due to expulsion. (Adopted 1994; Amended 1995)

#### 1.08 Standardized Test Procedures

The Illinois Association of School Boards shall urge the Illinois State Board of Education to contract with a national testing company to develop a state assessment test that will test the Illinois Learning Standards on a yearly basis in compliance with, and only testing those areas required by, the federal Every Student Succeeds Act. Further IASB shall support legislation to:

- Require that the test be given no later than October of each year with results received by local school districts no later than December of that same year;
- Provide that assessments include both an annual overall performance measure as well as a system of formative classroom-level assessments that are linked to desired standards;
- Require that the test will remain the same for 10 years with only changes in the test items to maintain security;
- Require that the cut scores be set before the test results are tabulated, leaving the score ranges the same from year to year and from grade to grade; and
- Expedite and fully fund test development and implementation of an appropriate assessment instrument for English language learners. (Adopted 2002; Amended 2003, 2008, 2016; Reaffirmed 2011)

### **1.09 Student Assessment**

The Illinois Association of School Boards shall support legislation that will modify required State student assessments so testing does not go beyond what is required by federal law, and that prohibits the Illinois State Board of Education from pursuing activities designed to expand student assessment without legislative approval. Further, the Association shall support efforts to modify the Illinois and federal student assessment processes so that they will:

- Reduce costs to schools, the state and therefore taxpayers;
- Enhance student achievement;
- Increase student instructional time;
- Facilitate test score comparability within and across state lines;
- Fairly test students who are English language learners so that their academic progress can be accurately assessed regardless of their fluency;
- Return test results in a manner that will allow school districts to maximize student learning;
- Comply with the federal accountability mandate tied to testing;
- Maintain a needed emphasis on the Illinois Learning Standards; and
- Develop a reporting process that reflects a school's progress beyond simply student assessment scores. (Adopted 2002; Amended 2008; Reaffirmed 2011)

### **1.10 Every Student Succeeds Act – Military Recruitment**

The Illinois Association of School Boards shall work with the National School Boards Association and other coalitions to urge Congress and the General Assembly of Illinois to, regarding the Every Student Succeeds Act, replace the opt-out burden on parents with an opt-in provision with regard to the requirement of secondary schools to disclose student information to military recruiters. (Adopted 2005; Amended 2016)

### **1.11 School Attendance Days**

The Illinois Association of School Boards shall support a policy variance by the Illinois State Board of Education to allow Unit School Districts the option to stagger the start and end date of schools within their district based on developmental and educational appropriateness, without penalty to state aid appropriations, provided that all students in the district meet required student attendance requirements. (Adopted 2004)

### **1.12 Funding For Differentiated Instruction**

The Illinois Association of School Boards shall seek administrative and legislative actions calling for the provision of separate and sufficient new monies to support programs of differentiated instruction for those students identified as having exceptional talents and abilities, permitting these students to reach their potential. Such student talents and abilities may be in areas that expand beyond the core curricula. To ensure efficiency and productivity in the

implementation of these programs, school districts should be provided sufficient flexibility in the acquisition and expenditure of such State funds. (Adopted 2007)

### **1.13 Bilingual Education Options**

The Illinois Association of School Boards shall request the Illinois State Legislature to pass legislation to amend the current Illinois School Code to make Transitional Bilingual Education optional and not mandatory. (Adopted 2008)

### **1.14 Student Academic Placement**

The Illinois Association of School Boards shall support local school district and parent collaboration, evaluation, and decision-making regarding the grade-level placement of students based upon their academic, social, and emotional maturity and readiness to advance. When parental advancement requests deviate from normal school advancement, school districts maintain the authority to evaluate and place students. (Adopted 2010; Reaffirmed 2011)

### **1.15 Virtual Charter Schools**

The Illinois Association of School Boards shall encourage the Charter School Commission to develop regulations that ensure State-authorized virtual charter schools meet the full needs of Illinois students and follow the intent of current State laws prohibiting the use of public funds for profit-driven educational firms. Examples of such regulations might include, but not be limited to, the following:

- Assurance of student access to teachers, including information regarding teacher accessibility, teacher/student ratio, and amount of teacher/student contact time
- Evidence of the social-emotional well-being of students, such as information regarding opportunities for peer interaction and collaboration, adult advisory resources, and protocols to prevent bullying or other inappropriate online behavior
- Not-for-profit entities that sponsor virtual charter schools shall be in existence for at least one year before submitting a virtual charter school proposal and operate under the Open Meetings Act and the Freedom of Information Act once a charter school has been approved
- Entities proposing virtual charter schools are limited to submitting a proposal to only one school district per year
- Members of the not-for-profit board that proposes a virtual charter school must demonstrate a direct link to the community in which it is proposing a charter school, through either residency, employment, or education
- Funding for State authorized virtual charter schools shall be reduced proportionately to reflect annual State aid prorations, as well as per pupil expenditure used for building maintenance, classroom supplies, transportation, and other costs unique to the services provided by a “brick and mortar” school. (Adopted 2013)

### **1.16 Charter School — Renewal Of Charters**

The Illinois Association of School Boards shall urge adoption of legislation that allows for participation of the host school district in the charter school renewal process for State Authorized Charter Schools. (Adopted 2019)

### **1.17 Charter Schools — At-Risk Students**

The Illinois Association of School Boards shall urge the adoption of legislation that defines the special expectations of State Authorized Charter Schools to educate at-risk students, including the requirement that the State Authorized Charter School's program and operations be specifically designed to attract and service at-risk students, and that the State Authorized Charter School be required to report to the public its progress in achieving these expectations. (Adopted 2019)

### **1.18 Student Discipline Practices**

The Illinois Association of School Boards shall oppose legislative and rulemaking initiatives that enact statewide student discipline policies. IASB encourages school districts to consider policies and procedures that develop sound discipline practices which may

- Ensure a safe, responsive, and effective instructional environment
- Strive to meet the social, emotional, and behavioral needs of all Illinois students
- Strive to expedite investigations in response to alleged student misconduct and communicate findings and determinations to parents/guardians. (Adopted 2014)

### **1.19 Data Equity**

The Illinois Association of School Boards shall support legislation allowing non-unit districts to enter into agreements to share student data to the same extent and with the same ease as unit districts. (Adopted 2014)

### **1.20 Longitudinal Data Systems**

The Illinois Association of School Boards shall support legislation allowing local districts to enter into the necessary student data-sharing agreements to build, maintain, and utilize local longitudinal data systems in order to improve their student outcomes including college and career success. (Adopted 2014)

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## **FINANCING PUBLIC EDUCATION — STATE**

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### **2.01 Priority And Support**

The Illinois Association of School Boards shall urge the Governor and General Assembly of Illinois to establish education as the number-one priority of state government, to increase funding of education to such levels as would be necessary to implement the constitutional requirement that the state have primary responsibility for financing the system of public education, including the funding of educational reform, and to adjust the state aid formula to offset increased inflationary costs. (Portions Adopted 1973, 1977, and 1986; Amended 1988; Reaffirmed 2000, 2004, 2006, 2012, 2014)

### **2.02 Funding Sources**

The Illinois Association of School Boards shall support the enactment of additional sources of state revenue if, after thorough examination of state funding priorities, it is determined that such additional taxes are necessary. (Adopted 1975; Reaffirmed 1987, 2014; Amended 1988)

### **2.03 Funding Mandated Programs**

The Illinois Association of School Boards believes that legislation encroaching upon local and lay control of the public schools should be curtailed, and, therefore

- Shall oppose programs or services mandated by the Illinois General Assembly, the State Board of Education, or any other State agency, unless there is clear evidence of need for the mandate and the Illinois General Assembly provides non-local revenues to fully fund the additional costs of those programs;
- Shall urge the members of the General Assembly to strictly comply with the State Mandates Act, including specifying and labeling in the descriptions of legislation containing unfunded mandates that such mandates occur, and to refrain from passing any legislation which contains an exemption from the Act, and urge the Governor to veto any such legislation that may reach the Governor's desk;
- Shall urge State agencies and commissions that adopt regulations accompanying legislative mandates to specify required outcomes and criteria for determining compliance, and allow local districts to determine the specific methods and procedures by which required outcomes will be accomplished. Required time lines for accomplishment should reflect consideration of the human and material resources and amount of deliberation and development necessary to accomplish the mandate;
- Shall support legislation that causes all statutory and regulatory educational mandates to sunset if sufficient funding is not provided to implement such mandates and requirements. Local school districts may choose to continue to implement the mandated programs voluntarily until such time that the General Assembly appropriates the funding necessary to cover the costs of the required programs. (Adopted 1976; Amended 1988, 1989, 2001, 2005, 2013; Reaffirmed 1980, 1991, 1994, 1999, 2002, 2009, 2014)

### **2.04 Funding Special Education Programs**

The Illinois Association of School Boards shall urge the Congress of the United States to adequately fund Public Law 94-142 (Individuals with Disabilities Education Act) commensurate with the mandates required by the Act; and

- Shall strongly encourage the State of Illinois to totally fund with new monies, in a timely manner, the extra costs of educating children with special needs including transportation and accessibility costs;
- Shall seek changes in current practice to fund local districts for special education professional personnel at 51% of the prior year's average salary for such professionals; and
- Shall continue to oppose any requirement that local public school districts pay room and board costs for any handicapped child placed in private facilities. (Portions adopted 1977, 1980, 1986; Portions Reaffirmed 1985, 1986, 2002; Amended 1988, 2000, 2001)

## **2.05 Corporate Personal Property Replacement Tax**

The Illinois Association of School Boards shall oppose any attempt to reduce the Corporate Personal Property Replacement Tax revenues provided by the current Act. (Adopted 1981)

## **2.06 Impact Aid (Student Housing)**

The Illinois Association of School Boards shall support legislation reinstating Impact Aid to school districts where there are students residing in housing provided on state property from which no property taxes are received. The Impact Aid shall be based on the number of students generated from the state property. (Adopted 1986)

## **2.07 Contracting Driver's Education**

The Illinois Association of School Boards shall support legislation authorizing school districts to provide a comprehensive driver's education program through contract. Such contracts shall be made with properly authorized persons or agencies and may include provisions calling for the use of school property. (Adopted 1982)

## **2.08 Tax Assessment Schedules**

The Illinois Association of School Boards shall seek and support legislation to promote the beneficial realignment of tax assessment dates and school levy deadlines. (Adopted 1988; Reaffirmed 1998)

## **2.09 Permissive Rate Equalization**

The Illinois Association of School Boards shall urge the Illinois General Assembly to equalize taxing authority without referendum of dual and unit districts in all funds so that the unit districts' authority would be equal to the sum of the dual districts' tax rate. (Adopted 1981; Amended 1986; Reaffirmed 1988)

## **2.10 Residential Placement Costs**

The Illinois Association of School Boards shall inform the General Assembly and Governor's Office that children who are wards of the State create a significant impact on local school district budgets when they are placed in temporary shelters and foster homes. Further, the State shall provide 100% of the cost of these placements. The Association:

- Shall work to increase the financial incentives to those local school districts which provide alternatives to residential placement for those students;
- Shall initiate and support legislation that will require the Department of Children and Family Services to involve local school districts in any plans for group placements of children in those districts and that funds for educating the placed youngsters must be earmarked (appropriated, planned for) in the agency's budget prior to finalizing any plan; and
- Shall seek and support legislation for the State of Illinois to provide funds to local school districts for purchasing or constructing additional classrooms that are required to provide instruction for students who reside in state facilities located within the district. (Adopted 1991; Amended 2001)

## **2.11 State Aid Payments**

The Illinois Association of School Boards shall support legislation that requires the State of Illinois to make general state aid payments to school districts, on a monthly basis, during the entitlement year in which they are appropriated. Furthermore, the Illinois Association of School Boards shall support legislation that requires the State of Illinois to pay interest at the current legal rate on any payments which are late. (Adopted 1991; Reaffirmed 2000, 2014; Amended 2011)

## **2.12 Capital Funding For School Construction**

The Illinois Association of School Boards shall actively work with the Illinois General Assembly and the Illinois State Board of Education to increase capital funding for public school infrastructure improvement and development. IASB shall advocate that the General Assembly study and consider additional forms of financial revenue for school construction needs, including but not limited to sales tax revenue. Any new revenue shall supplement current school construction funds, not supplant them. (Adopted 1994; Amended 1998, 2006; Reaffirmed 2007, 2014)

## **2.13 Heat Days Funding**

The Illinois Association of School Boards shall strongly support legislation to totally fund "heat" days for our schools. (Adopted 1996)

## **2.14 Summer School Funding**

The Illinois Association of School Boards shall support legislation to provide adequate funding to school districts to provide summer school "at-risk" academic programs. (Adopted 1996)

## **2.15 Local Tax Collection And Distribution**

The Illinois Association of School Boards shall seek legislation to amend the tax code, or other prescriptive procedures, to minimize the punitive effects of delinquent collection and disbursement to districts of tax moneys raised by local levy. In the event tax monies are not collected or disbursed as required by State law, it shall be the county's obligation to reimburse the taxing district for any loss incurred. (Adopted 1996; Amended 1999)

## **2.16 Tax Levy Amendments**

The Illinois Association of School Boards shall seek legislation to provide that a duly constituted Board of Education may submit an amended tax levy to avail itself of potential additional revenue through a change and increase in district EAV (Equalized Assessed Valuation), provided the original levy was properly filed on time, based upon the best information available at the time of filing, and the change in EAV has occurred since the filing of the original levy. (Adopted 1996)

## **2.17 Alternative Schools**

The Illinois Association of School Boards shall support adequate State funding for regional alternative schooling programs. (Adopted 1997)

## **2.18 Tort Immunity Fund**

The Illinois Association of School Boards shall oppose legislation that seeks to limit a school district's legitimate use of the tort immunity fund. This includes amendments to the Local Government and Governmental Employees Tort Immunity Act that would prohibit the issuance of bonds or the levying of taxes by a school board to fund the costs of complying with equitable remedies or relief, or with an injunction agreed to by the school board or ordered by any court. (Adopted 1998)

## **2.19 School Funding And Taxation Reform**

The Illinois Association of School Boards shall actively support the general concepts regarding school funding reform, property tax relief, and tax reform identified in the legislative outline prepared by the Center for Tax and Budget Accountability in June of 2004. Legislation resulting from that legislative outline shall be supported by the Illinois Association of School Boards provided that the State guarantees the payment of property tax relief grants will be made in a timely fashion with no loss of funds to the school district: school districts have continued access to local property tax revenues through levies and referenda the legislation meets the criteria outlined in the IASB Position Statement 2.37 – School Finance Reform. (Adopted 2004; Amended 2005; Reaffirmed 2014)

## **2.20 School Construction Grant Program**

The Illinois Association of School Boards shall continue to support the current School Construction Grant Program and its provisions for grant applications, grant entitlements, grant awards, and local school district authority to select architects, engineers, contractors, and laborers. All school districts with an approved school construction grant entitlement shall be paid the amount of the entitlement in its entirety before a new school construction program can be implemented. School districts shall receive a priority ranking within 90 days of the end of the current year's application cycle. The Illinois State Board of Education shall priority rank, by grant year, all school districts that have been waiting for longer than 90 days for school construction grant funds. (Adopted 2006, Amended 2014, Reaffirmed 2015)

## **2.21 School Construction Grant Index**

The Illinois Association of School Boards shall support legislation that would amend Section 5-5 of 105 ILCS 230 to calculate the grant index in the school construction program for each of those school districts that consolidate or join for a cooperative high school after July 1, 2006 and utilize whichever grant index is highest for the newly consolidated district or cooperative high school rather than a composite index of all districts involved. (Adopted 2006)

## **2.22 Constitutional Amendment On School Funding**

The Illinois Association of School Boards shall support passage of an amendment to the Illinois Constitution that would make education a fundamental right, would make it a paramount duty for the State to provide a thorough and efficient system of public education, and that would provide that the State has the preponderant financial responsibility for financing the system of public education. (Adopted 2006; Reaffirmed 2007, 2014)

## **2.23 Non-Resident Student Tuition**

The Illinois Association of School Boards shall support legislation to allow legally enrolled students who have become non-residents of the district to attend the school as a non-resident student, tuition-free, only until the end of the grading period in which the student was determined to be a non-resident. The legislation should allow students who are seniors in high school, and legally enrolled on the first day of school to continue in the district, tuition free, only until the end of that school year. (Adopted 2007; Reaffirmed 2008)

## **2.24 ISBE Oversight Agreement**

The Illinois Association of School Boards shall work to modify state statutes governing Illinois State Board of Education (ISBE) school district oversight panels or finance authorities. Statutory changes should include, but not be limited to, the following:

- Unless called for by the local school district, an oversight panel or finance authority shall not be imposed without a rigorous set of criteria proving the school district will not or cannot serve the needs of its students, staff, and community;
- Clear benchmarks and goals shall be included in the establishment of an oversight panel or finance authority and once substantially met, the oversight panel or finance authority shall be dissolved;
- Bonding authority and issuance must remain the responsibility of the elected school board so that the duration of the oversight can be minimal;
- Progress toward benchmarks and goals must be reviewed and shared with the school district under oversight on a regular basis including any reasons or criteria for inability to make progress. Review should also recommend any modifications needed to achieve success;
- Due process and review by the Attorney General must be afforded school districts when appropriate; and
- ISBE authority to establish oversight panels or finance authorities shall not be broadened to facilitate imposition of a panel or authority or to expand their oversight once put in place. (Adopted 2009; Amended 2010)

## **2.25 Multi-County School District GSA Offset**

The Illinois Association of School Boards shall support legislation to modify the GSA (General State Aid) Formula calculation for multi-county PTELL (Property Tax Extension Limitation Law) school districts which have lost GSA for current and prior years due to an estimate of Equalized Assessed Value (EAV) utilized by the county providing the limiting rate to the Illinois State Board of Education (ISBE) for use in calculating a District's GSA. (Adopted 2010)

## **2.26 Categorical Reductions Prospective Only**

The Illinois Association of School Boards shall support legislation requiring that any reductions in line item funds for categorical payments which are subject to reimbursement by the State (e.g. transportation or special education) shall be prospective only and shall not affect such line item costs incurred by a school district prior to such reduction but not yet claimed or approved for reimbursement. (Adopted 2011)

### **2.27 State Authorized Charter School Funding**

The Illinois Association of School Boards shall urge adoption of legislation which would create a new methodology for the funding of State Authorized Charter Schools which would not have a negative financial impact on the host district. With respect to State authorized virtual charter schools, further limit the withholding of State funds from host school districts in proportion to the per pupil expenditure used for building maintenance, classroom supplies, transportation, safety and security, and other costs unique to “brick and mortar” schools. For all State-authorized charter schools, require that proof of continuing enrollment and attendance be submitted quarterly, with prorated refunds to the host school district upon withdrawal of students from the charter school. (Adopted 2012; Amended 2013, 2014; Reaffirmed 2016, 2017, 2018)

### **2.28 Special Education Student Transportation Cost**

The Illinois Association of School Boards shall support legislative, administrative, or legal remedies to limit and equalize cost for Special Education Student Transportation. (Adopted 2014)

### **2.29 Clock Hours Vs. Minutes**

The Illinois Association of School boards shall research the impact and viability of moving from a methodology of required days of student instruction to minutes of student instruction as necessary to compensate for minutes of instruction lost due to school closures caused by disaster, flood, extreme weather conditions, evacuations, or other events beyond the control of the school district. (Adopted 2016)

### **2.30 School Safety Grant Program**

The Illinois Association of School Boards shall advocate for the creation and funding of a school safety grant program at the state level that would assist school districts in the hiring of School Resource Officers (SROs) or school security personnel for the protection of students and staff. SROs in this instance shall meet the definition in section 10-20.67 of the School Code. School security personnel may include off-duty law enforcement officers or a law enforcement officer who has retired within the previous five years. School security personnel may carry a firearm in a school if they continue receiving the same ongoing firearm training as active police officers. Priority in the distribution of grants shall be based on both geography (school districts with lengthy response times from first responders) and financial need (Tier I and Tier II districts based on the Evidence-Based Funding Model in that order) would receive priority in the awarding of the grants. (Adopted 2019)

### **2.31 Property Tax Assessment And Collection**

The Illinois Association of School Boards shall oppose the assessment and collection of property taxes at the statewide level. (Adopted 1987)

### **2.32 Property Tax Base**

The Illinois Association of School Boards shall oppose any reduction in a district’s access to local property tax revenue and shall oppose legislation that would erode the property tax base to educate children in the state of Illinois. (Adopted 1987; Amended 1988, 2001; Reaffirmed 2005, 2006, 2016)

### **2.33 Standing On Tax Appeals**

The Illinois Association of School Boards shall support legislative action to enable public school districts, in Cook County specifically, to (1) receive notices of assessment appeals in excess of \$100,000; (2) become participants in assessment reduction proceedings at the administrative and judicial levels; and (3) allow the refund to be credited toward future property tax payments. Further, IASB urges that the necessary resources be made available in order to facilitate the timely processing of property tax appeal proceedings. (Adopted 1975; Amended 1988, 2000, 2005, 2006; Reaffirmed 1985)

### **2.34 Tax Increment Financing**

The Illinois Association of School Boards shall support changes in the current Tax Increment Financing statute that will model adoption procedures after those established for Enterprise Zones, continue to provide definitions for terms such as “blighted” used in the statute, develop procedures for disbanding TIF areas that do not produce anticipated growth, remove the requirement that all taxing bodies participate equally, to be monitored by the TIF Joint Review Board at each of its scheduled meetings, reduce the financial impact of the TIF area so that the percentage loss of Equalized Assessed Valuation (EAV) involved in the TIF will not exceed twice the average loss of EAV to each taxing body, limit its use in new residential development, and make the recommendation of the Joint Review Board binding. (Adopted 1986; Amended 1990, 1997; Reaffirmed 2006, 2016)

### **2.35 Site Development**

The Illinois Association of School Boards supports requiring builders and subdividers to dedicate land for school purposes or to make cash payments in lieu of such dedications and to allow cash payments to be used for operational expenses. (Adopted 1971; Amended 2004)

### **2.36 Property Tax Cap**

The Illinois Association of School Boards shall oppose any limitation which would require school boards to have to go to referendum to gain authorization to extend taxes to limits previously authorized by the voters. The Association shall support legislation designed to:

- Exempt the districts in counties under the Property Tax Extension Limitation Law (PTELL) from the restrictions of the tax cap in their Fire and Life Safety, IMRF, Social Security and Tort Immunity funds

- Base the property tax cap on the Employment Cost Index (ECI) rather than the Consumer Price Index;
- Base any such index (CPI or ECI) on a method for calculating average over time to lessen the unpredictability of tax capped local resources; and
- To establish a “floor” to PTELL to ensure that the allowable percentage increase in
- The extension cannot be less than the allowable percentage increase in the 1998 levy year. (Adopted 1990; Amended 2001, 2002, 2006, 2009; Reaffirmed 1991)

### 2.37 Property Tax Cap – GSA Calculation

The Illinois Association of School Boards shall support legislation to modify the General State Aid Formula calculation for school districts subject to PTELL (Property Tax Extension Limitation Law) such as that they are not penalized when successfully passing an operating fund rate increase referendum. (Adopted 2008)

### 2.38 Property Tax Classification

The Illinois Association of School Boards shall oppose any reduction in real estate assessment for residential property which is not offset on a one-to-one ratio. (Adopted 1991; Reaffirmed 2016))

### 2.39 School Finance Reform

The Illinois Association of School Boards believes that adequate funding must be provided for each student in order to guarantee the opportunity for an appropriate public education. Education funding should take into account the cost associated with delivering quality, research-based programming, geographic conditions, and student needs. Fully funding districts would ensure adequate funding for districts to locally determine and deliver appropriate and effective educational experiences to every student.

IASB supports the need for transparency and dissemination of information, regarding the impact of proposed education funding reforms as they are developed, formally proposed, considered, and enacted. Additionally, IASB will utilize the following criteria to evaluate proposals for school finance reform:

1. The state’s funding of public education should provide for a stable, reliable, and predictable commitment of revenue.
2. State funding levels for public education should be a function of the actual cost of providing an appropriate education based on research, data, and current best practices.
3. Adequate funding should be sought through the addition of new state revenues for public education.
4. Any funding formula developed by the General Assembly shall place high priority upon achieving the goal of equity in providing financial resources to local school districts.
5. Increased state funding for public education should not reduce the access of school districts to the local property tax base.

6. In the distribution of state funds to local school districts:
  - a. Funding differentials for various levels of schooling are appropriate only if based on verified costs;
  - b. Consideration should be given to regional differences in the cost of providing an appropriate education;
  - c. The method of calculating the number of students coming from disadvantaged backgrounds should be based on current, verifiable data;
  - d. Size of school district is important only to the extent that a district provides an appropriate education.
7. A specified local tax effort should be required to qualify for state aid.
8. Authority for changing a district’s aggregate tax levy should be retained by the local board of education.
9. Taxing authority without referendum for unit districts in all funds should be equal to the sum of the taxing authority in dual districts.
10. Funding should not be tied to mandated training of local Boards of Education.

In order to obtain substantial new state revenues for funding an appropriate education, the following considerations should have an impact on any proposal for school finance reform:

- a. A legitimate level and type of accountability will be needed.
- b. The physical plant needs of Illinois’ school districts should be addressed.
- c. Taxpayer equity and relief, including uniform tax assessment and procedures as well as tax relief for limited fixed income and disabled citizens, should be provided. (Adopted 1990; Amended 1996, 2008, 2014, 2016; Reaffirmed 2001, 2012)

### 2.40 Changes In School Accounting Practices

The Illinois Association of School Boards shall oppose legislation or rulemaking proposing cosmetic and costly changes in the school accounting practices or fiscal year, including but not limited to, mandatory accrual basis accounting, major program determination, depreciation allocation, and management’s discussion and analysis. (Adopted 1992; Amended 2003)

### 2.41 Tax Law And Assessment Practices

The Illinois Association of School Boards shall support legislation to create uniformity and equality in Illinois property tax laws regarding assessment practices. (Adopted 1993; Reaffirmed 2002)

### 2.42 Impact Fees For Residential Development

The Illinois Association of School Boards shall participate in the development and passage of statewide enabling legislation allowing local boards of education to impose residential development impact fees with the option of local municipal control through intergovernmental cooperation. (Adopted 1994; Reaffirmed 1996, 1998)

### **2.43 Bond And Interest Levy**

The Illinois Association of School Boards shall attempt to have legislation passed that would permit a school district to increase the bond and interest levy to recover taxes lost from an adverse Property Tax Appeal Board Decision, that caused the district to expend operating funds to amortize debt. (Adopted 1994)

### **2.44 Local Taxes On School Districts**

The Illinois Association of School Boards shall support legislation that would exempt public schools from all taxes imposed by state, federal, and units of local government. They shall not seek to deprive or deplete public schools of their funds. Each public school district shall be issued its own district's State and Federal Tax Exemption Identification Number for such exemption. It shall be the responsibility of the taxing body to notify the agency collecting the tax of its exemption and assure its implementation. (Adopted 1996; Reaffirmed 2001, 2008; Amended 2004)

### **2.45 Property Tax Rate Increases**

The Illinois Association of School Boards shall support legislation that would require that new property tax rates levied immediately following successful passage of tax rate increases be used as the calculating rate and extended as required under the School Code (105 ILCS 5/17-3.2). (Adopted 2002)

### **2.46 Property Tax Cap Expiration**

The Illinois Association of School Boards shall support a change in State law to create a four-year sunset on the implementation of the Property Tax Extension Limitation Law (PTELL) in each county in which PTELL has been enacted. The four-year sunset would also apply to the enactment of PTELL in any county approving PTELL after the effective date of the legislation. Any desire to extend PTELL beyond the four years would require the County Board to again place the question on the ballot and receive a positive majority of votes in the next general election. (Adopted 2004; Reaffirmed 2006, 2007)

### **2.47 Truth In Taxation**

The Illinois Association of School Boards shall seek a modification in the Truth in Taxation Notice that reflects the natural economic appreciation effect of changes in property values when reporting the percentage increase or decrease over the previous year's tax levy. (Adopted 2006)

### **2.48 Sales Tax For School Districts**

The Illinois Association of School Boards shall advocate that the General Assembly study and consider legislation allowing school districts access to additional forms of financial revenue, both state and local sources, including but not limited to, sales tax revenue. Further, any form of additional revenue for schools must provide that school districts determine the fund(s) in which to place the additional revenue. (Adopted 2006)

### **2.49 Abatements For Home Builders**

The Illinois Association of School Boards shall support legislation to amend the Illinois Property Code (35 ILCS 200/18-165, et seq.) to enable Boards of Education to develop

criteria for awarding abatements of school property tax to individual homebuilders. Said legislation shall provide rural school boards that are struggling with declining enrollments and loss of assessed valuation with a tool to stimulate the growth of both tax base and population base of their districts. (Adopted 2008)

### **2.50 PTELL – Debt Service Extension Base**

The Illinois Association of School Boards shall support legislation to modify the Debt Service Extension Base (DSEB) formula established by the Property Tax Extension Limitation Law (PTELL) to allow the limited number of school districts that do not have DSEB to have one established for them creating more equity among districts affected by the PTELL and equal opportunity in school funding. (Adopted 2011)

### **2.51 PTELL – No Penalty For Under Levy**

The Illinois Association of School Boards shall support legislation (currently House Bill 1341) that allows school districts to levy an amount less than the Property Tax Extension Limitation Law (PTELL) formula would allow without penalty in future years. This would require that when a district "under" levies, that the full allowable extension amount be tracked and made accessible in future years. (Adopted 2012)

### **2.52 EAV Adjustments – Timely Notification**

The Illinois Association of School Boards shall support legislation to require timely notification between county assessors of substantial adjustments to assessed values for a taxing district that has assessed property in multiple counties. (Adopted 2011)

### **2.53 Pension-Normal Cost Shift**

The Illinois Association of School Boards recognizes that legislation to sensibly resolve Illinois' current pension crisis must be fully compliant with prevailing actuarial scientific standards in order to achieve fully-funded and sustainable pension funds. The Illinois Association of School Boards therefore shall not support a "cost-shift" to local districts as a true sensible solution to the pension burden. (Adopted 2013)

### **2.54 School Facility Occupation Tax**

The Illinois Association of School Boards shall support an amendment to State Statute 55 ILCS 5/5-1006.7 School Facility Occupation Tax, to include the purpose to purchase or lease technology to aid instruction, education, or efficiency of the school district. (Adopted 2014)

### **2.55 Tax Increment Financing**

The Illinois Association of School Boards shall support changes to the Tax Increment Financing statute to include the following: a municipality cannot reset a TIF district, which would extend the life of the TIF beyond the 23 years. (Adopted 2014; Reaffirmed 2016)

### **2.56 Energy Savings Funding And Borrowing**

The Illinois Association of School Boards shall recommend to the legislature that a bill be passed that allows districts to borrow or otherwise obtain money without referendum for the sole and specific purpose of purchasing and installing energy saving equipment relating to the utility usage (water, gas and electricity). (Adopted 2018)

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## FINANCING PUBLIC EDUCATION – FEDERAL

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### 2.57 State And Local Federal Tax Deduction

The Illinois Association of School Boards shall work with the National School Boards Association and other coalitions to defeat any legislation or regulation that would eliminate the federal income tax deduction for state and local taxes. (Adopted 1985)

### 2.58 E-Rate Discount Program

The Illinois Association of School Boards shall urge Congress and the Federal Communications Commission to continue to support discount programs, including but not limited to the “E-Rate” program created in the Telecommunications Act of 1996, to provide affordable Internet access, distance-learning, and other educational programs for school districts and libraries. (Adopted 1998)

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## FINANCING PUBLIC EDUCATION – OTHER

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### 2.59 Non-Public School Funding

The Illinois Association of School Boards opposes payment of state funds directly or indirectly to non-public elementary and secondary schools. Specifically, the Association is opposed to the use of any form of “Educational Voucher”, “Tax Deduction” and “Tax Credit” plan at the state or national level. (Portions Adopted 1970, 1975, 1982; Amended 1988; Reaffirmed 2006, 2012)

### 2.60 Non-Public Student Reporting

The Illinois Association of School Boards shall support legislation to require that non-public schools receiving the benefit of public funds or services, submit to the Illinois State Board of Education an annual report including the names, ages, and addresses of all students enrolled in their schools. (Adopted 1980)

### 2.61 Transportation For Private School Students

The Illinois Association of School Boards shall pursue and support legislation amending 105 ILCS 5/29-4 of the Illinois Compiled Statutes (School Code) to require schools other

than public to conform to public school attendance dates and times as needed to minimize busing costs, or pay the additional costs as a result of scheduling differences in busing students attending those schools. (Adopted 1995)

### 2.62 Tax Exempt Bond Use

The Illinois Association of School Boards shall oppose any reduction by the Federal Government in the amount of tax exempt bonds which can be issued. In addition to this continuing opposition, IASB shall explore alternatives available should such limitation be forthcoming at the Federal level. This would include but not be limited to income tax credits for individuals, commercial bonds property casualty companies, etc., to provide incentives within the State of Illinois for the purchase of said bonds. (Adopted 1989)

### 2.63 Life Safety Fund Use

The Illinois Association of School Boards shall support legislation that allows the State Board of Education to approve the use of monies generated from the health/life safety tax levy or the sale of health/life safety bonds for building projects that, while not specifically listed as a State Board approved project, will directly result in the improved safety of the students and/or community. Specifically, such funds shall be eligible to cover the costs for the following purposes: 1) repair or replacement of property such as school sidewalks, driveways, parking lots, and playground equipment, in instances when a specific safety hazard is demonstrated by a licensed architect or engineer; 2) mandated alterations to facilities and school property pursuant to requirements of the Federal Americans with Disabilities Act; and 3) to provide air conditioning and climate control in the classrooms, and to provide for the lease and/or purchase of air-conditioning equipment under the tax for leasing (including lease purchase and installment purchase) of educational facilities. (Adopted 1989; Reaffirmed 1991; Amended 1993, 2006)

### 2.64 State And Federal Grant Carryover

The Illinois Association of School Boards shall encourage the state and federal governments to remove restrictions on grant programs which currently require local school districts to return grant fund balances back to the state. (Adopted 1991)

## LEGISLATIVE ACTIVITY

### 3.01 Board Member Involvement

The Illinois Association of School Boards shall continue its legislative involvement and encourage increased legislative activity by local school board members at the district, division, and state levels while providing leadership in guiding those board members in their efforts to seek public support of legislation essential to good school government. (Portions Adopted 1974, 1981; Amended 1988; Reaffirmed 2006)

### 3.02 Candidate Support

The Illinois Association of School Boards shall actively encourage and assist school board members to effectively evaluate positions of legislative candidates relative to public education and to support those candidates who have demonstrated understanding and support for the principles of school management to ensure the best education for public school students in Illinois. (Adopted 1975; Reaffirmed 1986; Amended 2006)

### **3.03 Limited Bill Introductions**

The Illinois Association of School Boards shall encourage the Illinois General Assembly to limit the quantity of legislation introduced in each two-year period to allow time for each bill to be researched, debated, and thoroughly investigated before action by the General Assembly. (Adopted 1987; Reaffirmed 2012)

### **3.04 General Assembly Rules**

The Illinois Association of School Boards shall support changes in the operating procedures of the Illinois General Assembly which would promote maximum exchange of information between legislators and interested citizens and ensure enlightened debate on the merits of all proposed bills and take the action necessary to prevent legislation from being changed by amendments which are not germane to the original purpose of the bill, or establish a time limit for such amendments sufficient to avoid last minute changes in the final weeks of a legislative session. (Portions Adopted 1980, 1984; Amended 1988; Reaffirmed 2012)

### **3.05 Effective Date And State Board Rules And Regulations**

The Illinois Association of School Boards shall encourage the Illinois General Assembly to allow a minimum of one-year lead time for implementation of any regulation or legislation increasing costs in public schools. Any such changes to existing educational programs should not be implemented until the final regulations have been adopted by the State Board of Education. (Adopted 1981; Amended 1993; Reaffirmed 2012)

### **3.06 Data Utilization**

The Illinois Association of School Boards shall support legislation requiring the State Board of Education and the State Superintendent to base rules, regulations, and recommendations regarding legislation affecting public schools on empirical research, which shall be made available to the Illinois General Assembly and the interested public. (Adopted 1987)

### **3.07 Local Legislative Visits**

The Illinois Association of School Boards shall support and encourage each local Board of Education throughout the State of Illinois to make a “good faith” effort to initiate, undertake, and make an in-person visit with their local legislators in order to discuss specific issues and proposed legislation affecting local school districts. Further resolve that conducting any such visits will be part of any Awards Program adopted by IASB that recognizes outstanding leadership and development activities by local Boards of Education. (Adopted 1995; Reaffirmed 2006)

### **3.08 Elected State Board Of Education**

The Illinois Association of School Boards shall support legislation or other appropriate action requiring that the members of the Illinois State Board of Education be elected on a regional basis. (Adopted 2002)

### **3.09 Budget Stability For School Districts**

The Illinois Association of School Boards shall support legislation requiring the Illinois General Assembly to determine the amount of funding for educational entitlements and General State Aid no later than March 31 (3 months prior to the start of the budget year) and enact a biennial budgetary cycle. Once the amount of funding for educational entitlements is determined, the General Assembly shall be required to vote on the funding in a stand-alone piece of legislation. (Adopted 2010; Reaffirmed 2011; Amended 2012, 2016)

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## **BOARD OPERATIONS AND DUTIES**

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### **4.01 Attention Deficit Disorder**

The Illinois Association of School Boards shall encourage the Illinois State Board of Education (ISBE) to continue to study Attention Deficit Hyperactivity Disorder and methods to accurately identify and meet the educational needs of children with this disorder. Further, IASB shall seek clarification of state policies and categories of special education to provide for consistency in special education placement and disseminate relevant information from the ISBE to local school districts. (Adopted 1992)

### **4.02 Self-Insure Risk**

The Illinois Association of School Boards shall propose legislation which would allow school districts, by board resolution, to self-insure the risk previously covered by surety bonds. (Adopted 1993)

### **4.03 Board Member – Travel Reimbursement**

The Illinois Association of School Boards shall support legislation which will allow members of Boards of Education to be reimbursed for mileage for school board meetings held in compliance with the Illinois Open Meetings Act and for events regarding school district staff. Mileage reimbursement would be paid at the federally allowable travel reimbursement rate. (Adopted 2008)

### **4.04 School Board Member Training**

The Illinois Association of School Boards shall oppose any legislation that includes a provision for mandatory training of school board members. IASB encourages local boards of education to model continuous improvement by pursuing all professional development and training opportunities. IASB, with its unique combination of expertise and resources, is uniquely in the position to be the primary agency responsible for school board member training and professional development as recognized by Article 23 of the Illinois School code, and any such legislation requiring school board member training shall specifically list IASB as a training provider. (Adopted 2008; Amended 2012)

### **4.05 Statement Of Affairs**

The Illinois Association of School Boards shall support legislation that allows a school district to publish any notice, agenda, record, or other information or material required by law electronically instead of in a newspaper. (Adopted 2016)

#### **4.06 Business Enterprises – Minority Owned**

The Illinois Association of School Boards shall support legislation amending sections of statute that regulate contracting out for services to allow school districts to consider any goals set to address social responsibility, including preferences for businesses owned by minorities, women, persons with disabilities, and veterans, in selecting companies to service contracts. (Adopted 2019)

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### **BOARD – EMPLOYEE RELATIONS**

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#### **5.01 Board Rights**

The Illinois Association of School Boards supports local boards of education's rights to determine and control, as duly elected representatives of the community, the employment, dismissal, and staff reduction of certificated and non-certificated employees. To this end, the Association shall support statutory rules and regulations changes that will:

- a. Enable the initial placement of employees on the salary schedule without regard to years of experience or graduate credit;
- b. Allow for greater flexibility in staffing patterns to improve efficiency and effectiveness of programs;
- c. Maintain the tenure rights of teachers in cooperatives in a single district but not in multiple districts; and
- d. Allow school districts to take action on reductions in force up to sixty calendar days following the date elementary and secondary appropriations bills become law. (Portions adopted 1976, 1979, 1980, 1983, 1984, 1988; Amended 1988, 1996, 2006, 2012; Reaffirmed 1992, 2011)

#### **5.02 Teacher Salaries (Length Of Contract)**

The Illinois Association of School Boards believes that teacher salaries should be determined at the local level; if teacher salary increases are legislatively mandated, they should be linked to an increase in the length of the teacher contract year for purposes to be determined locally. (Adopted 1985; Reaffirmed 2012)

#### **5.03 Collective Bargaining**

The Illinois Association of School Boards shall strongly oppose legislation that diminishes the local school board's ability to collectively bargain with employees and shall encourage the General Assembly, the Illinois State Board of Education, and the State Superintendent to refrain from passing legislation that tips the balance of the bargaining process in favor of employee bargaining units. The Association shall continue to oppose any change in the collective bargaining law which fails to protect the rights of students, employees, taxpayers, and boards of education and their administrative staffs. (Adopted 1981; Amended 1985, 2001; Reaffirmed 2012)

#### **5.04 Unemployment Compensation (Substitute Teachers)**

The Illinois Association of School Boards shall support legislation which would exempt substitute teachers from being eligible for unemployment compensation. (Adopted 1986; Reaffirmed 2012)

#### **5.05 Prevailing Wage Act**

The Illinois Association of School Boards shall work to repeal legislation that regulates wages of laborers, mechanics, and other workers employed by school districts and those under contract for work being done in school districts, or amend the Prevailing Wage Act to exempt school districts from its scope. (Adopted 1978; Amended 1982, 1990, 2011; Reaffirmed 1985, 1988, 1996, 2009, 2012, 2013, 2016)

#### **5.06 ESP Progressive Disciplinary Procedures**

The Illinois Association of School Boards shall support legislation that allows local school boards to determine locally all contractual arrangements for education support personnel. (Adopted 1990)

#### **5.07 Illinois Educational Labor Relations Act**

The Illinois Association of School Boards shall support the proposed amendment to the Illinois Educational Labor Relations Act, Section 10, which provides that an employer's duty to bargain over specified matters does not include a duty to bargain over a decision to reduce the number of employees and the impact of a reduction of employees. (Adopted 1993; Reaffirmed 2012)

#### **5.08 Workers' Compensation Law**

The Illinois Association of School Boards shall actively support legislation to reduce the costs of Workers' Compensation. (Adopted 1993; Reaffirmed 2012)

#### **5.09 IMRF Qualification**

The Illinois Association of School Boards shall support legislation that would amend the Illinois Municipal Retirement Fund (IMRF) laws for non-certified school staff to change, at each local district's option, the number of minimum hours an employee would work to qualify for IMRF from the current 600-hour standard to a 1,000-hour standard. This change would only be for new employees after the effective date of the legislation. (Adopted 1994)

#### **5.10 Tenure Repeal**

The Illinois Association of School Boards shall seek reform of the School Code to eliminate contractual continued service for teachers as currently provided by 105 ILCS 5/24-11. (Adopted 1995; Reaffirmed 2012)

#### **5.11 School Employee Strikes**

The Illinois Association of School Boards shall strongly seek and support legislation forbidding public school employees from striking. The Association shall also work with legislators, the Illinois State Board of Education, and the teachers' unions to develop alternatives to striking, including mediation and binding arbitration. (Adopted 1996; Amended 2009; Reaffirmed 2012)

#### **5.12 Third Party Contracting**

The Illinois Association of School Boards shall strongly oppose legislation or rulemaking that regulates and restricts the ability of school boards to contract with third parties for the provision of non-instructional services. The Illinois Association of School Boards shall seek to repeal or amend the provisions of the School Code which unreasonably restrict the ability of school boards to enter into contracts with third parties for the provision of non-instruction services. (Adopted 2012)

### **5.13 School District Police Force**

The Illinois Association of School Boards shall support legislation that would allow any school district who previously established a professional police force to re-establish a police force with all the duties and responsibilities of local law enforcement agencies. (Adopted 2019)

### **5.14 Background Checks-Substitute Teachers**

The Illinois Association of School Boards shall support and encourage legislation that will develop a centralized process for Regional Superintendent Offices to submit certification results for each other to use in the hiring process for substitute teachers in their respective region. (Adopted 2019)

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## **LOCAL – STATE – FEDERAL RELATIONS**

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### **6.01 Local Control**

The Illinois Association of School Boards shall take all appropriate action to encourage members of the U.S. Congress, the Illinois General Assembly, related administrative agencies, and state and federal courts to refrain from introducing, supporting or promulgating rules, regulations, and legislation which deprive local school districts of decision-making powers on matters in which there is not a clear and compelling state or national interest. In the event any such rule, regulation, or legislation is promulgated or adopted, the Association shall take all appropriate actions calling for amendment (s) to return the decision making powers back to the local school district. (Adopted 1976; Amended 2014; Reaffirmed 2006, 2012, 2014, 2016)

### **6.02 Periodic Review Of State And Federal Mandates**

The Illinois Association of School Boards shall support at the state and national level periodic review of all mandates, rules, and regulations affecting local districts. Such mandates, rules, and regulations should be broad in scope providing great flexibility in implementation, eased or reduced during periods when state supporting funds are unavailable or reduced, and eliminated if not of benefit to educational opportunities and outcomes. (Adopted 1981; Reaffirmed 1985; Amended 1988)

### **6.03 Educational Labor Relations Board Procedures**

The Illinois Association of School Boards shall work with the Illinois Educational Labor Relations Board to increase its sensitivity to the need for timely decisions and establish criteria to identify matters in need of expedited attention. Further, the Association shall utilize the legislative process to remove statutory barriers to timely and expedited decisions and support legislation to enhance the decision making process. (Adopted 1989)

### **6.04 State Board Communication**

The Illinois Association of School Boards shall continue to work with the Illinois State Board of Education to provide opportunities throughout the state each fiscal year to render local boards of education the time to express their concerns as well as to discuss their position on various pertinent educational issues. (Adopted 1982; Amended 1988)

### **6.05 State Board Of Education Membership**

The Illinois Association of School Boards shall participate in the development of legislation amending Section 105 ILCS 5/1A with a goal of insuring fair representation on the State Board of Education from all geographic areas of Illinois. (Adopted 1999)

### **6.06 Zoning Hearing Participation**

The Illinois Association of School Boards supports requiring planning commissions, zoning boards, and the governing bodies of the jurisdiction in which real estate developments or zoning changes are proposed to notify the school district affected about such proposals and hearings about them and, if any, about the effect of the proposed changes and developments before completing any action to approve or adopt such a change or development. (Adopted 1973; Reaffirmed 2006)

### **6.07 Railroad Crossings**

The Illinois Association of School Boards urges the Illinois General Assembly, the Congress of the United States, state and federal commerce commissions, and railroad industries to continue working toward the installation of adequate warning devices at all railroad crossings maintained for public use in Illinois. (Adopted 1976; Reaffirmed 2006)

### **6.08 ISBE Rules And Regulations Review**

The Illinois Association of School Boards shall encourage the Illinois State Board of Education to include school board members, administrators, and other practitioners on committees to review proposed rules and regulations. (Adopted 1990)

### **6.09 Students On Public Aid**

The Illinois Association of School Boards shall seek and support legislation to mandate that students of families receiving State/Federal financial assistance (e.g. welfare, AFDC) maintain “regular” attendance as a stipulation for receipt of same. (Adopted 1995)

### **6.10 School Holidays-Local Option**

The Illinois Association of School Boards shall support legislation that would allow local school districts the authority to decide whether to observe legal holidays as a day of non-attendance for students. (Adopted 1996)

### **6.11 Home Schooling Policy**

The Illinois Association of School Boards shall support legislation to enact appropriate laws and policies to demonstrate that the education received by home-taught students is of sufficient quality to ensure appropriate transfer to schools that have current certification and recognition status from the Illinois State Board of Education. (Adopted 1996; Amended 1998; Reaffirmed 2000)

### **6.12 Design Profession Selection**

The Illinois Association of School Boards shall support legislation in the Illinois General Assembly amending or repealing the Local Government Professional Services Selection Act, or any other applicable laws, rules, or regulations, to the extent necessary to permit Illinois school boards to solicit, and to permit licensed architects, engineers, and land surveyors to submit cost proposals for these professional services as part of a school board’s design professional selection process. (Adopted 1997)

### **6.13 Support Services To Private Schools**

The Illinois Association of School Boards shall support modifications in the Illinois Intergovernmental Agreement Act to allow public school districts to work together in a time and cost efficient manner to provide support services to private schools as required by the U.S. Supreme Court rendered in the case of *Agostini v. Felton*, 65 U.S.L.W. 4526. (U.S. June 23, 1997). (Adopted 1997)

### **6.14 Statutory Job Descriptions**

The Illinois Association of School Boards shall oppose legislation which allows job descriptions for employees of school district to be placed into state law. (Adopted 1997)

### **6.15 Administrative Caps**

The Illinois Association of School Boards shall not support recent Illinois State legislation concerning Administrative Caps and Superintendent's Contracts as this legislation takes away local control from duly elected Boards of Education. Be it further resolved that IASB calls for the repeal of these provisions of PA 90-548 so that these provisions are again placed in the hands of local school boards. (Adopted 1998)

### **6.16 Bilingual Education**

The Illinois Association of School Boards shall promote legislative action calling for the Illinois State Board of Education, the U.S. Department of Education and school districts to study the alignment of, and full financial support of, the implementation of second language, native language, and bilingual education programs. (Adopted 2004)

### **6.17 Fair Labor Standards Act**

The Illinois Association of School Boards shall support legislation at both the Federal and State levels to exempt school district employees from overtime and salary regulations as described in the Fair Labor Standards Act. (Adopted 2005)

### **6.18 Constitutional Convention Support**

The Illinois Association of School Boards shall actively participate in promoting a Constitutional Convention for the State of Illinois when the question is submitted to the voters in 2008 (or earlier, if submitted before) and shall begin planning strategy and marshalling resources for the promotion of a vote in favor of conducting the Constitutional Convention. (Adopted 2005; Reaffirmed 2006, 2007)

### **6.19 Bidding Contracts-Local Bidders**

The Illinois Association of School Boards shall support legislation that allows the local Board of Education to award a contract, under certain circumstances, to a qualified bidder that may not be the lowest responsible bidder. The bid must not be more than 2% over the lowest responsible bid and the bidder must be considered a local contractor by the local Board of Education. (Adopted 2006)

### **6.20 Freedom Of Information Act Changes**

The Illinois Association of School Boards shall support legislation to modify the Freedom of Information Act (FOIA) to facilitate school districts' compliance with the Act and to remove unnecessary burdens on units of local government. The legislative changes should:

- Increase allowable FOIA response time from five business days to 10 business days
- Exclude official school breaks in business day response time
- Allow denials for commercial purposes
- Allow denials for any request that is unduly burdensome
- Clarify language that would allow a request to be denied if it is unduly burdensome to the public body if the public body deems compliance with the request would result in excessive response costs
- Allow the imposition of reasonable fees regardless of the number of pages being provided
- Remove the balancing test between the public's interest and the employee's right to privacy in the privacy exception
- Expand the evaluation exemption to cover all school employees
- Exempt employment applications to protect the privacy of individuals that apply for high profile employment positions
- Delete provisions requiring public bodies to write a virtual legal opinion as to why they are claiming an exemption
- Delete provisions requiring public bodies to prepare a virtual legal pleading before being challenged for a denial
- Limit public bodies' liability by limiting a court's inquiry to violations of FOIA and not the content of information provided
- Force the Public Access Counselor to defend its decisions before a court of law if a public body is sued
- Allow public bodies to seek review of a binding opinion of the Public Access Counselor in the county in which they are located rather than just Sangamon or Cook Counties. (Adopted 2010)

### **6.21 Homeless Student Transportation**

The Illinois Association of School Boards shall support legislation conforming Illinois law with federal law, specifically related to 105 ILCS 45 and the requirement for school districts to transport homeless students beyond district boundaries. (Adopted 2012)

### **6.22 Mandate Cost And Periodic Review**

The Illinois Association of School Boards shall support modifications to the Illinois State Mandates Act (30 ILCS 805) that will strengthen the ability of the Illinois State Board of Education (ISBE) to accurately and sufficiently provide timely information on the costs of mandates including input from local elected boards of education. In addition, the mandates report required for other local governments shall be required of ISBE to provide timely, updated information on the impact of new mandates as they are enacted. (Adopted 2013; Reaffirmed 2014)

### **6.23 PARCC Testing Results**

The Illinois Association of School Boards shall petition the Illinois State Board of Education to fairly report discrepancies in the scoring of state required standardized testing: 1) between paper and pencil versus electronic results AND 2) within the electronic testing method. Further, that such discrepancies will be made public so that schools may provide said information to parents and media when the testing results are reported as required under state law. (Adopted 2017)

### **6.24 School Safety — Traffic Zones**

The Illinois Association of School Boards shall urge adoption of legislation that urges increased traffic-calming measures in front of all schools that could include but not be limited to:

1. Reduced speed limits to 20 mph or less within one block of the school from any direction on all federally designated municipal routes or Illinois Department of Transportation designated local roads
2. Enhanced speed limit signs to increase motorist awareness
3. Increased police enforcement of school zones, where feasible for local law enforcement agencies
4. Other traffic-calming measures that mitigate speeds and cut-through traffic in neighborhoods (eg. striping, islands, speed bumps, etc.)
5. Removing the designation “during school hours when children are present” from traffic signs or implementing other warning systems to accommodate after-school activities and use of facilities (eg. playgrounds)

(Adopted 2019)

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## **DISTRICT ORGANIZATION AND ELECTIONS**

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### **7.01 District Reorganization**

The Illinois Association of School Boards favors school district reorganization and consolidation intended to facilitate educational improvement rather than changes in district organization based only on enrollment or geographical location. Further, IASB shall oppose any future attempts by the Legislature, Governor, and/or State Board of Education to mandate, by statute or rules and regulations, the reorganization and consolidation of school districts. Reorganization and consolidation studies should be initiated by local citizens. In addition, IASB shall oppose legislation containing financial incentives based solely on district size or organizational pattern intended to force school district consolidation or reorganization. (Adopted 1962; Amended 1985; Reaffirmed 2006)

### **7.02 School District Reorganization Voting Requirements**

The Illinois Association of School Boards shall seek, encourage, and support efforts for school district reorganization – in all forms – to include a requirement that before such reorganization is deemed passed, a majority vote of voters in each of the affected districts is necessary. (Adopted 1987; Amended 1988, 2006)

### **7.03 Annexing District Requirements**

The Illinois Association of School Boards shall seek an amendment to Article 7 of The School Code providing that neither a petition initiated by the citizens of one school district nor a petition initiated by a local school board of education seeking to annex their entire school district or a portion of the school district above and beyond one (1) home to another should be permitted without the affirmative vote of the citizens of each of the school districts affected. Specifically, 105 ILCS 5/7-1 and 7-2 shall be amended to include the following language: “When a petition is initiated by two-thirds (2/3) of the registered voters in one school district seeking to annex said district in its entirety to another school district or school districts and the board of education of such receiving school district or school districts has not adopted a resolution agreeing to such annexation, such annexation, if approved by the regional board of school trustees, shall not become effective until it is approved in an election called for the purpose of voting on the question of the voters in each school district affected.” (Adopted 1988; Amended 1996, 2006; Reaffirmed 2000)

### **7.04 Detachment From Unit District**

The Illinois Association of School Boards shall oppose any efforts to amend the Illinois School Code to allow for less restrictive procedures for school districts to detach and form a new district. (Adopted 2005; Amended 2006)

### **7.05 Public Question Voting Dates**

The Illinois Association of School Boards shall support legislation to repeal the statute in the Election Code, amended by Public Act 84-739, which became effective January 1, 1986, which restricts school districts from placing a public question on the ballot other than when voters are scheduled to cast votes for any candidates for nomination for, election to, or retention in public office. (Adopted 1986)

### **7.06 School Ballot Format**

The Illinois Association of School Boards shall urge the State Legislature to review and revise the school ballot formats as established in section 9-12 of the School Code to more clearly identify for whom the voter is casting a ballot. (Adopted 2001)

### **7.07 Election Schedules**

The Illinois Association of School Boards shall continue to support the non-partisan election of school board members at a non-partisan election. (Adopted 2003; Amended 2006)

### **7.08 Polling Places In Schools**

The Illinois Association of School Boards shall support legislation that amends the Election Code to allow a school district to refuse to be used as a polling place during elections for student safety reasons. If a school building is used as a polling place, the safety of the children and staff should not be compromised, and voters must be physically separated from students when the school is in session. (Adopted 2007; Amended 2009)

### **7.09 School As Polling Place Reimbursement**

The Illinois Association of School Boards shall support legislation that amends the Election Code and the School Code to mandate that the appropriate officer or board having responsibility for providing a polling place for the election reimburse the school district for any costs, included cost of security to ensure student safety, in acting as a polling place which estimated costs shall be provided to the appropriate officer or board in advance of any decision to use a particular public building in order to ensure the efficient use of public resources. (Adopted 2017)

### **7.10 Board Vacancy Filings**

The Illinois Association of School Boards shall support legislation to increase the timeline to fill a school board vacancy from 45 days to 60 days to allow school boards more time to fill such vacancies. (Adopted 2014)

### **7.11 School Board Elections – Seating New Members**

The Illinois Association of School Boards shall support legislation allowing newly elected candidates, who have been elected uncontested, to be sworn in or affirmed at the next regularly scheduled board meeting or special meeting, held at least 14 days after the Consolidated Election. (Adopted 2019)

### **7.12 School Board Elections – Terms**

The Illinois Association of School Boards shall support legislation that all school districts having a population of not more than 500,000 shall serve four-year terms and be seated at the first board meeting held at least 14 days following the school board election. (Adopted 2019)

# **CURRENT IASB BELIEF STATEMENTS**

1. **The Illinois Association of School Boards believes** in improving the image of school boards and public education at the state and national levels
2. **The Illinois Association of School Boards believes** school administrations and faculties should be composed of persons supporting the principles of constitutional government because schools should continue with vigor their programs for giving young citizens a clear understanding of the principles of the American way of life and a desire to make these principles prevail in their own lives and in the life of their country. Further, the Association believes in the value of student non-partisan civic responsibility, including the importance of student voter registration.
3. **The Illinois Association of School Boards believes** that local boards of education should provide the necessary leadership for educational reform by sharing information and resources and collaborating with each other and the larger educational community.
4. **The Illinois Association of School Boards believes** that a comprehensive restructuring is needed in the way public schools are funded in Illinois and that IASB should be an active partner in responsible grassroots initiatives for school funding reform.
5. **The Illinois Association of School Boards believes** that schools should provide a safe and secure environment for all students. School board members and staff should try to protect students from the effects of bullying and offer appropriate instruction to improve intergroup relations and to promote peaceful resolution to conflict.
6. **The Illinois Association of School Boards believes** strongly in the non-partisan election of local school boards.
7. **The Illinois Association of School Boards supports** teacher salaries which are performance-based, market-sensitive, professionally competitive, and which are tied to an effective evaluation system.
8. **The Illinois Association of School Boards believes** in the vigorous support and the rigid enforcement of the laws pertaining to the sale, possession, and/or use of firearms.
9. **The Illinois Association of School Boards believes** that local boards of education should be prepared for possible public health crises (such as an Avian Flu pandemic) and other public safety concerns. IASB should obtain the most recent and accurate information from the pertinent federal, state, and local agencies and disseminate such information to school districts throughout the State. School districts are encouraged to adopt proactive pandemic preparedness strategies. IASB also encourages school participation in the National Fire Protection Association's campaign for fire escape planning and practice among our member families and citizens.
10. **The Illinois Association of School Boards urges** local boards of education to provide education programs on awareness of the advantages of wearing bicycle helmets when riding bicycles.
11. **The Illinois Association of School Boards urges** its member districts to limit career exploration activities to non-school attendance days or to school-run career days. In addition, the Association believes Take-Your-Daughter-to-Work Day should be designated for a non-attendance day and should also consider working to make this day non-gender specific.
12. **The Illinois Association of School Boards believes** that the overall health of our students is of prime importance. Local boards of education and school district officials should have the authority and flexibility to access State and community health services as deemed appropriate. To that end, IASB: urges school districts to comply with the required notification provisions regarding vision screening for students, recommends that parents provide for regular and on-going comprehensive vision examinations for their children, and encourages school districts to consider adopting a policy requiring optometric vision examinations for all children entering kindergarten.
13. **The Illinois Association of School Boards believes** that the work of locally elected, volunteer school board members should be valued and that employers should be encouraged to allow employees to utilize vacation days or days off with pay to attend mandated school board member training and professional development opportunities offered by IASB or other approved training providers.
14. **The Illinois Association of School Boards believes** that effective local school board governance is vital to the success of our public schools and urges local boards of education to abide by IASB's Foundational Principles of Effective Governance, avoid real or perceived incidents of impropriety, and adopt policies or procedures to ensure that board members and elected board officers have no conflicts of interest.
15. **The Illinois Association of School Boards believes** school boards should employ competitive bidding practices for upgrades in technology and energy savings and should also provide energy savings contracting model policy and training opportunities for school districts.
16. **The Illinois Association of School Boards believes** that schools should provide a safe and secure environment for all students and staff. Decisions of school safety drills, plans, and procedures should be made at the local level, utilizing evidence-based practices that maximize resources and effectiveness, and by soliciting input from local emergency responders resulting in fewer physical, emotional, and psychological risks to students and staff.



List all of student's known medical conditions, including food allergies and/or drug allergies:

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List all medications, whether prescription or over-the-counter, the student is currently taking:

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**Insurance Information** (Board policy 7.300 requires each student to provide proof of accident insurance coverage.)

Primary Insurance Carrier: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
Number Street State Zip

Phone No.: \_\_\_\_\_ Alt. Phone No. 1: \_\_\_\_\_

Policy Holder's Name: \_\_\_\_\_  
First Middle Last

Relationship to Student: \_\_\_\_\_ Group/Policy # \_\_\_\_\_ ID # \_\_\_\_\_

Student wishes to participate in the co-curricular athletic activities circled below (circle all co-curricular athletic activities that student may participate in during the entire school year):

Baseball	Golf	Track
Basketball	Lacrosse	Volleyball
Cheerleading	Soccer	Wrestling
Cross Country	Softball	
Dance	Swimming	Identify other co-curricular
Football	Tennis	activities: _____

(Another form must be signed if the student later decides to participate in another co-curricular athletic activity not circled above).

### **Acknowledgments**

I/We acknowledge reading the eligibility rules of any group or association sponsoring any co-curricular athletic activity in which I participate and I agree to abide by them. I agree to abide by all conduct rules and will behave in a sportsmanlike manner. I agree to follow the coaches' instructions, playing techniques, and training schedule as well as all safety rules.

I/We acknowledge that before the student is allowed to participate, I/We must: (a) provide the District with a certificate of physical fitness (the **Pre-Participation Physical Examination Form** from the Illinois High School Association (IHSA) or Illinois Elementary School Association (IESA) serves this purpose), (b) show proof of accident insurance coverage, and (c) complete all forms required by any association sponsoring

Adopted: August 24, 2011  
Reviewed: ~~July 2020~~ October 2020  
Amended: August 12, 2020

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the interscholastic athletic activity, including when applicable and without limitation, **IHSA Sports Medicine Acknowledgment & Consent Form, Acknowledgement and Consent.**

I/We acknowledge that the co-curricular athletic activities identified above involve physical activity, that there are certain known and unknown risks which could result in physical or emotional injury, that the degree of risk varies significantly from one athletic activity to another with contact athletics carrying the highest risk, and that student participation in said athletic activities is purely voluntary.

I/We understand that Board policy 7.305, *Student Athlete Concussions and Head Injuries*, requires, among other things, that a student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion or head injury must be removed from practice or competition at that time and that the student will not be allowed to return to play or practice until he or she has successfully completed return-to-play and return-to-learn protocols, including having been cleared to return by the treating physician licensed to practice medicine in all its branches, physician assistant, treating advanced practice registered nurse, or a certified athletic trainer working under the supervision of a physician

### **Travel Acknowledgment**

Students must utilize school transportation to and from all co-curricular athletic activities for which transportation is provided. For these events, parents of the student may transport their student only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances would include, but not be limited to: practices, athletic contests, music events or club activities held within the Bloomington-Normal area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases, it will be the responsibility of the parent to arrange safe transportation.

I/We acknowledge that there are certain known and unknown risks associated with travel to any event related to the co-curricular athletic activities identified above, whether inside or outside of the United States of America, which could result in physical or emotional injury or damage to persons or property, including, but not limited to, increased risk of disease or being the victim of a criminal act.

### **COVID-19 Acknowledgments**

I/We further acknowledge that I/we have reviewed the US Centers for Disease Control and Prevention's Coronavirus Disease 2019 (COVID-19) webpage located at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>, including its Information for Travel located at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>, ~~as well as the Illinois State Board of Education's (ISBE's) Phase 4 All Sports Policy located at <https://www.isbe.net/Documents/Sports-Guidance.pdf>, and the Illinois High School Association's (IHSA's) Stage 1 of Phase 4 Return to Play Guidelines-Plan located at <https://www.ihsa.org/default.asp>.~~

I/We expressly agree and promise to comply with ~~ISBE's All Sports Policy, the IHSA's Stage 1 of Phase 4 Return to Play Guidelines-Plan,~~ and any amendments to the ~~Policy or Guidelines-Plan~~ or future guidelines at all times. ~~I/We understand that face coverings must be worn inside school buildings at all times even when 6-foot social distancing can be maintained and outdoors at all times unless 6-foot social distancing can be maintained. I/We agree that if the Student cannot comply with the requirement for face coverings due to difficulty breathing or a medical reason, the Student may not be allowed be allowed to participate in the co-curricular activity.~~

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**Assumption of Risk**

In consideration of the above acknowledgments, I/We accept and assume all of the risks arising out of or in any way connected with the student's participation in the co-curricular athletic activities identified above or travel associated with any event related to the co-curricular athletic activities identified above, including the possibility of contracting COVID-19 or complications with wearing face coverings.

**Release and Indemnification**

In consideration of said acknowledgments, I/We do hereby agree to release, discharge, reimburse, indemnify and hold harmless Community Unit School District No. 5, McLean and Woodford Counties (the "District"), Illinois, its agents, officers, employees, and volunteers from any loss, claim, demand, damage, cost or other liability whatsoever, whether caused by the negligence of the District, its agents, officers, employees, volunteers, or otherwise, arising out of or in any way connected with the student's participation in the co-curricular athletic activities identified above or travel associated with any event related to the co-curricular athletic activities identified above, including without limitation contracting COVID-19 or complications with wearing face coverings. Should it become necessary for the District, or anyone acting on its behalf, to incur any costs or expenses, including attorney's fees and court costs, to enforce this Agreement, or in connection with any loss, claim, demand, damage, cost or other liability for which indemnification is provided by this Agreement, I/We agree to indemnify and hold them harmless for all such costs and expenses.

**Medical Authorization**

I/We, the undersigned student and parent(s) or legal guardian(s) of the student, recognize that in the event of a medical emergency, I/We may not be available to authorize medical treatment and/or care of the student. I/We hereby give consent to the District, its agents, officers, employees, and volunteers ("Agents") to act in my/our place in my/our absence and to authorize emergency medical treatment and/or care to the student, at my/our sole expense, including, but not limited to, diagnostic procedures, treatment procedures, the administration of first aid, the use of an ambulance, and the administration of anesthesia and/or surgery, under the recommendation of qualified medical personnel. It is intended that this Agreement be presented to the physician or appropriate hospital or medical representative at such times as medical treatment and/or care is provided to the student. I/We hereby agree to release, discharge, reimburse, indemnify and hold harmless the District, its agents, officers, employees, and volunteers from any loss, claim, demand, damage, cost or other liability whatsoever, arising out of or in any way connected with medical treatment and/or care provided to the student. I further accept full responsibility for and agree to be billed for any and all costs associated with medical treatment and/or care provided the student.

I/We, the undersigned parent(s) or legal guardian(s) of the student, further agree that in the event the student becomes hospitalized or is quarantined due to COVID-19, I/we will be responsible for providing care for the student during the period of hospitalization or quarantine and not the District, its agents, officers, employees, and volunteers.

\_\_\_\_\_  
Student  
Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian  
Date: \_\_\_\_\_

Adopted: August 24, 2011  
Reviewed: ~~July-October~~ 2020  
Amended: August 12, 2020

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Parent/Guardian

Date: \_\_\_\_\_

**WITNESSED:**

I am at least 18 years old, and (check one of the options below):

- I saw the parent(s)/legal guardian(s) sign this document, or
- The parent(s)/legal guardian(s) told me that the signature or mark on the principal signature line is his or hers.

I am not an Agent named in this document. I am not related to the student, the parent(s)/legal guardian(s), or an Agent by blood, marriage, or adoption. I am not the student's or parent(s)/legal guardian(s) physician, mental health service provider, or a relative of one of those individuals.

I am not an owner or operator (or the relative of an owner or operator) of the health care facility where the student is a patient or resident.

\_\_\_\_\_  
Witness Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Address

# NEGOTIATED CONTRACT

*between*



## **Board of Education**

Community Unit School District No. 5  
McLean and Woodford Counties, Illinois

*and*



## **Unit Five Support Professionals Association**

Illinois Education Association/National Education Association

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## **ARTICLE I: RECOGNITION**

### **1.1**

The Board of Education of Community Unit School District No. 5 of McLean and Woodford Counties, Illinois, hereinafter referred to as the "Board" recognizes the Unit Five Support Professionals Association-IEA/NEA, hereinafter referred to as the "Association," as the exclusive bargaining representative for all regularly employed bargaining unit members, except all confidential, supervisory, and managerial employees.

### **1.2**

Benefits for any part-time bargaining unit member shall be on a pro-rated basis. All part-time bargaining unit members employed on or before September 1, 2005 shall continue to receive benefits in effect prior to said date.

## **ARTICLE II: NEGOTIATIONS PROCEDURES**

### **2.1**

Negotiations on successor agreements shall begin no later than April 1, unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.

### **2.2**

Each party agrees that it is the mutual responsibility of each to confer upon respective representatives the necessary power and authority to make proposals, consider proposals, make counter-proposals in the course of negotiations and to reach tentative agreements which shall be presented respectively to the Association and then to the Board for ratification.

### **2.3**

Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a member of the bargaining unit, as herein defined, and the Association shall not select a Board employee excluded from the bargaining unit.

### **2.4**

Should either party declare impasse under the provisions of an applicable statute, the parties shall jointly request the Federal Mediation and Conciliation Service to provide the services of a mediator. Should FMCS be unavailable, the parties shall mutually agree upon a replacement. In the event that the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified. The costs of mediation shall be shared equally by the Association and the Board.

**ARTICLE III: MANAGEMENT RIGHTS/NO STRIKE/  
WAIVER OF ADDITIONAL BARGAINING**

**3.1**

The Association recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school district to the full extent authorized by law and shall be limited only by the provisions of this agreement.

**3.2**

Recognizing that adequate means are made available by the agreement for the resolution of each bargaining unit member's grievance and/or complaint, and that other procedures are provided by statute and judicial law for such resolution, neither the Association nor any bargaining unit member covered by this agreement will instigate, promote, sponsor, engage in any strikes, concerted stoppage of work, or any other intentional interruptions of educational duties for the duration of this agreement. It is understood and agreed that any bargaining unit member violating this provision of the agreement shall be subject to disciplinary action by the Board up to and including dismissal.

**3.3**

The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or by specific agreement of the parties, and that the understandings and agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement. Therefore, the Board and the Association, each for the life of the agreement, voluntarily and unqualifiedly waive any right which might otherwise exist under law, practice, or custom to negotiate concerning any matter during the term of this agreement, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this agreement or with respect to any subject or matter not specifically referred to or covered in this agreement, except only for mandatory subjects of bargaining which were clearly not within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this agreement. The parties shall attempt to resolve issues through collaboration.

## **ARTICLE IV: ASSOCIATION RIGHTS**

### **4.1 Dues Deductions**

The Board shall deduct from each bargaining unit member's pay the current dues of the Association, provided that the Board has a bargaining unit member-executed authorization for continuing dues deduction, the amount of which shall annually be certified by the Association. The authorization shall remain in effect from year to year, except that the bargaining unit member may revoke it in the authorized manner upon written request. Upon receipt of any revocation, the Board shall notify the Association in writing of the same.

All dues deducted by the Board shall be remitted to the Association no later than ten (10) working days after such deductions are made.

### **4.2 Right to Organize**

The Board agrees that it will not discriminate against any member of the bargaining unit with respect to hours, wages, terms or conditions of employment by reason of the member's membership in any professional organization, participation in negotiations, or participation in any grievance.

### **4.3 Meetings, Notices, and General Information**

#### **4.3.1 Use of School Buildings**

The Association is allowed the use of school buildings for meetings, provided that such use shall be restricted to reasonable times and shall not interfere with or interrupt normal school operations. For general Association membership meetings, whenever possible, prior notice shall be given the superintendent or designee a minimum of three (3) working days in advance of the meeting. Said notification shall be given on a building usage form in the building where the meeting will take place.

#### **4.3.2 Use of Employee Mailboxes/Electronic Mail System**

The Association shall have the right to use employee mailboxes and regular mail distribution facilities, including the District's electronic mail system, for communication with employees.

#### **4.3.3 Posting of Notices**

The Association shall have the right to post official notices of its activities on a bulletin board designated by the principal. The principal shall have the right to direct removal of any item, but removal shall not occur until after a meeting between the principal and an Association representative has been held.

#### **4.3.4 Use of Office Equipment**

The Association shall have the right to reasonable use of office equipment and will be responsible for reimbursing the Board for all materials and supplies used in the operation of this equipment.

#### **4.4 Board Policies**

Board policies, administrative procedures, and exhibits are available on the District's website. Proposed revisions are attached to the Board's agenda as they are brought to the Board for first reading. The Association president will be notified when any proposed additions to or revisions of board policies, procedures or exhibits are being included in the Board's agenda in order for the Association to determine the impact of such proposals.

#### **4.5 Monthly Informal Meeting**

Each month during the regular school term, an informal meeting will be held with the Superintendent and/or designee(s) and various members of the leadership council. This meeting will be for the purpose of discussing current bargaining unit member or administrative concerns. If deemed appropriate or necessary by the Association and Superintendent and/or designee(s), more than one informal meeting may be held during the month.

#### **4.6 Meeting With Principals**

Association leadership is invited to attend the principals meeting held at the start of each school year to share its views on contractual issues.

#### **4.7 School Calendar**

No less than thirty (30) days prior to the adoption of the school calendar by the Board, the Board shall accept input from the Association. The Superintendent and/or designee(s) will invite the Association to submit its views and comments on the proposed calendar for the next year prior to preparing the calendar and will consider such views and comments in formulating the recommendations for the employer's decisions, including such items as: the starting date for the next school year; the starting, ending, and length of winter break and spring break.

## **ARTICLE V: BARGAINING UNIT MEMBER RIGHTS**

### **5.1 Bargaining Unit Member Discipline**

When it becomes necessary to discipline a bargaining unit member, the standard to be applied shall be just cause and progressive discipline shall be followed. However, notwithstanding the foregoing, in all cases the Board may impose discipline commensurate with the misconduct. No written reprimand shall be placed in the member's permanent file without the member's knowledge.

Any complaint or series of complaints deemed by the Board to justify disciplinary action which might result in placement of materials in the bargaining unit member's personnel file shall be brought to the attention of the bargaining unit member as soon as possible. The Board and the Association agree that it is most desirable to have complaints against a bargaining unit member directed to the individual(s) involved in an attempt to resolve disputes at the most immediate level. When deemed appropriate by the building principal or designated supervisor or requested in writing by the bargaining unit member, an attempt will be made to schedule a conference between the complaining party and the bargaining unit member involved. Any of the parties may choose a representative to be present at the conference.

Whenever a concern is raised against a bargaining unit member, the district's Concern Resolution Form (attached) shall be used to process the concern.

### **5.2 Non-Discrimination**

Neither the Board nor the Association shall discriminate against any bargaining unit member for reason of race, creed, color, marital status, age, sex, national origin, physical or mental disability, or sexual orientation.

### **5.3 Right of Representation**

When a bargaining unit member is required to appear before the administration or the Board concerning a disciplinary conference in which a written reprimand will be issued or a conference in which a suspension with or without pay or dismissal will occur, the bargaining unit member shall be entitled to have an Association representative present, if one is requested.

Prior to such a conference, the administration or Board will inform the bargaining unit member, in writing, that a conference will be held concerning a written reprimand, suspension with or without pay, or a dismissal.

It shall be the responsibility of the bargaining unit member to obtain a representative.

### **5.4 Official Personnel File**

The superintendent or designee shall maintain the bargaining unit member's official personnel file. Only evidence of current performance and/or evidence from a current investigation of misconduct (including that which occurred in the past that was both unlawful and unknown to the Administration), and material contained in the official personnel file can be utilized in the suspension or discharge of a bargaining unit member.

No formal evaluation material and no letter of reprimand or letter of complaint shall be placed in the personnel file unless the bargaining unit member has an opportunity to read such material. The bargaining

unit member shall be requested to acknowledge in writing that the material has been read by affixing their signature. If the bargaining unit member refuses to acknowledge the material being read, the material may nevertheless be placed in the file if the bargaining unit member has had the opportunity to read the material.

A bargaining unit member shall have the right to respond to any material contained in the personnel file and the response shall become a part of the file.

A bargaining unit member shall have the right, within two (2) working days to review the contents of the personnel file and shall have the right to have a representative of the Association accompany the member in the review. Privileged information, as defined by law, shall be specifically exempted from such a review.

The bargaining unit member may request and receive one (1) copy of any material, except privileged information, contained in the member's personnel file. The copy will be made at the expense of the bargaining unit member.

## **5.5 AIDS Notification**

If the administration is aware of a student who has AIDS or a communicable disease, the appropriate bargaining unit member will be notified on a "need to know" basis, provided such notification is not prohibited by law or applicable regulation.

## **5.6 Working Environment**

### **5.6.1**

The Board shall comply with all applicable local, state, and federal laws and regulations pertaining to a safe and healthy working environment.

### **5.6.2**

In the event that a bargaining unit member becomes aware of a potentially unsafe or hazardous condition, the bargaining unit member shall report this situation to the immediate supervisor and the Association president.

*(See Letter of Understanding)*

## **5.7 Evaluation**

### **5.7.1 Probationary Period Bargaining Unit Members**

The probationary period for any new bargaining unit member shall be 90 working days. During the first 45 days of the probationary period, the principal or principal designee shall conference with each bargaining unit member about his/her job performance. Once a bargaining unit member has successfully completed his/her probationary period, a formal evaluation shall be conducted by April 15.

### **5.7.2 Frequency of Evaluation**

The evaluation of bargaining unit members shall be conducted using the instrument mutually agreed to by the Association and the Board. A minimum of one (1) evaluation every two (2) years shall be conducted by the Board provided the bargaining unit member has had successful

evaluations in each of the first three (3) years of employment. By September 15 the building principal or primary administrative supervisor will notify, in writing, each bargaining unit member to be evaluated of the month when the administrative supervisor/administrative supervisor designee will conduct the bargaining unit member's evaluation. Evaluations will be completed by April 15.

### **5.7.3 Orientation**

The administrative supervisor or administrative supervisor designee shall conduct an orientation no later than October 15 to discuss the evaluation process.

### **5.7.4 Pre-Conference Procedures**

#### *Pre-Conference – Paraprofessionals*

An individual pre-conference will be held prior to the evaluation of paraprofessionals. The administrative supervisor/administrative supervisor designee will establish the specific day(s) and time(s) for the observation(s) and will discuss the job duties that will be observed. Any pre-conference held under this section shall precede an observation.

#### *Pre-Conference – Educational Office Personnel*

An educational office personnel bargaining unit member shall have the option of a pre-conference prior to being evaluated. Whenever a pre-conference is held, the administrative supervisor/administrative supervisor designee will meet with the bargaining unit member and discuss the job duties, responsibilities and other expectations of the bargaining unit member. In any event, the evaluator shall be familiar with the duties and responsibilities of the position. Although the evaluation of an educational office personnel bargaining unit member shall be based chiefly on the bargaining unit member's work product rather than the bargaining unit member's performance during a pre-announced observation, at the bargaining unit member's request the evaluator shall formally observe the bargaining unit member at work.

#### *Observations*

Unscheduled observations of a bargaining unit member may be conducted at any time; however, at least one (1) observation of paraprofessionals shall be with the knowledge of the paraprofessionals. A written evaluation shall be based on actual time spent observing bargaining unit members.

### **5.7.5 Evaluation Procedures**

The evaluator and the bargaining unit member shall have a conference within five (5) work days of the final in-class or final work site observation to discuss the written evaluation. The bargaining unit member, within twenty (20) working days of this conference, shall have the right to attach comments to the evaluation placed in his/her personnel file.

## **5.8 Orientation Meeting**

### **5.8.1 Orientation at Start of School Year**

An orientation session for all bargaining unit members shall be conducted during one of the first days of in-service. The orientation agenda shall be developed and conducted by a joint administration/Association Professional Development and Training Committee. Topics to be

covered during the orientation shall include, but not be limited to, a review of the following: Human resources policies/procedures, the current negotiated agreement and benefits, job descriptions, the evaluation instrument/procedure, bargaining unit member roles and responsibilities, school safety, medication handling, changes to technology hardware or software, and legal liability.

### **5.8.2 Orientation for New Bargaining Unit Members and Transfers**

Bargaining unit members new to the District or new to a position as a result of a transfer will have the opportunity to participate in an orientation session/training at the District or building level that will cover topics relevant to their assignment including, but not limited to: job description, responsibilities, and schedule, employee conduct standards, introduction to facility and relevant staff, relevant technology (including hardware and software), and District email and phone systems.

## **5.9 Professional Development Opportunity**

The District and Association recognize the value and importance of professional development and training for the purpose of successful job performance, individual improvement and effective operation of the District. To meet that purpose and address the needs of the bargaining unit members and District, specific professional development opportunities and trainings will be designed and provided, considering available resources, both human and financial.

### **5.9.1 Professional Development and Training Committee**

A Professional Development and Training Committee co-chaired by the Association president or designee and the Superintendent or designee, and including the Association vice-president or designee and one (1) additional administrator to be selected by the Superintendent or designee shall meet at least quarterly for the purpose of developing and implementing professional development and training recommendations and opportunities for bargaining unit members. The committee will consider the needs, interests and priorities of the bargaining unit members, Association, Board of Education, and Administration when developing and implementing professional development and training programs for school improvement days, institute days, professional learning community/late-start days (at least three (3) per year), and other opportunities throughout the year. The committee shall work collaboratively and through consensus rather than collective bargaining in order to develop a recommendation and plan that includes, but is not limited to, dates and times, locations, trainers, content, and materials.

### **5.9.2 Professional Development Presentations**

When bargaining unit members provide instruction or deliver professional development or training in the District, as approved by the Superintendent or designee:

#### *First Time Course is Taught*

Bargaining unit members will be paid the appropriate hourly rate for each hour of training and for two hours of preparation time for each hour they deliver professional development or training outside the workday.

*Subsequent Times Same Course is Taught*

Bargaining unit members will be paid the appropriate hourly rate for each hour of training and for one hour of preparation time for each hour they deliver professional development or training outside the workday.

**5.9.3 Trainings**

When the District provides classes outside the workday, such as through the Professional Development Academy, a bargaining unit member shall be entitled to attend unlimited classes. Upon completion, a bargaining unit member shall be reimbursed for up to a maximum of 18 hours at his/her hourly rate of pay per school year or, upon being employed as a Unit 5 teacher, receive one-half (1/2) hour of in-District credit for every six (6) hours attended.

Prior to any bargaining unit member being required to participate in training (ABA, CDL, etc.) outside their regular duties, the Board will provide the Association president with a written description of the activity as well as a timeline for completion. If the Association is not notified then (10) working days prior to the training, the training will be rescheduled. If a bargaining unit member is unable to attend a training session, an alternative date will be scheduled for the bargaining unit member(s). These activities will be conducted at a school site under the supervision of the building administrator and/or the Association president and District administrator.

**5.10 Options for Countering Discrimination or Harassment –Board Policy No. 5.20**

There shall be no reprisal against any bargaining unit member for filing a sexual harassment complaint. Regardless of the means selected for resolving the problem, the initiation of a complaint will not adversely affect the complainant’s employment, compensation, or work assignment. The complainant is entitled to confidentiality and respect and shall not be subjected to harassment or retaliation as a result of having filed a complaint or appealed a decision. A bargaining unit member may elect to process a claim of reprisal through the grievance procedure of this Agreement in lieu of other legal and administrative options.

**5.11 Seniority**

Seniority shall be defined as the length of service within the District commencing with the most recent start date within the category of position and shall not be transferable from one category of position to another. For the purpose of determining seniority, Category 2 and Category 3 shall be considered one (1) category.

*Category of position is defined as follows:*

- Category 1      Educational Office Personnel
- Category 2      Regular Education Paraprofessional
- Category 3      Special Education Paraprofessional

Seniority shall continue to accumulate during all paid and unpaid leaves of absence.

A bargaining unit member hired prior to March 1 who returns the following year will advance one step on the salary schedule.

## **5.12 Parent-Teacher Conference for Own Children**

A bargaining unit member with a child or children attending Unit Five schools shall, if the scheduling allows, have the opportunity to meet with the child's or children's teacher on the designated conference day during the bargaining unit member's assigned lunch period.

## **5.13 Student Medication**

Bargaining unit members are not required to administer or dispense prescription or non-prescription medication to students. However, bargaining unit members may provide assistance to students in an emergency situation such as by administering medication, and may dispense or make medication available to a student for student self-administration provided a completed and signed School Medication Authorization Form is on file. No reprisals shall be taken by the Board against any member who chooses to not administer or dispense medication. Consistent with its obligations under the School Code, if a bargaining unit member chooses to administer or dispense medication to a student, the Board shall insure, defend, and indemnify bargaining unit members against damages sought for negligent or wrongful acts related to the administration or dispensing of medication to students. Whenever a bargaining unit member volunteers to dispense medication or make medication available to a student for self-administration, such action shall be deemed in the scope of the bargaining unit member's employment.

## **5.14 Use of Video Cameras in Unit 5 Facilities**

The purpose of surveillance equipment is to secure the buildings, enhance the safety of the educational environment, and deter misconduct. The purpose of the equipment is not to evaluate the performance of bargaining unit members or to monitor their behavior or conduct.

Surveillance shall only occur in common areas including, among others, hallways, parking lots, grounds, cafeterias, IMCs, and gymnasiums. Surveillance equipment will not be utilized to observe bargaining unit member performance or otherwise be accessed as documentation in the bargaining unit member evaluation process.

Data from the surveillance equipment may be reviewed by the District's personnel in connection with investigations of suspected criminal conduct, student misconduct or security violations or incidents. Except as otherwise required by law, access to data involving District personnel will be limited to appropriate administrative personnel and police liaison officers. Such review will take place in the office of one of the parties listed above. If the review of data inadvertently reveals alleged incidents of bargaining unit member misconduct, the following process will be followed:

- The bargaining unit member and Association will be notified if the District intends to investigate the alleged bargaining unit member misconduct incident. Such notification shall be in writing.
- The Association representative or the bargaining unit member's representative may review the data depicting the alleged bargaining unit member misconduct.
- The bargaining unit member has the right to be represented in all investigatory meetings regarding alleged misconduct unless the bargaining unit member declines representation.
- Any discipline that may be imposed against the bargaining unit member as a result of the misconduct investigation shall be in accordance with the applicable provisions of the Collective Bargaining Agreement.

Except as otherwise required by law, data from surveillance equipment may be stored for not more than thirty (30) calendar days unless there is cause to believe that such data would document a criminal or security incident or relate to possible civil litigation.

At the time surveillance equipment is activated in each school building, all bargaining unit members at that school shall be informed in writing, of the use of the surveillance equipment. All new bargaining unit members will be notified in writing, of the use of the surveillance equipment as part of new bargaining unit member orientation.

## **ARTICLE VI: GRIEVANCE**

### **6.1 Definition**

#### **6.1.1**

The grievance shall mean a written complaint by a member of the bargaining unit or the Association that there has been a violation, misinterpretation, or misapplication of any provision(s) of this Agreement. The provision(s) grieved shall be so designated.

#### **6.1.2 Time Limits**

All time limits consist of school days except when a grievance is submitted fewer than ten (10) days before the close of the current school term. Then time limits shall consist of all weekdays. Timelines may be extended by mutual consent. Upon the absence of a supervisor, a response may be made by a designee.

### **6.2 Procedures**

The parties acknowledge that a bargaining unit member and the Board may resolve problems through free and informal communications. However, a grievance shall be processed as follows:

#### **6.2.1 Step I:**

The grievant may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The Association's representative, the grievant, and the immediately involved supervisor shall be present for the meeting. Within five (5) days of the meeting, the grievant and the Association shall be provided with the supervisor's written response, including the reasons for the decision.

#### **6.2.2 Step II:**

If the grievance is not resolved at Step I, the Association may refer the grievance to the superintendent or the superintendent's official designee within fifteen (15) days after receipt of the Step I answer. The superintendent shall arrange with the Association representative for a meeting to take place within fifteen (15) days of the superintendent's receipt of the appeal. Within ten (10) days of the meeting, the Association shall be provided with the superintendent's written response, including the reasons for the decision.

#### **6.2.3 Step III:**

If the Association is not satisfied with the disposition of the grievance at Step II, the Association may submit the grievance to final and binding arbitration. If a demand for arbitration is not filed with the employer within thirty (30) days of the date of Step II answer, then the grievance shall be deemed withdrawn.

If within fifteen (15) days of the filing of the demand with the employer the parties cannot agree on an arbitrator, the demand shall be submitted to the American Arbitration Association which shall act as the administrator of the proceedings.

Arbitration proceedings shall be conducted by an arbitrator to be selected by the two parties from a roster of arbitrators provided by the American Arbitration Association. Within seven (7) days after the Association requests binding arbitration, the two parties will request the American Arbitration Association to provide a panel of seven (7) arbitrators. The Association shall strike the first name and then each of the two parties will alternately strike one name at a time from the panel until only one name shall remain. The remaining name shall be the arbitrator. Expenses for the arbitrator's services shall be borne equally by the Board and the Association.

The decision of the arbitrator shall be final and binding on the parties. The arbitrator, in the opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement.

### **6.3 Time Limits**

A grievance must be filed within 90 days of the occurrence of the event which gave rise to the grievance. The number of days indicated at each step in the procedure shall be considered as the maximum allowable to the parties and every effort shall be made to resolve the grievance as rapidly as possible.

### **6.4 Representation**

The grievant and the Association have the right to representation in the grievance procedure. The grievant shall be present at all grievance discussions unless the Board, Association, and the grievant mutually agree that the grievant's presence is not desirable or necessary. When the presence of the grievant at a grievance hearing is required by either party, illness or incapacity of the grievant shall be grounds for any necessary extension of grievance procedure time limits.

### **6.5 Constraints**

Any investigation, or other handling or processing of any grievance by the grievant or the Association shall, if possible, be conducted during non-teaching time.

### **6.6 By-Pass**

By mutual agreement, any step of the grievance procedure may be by-passed.

### **6.7 Class Grievance**

Class grievances involving one or more bargaining unit members or one or more supervisors, and grievances involving an administrator above the building level may be initially filed by the Association at Step II.

### **6.8 No Reprisals Clause**

No reprisals shall be taken by the Board against any bargaining unit member because of the member's participation in a grievance.

### **6.9 Grievance Withdrawal**

A grievance may be withdrawn at any level without establishing precedent.

## **6.10 Costs**

The fees and the expenses of the arbitrator shall be shared equally by the parties.

## **6.11 Court Reporter**

If only one party requests the presence of a court reporter, that party shall bear the cost of the reporter. If the arbitrator requests the presence of a court reporter, both parties shall share the cost of the court reporter.

## **6.12 Postponement**

If only one party requests the postponement of an arbitration hearing, that party shall bear any per diem fee assessed by the arbitrator.

## **6.13 Settlement**

By mutual agreement, a grievance may be settled at any step without establishing precedent.

## **6.14 Released Time**

During any arbitration hearing, the individual grievant shall be released from regular assignment without loss of pay and an Association representative may appear at the arbitration hearing providing the representative shall reimburse the Board the cost of the substitute. A bargaining unit member may volunteer to cover the classes of the Association representative, and if allowed, will result in no reimbursement.

## **6.15 No Written Response**

If no written response has been rendered within the time limits indicated by a step, then a grievance shall pass to the next step.

## **6.16 Records**

All records related to a grievance shall be filed separately from the personnel files of the bargaining unit member. This does not preclude, however, the right of the Board to utilize said records in any future discipline or discharge proceedings against any bargaining unit member.

## **6.17 AAA Rules**

At the request of both parties, the Expedited Arbitration Rules of the American Arbitration Association shall be used instead of the Voluntary Labor Arbitration Rules.

**ARTICLE VII: EMPLOYMENT CONDITIONS**

**7.1 Length of Work Day/Year**

A full-time paraprofessional’s work day shall consist of seven (7) hours per day (excluding a 30-minute unpaid lunch). The work year shall be 180 days in length. Travel time between work sites shall be included in the seven (7) hour work day, and not be counted as duty-free lunch or breaks.

A full-time educational office personnel’s work day shall consist of eight (8) hours per day, Monday through Friday (excluding a 30-minute unpaid lunch). The part-time educational office personnel work day shall consist of the number of hours and days to be worked as defined in the position description. Educational office personnel will work with building administrators and immediate supervisors to arrive at hours that best suit the position. Educational office personnel who work more than nine months and less than 12 months will work with the building administrator and/or immediate supervisor to determine when the additional days will be worked.

Educational office personnel shall work on days school is in session and on additional days as scheduled according to the chart below:

<u>Months Worked</u>		<u>Work Days Per Year</u>	<u>Days Paid Per Year</u>	<u>Hours Paid Per Year</u>
9 ½ Months	175 Student Days 5 Institute/Parent Conf Days 10 Additional Days 12 Paid Holidays	190	202	1616
10 Months	175 Student Days 5 Institute/Parent Conf Days 20 Additional Days 12 Paid Holidays	200	212	1696
11 Months	175 Student Days 5 Institute/Parent Conf Days 32 Additional Days 12 Paid Holidays	212	224	1792
12 Months	175 Student Days 5 Institute/Parent Conf Days Variable Additional Days 13 Paid Holidays (Includes July 4)	238	<i>Minimum of</i> 250	<i>Minimum of</i> 2000

*Special Circumstances for Educational Office Personnel*

**Homecoming**

Dismissed ½ hour after student dismissal. Unit Office, transportation, special services, and warehouse office employees may choose the homecoming on which they are dismissed early. School building office

employees should attend the homecoming of the school which their students attend. Exception: Parents may attend their child's homecoming provided that the building can be appropriately covered.

### **School Improvement Days**

Follow the same schedule as certified employees.

### **Parent-Teacher Conference Days**

Work the regular day or same dismissal time as certified employees.

### **Before Designated Holidays**

Dismissed ½ hour early.

### **Early Out for Emergency Days**

Dismissed ½ hour after student dismissal.

### **Snow Days**

Do not report.

### **Institute Days**

Same arrival time as certified employees. Dismissed at 2:30 p.m. unless institute last longer than 2:30 p.m. In that case, dismissed at the end of the institute or 4:30 p.m., whichever is earlier.

#### **7.1.1 Travel; Time and Expense Reimbursement**

A bargaining unit member shall be reimbursed for travel expense at the current IRS rate for all approved mileage necessary to perform his/her assigned duties. All bargaining unit members required to travel between buildings during the regular work day shall be allowed adequate time to relocate and travel safely. Bargaining unit members will be allowed at least the amount of time indicated on the Travel Time and Mileage chart in Appendix D to travel from one building to another. The Superintendent or designee and the Association president or designee shall, at the beginning of each school year, review the time demands for travel. A bargaining unit member may request a review of his/her schedule by the superintendent or designee and Association president or designee during the first fifteen (15) school days of each semester or after any schedule change. Adjustments will be made for special assignments or special conditions.

#### **7.1.2**

A bargaining unit member who is unable to be dismissed as outlined in 7.1 shall be allowed to "bank" the time they are required to work beyond the early dismissal time and work with their building administrator(s) and immediate supervisor(s) to flex their schedule to account for such "banked" time.

#### **7.2 Lunch and Work Breaks**

Lunch and breaks shall be cooperatively scheduled by the bargaining unit member and the supervisor – the minimum being a 30-minute unpaid lunch and two 15-minute breaks.

#### **7.3 Bell to Bell Schedule**

The bell to bell schedule for paraprofessionals is designed to meet the needs of special education students. The intent of the bell to bell schedule is to work with individual and small groups of students throughout

the paraprofessional work day. Individual special education services for an individual student will be rendered through the Individual Education Program (IEP) with one or more paraprofessionals providing special education services. Paraprofessionals are limited to working a preponderance of their time with the same individual student for no more than three consecutive years.

The total number of Individual Education Program (IEP) minutes for individual special education services is divided by the negotiated paraprofessional work day. The number of paraprofessionals needed in each building is determined and ultimately assigned. The number of paraprofessionals assigned to each building will be posted by May 15th annually.

In each building, an administrator (the principal or designee) will work with special education teachers to create a schedule of paraprofessional minutes required to meet students' Individual Education Program needs. It is the responsibility of the administrator to schedule and assign the paraprofessional daily/weekly schedule for each building position available and to furnish a written schedule to the paraprofessional no later than September 15th of each year. If the schedule needs changed, the paraprofessional shall receive 48 hours' notice. However, the parties acknowledge and agree that due to unforeseen circumstances a paraprofessional's daily schedule may be changed without notice. It is the intent to provide a flexible daily/weekly schedule that meets the needs of the special education services provided in each building while providing as much predictability and consistency for the paraprofessional as possible.

## **7.4 Vacancies and Transfers**

### **7.4.1 Definitions**

- A. A "vacancy" occurs when a current position opens as a result of a resignation, retirement, termination or transfer or when a new position is created after each bargaining unit member returning from leave has been placed.
- B. A "voluntary transfer" is a change from one position to another position requested by the bargaining unit member.
- C. An "involuntary transfer" is a change from one position to another directed by the administration, rather than requested by the bargaining unit member. This includes those bargaining unit members who are displaced when programs or positions have been eliminated.
- D. An "in-building transfer" is a change from one position to another position within the same building directed by the administration, rather than requested by the bargaining unit member.
- E. "Seniority" is established by the annually prepared district seniority list and is further defined in 5.11 of this Agreement.

### **7.4.2 Procedures**

#### **A. Posting of Vacancies**

Information regarding vacancies shall be publicized to the staff by sending a copy to the Association president or designee, and when building principals are on duty, by sending copies to be posted on a designated school bulletin board and posted in a central location in the district office, and on the district website for at least seven (7) calendar days. Except in cases of emergency, the vacancy will not be filled until the seven (7) day posting period has elapsed. Where specific training, experience, or other qualifications are necessary, such conditions shall be stated in the posting.

Paraprofessional positions created or becoming vacant during the school year may be temporarily filled to avoid undue disruption of the educational program. The above and following procedures will be followed to post and permanently staff the position for the next school year.

Whenever vacancies occur during the summer months when the regular school year is not in session the following procedures will be followed:

1. Postings of any vacancies of educational office personnel positions shall be posted on the District website and emailed to educational office personnel utilizing the bargaining unit member's District email.
2. Postings of any vacancies for paraprofessional positions shall be posted on the District website and emailed to paraprofessionals utilizing the bargaining unit member's District email.

Bargaining unit members may apply for vacant positions on Schedule B of the Negotiated Contract between the Board and Unit Five Education Association ("UFEA"). A UFSPA bargaining unit member who is "equally qualified" to fill a vacant Schedule B position will be given preference in hiring over an individual from outside the bargaining unit. It is understood such positions will be re-posted each year, semester, or season pursuant to the UFEA Negotiated Contract. For purposes of this Section, the determination of whether a bargaining unit member is "equally qualified" to fill a vacant Schedule B position shall be made by the Administration based upon qualifications, merit and ability, and relevant experience.

#### B. Voluntary Transfers

A bargaining unit member requesting a transfer within seven (7) calendar days of the publishing of a notice for a specific vacancy shall be granted an interview. No assignment of a new bargaining unit member to a specific position in the District will be made until all pending requests for transfer to that position have been given due consideration. Notification to bargaining unit members who are granted or denied a transfer will be made in writing as soon as a determination is made. A bargaining unit member desiring a transfer to a position for which there is at the time no vacancy, shall notify the superintendent and/or designee of the transfer request in writing. Such a request will be placed on a "Transfer Request List" until the bargaining unit member receives a transfer or September 1 of each year, at which time the list will be purged. A copy of the "Transfer Request List" shall be provided to the president of the Association or designee quarterly. In-building transfers may occur prior to posting a vacancy.

#### C. In-Building Transfers

After a meeting with the building principals jointly conducted by the Association president and/or designee and the Superintendent or designee, reassignments of paraprofessionals within a school building may be made. Prior to reassignment, each building principal will seek input from impacted bargaining unit members. The Association president and/or designee shall be given written notice of any internal reassignment under consideration prior to the effective date of the reassignment. The procedure shall be used in April and May of the school year prior to the school year the assignment is to be effective.

The Bargaining unit member's seniority shall be given meaningful consideration, along with the student's and District's needs. The building administrator shall also consider the bargaining unit member's preference, and their documented work experience and past performance. Before an in-building transfer is completed, the member will be given an opportunity to be trained, as necessary, and to meet with the appropriate individuals to acclimate themselves to the new assignment and its responsibilities. Only after the meeting referenced above has occurred and the factors identified have been considered shall the in-building transfer be directed.

#### D. Involuntary Transfers

When involuntary transfers are necessary for any reason, the following process will be used for educational office personnel and paraprofessional positions:

##### *Educational Office Personnel*

1. Affected bargaining unit members will be notified of the need for involuntary transfer, and offered the opportunity to accept the transfer. If more people are willing to accept the transfer than needed, the most senior person willing to accept the transfer will be transferred.
2. If an insufficient number of bargaining unit members are willing to accept the necessary transfer, the least senior will be involuntarily transferred.
3. Each bargaining unit member to be involuntarily transferred will be placed on the district-wide "involuntary transfer list" and given the option of requesting due consideration for any available positions in the District. Consideration for educational office personnel positions shall be based upon qualifications, merit and ability (including performance evaluations, if available), relevant experience, and seniority, provided all other factors are determined by the District to be equal.
4. Bargaining unit members on the district-wide "involuntary transfer List" who request due consideration for an available position and are not approved for the position will choose from any positions in the District that remain available following the due consideration process above, in order of seniority.
5. Bargaining unit members on the district-wide "involuntary transfer list" will be notified of their assignment for the following school year no later than May 15th. If the need arises to alter an assignment, the bargaining unit member and Association will be notified immediately. Any bargaining unit member being involuntarily transferred shall be placed before voluntary transfers are allowed and prior to hiring bargaining unit members from outside the District.

##### *Paraprofessionals:*

1. Affected bargaining unit members will be notified of the need for involuntary transfer, and offered the opportunity to accept the transfer. If more people are willing to accept the transfer than needed, the most senior person willing to accept the transfer will be transferred.
2. If an insufficient number of bargaining unit members are willing to accept the necessary transfers, the least senior will be involuntarily transferred.
3. At every building, each bargaining unit member to be involuntarily transferred will be given the option of choosing an opening in his/her own building (if one is available) or of being placed on the district-wide "involuntary transfer list". When more than one person in the building is being transferred the most senior will be given the opportunity

to choose first, then the next, and so on. Building-based transfers will be completed prior to district-wide transfers.

4. All bargaining unit members on the district-wide “involuntary transfer list” will choose from any available positions in the District in order of seniority.
5. Bargaining unit members on the district-wide “involuntary transfer list” will be notified of their assignment for the following school year no later than May 15th. If the need arises to alter an assignment, the bargaining unit member and Association will be notified immediately. Any bargaining unit member being involuntarily transferred shall be placed before voluntary transfers are allowed and prior to hiring bargaining unit members from outside the District.

If an involuntary transfer occurs during a school year, information provided to the bargaining unit member being involuntarily transferred will include, but not be limited to: the position they will be filling, the effective date, the job requirements and description. The bargaining unit member will be given the opportunity to meet with the administrator/supervisor of their new assignment to become acclimated to the new position, be informed of their schedule, introduced to the staff and facility, given an opportunity to indicate any potential training needs based on the requirements of the new position, etc. The bargaining unit member will be given at least 5 working days’ notice, except in an emergency, before the transfer is to be effective and every effort will be made to have the transition occur at a convenient time in the school calendar – coinciding with a holiday break, school improvement day, institute day, etc. so that the member may have a chance to conclude their current assignment and prepare for their new assignment.

E. Program Movement

1. When total programs are placed in a different building with no change in total staff within the program, all bargaining unit members within that program shall be transferred to the new building with the program (e.g. EMD from NCHS to NCWHS). If need for additional staff is anticipated, the above procedure shall occur first, and the additional position opening shall be deemed a vacancy.
2. When programs are split between two schools and no need for additional staff is anticipated, bargaining unit members within the program may agree as to which school they will be located. In the absence of an agreement, seniority will prevail. If the need for additional staff is anticipated, the above procedure shall occur first and the additional position opening shall be deemed a vacancy.

**7.5 Reduction in Force**

The Board and Association agree to use the School Code of Illinois, Section 10-23.5, with the following modifications:

**7.5.1 Reduction in Force Consideration**

The Board shall not take final action on any considerations of reduction in force prior to first meeting with the Association to negotiate over any alternatives. On or before the last day of February, the Board shall give written notice to the Association of any considerations of reduction in force.

### **7.5.2 Category of Position**

Categories of position for purposes of this article shall be as follows:

1. Educational Office Personnel
2. Regular Education Paraprofessionals
3. Special Education Paraprofessionals

### **7.5.3 Vacancies for Following School Term**

If the Board has any vacancies during the two school years immediately following the school year at the end of which the bargaining unit member was dismissed, the positions thereby becoming available shall be offered to the bargaining unit member so removed or dismissed from that category of position, so far as they are legally qualified to hold such positions and have previously worked in that category of position.

### **7.5.4 Bargaining Unit Member Recall Options**

A bargaining unit member subject to recall may refuse an available position involving fewer hours and/or a lower rate of pay but must accept a position which is comparable in hours and pay rates to the position from which the bargaining unit member was reduced. A bargaining unit member who refuses to accept a position of comparable pay and hours of work shall forfeit recall rights.

## **7.6 Extended School Year**

The District will determine if summer school will be offered and communicate the decision to bargaining unit members on or before April 15 of each year.

### **7.6.1 Paraprofessionals**

Positions for employment for extended school year programs shall be publicized to the staff by May 1 of each year. Consideration for positions shall be based on district seniority. Rate of pay is to be at the individual paraprofessional's annual salary rate. Paraprofessionals will be paid on the same basis as during the school year. Paraprofessionals shall be notified by June 1 whether or not they have been selected for a summer school position. The Association President will be provided a list of Paraprofessional applicants and those individuals accepting positions by June 1. The Summer School Director (s) shall conduct an orientation meeting with all Paraprofessionals prior to the start of summer school.

### **7.6.2 Educational Office Personnel**

Extended work year contracts between individual office personnel bargaining unit members and the Board shall be by mutual agreement. Current practices regarding days worked prior to the contract year, wage rates, and ending the work year early shall be continued.

### **7.6.3 Summer School**

Positions for employment for extended school year programs shall be publicized to the EOP staff by May 1st of each year. Consideration for the positions shall be based upon factors that include without limitation, qualifications, merit and ability (including performance evaluations, if

available), and relevant experience. If all factors are relatively equal, the consideration shall be based on district seniority. Rate of pay is to be at the EOP's current rate of salary.

#### **7.6.4 Leave During Extended School Year**

While on extended contract (i.e. summer school) a bargaining unit member serving on jury duty shall receive full pay for the time served on the jury.

### **7.7 Educational Office Personnel Lane Transfers**

#### **7.7.1 Voluntary Transfers**

In the event an educational office bargaining unit member transfers from one lane to another, the guidelines to be followed are:

##### *From Lower Lane to Higher Lane*

The educational office bargaining unit member will remain at the same step in the higher lane as that on which he/she was placed in the lower lane. The educational office bargaining unit member will advance on the salary schedule annually as he/she normally would.

##### *From Higher Lane to Lower Lane*

The educational office bargaining unit member will remain at the same step in the lower lane as that on which he/she was placed in the higher lane. The educational office bargaining unit member will advance on the salary schedule annually as he/she normally would.

#### **7.7.2 Involuntary Transfers**

The educational office bargaining unit member who is involuntarily transferred will be placed on the salary schedule at a salary comparable to that which he/she is currently receiving. The educational office bargaining unit member will advance on the salary schedule annually as he/she normally would.

## **ARTICLE VIII: LEAVES**

### **8.1 Paid Leaves**

#### **8.1.1 Sick Leave**

Each nine (9) month bargaining unit member shall be granted twelve (12) sick leave days per year which shall entitle the member to be absent for reasons as defined below without loss of pay. A bargaining unit member employed for more than the regular nine (9) months of school shall be entitled to additional days of sick leave based upon one (1) day for every additional month or major portion thereof. Unused sick leave days shall accumulate.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. The immediate family for the purpose of this article shall include parents, legal guardians, children, spouse, brothers, sisters, grandparents, great grandparents, grandchildren, parents-in-law, daughters-in-law, sons-in-law, brothers-in-law, sisters-in-law, grandparents-in-law, great grandparents-in-law, aunts, uncles, and all step relatives in the aforementioned relationships.

The Board may require a physician's certificate as proof of illness or fitness to resume duties after any absence. If the Board does require a physician's certificate or a certificate from a spiritual healer as the basis for pay during a leave of less than three (3) days, the Board shall pay from district funds the expenses incurred by the bargaining unit member in obtaining the required certificate.

The Board or appropriate administrator shall furnish each bargaining unit member, within thirty (30) days of the commencement of school, a written statement setting forth the total sick leave credit.

#### **8.1.1a Use of Sick Leave for Adoption**

A bargaining unit member who is in the formal process of adopting a child may use his/her own accumulated sick leave when he/she is participating in agency-required pre-adoption proceedings. The bargaining unit member will be required to provide a letter from the adoption agency that verifies the required activity.

A bargaining unit member who is an adoptive parent shall be entitled to use up to 30 days of his/her own accumulated sick leave to care for his/her child within the first 12 months of the adoption.

The bargaining unit member will not be allowed to use medical leave for either of the purposes as described above.

#### **8.1.2 Bereavement Leave**

A bereavement leave will be granted which shall allow a bargaining unit member to be absent for up to three days to deal with funeral matters of the immediate family as defined in Section 8.1.1. These days will not be charged against the bargaining unit member's sick leave allotment.

If a bargaining member requests a bereavement leave for a family member not described in Section 8.1.1, a member will have their request considered under the terms of 8.1.6 Emergency Leave.

### **8.1.3 Personal Leave**

Two (2) personal leave days shall be granted to bargaining unit members to be used at the convenience of the bargaining unit member, except that a personal leave day may not be taken during the first five or last five days of the student attendance year and the Administration may deny a request for personal leave if approval would adversely impact operations or the provision of services due to absence of too many bargaining unit members and the inability to find qualified substitutes. The Superintendent (or designee), in consultation with building administrators and the Association president, may approve personal leave on blackout days on a case by case basis. Except for an emergency, a bargaining unit member shall request personal leave at least 48 hours in advance. Unused personal leave will be added to a bargaining unit member's accumulated personal leave and/or sick leave at the end of each school year. Bargaining unit members may not accumulate a total of more than four (4) personal days.

### **8.1.4 Jury Duty**

Whether during the normal contract year, or while on an extended contract (i.e. summer school), bargaining unit member serving on jury duty shall receive full pay for the time served on the jury.

### **8.1.5 Association Leave**

The president of the Association or designee shall be allowed twenty (20) days of Association leave per year. Additional Association Leave may be approved at the discretion of the Superintendent or designee.

The president of the Association or designee shall submit a written request for such leave at least five (5) days in advance of commencement of the leave. Such request shall state the specific reason for the requested leave, the name of the Association member, and the day or days of the leave.

The Association shall reimburse the Board for the cost of substitutes actually employed.

### **8.1.6 Emergency Leave**

Members of the bargaining unit shall be entitled leave to accommodate extreme situations when other leaves do not apply. A member must give a reason for the request, and such leave will be approved or denied by a committee consisting of the Superintendent or designee, principal of the building from which the request was made, and the president of the Association or designee.

### **8.1.7 Professional Leave**

The Superintendent or designee may allow professional leave for the enhancement of a bargaining unit member's professional capacity. The member shall request professional leave in writing at least one (1) week prior to the day of the requested absence.

## **8.2 Unpaid Leaves**

### **8.2.1 Limits**

Unpaid leaves shall not exceed two (2) years for any one (1) bargaining unit member.

### **8.2.2 Medical Leave**

Each full-time bargaining unit member shall be entitled to ten (10) days medical leave annually.

Members employed for more than the regular nine (9) months of school shall be entitled to extra days of medical leave based upon one (1) day for every additional month or major fraction thereof.

Unused days of medical leave shall accumulate up to a maximum of one hundred twenty (120) days usable in any one (1) year for nine (9) month members and a proportionate increase for extended contracts.

Medical leave may only be used for personal illness and is not granted for any other reason.

Medical leave may only be used at such time as accumulated sick leave has been exhausted.

The Board may require a doctor's certificate as proof of illness or fitness to resume duties after any absence.

During the period of time a bargaining unit member is utilizing medical leave benefits, the Board will maintain the hospitalization insurance coverage for said member, if allowable by the insurer.

Medical leave is terminated on the last day of each bargaining unit member's contract year, and such termination shall not affect the accumulated total of medical leave.

A bargaining unit member will remain an employee of the school district while on this leave.

### **8.2.3 Leave for Personal Illness**

The decision to grant a leave for personal illness for any length of time shall only be made by the Board. Board approved leaves shall not affect seniority within the District.

A request for a leave for personal illness should be made of the Board prior to such time as accumulated medical leave has expired and the request should be accompanied by a doctor's certificate as proof of disability.

The beginning date of a leave for personal illness is the first working day the bargaining unit member is absent for illness, after all sick and medical leave days are exhausted.

When granted a personal illness leave, the Board will maintain the hospitalization insurance coverage for said bargaining unit member through the month following the date of the beginning of such leave and/or according to provisions set forth in the Family and Medical Leave Act of 1993. Coverage beyond the Board's contribution will be an option of the bargaining unit member by remitting the premium on a monthly basis; however, the last day of coverage will not be extended beyond the last day the bargaining unit member is considered employed by the Board, unless the bargaining unit member is eligible for coverage as a retiree.

Leave for personal illness will be terminated on the last day of each bargaining unit member's contract year.

A bargaining unit member will remain an employee of the school district and may remain a member of the Association by submitting dues directly to the Association while on this leave.

#### **8.2.4 Family Hardship Leave**

The Board may grant a bargaining unit member a leave of absence without pay for a specified period of time of up to two (2) years. In no instance shall this leave be granted unless the Board determines that a suitable replacement can be hired. Board approved leaves shall not affect seniority within the District.

A bargaining unit member shall not be eligible for sick leave pay during the period of a family hardship leave, nor will a member be eligible for hardship leave if the member has applied for or used sick leave, medical leave, and/or personal illness leave in reference to the reason that hardship leave is being requested.

All benefits available to a bargaining unit member shall be suspended during a family hardship leave unless otherwise allowed according to provisions set forth in the Family and Medical Leave Act of 1993. The member may maintain membership in the group health insurance program during the leave by remitting in advance payments of all premiums due. These payments shall be made to the Business Office.

A bargaining unit member granted a family hardship leave of absence shall be required to notify the secretary of the Board in writing stating whether or not said bargaining unit member requests to return to his/her position. For bargaining unit members on a leave during the second semester, the request to return must be received by the secretary of the Board on or before March 1. Failure of the bargaining unit member to make proper notification by March 1 will terminate that person's further employment in Unit 5 school district.

At the expiration of the leave period the Board will make every effort to offer the member the same or similar position as that which was held prior to the leave of absence. An educational office personnel bargaining unit member must work at least one half (1/2) of his or her regular contract year to receive experience credit for that year on the salary schedule. A paraprofessional must work at least ninety (90) school days or one semester, whichever is less, to receive experience credit for that year on the salary schedule. A bargaining unit member on leave for a full school year shall not advance on the salary schedule while on leave; however, upon return the member shall advance appropriately on the salary schedule.

A bargaining unit member will remain an employee of the school district while on this leave and may remain a member of the Association by submitting dues directly to the Association while on this leave.

#### **8.2.5 Parental Leave**

The Board may grant a bargaining unit member a parental leave without pay for a specified period of time of up to two (2) years. Board approved leaves shall not affect seniority within the District.

All benefits available to a member shall be suspended during a parental leave unless otherwise allowed according to provisions set forth in the Family and Medical Leave Act of 1993, and the member shall not advance on the salary schedule for the year(s) in which the leave is taken. The bargaining unit member may maintain membership in the group health insurance program during the leave by remitting in advance payments of all premiums due. These payments shall be made to the Business Office.

A bargaining unit member granted a parental leave of absence shall be required to notify the secretary of the Board in writing stating whether or not said bargaining unit member requests to return to his/her position. For bargaining unit members on a leave during the second semester, the request to return must be received by the secretary of the Board on or before March 1. Failure of the bargaining unit member to make proper notification by March 1 will terminate that person's further employment in Unit 5 school district.

At the expiration of the leave period the Board will make every effort to offer the member the same or similar position as that which was held prior to the leave of absence. An educational office personnel bargaining unit member must work at least one half (1/2) of his or her regular contract year to receive experience credit for that year on the salary schedule. A paraprofessional must work at least ninety (90) school days or one semester, whichever is less, to receive experience credit for that year on the salary schedule. A bargaining unit member on leave for a full school year shall not advance on the salary schedule while on leave; however, upon return the member shall advance appropriately on the salary schedule.

A bargaining unit member will remain an employee of the school district while on this leave and may remain a member of the Association by submitting dues directly to the Association while on this leave.

#### **8.2.6 Planned Extended Leave**

Providing that a suitable replacement can be employed, the Board may grant a bargaining unit member a planned extended leave without pay for a specified period of time of up to two (2) years. Bargaining unit members must request the leave in writing by directing such request to the secretary of the Board. No specific reason for the leave needs to be given. Seniority shall not be impaired by the virtue of the leave. A bargaining unit member will not receive experience credit for the year of the leave. Health insurance and major medical benefits (if allowable by the insurer) may be purchased by the member during the leave at the group rate.

Upon completion of the leave the bargaining unit member shall be placed in an available position for which the member is qualified, except in case of reduction in force that could affect reemployment of staff on leave.

A bargaining unit member granted a planned extended leave of absence will be required to notify the secretary of the Board in writing stating whether or not said bargaining unit member requests to return to his/her position for the next school term. This request must be received on or before March 1. Failure of the bargaining unit member to make proper notification by March 1 will terminate further employment in Unit Five School District.

A bargaining unit member will remain an employee of the school district while on this leave and may remain a member of the Association by submitting dues directly to the Association while on this leave.

#### **8.2.7 Leave Without Pay**

The Board recognizes that a leave without pay is sometimes necessary due to circumstances beyond a bargaining unit member's control. Therefore, requests for absences from work that do not fall under any other leave policy may be granted by a supervising administrator.

Unless circumstances warrant, leave without pay shall not be granted immediately prior to or immediately following holidays or vacations.

The pay for a bargaining unit member who is granted a leave without pay shall be reduced as per the salary contract.

### **8.2.8 Family Medical Leave Act**

The Board will follow the provisions of the Family Medical Leave Act of 1993 as it relates to unpaid leaves.

## **ARTICLE IX: EFFECT OF AGREEMENT**

### **9.1 Complete Understanding**

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.

### **9.2 Individual Contracts**

The terms and conditions of this Agreement shall be reflected in individual contracts or employment agreements.

### **9.3 Savings Clause**

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted from this agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect.

### **9.4 Duplication of Agreement**

Within thirty (30) calendar days after ratification by both parties, the Board shall make available a clean copy of the Agreement. Sufficient copies of the Agreement shall be promptly reproduced as to make one (1) copy for each bargaining unit member, administrator, Board member, and twenty-five (25) additional copies. The cost of reproduction shall be borne by the Board.

### **9.5 Term of the Agreement**

Following ratification of this Agreement by the members of the Association and final approval by the Board, this Agreement shall be effective July 1, 2020 and shall continue in effect until June 30, 2023.

## **ARTICLE X: BARGAINING UNIT MEMBER COMPENSATION AND FRINGE BENEFITS**

### **10.1 Salary Schedules**

The salary schedules for paraprofessionals and educational office personnel for 2020-2021, 2021-2022 and 2022-2023 shall be set forth in Appendix A attached hereto and incorporated into this Agreement. All bargaining unit members will move on the salary schedule for their service credit in each year of this Agreement.

All bargaining unit members who exceeded the salary schedule steps shall receive a 3.5 percent increase for each year of this Agreement based on their previous year's salary.

### **10.2 Health Insurance**

The Board shall contribute an amount to the Insurance Fund for each individual bargaining unit member toward their insurance benefits. This allowance shall be reduced pro rata for any bargaining unit member who is employed less than full time. The Association shall be allowed an opportunity at the new employee paperwork sessions to discuss with bargaining unit members the matter of waiver of individual health insurance plan coverage. The form to be used by a bargaining unit member to waive health insurance plan coverage shall be jointly agreed to by the Administration and Association. The District and the Insurance Committee will continue to make an effort which will allow bargaining unit members access to alternative benefits.

The Board shall pay the following amounts toward individual premium cost per month for each bargaining unit member.

- For the insurance year July 1, 2020 through June 30, 2021, \$625.
- For the insurance year July 1, 2021 through June 30, 2022, \$655.
- For the insurance year July 1, 2022 through June 20, 2023, \$690.

The amount the Board shall contribute in the future shall be determined through collective negotiations.

Moneys paid into the Insurance Fund shall first be used to offset the cost of individual coverage for plan participants. Any surplus contribution the Board makes shall be added to the Insurance Fund reserve. In no event shall the Board's contribution relieve bargaining unit members of responsibility for dependent coverage.

An Insurance Committee will be formed and will be co-chaired by the UFEA President and a central office Administrator. The Committee will consist of the two co-chairs and:

- (7) UFEA bargaining unit members appointed by the UFEA
- (2) UFSPA bargaining unit members appointed by the Association
- (2) Administrators
- additional employee representing transportation employees & other employee groups
- retiree; the retiree shall be chosen by the retirees participating in the plan, pursuant to an election administered by the Administration

All committee members shall be currently enrolled in the Unit 5 health insurance plan. The co-chairs of the committee will be responsible for scheduling meetings and preparing written information for the meetings.

The committee will meet as necessary, but at least quarterly. The committee will:

- Provide regular and timely communication with participants
- Monitor the Insurance Fund and the reserve balance so as to maintain a healthy fund balance of between 3 and 6 months of claims costs
- Recommend changes (reduction or enhancements) to the benefit structure based on industry standards, actuarial data, plan performance, claims history, the status of the Insurance Fund balance and other applicable data
- Consult with experts as needed and periodically participate with the District in rebidding of the Insurance plan
- Have access to all information and data needed to carry out their responsibilities, including master policies, benefit documents, claim procedures and experience, etc.
- Consider all options which are in the best interests of the plan, taking into account, without limitation, benefit designs and options, cost savings, cost containment options, managed care, preventative and wellness programs and the like
- Consider modifications of the benefits currently in effect, selection of insurance and stop-loss reinsurance carriers, selection of third party administrators, selection of managed care networks and brokers, management of accumulated reserves, selection of the funding mechanism for coverage (i.e. fully funded conventional, self-funded, etc.), establishment of premium levels for single and dependent coverage
- Educate plan participants concerning the Insurance Plan and the options and alternatives available to each participant
- The Insurance Committee shall have authority to establish the benefit level, within the parameters set forth above.

The Board and Association agree that any other change recommended by the Insurance Committee is subject to approval by the Board and Association.

### **10.3 Life Insurance**

For each bargaining unit member who enters at least the second year of employment with the District, the Board shall provide individual premium cost per month per bargaining unit member to cover the cost of a term life insurance policy that is equal to the bargaining unit member's annual base salary, rounded up to the nearest \$1,000, but no less than \$20,000.

### **10.4 Prior Experience**

Outside paraprofessional credit shall be recognized for step placement beyond the entry level by granting full credit for each full year of outside paraprofessional experience up to a maximum of five (5) years.

Outside work experience for educational office personnel shall be recognized for step placement beyond the entry level up to a maximum of five (5) years. Year for year credit shall be granted for prior office work experience in any fully accredited public or private school system. Half year credit shall be granted for prior office work experience in university or non-educational setting. However, at no time should a newly hired bargaining unit member be placed above a current bargaining unit member with an equivalent amount of experience in the District.

## **10.5 Regular Overtime**

In the event that a bargaining unit member is requested by the primary administrative supervisor to work beyond the regular work day and/or work week, such work shall be compensated at the bargaining unit member's regular hourly rate for all additional hours up to forty (40) hours. Any paraprofessional who is required to participate in due process activities held during the summer months shall be compensated at the rate of one and one-half (1-1/2) times the bargaining unit member's regular hourly rate.

Bargaining unit members may choose to be compensated for overtime hours worked either in payment or in compensatory time as defined in the Fair Labor Standards Act. Compensatory time may be accumulated at the rate of one and one-half (1½) times up to a maximum of twenty-four (24) hours and may be used at any time, including in combination with one week of vacation for 12-month employees, with the approval of the administrative supervisor. For example, 16 hours of accumulated time, at the rate of one and one-half equals the 24 hour maximum (16 hours x 1.5 = 24). Each person is responsible for keeping an accurate record of compensatory time earned and used and for accurately reporting the time as it is earned and used on proper District payroll forms. Compensatory time may not be carried over from one fiscal year to the next and must be either used or turned in for payment prior to the June 1 payroll report to allow for payment in the year in which the time was accumulated.

## **10.6 Personal Property**

In the event a bargaining unit member has had loss or damage to personal property that has been reported on a Unit 5 vandalism report and is the direct result of student reaction to the bargaining unit member, the administration will make every reasonable effort to recover the cost of replacement or repayment from the parents of the student involved.

## **10.7 Substitute Work**

A bargaining unit member who is appropriately certified may internally substitute for a certified employee and will be paid the substitute teacher rate of pay or the bargaining unit member's regular rate of pay, whichever is higher. Bargaining unit members who internally substitute will also receive an additional \$20.00 per day. No bargaining unit member shall be required to work as a substitute teacher; however, such bargaining unit member may be requested to substitute for a teacher in his/her building in an emergency situation or when other substitutes are unattainable.

When a bargaining unit member covers a class or substitutes for a certified employee for less than a half day, they will receive their regular rate of pay and be paid the internal substitute rate of \$20.00 per period.

## **10.8 Payroll Installments**

Each bargaining unit member shall be paid by direct deposit on the basis of 12 month equal payments.

### **10.8.1 Direct Deposit**

Each bargaining unit member shall be paid by direct deposit.

### **10.8.2 Paydays**

Paydays will be on the fifteenth (15<sup>th</sup>) and the thirtieth (30<sup>th</sup>) of the month. In the event a payday falls on a non-business day, bargaining unit members shall be paid on the preceding business day.

### **10.8.3 Final Year of Employment**

For IMRF purposes, any bargaining unit member who has notified the district of their intent to retire will have their checks converted to a length of contract pay for their final year of employment.

### **10.8.4 Special Payroll and Check Statements**

All special payroll will be included on the regular 30<sup>th</sup> of the month payment, and clearly indicated and itemized on the statement rather than paid by special payroll check. Additional information, including sick leave and medical leave, is available via Employee Access. Hourly rates are listed on the attached salary schedule.

## **10.9 Retirement Incentive**

The following retirement program shall be available to eligible bargaining unit members:

1. A bargaining unit member will be eligible for this program if he/she is 55 years of age, has 20 years of service credit in the District, and is eligible to retire under the provisions of the Illinois Municipal Retirement Fund.
2. To be eligible for participation, the bargaining unit member must apply at least six (6) months prior to retirement.
3. A one-time total bonus of \$500 will be paid (*in four equal installments of \$125*) over the last four (4) months of employment.
4. The bargaining unit member may revoke his/her election to retire in the case of death or total disability of the spouse, or for a major life change as deemed appropriate by the Board. A bargaining unit member who revokes his/her election to retire must repay to the Board all monies paid as an incentive.
5. A retiring person who is at least 55 years of age and who has at least *five (5)* years of service in Unit 5 may elect to remain covered under the Unit 5 health insurance program at the amount presently offered to current bargaining members. The retiree is responsible for payment of the premium. The premium is payable in quarterly installments no later than the tenth day (10th) of (January, April, July, October) to the District Office.

## **10.10 Longevity**

Each bargaining unit member is entitled to a longevity increment beginning with the fifth year of service in Unit 5 as follows:

\$250 per year beginning with the fifth year of service  
\$500 per year beginning the tenth year of service  
\$750 per year beginning the fifteenth year of service  
\$1,000 per year beginning the twentieth year of service

The longevity increment shall be paid in two equal installments, one on or before the last paycheck prior to winter break and one on or before the last paycheck of the fiscal year and will continue each year the individual continues to be employed by Unit 5. The longevity amount shall be prorated for a bargaining unit member who leaves mid-year.

## **10.11 Holidays**

Each educational office personnel is paid for the following holidays provided such days fall during the bargaining unit member's contract period and the bargaining unit member is at work at the time:

New Year's Day	<i>January 1</i>
Martin Luther King's Birthday	<i>Third Monday in January</i>
President's Day	<i>TBD</i>
Casimir Pulaski Day	<i>First Monday in March</i>
Board Holiday (Good Friday)	<i>Friday Before Easter</i>
Memorial Day	<i>Last Monday in May</i>
Independence Day	<i>July 4</i>
Labor Day	<i>First Monday in September</i>
Columbus Day	<i>Second Monday in October</i>
Veteran's Day	<i>November 11</i>
Thanksgiving Day	<i>Fourth Thursday in November</i>
Day After Thanksgiving Day	<i>Fourth Friday in November</i>
Christmas	<i>December 25</i>

If the Board waives a current holiday, the holiday will remain a paid floating holiday for all educational office bargaining unit members.

In the event a holiday (except Christmas and New Year's Day) falls on a weekend, less than 12-month bargaining unit members will receive no change in days paid and they will receive a floating student non-attendance day off. Twelve-month bargaining unit members will be paid a minimum of 250 days per year; however, they will not receive a floating student non-attendance day off. The one exception would be that when July 4 falls on a Saturday, Friday shall be a holiday and when it falls on a Sunday, Monday shall be a holiday. In the event a holiday falls during an authorized school break (i.e. Winter Break or Spring Break) bargaining unit members will receive no change in days paid or additional floating holidays.

If an authorized holiday falls during an educational office personnel's vacation, one additional day of vacation will be allowed.

### **10.12 Vacation**

Only full-time, twelve-month educational office bargaining unit members will have a vacation with pay. It shall be granted as follows:

After One (1) Full Year of Employment	One Week of Vacation
After Two (2) Full Years of Employment	Two Weeks of Vacation
After Eight (8) Full Years of Employment	Three Weeks of Vacation
After Twenty (20) Full Years of Employment	Four Weeks of Vacation

*Start Between July 1 and December 31*

- Effective the following July 1, bargaining unit member is eligible for one week of vacation that must be used by the second August 1.
- Bargaining unit member can count this year toward two years for two weeks and eight years for three weeks' vacation.

*Start Between January 1 and June 30*

- Effective July 1, bargaining unit member gets one-half day of vacation for every 25 days paid through July 1. Vacation must be used by the second August 1.
- Bargaining unit member cannot count this year toward two years for two weeks and eight years for three weeks' vacation.

Requests to use vacation as it is accrued shall be approved in advance by the administrative supervisor. Vacation time cannot be accumulated. The bargaining unit member and the administrative supervisor must work together to ensure that vacation time is taken at a mutually agreeable time.

A person who has been employed in a Unit 5 administrative assistant position of less than 12 months and who accepts a 12-month assignment will gain credit toward years of vacation. Years of service for vacation eligibility will be determined by dividing total months worked in a non 12-month position by 12 to determine the number of years that can be applied for vacation allotment as described above.

**ACCEPTANCE OF AGREEMENT**

**IN WITNESS WHEREOF**, the parties have executed this Agreement by their duly authorized representatives on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**BOARD OF EDUCATION OF COMMUNITY  
UNIT SCHOOL DISTRICT NO. 5, MCLEAN  
AND WOODFORD COUNTIES, ILLINOIS**

**UNIT FIVE SUPPORT PROFESSIONALS  
ASSOCIATION, IEA/NEA**

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**LETTER OF UNDERSTANDING**

**Safe Work Environment**

(Section 5.6)

Under the collective bargaining agreement, the Board commits to complying with all local, state and federal laws and regulations pertaining to a safe and healthy working environment. Both the Board and the Association desire that any unsafe or hazardous condition be remedied in a reasonable manner and in a timely fashion. In the event that a condition which the Association concludes is unsafe or hazardous is not timely remedied at the building level, the Association shall bring the matter to the superintendent. The Association’s suggested response to possible unsafe or hazardous conditions shall be welcomed at all levels. Responses to possible unsafe or hazardous conditions may initially involve testing and analysis by engineers and other appropriate professionals. The administration shall work to maintain the adequacy of air exchange within buildings.

This Letter of Understanding shall not be subject to the grievance/arbitration provision of the collective bargaining agreement.

**BOARD OF EDUCATION OF COMMUNITY  
UNIT SCHOOL DISTRICT NO. 5, MCLEAN  
AND WOODFORD COUNTIES, ILLINOIS**

**UNIT FIVE SUPPORT PROFESSIONALS  
ASSOCIATION, IEA/NEA**

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**LETTER OF UNDERSTANDING**

**Providing Necessary Technology**

The parties mutually recognize technology continues to play a more significant role in the education of students within the District and as a tool for the professionals working with students. Paraprofessionals are expected to read and respond to email from their colleagues and administrators and are often expected to use technology in their support of students.

The District agrees to provide paraprofessionals with access to technology resources, including hardware, software and training, needed to perform the functions of their job. Those functions may include communication with colleagues, data entry and reporting, and supporting students with curriculum as well as with learning and behavior goals.

**BOARD OF EDUCATION OF COMMUNITY  
UNIT SCHOOL DISTRICT NO. 5, MCLEAN  
AND WOODFORD COUNTIES, ILLINOIS**

**UNIT FIVE SUPPORT PROFESSIONALS  
ASSOCIATION, IEA/NEA**

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## LETTER OF UNDERSTANDING

### Evaluation

The parties mutually agree that the purpose of evaluation is to improve performance. Further, it is the intent of both parties that a new evaluation process will be implemented beginning with the 2021-2022 school year. In order to have a process in place, the parties agree to the following:

1. The current evaluation process as outlined in the Agreement will continue to be used during the 2020-2021 school year.
2. A joint Evaluation Committee will be formed, with equal representation from the Association and the District, to create a new evaluation process. The Committee will meet as needed, but at least quarterly, during the 2020-2021 school year.
3. The committee will consider the “draft” included below and will make recommendations for the evaluation process, as well as related professional development, implementation timelines and the instrument and forms to be used.
4. The Committee’s recommendations will be provided to the Association and the Board for consideration and inclusion in the successor Agreement.

The Committee will not be bound by the items included in the draft below, but it is intended to serve as a template and starting point for their discussions.

*Draft of Possible New Evaluation Language:*

#### **5.7 Employee Evaluation**

##### **5.7.1 Evaluation Criteria**

The evaluation of paraprofessionals shall be based primarily on overall work performance considering job skills and knowledge, attitude, communication skills, adaptability, dependability, and attendance.

The evaluation of educational office personnel shall be based primarily on overall work performance considering job skills and knowledge, work productivity, quality of work, attitude, communication skills, initiative, adaptability, dependability, work habits, and attendance.

##### **5.7.2 Probationary Period**

The probationary period for any new employee shall be 90 working days, during which a bargaining unit member may be dismissed at any time at the discretion of the Board. During the first 45 days of the probationary period, the evaluator shall conference with each bargaining unit member about his/her job performance. Once a bargaining unit member has successfully completed his/her probationary period, the bargaining unit member shall be evaluated according to the schedule set forth in Section 5.7.4.

##### **5.7.3 Orientation**

By October 1st of each school year, an evaluation orientation shall be conducted with all bargaining unit members being evaluated that year. Such orientation shall include the evaluation procedures and instrument to be used. At the time of the orientation, each bargaining unit member shall be advised of the designated administrator who shall evaluate the bargaining unit member’s performance for that school year.

##### **5.7.4 Frequency of Evaluation**

The evaluation of bargaining unit members shall be conducted using the instrument mutually agreed to by the Association and the Board. All bargaining unit members shall be rated as “excellent”, “proficient”, “needs

improvement” or “unsatisfactory”. Following the probationary period, a minimum of one (1) evaluation shall be conducted every two (2) years thereafter.

### **5.7.5 Formal Observations**

#### *Paraprofessionals*

At least one formal observation shall be held of each paraprofessional. A pre-conference will be held prior to each formal observation at which the evaluator and paraprofessional will discuss the job duties, responsibilities, and other expectations of the paraprofessional. The evaluator will establish the specific day(s) and time(s) for the observation(s). A post-conference shall be held within five (5) school days after each formal observation at which the evaluator and paraprofessional will discuss the paraprofessional’s strengths, weaknesses, and suggestions for improvement and the reasons for identifying the areas as such.

#### *Educational Office Personnel*

Educational office personnel may request a formal observation. A pre-conference will be held prior to each formal observation at which the evaluator and educational officer personnel employee will discuss the job duties, responsibilities, and other expectations of the employee. In any event, the evaluator shall be familiar with the duties and responsibilities of the position. A post-conference shall be held within five (5) school days after each formal observation at which the evaluator and educational office personnel employee will discuss the employee’s strengths, weaknesses, and suggestions for improvement and the reasons for identifying the areas as such.

### **5.7.6 Informal Observations**

Unscheduled informal observations of paraprofessionals and educational office personnel may be conducted at any time.

### **5.7.7 Summative Conference**

Evaluations will be completed by April 15th of each year. The evaluator and the bargaining unit member shall have a summative conference within five (5) school days after an evaluation is completed to discuss the written evaluation.

### **5.7.8 Professional Development Plan**

Within 30 school days after the completion of an evaluation rating a bargaining unit member as “needs improvement”, the evaluator, in consultation with the bargaining unit member, shall develop a professional development plan directed to the areas that need improvement and any supports that the District will provide to address the areas identified as needing improvement.

A bargaining unit member who fails to complete any applicable professional development plan with at least a “proficient” rating shall be deemed “unsatisfactory”.

A bargaining unit member who receives at least a “proficient” rating at the end of the professional development plan shall be reinstated to the evaluation schedule set forth in Section 5.7.4.

### **5.7.9 Remediation Plan**

Within 30 school days after completion of an evaluation rating a bargaining unit member as “unsatisfactory”, development and commencement by the District of a remediation plan designed to correct deficiencies cited, provided the deficiencies are deemed remediable. The remediation plan shall provide for 90 school days of remediation.

A bargaining unit member who fails to complete any applicable remediation plan with at least a “proficient” rating shall be dismissed.

A bargaining unit member who receives at least a “proficient” rating at the end of the remediation plan shall be reinstated to the evaluation schedule set forth in Section 5.7.4. If the bargaining unit member receives an evaluation rating of “unsatisfactory” on the bargaining unit member’s next evaluation following completion of the remediation plan, the District may forego a subsequent remediation and dismiss the bargaining unit member.

**5.7.10 Response**

Within twenty (20) working days of the summative conference, a bargaining unit member shall have the right to attach comments to the evaluation placed in his/her personnel file.

**5.7.11 Irremediable Actions**

Nothing in this Section 5.7 shall be construed as preventing immediate dismissal of a bargaining unit member for actions or deficiencies which are deemed irremediable.

**BOARD OF EDUCATION OF COMMUNITY  
UNIT SCHOOL DISTRICT NO. 5, MCLEAN  
AND WOODFORD COUNTIES, ILLINOIS**

**UNIT FIVE SUPPORT PROFESSIONALS  
ASSOCIATION, IEA/NEA**

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**LETTER OF UNDERSTANDING**

**Use of Sick Leave for Less than One-Half the Normal Scheduled Workday**

During collective bargaining, the Unit Five Support Professionals Association-IEA/NEA (“UFSPA”) proposed adding a subsection to Section 8.1.1 of the Negotiated Contract providing for use of sick leave of bargaining unit members for less than one-half the normal scheduled workday. The proposed language is similar to language contained in the Unit Five Education Association-IEA/NEA (“UFEA”) Negotiated Contract. The Board of Education acknowledged the rationale for UFSPA’s proposal but expressed concerns it may increase absenteeism and coverage issues, negatively impact coverage of student IEP minutes, and create additional work for payroll. To address the payroll issue, the District is changing the process for employees to enter sick leave. However, in order to determine whether the Board’s concerns are valid, the Board and UFSPA agree to enter into this Letter of Understanding rather than including UFSPA’s proposal in the Negotiated Contract. Accordingly, for the duration of the Negotiated Contract, UFSPA and the Board of Education agree to the following:

Bargaining unit members should make arrangements outside the normal scheduled workday for medical appointments whenever possible. Covering an assignment during such absence may be difficult in some situations, and in some cases it may be necessary to employ an external substitute. Since external substitutes are usually employed for a half-day minimum, it may be necessary for a bargaining unit member to take a one-half (1/2) day of sick leave for such absence. Sick leave or absences for medical appointments of less than one-half (1/2) the normal scheduled workday shall be handled as follows:

- The building principal or designee may grant permission for a bargaining unit member to leave the building for a period of time which is less than one-half (1/2) the normal scheduled workday, but in increments of no less than fifteen (15) minutes, for sick leave or medical appointments as described in Section 8.1.1 of the Negotiated Contract.
- Such time away from the building must be recorded by the bargaining unit member.

The Board and UFSPA agree to reevaluate this Letter of Understanding during collective bargaining for a successor agreement. Assuming the Parties agree the implementation has not resulted in significant concerns or issues, it is the intent of the Parties to include this language in a successor agreement.

**BOARD OF EDUCATION OF COMMUNITY  
UNIT SCHOOL DISTRICT NO. 5, MCLEAN  
AND WOODFORD COUNTIES, ILLINOIS**

**UNIT FIVE SUPPORT PROFESSIONALS  
ASSOCIATION, IEA/NEA**

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Appendix A*

**2020-2021**

EOP LANE A		2020-21	EOP LANE B		2020-21	PARAPROFESSIONALS		
INDEX	HOURLY	STEP	INDEX	HOURLY	STEP	INDEX	HOURLY	ANNUAL*
1.000	\$13.55	1	1.000	\$14.30	1	1.000	\$13.55	\$17,073
1.030	\$13.96	2	1.030	\$14.73	2	1.030	\$13.96	\$17,585
1.060	\$14.36	3	1.060	\$15.16	3	1.060	\$14.36	\$18,097
1.090	\$14.77	4	1.090	\$15.59	4	1.090	\$14.77	\$18,610
1.120	\$15.18	5	1.120	\$16.02	5	1.120	\$15.18	\$19,122
1.150	\$15.58	6	1.150	\$16.45	6	1.150	\$15.58	\$19,634
1.180	\$15.99	7	1.180	\$16.87	7	1.180	\$15.99	\$20,146
1.210	\$16.40	8	1.210	\$17.30	8	1.210	\$16.40	\$20,658
1.245	\$16.87	9	1.245	\$17.80	9	1.245	\$16.87	\$21,256
1.280	\$17.34	10	1.280	\$18.30	10	1.280	\$17.34	\$21,853
1.315	\$17.82	11	1.315	\$18.80	11	1.315	\$17.82	\$22,451
1.350	\$18.29	12	1.350	\$19.31	12	1.350	\$18.29	\$23,049
1.385	\$18.77	13	1.385	\$19.81	13	1.385	\$18.77	\$23,646
1.420	\$19.24	14	1.420	\$20.31	14	1.420	\$19.24	\$24,244
1.455	\$19.72	15	1.455	\$20.81	15	1.455	\$19.72	\$24,841
1.490	\$20.19	16	1.490	\$21.31	16	1.490	\$20.19	\$25,439
1.525	\$20.66	17	1.525	\$21.81	17	1.525	\$20.66	\$26,036
1.560	\$21.14	18	1.560	\$22.31	18	1.560	\$21.14	\$26,634
1.595	\$21.61	19	1.595	\$22.81	19	1.595	\$21.61	\$27,231
1.630	\$22.09	20	1.630	\$23.31	20	1.630	\$22.09	\$27,829
1.670	\$22.63	21	1.670	\$23.88	21	1.670	\$22.63	\$28,512
1.710	\$23.17	22	1.710	\$24.45	22	1.710	\$23.17	\$29,195
1.750	\$23.71	23	1.750	\$25.03	23	1.750	\$23.71	\$29,878
1.790	\$24.25	24	1.790	\$25.60	24	1.790	\$24.25	\$30,561
1.830	\$24.80	25	1.830	\$26.17	25	1.830	\$24.80	\$31,244
1.870	\$25.34	26	1.870	\$26.74	26	1.870	\$25.34	\$31,927
1.910	\$25.88	27	1.910	\$27.31	27	1.910	\$25.88	\$32,609
1.950	\$26.42	28	1.950	\$27.89	28	1.950	\$26.42	\$33,292
1.990	\$26.96	29	1.990	\$28.46	29	1.990	\$26.96	\$33,975
2.030	\$27.51	30	2.030	\$29.03	30	2.030	\$27.51	\$34,658

*\* Annual pay is based on a full-time Paraprofessional position, equal to 1260 hours per year*

**2021-2022**

EOP LANE A		2021-22	EOP LANE B		2021-22	PARAPROFESSIONALS		
INDEX	HOURLY	STEP	INDEX	HOURLY	STEP	INDEX	HOURLY	ANNUAL*
1.000	\$13.80	1	1.000	\$14.47	1	1.000	\$13.80	\$17,388
1.030	\$14.21	2	1.030	\$14.90	2	1.030	\$14.21	\$17,910
1.060	\$14.63	3	1.060	\$15.34	3	1.060	\$14.63	\$18,431
1.090	\$15.04	4	1.090	\$15.77	4	1.090	\$15.04	\$18,953
1.120	\$15.46	5	1.120	\$16.21	5	1.120	\$15.46	\$19,475
1.150	\$15.87	6	1.150	\$16.64	6	1.150	\$15.87	\$19,996
1.180	\$16.28	7	1.180	\$17.07	7	1.180	\$16.28	\$20,518
1.210	\$16.70	8	1.210	\$17.51	8	1.210	\$16.70	\$21,039
1.245	\$17.18	9	1.245	\$18.02	9	1.245	\$17.18	\$21,648
1.280	\$17.66	10	1.280	\$18.52	10	1.280	\$17.66	\$22,257
1.315	\$18.15	11	1.315	\$19.03	11	1.315	\$18.15	\$22,865
1.350	\$18.63	12	1.350	\$19.53	12	1.350	\$18.63	\$23,474
1.385	\$19.11	13	1.385	\$20.04	13	1.385	\$19.11	\$24,082
1.420	\$19.60	14	1.420	\$20.55	14	1.420	\$19.60	\$24,691
1.455	\$20.08	15	1.455	\$21.05	15	1.455	\$20.08	\$25,300
1.490	\$20.56	16	1.490	\$21.56	16	1.490	\$20.56	\$25,908
1.525	\$21.05	17	1.525	\$22.07	17	1.525	\$21.05	\$26,517
1.560	\$21.53	18	1.560	\$22.57	18	1.560	\$21.53	\$27,125
1.595	\$22.01	19	1.595	\$23.08	19	1.595	\$22.01	\$27,734
1.630	\$22.49	20	1.630	\$23.59	20	1.630	\$22.49	\$28,342
1.670	\$23.05	21	1.670	\$24.16	21	1.670	\$23.05	\$29,038
1.710	\$23.60	22	1.710	\$24.74	22	1.710	\$23.60	\$29,733
1.750	\$24.15	23	1.750	\$25.32	23	1.750	\$24.15	\$30,429
1.790	\$24.70	24	1.790	\$25.90	24	1.790	\$24.70	\$31,125
1.830	\$25.25	25	1.830	\$26.48	25	1.830	\$25.25	\$31,820
1.870	\$25.81	26	1.870	\$27.06	26	1.870	\$25.81	\$32,516
1.910	\$26.36	27	1.910	\$27.64	27	1.910	\$26.36	\$33,211
1.950	\$26.91	28	1.950	\$28.22	28	1.950	\$26.91	\$33,907
1.990	\$27.46	29	1.990	\$28.80	29	1.990	\$27.46	\$34,602
2.030	\$28.01	30	2.030	\$29.37	30	2.030	\$28.01	\$35,298

*\* Annual pay is based on a full-time Paraprofessional position, equal to 1260 hours per year*

**2022-2023**

<b>EOP LANE A</b>		<b>2022-23</b>	<b>EOP LANE B</b>		<b>2022-23</b>	<b>PARAPROFESSIONALS</b>		
<b>INDEX</b>	<b>HOURLY</b>	<b>STEP</b>	<b>INDEX</b>	<b>HOURLY</b>	<b>STEP</b>	<b>INDEX</b>	<b>HOURLY</b>	<b>ANNUAL*</b>
1.000	\$14.07	1	1.000	\$14.67	1	1.000	\$14.07	\$17,728
1.030	\$14.49	2	1.030	\$15.11	2	1.030	\$14.49	\$18,260
1.060	\$14.91	3	1.060	\$15.55	3	1.060	\$14.91	\$18,792
1.090	\$15.34	4	1.090	\$15.99	4	1.090	\$15.34	\$19,324
1.120	\$15.76	5	1.120	\$16.43	5	1.120	\$15.76	\$19,856
1.150	\$16.18	6	1.150	\$16.87	6	1.150	\$16.18	\$20,387
1.180	\$16.60	7	1.180	\$17.31	7	1.180	\$16.60	\$20,919
1.210	\$17.02	8	1.210	\$17.75	8	1.210	\$17.02	\$21,451
1.245	\$17.52	9	1.245	\$18.26	9	1.245	\$17.52	\$22,072
1.280	\$18.01	10	1.280	\$18.78	10	1.280	\$18.01	\$22,692
1.315	\$18.50	11	1.315	\$19.29	11	1.315	\$18.50	\$23,313
1.350	\$18.99	12	1.350	\$19.80	12	1.350	\$18.99	\$23,933
1.385	\$19.49	13	1.385	\$20.32	13	1.385	\$19.49	\$24,554
1.420	\$19.98	14	1.420	\$20.83	14	1.420	\$19.98	\$25,174
1.455	\$20.47	15	1.455	\$21.34	15	1.455	\$20.47	\$25,795
1.490	\$20.96	16	1.490	\$21.86	16	1.490	\$20.96	\$26,415
1.525	\$21.46	17	1.525	\$22.37	17	1.525	\$21.46	\$27,036
1.560	\$21.95	18	1.560	\$22.89	18	1.560	\$21.95	\$27,656
1.595	\$22.44	19	1.595	\$23.40	19	1.595	\$22.44	\$28,276
1.630	\$22.93	20	1.630	\$23.91	20	1.630	\$22.93	\$28,897
1.670	\$23.50	21	1.670	\$24.50	21	1.670	\$23.50	\$29,606
1.710	\$24.06	22	1.710	\$25.09	22	1.710	\$24.06	\$30,315
1.750	\$24.62	23	1.750	\$25.67	23	1.750	\$24.62	\$31,024
1.790	\$25.19	24	1.790	\$26.26	24	1.790	\$25.19	\$31,733
1.830	\$25.75	25	1.830	\$26.85	25	1.830	\$25.75	\$32,443
1.870	\$26.31	26	1.870	\$27.43	26	1.870	\$26.31	\$33,152
1.910	\$26.87	27	1.910	\$28.02	27	1.910	\$26.87	\$33,861
1.950	\$27.44	28	1.950	\$28.61	28	1.950	\$27.44	\$34,570
1.990	\$28.00	29	1.990	\$29.19	29	1.990	\$28.00	\$35,279
2.030	\$28.56	30	2.030	\$29.78	30	2.030	\$28.56	\$35,988

*\* Annual pay is based on a full-time Paraprofessional position, equal to 1260 hours per year*

*Appendix B*

**EDUCATIONAL OFFICE PERSONNEL LANE PLACEMENT 2020-2023**

**THIS DOCUMENT IS BEING REVIEWED BY THE PARTIES  
AND WILL BE UPDATED AND REPLACED ACCORDINGLY.**

Any new positions created by the Board shall be considered by the Board and Unit Five Support Professionals Association. Final placement in a lane shall be made by mutual agreement between both parties.

**Lane A**

*Positions in this lane may have any of the following criteria:*

Part-time to full-time in nature, low to moderate level of confidentiality and reports to a midlevel supervisor.

*Positions in this lane include:*

Elementary School Administrative Assistant  
Junior High Receptionist  
Juvenile Detention Center  
Media Services  
Part-Time Positions  
Special Education (9 – 10 months)  
Associate Principal Administrative Assistant  
Attendance Administrative Assistant  
Elementary Principal Administrative Assistant  
Guidance Administrative Assistant  
Payroll Assistant  
Production  
Receptionist – Senior High School  
Special Position in Media Services

**Lane B**

*Positions in this lane should have any of the following criteria:*

Full-time in nature, high level of confidentiality, job responsibilities have a high degree of impact that affects staff, parents, students or outside vendors and reports to a high level supervisor.

*Positions in this lane include:*

Accounts Payable  
Assistant Superintendent  
Bookkeeper  
Director Administrative Assistant  
High School Registrar  
Human Resources Project Specialist  
Junior/Senior High School Principal Administrative Assistant  
Payroll  
Receptionist – Unit office  
Special Education (12 months)

## *Appendix C*

### **PROCEDURE FOR RESOLVING CONCERNS**

#### *McLean County Unit District No. 5*

1809 West Hovey Ave., Normal, IL 61761-4339

The Unit 5 Administration is interested in receiving and processing valid concerns of its constituency in an appropriate sequence. Each concern shall be considered on its merits and every effort will be made to resolve issues in a positive and professional manner.

The following steps are recommended when a concern is registered against a person, policy, or procedure. Each step/action taken will depend upon the severity of the concern and may be adjusted accordingly. All concerns will be processed to completion using the following guidelines.

#### **Step One**

All concerns should be directed to the individual(s) involved. In an attempt to resolve differences at this level, all parties involved should participate in the process. This may include a personal conference, a telephone conversation, or a written communication.

#### **Step Two**

If resolution is not achieved at Step One, a “Concern Resolution Form” will be submitted to the building principal/designee. The following actions will be taken upon receipt of the Concern Resolution Form.

- Any concern or series of concerns that are requested to be placed in a staff member’s personnel file or that may result in disciplinary action shall be brought to the attention of the staff member as soon as possible.
- The building administrator will schedule a conference with the concerned party or parties and the staff member involved to review the concern(s). A copy of the Concern Resolution Form will be provided for all parties.
- The building principal/designee will conduct an investigation based on the documents submitted and the information discussed at the conference.
- The building administrator will provide a written recommendation for resolution to all parties.

#### **Step Three**

If resolution is not achieved at Step 2, the concerned party may appeal the recommendation to the Assistant Superintendent of Operations and Human Resources. The building principal will submit all documentation along with the Concern Resolution Form indicating prior actions taken.

The following actions will be taken in Step Three.

- The Assistant Superintendent of Operations and Human Resources will conduct a hearing involving all parties.
- The Assistant Superintendent of Operations and Human Resources will complete a written recommendation within seven days of the hearing completion. All materials reviewed will be considered for placement in a staff member’s personnel file.

This procedure shall not be construed to create an independent right to a hearing before the Board. An individual not satisfied after following the outlined procedures may file a grievance under Board Policy No. 2.260 (*Uniform Grievance Procedure*).



## Appendix D

### **THE FOLLOWING LEAVE SUMMARIES ARE NOT INTENDED TO REPLACE CONTRACT LANGUAGE. SEE GROUP-SPECIFIC CONTRACT, AGREED-UPON LANGUAGE, OR BOARD POLICY FOR SPECIFIC LEAVE INFORMATION.**

**Sick Leave** – Paid leave that can be used by an employee for personal illness or for serious illness or death for members of the immediate family as defined by the contract. Sick leave may also be used during the adoption of a child. All benefits remain intact when an employee is utilizing sick leave.

**Bereavement Leave** – Paid leave that can be used by an employee for up to three days to deal with funeral matters of the immediate family. If the request is for a family member who doesn't qualify under the terms of the contract, the request may be considered under the terms of Emergency Leave.

**Personal Leave** – Paid leave for personal business that may not be taken during the first five or last five days of the student attendance year without permission of the Assistant Superintendent of Human Resources. Must be requested 48 hours in advance and the Administration may deny the leave if approval would adversely impact operations or the provision of services. Unused personal leave may accumulate to a maximum of 4 days and all unused personal leave days eventually convert to sick leave.

**Jury Duty Leave** – Paid leave for time served on a jury.

**Emergency Leave** – Paid leave to accommodate extreme situations when other leaves do not apply. A member must give a reason for the request, and such leave will be approved or denied by a committee consisting of the Superintendent or designee, principal of the building from which the request was made, and the president of the Association or designee.

**Professional Leave** – Paid leave that may be allowed by the Superintendent or designee for the enhancement of a bargaining unit member's professional capacity. A member must request professional leave in writing at least one (1) week prior to the day of the requested absence.

**Medical Leave** – Unpaid leave that can be used by an employee for personal illness only. Medical leave is only available after sick leave has been exhausted. All benefits, except pay, remain intact when an employee is utilizing medical leave. FMLA is run concurrently when applicable.

**Personal Illness Leave** – Unpaid leave that can be used for an employee's personal illness. The leave requires Board approval prior to use, and is available only after sick leave and medical leave have been exhausted. An employee can request personal illness leave for the remainder of the current contract year only. Employee health insurance will be maintained through the month following the beginning of the leave or longer if required under the Family and Medical Leave Act. An employee can continue health insurance following said time period at his or her personal cost during the leave. All other benefits will be suspended during the leave.

**Family Hardship Leave** – Unpaid leave that can be used by an employee for family care. The leave requires Board approval prior to use, and CANNOT be used for the same reason given for the use sick leave, medical leave, and/or personal leave. All benefits will be suspended during the leave unless otherwise required to be maintained under the Family and Medical Leave Act. An employee can continue health insurance at his or her personal cost during the leave. *Total leave allowance is two years.*

**Parental Leave** – Unpaid leave that can be used by an employee for parental reasons. The leave requires Board approval prior to use. All benefits are suspended during parental leave unless otherwise required to be maintained under the Family and Medical Leave Act. An employee can continue health insurance at his or her personal cost during the leave. *Total leave allowance is two years.*

**Planned Extended Leave** – Unpaid leave that can be used with no specific reason given by the employee provided a suitable replacement can be employed. Seniority is not impacted by taking such leave; however experience credit is not accrued while on leave. All benefits are suspended during a planned extended leave. An employee can continue health insurance at his or her personal cost. When returning from leave, the employee will be placed in an available position for which they are qualified, unless impacted by a Reduction in Force. *Total leave is two years.*

**Leave Without Pay** – Requests for absences from work that do not fall under any other leave policy may be granted by a supervising administrator. Unless circumstances warrant, leave without pay shall not be granted immediately prior to or immediately following holidays or vacations. The pay for a bargaining unit member who is granted a leave without pay shall be reduced as per the salary contract.

**Family Medical Leave Act (FMLA)** – Unpaid leave for up to 12 or 26 weeks in a fixed year that can be used by eligible employees for a serious health condition of the employee or the employee's spouse, child, or parent, birth or adoption, qualifying exigencies, and for care of a certain covered servicemembers with serious injuries or illnesses. All benefits, except pay, remain intact when utilizing FMLA, provided the employee continues to pay any proportionate cost of said benefits. (Accrued compensatory time-off and other paid or unpaid leaves will run concurrently with FMLA- leave where applicable.) *Completion of other forms may be required.*

## Appendix E

### ***Directions for the completion of monthly travel report for reimbursement***

This document includes the mileage travel chart and the monthly travel report form that you will use to document your mileage for reimbursement. Listed are guidelines to use as you complete your mileage report:

- 1. Please complete this form electronically instead of hand-written.**
- 2. Complete ALL of the information at the top of the form (type in the gray shaded boxes).**
  1. Once you've typed in the cell and hit Enter or tabbed out, the gray shading will disappear.
  2. For the "Reimbursement Month" and "Homebase" fields, select a value from the drop-down menu.
- 3. Complete as many lines of the Travel Log as necessary.**
  1. For each line, input information into the Date, From, To, Purpose, and Miles fields. The Rate and Reimbursement fields will be automatically calculated.
  2. If you get a "Update Form" error in the Reimbursement field, the spreadsheet cannot find a mileage rate for the date that you input in that line. Please download the most current version of the form.
  3. The Reimbursement Total is rounded after each line of the Travel Log has been summed.
  4. Only record the miles that you actually travel between buildings, not round trips.
  5. Use the mileage chart tab on the document to figure your mileage.
  6. Staff members will be compensated for miles actually traveled between district buildings.
- 4. Complete the Account Distribution table.**
  1. The total on the Account Distribution must equal the total on the Travel Log.
  2. Call the Business Office (Accounts Payable) if you need an account number that's not listed.
- 5. Submit the completed form to Accounts Payable for processing.**
  1. The building administrator must sign the completed form.
  2. The form must be printed on pink paper before submitted to the Unit Office.
  3. Complete for a full month (no partial month payments).
  4. Approved travel sheets (sheets with admin signature) are processed the first week of each month.

**You can download a current version of this form by going to [www.unit5.org](http://www.unit5.org) and navigating to Staff > Staff - Resources > Mileage Reimbursement,**

**OR**

**at [sites.google.com/myunit5.org/finance-dept/accounts-payable/mileage-reimbursement](https://sites.google.com/myunit5.org/finance-dept/accounts-payable/mileage-reimbursement)**

The District and the Association collaborated in the development of the travel document. We recognize there may be some discrepancies within the data on the chart. If you find the chart does not accurately reflect the distance or time you travel, please notify Curt Richardson.

**MCLEAN COUNTY UNIT DISTRICT NO. 5  
MONTHLY TRAVEL REPORT  
For Mileage Reimbursement**

**PLEASE TYPE IN THE GRAY BOXES. THEY WILL TURN WHITE ONCE THEY HAVE BEEN FILLED IN.**

<b>EMPLOYEE NAME</b>		<b>REIMBURSEMENT MONTH</b>		<b>HOMEBASE</b>	
<b>HOME ADDRESS</b>		<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	<b>LAST 4 OF SSN</b>

PLEASE PRINT THIS FORM ON PINK PAPER

**ACCOUNT DISTRIBUTION**

Account Description	Account Number	Dollar Amt
Technology Administrator	10E000 2661 3320 00 000000	
Technology Personnel	10E000 2664 3320 00 000000	
Social Workers	10E000 2110 3320 00 000000	
Psychologists	10E000 2140 3320 00 000000	
Superintendents Office	10E000 2321 3320 00 000000	
Curriculum Instruction Personnel	10E000 2211 3320 00 000000	
Principal/Assoc. Principal/Admin	10E000 2410 3320 00 000000	
Principal's Admin Assts	10E000 2410 3320 00 000000	
Human Resources	10E000 2641 3320 00 000000	
Business Director	10E000 2510 3320 00 000000	
Elementary Teachers/Teacher Asst/Med Nurses	10E100 1110 3320 00 000000	
CJHS Teachers/Teacher Assistants	10E202 1120 3320 00 000000	
EJHS Teachers/Teacher Assistants	10E201 1120 3320 00 000000	
KJHS Teachers/Teacher Assistants	10E204 1120 3320 00 000000	
PJHS Teachers/Teacher Assistants	10E203 1120 3320 00 000000	
NCJHS Teachers/Teacher Assistants	10E301 1130 3320 00 000000	
NCWHS Teachers/Teacher Assistants	10E302 1130 3320 00 000000	
Special Education	10E000 1220 3320 00 000000	
School Nurses	10E000 2134 3320 00 000000	
Custodians	20E000 2542 3320 00 000000	
Food Service Administrators	10E000 2561 3320 00 000000	
Food Service Employees	10E000 2562 3320 00 000000	
Transportation Admin	40E000 2551 3320 00 000000	
Special Ed. Purposes	40E000 2552 3310 00 000000	
Other (Call Business Office for Acct Number)		
<b>Total</b>		<b>\$ -</b>

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINCIPAL/SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE



**Mileage Chart**

	ERRC	Transportation	Unit Office	Warehouse	NCHS	NCWHS	CJHS	EJHS	KJHS	PJHS	Benjamin ES	Brigham ELC	Carlock ES	Cedar Ridge ES	Eugene Field	Fairview ES	Fox Creek ES	Glenn ES	Grove ES	Hoose ES	Hudson ES	Northpoint ES	Oakdale ES	Parkside ES	Pepper Ridge ES	Prairieland ES	Sugar Creek ES	Towanda ES
ERRC	0.4	4.7	0.6	7.3	3.2	3.5	15.4	3.3	4.0	13.8	11.6	11.2	12.1	3.1	1.9	13.0	3.8	6.6	4.1	4.9	6.7	3.4	4.3	11.0	2.8	4.2	7.9	
Transportation	0.4	5.1	0.1	7.7	3.7	3.9	15.9	3.8	4.4	14.2	12.1	11.7	12.5	3.5	2.3	13.5	4.3	7.0	4.6	5.3	7.1	3.8	4.7	11.4	3.2	4.6	8.3	
Unit Office	4.7	5.1	5.3	7.5	1.5	2.5	8.5	2.0	0.7	11.2	5.6	9.2	5.8	3.0	3.0	7.7	2.2	6.8	2.7	9.8	5.1	1.3	0.7	5.7	5.1	3.9	11.3	
Warehouse	0.6	0.1	5.3	7.9	3.8	4.1	16.0	3.9	4.5	14.4	12.2	11.8	12.7	3.7	2.4	13.6	4.4	7.2	4.7	5.4	7.3	4.0	4.9	11.6	3.4	4.8	8.5	
NCHS	7.3	7.7	7.5	7.9	8.1	4.9	9.4	5.7	8.1	7.5	10.2	15.3	10.1	4.4	5.9	13.3	6.1	1.0	5.0	10.7	2.6	6.1	8.1	11.3	4.9	3.8	3.1	
NCWHS	3.2	3.7	1.5	3.8	8.1	3.1	9.9	2.4	0.7	12.7	9.3	8.4	9.6	2.9	2.5	8.1	3.5	7.3	3.8	8.4	5.3	2.2	1.0	6.9	3.6	4.2	9.1	
CJHS	3.5	3.9	2.5	4.1	4.9	3.1	6.8	1.2	2.5	9.4	5.6	12.0	5.6	0.7	2.0	8.4	1.0	4.0	0.9	6.9	2.5	1.6	2.5	6.7	2.5	1.3	7.6	
EJHS	15.4	15.9	8.5	16.0	9.4	9.9	6.8	7.5	9.1	5.5	4.2	20.0	3.8	8.4	8.5	7.8	7.0	9.5	7.4	19.3	7.7	7.4	9.2	5.8	9.0	7.3	11.3	
KJHS	3.3	3.8	2.0	3.9	5.7	2.4	1.2	7.5	1.7	10.2	4.8	10.5	4.8	1.7	1.6	7.5	1.2	5.2	1.7	8.5	3.8	0.4	1.8	5.9	3.7	2.6	9.2	
PJHS	4.0	4.4	0.7	4.5	8.1	0.7	2.5	9.1	1.7	11.8	6.6	8.8	6.8	2.7	2.5	7.3	2.8	6.5	3.2	9.1	4.7	1.5	0.3	6.2	4.4	3.5	9.9	
Benjamin ES	13.8	14.2	11.2	14.4	7.5	12.7	9.4	5.5	10.2	11.8	8.2	21.8	8.5	10.0	11.2	11.3	9.1	7.8	8.7	16.9	7.0	10.2	12.2	9.3	10.2	8.6	9.3	
Brigham ELC	11.6	12.1	5.6	12.2	10.2	9.3	5.6	4.2	4.8	6.6	8.2	16.2	0.9	6.2	6.0	4.8	4.5	9.4	5.7	15.4	7.5	5.0	8.1	2.7	8.0	7.1	17.1	
Carlock ES	11.2	11.7	9.2	11.8	15.3	8.4	12.0	20.0	10.5	8.8	21.8	16.2	17.1	12.3	10.9	18.5	11.3	14.9	13.4	10.5	15.0	10.4	8.8	16.4	12.0	14.3	16.7	
Cedar Ridge ES	12.1	12.5	5.8	12.7	10.1	9.6	5.6	3.8	4.8	6.8	8.5	0.9	17.1	6.3	6.1	5.2	4.6	9.5	5.8	15.9	7.6	5.1	8.5	3.1	12.9	7.2	17.6	
Eugene Field	3.1	3.5	3.0	3.7	4.4	2.9	0.7	8.4	1.7	2.7	10.0	6.2	12.3	6.3	1.5	9.3	1.5	3.8	1.1	6.5	2.7	1.8	2.6	7.2	2.0	1.4	6.2	
Fairview ES	1.9	2.3	3.0	2.4	5.9	2.5	2.0	8.5	1.6	2.5	11.2	6.0	10.9	6.1	1.5	9.2	2.1	5.0	2.6	7.0	4.1	1.7	2.6	12.1	2.3	2.7	7.8	
Fox Creek ES	13.0	13.5	7.7	13.6	13.3	8.1	8.4	7.8	7.5	7.3	11.3	4.8	18.5	5.2	9.3	9.2	7.8	16.7	8.8	16.8	10.7	7.2	7.4	2.6	13.8	10.3	18.5	
Glenn ES	3.8	4.3	2.2	4.4	6.1	3.5	1.0	7.0	1.2	2.8	9.1	4.5	11.3	4.6	2.1	7.8	5.6	1.2	9.0	3.5	1.1	2.7	5.8	3.6	2.3	9.7		
Grove ES	6.6	7.0	6.8	7.2	1.0	7.3	4.0	9.5	5.2	6.5	7.8	9.4	14.9	9.5	3.8	5.0	16.7	5.6	4.6	10.0	1.8	5.5	6.3	10.6	4.0	3.1	3.7	
Hoose ES	4.1	4.6	2.7	4.7	5.0	3.8	0.9	7.4	1.7	3.2	8.7	5.7	13.4	5.8	1.1	2.6	8.8	1.2	4.6	7.6	2.5	1.8	3.2	6.7	2.9	1.3	6.8	
Hudson ES	4.9	5.3	9.8	5.4	10.7	8.4	6.9	19.3	8.5	9.1	16.9	15.4	10.5	15.9	6.5	7.0	16.8	9.0	10.0	7.6	11.9	9.2	10.1	15.4	8.8	11.1	7.9	
Northpoint ES	6.7	7.1	5.1	7.3	2.6	5.3	2.5	7.7	3.8	4.7	7.0	7.5	15.0	7.6	2.7	4.1	10.7	3.5	1.8	2.5	11.9	3.9	4.8	8.7	3.1	1.5	5.2	
Oakdale ES	3.4	3.8	1.3	4.0	6.1	2.2	1.6	7.4	0.4	1.5	10.2	5.0	10.4	5.1	1.7	7.2	1.1	5.5	1.8	9.2	3.9	1.5	6.0	3.8	2.7	9.3		
Parkside ES	4.3	4.7	0.7	4.9	8.1	1.0	2.5	9.2	1.8	0.3	12.2	8.1	8.8	8.5	2.6	2.6	7.4	2.7	6.3	3.2	10.1	4.8	1.5	6.4	4.7	3.5	10.2	
Pepper Ridge ES	11.0	11.4	5.7	11.6	11.3	6.9	6.7	5.8	5.9	6.2	9.3	2.7	16.4	3.1	7.2	12.1	2.6	5.8	10.6	6.7	15.4	8.7	6.0	6.4	11.8	8.3	16.5	
Prairieland ES	2.8	3.2	5.1	3.4	4.9	3.6	2.5	9.0	3.7	4.4	10.2	8.0	12.0	12.9	2.0	2.3	13.8	3.6	4.0	2.9	8.8	3.1	3.8	4.7	11.8	1.7	5.5	
Sugar Creek ES	4.2	4.6	3.9	4.8	3.8	4.2	1.3	7.3	2.6	3.5	8.6	7.1	14.3	7.2	1.4	2.7	10.3	2.3	3.1	1.3	11.1	1.5	2.7	3.5	8.3	1.7	5.6	
Towanda ES	7.9	8.3	11.3	8.5	3.1	9.1	7.6	11.3	9.2	9.9	9.3	17.1	16.7	17.6	6.2	7.8	18.5	9.7	3.7	6.8	7.9	5.2	9.3	10.2	16.5	5.5	5.6	

**PLEASE NOTE:**

This mileage chart to meant to be a convenient way to look up the mileage between buildings in Unit 5, and was compiled using the directions tool in Google Maps. Quite often there are multiple possible routes between buildings. Every effort was made to choose the most probable route a reasonable individual would select given mileage, travel time, and simplicity among other factors. The figures above may not be the exact mileage you travel between buildings.

BUILDING

*Travel Time Chart*

ADMIN	ADMIN	NCHS	NCWHS	CIHS	EVANS	KIHS	PJHS	BENJAMIN	BRIGHAM	CARLOCK	CEDAR RIDGE	FAIRVIEW	FIELD	FOX CREEK	GLENN	GROVE	HOOSE	HUDSON	NORTHPOINT	OAKDALE	PAKSID ELEM	PEPPER RIDGE	PRAIRIELAND	SUGAR CREEK	TOWANDA	EERC	WAREHOUSE/TRANS
NCHS	21																										
NCWHS	8	19																									
CIHS	11	15	12																								
EVANS	20	20	22	18																							
KIHS	9	16	10	9	19																						
PJHS	6	19	7	11	21	9																					
BENJAMIN	24	16	26	21	13	20	23																				
BRIGHAM	17	23	20	21	12	10	18	15																			
CARLOCK	17	22	16	22	27	20	17	29	22																		
CEDAR RIDGE	15	23	21	19	11	16	19	15	8	23																	
FAIRVIEW	12	15	10	11	21	9	11	13	19	19	19																
FIELD	13	14	12	8	19	11	12	20	19	23	19	9															
FOX CREEK	18	27	22	23	19	21	21	20	15	27	16	25	25														
GLENN	11	17	13	9	17	8	12	19	16	25	15	13	10	21													
GROVE	20	7	19	14	20	18	18	14	22	23	21	16	13	27	17												
HOOSE	12	14	14	8	17	9	13	17	18	24	18	12	9	23	9	14											
HUDSON	20	17	17	19	26	18	18	27	27	22	27	15	17	26	19	22	19										
NORTHPOINT	17	17	17	11	17	15	16	13	19	23	22	15	13	24	14	8	11	20									
OAKDALE	8	10	10	10	19	6	8	21	17	26	16	10	10	21	9	17	11	18	14								
PARKSIDE ELEM	7	8	8	12	20	10	6	24	19	16	17	12	12	19	12	19	13	19	16	8							
PEPPER RIDGE	16	19	19	20	14	16	17	16	12	23	12	20	20	11	17	22	19	22	19	17	17						
PRAIRIELAND	15	13	13	12	20	14	14	19	24	21	23	11	11	26	14	12	12	18	11	13	15	22					
SUGAR CREEK	14	17	15	8	17	12	14	17	20	22	20	11	10	24	11	11	7	18	9	12	14	20	9				
TOWANDA	21	11	17	18	21	19	19	16	26	24	25	16	17	27	20	12	7	21	16	19	21	23	17	15			
EERC	14	11	11	13	24	12	13	24	22	19	22	9	12	27	14	17	14	13	15	12	14	18	10	13	15		
WAREHOUSE/TRANS	15	12	12	14	25	14	14	24	23	20	23	9	14	29	15	15	15	14	18	13	15	19	12	15	17	6	

# NEGOTIATED CONTRACT

*between*



## **Board of Education**

Community Unit School District No. 5  
McLean and Woodford Counties, Illinois

*and*



## **Unit Five Support Professionals Association**

Illinois Education Association/National Education Association

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## **ARTICLE I: RECOGNITION**

### **1.1**

The Board of Education of Community Unit School District No. 5 of McLean and Woodford Counties, Illinois, hereinafter referred to as the "Board" recognizes the Unit Five Support Professionals Association-IEA/NEA, hereinafter referred to as the "Association," as the exclusive bargaining representative for all regularly employed bargaining unit members, except all confidential, supervisory, and managerial employees.

### **1.2**

Benefits for any part-time bargaining unit member shall be on a pro-rated basis. All part-time bargaining unit members employed on or before September 1, 2005 shall continue to receive benefits in effect prior to said date.

## **ARTICLE II: NEGOTIATIONS PROCEDURES**

### **2.1**

Negotiations on successor agreements shall begin no later than April 1, unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.

### **2.2**

Each party agrees that it is the mutual responsibility of each to confer upon respective representatives the necessary power and authority to make proposals, consider proposals, make counter-proposals in the course of negotiations and to reach tentative agreements which shall be presented respectively to the Association and then to the Board for ratification.

### **2.3**

Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a member of the bargaining unit, as herein defined, and the Association shall not select a Board employee excluded from the bargaining unit.

### **2.4**

Should either party declare impasse under the provisions of an applicable statute, the parties shall jointly request the Federal Mediation and Conciliation Service to provide the services of a mediator. Should FMCS be unavailable, the parties shall mutually agree upon a replacement. In the event that the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified. The costs of mediation shall be shared equally by the Association and the Board.

**ARTICLE III: MANAGEMENT RIGHTS/NO STRIKE/  
WAIVER OF ADDITIONAL BARGAINING**

**3.1**

The Association recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school district to the full extent authorized by law and shall be limited only by the provisions of this agreement.

**3.2**

Recognizing that adequate means are made available by the agreement for the resolution of each bargaining unit member's grievance and/or complaint, and that other procedures are provided by statute and judicial law for such resolution, neither the Association nor any bargaining unit member covered by this agreement will instigate, promote, sponsor, engage in any strikes, concerted stoppage of work, or any other intentional interruptions of educational duties for the duration of this agreement. It is understood and agreed that any bargaining unit member violating this provision of the agreement shall be subject to disciplinary action by the Board up to and including dismissal.

**3.3**

The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or by specific agreement of the parties, and that the understandings and agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement. Therefore, the Board and the Association, each for the life of the agreement, voluntarily and unqualifiedly waive any right which might otherwise exist under law, practice, or custom to negotiate concerning any matter during the term of this agreement, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this agreement or with respect to any subject or matter not specifically referred to or covered in this agreement, except only for mandatory subjects of bargaining which were clearly not within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this agreement. The parties shall attempt to resolve issues through collaboration.

## **ARTICLE IV: ASSOCIATION RIGHTS**

### **4.1 Dues Deductions**

The Board shall deduct from each bargaining unit member's pay the current dues of the Association, provided that the Board has a bargaining unit member-executed authorization for continuing dues deduction, the amount of which shall annually be certified by the Association. The authorization shall remain in effect from year to year, except that the bargaining unit member may revoke it in the authorized manner upon written request. Upon receipt of any revocation, the Board shall notify the Association in writing of the same.

All dues deducted by the Board shall be remitted to the Association no later than ten (10) working days after such deductions are made.

### **4.2 Right to Organize**

The Board agrees that it will not discriminate against any member of the bargaining unit with respect to hours, wages, terms or conditions of employment by reason of the member's membership in any professional organization, participation in negotiations, or participation in any grievance.

### **4.3 Meetings, Notices, and General Information**

#### **4.3.1 Use of School Buildings**

The Association is allowed the use of school buildings for meetings, provided that such use shall be restricted to reasonable times and shall not interfere with or interrupt normal school operations. For general Association membership meetings, whenever possible, prior notice shall be given the superintendent or designee a minimum of three (3) working days in advance of the meeting. Said notification shall be given on a building usage form in the building where the meeting will take place.

#### **4.3.2 Use of Employee Mailboxes/Electronic Mail System**

The Association shall have the right to use employee mailboxes and regular mail distribution facilities, including the District's electronic mail system, for communication with employees.

#### **4.3.3 Posting of Notices**

The Association shall have the right to post official notices of its activities on a bulletin board designated by the principal. The principal shall have the right to direct removal of any item, but removal shall not occur until after a meeting between the principal and an Association representative has been held.

#### **4.3.4 Use of Office Equipment**

The Association shall have the right to reasonable use of office equipment and will be responsible for reimbursing the Board for all materials and supplies used in the operation of this equipment.

#### **4.4 Board Policies**

Board policies, administrative procedures, and exhibits are available on the District's website. Proposed revisions are attached to the Board's agenda as they are brought to the Board for first reading. The Association president will be notified when any proposed additions to or revisions of board policies, procedures or exhibits are being included in the Board's agenda in order for the Association to determine the impact of such proposals.

#### **4.5 Monthly Informal Meeting**

Each month during the regular school term, an informal meeting will be held with the Superintendent and/or designee(s) and various members of the leadership council. This meeting will be for the purpose of discussing current bargaining unit member or administrative concerns. If deemed appropriate or necessary by the Association and Superintendent and/or designee(s), more than one informal meeting may be held during the month.

#### **4.6 Meeting With Principals**

Association leadership is invited to attend the principals meeting held at the start of each school year to share its views on contractual issues.

#### **4.7 School Calendar**

No less than thirty (30) days prior to the adoption of the school calendar by the Board, the Board shall accept input from the Association. The Superintendent and/or designee(s) will invite the Association to submit its views and comments on the proposed calendar for the next year prior to preparing the calendar and will consider such views and comments in formulating the recommendations for the employer's decisions, including such items as: the starting date for the next school year; the starting, ending, and length of winter break and spring break.

## **ARTICLE V: BARGAINING UNIT MEMBER RIGHTS**

### **5.1 Bargaining Unit Member Discipline**

When it becomes necessary to discipline a bargaining unit member, the standard to be applied shall be just cause and progressive discipline shall be followed. However, notwithstanding the foregoing, in all cases the Board may impose discipline commensurate with the misconduct. No written reprimand shall be placed in the member's permanent file without the member's knowledge.

Any complaint or series of complaints deemed by the Board to justify disciplinary action which might result in placement of materials in the bargaining unit member's personnel file shall be brought to the attention of the bargaining unit member as soon as possible. The Board and the Association agree that it is most desirable to have complaints against a bargaining unit member directed to the individual(s) involved in an attempt to resolve disputes at the most immediate level. When deemed appropriate by the building principal or designated supervisor or requested in writing by the bargaining unit member, an attempt will be made to schedule a conference between the complaining party and the bargaining unit member involved. Any of the parties may choose a representative to be present at the conference.

Whenever a concern is raised against a bargaining unit member, the district's Concern Resolution Form (attached) shall be used to process the concern.

### **5.2 Non-Discrimination**

Neither the Board nor the Association shall discriminate against any bargaining unit member for reason of race, creed, color, marital status, age, sex, national origin, physical or mental disability, or sexual orientation.

### **5.3 Right of Representation**

When a bargaining unit member is required to appear before the administration or the Board concerning a disciplinary conference in which a written reprimand will be issued or a conference in which a suspension with or without pay or dismissal will occur, the bargaining unit member shall be entitled to have an Association representative present, if one is requested.

Prior to such a conference, the administration or Board will inform the bargaining unit member, in writing, that a conference will be held concerning a written reprimand, suspension with or without pay, or a dismissal.

It shall be the responsibility of the bargaining unit member to obtain a representative.

### **5.4 Official Personnel File**

The superintendent or designee shall maintain the bargaining unit member's official personnel file. Only evidence of current performance and/or evidence from a current investigation of misconduct (including that which occurred in the past that was both unlawful and unknown to the Administration), and material contained in the official personnel file can be utilized in the suspension or discharge of a bargaining unit member.

No formal evaluation material and no letter of reprimand or letter of complaint shall be placed in the personnel file unless the bargaining unit member has an opportunity to read such material. The bargaining

unit member shall be requested to acknowledge in writing that the material has been read by affixing their signature. If the bargaining unit member refuses to acknowledge the material being read, the material may nevertheless be placed in the file if the bargaining unit member has had the opportunity to read the material.

A bargaining unit member shall have the right to respond to any material contained in the personnel file and the response shall become a part of the file.

A bargaining unit member shall have the right, within two (2) working days to review the contents of the personnel file and shall have the right to have a representative of the Association accompany the member in the review. Privileged information, as defined by law, shall be specifically exempted from such a review.

The bargaining unit member may request and receive one (1) copy of any material, except privileged information, contained in the member's personnel file. The copy will be made at the expense of the bargaining unit member.

## **5.5 AIDS Notification**

If the administration is aware of a student who has AIDS or a communicable disease, the appropriate bargaining unit member will be notified on a "need to know" basis, provided such notification is not prohibited by law or applicable regulation.

## **5.6 Working Environment**

### **5.6.1**

The Board shall comply with all applicable local, state, and federal laws and regulations pertaining to a safe and healthy working environment.

### **5.6.2**

In the event that a bargaining unit member becomes aware of a potentially unsafe or hazardous condition, the bargaining unit member shall report this situation to the immediate supervisor and the Association president.

*(See Letter of Understanding)*

## **5.7 Evaluation**

### **5.7.1 Probationary Period Bargaining Unit Members**

The probationary period for any new bargaining unit member shall be 90 working days. During the first 45 days of the probationary period, the principal or principal designee shall conference with each bargaining unit member about his/her job performance. Once a bargaining unit member has successfully completed his/her probationary period, a formal evaluation shall be conducted by April 15.

### **5.7.2 Frequency of Evaluation**

The evaluation of bargaining unit members shall be conducted using the instrument mutually agreed to by the Association and the Board. A minimum of one (1) evaluation every two (2) years shall be conducted by the Board provided the bargaining unit member has had successful

evaluations in each of the first three (3) years of employment. By September 15 the building principal or primary administrative supervisor will notify, in writing, each bargaining unit member to be evaluated of the month when the administrative supervisor/administrative supervisor designee will conduct the bargaining unit member's evaluation. Evaluations will be completed by April 15.

### **5.7.3 Orientation**

The administrative supervisor or administrative supervisor designee shall conduct an orientation no later than October 15 to discuss the evaluation process.

### **5.7.4 Pre-Conference Procedures**

#### *Pre-Conference – Paraprofessionals*

An individual pre-conference will be held prior to the evaluation of paraprofessionals. The administrative supervisor/administrative supervisor designee will establish the specific day(s) and time(s) for the observation(s) and will discuss the job duties that will be observed. Any pre-conference held under this section shall precede an observation.

#### *Pre-Conference – Educational Office Personnel*

An educational office personnel bargaining unit member shall have the option of a pre-conference prior to being evaluated. Whenever a pre-conference is held, the administrative supervisor/administrative supervisor designee will meet with the bargaining unit member and discuss the job duties, responsibilities and other expectations of the bargaining unit member. In any event, the evaluator shall be familiar with the duties and responsibilities of the position. Although the evaluation of an educational office personnel bargaining unit member shall be based chiefly on the bargaining unit member's work product rather than the bargaining unit member's performance during a pre-announced observation, at the bargaining unit member's request the evaluator shall formally observe the bargaining unit member at work.

#### *Observations*

Unscheduled observations of a bargaining unit member may be conducted at any time; however, at least one (1) observation of paraprofessionals shall be with the knowledge of the paraprofessionals. A written evaluation shall be based on actual time spent observing bargaining unit members.

### **5.7.5 Evaluation Procedures**

The evaluator and the bargaining unit member shall have a conference within five (5) work days of the final in-class or final work site observation to discuss the written evaluation. The bargaining unit member, within twenty (20) working days of this conference, shall have the right to attach comments to the evaluation placed in his/her personnel file.

## **5.8 Orientation Meeting**

### **5.8.1 Orientation at Start of School Year**

An orientation session for all bargaining unit members shall be conducted during one of the first days of in-service. The orientation agenda shall be developed and conducted by a joint administration/Association Professional Development and Training Committee. Topics to be

covered during the orientation shall include, but not be limited to, a review of the following: Human resources policies/procedures, the current negotiated agreement and benefits, job descriptions, the evaluation instrument/procedure, bargaining unit member roles and responsibilities, school safety, medication handling, changes to technology hardware or software, and legal liability.

### **5.8.2 Orientation for New Bargaining Unit Members and Transfers**

Bargaining unit members new to the District or new to a position as a result of a transfer will have the opportunity to participate in an orientation session/training at the District or building level that will cover topics relevant to their assignment including, but not limited to: job description, responsibilities, and schedule, employee conduct standards, introduction to facility and relevant staff, relevant technology (including hardware and software), and District email and phone systems.

## **5.9 Professional Development Opportunity**

The District and Association recognize the value and importance of professional development and training for the purpose of successful job performance, individual improvement and effective operation of the District. To meet that purpose and address the needs of the bargaining unit members and District, specific professional development opportunities and trainings will be designed and provided, considering available resources, both human and financial.

### **5.9.1 Professional Development and Training Committee**

A Professional Development and Training Committee co-chaired by the Association president or designee and the Superintendent or designee, and including the Association vice-president or designee and one (1) additional administrator to be selected by the Superintendent or designee shall meet at least quarterly for the purpose of developing and implementing professional development and training recommendations and opportunities for bargaining unit members. The committee will consider the needs, interests and priorities of the bargaining unit members, Association, Board of Education, and Administration when developing and implementing professional development and training programs for school improvement days, institute days, professional learning community/late-start days (at least three (3) per year), and other opportunities throughout the year. The committee shall work collaboratively and through consensus rather than collective bargaining in order to develop a recommendation and plan that includes, but is not limited to, dates and times, locations, trainers, content, and materials.

### **5.9.2 Professional Development Presentations**

When bargaining unit members provide instruction or deliver professional development or training in the District, as approved by the Superintendent or designee:

#### *First Time Course is Taught*

Bargaining unit members will be paid the appropriate hourly rate for each hour of training and for two hours of preparation time for each hour they deliver professional development or training outside the workday.

*Subsequent Times Same Course is Taught*

Bargaining unit members will be paid the appropriate hourly rate for each hour of training and for one hour of preparation time for each hour they deliver professional development or training outside the workday.

**5.9.3 Trainings**

When the District provides classes outside the workday, such as through the Professional Development Academy, a bargaining unit member shall be entitled to attend unlimited classes. Upon completion, a bargaining unit member shall be reimbursed for up to a maximum of 18 hours at his/her hourly rate of pay per school year or, upon being employed as a Unit 5 teacher, receive one-half (1/2) hour of in-District credit for every six (6) hours attended.

Prior to any bargaining unit member being required to participate in training (ABA, CDL, etc.) outside their regular duties, the Board will provide the Association president with a written description of the activity as well as a timeline for completion. If the Association is not notified then (10) working days prior to the training, the training will be rescheduled. If a bargaining unit member is unable to attend a training session, an alternative date will be scheduled for the bargaining unit member(s). These activities will be conducted at a school site under the supervision of the building administrator and/or the Association president and District administrator.

**5.10 Options for Countering Discrimination or Harassment –Board Policy No. 5.20**

There shall be no reprisal against any bargaining unit member for filing a sexual harassment complaint. Regardless of the means selected for resolving the problem, the initiation of a complaint will not adversely affect the complainant’s employment, compensation, or work assignment. The complainant is entitled to confidentiality and respect and shall not be subjected to harassment or retaliation as a result of having filed a complaint or appealed a decision. A bargaining unit member may elect to process a claim of reprisal through the grievance procedure of this Agreement in lieu of other legal and administrative options.

**5.11 Seniority**

Seniority shall be defined as the length of service within the District commencing with the most recent start date within the category of position and shall not be transferable from one category of position to another. For the purpose of determining seniority, Category 2 and Category 3 shall be considered one (1) category.

*Category of position is defined as follows:*

- Category 1      Educational Office Personnel
- Category 2      Regular Education Paraprofessional
- Category 3      Special Education Paraprofessional

Seniority shall continue to accumulate during all paid and unpaid leaves of absence.

A bargaining unit member hired prior to March 1 who returns the following year will advance one step on the salary schedule.

## **5.12 Parent-Teacher Conference for Own Children**

A bargaining unit member with a child or children attending Unit Five schools shall, if the scheduling allows, have the opportunity to meet with the child's or children's teacher on the designated conference day during the bargaining unit member's assigned lunch period.

## **5.13 Student Medication**

Bargaining unit members are not required to administer or dispense prescription or non-prescription medication to students. However, bargaining unit members may provide assistance to students in an emergency situation such as by administering medication, and may dispense or make medication available to a student for student self-administration provided a completed and signed School Medication Authorization Form is on file. No reprisals shall be taken by the Board against any member who chooses to not administer or dispense medication. Consistent with its obligations under the School Code, if a bargaining unit member chooses to administer or dispense medication to a student, the Board shall insure, defend, and indemnify bargaining unit members against damages sought for negligent or wrongful acts related to the administration or dispensing of medication to students. Whenever a bargaining unit member volunteers to dispense medication or make medication available to a student for self-administration, such action shall be deemed in the scope of the bargaining unit member's employment.

## **5.14 Use of Video Cameras in Unit 5 Facilities**

The purpose of surveillance equipment is to secure the buildings, enhance the safety of the educational environment, and deter misconduct. The purpose of the equipment is not to evaluate the performance of bargaining unit members or to monitor their behavior or conduct.

Surveillance shall only occur in common areas including, among others, hallways, parking lots, grounds, cafeterias, IMCs, and gymnasiums. Surveillance equipment will not be utilized to observe bargaining unit member performance or otherwise be accessed as documentation in the bargaining unit member evaluation process.

Data from the surveillance equipment may be reviewed by the District's personnel in connection with investigations of suspected criminal conduct, student misconduct or security violations or incidents. Except as otherwise required by law, access to data involving District personnel will be limited to appropriate administrative personnel and police liaison officers. Such review will take place in the office of one of the parties listed above. If the review of data inadvertently reveals alleged incidents of bargaining unit member misconduct, the following process will be followed:

- The bargaining unit member and Association will be notified if the District intends to investigate the alleged bargaining unit member misconduct incident. Such notification shall be in writing.
- The Association representative or the bargaining unit member's representative may review the data depicting the alleged bargaining unit member misconduct.
- The bargaining unit member has the right to be represented in all investigatory meetings regarding alleged misconduct unless the bargaining unit member declines representation.
- Any discipline that may be imposed against the bargaining unit member as a result of the misconduct investigation shall be in accordance with the applicable provisions of the Collective Bargaining Agreement.

Except as otherwise required by law, data from surveillance equipment may be stored for not more than thirty (30) calendar days unless there is cause to believe that such data would document a criminal or security incident or relate to possible civil litigation.

At the time surveillance equipment is activated in each school building, all bargaining unit members at that school shall be informed in writing, of the use of the surveillance equipment. All new bargaining unit members will be notified in writing, of the use of the surveillance equipment as part of new bargaining unit member orientation.

## **ARTICLE VI: GRIEVANCE**

### **6.1 Definition**

#### **6.1.1**

The grievance shall mean a written complaint by a member of the bargaining unit or the Association that there has been a violation, misinterpretation, or misapplication of any provision(s) of this Agreement. The provision(s) grieved shall be so designated.

#### **6.1.2 Time Limits**

All time limits consist of school days except when a grievance is submitted fewer than ten (10) days before the close of the current school term. Then time limits shall consist of all weekdays. Timelines may be extended by mutual consent. Upon the absence of a supervisor, a response may be made by a designee.

### **6.2 Procedures**

The parties acknowledge that a bargaining unit member and the Board may resolve problems through free and informal communications. However, a grievance shall be processed as follows:

#### **6.2.1 Step I:**

The grievant may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The Association's representative, the grievant, and the immediately involved supervisor shall be present for the meeting. Within five (5) days of the meeting, the grievant and the Association shall be provided with the supervisor's written response, including the reasons for the decision.

#### **6.2.2 Step II:**

If the grievance is not resolved at Step I, the Association may refer the grievance to the superintendent or the superintendent's official designee within fifteen (15) days after receipt of the Step I answer. The superintendent shall arrange with the Association representative for a meeting to take place within fifteen (15) days of the superintendent's receipt of the appeal. Within ten (10) days of the meeting, the Association shall be provided with the superintendent's written response, including the reasons for the decision.

#### **6.2.3 Step III:**

If the Association is not satisfied with the disposition of the grievance at Step II, the Association may submit the grievance to final and binding arbitration. If a demand for arbitration is not filed with the employer within thirty (30) days of the date of Step II answer, then the grievance shall be deemed withdrawn.

If within fifteen (15) days of the filing of the demand with the employer the parties cannot agree on an arbitrator, the demand shall be submitted to the American Arbitration Association which shall act as the administrator of the proceedings.

Arbitration proceedings shall be conducted by an arbitrator to be selected by the two parties from a roster of arbitrators provided by the American Arbitration Association. Within seven (7) days after the Association requests binding arbitration, the two parties will request the American Arbitration Association to provide a panel of seven (7) arbitrators. The Association shall strike the first name and then each of the two parties will alternately strike one name at a time from the panel until only one name shall remain. The remaining name shall be the arbitrator. Expenses for the arbitrator's services shall be borne equally by the Board and the Association.

The decision of the arbitrator shall be final and binding on the parties. The arbitrator, in the opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement.

### **6.3 Time Limits**

A grievance must be filed within 90 days of the occurrence of the event which gave rise to the grievance. The number of days indicated at each step in the procedure shall be considered as the maximum allowable to the parties and every effort shall be made to resolve the grievance as rapidly as possible.

### **6.4 Representation**

The grievant and the Association have the right to representation in the grievance procedure. The grievant shall be present at all grievance discussions unless the Board, Association, and the grievant mutually agree that the grievant's presence is not desirable or necessary. When the presence of the grievant at a grievance hearing is required by either party, illness or incapacity of the grievant shall be grounds for any necessary extension of grievance procedure time limits.

### **6.5 Constraints**

Any investigation, or other handling or processing of any grievance by the grievant or the Association shall, if possible, be conducted during non-teaching time.

### **6.6 By-Pass**

By mutual agreement, any step of the grievance procedure may be by-passed.

### **6.7 Class Grievance**

Class grievances involving one or more bargaining unit members or one or more supervisors, and grievances involving an administrator above the building level may be initially filed by the Association at Step II.

### **6.8 No Reprisals Clause**

No reprisals shall be taken by the Board against any bargaining unit member because of the member's participation in a grievance.

### **6.9 Grievance Withdrawal**

A grievance may be withdrawn at any level without establishing precedent.

## **6.10 Costs**

The fees and the expenses of the arbitrator shall be shared equally by the parties.

## **6.11 Court Reporter**

If only one party requests the presence of a court reporter, that party shall bear the cost of the reporter. If the arbitrator requests the presence of a court reporter, both parties shall share the cost of the court reporter.

## **6.12 Postponement**

If only one party requests the postponement of an arbitration hearing, that party shall bear any per diem fee assessed by the arbitrator.

## **6.13 Settlement**

By mutual agreement, a grievance may be settled at any step without establishing precedent.

## **6.14 Released Time**

During any arbitration hearing, the individual grievant shall be released from regular assignment without loss of pay and an Association representative may appear at the arbitration hearing providing the representative shall reimburse the Board the cost of the substitute. A bargaining unit member may volunteer to cover the classes of the Association representative, and if allowed, will result in no reimbursement.

## **6.15 No Written Response**

If no written response has been rendered within the time limits indicated by a step, then a grievance shall pass to the next step.

## **6.16 Records**

All records related to a grievance shall be filed separately from the personnel files of the bargaining unit member. This does not preclude, however, the right of the Board to utilize said records in any future discipline or discharge proceedings against any bargaining unit member.

## **6.17 AAA Rules**

At the request of both parties, the Expedited Arbitration Rules of the American Arbitration Association shall be used instead of the Voluntary Labor Arbitration Rules.

**ARTICLE VII: EMPLOYMENT CONDITIONS**

**7.1 Length of Work Day/Year**

A full-time paraprofessional’s work day shall consist of seven (7) hours per day (excluding a 30-minute unpaid lunch). The work year shall be 180 days in length. Travel time between work sites shall be included in the seven (7) hour work day, and not be counted as duty-free lunch or breaks.

A full-time educational office personnel’s work day shall consist of eight (8) hours per day, Monday through Friday (excluding a 30-minute unpaid lunch). The part-time educational office personnel work day shall consist of the number of hours and days to be worked as defined in the position description. Educational office personnel will work with building administrators and immediate supervisors to arrive at hours that best suit the position. Educational office personnel who work more than nine months and less than 12 months will work with the building administrator and/or immediate supervisor to determine when the additional days will be worked.

Educational office personnel shall work on days school is in session and on additional days as scheduled according to the chart below:

<u>Months Worked</u>		<u>Work Days Per Year</u>	<u>Days Paid Per Year</u>	<u>Hours Paid Per Year</u>
9 ½ Months	175 Student Days 5 Institute/Parent Conf Days 10 Additional Days 12 Paid Holidays	190	202	1616
10 Months	175 Student Days 5 Institute/Parent Conf Days 20 Additional Days 12 Paid Holidays	200	212	1696
11 Months	175 Student Days 5 Institute/Parent Conf Days 32 Additional Days 12 Paid Holidays	212	224	1792
12 Months	175 Student Days 5 Institute/Parent Conf Days Variable Additional Days 13 Paid Holidays (Includes July 4)	238	<i>Minimum of</i> 250	<i>Minimum of</i> 2000

*Special Circumstances for Educational Office Personnel*

**Homecoming**

Dismissed ½ hour after student dismissal. Unit Office, transportation, special services, and warehouse office employees may choose the homecoming on which they are dismissed early. School building office

employees should attend the homecoming of the school which their students attend. Exception: Parents may attend their child's homecoming provided that the building can be appropriately covered.

### **School Improvement Days**

Follow the same schedule as certified employees.

### **Parent-Teacher Conference Days**

Work the regular day or same dismissal time as certified employees.

### **Before Designated Holidays**

Dismissed ½ hour early.

### **Early Out for Emergency Days**

Dismissed ½ hour after student dismissal.

### **Snow Days**

Do not report.

### **Institute Days**

Same arrival time as certified employees. Dismissed at 2:30 p.m. unless institute last longer than 2:30 p.m. In that case, dismissed at the end of the institute or 4:30 p.m., whichever is earlier.

#### **7.1.1 Travel; Time and Expense Reimbursement**

A bargaining unit member shall be reimbursed for travel expense at the current IRS rate for all approved mileage necessary to perform his/her assigned duties. All bargaining unit members required to travel between buildings during the regular work day shall be allowed adequate time to relocate and travel safely. Bargaining unit members will be allowed at least the amount of time indicated on the Travel Time and Mileage chart in Appendix D to travel from one building to another. The Superintendent or designee and the Association president or designee shall, at the beginning of each school year, review the time demands for travel. A bargaining unit member may request a review of his/her schedule by the superintendent or designee and Association president or designee during the first fifteen (15) school days of each semester or after any schedule change. Adjustments will be made for special assignments or special conditions.

#### **7.1.2**

A bargaining unit member who is unable to be dismissed as outlined in 7.1 shall be allowed to "bank" the time they are required to work beyond the early dismissal time and work with their building administrator(s) and immediate supervisor(s) to flex their schedule to account for such "banked" time.

#### **7.2 Lunch and Work Breaks**

Lunch and breaks shall be cooperatively scheduled by the bargaining unit member and the supervisor – the minimum being a 30-minute unpaid lunch and two 15-minute breaks.

#### **7.3 Bell to Bell Schedule**

The bell to bell schedule for paraprofessionals is designed to meet the needs of special education students. The intent of the bell to bell schedule is to work with individual and small groups of students throughout

the paraprofessional work day. Individual special education services for an individual student will be rendered through the Individual Education Program (IEP) with one or more paraprofessionals providing special education services. Paraprofessionals are limited to working a preponderance of their time with the same individual student for no more than three consecutive years.

The total number of Individual Education Program (IEP) minutes for individual special education services is divided by the negotiated paraprofessional work day. The number of paraprofessionals needed in each building is determined and ultimately assigned. The number of paraprofessionals assigned to each building will be posted by May 15th annually.

In each building, an administrator (the principal or designee) will work with special education teachers to create a schedule of paraprofessional minutes required to meet students' Individual Education Program needs. It is the responsibility of the administrator to schedule and assign the paraprofessional daily/weekly schedule for each building position available and to furnish a written schedule to the paraprofessional no later than September 15th of each year. If the schedule needs changed, the paraprofessional shall receive 48 hours' notice. However, the parties acknowledge and agree that due to unforeseen circumstances a paraprofessional's daily schedule may be changed without notice. It is the intent to provide a flexible daily/weekly schedule that meets the needs of the special education services provided in each building while providing as much predictability and consistency for the paraprofessional as possible.

## **7.4 Vacancies and Transfers**

### **7.4.1 Definitions**

- A. A "vacancy" occurs when a current position opens as a result of a resignation, retirement, termination or transfer or when a new position is created after each bargaining unit member returning from leave has been placed.
- B. A "voluntary transfer" is a change from one position to another position requested by the bargaining unit member.
- C. An "involuntary transfer" is a change from one position to another directed by the administration, rather than requested by the bargaining unit member. This includes those bargaining unit members who are displaced when programs or positions have been eliminated.
- D. An "in-building transfer" is a change from one position to another position within the same building directed by the administration, rather than requested by the bargaining unit member.
- E. "Seniority" is established by the annually prepared district seniority list and is further defined in 5.11 of this Agreement.

### **7.4.2 Procedures**

#### **A. Posting of Vacancies**

Information regarding vacancies shall be publicized to the staff by sending a copy to the Association president or designee, and when building principals are on duty, by sending copies to be posted on a designated school bulletin board and posted in a central location in the district office, and on the district website for at least seven (7) calendar days. Except in cases of emergency, the vacancy will not be filled until the seven (7) day posting period has elapsed. Where specific training, experience, or other qualifications are necessary, such conditions shall be stated in the posting.

Paraprofessional positions created or becoming vacant during the school year may be temporarily filled to avoid undue disruption of the educational program. The above and following procedures will be followed to post and permanently staff the position for the next school year.

Whenever vacancies occur during the summer months when the regular school year is not in session the following procedures will be followed:

1. Postings of any vacancies of educational office personnel positions shall be posted on the District website and emailed to educational office personnel utilizing the bargaining unit member's District email.
2. Postings of any vacancies for paraprofessional positions shall be posted on the District website and emailed to paraprofessionals utilizing the bargaining unit member's District email.

Bargaining unit members may apply for vacant positions on Schedule B of the Negotiated Contract between the Board and Unit Five Education Association ("UFEA"). A UFSPA bargaining unit member who is "equally qualified" to fill a vacant Schedule B position will be given preference in hiring over an individual from outside the bargaining unit. It is understood such positions will be re-posted each year, semester, or season pursuant to the UFEA Negotiated Contract. For purposes of this Section, the determination of whether a bargaining unit member is "equally qualified" to fill a vacant Schedule B position shall be made by the Administration based upon qualifications, merit and ability, and relevant experience.

#### B. Voluntary Transfers

A bargaining unit member requesting a transfer within seven (7) calendar days of the publishing of a notice for a specific vacancy shall be granted an interview. No assignment of a new bargaining unit member to a specific position in the District will be made until all pending requests for transfer to that position have been given due consideration. Notification to bargaining unit members who are granted or denied a transfer will be made in writing as soon as a determination is made. A bargaining unit member desiring a transfer to a position for which there is at the time no vacancy, shall notify the superintendent and/or designee of the transfer request in writing. Such a request will be placed on a "Transfer Request List" until the bargaining unit member receives a transfer or September 1 of each year, at which time the list will be purged. A copy of the "Transfer Request List" shall be provided to the president of the Association or designee quarterly. In-building transfers may occur prior to posting a vacancy.

#### C. In-Building Transfers

After a meeting with the building principals jointly conducted by the Association president and/or designee and the Superintendent or designee, reassignments of paraprofessionals within a school building may be made. Prior to reassignment, each building principal will seek input from impacted bargaining unit members. The Association president and/or designee shall be given written notice of any internal reassignment under consideration prior to the effective date of the reassignment. The procedure shall be used in April and May of the school year prior to the school year the assignment is to be effective.

The Bargaining unit member's seniority shall be given meaningful consideration, along with the student's and District's needs. The building administrator shall also consider the bargaining unit member's preference, and their documented work experience and past performance. Before an in-building transfer is completed, the member will be given an opportunity to be trained, as necessary, and to meet with the appropriate individuals to acclimate themselves to the new assignment and its responsibilities. Only after the meeting referenced above has occurred and the factors identified have been considered shall the in-building transfer be directed.

#### D. Involuntary Transfers

When involuntary transfers are necessary for any reason, the following process will be used for educational office personnel and paraprofessional positions:

##### *Educational Office Personnel*

1. Affected bargaining unit members will be notified of the need for involuntary transfer, and offered the opportunity to accept the transfer. If more people are willing to accept the transfer than needed, the most senior person willing to accept the transfer will be transferred.
2. If an insufficient number of bargaining unit members are willing to accept the necessary transfer, the least senior will be involuntarily transferred.
3. Each bargaining unit member to be involuntarily transferred will be placed on the district-wide "involuntary transfer list" and given the option of requesting due consideration for any available positions in the District. Consideration for educational office personnel positions shall be based upon qualifications, merit and ability (including performance evaluations, if available), relevant experience, and seniority, provided all other factors are determined by the District to be equal.
4. Bargaining unit members on the district-wide "involuntary transfer List" who request due consideration for an available position and are not approved for the position will choose from any positions in the District that remain available following the due consideration process above, in order of seniority.
5. Bargaining unit members on the district-wide "involuntary transfer list" will be notified of their assignment for the following school year no later than May 15th. If the need arises to alter an assignment, the bargaining unit member and Association will be notified immediately. Any bargaining unit member being involuntarily transferred shall be placed before voluntary transfers are allowed and prior to hiring bargaining unit members from outside the District.

##### *Paraprofessionals:*

1. Affected bargaining unit members will be notified of the need for involuntary transfer, and offered the opportunity to accept the transfer. If more people are willing to accept the transfer than needed, the most senior person willing to accept the transfer will be transferred.
2. If an insufficient number of bargaining unit members are willing to accept the necessary transfers, the least senior will be involuntarily transferred.
3. At every building, each bargaining unit member to be involuntarily transferred will be given the option of choosing an opening in his/her own building (if one is available) or of being placed on the district-wide "involuntary transfer list". When more than one person in the building is being transferred the most senior will be given the opportunity

to choose first, then the next, and so on. Building-based transfers will be completed prior to district-wide transfers.

4. All bargaining unit members on the district-wide “involuntary transfer list” will choose from any available positions in the District in order of seniority.
5. Bargaining unit members on the district-wide “involuntary transfer list” will be notified of their assignment for the following school year no later than May 15th. If the need arises to alter an assignment, the bargaining unit member and Association will be notified immediately. Any bargaining unit member being involuntarily transferred shall be placed before voluntary transfers are allowed and prior to hiring bargaining unit members from outside the District.

If an involuntary transfer occurs during a school year, information provided to the bargaining unit member being involuntarily transferred will include, but not be limited to: the position they will be filling, the effective date, the job requirements and description. The bargaining unit member will be given the opportunity to meet with the administrator/supervisor of their new assignment to become acclimated to the new position, be informed of their schedule, introduced to the staff and facility, given an opportunity to indicate any potential training needs based on the requirements of the new position, etc. The bargaining unit member will be given at least 5 working days’ notice, except in an emergency, before the transfer is to be effective and every effort will be made to have the transition occur at a convenient time in the school calendar – coinciding with a holiday break, school improvement day, institute day, etc. so that the member may have a chance to conclude their current assignment and prepare for their new assignment.

#### E. Program Movement

1. When total programs are placed in a different building with no change in total staff within the program, all bargaining unit members within that program shall be transferred to the new building with the program (e.g. EMD from NCHS to NCWHS). If need for additional staff is anticipated, the above procedure shall occur first, and the additional position opening shall be deemed a vacancy.
2. When programs are split between two schools and no need for additional staff is anticipated, bargaining unit members within the program may agree as to which school they will be located. In the absence of an agreement, seniority will prevail. If the need for additional staff is anticipated, the above procedure shall occur first and the additional position opening shall be deemed a vacancy.

## **7.5 Reduction in Force**

The Board and Association agree to use the School Code of Illinois, Section 10-23.5, with the following modifications:

### **7.5.1 Reduction in Force Consideration**

The Board shall not take final action on any considerations of reduction in force prior to first meeting with the Association to negotiate over any alternatives. On or before the last day of February, the Board shall give written notice to the Association of any considerations of reduction in force.

### **7.5.2 Category of Position**

Categories of position for purposes of this article shall be as follows:

1. Educational Office Personnel
2. Regular Education Paraprofessionals
3. Special Education Paraprofessionals

### **7.5.3 Vacancies for Following School Term**

If the Board has any vacancies during the two school years immediately following the school year at the end of which the bargaining unit member was dismissed, the positions thereby becoming available shall be offered to the bargaining unit member so removed or dismissed from that category of position, so far as they are legally qualified to hold such positions and have previously worked in that category of position.

### **7.5.4 Bargaining Unit Member Recall Options**

A bargaining unit member subject to recall may refuse an available position involving fewer hours and/or a lower rate of pay but must accept a position which is comparable in hours and pay rates to the position from which the bargaining unit member was reduced. A bargaining unit member who refuses to accept a position of comparable pay and hours of work shall forfeit recall rights.

## **7.6 Extended School Year**

The District will determine if summer school will be offered and communicate the decision to bargaining unit members on or before April 15 of each year.

### **7.6.1 Paraprofessionals**

Positions for employment for extended school year programs shall be publicized to the staff by May 1 of each year. Consideration for positions shall be based on district seniority. Rate of pay is to be at the individual paraprofessional's annual salary rate. Paraprofessionals will be paid on the same basis as during the school year. Paraprofessionals shall be notified by June 1 whether or not they have been selected for a summer school position. The Association President will be provided a list of Paraprofessional applicants and those individuals accepting positions by June 1. The Summer School Director (s) shall conduct an orientation meeting with all Paraprofessionals prior to the start of summer school.

### **7.6.2 Educational Office Personnel**

Extended work year contracts between individual office personnel bargaining unit members and the Board shall be by mutual agreement. Current practices regarding days worked prior to the contract year, wage rates, and ending the work year early shall be continued.

### **7.6.3 Summer School**

Positions for employment for extended school year programs shall be publicized to the EOP staff by May 1st of each year. Consideration for the positions shall be based upon factors that include without limitation, qualifications, merit and ability (including performance evaluations, if

available), and relevant experience. If all factors are relatively equal, the consideration shall be based on district seniority. Rate of pay is to be at the EOP's current rate of salary.

#### **7.6.4 Leave During Extended School Year**

While on extended contract (i.e. summer school) a bargaining unit member serving on jury duty shall receive full pay for the time served on the jury.

### **7.7 Educational Office Personnel Lane Transfers**

#### **7.7.1 Voluntary Transfers**

In the event an educational office bargaining unit member transfers from one lane to another, the guidelines to be followed are:

##### *From Lower Lane to Higher Lane*

The educational office bargaining unit member will remain at the same step in the higher lane as that on which he/she was placed in the lower lane. The educational office bargaining unit member will advance on the salary schedule annually as he/she normally would.

##### *From Higher Lane to Lower Lane*

The educational office bargaining unit member will remain at the same step in the lower lane as that on which he/she was placed in the higher lane. The educational office bargaining unit member will advance on the salary schedule annually as he/she normally would.

#### **7.7.2 Involuntary Transfers**

The educational office bargaining unit member who is involuntarily transferred will be placed on the salary schedule at a salary comparable to that which he/she is currently receiving. The educational office bargaining unit member will advance on the salary schedule annually as he/she normally would.

## **ARTICLE VIII: LEAVES**

### **8.1 Paid Leaves**

#### **8.1.1 Sick Leave**

Each nine (9) month bargaining unit member shall be granted twelve (12) sick leave days per year which shall entitle the member to be absent for reasons as defined below without loss of pay. A bargaining unit member employed for more than the regular nine (9) months of school shall be entitled to additional days of sick leave based upon one (1) day for every additional month or major portion thereof. Unused sick leave days shall accumulate.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. The immediate family for the purpose of this article shall include parents, legal guardians, children, spouse, brothers, sisters, grandparents, great grandparents, grandchildren, parents-in-law, daughters-in-law, sons-in-law, brothers-in-law, sisters-in-law, grandparents-in-law, great grandparents-in-law, aunts, uncles, and all step relatives in the aforementioned relationships.

The Board may require a physician's certificate as proof of illness or fitness to resume duties after any absence. If the Board does require a physician's certificate or a certificate from a spiritual healer as the basis for pay during a leave of less than three (3) days, the Board shall pay from district funds the expenses incurred by the bargaining unit member in obtaining the required certificate.

The Board or appropriate administrator shall furnish each bargaining unit member, within thirty (30) days of the commencement of school, a written statement setting forth the total sick leave credit.

#### **8.1.1a Use of Sick Leave for Adoption**

A bargaining unit member who is in the formal process of adopting a child may use his/her own accumulated sick leave when he/she is participating in agency-required pre-adoption proceedings. The bargaining unit member will be required to provide a letter from the adoption agency that verifies the required activity.

A bargaining unit member who is an adoptive parent shall be entitled to use up to 30 days of his/her own accumulated sick leave to care for his/her child within the first 12 months of the adoption.

The bargaining unit member will not be allowed to use medical leave for either of the purposes as described above.

#### **8.1.2 Bereavement Leave**

A bereavement leave will be granted which shall allow a bargaining unit member to be absent for up to three days to deal with funeral matters of the immediate family as defined in Section 8.1.1. These days will not be charged against the bargaining unit member's sick leave allotment.

If a bargaining member requests a bereavement leave for a family member not described in Section 8.1.1, a member will have their request considered under the terms of 8.1.6 Emergency Leave.

### **8.1.3 Personal Leave**

Two (2) personal leave days shall be granted to bargaining unit members to be used at the convenience of the bargaining unit member, except that a personal leave day may not be taken during the first five or last five days of the student attendance year and the Administration may deny a request for personal leave if approval would adversely impact operations or the provision of services due to absence of too many bargaining unit members and the inability to find qualified substitutes. The Superintendent (or designee), in consultation with building administrators and the Association president, may approve personal leave on blackout days on a case by case basis. Except for an emergency, a bargaining unit member shall request personal leave at least 48 hours in advance. Unused personal leave will be added to a bargaining unit member's accumulated personal leave and/or sick leave at the end of each school year. Bargaining unit members may not accumulate a total of more than four (4) personal days.

### **8.1.4 Jury Duty**

Whether during the normal contract year, or while on an extended contract (i.e. summer school), bargaining unit member serving on jury duty shall receive full pay for the time served on the jury.

### **8.1.5 Association Leave**

The president of the Association or designee shall be allowed twenty (20) days of Association leave per year. Additional Association Leave may be approved at the discretion of the Superintendent or designee.

The president of the Association or designee shall submit a written request for such leave at least five (5) days in advance of commencement of the leave. Such request shall state the specific reason for the requested leave, the name of the Association member, and the day or days of the leave.

The Association shall reimburse the Board for the cost of substitutes actually employed.

### **8.1.6 Emergency Leave**

Members of the bargaining unit shall be entitled leave to accommodate extreme situations when other leaves do not apply. A member must give a reason for the request, and such leave will be approved or denied by a committee consisting of the Superintendent or designee, principal of the building from which the request was made, and the president of the Association or designee.

### **8.1.7 Professional Leave**

The Superintendent or designee may allow professional leave for the enhancement of a bargaining unit member's professional capacity. The member shall request professional leave in writing at least one (1) week prior to the day of the requested absence.

## **8.2 Unpaid Leaves**

### **8.2.1 Limits**

Unpaid leaves shall not exceed two (2) years for any one (1) bargaining unit member.

### **8.2.2 Medical Leave**

Each full-time bargaining unit member shall be entitled to ten (10) days medical leave annually.

Members employed for more than the regular nine (9) months of school shall be entitled to extra days of medical leave based upon one (1) day for every additional month or major fraction thereof.

Unused days of medical leave shall accumulate up to a maximum of one hundred twenty (120) days usable in any one (1) year for nine (9) month members and a proportionate increase for extended contracts.

Medical leave may only be used for personal illness and is not granted for any other reason.

Medical leave may only be used at such time as accumulated sick leave has been exhausted.

The Board may require a doctor's certificate as proof of illness or fitness to resume duties after any absence.

During the period of time a bargaining unit member is utilizing medical leave benefits, the Board will maintain the hospitalization insurance coverage for said member, if allowable by the insurer.

Medical leave is terminated on the last day of each bargaining unit member's contract year, and such termination shall not affect the accumulated total of medical leave.

A bargaining unit member will remain an employee of the school district while on this leave.

### **8.2.3 Leave for Personal Illness**

The decision to grant a leave for personal illness for any length of time shall only be made by the Board. Board approved leaves shall not affect seniority within the District.

A request for a leave for personal illness should be made of the Board prior to such time as accumulated medical leave has expired and the request should be accompanied by a doctor's certificate as proof of disability.

The beginning date of a leave for personal illness is the first working day the bargaining unit member is absent for illness, after all sick and medical leave days are exhausted.

When granted a personal illness leave, the Board will maintain the hospitalization insurance coverage for said bargaining unit member through the month following the date of the beginning of such leave and/or according to provisions set forth in the Family and Medical Leave Act of 1993. Coverage beyond the Board's contribution will be an option of the bargaining unit member by remitting the premium on a monthly basis; however, the last day of coverage will not be extended beyond the last day the bargaining unit member is considered employed by the Board, unless the bargaining unit member is eligible for coverage as a retiree.

Leave for personal illness will be terminated on the last day of each bargaining unit member's contract year.

A bargaining unit member will remain an employee of the school district and may remain a member of the Association by submitting dues directly to the Association while on this leave.

#### **8.2.4 Family Hardship Leave**

The Board may grant a bargaining unit member a leave of absence without pay for a specified period of time of up to two (2) years. In no instance shall this leave be granted unless the Board determines that a suitable replacement can be hired. Board approved leaves shall not affect seniority within the District.

A bargaining unit member shall not be eligible for sick leave pay during the period of a family hardship leave, nor will a member be eligible for hardship leave if the member has applied for or used sick leave, medical leave, and/or personal illness leave in reference to the reason that hardship leave is being requested.

All benefits available to a bargaining unit member shall be suspended during a family hardship leave unless otherwise allowed according to provisions set forth in the Family and Medical Leave Act of 1993. The member may maintain membership in the group health insurance program during the leave by remitting in advance payments of all premiums due. These payments shall be made to the Business Office.

A bargaining unit member granted a family hardship leave of absence shall be required to notify the secretary of the Board in writing stating whether or not said bargaining unit member requests to return to his/her position. For bargaining unit members on a leave during the second semester, the request to return must be received by the secretary of the Board on or before March 1. Failure of the bargaining unit member to make proper notification by March 1 will terminate that person's further employment in Unit 5 school district.

At the expiration of the leave period the Board will make every effort to offer the member the same or similar position as that which was held prior to the leave of absence. An educational office personnel bargaining unit member must work at least one half (1/2) of his or her regular contract year to receive experience credit for that year on the salary schedule. A paraprofessional must work at least ninety (90) school days or one semester, whichever is less, to receive experience credit for that year on the salary schedule. A bargaining unit member on leave for a full school year shall not advance on the salary schedule while on leave; however, upon return the member shall advance appropriately on the salary schedule.

A bargaining unit member will remain an employee of the school district while on this leave and may remain a member of the Association by submitting dues directly to the Association while on this leave.

#### **8.2.5 Parental Leave**

The Board may grant a bargaining unit member a parental leave without pay for a specified period of time of up to two (2) years. Board approved leaves shall not affect seniority within the District.

All benefits available to a member shall be suspended during a parental leave unless otherwise allowed according to provisions set forth in the Family and Medical Leave Act of 1993, and the member shall not advance on the salary schedule for the year(s) in which the leave is taken. The bargaining unit member may maintain membership in the group health insurance program during the leave by remitting in advance payments of all premiums due. These payments shall be made to the Business Office.

A bargaining unit member granted a parental leave of absence shall be required to notify the secretary of the Board in writing stating whether or not said bargaining unit member requests to return to his/her position. For bargaining unit members on a leave during the second semester, the request to return must be received by the secretary of the Board on or before March 1. Failure of the bargaining unit member to make proper notification by March 1 will terminate that person's further employment in Unit 5 school district.

At the expiration of the leave period the Board will make every effort to offer the member the same or similar position as that which was held prior to the leave of absence. An educational office personnel bargaining unit member must work at least one half (1/2) of his or her regular contract year to receive experience credit for that year on the salary schedule. A paraprofessional must work at least ninety (90) school days or one semester, whichever is less, to receive experience credit for that year on the salary schedule. A bargaining unit member on leave for a full school year shall not advance on the salary schedule while on leave; however, upon return the member shall advance appropriately on the salary schedule.

A bargaining unit member will remain an employee of the school district while on this leave and may remain a member of the Association by submitting dues directly to the Association while on this leave.

#### **8.2.6 Planned Extended Leave**

Providing that a suitable replacement can be employed, the Board may grant a bargaining unit member a planned extended leave without pay for a specified period of time of up to two (2) years. Bargaining unit members must request the leave in writing by directing such request to the secretary of the Board. No specific reason for the leave needs to be given. Seniority shall not be impaired by the virtue of the leave. A bargaining unit member will not receive experience credit for the year of the leave. Health insurance and major medical benefits (if allowable by the insurer) may be purchased by the member during the leave at the group rate.

Upon completion of the leave the bargaining unit member shall be placed in an available position for which the member is qualified, except in case of reduction in force that could affect reemployment of staff on leave.

A bargaining unit member granted a planned extended leave of absence will be required to notify the secretary of the Board in writing stating whether or not said bargaining unit member requests to return to his/her position for the next school term. This request must be received on or before March 1. Failure of the bargaining unit member to make proper notification by March 1 will terminate further employment in Unit Five School District.

A bargaining unit member will remain an employee of the school district while on this leave and may remain a member of the Association by submitting dues directly to the Association while on this leave.

#### **8.2.7 Leave Without Pay**

The Board recognizes that a leave without pay is sometimes necessary due to circumstances beyond a bargaining unit member's control. Therefore, requests for absences from work that do not fall under any other leave policy may be granted by a supervising administrator.

Unless circumstances warrant, leave without pay shall not be granted immediately prior to or immediately following holidays or vacations.

The pay for a bargaining unit member who is granted a leave without pay shall be reduced as per the salary contract.

### **8.2.8 Family Medical Leave Act**

The Board will follow the provisions of the Family Medical Leave Act of 1993 as it relates to unpaid leaves.

## **ARTICLE IX: EFFECT OF AGREEMENT**

### **9.1 Complete Understanding**

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.

### **9.2 Individual Contracts**

The terms and conditions of this Agreement shall be reflected in individual contracts or employment agreements.

### **9.3 Savings Clause**

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted from this agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect.

### **9.4 Duplication of Agreement**

Within thirty (30) calendar days after ratification by both parties, the Board shall make available a clean copy of the Agreement. Sufficient copies of the Agreement shall be promptly reproduced as to make one (1) copy for each bargaining unit member, administrator, Board member, and twenty-five (25) additional copies. The cost of reproduction shall be borne by the Board.

### **9.5 Term of the Agreement**

Following ratification of this Agreement by the members of the Association and final approval by the Board, this Agreement shall be effective July 1, 2020 and shall continue in effect until June 30, 2023.

## **ARTICLE X: BARGAINING UNIT MEMBER COMPENSATION AND FRINGE BENEFITS**

### **10.1 Salary Schedules**

The salary schedules for paraprofessionals and educational office personnel for 2020-2021, 2021-2022 and 2022-2023 shall be set forth in Appendix A attached hereto and incorporated into this Agreement. All bargaining unit members will move on the salary schedule for their service credit in each year of this Agreement.

All bargaining unit members who exceeded the salary schedule steps shall receive a 3.5 percent increase for each year of this Agreement based on their previous year's salary.

### **10.2 Health Insurance**

The Board shall contribute an amount to the Insurance Fund for each individual bargaining unit member toward their insurance benefits. This allowance shall be reduced pro rata for any bargaining unit member who is employed less than full time. The Association shall be allowed an opportunity at the new employee paperwork sessions to discuss with bargaining unit members the matter of waiver of individual health insurance plan coverage. The form to be used by a bargaining unit member to waive health insurance plan coverage shall be jointly agreed to by the Administration and Association. The District and the Insurance Committee will continue to make an effort which will allow bargaining unit members access to alternative benefits.

The Board shall pay the following amounts toward individual premium cost per month for each bargaining unit member.

- For the insurance year July 1, 2020 through June 30, 2021, \$625.
- For the insurance year July 1, 2021 through June 30, 2022, \$655.
- For the insurance year July 1, 2022 through June 20, 2023, \$690.

The amount the Board shall contribute in the future shall be determined through collective negotiations.

Moneys paid into the Insurance Fund shall first be used to offset the cost of individual coverage for plan participants. Any surplus contribution the Board makes shall be added to the Insurance Fund reserve. In no event shall the Board's contribution relieve bargaining unit members of responsibility for dependent coverage.

An Insurance Committee will be formed and will be co-chaired by the UFEA President and a central office Administrator. The Committee will consist of the two co-chairs and:

- (7) UFEA bargaining unit members appointed by the UFEA
- (2) UFSPA bargaining unit members appointed by the Association
- (2) Administrators
- additional employee representing transportation employees & other employee groups
- retiree; the retiree shall be chosen by the retirees participating in the plan, pursuant to an election administered by the Administration

All committee members shall be currently enrolled in the Unit 5 health insurance plan. The co-chairs of the committee will be responsible for scheduling meetings and preparing written information for the meetings.

The committee will meet as necessary, but at least quarterly. The committee will:

- Provide regular and timely communication with participants
- Monitor the Insurance Fund and the reserve balance so as to maintain a healthy fund balance of between 3 and 6 months of claims costs
- Recommend changes (reduction or enhancements) to the benefit structure based on industry standards, actuarial data, plan performance, claims history, the status of the Insurance Fund balance and other applicable data
- Consult with experts as needed and periodically participate with the District in rebidding of the Insurance plan
- Have access to all information and data needed to carry out their responsibilities, including master policies, benefit documents, claim procedures and experience, etc.
- Consider all options which are in the best interests of the plan, taking into account, without limitation, benefit designs and options, cost savings, cost containment options, managed care, preventative and wellness programs and the like
- Consider modifications of the benefits currently in effect, selection of insurance and stop-loss reinsurance carriers, selection of third party administrators, selection of managed care networks and brokers, management of accumulated reserves, selection of the funding mechanism for coverage (i.e. fully funded conventional, self-funded, etc.), establishment of premium levels for single and dependent coverage
- Educate plan participants concerning the Insurance Plan and the options and alternatives available to each participant
- The Insurance Committee shall have authority to establish the benefit level, within the parameters set forth above.

The Board and Association agree that any other change recommended by the Insurance Committee is subject to approval by the Board and Association.

### **10.3 Life Insurance**

For each bargaining unit member who enters at least the second year of employment with the District, the Board shall provide individual premium cost per month per bargaining unit member to cover the cost of a term life insurance policy that is equal to the bargaining unit member's annual base salary, rounded up to the nearest \$1,000, but no less than \$20,000.

### **10.4 Prior Experience**

Outside paraprofessional credit shall be recognized for step placement beyond the entry level by granting full credit for each full year of outside paraprofessional experience up to a maximum of five (5) years.

Outside work experience for educational office personnel shall be recognized for step placement beyond the entry level up to a maximum of five (5) years. Year for year credit shall be granted for prior office work experience in any fully accredited public or private school system. Half year credit shall be granted for prior office work experience in university or non-educational setting. However, at no time should a newly hired bargaining unit member be placed above a current bargaining unit member with an equivalent amount of experience in the District.

## **10.5 Regular Overtime**

In the event that a bargaining unit member is requested by the primary administrative supervisor to work beyond the regular work day and/or work week, such work shall be compensated at the bargaining unit member's regular hourly rate for all additional hours up to forty (40) hours. Any paraprofessional who is required to participate in due process activities held during the summer months shall be compensated at the rate of one and one-half (1-1/2) times the bargaining unit member's regular hourly rate.

Bargaining unit members may choose to be compensated for overtime hours worked either in payment or in compensatory time as defined in the Fair Labor Standards Act. Compensatory time may be accumulated at the rate of one and one-half (1½) times up to a maximum of twenty-four (24) hours and may be used at any time, including in combination with one week of vacation for 12-month employees, with the approval of the administrative supervisor. For example, 16 hours of accumulated time, at the rate of one and one-half equals the 24 hour maximum (16 hours x 1.5 = 24). Each person is responsible for keeping an accurate record of compensatory time earned and used and for accurately reporting the time as it is earned and used on proper District payroll forms. Compensatory time may not be carried over from one fiscal year to the next and must be either used or turned in for payment prior to the June 1 payroll report to allow for payment in the year in which the time was accumulated.

## **10.6 Personal Property**

In the event a bargaining unit member has had loss or damage to personal property that has been reported on a Unit 5 vandalism report and is the direct result of student reaction to the bargaining unit member, the administration will make every reasonable effort to recover the cost of replacement or repayment from the parents of the student involved.

## **10.7 Substitute Work**

A bargaining unit member who is appropriately certified may internally substitute for a certified employee and will be paid the substitute teacher rate of pay or the bargaining unit member's regular rate of pay, whichever is higher. Bargaining unit members who internally substitute will also receive an additional \$20.00 per day. No bargaining unit member shall be required to work as a substitute teacher; however, such bargaining unit member may be requested to substitute for a teacher in his/her building in an emergency situation or when other substitutes are unattainable.

When a bargaining unit member covers a class or substitutes for a certified employee for less than a half day, they will receive their regular rate of pay and be paid the internal substitute rate of \$20.00 per period.

## **10.8 Payroll Installments**

Each bargaining unit member shall be paid by direct deposit on the basis of 12 month equal payments.

### **10.8.1 Direct Deposit**

Each bargaining unit member shall be paid by direct deposit.

### **10.8.2 Paydays**

Paydays will be on the fifteenth (15<sup>th</sup>) and the thirtieth (30<sup>th</sup>) of the month. In the event a payday falls on a non-business day, bargaining unit members shall be paid on the preceding business day.

### **10.8.3 Final Year of Employment**

For IMRF purposes, any bargaining unit member who has notified the district of their intent to retire will have their checks converted to a length of contract pay for their final year of employment.

### **10.8.4 Special Payroll and Check Statements**

All special payroll will be included on the regular 30<sup>th</sup> of the month payment, and clearly indicated and itemized on the statement rather than paid by special payroll check. Additional information, including sick leave and medical leave, is available via Employee Access. Hourly rates are listed on the attached salary schedule.

## **10.9 Retirement Incentive**

The following retirement program shall be available to eligible bargaining unit members:

1. A bargaining unit member will be eligible for this program if he/she is 55 years of age, has 20 years of service credit in the District, and is eligible to retire under the provisions of the Illinois Municipal Retirement Fund.
2. To be eligible for participation, the bargaining unit member must apply at least six (6) months prior to retirement.
3. A one-time total bonus of \$500 will be paid (*in four equal installments of \$125*) over the last four (4) months of employment.
4. The bargaining unit member may revoke his/her election to retire in the case of death or total disability of the spouse, or for a major life change as deemed appropriate by the Board. A bargaining unit member who revokes his/her election to retire must repay to the Board all monies paid as an incentive.
5. A retiring person who is at least 55 years of age and who has at least *five (5)* years of service in Unit 5 may elect to remain covered under the Unit 5 health insurance program at the amount presently offered to current bargaining members. The retiree is responsible for payment of the premium. The premium is payable in quarterly installments no later than the tenth day (10th) of (January, April, July, October) to the District Office.

## **10.10 Longevity**

Each bargaining unit member is entitled to a longevity increment beginning with the fifth year of service in Unit 5 as follows:

\$250 per year beginning with the fifth year of service  
\$500 per year beginning the tenth year of service  
\$750 per year beginning the fifteenth year of service  
\$1,000 per year beginning the twentieth year of service

The longevity increment shall be paid in two equal installments, one on or before the last paycheck prior to winter break and one on or before the last paycheck of the fiscal year and will continue each year the individual continues to be employed by Unit 5. The longevity amount shall be prorated for a bargaining unit member who leaves mid-year.

## **10.11 Holidays**

Each educational office personnel is paid for the following holidays provided such days fall during the bargaining unit member's contract period and the bargaining unit member is at work at the time:

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	TBD
Casimir Pulaski Day	First Monday in March
Board Holiday (Good Friday)	Friday Before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving Day	Fourth Friday in November
Christmas	December 25

If the Board waives a current holiday, the holiday will remain a paid floating holiday for all educational office bargaining unit members.

In the event a holiday (except Christmas and New Year's Day) falls on a weekend, less than 12-month bargaining unit members will receive no change in days paid and they will receive a floating student non-attendance day off. Twelve-month bargaining unit members will be paid a minimum of 250 days per year; however, they will not receive a floating student non-attendance day off. The one exception would be that when July 4 falls on a Saturday, Friday shall be a holiday and when it falls on a Sunday, Monday shall be a holiday. In the event a holiday falls during an authorized school break (i.e. Winter Break or Spring Break) bargaining unit members will receive no change in days paid or additional floating holidays.

If an authorized holiday falls during an educational office personnel's vacation, one additional day of vacation will be allowed.

## 10.12 Vacation

Only full-time, twelve-month educational office bargaining unit members will have a vacation with pay. It shall be granted as follows:

After One (1) Full Year of Employment	One Week of Vacation
After Two (2) Full Years of Employment	Two Weeks of Vacation
After Eight (8) Full Years of Employment	Three Weeks of Vacation
After Twenty (20) Full Years of Employment	Four Weeks of Vacation

*Start Between July 1 and December 31*

- Effective the following July 1, bargaining unit member is eligible for one week of vacation that must be used by the second August 1.
- Bargaining unit member can count this year toward two years for two weeks and eight years for three weeks' vacation.

*Start Between January 1 and June 30*

- Effective July 1, bargaining unit member gets one-half day of vacation for every 25 days paid through July 1. Vacation must be used by the second August 1.
- Bargaining unit member cannot count this year toward two years for two weeks and eight years for three weeks' vacation.

Requests to use vacation as it is accrued shall be approved in advance by the administrative supervisor. Vacation time cannot be accumulated. The bargaining unit member and the administrative supervisor must work together to ensure that vacation time is taken at a mutually agreeable time.

A person who has been employed in a Unit 5 administrative assistant position of less than 12 months and who accepts a 12-month assignment will gain credit toward years of vacation. Years of service for vacation eligibility will be determined by dividing total months worked in a non 12-month position by 12 to determine the number of years that can be applied for vacation allotment as described above.

**ACCEPTANCE OF AGREEMENT**

**IN WITNESS WHEREOF**, the parties have executed this Agreement by their duly authorized representatives on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**BOARD OF EDUCATION OF COMMUNITY  
UNIT SCHOOL DISTRICT NO. 5, MCLEAN  
AND WOODFORD COUNTIES, ILLINOIS**

**UNIT FIVE SUPPORT PROFESSIONALS  
ASSOCIATION, IEA/NEA**

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**LETTER OF UNDERSTANDING**

**Safe Work Environment**

(Section 5.6)

Under the collective bargaining agreement, the Board commits to complying with all local, state and federal laws and regulations pertaining to a safe and healthy working environment. Both the Board and the Association desire that any unsafe or hazardous condition be remedied in a reasonable manner and in a timely fashion. In the event that a condition which the Association concludes is unsafe or hazardous is not timely remedied at the building level, the Association shall bring the matter to the superintendent. The Association’s suggested response to possible unsafe or hazardous conditions shall be welcomed at all levels. Responses to possible unsafe or hazardous conditions may initially involve testing and analysis by engineers and other appropriate professionals. The administration shall work to maintain the adequacy of air exchange within buildings.

This Letter of Understanding shall not be subject to the grievance/arbitration provision of the collective bargaining agreement.

**BOARD OF EDUCATION OF COMMUNITY  
UNIT SCHOOL DISTRICT NO. 5, MCLEAN  
AND WOODFORD COUNTIES, ILLINOIS**

**UNIT FIVE SUPPORT PROFESSIONALS  
ASSOCIATION, IEA/NEA**

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**LETTER OF UNDERSTANDING**

**Providing Necessary Technology**

The parties mutually recognize technology continues to play a more significant role in the education of students within the District and as a tool for the professionals working with students. Paraprofessionals are expected to read and respond to email from their colleagues and administrators and are often expected to use technology in their support of students.

The District agrees to provide paraprofessionals with access to technology resources, including hardware, software and training, needed to perform the functions of their job. Those functions may include communication with colleagues, data entry and reporting, and supporting students with curriculum as well as with learning and behavior goals.

**BOARD OF EDUCATION OF COMMUNITY  
UNIT SCHOOL DISTRICT NO. 5, MCLEAN  
AND WOODFORD COUNTIES, ILLINOIS**

**UNIT FIVE SUPPORT PROFESSIONALS  
ASSOCIATION, IEA/NEA**

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## LETTER OF UNDERSTANDING

### Evaluation

The parties mutually agree that the purpose of evaluation is to improve performance. Further, it is the intent of both parties that a new evaluation process will be implemented beginning with the 2021-2022 school year. In order to have a process in place, the parties agree to the following:

1. The current evaluation process as outlined in the Agreement will continue to be used during the 2020-2021 school year.
2. A joint Evaluation Committee will be formed, with equal representation from the Association and the District, to create a new evaluation process. The Committee will meet as needed, but at least quarterly, during the 2020-2021 school year.
3. The committee will consider the “draft” included below and will make recommendations for the evaluation process, as well as related professional development, implementation timelines and the instrument and forms to be used.
4. The Committee’s recommendations will be provided to the Association and the Board for consideration and inclusion in the successor Agreement.

The Committee will not be bound by the items included in the draft below, but it is intended to serve as a template and starting point for their discussions.

*Draft of Possible New Evaluation Language:*

#### **5.7 Employee Evaluation**

##### **5.7.1 Evaluation Criteria**

The evaluation of paraprofessionals shall be based primarily on overall work performance considering job skills and knowledge, attitude, communication skills, adaptability, dependability, and attendance.

The evaluation of educational office personnel shall be based primarily on overall work performance considering job skills and knowledge, work productivity, quality of work, attitude, communication skills, initiative, adaptability, dependability, work habits, and attendance.

##### **5.7.2 Probationary Period**

The probationary period for any new employee shall be 90 working days, during which a bargaining unit member may be dismissed at any time at the discretion of the Board. During the first 45 days of the probationary period, the evaluator shall conference with each bargaining unit member about his/her job performance. Once a bargaining unit member has successfully completed his/her probationary period, the bargaining unit member shall be evaluated according to the schedule set forth in Section 5.7.4.

##### **5.7.3 Orientation**

By October 1st of each school year, an evaluation orientation shall be conducted with all bargaining unit members being evaluated that year. Such orientation shall include the evaluation procedures and instrument to be used. At the time of the orientation, each bargaining unit member shall be advised of the designated administrator who shall evaluate the bargaining unit member’s performance for that school year.

##### **5.7.4 Frequency of Evaluation**

The evaluation of bargaining unit members shall be conducted using the instrument mutually agreed to by the Association and the Board. All bargaining unit members shall be rated as “excellent”, “proficient”, “needs

improvement” or “unsatisfactory”. Following the probationary period, a minimum of one (1) evaluation shall be conducted every two (2) years thereafter.

#### **5.7.5 Formal Observations**

##### *Paraprofessionals*

At least one formal observation shall be held of each paraprofessional. A pre-conference will be held prior to each formal observation at which the evaluator and paraprofessional will discuss the job duties, responsibilities, and other expectations of the paraprofessional. The evaluator will establish the specific day(s) and time(s) for the observation(s). A post-conference shall be held within five (5) school days after each formal observation at which the evaluator and paraprofessional will discuss the paraprofessional’s strengths, weaknesses, and suggestions for improvement and the reasons for identifying the areas as such.

##### *Educational Office Personnel*

Educational office personnel may request a formal observation. A pre-conference will be held prior to each formal observation at which the evaluator and educational officer personnel employee will discuss the job duties, responsibilities, and other expectations of the employee. In any event, the evaluator shall be familiar with the duties and responsibilities of the position. A post-conference shall be held within five (5) school days after each formal observation at which the evaluator and educational office personnel employee will discuss the employee’s strengths, weaknesses, and suggestions for improvement and the reasons for identifying the areas as such.

#### **5.7.6 Informal Observations**

Unscheduled informal observations of paraprofessionals and educational office personnel may be conducted at any time.

#### **5.7.7 Summative Conference**

Evaluations will be completed by April 15th of each year. The evaluator and the bargaining unit member shall have a summative conference within five (5) school days after an evaluation is completed to discuss the written evaluation.

#### **5.7.8 Professional Development Plan**

Within 30 school days after the completion of an evaluation rating a bargaining unit member as “needs improvement”, the evaluator, in consultation with the bargaining unit member, shall develop a professional development plan directed to the areas that need improvement and any supports that the District will provide to address the areas identified as needing improvement.

A bargaining unit member who fails to complete any applicable professional development plan with at least a “proficient” rating shall be deemed “unsatisfactory”.

A bargaining unit member who receives at least a “proficient” rating at the end of the professional development plan shall be reinstated to the evaluation schedule set forth in Section 5.7.4.

#### **5.7.9 Remediation Plan**

Within 30 school days after completion of an evaluation rating a bargaining unit member as “unsatisfactory”, development and commencement by the District of a remediation plan designed to correct deficiencies cited, provided the deficiencies are deemed remediable. The remediation plan shall provide for 90 school days of remediation.

A bargaining unit member who fails to complete any applicable remediation plan with at least a “proficient” rating shall be dismissed.

A bargaining unit member who receives at least a “proficient” rating at the end of the remediation plan shall be reinstated to the evaluation schedule set forth in Section 5.7.4. If the bargaining unit member receives an evaluation rating of “unsatisfactory” on the bargaining unit member’s next evaluation following completion of the remediation plan, the District may forego a subsequent remediation and dismiss the bargaining unit member.

**5.7.10 Response**

Within twenty (20) working days of the summative conference, a bargaining unit member shall have the right to attach comments to the evaluation placed in his/her personnel file.

**5.7.11 Irremediable Actions**

Nothing in this Section 5.7 shall be construed as preventing immediate dismissal of a bargaining unit member for actions or deficiencies which are deemed irremediable.

**BOARD OF EDUCATION OF COMMUNITY  
UNIT SCHOOL DISTRICT NO. 5, MCLEAN  
AND WOODFORD COUNTIES, ILLINOIS**

**UNIT FIVE SUPPORT PROFESSIONALS  
ASSOCIATION, IEA/NEA**

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**LETTER OF UNDERSTANDING**

**Use of Sick Leave for Less than One-Half the Normal Scheduled Workday**

During collective bargaining, the Unit Five Support Professionals Association-IEA/NEA (“UFSPA”) proposed adding a subsection to Section 8.1.1 of the Negotiated Contract providing for use of sick leave of bargaining unit members for less than one-half the normal scheduled workday. The proposed language is similar to language contained in the Unit Five Education Association-IEA/NEA (“UFEA”) Negotiated Contract. The Board of Education acknowledged the rationale for UFSPA’s proposal but expressed concerns it may increase absenteeism and coverage issues, negatively impact coverage of student IEP minutes, and create additional work for payroll. To address the payroll issue, the District is changing the process for employees to enter sick leave. However, in order to determine whether the Board’s concerns are valid, the Board and UFSPA agree to enter into this Letter of Understanding rather than including UFSPA’s proposal in the Negotiated Contract. Accordingly, for the duration of the Negotiated Contract, UFSPA and the Board of Education agree to the following:

Bargaining unit members should make arrangements outside the normal scheduled workday for medical appointments whenever possible. Covering an assignment during such absence may be difficult in some situations, and in some cases it may be necessary to employ an external substitute. Since external substitutes are usually employed for a half-day minimum, it may be necessary for a bargaining unit member to take a one-half (1/2) day of sick leave for such absence. Sick leave or absences for medical appointments of less than one-half (1/2) the normal scheduled workday shall be handled as follows:

- The building principal or designee may grant permission for a bargaining unit member to leave the building for a period of time which is less than one-half (1/2) the normal scheduled workday, but in increments of no less than fifteen (15) minutes, for sick leave or medical appointments as described in Section 8.1.1 of the Negotiated Contract.
- Such time away from the building must be recorded by the bargaining unit member.

The Board and UFSPA agree to reevaluate this Letter of Understanding during collective bargaining for a successor agreement. Assuming the Parties agree the implementation has not resulted in significant concerns or issues, it is the intent of the Parties to include this language in a successor agreement.

**BOARD OF EDUCATION OF COMMUNITY  
UNIT SCHOOL DISTRICT NO. 5, MCLEAN  
AND WOODFORD COUNTIES, ILLINOIS**

**UNIT FIVE SUPPORT PROFESSIONALS  
ASSOCIATION, IEA/NEA**

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Appendix A*

**2020-2021**

EOP LANE A		2020-21	EOP LANE B		2020-21	PARAPROFESSIONALS		
INDEX	HOURLY	STEP	INDEX	HOURLY	STEP	INDEX	HOURLY	ANNUAL*
1.000	\$13.55	1	1.000	\$14.30	1	1.000	\$13.55	\$17,073
1.030	\$13.96	2	1.030	\$14.73	2	1.030	\$13.96	\$17,585
1.060	\$14.36	3	1.060	\$15.16	3	1.060	\$14.36	\$18,097
1.090	\$14.77	4	1.090	\$15.59	4	1.090	\$14.77	\$18,610
1.120	\$15.18	5	1.120	\$16.02	5	1.120	\$15.18	\$19,122
1.150	\$15.58	6	1.150	\$16.45	6	1.150	\$15.58	\$19,634
1.180	\$15.99	7	1.180	\$16.87	7	1.180	\$15.99	\$20,146
1.210	\$16.40	8	1.210	\$17.30	8	1.210	\$16.40	\$20,658
1.245	\$16.87	9	1.245	\$17.80	9	1.245	\$16.87	\$21,256
1.280	\$17.34	10	1.280	\$18.30	10	1.280	\$17.34	\$21,853
1.315	\$17.82	11	1.315	\$18.80	11	1.315	\$17.82	\$22,451
1.350	\$18.29	12	1.350	\$19.31	12	1.350	\$18.29	\$23,049
1.385	\$18.77	13	1.385	\$19.81	13	1.385	\$18.77	\$23,646
1.420	\$19.24	14	1.420	\$20.31	14	1.420	\$19.24	\$24,244
1.455	\$19.72	15	1.455	\$20.81	15	1.455	\$19.72	\$24,841
1.490	\$20.19	16	1.490	\$21.31	16	1.490	\$20.19	\$25,439
1.525	\$20.66	17	1.525	\$21.81	17	1.525	\$20.66	\$26,036
1.560	\$21.14	18	1.560	\$22.31	18	1.560	\$21.14	\$26,634
1.595	\$21.61	19	1.595	\$22.81	19	1.595	\$21.61	\$27,231
1.630	\$22.09	20	1.630	\$23.31	20	1.630	\$22.09	\$27,829
1.670	\$22.63	21	1.670	\$23.88	21	1.670	\$22.63	\$28,512
1.710	\$23.17	22	1.710	\$24.45	22	1.710	\$23.17	\$29,195
1.750	\$23.71	23	1.750	\$25.03	23	1.750	\$23.71	\$29,878
1.790	\$24.25	24	1.790	\$25.60	24	1.790	\$24.25	\$30,561
1.830	\$24.80	25	1.830	\$26.17	25	1.830	\$24.80	\$31,244
1.870	\$25.34	26	1.870	\$26.74	26	1.870	\$25.34	\$31,927
1.910	\$25.88	27	1.910	\$27.31	27	1.910	\$25.88	\$32,609
1.950	\$26.42	28	1.950	\$27.89	28	1.950	\$26.42	\$33,292
1.990	\$26.96	29	1.990	\$28.46	29	1.990	\$26.96	\$33,975
2.030	\$27.51	30	2.030	\$29.03	30	2.030	\$27.51	\$34,658

*\* Annual pay is based on a full-time Paraprofessional position, equal to 1260 hours per year*

**2021-2022**

EOP LANE A		2021-22	EOP LANE B		2021-22	PARAPROFESSIONALS		
INDEX	HOURLY	STEP	INDEX	HOURLY	STEP	INDEX	HOURLY	ANNUAL*
1.000	\$13.80	1	1.000	\$14.47	1	1.000	\$13.80	\$17,388
1.030	\$14.21	2	1.030	\$14.90	2	1.030	\$14.21	\$17,910
1.060	\$14.63	3	1.060	\$15.34	3	1.060	\$14.63	\$18,431
1.090	\$15.04	4	1.090	\$15.77	4	1.090	\$15.04	\$18,953
1.120	\$15.46	5	1.120	\$16.21	5	1.120	\$15.46	\$19,475
1.150	\$15.87	6	1.150	\$16.64	6	1.150	\$15.87	\$19,996
1.180	\$16.28	7	1.180	\$17.07	7	1.180	\$16.28	\$20,518
1.210	\$16.70	8	1.210	\$17.51	8	1.210	\$16.70	\$21,039
1.245	\$17.18	9	1.245	\$18.02	9	1.245	\$17.18	\$21,648
1.280	\$17.66	10	1.280	\$18.52	10	1.280	\$17.66	\$22,257
1.315	\$18.15	11	1.315	\$19.03	11	1.315	\$18.15	\$22,865
1.350	\$18.63	12	1.350	\$19.53	12	1.350	\$18.63	\$23,474
1.385	\$19.11	13	1.385	\$20.04	13	1.385	\$19.11	\$24,082
1.420	\$19.60	14	1.420	\$20.55	14	1.420	\$19.60	\$24,691
1.455	\$20.08	15	1.455	\$21.05	15	1.455	\$20.08	\$25,300
1.490	\$20.56	16	1.490	\$21.56	16	1.490	\$20.56	\$25,908
1.525	\$21.05	17	1.525	\$22.07	17	1.525	\$21.05	\$26,517
1.560	\$21.53	18	1.560	\$22.57	18	1.560	\$21.53	\$27,125
1.595	\$22.01	19	1.595	\$23.08	19	1.595	\$22.01	\$27,734
1.630	\$22.49	20	1.630	\$23.59	20	1.630	\$22.49	\$28,342
1.670	\$23.05	21	1.670	\$24.16	21	1.670	\$23.05	\$29,038
1.710	\$23.60	22	1.710	\$24.74	22	1.710	\$23.60	\$29,733
1.750	\$24.15	23	1.750	\$25.32	23	1.750	\$24.15	\$30,429
1.790	\$24.70	24	1.790	\$25.90	24	1.790	\$24.70	\$31,125
1.830	\$25.25	25	1.830	\$26.48	25	1.830	\$25.25	\$31,820
1.870	\$25.81	26	1.870	\$27.06	26	1.870	\$25.81	\$32,516
1.910	\$26.36	27	1.910	\$27.64	27	1.910	\$26.36	\$33,211
1.950	\$26.91	28	1.950	\$28.22	28	1.950	\$26.91	\$33,907
1.990	\$27.46	29	1.990	\$28.80	29	1.990	\$27.46	\$34,602
2.030	\$28.01	30	2.030	\$29.37	30	2.030	\$28.01	\$35,298

*\* Annual pay is based on a full-time Paraprofessional position, equal to 1260 hours per year*

**2022-2023**

EOP LANE A		2022-23	EOP LANE B		2022-23	PARAPROFESSIONALS		
INDEX	HOURLY	STEP	INDEX	HOURLY	STEP	INDEX	HOURLY	ANNUAL*
1.000	\$14.07	1	1.000	\$14.67	1	1.000	\$14.07	\$17,728
1.030	\$14.49	2	1.030	\$15.11	2	1.030	\$14.49	\$18,260
1.060	\$14.91	3	1.060	\$15.55	3	1.060	\$14.91	\$18,792
1.090	\$15.34	4	1.090	\$15.99	4	1.090	\$15.34	\$19,324
1.120	\$15.76	5	1.120	\$16.43	5	1.120	\$15.76	\$19,856
1.150	\$16.18	6	1.150	\$16.87	6	1.150	\$16.18	\$20,387
1.180	\$16.60	7	1.180	\$17.31	7	1.180	\$16.60	\$20,919
1.210	\$17.02	8	1.210	\$17.75	8	1.210	\$17.02	\$21,451
1.245	\$17.52	9	1.245	\$18.26	9	1.245	\$17.52	\$22,072
1.280	\$18.01	10	1.280	\$18.78	10	1.280	\$18.01	\$22,692
1.315	\$18.50	11	1.315	\$19.29	11	1.315	\$18.50	\$23,313
1.350	\$18.99	12	1.350	\$19.80	12	1.350	\$18.99	\$23,933
1.385	\$19.49	13	1.385	\$20.32	13	1.385	\$19.49	\$24,554
1.420	\$19.98	14	1.420	\$20.83	14	1.420	\$19.98	\$25,174
1.455	\$20.47	15	1.455	\$21.34	15	1.455	\$20.47	\$25,795
1.490	\$20.96	16	1.490	\$21.86	16	1.490	\$20.96	\$26,415
1.525	\$21.46	17	1.525	\$22.37	17	1.525	\$21.46	\$27,036
1.560	\$21.95	18	1.560	\$22.89	18	1.560	\$21.95	\$27,656
1.595	\$22.44	19	1.595	\$23.40	19	1.595	\$22.44	\$28,276
1.630	\$22.93	20	1.630	\$23.91	20	1.630	\$22.93	\$28,897
1.670	\$23.50	21	1.670	\$24.50	21	1.670	\$23.50	\$29,606
1.710	\$24.06	22	1.710	\$25.09	22	1.710	\$24.06	\$30,315
1.750	\$24.62	23	1.750	\$25.67	23	1.750	\$24.62	\$31,024
1.790	\$25.19	24	1.790	\$26.26	24	1.790	\$25.19	\$31,733
1.830	\$25.75	25	1.830	\$26.85	25	1.830	\$25.75	\$32,443
1.870	\$26.31	26	1.870	\$27.43	26	1.870	\$26.31	\$33,152
1.910	\$26.87	27	1.910	\$28.02	27	1.910	\$26.87	\$33,861
1.950	\$27.44	28	1.950	\$28.61	28	1.950	\$27.44	\$34,570
1.990	\$28.00	29	1.990	\$29.19	29	1.990	\$28.00	\$35,279
2.030	\$28.56	30	2.030	\$29.78	30	2.030	\$28.56	\$35,988

*\* Annual pay is based on a full-time Paraprofessional position, equal to 1260 hours per year*

*Appendix B*

**EDUCATIONAL OFFICE PERSONNEL LANE PLACEMENT 2020-2023**

**THIS DOCUMENT IS BEING REVIEWED BY THE PARTIES  
AND WILL BE UPDATED AND REPLACED ACCORDINGLY.**

Any new positions created by the Board shall be considered by the Board and Unit Five Support Professionals Association. Final placement in a lane shall be made by mutual agreement between both parties.

**Lane A**

*Positions in this lane may have any of the following criteria:*

Part-time to full-time in nature, low to moderate level of confidentiality and reports to a midlevel supervisor.

*Positions in this lane include:*

Elementary School Administrative Assistant  
Junior High Receptionist  
Juvenile Detention Center  
Media Services  
Part-Time Positions  
Special Education (9 – 10 months)  
Associate Principal Administrative Assistant  
Attendance Administrative Assistant  
Elementary Principal Administrative Assistant  
Guidance Administrative Assistant  
Payroll Assistant  
Production  
Receptionist – Senior High School  
Special Position in Media Services

**Lane B**

*Positions in this lane should have any of the following criteria:*

Full-time in nature, high level of confidentiality, job responsibilities have a high degree of impact that affects staff, parents, students or outside vendors and reports to a high level supervisor.

*Positions in this lane include:*

Accounts Payable  
Assistant Superintendent  
Bookkeeper  
Director Administrative Assistant  
High School Registrar  
Human Resources Project Specialist  
Junior/Senior High School Principal Administrative Assistant  
Payroll  
Receptionist – Unit office  
Special Education (12 months)

## *Appendix C*

### **PROCEDURE FOR RESOLVING CONCERNS**

#### *McLean County Unit District No. 5*

1809 West Hovey Ave., Normal, IL 61761-4339

The Unit 5 Administration is interested in receiving and processing valid concerns of its constituency in an appropriate sequence. Each concern shall be considered on its merits and every effort will be made to resolve issues in a positive and professional manner.

The following steps are recommended when a concern is registered against a person, policy, or procedure. Each step/action taken will depend upon the severity of the concern and may be adjusted accordingly. All concerns will be processed to completion using the following guidelines.

#### **Step One**

All concerns should be directed to the individual(s) involved. In an attempt to resolve differences at this level, all parties involved should participate in the process. This may include a personal conference, a telephone conversation, or a written communication.

#### **Step Two**

If resolution is not achieved at Step One, a “Concern Resolution Form” will be submitted to the building principal/designee. The following actions will be taken upon receipt of the Concern Resolution Form.

- Any concern or series of concerns that are requested to be placed in a staff member’s personnel file or that may result in disciplinary action shall be brought to the attention of the staff member as soon as possible.
- The building administrator will schedule a conference with the concerned party or parties and the staff member involved to review the concern(s). A copy of the Concern Resolution Form will be provided for all parties.
- The building principal/designee will conduct an investigation based on the documents submitted and the information discussed at the conference.
- The building administrator will provide a written recommendation for resolution to all parties.

#### **Step Three**

If resolution is not achieved at Step 2, the concerned party may appeal the recommendation to the Assistant Superintendent of Operations and Human Resources. The building principal will submit all documentation along with the Concern Resolution Form indicating prior actions taken.

The following actions will be taken in Step Three.

- The Assistant Superintendent of Operations and Human Resources will conduct a hearing involving all parties.
- The Assistant Superintendent of Operations and Human Resources will complete a written recommendation within seven days of the hearing completion. All materials reviewed will be considered for placement in a staff member’s personnel file.

This procedure shall not be construed to create an independent right to a hearing before the Board. An individual not satisfied after following the outlined procedures may file a grievance under Board Policy No. 2.260 (*Uniform Grievance Procedure*).



## Appendix D

### **THE FOLLOWING LEAVE SUMMARIES ARE NOT INTENDED TO REPLACE CONTRACT LANGUAGE. SEE GROUP-SPECIFIC CONTRACT, AGREED-UPON LANGUAGE, OR BOARD POLICY FOR SPECIFIC LEAVE INFORMATION.**

**Sick Leave** – Paid leave that can be used by an employee for personal illness or for serious illness or death for members of the immediate family as defined by the contract. Sick leave may also be used during the adoption of a child. All benefits remain intact when an employee is utilizing sick leave.

**Bereavement Leave** – Paid leave that can be used by an employee for up to three days to deal with funeral matters of the immediate family. If the request is for a family member who doesn't qualify under the terms of the contract, the request may be considered under the terms of Emergency Leave.

**Personal Leave** – Paid leave for personal business that may not be taken during the first five or last five days of the student attendance year without permission of the Assistant Superintendent of Human Resources. Must be requested 48 hours in advance and the Administration may deny the leave if approval would adversely impact operations or the provision of services. Unused personal leave may accumulate to a maximum of 4 days and all unused personal leave days eventually convert to sick leave.

**Jury Duty Leave** – Paid leave for time served on a jury.

**Emergency Leave** – Paid leave to accommodate extreme situations when other leaves do not apply. A member must give a reason for the request, and such leave will be approved or denied by a committee consisting of the Superintendent or designee, principal of the building from which the request was made, and the president of the Association or designee.

**Professional Leave** – Paid leave that may be allowed by the Superintendent or designee for the enhancement of a bargaining unit member's professional capacity. A member must request professional leave in writing at least one (1) week prior to the day of the requested absence.

**Medical Leave** – Unpaid leave that can be used by an employee for personal illness only. Medical leave is only available after sick leave has been exhausted. All benefits, except pay, remain intact when an employee is utilizing medical leave. FMLA is run concurrently when applicable.

**Personal Illness Leave** – Unpaid leave that can be used for an employee's personal illness. The leave requires Board approval prior to use, and is available only after sick leave and medical leave have been exhausted. An employee can request personal illness leave for the remainder of the current contract year only. Employee health insurance will be maintained through the month following the beginning of the leave or longer if required under the Family and Medical Leave Act. An employee can continue health insurance following said time period at his or her personal cost during the leave. All other benefits will be suspended during the leave.

**Family Hardship Leave** – Unpaid leave that can be used by an employee for family care. The leave requires Board approval prior to use, and CANNOT be used for the same reason given for the use sick leave, medical leave, and/or personal leave. All benefits will be suspended during the leave unless otherwise required to be maintained under the Family and Medical Leave Act. An employee can continue health insurance at his or her personal cost during the leave. *Total leave allowance is two years.*

**Parental Leave** – Unpaid leave that can be used by an employee for parental reasons. The leave requires Board approval prior to use. All benefits are suspended during parental leave unless otherwise required to be maintained under the Family and Medical Leave Act. An employee can continue health insurance at his or her personal cost during the leave. *Total leave allowance is two years.*

**Planned Extended Leave** – Unpaid leave that can be used with no specific reason given by the employee provided a suitable replacement can be employed. Seniority is not impacted by taking such leave; however experience credit is not accrued while on leave. All benefits are suspended during a planned extended leave. An employee can continue health insurance at his or her personal cost. When returning from leave, the employee will be placed in an available position for which they are qualified, unless impacted by a Reduction in Force. *Total leave is two years.*

**Leave Without Pay** – Requests for absences from work that do not fall under any other leave policy may be granted by a supervising administrator. Unless circumstances warrant, leave without pay shall not be granted immediately prior to or immediately following holidays or vacations. The pay for a bargaining unit member who is granted a leave without pay shall be reduced as per the salary contract.

**Family Medical Leave Act (FMLA)** – Unpaid leave for up to 12 or 26 weeks in a fixed year that can be used by eligible employees for a serious health condition of the employee or the employee's spouse, child, or parent, birth or adoption, qualifying exigencies, and for care of a certain covered servicemembers with serious injuries or illnesses. All benefits, except pay, remain intact when utilizing FMLA, provided the employee continues to pay any proportionate cost of said benefits. (Accrued compensatory time-off and other paid or unpaid leaves will run concurrently with FMLA- leave where applicable.) *Completion of other forms may be required.*

## Appendix E

### ***Directions for the completion of monthly travel report for reimbursement***

This document includes the mileage travel chart and the monthly travel report form that you will use to document your mileage for reimbursement. Listed are guidelines to use as you complete your mileage report:

- 1. Please complete this form electronically instead of hand-written.**
- 2. Complete ALL of the information at the top of the form (type in the gray shaded boxes).**
  1. Once you've typed in the cell and hit Enter or tabbed out, the gray shading will disappear.
  2. For the "Reimbursement Month" and "Homebase" fields, select a value from the drop-down menu.
- 3. Complete as many lines of the Travel Log as necessary.**
  1. For each line, input information into the Date, From, To, Purpose, and Miles fields. The Rate and Reimbursement fields will be automatically calculated.
  2. If you get a "Update Form" error in the Reimbursement field, the spreadsheet cannot find a mileage rate for the date that you input in that line. Please download the most current version of the form.
  3. The Reimbursement Total is rounded after each line of the Travel Log has been summed.
  4. Only record the miles that you actually travel between buildings, not round trips.
  5. Use the mileage chart tab on the document to figure your mileage.
  6. Staff members will be compensated for miles actually traveled between district buildings.
- 4. Complete the Account Distribution table.**
  1. The total on the Account Distribution must equal the total on the Travel Log.
  2. Call the Business Office (Accounts Payable) if you need an account number that's not listed.
- 5. Submit the completed form to Accounts Payable for processing.**
  1. The building administrator must sign the completed form.
  2. The form must be printed on pink paper before submitted to the Unit Office.
  3. Complete for a full month (no partial month payments).
  4. Approved travel sheets (sheets with admin signature) are processed the first week of each month.

**You can download a current version of this form by going to [www.unit5.org](http://www.unit5.org) and navigating to Staff > Staff - Resources > Mileage Reimbursement,**

**OR**

**at [sites.google.com/myunit5.org/finance-dept/accounts-payable/mileage-reimbursement](https://sites.google.com/myunit5.org/finance-dept/accounts-payable/mileage-reimbursement)**

The District and the Association collaborated in the development of the travel document. We recognize there may be some discrepancies within the data on the chart. If you find the chart does not accurately reflect the distance or time you travel, please notify Curt Richardson.

**MCLEAN COUNTY UNIT DISTRICT NO. 5  
MONTHLY TRAVEL REPORT  
For Mileage Reimbursement**

**PLEASE TYPE IN THE GRAY BOXES. THEY WILL TURN WHITE ONCE THEY HAVE BEEN FILLED IN.**

<b>EMPLOYEE NAME</b>		<b>REIMBURSEMENT MONTH</b>		<b>HOMEBASE</b>	
<b>HOME ADDRESS</b>		<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	<b>LAST 4 OF SSN</b>

PLEASE PRINT THIS FORM ON PINK PAPER

**ACCOUNT DISTRIBUTION**

Account Description	Account Number	Dollar Amt
Technology Administrator	10E000 2661 3320 00 000000	
Technology Personnel	10E000 2664 3320 00 000000	
Social Workers	10E000 2110 3320 00 000000	
Psychologists	10E000 2140 3320 00 000000	
Superintendents Office	10E000 2321 3320 00 000000	
Curriculum Instruction Personnel	10E000 2211 3320 00 000000	
Principal/Assoc. Principal/Admin	10E000 2410 3320 00 000000	
Principal's Admin Assts	10E000 2410 3320 00 000000	
Human Resources	10E000 2641 3320 00 000000	
Business Director	10E000 2510 3320 00 000000	
Elementary Teachers/Teacher Asst/Med Nurses	10E100 1110 3320 00 000000	
CJHS Teachers/Teacher Assistants	10E202 1120 3320 00 000000	
EJHS Teachers/Teacher Assistants	10E201 1120 3320 00 000000	
KJHS Teachers/Teacher Assistants	10E204 1120 3320 00 000000	
PJHS Teachers/Teacher Assistants	10E203 1120 3320 00 000000	
NCJHS Teachers/Teacher Assistants	10E301 1130 3320 00 000000	
NCWHS Teachers/Teacher Assistants	10E302 1130 3320 00 000000	
Special Education	10E000 1220 3320 00 000000	
School Nurses	10E000 2134 3320 00 000000	
Custodians	20E000 2542 3320 00 000000	
Food Service Administrators	10E000 2561 3320 00 000000	
Food Service Employees	10E000 2562 3320 00 000000	
Transportation Admin	40E000 2551 3320 00 000000	
Special Ed. Purposes	40E000 2552 3310 00 000000	
Other (Call Business Office for Acct Number)		
<b>Total</b>		<b>\$ -</b>

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINCIPAL/SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE



**Mileage Chart**

	ERRC	Transportation	Unit Office	Warehouse	NCHS	NCWHS	CJHS	EJHS	KJHS	PJHS	Benjamin ES	Brigham ELC	Carlock ES	Cedar Ridge ES	Eugene Field	Fairview ES	Fox Creek ES	Glenn ES	Grove ES	Hoose ES	Hudson ES	Northpoint ES	Oakdale ES	Parkside ES	Pepper Ridge ES	Prairieland ES	Sugar Creek ES	Towanda ES
ERRC	0.4	4.7	0.6	7.3	3.2	3.5	15.4	3.3	4.0	13.8	11.6	11.2	12.1	3.1	1.9	13.0	3.8	6.6	4.1	4.9	6.7	3.4	4.3	11.0	2.8	4.2	7.9	
Transportation	0.4	5.1	0.1	7.7	3.7	3.9	15.9	3.8	4.4	14.2	12.1	11.7	12.5	3.5	2.3	13.5	4.3	7.0	4.6	5.3	7.1	3.8	4.7	11.4	3.2	4.6	8.3	
Unit Office	4.7	5.1	5.3	7.5	1.5	2.5	8.5	2.0	0.7	11.2	5.6	9.2	5.8	3.0	3.0	7.7	2.2	6.8	2.7	9.8	5.1	1.3	0.7	5.7	5.1	3.9	11.3	
Warehouse	0.6	0.1	5.3	7.9	3.8	4.1	16.0	3.9	4.5	14.4	12.2	11.8	12.7	3.7	2.4	13.6	4.4	7.2	4.7	5.4	7.3	4.0	4.9	11.6	3.4	4.8	8.5	
NCHS	7.3	7.7	7.5	7.9	8.1	4.9	9.4	5.7	8.1	7.5	10.2	15.3	10.1	4.4	5.9	13.3	6.1	1.0	5.0	10.7	2.6	6.1	8.1	11.3	4.9	3.8	3.1	
NCWHS	3.2	3.7	1.5	3.8	8.1	3.1	9.9	2.4	0.7	12.7	9.3	8.4	9.6	2.9	2.5	8.1	3.5	7.3	3.8	8.4	5.3	2.2	1.0	6.9	3.6	4.2	9.1	
CJHS	3.5	3.9	2.5	4.1	4.9	3.1	6.8	1.2	2.5	9.4	5.6	12.0	5.6	0.7	2.0	8.4	1.0	4.0	0.9	6.9	2.5	1.6	2.5	6.7	2.5	1.3	7.6	
EJHS	15.4	15.9	8.5	16.0	9.4	9.9	6.8	7.5	9.1	5.5	4.2	20.0	3.8	8.4	8.5	7.8	7.0	9.5	7.4	19.3	7.7	7.4	9.2	5.8	9.0	7.3	11.3	
KJHS	3.3	3.8	2.0	3.9	5.7	2.4	1.2	7.5	1.7	10.2	4.8	10.5	4.8	1.7	1.6	7.5	1.2	5.2	1.7	8.5	3.8	0.4	1.8	5.9	3.7	2.6	9.2	
PJHS	4.0	4.4	0.7	4.5	8.1	0.7	2.5	9.1	1.7	11.8	6.6	8.8	6.8	2.7	2.5	7.3	2.8	6.5	3.2	9.1	4.7	1.5	0.3	6.2	4.4	3.5	9.9	
Benjamin ES	13.8	14.2	11.2	14.4	7.5	12.7	9.4	5.5	10.2	11.8	8.2	21.8	8.5	10.0	11.2	11.3	9.1	7.8	8.7	16.9	7.0	10.2	12.2	9.3	10.2	8.6	9.3	
Brigham ELC	11.6	12.1	5.6	12.2	10.2	9.3	5.6	4.2	4.8	6.6	8.2	16.2	0.9	6.2	6.0	4.8	4.5	9.4	5.7	15.4	7.5	5.0	8.1	2.7	8.0	7.1	17.1	
Carlock ES	11.2	11.7	9.2	11.8	15.3	8.4	12.0	20.0	10.5	8.8	21.8	16.2	17.1	12.3	10.9	18.5	11.3	14.9	13.4	10.5	15.0	10.4	8.8	16.4	12.0	14.3	16.7	
Cedar Ridge ES	12.1	12.5	5.8	12.7	10.1	9.6	5.6	3.8	4.8	6.8	8.5	0.9	17.1	6.3	6.1	5.2	4.6	9.5	5.8	15.9	7.6	5.1	8.5	3.1	12.9	7.2	17.6	
Eugene Field	3.1	3.5	3.0	3.7	4.4	2.9	0.7	8.4	1.7	2.7	10.0	6.2	12.3	6.3	1.5	9.3	1.5	3.8	1.1	6.5	2.7	1.8	2.6	7.2	2.0	1.4	6.2	
Fairview ES	1.9	2.3	3.0	2.4	5.9	2.5	2.0	8.5	1.6	2.5	11.2	6.0	10.9	6.1	1.5	9.2	2.1	5.0	2.6	7.0	4.1	1.7	2.6	12.1	2.3	2.7	7.8	
Fox Creek ES	13.0	13.5	7.7	13.6	13.3	8.1	8.4	7.8	7.5	7.3	11.3	4.8	18.5	5.2	9.3	9.2	7.8	16.7	8.8	16.8	10.7	7.2	7.4	2.6	13.8	10.3	18.5	
Glenn ES	3.8	4.3	2.2	4.4	6.1	3.5	1.0	7.0	1.2	2.8	9.1	4.5	11.3	4.6	1.5	2.1	7.8	5.6	1.2	9.0	3.5	1.1	2.7	5.8	3.6	2.3	9.7	
Grove ES	6.6	7.0	6.8	7.2	1.0	7.3	4.0	9.5	5.2	6.5	7.8	9.4	14.9	9.5	3.8	5.0	16.7	5.6	4.6	10.0	1.8	5.5	6.3	10.6	4.0	3.1	3.7	
Hoose ES	4.1	4.6	2.7	4.7	5.0	3.8	0.9	7.4	1.7	3.2	8.7	5.7	13.4	5.8	1.1	2.6	8.8	1.2	4.6	7.6	2.5	1.8	3.2	6.7	2.9	1.3	6.8	
Hudson ES	4.9	5.3	9.8	5.4	10.7	8.4	6.9	19.3	8.5	9.1	16.9	15.4	10.5	15.9	6.5	7.0	16.8	9.0	10.0	7.6	11.9	9.2	10.1	15.4	8.8	11.1	7.9	
Northpoint ES	6.7	7.1	5.1	7.3	2.6	5.3	2.5	7.7	3.8	4.7	7.0	7.5	15.0	7.6	2.7	4.1	10.7	3.5	1.8	2.5	11.9	3.9	4.8	8.7	3.1	1.5	5.2	
Oakdale ES	3.4	3.8	1.3	4.0	6.1	2.2	1.6	7.4	0.4	1.5	10.2	5.0	10.4	5.1	1.7	7.2	1.1	5.5	1.8	9.2	3.9	1.5	6.0	3.8	2.7	9.3		
Parkside ES	4.3	4.7	0.7	4.9	8.1	1.0	2.5	9.2	1.8	0.3	12.2	8.1	8.8	8.5	2.6	2.6	7.4	2.7	6.3	3.2	10.1	4.8	1.5	6.4	4.7	3.5	10.2	
Pepper Ridge ES	11.0	11.4	5.7	11.6	11.3	6.9	6.7	5.8	5.9	6.2	9.3	2.7	16.4	3.1	7.2	12.1	2.6	5.8	10.6	6.7	15.4	8.7	6.0	6.4	11.8	8.3	16.5	
Prairieland ES	2.8	3.2	5.1	3.4	4.9	3.6	2.5	9.0	3.7	4.4	10.2	8.0	12.0	12.9	2.0	2.3	13.8	3.6	4.0	2.9	8.8	3.1	3.8	4.7	11.8	1.7	5.5	
Sugar Creek ES	4.2	4.6	3.9	4.8	3.8	4.2	1.3	7.3	2.6	3.5	8.6	7.1	14.3	7.2	1.4	2.7	10.3	2.3	3.1	1.3	11.1	1.5	2.7	3.5	8.3	1.7	5.6	
Towanda ES	7.9	8.3	11.3	8.5	3.1	9.1	7.6	11.3	9.2	9.9	9.3	17.1	16.7	17.6	6.2	7.8	18.5	9.7	3.7	6.8	7.9	5.2	9.3	10.2	16.5	5.5	5.6	

**PLEASE NOTE:**

This mileage chart to meant to be a convenient way to look up the mileage between buildings in Unit 5, and was compiled using the directions tool in Google Maps. Quite often there are multiple possible routes between buildings. Every effort was made to choose the most probable route a reasonable individual would select given mileage, travel time, and simplicity among other factors. The figures above may not be the exact mileage you travel between buildings.

BUILDING

*Travel Time Chart*

ADMIN	ADMIN	NCHS	NCWHS	CIHS	EVANS	KIHS	PJHS	BENJAMIN	BRIGHAM	CARLOCK	CEDAR RIDGE	FAIRVIEW	FIELD	FOX CREEK	GLENN	GROVE	HOOSE	HUDSON	NORTHPOINT	OAKDALE	PAKSID ELEM	PEPPER RIDGE	PRAIRIELAND	SUGAR CREEK	TOWANDA	EERC	WAREHOUSE/TRANS
NCHS	21																										
NCWHS	8	19																									
CIHS	11	15	12																								
EVANS	20	20	22	18																							
KIHS	9	16	10	9	19																						
PJHS	6	19	7	11	21	9																					
BENJAMIN	24	16	26	21	13	20	23																				
BRIGHAM	17	23	20	21	12	10	18	15																			
CARLOCK	17	22	16	22	27	20	17	29	22																		
CEDAR RIDGE	15	23	21	19	11	16	19	15	8	23																	
FAIRVIEW	12	15	10	11	21	9	11	13	19	19	19																
FIELD	13	14	12	8	19	11	12	20	19	23	19	9															
FOX CREEK	18	27	22	23	19	21	21	20	15	27	16	25	25														
GLENN	11	17	13	9	17	8	12	19	16	25	15	13	10	21													
GROVE	20	7	19	14	20	18	18	14	22	23	21	16	13	27	17												
HOOSE	12	14	14	8	17	9	13	17	18	24	18	12	9	23	9	14											
HUDSON	20	17	17	19	26	18	18	27	27	22	27	15	17	26	19	22	19										
NORTHPOINT	17	17	17	11	17	15	16	13	19	23	22	15	13	24	14	8	11	20									
OAKDALE	8	10	10	10	19	6	8	21	17	26	16	10	10	21	9	17	11	18	14								
PARKSIDE ELEM	7	8	8	12	20	10	6	24	19	16	17	12	12	19	12	19	13	19	16	8							
PEPPER RIDGE	16	19	19	20	14	16	17	16	12	23	12	20	20	11	17	22	19	22	19	17	17						
PRAIRIELAND	15	13	13	12	20	14	14	19	24	21	23	11	11	26	14	12	12	18	11	13	15	22					
SUGAR CREEK	14	17	15	8	17	12	14	17	20	22	20	11	10	24	11	11	7	18	9	12	14	20	9				
TOWANDA	21	11	17	18	21	19	19	16	26	24	25	16	17	27	20	12	7	21	16	19	21	23	17	15			
EERC	14	11	11	13	24	12	13	24	22	19	22	9	12	27	14	17	14	13	15	12	14	18	10	13	15		
WAREHOUSE/TRANS	15	12	12	14	25	14	14	24	23	20	23	9	14	29	15	15	15	14	18	13	15	19	12	15	17	6	

Revisions appear in bold

Personnel Matters

**Resignations/Retirements/Releases/Terminations**

	Homebase	Assignment	Action	Effective
<b><u>Certified</u></b>				
Dundas, Dave	KJHS	PE	Resignation	5/25/2021
<b><u>Educational Support Personnel</u></b>				
				161
Gathright, Christina	Fairview	Para - Spec Ed	Resignation	10/16/2020
Wilcox, Cynthia	Fairview	Para - Spec Ed	Resignation	10/10/2020
Locke, Nina	Glenn	Noon Hour Supervisor	Resignation	1/30/2020
Wilson, Teresa	Glenn	Noon Hour Supervisor	Resignation	3/18/2020
Adelman, Brandon	Hudson	Para - Spec Ed	Resignation	11/5/2020
Penn, Julie	Sugar	Food Service - Manager	Retirement	10/16/2020
Reed, Melissa	Towanda	Food Service	Resignation	10/15/2020

**Substitutes****Employment****(R = Replacement; A = Additional; LR = Leave Replacement; RE=Reemployment)**

	Homebase	Assignment	Step	Lane	FTE	Effective
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**Certified****Educational Support Personnel**

(R) Larimer, Mareka	Fairview	Para - Spec Ed	Step 2		1.0	TBD
(R) Browning, Austin	Grove	Noon Hour Supervisor			1.0	162 11/2/2020
(R) Cleveland, Marla	Grove	Para - Spec Ed	Step 1		1.0	10/26/2020
(R) Kuntz, Matthew	Grove	Noon Hour Supervisor			1.0	10/26/2020
(R) Poole, Shirley	Grove	Noon Hour Supervisor			1.0	11/2/2020
(R) Banks, Lakeisha	CJHS	Para - Spec Ed	Step 1		1.0	TBD
(R) Kramp, Timothy	CJHS	Para - Spec Ed	Step 1		1.0	11/2/2020
(R) Heisel, Sarah	EJHS	Para - Spec Ed	Step 1		1.0	10/26/2020
(R) Seth, Shruti	EJHS	Para - Spec Ed	Step 1		1.0	11/9/2020
(R) Terven, Cailee	EJHS	Para - Spec Ed	Step 1		1.0	10/26/2020
(R) Walker, Lucinda	EJHS	Para - Spec Ed	Step 2		1.0	10/26/2020
(R) Dabney, Darlene	KJHS	Para - Spec Ed	Step 1		1.0	10/26/2020
(R) West, Kaitlyn	KJHS	Para - Spec Ed	Step 1		1.0	10/28/2020
(R) DeBord, Jill	PJHS	Para - Spec Ed	Step 2		1.0	10/26/2020
(R) Pedurti, Sessa	PJHS	Para - Spec Ed	Step 1		1.0	10/29/2020
(R) Sexton, Stephanie	PJHS	Para - Spec Ed	Step 1		1.0	10/26/2020

<b>(R) Korattiparambil, Shama</b>		<b>NCHS</b>	<b>Para - Spec Ed</b>	<b>Step 1</b>		<b>1.0</b>	<b>10/28/2020</b>
<b>(R) Murillo, Rodrigo</b>		<b>NCWHS</b>	<b>Safety Monitor</b>			<b>1.0</b>	<b>TBD</b>
<b><u>Substitutes</u></b>							
David Ghantous							
Andrew Sohn							
Kelley Wieland							
Bubby Dow							
Keashon Lane							
Heather Spence							
Christy Thompson							
Julia Murry							
Morgan Kelly							
							163
<b>Contract Revisions</b>							
		<b>Homebase</b>				<b>Revision</b>	<b>Effective</b>
<b><u>Certified</u></b>							
<b>Tucker, Emily</b>		<b>Oakdale/Nurse-RN</b>				<b>From Nurse-RN to Certified School Nurse</b>	<b>10/15/2020</b>
<b><u>Schedule B</u></b>							



		Homebase/Position	Leave Requested	Effective
<b><u>Certified</u></b>				
<b>Andrea, Leal</b>		<b>Brigham/EOP-10 Months</b>	<b>Parental Leave</b>	<b>12/14-5/25/2021</b>
<b>Johnson, Rebecca</b>		<b>Pepper/Fairview/Vocal Music</b>	<b>Planned Extended Leave</b>	<b>10/19-12/18/2020</b>
<b><u>Educational Support Personnel</u></b>				
<b>Scoma, Sandra</b>		<b>PJHS/Para - Spec Ed</b>	<b>Planned Extended Leave</b>	<b>10/19-5/27/2021</b>
				165
<b>Information Only</b>				
<b>Gentry, Christie</b>		<b>CJHS/Nurse-RN</b>	<b>From CJHS to Fox Creek</b>	<b>10/19/2020</b>
<b>Greenwald, Virginia</b>		<b>Fairview/NHS</b>	<b>From Fairview to Northpoint</b>	<b>10/19/2020</b>
<b>Henson, Emily</b>		<b>Grove/Healthcare Assist.</b>	<b>From Grove to Glenn</b>	<b>10/19/2020</b>
<b>Montgomery, Craig</b>		<b>Warehouse/Cust. Supervisor</b>	<b>From Custodial Supervisor to Director of Custodial Operations</b>	<b>7/1/2020</b>
<b>Owens, Judy</b>		<b>Northpoint/NHS</b>	<b>From Northpoint to PJHS</b>	<b>10/19/2020</b>
<b>Sherman, Mary</b>		<b>Carlock/Para - Spec Ed</b>	<b>From Carlock to PSE</b>	<b>10/19/2020</b>

**MCLEAN COUNTY UNIT DISTRICT NO. 5**  
**Authorization for Payment of Bills and Payrolls**  
**October 15, 2020 through October 28, 2020**

**SUMMARY OF BILLS & PAYROLLS BY FUND**

<b>Fund</b>	<b><sup>1</sup> Prepaid Bills</b>	<b><sup>2</sup> Bills To Be Paid</b>	<b><sup>3</sup> Payrolls</b>	<b>Total</b>
07 Flexible Benefit Plan Trust Fund	27,082.33	0.00	0.00	27,082.33
08 Unit 5 Self-Funded Insurance	493,324.58	0.00	0.00	493,324.58
10 Educational	567.00	684,606.54	4,166,886.04	4,852,059.58
20 Operations & Maintenance	0.00	405,728.82	243,416.75	649,145.57
30 Debt Service	0.00	0.00	0.00	0.00
40 Transportation	0.00	45,059.36	8,746.20	53,805.56
50 Social Security	0.00	0.00	102,187.04	102,187.04
51 IMRF	0.00	0.00	85,594.50	85,594.50
60 Capital Projects	0.00	0.00	0.00	0.00
70 Working Cash	0.00	0.00	0.00	0.00
80 Tort Immunity	0.00	7,033.78	9,540.77	16,574.55
90 Life Safety	0.00	166,923.91	0.00	166,923.91
99 Student Activity Funds <sup>4</sup>	46,813.38	0.00	0.00	46,813.38
<b>Grand Total</b>	<b>\$567,787.29</b>	<b>\$1,309,352.41</b>	<b>\$4,616,371.30</b>	<b>\$6,493,511.00</b>

<sup>1</sup> For funds 8 through 90, these bills were paid on and between 10/15/20 and 10/27/20. Please see the "Vendor Bill Listing - PREPAID" report for details.

<sup>2</sup> These bills have not been paid yet. Please see the "Vendor Bill Listing - TO BE PAID" report for details.

<sup>3</sup> Please see the "Payroll Fund Totals" report for details.

<sup>4</sup> These bills will always be listed as "prepaid" and include bills paid on the date of the last Board meeting. This is to ensure that all payments are captured for reporting purposes. For this report, these bills were paid on and between 10/14/20 and 10/27/20. Please see the Student Activity Funds section of the "Vendor Bill Listing - PREPAID" and the "Vendor Bill Listing - PREPAID - SA" report for details. The Student Activity Funds totals on these reports will equal the Student Activity Funds total on this summary.

**ATTEST:**

**I do certify that the Board of Education has reviewed and authorized the payment of bills and payrolls in the amount of \$6,493,511.00.**

\_\_\_\_\_  
 Amy Roser, President, Board of Education

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Kelly Pyle, Secretary, Board of Education

\_\_\_\_\_  
 Date

## CUSD No. 5, McLean and Woodford Counties, Illinois

### Payroll Fund Totals

Fiscal Year: 2020-2021

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
Certified - Semi	70	10/01/2020	10/15/2020	10/15/2020
Certified - Semi	71	10/01/2020	10/15/2020	10/15/2020
Certified - Semi	72	10/01/2020	10/15/2020	10/15/2020
Classified - Semi	70	10/01/2020	10/15/2020	10/15/2020
Classified - Semi	71	10/01/2020	10/15/2020	10/15/2020

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
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**Certified - Semi - Period Number: 70**

10	2,981,958.18	0.00	134,941.93	321,227.50	3,438,127.61
50	0.00	41,427.82	0.00	0.00	41,427.82
<b>Period Total:</b>	<b>\$2,981,958.18</b>	<b>\$41,427.82</b>	<b>\$134,941.93</b>	<b>\$321,227.50</b>	<b>\$3,479,555.43</b>

**Classified - Semi - Period Number: 70**

10	582,401.33	0.00	0.00	141,757.50	724,158.83
20	240,729.00	0.00	0.00	2,300.00	243,029.00
40	7,246.20	0.00	0.00	1,500.00	8,746.20
50	0.00	60,421.55	0.00	0.00	60,421.55
51	0.00	0.00	85,464.18	0.00	85,464.18
80	8,455.77	0.00	0.00	1,085.00	9,540.77
<b>Period Total:</b>	<b>\$838,832.30</b>	<b>\$60,421.55</b>	<b>\$85,464.18</b>	<b>\$146,642.50</b>	<b>\$1,131,360.53</b>

**Certified - Semi - Period Number: 71**

10	3,895.00	0.00	0.00	0.00	3,895.00
50	0.00	297.95	0.00	0.00	297.95
51	0.00	0.00	90.46	0.00	90.46
<b>Period Total:</b>	<b>\$3,895.00</b>	<b>\$297.95</b>	<b>\$90.46</b>	<b>\$0.00</b>	<b>\$4,283.41</b>

**Classified - Semi - Period Number: 71**

20	387.75	0.00	0.00	0.00	387.75
50	0.00	29.66	0.00	0.00	29.66
51	0.00	0.00	39.86	0.00	39.86
<b>Period Total:</b>	<b>\$387.75</b>	<b>\$29.66</b>	<b>\$39.86</b>	<b>\$0.00</b>	<b>\$457.27</b>

**Certified - Semi - Period Number: 72**

10	694.19	0.00	10.41	0.00	704.60
50	0.00	10.06	0.00	0.00	10.06
<b>Period Total:</b>	<b>\$694.19</b>	<b>\$10.06</b>	<b>\$10.41</b>	<b>\$0.00</b>	<b>\$714.66</b>

<b>Grand Totals:</b>	<b>\$3,825,767.42</b>	<b>\$102,187.04</b>	<b>\$220,546.84</b>	<b>\$467,870.00</b>	<b>\$4,616,371.30</b>
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End of Report

**Expenditure Summary Report**

From Date: 10/15/2020  
To Date: 10/27/2020

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
A B Hatchery	V530514	0	125044	10/21/2020	300.00
<b>A B Hatchery Total</b>					<b>300.00</b>
Ascd Assoc For Supv & Currdevelop	3-MEMB RENEWALS	2101111	241775	10/22/2020	567.00
<b>Ascd Assoc For Supv &amp; Currdevelop Total</b>					<b>567.00</b>
Aslinger, Michael R	V955013	0	125046	10/22/2020	42.00
<b>Aslinger, Michael R Total</b>					<b>42.00</b>
August Fire Designs	V834301	0	2691	10/21/2020	50.00
<b>August Fire Designs Total</b>					<b>50.00</b>
B & B Awards & Recognition	20046065	0	20909	10/27/2020	12.79
	20046018	0	44305	10/20/2020	15.25
<b>B &amp; B Awards &amp; Recognition Total</b>					<b>28.04</b>
Bacc Student Graphics Co.	107	0	44306	10/20/2020	600.00
<b>Bacc Student Graphics Co. Total</b>					<b>600.00</b>
Bain, Leeann Janette	V638668	0	6059	10/20/2020	34.59
<b>Bain, Leeann Janette Total</b>					<b>34.59</b>
Bammidi, Kodanda	V722681	0	5590	10/21/2020	40.00
<b>Bammidi, Kodanda Total</b>					<b>40.00</b>
Bane, Parker J	Oct FFA supplies	0	44320	10/21/2020	274.86
	Polos	0	44320	10/21/2020	180.00
<b>Bane, Parker J Total</b>					<b>454.86</b>
Beckman, Elizabeth Logan	V519268	0	20904	10/19/2020	165.88
<b>Beckman, Elizabeth Logan Total</b>					<b>165.88</b>
Bhamidipati, Srinivas	V193475	0	5591	10/21/2020	40.00
<b>Bhamidipati, Srinivas Total</b>					<b>40.00</b>
Bhumpelli, Maheshwara	V943580	0	5592	10/21/2020	40.00
<b>Bhumpelli, Maheshwara Total</b>					<b>40.00</b>
Bloomington Tennis Center	101	0	44321	10/21/2020	36.00
<b>Bloomington Tennis Center Total</b>					<b>36.00</b>
Blue Cross Blue Shield Of Illinois	V766597	0	0 (blank)		184,959.44
	V430629	0	0 (blank)		308,365.14
<b>Blue Cross Blue Shield Of Illinois Total</b>					<b>493,324.58</b>
Blue Springs, Inc.	39965	0	20910	10/27/2020	280.00
<b>Blue Springs, Inc. Total</b>					<b>280.00</b>
Bovenkerk, Bradley Alan	Reimb subscrip/equip	0	44794	10/22/2020	1,580.30
<b>Bovenkerk, Bradley Alan Total</b>					<b>1,580.30</b>
BSN Sports	Invoices-2	0	44795	10/22/2020	233.65
	910399526	0	44336	10/27/2020	879.80
	V336803	0	5608	10/27/2020	2,539.84
<b>BSN Sports Total</b>					<b>3,653.29</b>
Budzinski, Ryan A	(Rev) Contest fee	0	44337	10/27/2020	50.00
<b>Budzinski, Ryan A Total</b>					<b>50.00</b>

**Expenditure Summary Report**

From Date: 10/15/2020  
To Date: 10/27/2020

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Bunting, Alicia Marie	10/8/2020	0	9343	10/15/2020	497.69
<b>Bunting, Alicia Marie Total</b>					<b>497.69</b>
Burns, Laura M	V295875	0	20912	10/27/2020	77.00
<b>Burns, Laura M Total</b>					<b>77.00</b>
Casey's Garden Center	Normal West	0	44322	10/21/2020	169.00
<b>Casey's Garden Center Total</b>					<b>169.00</b>
Chapman, Trevor Michael	Reimb lunch	0	44796	10/22/2020	143.15
<b>Chapman, Trevor Michael Total</b>					<b>143.15</b>
Cheedhalla, Naveen	V329661	0	5593	10/21/2020	40.00
<b>Cheedhalla, Naveen Total</b>					<b>40.00</b>
Collins, Jeffrey A	V231823	0	1526	10/15/2020	50.00
<b>Collins, Jeffrey A Total</b>					<b>50.00</b>
Conley, Rebecca Renae	Main office supplies	0	44797	10/22/2020	26.54
<b>Conley, Rebecca Renae Total</b>					<b>26.54</b>
Culligan Water Conditioning	10/12/20 bill	0	44798	10/22/2020	24.91
	V762600	0	5585	10/21/2020	74.00
	V802685	0	6060	10/23/2020	52.70
<b>Culligan Water Conditioning Total</b>					<b>151.61</b>
Dunn, Melissa	XC food	0	44323	10/21/2020	84.88
	Food for XC	0	44338	10/27/2020	25.96
<b>Dunn, Melissa Total</b>					<b>110.84</b>
Edwards, Sarah	V205623	0	4833	10/23/2020	255.98
	V299400	0	4	10/23/2020	255.98
<b>Edwards, Sarah Total</b>					<b>511.96</b>
Egan, Paula	V831901	0	23320	10/20/2020	19.99
<b>Egan, Paula Total</b>					<b>19.99</b>
Ellison, Aaron T	V819437	0	23329	10/23/2020	44.98
<b>Ellison, Aaron T Total</b>					<b>44.98</b>
Fastsigns	458-29060	0	2733	10/21/2020	71.06
<b>Fastsigns Total</b>					<b>71.06</b>
Follett Book Fairs	V533776	0	23321	10/20/2020	419.05
<b>Follett Book Fairs Total</b>					<b>419.05</b>
Ford, Nathan G	V597147	0	3926	10/21/2020	494.17
<b>Ford, Nathan G Total</b>					<b>494.17</b>
Foster, Nathan C	Reimb food & gear	0	44799	10/22/2020	260.00
<b>Foster, Nathan C Total</b>					<b>260.00</b>
France, Stacie M	V756679	0	13948	10/21/2020	79.00
<b>France, Stacie M Total</b>					<b>79.00</b>
Fujimoto, Leann	V115291	0	23326	10/21/2020	10.00
<b>Fujimoto, Leann Total</b>					<b>10.00</b>
Gattineni, Ajay	V475928	0	5594	10/21/2020	40.00

**Expenditure Summary Report**

From Date: 10/15/2020  
To Date: 10/27/2020

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Gattineni, Ajay Total</b>					<b>40.00</b>
Hafermann, Eduard	Reimburse (10/16)	0	44307	10/20/2020	70.00
<b>Hafermann, Eduard Total</b>					<b>70.00</b>
Hall, Monique L	V988964	0	2407	10/21/2020	16.25
<b>Hall, Monique L Total</b>					<b>16.25</b>
Harms, Kristin Elizabeth	V324749	0	4832	10/23/2020	223.90
<b>Harms, Kristin Elizabeth Total</b>					<b>223.90</b>
Headrick, Abigail E	V728725	0	2408	10/21/2020	253.99
<b>Headrick, Abigail E Total</b>					<b>253.99</b>
Hieser, Laura B	99.2.123.9504	0	2734	10/21/2020	50.00
<b>Hieser, Laura B Total</b>					<b>50.00</b>
Hill, Shane Padraic	V978052	0	13945	10/16/2020	35.97
<b>Hill, Shane Padraic Total</b>					<b>35.97</b>
Hobson, Katie Jean	V427877	0	2410	10/21/2020	42.00
<b>Hobson, Katie Jean Total</b>					<b>42.00</b>
Hudl	INV00957445	0	44308	10/20/2020	450.00
<b>Hudl Total</b>					<b>450.00</b>
Iada	Normal West Memb	0	44339	10/27/2020	50.00
<b>Iada Total</b>					<b>50.00</b>
IAVAT	Dues 2020	0	44800	10/22/2020	335.00
		42357	44309	10/20/2020	20.00
<b>IAVAT Total</b>					<b>355.00</b>
Illinois Music Education Association	V776008	0	5586	10/21/2020	24.00
<b>Illinois Music Education Association Total</b>					<b>24.00</b>
Ilmea	V826580	0	23330	10/23/2020	80.00
<b>Ilmea Total</b>					<b>80.00</b>
Jerome, Ruth H	V16719	0	5587	10/21/2020	50.00
<b>Jerome, Ruth H Total</b>					<b>50.00</b>
Jimmy John's 1	V415809	0	3929	10/23/2020	193.00
<b>Jimmy John's 1 Total</b>					<b>193.00</b>
Johnson, David	Tape	0	44324	10/21/2020	32.93
<b>Johnson, David Total</b>					<b>32.93</b>
JOSTEN'S	24979890	0	44310	10/20/2020	9.18
<b>JOSTEN'S Total</b>					<b>9.18</b>
Jostens/Tboy's Inc.	3056-67002	0	44325	10/21/2020	130.95
<b>Jostens/Tboy's Inc. Total</b>					<b>130.95</b>
Kagy, Tara M	V400524	0	9344	10/21/2020	56.70
<b>Kagy, Tara M Total</b>					<b>56.70</b>
Kancharlapalli, Venkata	V436062	0	5595	10/21/2020	40.00
<b>Kancharlapalli, Venkata Total</b>					<b>40.00</b>

**Expenditure Summary Report**

From Date: 10/15/2020  
To Date: 10/27/2020

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Kauten, Emily Christine	V96645	0	4828	10/23/2020	30.00
<b>Kauten, Emily Christine Total</b>					<b>30.00</b>
Kerr, Ryan D	(Rev)Reimburse 10-20	0	44326	10/21/2020	143.61
<b>Kerr, Ryan D Total</b>					<b>143.61</b>
Kerr, Sean C	Reimb tech	0	44801	10/22/2020	1,224.00
<b>Kerr, Sean C Total</b>					<b>1,224.00</b>
Kinley, Michele Sue	V182276	0	4829	10/23/2020	76.34
<b>Kinley, Michele Sue Total</b>					<b>76.34</b>
Knuth, Erin	V805734	0	20905	10/19/2020	100.00
<b>Knuth, Erin Total</b>					<b>100.00</b>
Lakeshore Learning Materials	V176693	0	2409	10/21/2020	572.70
<b>Lakeshore Learning Materials Total</b>					<b>572.70</b>
Larson, Dennis J	V233684	0	13949	10/21/2020	17.39
<b>Larson, Dennis J Total</b>					<b>17.39</b>
Lemenager, Paige	Reimbursement	0	44327	10/21/2020	87.00
<b>Lemenager, Paige Total</b>					<b>87.00</b>
Leyons, Babitha	V602022	0	5596	10/21/2020	40.00
<b>Leyons, Babitha Total</b>					<b>40.00</b>
Litwiller, Jo	99.2.123.9504	0	2735	10/21/2020	30.00
<b>Litwiller, Jo Total</b>					<b>30.00</b>
Livestock Judging.Com	(rev) Inv #1958	0	44311	10/20/2020	200.00
<b>Livestock Judging.Com Total</b>					<b>200.00</b>
Luo, Min	V411263	0	5597	10/21/2020	40.00
<b>Luo, Min Total</b>					<b>40.00</b>
Malladi, Srirama	V257196	0	5598	10/21/2020	40.00
<b>Malladi, Srirama Total</b>					<b>40.00</b>
Matthews, Katie Sue	V732113	0	4830	10/23/2020	37.00
<b>Matthews, Katie Sue Total</b>					<b>37.00</b>
Maurer, Nicole L	Office door signs	0	44802	10/22/2020	20.09
<b>Maurer, Nicole L Total</b>					<b>20.09</b>
McLean Co Unit Dist No 5	V145458	0	4971	10/22/2020	118.09
	V464153	0	2692	10/21/2020	331.31
	V504268	0	1527	10/23/2020	1,583.38
	V800104	0	5588	10/21/2020	734.65
	V874750	0	13950	10/21/2020	330.15
	V970755	0	2412	10/21/2020	83.94
	V345267	0	20913	10/27/2020	80.92
<b>McLean Co Unit Dist No 5 Total</b>					<b>3,262.44</b>
Mcleod, Emily J	V382869	0	23322	10/20/2020	57.98
<b>Mcleod, Emily J Total</b>					<b>57.98</b>
Meyer, Laura	V740355	0	5599	10/21/2020	40.00

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Meyer, Laura Total</b>					<b>40.00</b>
Miller, Andrew M	V331035	0	23327	10/21/2020	452.06
<b>Miller, Andrew M Total</b>					<b>452.06</b>
Minerva Promotions	S86872	0	20914	10/27/2020	281.00
<b>Minerva Promotions Total</b>					<b>281.00</b>
Mueller, Kelsey Rae	(Rev) PE supplies	0	44312	10/20/2020	19.00
<b>Mueller, Kelsey Rae Total</b>					<b>19.00</b>
Musku, Laxima	V50672	0	5600	10/21/2020	40.00
<b>Musku, Laxima Total</b>					<b>40.00</b>
My Binding.Com	V81936	0	2413	10/23/2020	469.08
<b>My Binding.Com Total</b>					<b>469.08</b>
National English Honor Society	Invoice #16790	0	44328	10/21/2020	65.00
<b>National English Honor Society Total</b>					<b>65.00</b>
National Ffa Organization	1583546	0	44803	10/22/2020	660.00
<b>National Ffa Organization Total</b>					<b>660.00</b>
Nchs Music Parents	Masks for West	0	44313	10/20/2020	2,398.80
<b>Nchs Music Parents Total</b>					<b>2,398.80</b>
Nelson, Chloe	Reimbursement	0	44314	10/20/2020	96.59
<b>Nelson, Chloe Total</b>					<b>96.59</b>
Nolin, Annie	V926098	0	13946	10/16/2020	34.24
<b>Nolin, Annie Total</b>					<b>34.24</b>
Normal West PTO	Scrip payment	0	44329	10/21/2020	35.96
<b>Normal West PTO Total</b>					<b>35.96</b>
Norton, Jeff	V960277	0	125045	10/21/2020	75.00
<b>Norton, Jeff Total</b>					<b>75.00</b>
Ogdon, Tricia L	V626490	0	23323	10/20/2020	63.09
<b>Ogdon, Tricia L Total</b>					<b>63.09</b>
Olson, Katherine Irene	V682094	0	5589	10/21/2020	4.99
<b>Olson, Katherine Irene Total</b>					<b>4.99</b>
Parambil, Gopinathan	V220623	0	5601	10/21/2020	40.00
<b>Parambil, Gopinathan Total</b>					<b>40.00</b>
Peoria Notre Dame High School	Duplicate payment	0	44330	10/21/2020	225.00
<b>Peoria Notre Dame High School Total</b>					<b>225.00</b>
Pespunuri, Chakrapani	V164790	0	5602	10/21/2020	40.00
<b>Pespunuri, Chakrapani Total</b>					<b>40.00</b>
Piercy, Nikki A	V81356	0	5609	10/27/2020	104.95
	V877407	0	5609	10/27/2020	55.18
<b>Piercy, Nikki A Total</b>					<b>160.13</b>
Promise Council	Donations at school	0	44804	10/22/2020	500.00
<b>Promise Council Total</b>					<b>500.00</b>

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Puritan Springs	1274737 - 10/20	0	44315	10/20/2020	150.14
	Normal West 10-20	0	44331	10/21/2020	23.94
	V485012	0	4831	10/23/2020	18.76
<b>Puritan Springs Total</b>					<b>192.84</b>
Rader Family Farm	Boys basketball	0	44332	10/21/2020	174.00
<b>Rader Family Farm Total</b>					<b>174.00</b>
Raglan, Melissa N	V900219	0	2411	10/21/2020	86.68
<b>Raglan, Melissa N Total</b>					<b>86.68</b>
Ramasetti, Sunanda	V448148	0	5603	10/21/2020	40.00
<b>Ramasetti, Sunanda Total</b>					<b>40.00</b>
Ravi, Krishna	V90124	0	5604	10/21/2020	40.00
<b>Ravi, Krishna Total</b>					<b>40.00</b>
Reinhart Grounds Maintenance, Inc	54673+	0	20906	10/19/2020	1,734.00
<b>Reinhart Grounds Maintenance, Inc Total</b>					<b>1,734.00</b>
Roop, Cari Elizabeth	V892482	0	6061	10/23/2020	51.65
<b>Roop, Cari Elizabeth Total</b>					<b>51.65</b>
Rybarczyk, Claire Christine	Reimbursement 10/20	0	44333	10/21/2020	100.00
<b>Rybarczyk, Claire Christine Total</b>					<b>100.00</b>
Salavath, Shanker	V208795	0	5605	10/21/2020	40.00
<b>Salavath, Shanker Total</b>					<b>40.00</b>
Sam's Club Mc/Syncb	V118313	0	3927	10/21/2020	81.11
<b>Sam's Club Mc/Syncb Total</b>					<b>81.11</b>
Schmidt, Todd	V74443	0	18980	10/15/2020	50.00
<b>Schmidt, Todd Total</b>					<b>50.00</b>
Scholastic Inc.	V907175	0	23324	10/20/2020	161.50
	40327011	0	20907	10/19/2020	81.81
<b>Scholastic Inc. Total</b>					<b>243.31</b>
Scott, Lori Anne	V605098	0	3928	10/21/2020	391.51
<b>Scott, Lori Anne Total</b>					<b>391.51</b>
Select Screen Prints	55612	0	44316	10/20/2020	255.00
	55642	0	2736	10/21/2020	915.50
<b>Select Screen Prints Total</b>					<b>1,170.50</b>
Sennett, Timothy E	Girls golf	0	44342	10/27/2020	116.88
<b>Sennett, Timothy E Total</b>					<b>116.88</b>
Shah, Devang	V281708	0	5606	10/21/2020	40.00
<b>Shah, Devang Total</b>					<b>40.00</b>
Sharer-Barbee, Molly Bosche	(rev) pe purchase	0	44317	10/20/2020	19.00
<b>Sharer-Barbee, Molly Bosche Total</b>					<b>19.00</b>
Stalter, Angela S	V345176	0	20908	10/19/2020	176.67
<b>Stalter, Angela S Total</b>					<b>176.67</b>

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Starfall Education	V37792	0	2414	10/23/2020	270.00
<b>Starfall Education Total</b>					<b>270.00</b>
STORAGE EXPRESS	Unit 315-232 (10/20)	0	44318	10/20/2020	59.00
<b>STORAGE EXPRESS Total</b>					<b>59.00</b>
Synchrony Bank Amazon	V329952	0	23325	10/20/2020	500.32
<b>Synchrony Bank Amazon Total</b>					<b>500.32</b>
TASC	V420635	0	0 (blank)		27,082.33
<b>TASC Total</b>					<b>27,082.33</b>
Temples, Shea	V568615	0	23331	10/23/2020	9.97
<b>Temples, Shea Total</b>					<b>9.97</b>
The Music Shoppe, Inc	(Rev) 2963981	0	44319	10/20/2020	199.00
	2976852, 2953486, 29	0	13947	10/16/2020	1,531.90
	(Rev) Invoices	0	44343	10/27/2020	131.60
<b>The Music Shoppe, Inc Total</b>					<b>1,862.50</b>
Thomas, Amber Nicole	99.2.123.9504	0	2737	10/21/2020	55.00
<b>Thomas, Amber Nicole Total</b>					<b>55.00</b>
Thomas, Katrisha	(Rev) Speech supplie	0	44344	10/27/2020	45.99
<b>Thomas, Katrisha Total</b>					<b>45.99</b>
Tomlin, Lisa	(Rev)	0	44345	10/27/2020	165.25
<b>Tomlin, Lisa Total</b>					<b>165.25</b>
Topping, Elizabeth	V434124	0	20915	10/27/2020	49.99
<b>Topping, Elizabeth Total</b>					<b>49.99</b>
Tuggle, Lenora	V600670	0	20916	10/27/2020	16.95
<b>Tuggle, Lenora Total</b>					<b>16.95</b>
Underwood, Dustin R	SAT administration	0	44334	10/21/2020	197.00
<b>Underwood, Dustin R Total</b>					<b>197.00</b>
Vanguru, Ramakrishna	V938996	0	5607	10/21/2020	40.00
<b>Vanguru, Ramakrishna Total</b>					<b>40.00</b>
Vincent, Susan Anne	V278377	0	23328	10/22/2020	70.54
<b>Vincent, Susan Anne Total</b>					<b>70.54</b>
Weakly, Shelly	Costume Gallery	0	44346	10/27/2020	276.34
	Reimb UDA	0	44346	10/27/2020	1,844.00
<b>Weakly, Shelly Total</b>					<b>2,120.34</b>
Weber, David Jonathan	(Rev) Science 10-27	0	44347	10/27/2020	20.00
<b>Weber, David Jonathan Total</b>					<b>20.00</b>
Wheeler, Alicia	V943203	0	2693	10/21/2020	63.75
<b>Wheeler, Alicia Total</b>					<b>63.75</b>
Bloom's Coffee Bar	V633536	0	4834	10/27/2020	240.00
<b>Bloom's Coffee Bar Total</b>					<b>240.00</b>
Brown, Deborah	V545251	0	20911	10/27/2020	144.54
<b>Brown, Deborah Total</b>					<b>144.54</b>

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From Date: 10/15/2020  
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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
J W Pepper & Sons Incorp	(Rev) Misc Invoices	0	44340	10/27/2020	688.02
<b>J W Pepper &amp; Sons Incorp Total</b>					<b>688.02</b>
Ameren Il	Acct#7767995059 (PC)	0	44335	10/27/2020	1,000.00
<b>Ameren Il Total</b>					<b>1,000.00</b>
Ostling, Corey Matthew	FAFSA supplies	0	44341	10/27/2020	20.00
<b>Ostling, Corey Matthew Total</b>					<b>20.00</b>
<b>Grand Total</b>					<b>557,814.58</b>

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**From Date:** 10/15/2020  
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<b>Fund</b>	<b>Amount</b>
07	27,082.33
08	493,324.58
10	567.00
99	36,840.67
<b>Grand Total</b>	<b>557,814.58</b>

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
BSN Sports	2 invoices	0	44775	10/14/2020	2,933.73
	909208365-half	0	44775	10/14/2020	1,300.00
<b>BSN Sports Total</b>					<b>4,233.73</b>
Carter, Matthew A	V558651	0	2497	10/14/2020	18.62
	V985790	0	2497	10/14/2020	4.95
<b>Carter, Matthew A Total</b>					<b>23.57</b>
Clauss, Courtney	Senior Bulletin boar	0	44776	10/14/2020	51.49
<b>Clauss, Courtney Total</b>					<b>51.49</b>
Dave, Mantra	NLE Award	0	44777	10/14/2020	322.00
<b>Dave, Mantra Total</b>					<b>322.00</b>
Drengwitz, Jason	Sympathy flowers	0	44778	10/14/2020	84.99
<b>Drengwitz, Jason Total</b>					<b>84.99</b>
FBLA-PBL	281-10062020	0	44779	10/14/2020	1,118.00
<b>FBLA-PBL Total</b>					<b>1,118.00</b>
Foster, Nathan C	Better Ball	0	44780	10/14/2020	652.72
	Regional Reimb	0	44780	10/14/2020	182.90
<b>Foster, Nathan C Total</b>					<b>835.62</b>
Hodges, Nick	Regional Travel	0	44781	10/14/2020	39.50
<b>Hodges, Nick Total</b>					<b>39.50</b>
Kelly, Jennifer	Reimb photo cards	0	44782	10/14/2020	19.95
<b>Kelly, Jennifer Total</b>					<b>19.95</b>
Kommalapati, Ananya	NLE Award	0	44783	10/14/2020	257.00
<b>Kommalapati, Ananya Total</b>					<b>257.00</b>
Minerva Promotions	188655	0	44784	10/14/2020	1,859.15
<b>Minerva Promotions Total</b>					<b>1,859.15</b>
Pogge, Darcelle	Yearbook refund	0	44785	10/14/2020	65.00
<b>Pogge, Darcelle Total</b>					<b>65.00</b>
Poondru, Revanth	NLE RP	0	44786	10/14/2020	65.00
<b>Poondru, Revanth Total</b>					<b>65.00</b>
Sayani, Anchita	NLE AS	0	44787	10/14/2020	25.00
<b>Sayani, Anchita Total</b>					<b>25.00</b>
Short, Ryan E	Reimb tarps & stakes	0	44788	10/14/2020	103.84
<b>Short, Ryan E Total</b>					<b>103.84</b>
Sarnet Digital Publishing	20-092903	0	44789	10/14/2020	25.50
<b>Sarnet Digital Publishing Total</b>					<b>25.50</b>
Stephan, Ellie	NLE ES	0	44790	10/14/2020	257.00
<b>Stephan, Ellie Total</b>					<b>257.00</b>
Wells, Jeffrey	Reimb practice round	0	44791	10/14/2020	162.09
<b>Wells, Jeffrey Total</b>					<b>162.09</b>
Whitman, Donald Oliver	wooden big 12 case	0	44792	10/14/2020	400.00
<b>Whitman, Donald Oliver Total</b>					<b>400.00</b>

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Zeman, Jacqueline	reimb gift materials	0	44793	10/14/2020	24.28
<b>Zeman, Jacqueline Total</b>					<b>24.28</b>
<b>Grand Total</b>					<b>9,972.71</b>

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Fund	Amount
99	9,972.71
<b>Grand Total</b>	<b>9,972.71</b>

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
A Drain Doctor		5108	2101743	241776	10/28/2020	155.00
		5100	2101710	241776	10/28/2020	422.50
<b>A Drain Doctor Total</b>					<b>577.50</b>	
Ace Hardware	573126/5	2101649	241777	10/28/2020	47.36	
	573459/5	2101737	241777	10/28/2020	88.82	
	573443/5	2101745	241777	10/28/2020	16.18	
	7 INVS 10/08-10/14	2100163	241777	10/28/2020	117.66	
	573312/5	2101657	241777	10/28/2020	3.58	
	573291/5	2101559	241777	10/28/2020	10.95	
	5.73115E+17	2100163	241777	10/28/2020	65.97	
	573197/5, 573263/5	2101676	241777	10/28/2020	59.49	
573164/5, 572774/5	2101671	241777	10/28/2020	72.89		
<b>Ace Hardware Total</b>					<b>482.90</b>	
Alsene, Lauren Judith	TRAVEL SEP 20	0	241778	10/28/2020	74.87	
<b>Alsene, Lauren Judith Total</b>					<b>74.87</b>	
Alt, Jessica	REIMB SUPPLS 10/20	2101724	241779	10/28/2020	134.00	
	REIMB-JEWEL	2101608	241779	10/28/2020	55.95	
<b>Alt, Jessica Total</b>					<b>189.95</b>	
Amazon Capital Services	1G3H-VNTT-1DTJ	2101781	241780	10/28/2020	111.27	
	14V7-KDPF-RN7K	2101782	241780	10/28/2020	53.46	
	1JG3-1D3W-LRGY	2101780	241780	10/28/2020	194.02	
	14V7-KDPF-JNN7	2101773	241780	10/28/2020	9.99	
	1THQ-RT4W-9W9M	2101761	241780	10/28/2020	101.56	
	1D6T-3HPD-VXNM	2101497	241780	10/28/2020	568.30	
	16CF-VPCY-LHVV	2101631	241780	10/28/2020	81.13	
	1GPL-GH7N-TQFM	2101612	241780	10/28/2020	54.98	
	1RCD-H6FV-6GKF	2101571	241780	10/28/2020	334.76	
	1D6T-3HPD-NW47	2101615	241780	10/28/2020	29.99	
	1L7L-R6KN-JY73	2101570	241780	10/28/2020	179.97	
	1R1F-NJ4T-3VXH	2101595	241780	10/28/2020	52.47	
	1TFL-6WF4-7DN9	2101587	241780	10/28/2020	33.98	
	1R7G-DX9Q-6KRN	2101525	241780	10/28/2020	39.96	
	1K1V-731Y-CYMP	2101538	241780	10/28/2020	199.98	
	1GM7-D13H-GKCH	2101552	241780	10/28/2020	27.48	
	1WYX-QJ6L-LXTW	2101454	241780	10/28/2020	179.97	
	16C9-7XT1-JRR4	2101546	241780	10/28/2020	67.58	
	1VTM-NMHP-FL3D	2101528	241780	10/28/2020	298.87	
	1LV1-YW6G-3YPW	2101496	241780	10/28/2020	1,687.34	
1Y4M-7MX1-JF37	2101238	241780	10/28/2020	17.68		
2 INVS 8/31-9/9	2100801	241780	10/28/2020	905.52		
<b>Amazon Capital Services Total</b>					<b>5,230.26</b>	
American Pest Control		75772	2101790	241781	10/28/2020	150.00
<b>American Pest Control Total</b>					<b>150.00</b>	
Baby Fold		12564	2101765	241783	10/28/2020	19,309.20
		12514	2101604	241783	10/28/2020	41,283.48
		12534	2101605	241783	10/28/2020	28,765.80
		12550	2101607	241783	10/28/2020	21,574.35
		12486	2101603	241783	10/28/2020	28,765.80
12471	2101606	241783	10/28/2020	35,385.84		
<b>Baby Fold Total</b>					<b>175,084.47</b>	
Bender, Julie	REFUND REG FEE	0	241784	10/28/2020	30.00	
<b>Bender, Julie Total</b>					<b>30.00</b>	

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Bennett Electronics	31778	2100844	241785	10/28/2020	3,051.00
<b>Bennett Electronics Total</b>					<b>3,051.00</b>
Bennington, Marlys	TRAVEL SEP 20	0	241786	10/28/2020	12.54
<b>Bennington, Marlys Total</b>					<b>12.54</b>
Bill's Key & Lock Shop	153530	2101713	241787	10/28/2020	26.92
<b>Bill's Key &amp; Lock Shop Total</b>					<b>26.92</b>
Blue Springs, Inc.	39939	2101634	241789	10/28/2020	450.00
<b>Blue Springs, Inc. Total</b>					<b>450.00</b>
Bradfield's Computer Supply	544145	2101585	241790	10/28/2020	36,780.00
	544133	2101620	241790	10/28/2020	1,256.00
<b>Bradfield's Computer Supply Total</b>					<b>38,036.00</b>
BSN Sports	4 INVS 6/2-8/14	2101588	241791	10/28/2020	1,431.51
<b>BSN Sports Total</b>					<b>1,431.51</b>
Bumper To Bumper	6 INVS 5/11-9/29	2100164	241792	10/28/2020	576.55
<b>Bumper To Bumper Total</b>					<b>576.55</b>
Burriss Equipment	PS3000073-1	2101749	241793	10/28/2020	80.64
<b>Burriss Equipment Total</b>					<b>80.64</b>
Capitol Group	S2019917.001	2101748	241794	10/28/2020	378.34
	S2015749.001	2101575	241794	10/28/2020	328.45
<b>Capitol Group Total</b>					<b>706.79</b>
Cdw Computer Centers, Inc	951269989	2101719	241797	10/28/2020	952.11
<b>Cdw Computer Centers, Inc Total</b>					<b>952.11</b>
Central Illinois Trucks Inc	101P42738	2101702	241800	10/28/2020	714.80
	101P42279	2101659	241800	10/28/2020	650.00
<b>Central Illinois Trucks Inc Total</b>					<b>1,364.80</b>
Central Supply Co	114678	2101611	241801	10/28/2020	6,999.96
	111969	2101771	241801	10/28/2020	12,599.82
<b>Central Supply Co Total</b>					<b>19,599.78</b>
Chiddix Junior High School	REIMB AMAZON	2101758	241802	10/28/2020	80.72
	REIMB-USPS	2101732	241802	10/28/2020	235.00
	REIMB-OFC DEPOT	2101753	241802	10/28/2020	19.99
	REIMB-MENARDS	2101756	241802	10/28/2020	63.09
	REIMB-ATHLETICS	2101730	241802	10/28/2020	78.30
	REIMB AMAZON 9/30	2101755	241802	10/28/2020	79.50
	REIMB- AMAZON 9/3	2101754	241802	10/28/2020	112.22
<b>Chiddix Junior High School Total</b>					<b>668.82</b>
Chief City Mechanical, Inc	16355	2101739	241803	10/28/2020	1,240.00
<b>Chief City Mechanical, Inc Total</b>					<b>1,240.00</b>
Childers Door Service, Inc	292079	2101740	241804	10/28/2020	137.50
	291465	2101672	241804	10/28/2020	182.32
<b>Childers Door Service, Inc Total</b>					<b>319.82</b>
Cintas Corporation #396	STMT 9/30	2100236	241805	10/28/2020	1,961.00
<b>Cintas Corporation #396 Total</b>					<b>1,961.00</b>

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
City of Bloomington	WATER BILL 9/28	0	241806	10/28/2020	2,038.82
<b>City of Bloomington Total</b>					<b>2,038.82</b>
Clean The Uniform Company	5 INVS 8/18	2100162	241807	10/28/2020	247.43
<b>Clean The Uniform Company Total</b>					<b>247.43</b>
Conklin, Annette	TRAVEL OCT 20	0	241809	10/28/2020	8.17
<b>Conklin, Annette Total</b>					<b>8.17</b>
Connor Co	5 INVS 10/07-10/08	2101677	241810	10/28/2020	642.11
	2 INVS 9/30	2101563	241810	10/28/2020	373.15
<b>Connor Co Total</b>					<b>1,015.26</b>
Corn Belt Energy Corporation	ELECTRIC 10/09	0	241811	10/28/2020	115,961.80
<b>Corn Belt Energy Corporation Total</b>					<b>115,961.80</b>
Crescent Electric Supply Co	S508394213.001	2101733	241812	10/28/2020	547.48
<b>Crescent Electric Supply Co Total</b>					<b>547.48</b>
Culligan Water Conditioning	66008	0	241814	10/28/2020	7.50
<b>Culligan Water Conditioning Total</b>					<b>7.50</b>
Don Owen Tire Service, Inc	3 INVS 9/23-10/07	2101664	241815	10/28/2020	113.20
	277099, 277351	2101560	241815	10/28/2020	250.00
	277218	2101674	241815	10/28/2020	330.80
<b>Don Owen Tire Service, Inc Total</b>					<b>694.00</b>
Engler Callaway Baasten & Sraga, LLC	27059, 26938	2101621	241816	10/28/2020	92.00
<b>Engler Callaway Baasten &amp; Sraga, LLC Total</b>					<b>92.00</b>
Fair, Ann	REIMB ACE	2101791	241817	10/28/2020	17.99
<b>Fair, Ann Total</b>					<b>17.99</b>
Follett Book Fairs	736647F	2101590	241818	10/28/2020	1,008.20
<b>Follett Book Fairs Total</b>					<b>1,008.20</b>
Frontier 1	PHONE BILL - 10/20	0	241820	10/28/2020	529.40
	PHONE BILL - 10/13	0	241820	10/28/2020	6,684.84
<b>Frontier 1 Total</b>					<b>7,214.24</b>
Game Time	PJ1-0146604	2101279	241822	10/28/2020	2,151.27
<b>Game Time Total</b>					<b>2,151.27</b>
Getz Fire Equipment Company	12-562956/NPT	2101716	241823	10/28/2020	272.00
<b>Getz Fire Equipment Company Total</b>					<b>272.00</b>
Goodfield Disposal	BILLING OCT 20	2101555	241824	10/28/2020	35.00
<b>Goodfield Disposal Total</b>					<b>35.00</b>
Gordon Food Service, Inc	38 INV 10/1-10/16	2101785	241825	10/28/2020	83,751.86
<b>Gordon Food Service, Inc Total</b>					<b>83,751.86</b>
Grainger Parts Operations Ww Graing	2 INVS 9/30-10/06	2101704	241826	10/28/2020	114.75
<b>Grainger Parts Operations Ww Graing Total</b>					<b>114.75</b>
Hawkins, Inc.	4.80917E+13	2101655	241828	10/28/2020	1,501.62
<b>Hawkins, Inc. Total</b>					<b>1,501.62</b>

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Health Alliance Medical Plans	373980 THRU 983	2101794	241829	10/28/2020	73,364.00
<b>Health Alliance Medical Plans Total</b>					<b>73,364.00</b>
Heinemann	7257284	2101369	241830	10/28/2020	12,490.52
	7257285	2101370	241830	10/28/2020	9,170.17
	7257287	2101372	241830	10/28/2020	10,296.14
	7257286	2101374	241830	10/28/2020	12,490.52
	7257288	2101375	241830	10/28/2020	11,369.72
	7257289	2101377	241830	10/28/2020	12,490.52
	7257290	2101379	241830	10/28/2020	10,080.32
	7252933	2101100	241830	10/28/2020	235.85
<b>Heinemann Total</b>					<b>78,623.76</b>
Heller Ford	5087730	2101663	241831	10/28/2020	92.92
	420542/1	2101662	241831	10/28/2020	407.73
<b>Heller Ford Total</b>					<b>500.65</b>
Herald, Amber	REF FOOD SERV BAL	0	241832	10/28/2020	18.80
<b>Herald, Amber Total</b>					<b>18.80</b>
Heritage Food Service Group, Inc.	0006854193-IN	2101744	241833	10/28/2020	426.75
	3 INVS 8/11-10/06	2101667	241833	10/28/2020	2,883.86
<b>Heritage Food Service Group, Inc. Total</b>					<b>3,310.61</b>
Hill Radio	2020-15719	2101775	241834	10/28/2020	1,500.00
<b>Hill Radio Total</b>					<b>1,500.00</b>
Hobart Corporation	27843248	2101556	241835	10/28/2020	1,264.99
<b>Hobart Corporation Total</b>					<b>1,264.99</b>
Holt Supply Company	3227750	2101715	241836	10/28/2020	26.86
<b>Holt Supply Company Total</b>					<b>26.86</b>
Illini Supply Inc	12887	2100718	241837	10/28/2020	3,694.70
	12891	2100719	241837	10/28/2020	4,817.70
	12888	2100721	241837	10/28/2020	3,694.70
	12892	2100723	241837	10/28/2020	4,540.55
	12894	2100727	241837	10/28/2020	11,011.00
	12893	2100728	241837	10/28/2020	4,256.05
	12889	2100730	241837	10/28/2020	3,979.25
	12890	2100731	241837	10/28/2020	7,570.85
<b>Illini Supply Inc Total</b>					<b>43,564.80</b>
Interstate All Battery Center	2 INVS 9/29	2101576	241840	10/28/2020	272.85
<b>Interstate All Battery Center Total</b>					<b>272.85</b>
Johnson Controls Fire Protection Lp	87172619	2101750	241842	10/28/2020	856.95
<b>Johnson Controls Fire Protection Lp Total</b>					<b>856.95</b>
Johnstone Supply	4 INVS 10/13	2101708	241843	10/28/2020	2,034.81
	2 INVS 9/30	2101564	241843	10/28/2020	68.56
<b>Johnstone Supply Total</b>					<b>2,103.37</b>
Ken's OIL Service, Inc.	3 INVS 9/3-10/16	2101717	241845	10/28/2020	17,962.93
	4 INVS 9/25	2101703	241845	10/28/2020	19,887.40
	80753	2101701	241845	10/28/2020	869.00
	97649C	2101669	241845	10/28/2020	1,835.94
<b>Ken's OIL Service, Inc. Total</b>					<b>40,555.27</b>

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Lifts Of Illinois, Inc	10680	2101714	241849	10/28/2020	421.94
<b>Lifts Of Illinois, Inc Total</b>					<b>421.94</b>
Literacy Resources, LLC	68806	2101596	241850	10/28/2020	87.99
<b>Literacy Resources, LLC Total</b>					<b>87.99</b>
Mc Graw-Hill School Ed Holdings, LI	1.14349E+11	2100738	241851	10/28/2020	19.98
<b>Mc Graw-Hill School Ed Holdings, LI Total</b>					<b>19.98</b>
Mc Master-Carr Supply Co	47229764	2101774	241852	10/28/2020	235.56
5-INVS, 9/18-10/08		2101769	241852	10/28/2020	913.34
	46524455	2101574	241852	10/28/2020	88.82
	45567479	2101586	241852	10/28/2020	3,456.86
	45199225	2101584	241852	10/28/2020	368.62
	438871787, 45103017	2101618	241852	10/28/2020	494.55
	43877288, 44311873	2101582	241852	10/28/2020	415.61
	44306182	2101583	241852	10/28/2020	3,648.45
<b>Mc Master-Carr Supply Co Total</b>					<b>9,621.81</b>
McLean County Asphalt Co, Inc	APL2-NCWHS & PEPPER	2101617	241853	10/28/2020	119,928.91
<b>McLean County Asphalt Co, Inc Total</b>					<b>119,928.91</b>
McLean County Glass & Mirror	52804	2101665	241854	10/28/2020	120.00
<b>McLean County Glass &amp; Mirror Total</b>					<b>120.00</b>
Menards Lumber	8-INVS, 9/23-10/15	2100165	241855	10/28/2020	513.35
	31017	2101736	241855	10/28/2020	21.80
	8-INVS, 9/24-10/08	2100165	241855	10/28/2020	374.27
	4-INVS, 8/26-10/08	2101700	241855	10/28/2020	427.66
	20625	2101729	241855	10/28/2020	69.29
	30453	2101579	241855	10/28/2020	29.39
	8-INVS, 9/28-10/02	2100165	241855	10/28/2020	685.73
	30412	2101578	241855	10/28/2020	733.16
	30377	2101712	241855	10/28/2020	9.27
	30114	2101558	241855	10/28/2020	31.39
	30068	2101577	241855	10/28/2020	27.91
	28934	2101670	241855	10/28/2020	64.99
<b>Menards Lumber Total</b>					<b>2,988.21</b>
METRO FIBERNET LLC	1399756 - 10/0120	2101482	241856	10/28/2020	2.25
<b>METRO FIBERNET LLC Total</b>					<b>2.25</b>
Meyer, Laura	REIMB REG. FEES	0	241857	10/28/2020	15.00
<b>Meyer, Laura Total</b>					<b>15.00</b>
Midamerican Energy	ELECTRIC BILL 10/22	0	241858	10/28/2020	46,284.07
<b>Midamerican Energy Total</b>					<b>46,284.07</b>
Middleton Associates Inc	INV-1, PROJ.25120020	2101766	241859	10/28/2020	3,255.00
<b>Middleton Associates Inc Total</b>					<b>3,255.00</b>
My Binding.Com	478263	2101692	241862	10/28/2020	440.00
<b>My Binding.Com Total</b>					<b>440.00</b>
Nicor Gas	GAS BILL 10/12-10/15	0	241866	10/28/2020	470.50
	GAS BILL 10/02-07	0	241866	10/28/2020	290.89
<b>Nicor Gas Total</b>					<b>761.39</b>
Normal West High School	REIMB ACT FUND	2101215	241868	10/28/2020	207.98

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<b>Normal West High School Total</b>					<b>207.98</b>	
Nybakke Vacuum Shop, Inc	101220-7	2101656	241869	10/28/2020	67.49	
<b>Nybakke Vacuum Shop, Inc Total</b>					<b>67.49</b>	
Olson, Katherine Irene	REIMB WALMART 10/07	2101633	241870	10/28/2020	9.44	
<b>Olson, Katherine Irene Total</b>					<b>9.44</b>	
Peoria Co Reg.Ofc Ed.	SEPT INV - 9/08	2101644	241873	10/28/2020	175.00	
	SEPT/OCT. 09/08	2101645	241873	10/28/2020	140.00	
	SEPT INV - 9/08/20	2101646	241873	10/28/2020	140.00	
<b>Peoria Co Reg.Ofc Ed. Total</b>					<b>455.00</b>	
Piercy Auto Body		14782	2101660	241875	10/28/2020	2,867.43
<b>Piercy Auto Body Total</b>					<b>2,867.43</b>	
Pipco Companies, Ltd		49333	2101779	241876	10/28/2020	1,025.00
<b>Pipco Companies, Ltd Total</b>					<b>1,025.00</b>	
Prairie Signs		56332	2101679	241877	10/28/2020	928.00
<b>Prairie Signs Total</b>					<b>928.00</b>	
Praxair Distribution Inc		99035869	2101562	241878	10/28/2020	36.64
<b>Praxair Distribution Inc Total</b>					<b>36.64</b>	
Principal Life Insurance-Sbd Grand	STMT - 10/17	2101793	241879	10/28/2020	5,296.83	
<b>Principal Life Insurance-Sbd Grand Total</b>					<b>5,296.83</b>	
Proquest LLC		70648007	2101221	241880	10/28/2020	1,902.16
<b>Proquest LLC Total</b>					<b>1,902.16</b>	
Quill Corporation	4-INVS, 10/5-10/15	2101690	241881	10/28/2020	297.69	
	9886683, 9898011	2100862	241881	10/28/2020	231.47	
<b>Quill Corporation Total</b>					<b>529.16</b>	
RANDSTAD	R27609302	2101593	241883	10/28/2020	780.00	
	R27574825	2101516	241883	10/28/2020	618.80	
<b>RANDSTAD Total</b>					<b>1,398.80</b>	
Read's Sporting Goods	B3254	2101680	241884	10/28/2020	599.25	
<b>Read's Sporting Goods Total</b>					<b>599.25</b>	
Regional Office Of Education #17		1002100146	2101589	241885	10/28/2020	9,000.00
<b>Regional Office Of Education #17 Total</b>					<b>9,000.00</b>	
Republic Services - #368	0368-000974657	2100247	241886	10/28/2020	5,378.52	
<b>Republic Services - #368 Total</b>					<b>5,378.52</b>	
Riddell All American	951269989	2101711	241887	10/28/2020	312.39	
	951266286	2101395	241887	10/28/2020	294.58	
	951245965	2101697	241887	10/28/2020	493.81	
<b>Riddell All American Total</b>					<b>1,100.78</b>	
Rients, Jennifer	REIMB TRAVEL 5/28	0	241888	10/28/2020	36.57	
	REIMB TRAVEL 06/25	0	241888	10/28/2020	34.21	
	REIMB TRAVEL 04/24	0	241888	10/28/2020	35.59	
	REIMB TRAVEL 03/13	0	241888	10/28/2020	53.48	
	REIMB TRAVEL 02/27	0	241888	10/28/2020	84.18	
	REIMB TRAVEL 01/30	0	241888	10/28/2020	66.70	

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<b>Rients, Jennifer Total</b>					<b>310.73</b>
Ritchason, Jennifer	REIMB -GIMKIT	2101691	241889	10/28/2020	59.88
<b>Ritchason, Jennifer Total</b>					<b>59.88</b>
Rogers Supply Company Inc	BL007966	2101706	241891	10/28/2020	24.32
<b>Rogers Supply Company Inc Total</b>					<b>24.32</b>
Ruyle Corporation	15949	2101783	241893	10/28/2020	853.43
<b>Ruyle Corporation Total</b>					<b>853.43</b>
S & S Builders Hardware Co	566034	2101747	241895	10/28/2020	55.00
<b>S &amp; S Builders Hardware Co Total</b>					<b>55.00</b>
Scholastic Inc.	M7039530	2101234	241897	10/28/2020	104.39
	M7031481	2101235	241897	10/28/2020	104.39
	M7031467	2101236	241897	10/28/2020	104.39
<b>Scholastic Inc. Total</b>					<b>313.17</b>
School Health Corporation	3776132-00, 01	2100004	241898	10/28/2020	2,246.75
	3827691-00	2100803	241898	10/28/2020	1,185.74
	3792631-00	2100427	241898	10/28/2020	1,473.20
<b>School Health Corporation Total</b>					<b>4,905.69</b>
School Nurse Supply, Inc	0798785-IN	2100218	241900	10/28/2020	3,249.65
<b>School Nurse Supply, Inc Total</b>					<b>3,249.65</b>
School Specialty	3.08104E+11	2101444	241901	10/28/2020	9,196.40
	2.08126E+11	2101435	241901	10/28/2020	70.61
	2.08126E+11	2101597	241901	10/28/2020	25.75
	2-INVS, 6/30-7/07	2100031	241901	10/28/2020	1,659.23
<b>School Specialty Total</b>					<b>10,951.99</b>
Shoemaker, Bayleigh	HOURS 10/5-10/9	2101599	241903	10/28/2020	875.00
<b>Shoemaker, Bayleigh Total</b>					<b>875.00</b>
Specialized Education Of Illinois	INV-103053	2101727	241904	10/28/2020	76,195.35
	INV-101741	2101726	241904	10/28/2020	53,991.00
<b>Specialized Education Of Illinois Total</b>					<b>130,186.35</b>
Springfield Electric	3-INVS, 10/09/20	2101735	241905	10/28/2020	254.60
	S6642357-001	2101573	241905	10/28/2020	19.54
<b>Springfield Electric Total</b>					<b>274.14</b>
Sprint	BILLING - 9/7-10/06	2101551	241906	10/28/2020	3,668.40
<b>Sprint Total</b>					<b>3,668.40</b>
Stark Excavating, Inc	29284	2101654	241907	10/28/2020	265.00
<b>Stark Excavating, Inc Total</b>					<b>265.00</b>
Stephens Auto Glass	100978941	2101668	241908	10/28/2020	498.72
<b>Stephens Auto Glass Total</b>					<b>498.72</b>
Success By Design, Inc.	173942	2101696	241909	10/28/2020	1,554.00
<b>Success By Design, Inc. Total</b>					<b>1,554.00</b>
The Lifeguard Store	INV-001008065	2101461	241910	10/28/2020	535.25
<b>The Lifeguard Store Total</b>					<b>535.25</b>

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The Music Shoppe, Inc	2978379	2101731	241911	10/28/2020	26.21
	3-INVS, 3/20-10/13	2101601	241911	10/28/2020	416.20
	2949063	2101614	241911	10/28/2020	26.28
	2931207	2101600	241911	10/28/2020	4,245.00
<b>The Music Shoppe, Inc Total</b>					<b>4,713.69</b>
Thoennes, Lisa	HOURS 9/28-10/02	2101447	241913	10/28/2020	2,275.00
	HOURS - 10/13-10/16	2101643	241913	10/28/2020	1,820.00
	HOURS 10/5-10/9	2101598	241913	10/28/2020	2,275.00
<b>Thoennes, Lisa Total</b>					<b>6,370.00</b>
Touchtone Communications	1038282	0	241914	10/28/2020	589.41
<b>Touchtone Communications Total</b>					<b>589.41</b>
Town Of Normal Water Dept.	WATER BILL - 10/16	0	241915	10/28/2020	339.10
	WATER BILL - 10/9	0	241915	10/28/2020	24,122.78
<b>Town Of Normal Water Dept. Total</b>					<b>24,461.88</b>
Twin Supplies, LTD.	19237N	2101784	241916	10/28/2020	3,307.00
<b>Twin Supplies, LTD. Total</b>					<b>3,307.00</b>
Uline	125031681	2101650	241917	10/28/2020	2,308.74
<b>Uline Total</b>					<b>2,308.74</b>
Vanguard Energy Services,LLC	G4045510020 - SEP	0	241918	10/28/2020	15,887.47
<b>Vanguard Energy Services,LLC Total</b>					<b>15,887.47</b>
Vision Service Plan - (II)	STMT - 10/17	2101795	241919	10/28/2020	1,083.87
<b>Vision Service Plan - (II) Total</b>					<b>1,083.87</b>
Watts Copy Systems, Inc	1013421	2101626	241920	10/28/2020	210.00
	900021	2101625	241921	10/28/2020	5,731.30
<b>Watts Copy Systems, Inc Total</b>					<b>5,941.30</b>
Watts Copy Systems, Inc.	28020519	2101720	241923	10/28/2020	1,848.00
	27947169	2101619	241922	10/28/2020	619.83
<b>Watts Copy Systems, Inc. Total</b>					<b>2,467.83</b>
West	843095740	0	241924	10/28/2020	1,059.07
<b>West Total</b>					<b>1,059.07</b>
Winsupply	312372-01	2101734	241927	10/28/2020	298.05
	312113-01	2101678	241927	10/28/2020	246.89
	31173901	2101772	241927	10/28/2020	6,202.48
<b>Winsupply Total</b>					<b>6,747.42</b>
Young, Jill	REIMB TRAVEL 09/23	0	241929	10/28/2020	70.93
<b>Young, Jill Total</b>					<b>70.93</b>
Schroeder, Kelly	REIMB LUNCH ACT BLN	0	241902	10/28/2020	68.35
<b>Schroeder, Kelly Total</b>					<b>68.35</b>
Mullen, Curtis D	REIMB CLOTHING ALW.	2101554	241861	10/28/2020	170.80
<b>Mullen, Curtis D Total</b>					<b>170.80</b>
WeVideo Inc.	13295	2101751	241925	10/28/2020	3,384.00
<b>WeVideo Inc. Total</b>					<b>3,384.00</b>
Kintner, Jill Diane	REIM CONF EXP	0	241847	10/28/2020	15.99

**Expenditure Summary Report**

From Date: 10/28/2020  
To Date: 10/28/2020

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Kintner, Jill Diane Total</b>					<b>15.99</b>
Nance, Carrie	REIMB REG. FEES	0	241863	10/28/2020	30.00
<b>Nance, Carrie Total</b>					<b>30.00</b>
Morton, Woodrow	REIMB CLOTHING ALWNC	2101652	241860	10/28/2020	170.80
<b>Morton, Woodrow Total</b>					<b>170.80</b>
Comcast Business	8771 01 001 0005246	2101477	241808	10/28/2020	2.98
<b>Comcast Business Total</b>					<b>2.98</b>
King's Embroidery	854	2101695	241846	10/28/2020	845.90
<b>King's Embroidery Total</b>					<b>845.90</b>
Riveredge Hospital	20210067	2101786	241890	10/28/2020	350.00
<b>Riveredge Hospital Total</b>					<b>350.00</b>
Phelps, Melanie	REIMB REG. FEES	0	241874	10/28/2020	85.00
<b>Phelps, Melanie Total</b>					<b>85.00</b>
Rajan, Naveen	REIMB REG. FEES	0	241882	10/28/2020	178.40
<b>Rajan, Naveen Total</b>					<b>178.40</b>
Harrison, Nora	REG FEE REFUND	0	241827	10/28/2020	75.00
<b>Harrison, Nora Total</b>					<b>75.00</b>
Interstate Billing Serv, Inc	3021108254	2101752	241841	10/28/2020	47.90
	3020992836	2101673	241841	10/28/2020	119.98
<b>Interstate Billing Serv, Inc Total</b>					<b>167.88</b>
Amplified IT LLC	25688	2101521	241782	10/28/2020	1,546.80
	23404	2101522	241782	10/28/2020	38,352.00
<b>Amplified IT LLC Total</b>					<b>39,898.80</b>
Normal Rotary Club	DUES-D.BROWN 10/14	2101553	241867	10/28/2020	140.00
<b>Normal Rotary Club Total</b>					<b>140.00</b>
Freymann, Megan Marie	TRAVEL AUG 20	0	241819	10/28/2020	28.52
	TRAVEL SEP 20	0	241819	10/28/2020	21.33
<b>Freymann, Megan Marie Total</b>					<b>49.85</b>
Bliss, Jessica	TRAVEL SEP 20	0	241788	10/28/2020	129.26
<b>Bliss, Jessica Total</b>					<b>129.26</b>
Ruyle, Hilary L	REIMB TRAVEL 09/29	0	241894	10/28/2020	98.90
	REIMB TPT - 10/13	2101581	241894	10/28/2020	25.00
<b>Ruyle, Hilary L Total</b>					<b>123.90</b>
Illinois State University-Student Serv.	20201013-00001	2101610	241838	10/28/2020	65.00
<b>Illinois State University-Student Serv. Total</b>					<b>65.00</b>
William V Macgill & Co	IN-0738589	2101746	241926	10/28/2020	142.20
<b>William V Macgill &amp; Co Total</b>					<b>142.20</b>
Case Parts Company	2870547	2101742	241796	10/28/2020	891.74
	2864873	2101557	241796	10/28/2020	418.09
<b>Case Parts Company Total</b>					<b>1,309.83</b>
Sam's Club 3	STMT-10/08/20	2101580	241896	10/28/2020	901.66

**Expenditure Summary Report**

From Date: 10/28/2020  
To Date: 10/28/2020

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Sam's Club 3 Total</b>					<b>901.66</b>
Crisis Prevention Institute	CUS0233988	2101527	241813	10/28/2020	3,305.00
<b>Crisis Prevention Institute Total</b>					<b>3,305.00</b>
National Food Group	IN 0847965	2101548	241864	10/28/2020	3,232.00
<b>National Food Group Total</b>					<b>3,232.00</b>
Payne Personalized Decals	BILLING INV. - 10/05	2101456	241872	10/28/2020	360.00
<b>Payne Personalized Decals Total</b>					<b>360.00</b>
CDW Computer Centers, Inc 1	CH2003939	2101569	241798	10/28/2020	12,400.00
<b>CDW Computer Centers, Inc 1 Total</b>					<b>12,400.00</b>
Gale/Cengage Learning	72383991	2101566	241821	10/28/2020	1,600.00
	72383989	2101567	241821	10/28/2020	2,498.41
<b>Gale/Cengage Learning Total</b>					<b>4,098.41</b>
Worthington Direct	INV-361042MCL011	2101219	241928	10/28/2020	1,557.17
<b>Worthington Direct Total</b>					<b>1,557.17</b>
Cengage Learning	72374563	2101500	241799	10/28/2020	4,826.57
<b>Cengage Learning Total</b>					<b>4,826.57</b>
Nenne, Christopher J	REIMB CLOTHING ALWNC	2101651	241865	10/28/2020	135.89
<b>Nenne, Christopher J Total</b>					<b>135.89</b>
Rollie Johnson, Inc (RJI)	7561	2101653	241892	10/28/2020	44.86
<b>Rollie Johnson, Inc (RJI) Total</b>					<b>44.86</b>
Carlock Auto Servicer, Inc.	102746	2101561	241795	10/28/2020	78.11
<b>Carlock Auto Servicer, Inc. Total</b>					<b>78.11</b>
The Pencil Grip	98876, 99429	2100373	241912	10/28/2020	20,736.00
<b>The Pencil Grip Total</b>					<b>20,736.00</b>
School Newspapers Online	31843	2101640	241899	10/28/2020	650.00
<b>School Newspapers Online Total</b>					<b>650.00</b>
Jones, Linda K.	REFUND REG FEES	0	241844	10/28/2020	704.00
<b>Jones, Linda K. Total</b>					<b>704.00</b>
Infobase Learning	INV-405898	2101632	241839	10/28/2020	1,574.91
<b>Infobase Learning Total</b>					<b>1,574.91</b>
Libraries First	INV-7629	2101568	241848	10/28/2020	325.00
<b>Libraries First Total</b>					<b>325.00</b>
Otto Baum Co. Inc	A[[1=MCWJS ROOF	2101623	241871	10/28/2020	43,740.00
<b>Otto Baum Co. Inc Total</b>					<b>43,740.00</b>
<b>Grand Total</b>					<b>1,309,352.41</b>

**Expenditure Summary Report**

From Date: 10/28/2020  
 To Date: 10/28/2020

Fund	Amount
10	684,606.54
20	405,728.82
40	45,059.36
80	7,033.78
90	166,923.91
<b>Grand Total</b>	<b>1,309,352.41</b>

**CUSD No. 5, McLean and Woodford Counties, Illinois**

**Unit 5 Treasurer's Report As of 09/30/2020**

Fiscal Year: 2020-2021

**ASSETS**

Educational Fund		
Cash (+)		\$20,721,021.15
Other Assets (+)		\$15,372.50
Sub-total : Educational Fund		<u>\$20,736,393.65</u>
Operations & Maintenance Fund		
Cash (+)		\$2,962,565.77
Other Assets (+)		\$4,395.57
Sub-total : Operations & Maintenance Fund		<u>\$2,966,961.34</u>
Debt Service Fund		
Cash (+)		\$27,629,390.55
Sub-total : Debt Service Fund		<u>\$27,629,390.55</u>
Transportation Fund		
Cash (+)		\$3,954,529.25
Sub-total : Transportation Fund		<u>\$3,954,529.25</u>
Social Security Fund		
Cash (+)		\$1,154,064.71
Sub-total : Social Security Fund		<u>\$1,154,064.71</u>
Municiple Retirement Fund		
Cash (+)		\$1,694,199.79
Sub-total : Municiple Retirement Fund		<u>\$1,694,199.79</u>
Working Cash Fund		
Cash (+)		\$11,267,636.75
Investments (+)		\$36,577,364.15
Interfund Receivables (+)		\$313,608.07
Sub-total : Working Cash Fund		<u>\$48,158,608.97</u>
Tort Immunity Fund		
Cash (+)		\$1,435,914.28
Sub-total : Tort Immunity Fund		<u>\$1,435,914.28</u>
Life Safety Fund		
Cash (+)		\$434,518.12
Investments (+)		\$853,985.64
Sub-total : Life Safety Fund		<u>\$1,288,503.76</u>
<b>Total : ASSETS</b>		<b>\$109,018,566.30</b>

**LIABILITIES**

Educational Fund		
Payroll Withholdings (+)		\$26,151.17
Other Liabilities (+)		(\$38.56)

**CUSD No. 5, McLean and Woodford Counties, Illinois**

**Unit 5 Treasurer's Report As of 09/30/2020**

Fiscal Year: 2020-2021

Sub-total : Educational Fund	\$26,112.61
Operations & Maintenance Fund	
Payroll Withholdings (+)	\$10.00
Sub-total : Operations & Maintenance Fund	\$10.00
Social Security Fund	
Payroll Withholdings (+)	(\$1.02)
Sub-total : Social Security Fund	(\$1.02)
Capital Projects Fund	
Interfund Payables (+)	\$313,608.07
Sub-total : Capital Projects Fund	\$313,608.07
Tort Immunity Fund	
Payroll Withholdings (+)	\$25.00
Sub-total : Tort Immunity Fund	\$25.00
<b>Total : LIABILITIES</b>	<b>\$339,754.66</b>
<b>FUND BALANCE</b>	
Educational Fund	
Fund Balance (+)	\$5,622,235.13
Sub-total : Educational Fund	\$5,622,235.13
Operations & Maintenance Fund	
Fund Balance (+)	\$250,377.03
Sub-total : Operations & Maintenance Fund	\$250,377.03
Debt Service Fund	
Fund Balance (+)	\$12,476,694.20
Sub-total : Debt Service Fund	\$12,476,694.20
Transportation Fund	
Fund Balance (+)	\$648,986.73
Sub-total : Transportation Fund	\$648,986.73
Social Security Fund	
Fund Balance (+)	\$350,785.63
Sub-total : Social Security Fund	\$350,785.63
Municiple Retirement Fund	
Fund Balance (+)	\$1,293,258.59
Sub-total : Municiple Retirement Fund	\$1,293,258.59
Working Cash Fund	
Fund Balance (+)	\$47,567,753.21
Sub-total : Working Cash Fund	\$47,567,753.21
Tort Immunity Fund	

**CUSD No. 5, McLean and Woodford Counties, Illinois**

**Unit 5 Treasurer's Report As of 09/30/2020**

Fiscal Year: 2020-2021

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Fund Balance (+)	(\$228,847.97)
Sub-total : Tort Immunity Fund	<u>(\$228,847.97)</u>
Life Safety Fund	
Fund Balance (+)	\$3,954,073.62
Sub-total : Life Safety Fund	<u>\$3,954,073.62</u>
NET CHANGE IN FUND BALANCE	
NET CHANGE IN FUND BALANCE (+)	\$36,743,495.47
Sub-total : NET CHANGE IN FUND BALANCE	<u>\$36,743,495.47</u>
<b>Total : FUND BALANCE</b>	<u><b>\$108,678,811.64</b></u>
<b>Total LIABILITIES + FUND BALANCE</b>	<b>\$109,018,566.30</b>

End of Report

## CUSD No. 5, McLean and Woodford Counties, Illinois

### Unit 5 Treasurer's Report For the Period 09/01/2020 through 09/30/2020

Fiscal Year: 2020-2021

	<u>09/01/2020 - 09/30/2020</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
<b>REVENUE COLLECTED</b>					
Educational Fund					
Local Sources (+)	\$21,525,149.69	\$34,571,058.27	\$75,116,871.04	\$40,545,812.77	46.0%
State Sources (+)	\$2,461,798.33	\$4,952,881.11	\$24,941,512.80	\$19,988,631.69	19.9%
Federal Sources (+)	\$478,717.46	\$2,295,535.90	\$10,472,586.27	\$8,177,050.37	21.9%
Sub-total : Educational Fund	\$24,465,665.48	\$41,819,475.28	\$110,530,970.11	\$68,711,494.83	37.8%
Operations & Maintenance Fund					
Local Sources (+)	\$3,953,005.23	\$6,108,279.73	\$12,864,365.75	\$6,756,086.02	47.5%
Sub-total : Operations & Maintenance Fund	\$3,953,005.23	\$6,108,279.73	\$12,864,365.75	\$6,756,086.02	47.5%
Debt Service Fund					
Local Sources (+)	\$9,953,863.07	\$15,153,274.35	\$35,616,277.00	\$20,463,002.65	42.5%
Sub-total : Debt Service Fund	\$9,953,863.07	\$15,153,274.35	\$35,616,277.00	\$20,463,002.65	42.5%
Transportation Fund					
Local Sources (+)	\$1,533,517.63	\$2,334,471.34	\$4,923,699.00	\$2,589,227.66	47.4%
State Sources (+)	\$0.00	\$1,651,472.98	\$6,254,217.98	\$4,602,745.00	26.4%
Sub-total : Transportation Fund	\$1,533,517.63	\$3,985,944.32	\$11,177,916.98	\$7,191,972.66	35.7%
Social Security Fund					
Local Sources (+)	\$899,743.96	\$1,414,054.42	\$3,034,576.29	\$1,620,521.87	46.6%
Sub-total : Social Security Fund	\$899,743.96	\$1,414,054.42	\$3,034,576.29	\$1,620,521.87	46.6%
Municiple Retirement Fund					
Local Sources (+)	\$611,197.85	\$930,485.46	\$1,962,500.00	\$1,032,014.54	47.4%
Sub-total : Municiple Retirement Fund	\$611,197.85	\$930,485.46	\$1,962,500.00	\$1,032,014.54	47.4%
Capital Projects Fund					
States Sources (+)	\$0.00	\$0.00	\$145,000.00	\$145,000.00	0.0%
Sub-total : Capital Projects Fund	\$0.00	\$0.00	\$145,000.00	\$145,000.00	0.0%
Working Cash Fund					
Local Sources (+)	\$385,256.52	\$590,855.76	\$1,229,675.00	\$638,819.24	48.0%
Sub-total : Working Cash Fund	\$385,256.52	\$590,855.76	\$1,229,675.00	\$638,819.24	48.0%
Tort Immunity Fund					
Local Sources (+)	\$1,920,505.94	\$2,925,691.30	\$6,153,391.00	\$3,227,699.70	47.5%
Sub-total : Tort Immunity Fund	\$1,920,505.94	\$2,925,691.30	\$6,153,391.00	\$3,227,699.70	47.5%
Life Safety Fund					
Local Sources (+)	\$383,394.76	\$583,856.99	\$1,229,675.00	\$645,818.01	47.5%
Sub-total : Life Safety Fund	\$383,394.76	\$583,856.99	\$1,229,675.00	\$645,818.01	47.5%
<b>Total : REVENUE COLLECTED</b>	<b>\$44,106,150.44</b>	<b>\$73,511,917.61</b>	<b>\$183,944,347.13</b>	<b>\$110,432,429.52</b>	<b>40.0%</b>
<b>EXPENDITURES PAID</b>					
Educational Fund					
Salaries (-)	\$6,492,462.89	\$20,400,610.58	\$85,911,415.36	\$65,510,804.78	23.7%
Employee Benefits (-)	\$1,203,272.88	\$3,159,556.25	\$15,264,644.00	\$12,105,087.75	20.7%
Purchased Services (-)	\$260,146.96	\$588,810.35	\$2,563,357.00	\$1,974,546.65	23.0%
Supplies and Materials (-)	\$563,759.24	\$1,501,080.68	\$8,307,911.58	\$6,806,830.90	18.1%

Operating Statement with Budget

**CUSD No. 5, McLean and Woodford Counties, Illinois**

**Unit 5 Treasurer's Report For the Period 09/01/2020 through 09/30/2020**

Fiscal Year: 2020-2021

	<u>09/01/2020 - 09/30/2020</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Capital Outlay (-)	\$918,850.00	\$992,362.57	\$1,503,161.00	\$510,798.43	66.0%
Other Objects (-)	\$237,150.70	\$716,193.39	\$5,493,201.00	\$4,777,007.61	13.0%
Non-Capitalized Equipment (-)	\$0.00	\$7,548.01	\$87,347.00	\$79,798.99	8.6%
Sub-total : Educational Fund	(\$9,675,642.67)	(\$27,366,161.83)	(\$119,131,036.94)	(\$91,764,875.11)	23.0%
<b>Operations &amp; Maintenance Fund</b>					
Salaries (-)	\$481,482.83	\$1,453,501.45	\$5,950,542.00	\$4,497,040.55	24.4%
Employee Benefits (-)	\$166,767.75	\$343,745.62	\$1,079,028.00	\$735,282.38	31.9%
Purchased Services (-)	\$110,521.44	\$440,596.14	\$1,223,680.00	\$783,083.86	36.0%
Supplies and Materials (-)	\$523,577.04	\$1,109,878.47	\$3,367,461.00	\$2,257,582.53	33.0%
Capital Outlay (-)	\$5,652.00	\$40,564.10	\$453,289.00	\$412,724.90	8.9%
Other Objects (-)	\$0.00	\$320.00	\$1,152.00	\$832.00	27.8%
Non-Capitalized Equipment (-)	\$0.00	\$3,099.64	\$40,909.00	\$37,809.36	7.6%
Sub-total : Operations & Maintenance Fund	(\$1,288,001.06)	(\$3,391,705.42)	(\$12,116,061.00)	(\$8,724,355.58)	28.0%
<b>Debt Service Fund</b>					
Other Objects (-)	\$0.00	\$800,099.54	\$30,715,621.68	\$29,915,522.14	2.6%
Sub-total : Debt Service Fund	\$0.00	(\$800,099.54)	(\$30,715,621.68)	(\$29,915,522.14)	2.6%
<b>Transportation Fund</b>					
Salaries (-)	\$14,328.40	\$44,808.81	\$197,484.00	\$152,675.19	22.7%
Employee Benefits (-)	\$3,000.00	\$9,000.00	\$29,925.00	\$20,925.00	30.1%
Purchased Services (-)	\$6,670.71	\$58,946.53	\$8,729,750.00	\$8,670,803.47	0.7%
Supplies and Materials (-)	\$14,812.38	\$81,581.04	\$859,487.00	\$777,905.96	9.5%
Capital Outlay (-)	\$0.00	\$0.00	\$367,237.00	\$367,237.00	0.0%
Other Objects (-)	\$4.00	\$486,065.42	\$487,827.42	\$1,762.00	99.6%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$85,183.00	\$85,183.00	0.0%
Sub-total : Transportation Fund	(\$38,815.49)	(\$680,401.80)	(\$10,756,893.42)	(\$10,076,491.62)	6.3%
<b>Social Security Fund</b>					
Employee Benefits (-)	\$206,609.91	\$610,774.32	\$2,602,277.00	\$1,991,502.68	23.5%
Sub-total : Social Security Fund	(\$206,609.91)	(\$610,774.32)	(\$2,602,277.00)	(\$1,991,502.68)	23.5%
<b>Municiple Retirement Fund</b>					
Employee Benefits (-)	\$178,668.78	\$529,544.26	\$2,095,328.00	\$1,565,783.74	25.3%
Sub-total : Municiple Retirement Fund	(\$178,668.78)	(\$529,544.26)	(\$2,095,328.00)	(\$1,565,783.74)	25.3%
<b>Capital Projects Fund</b>					
Capital Outlay (-)	\$72,920.70	\$313,608.07	\$245,000.00	(\$68,608.07)	128.0%
Sub-total : Capital Projects Fund	(\$72,920.70)	(\$313,608.07)	(\$245,000.00)	\$68,608.07	128.0%
<b>Tort Immunity Fund</b>					
Salaries (-)	\$649,182.99	\$685,017.03	\$2,739,777.00	\$2,054,759.97	25.0%
Employee Benefits (-)	\$28,980.31	\$233,487.80	\$627,556.00	\$394,068.20	37.2%
Purchased Services (-)	\$70,051.93	\$267,700.39	\$2,082,899.00	\$1,815,198.61	12.9%
Supplies and Materials (-)	\$2,396.44	\$32,196.08	\$149,723.00	\$117,526.92	21.5%
Capital Outlay (-)	\$0.00	\$16,865.60	\$163,872.00	\$147,006.40	10.3%
Other Objects (-)	\$20,000.00	\$20,000.00	\$8,154.00	(\$11,846.00)	245.3%
Non-Capitalized Equipment (-)	\$0.00	\$5,687.15	\$45,410.00	\$39,722.85	12.5%

Operating Statement with Budget

**CUSD No. 5, McLean and Woodford Counties, Illinois**

**Unit 5 Treasurer's Report For the Period 09/01/2020 through 09/30/2020**

Fiscal Year: 2020-2021

	<u>09/01/2020 - 09/30/2020</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Sub-total : Tort Immunity Fund	(\$770,611.67)	(\$1,260,954.05)	(\$5,817,391.00)	(\$4,556,436.95)	21.7%
Life Safety Fund					
Purchased Services (-)	\$2,868.75	\$92,531.75	\$458,226.00	\$365,694.25	20.2%
Supplies and Materials (-)	\$0.00	\$0.00	\$3,116.00	\$3,116.00	0.0%
Capital Outlay (-)	\$610,801.76	\$3,156,895.10	\$4,410,728.00	\$1,253,832.90	71.6%
Sub-total : Life Safety Fund	(\$613,670.51)	(\$3,249,426.85)	(\$4,872,070.00)	(\$1,622,643.15)	66.7%
<b>Total : EXPENDITURES PAID</b>	(\$12,844,940.79)	(\$38,202,676.14)	(\$188,351,679.04)	(\$150,149,002.90)	20.3%
<b>OTHER FINANCING SOURCES (USES)</b>					
Educational Fund					
Capital Lease Proceeds (+)	\$0.00	\$1,434,254.00	\$1,434,254.00	\$0.00	100.0%
Transfers In (+)	\$0.00	\$0.00	\$13,000,000.00	\$13,000,000.00	0.0%
Transfers Out (-)	\$365,634.16	\$799,521.54	\$799,521.54	\$0.00	100.0%
Sub-total : Educational Fund	(\$365,634.16)	\$634,732.46	\$13,634,732.46	\$13,000,000.00	4.7%
Operations & Maintenance Fund					
Transfers In (+)	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.0%
Transfers Out (-)	\$0.00	\$0.00	\$386,618.75	\$386,618.75	0.0%
Sub-total : Operations & Maintenance Fund	\$0.00	\$0.00	(\$286,618.75)	(\$286,618.75)	0.0%
Debt Service Fund					
Transfers In (+)	\$365,634.16	\$799,521.54	\$1,086,140.29	\$286,618.75	73.6%
Sub-total : Debt Service Fund	\$365,634.16	\$799,521.54	\$1,086,140.29	\$286,618.75	73.6%
Capital Projects Fund					
Transfers In (+)	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.0%
Sub-total : Capital Projects Fund	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.0%
Working Cash Fund					
Transfers Out (-)	\$0.00	\$0.00	\$13,100,000.00	\$13,100,000.00	0.0%
Sub-total : Working Cash Fund	\$0.00	\$0.00	(\$13,100,000.00)	(\$13,100,000.00)	0.0%
<b>Total : OTHER FINANCING SOURCES (USES)</b>	\$0.00	\$1,434,254.00	\$1,434,254.00	\$0.00	100.0%
<b>NET CHANGE IN FUND BALANCE</b>	\$31,261,209.65	\$36,743,495.47	(\$2,973,077.91)	(\$39,716,573.38)	1235.9%

End of Report

**CUSD No. 5, McLean and Woodford Counties, Illinois**

**Unit 5 Self-Funded Insurance As of 09/30/2020**

Fiscal Year: 2020-2021

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**ASSETS**

Current Assets

Cash In Bank (+) \$2,165,657.37

Accounts Receivable (+) \$131,192.37

Sub-total : Current Assets \$2,296,849.74

**Total : ASSETS**

\$2,296,849.74

**FUND BALANCE**

Fund Balance

Fund Balance (+) \$2,547,467.01

Sub-total : Fund Balance \$2,547,467.01

NET CHANGE IN FUND BALANCE

NET CHANGE IN FUND BALANCE (+) (\$250,617.27)

Sub-total : NET CHANGE IN FUND BALANCE (\$250,617.27)

**Total : FUND BALANCE**

\$2,296,849.74

**Total LIABILITIES + FUND BALANCE**

\$2,296,849.74

**End of Report**

**CUSD No. 5, McLean and Woodford Counties, Illinois**

**Unit 5 Self-Funded Insurance For the Period 09/01/2020 through 09/30/2020**

Fiscal Year: 2020-2021

	09/01/2020 - 09/30/2020	Year To Date
<b>REVENUE COLLECTED</b>		
Revenue From Payroll		
Board Contributions (+)	\$933,422.50	\$2,800,882.50
Employee Contributions (+)	\$261,785.80	\$806,288.76
Sub-total : Revenue From Payroll	<u>\$1,195,208.30</u>	<u>\$3,607,171.26</u>
Revenue From Other Sources		
Retiree Contributions (+)	\$155,207.37	\$221,146.37
Cobra Contributions (+)	\$1,454.00	\$3,550.00
Interest & Dividends (+)	\$81.98	\$276.92
Sub-total : Revenue From Other Sources	<u>\$156,743.35</u>	<u>\$224,973.29</u>
<b>Total : REVENUE COLLECTED</b>	<u>\$1,351,951.65</u>	<u>\$3,832,144.55</u>
<b>EXPENDITURES PAID</b>		
Operating Expenditures		
Heath Ins Claims (-)	\$1,370,441.81	\$3,720,912.14
HSA Contributions (-)	\$7,625.69	\$22,653.33
Health Ins Admin Fees (-)	\$101,797.85	\$318,869.25
Other Fees & Expense (-)	\$458.00	\$20,327.10
Sub-total : Operating Expenditures	<u>(\$1,480,323.35)</u>	<u>(\$4,082,761.82)</u>
<b>Total : EXPENDITURES PAID</b>	<u>(\$1,480,323.35)</u>	<u>(\$4,082,761.82)</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>(\$128,371.70)</u>	<u>(\$250,617.27)</u>

End of Report

To: Board of Education

From: Roger Baldwin - Director of Human Resources, Martin Hickman - CFO

CC: Dr. Weikle, Superintendent

Date: 10/28/2020

Re: Salary Settlements 2020-2021

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**Food Service**

Recommend increasing each step in Tier 1 and Tier 2 by \$0.40 as well as the increases in Manager Increments below.

	2019-2020	2020-2021
<b>Manager Increments</b>		
Satellite Manager	\$ 1.67	\$ 1.80
Elementary Manager	\$ 2.75	\$ 2.90
Junior High Manager	\$ 3.40	\$ 3.60
Senior High Manager	\$ 4.50	\$ 4.80
Senior High Floating Asst Mgr	\$ 3.05	\$ 3.25
Associate Floating Manager	\$ 4.50	\$ 5.00

**Certified Administrators, Non-Certified Administrators**

Recommend an average increase of 3.0% for all eligible administrators, which includes the continuing education incentive increases below. Individual merit increases will be determined by the percentage of penetration toward the maximum pay rate for each position.

A \$250 increase to the Continuing Education Incentive amounts:

Masters plus 16: \$1,000

Masters plus 32: \$1,500

Masters plus 48: \$2,000

Doctorate: \$2,500

**EOP Exempt, OT/PT/OTA/PTA, Medical Personnel and Educational Support Staff**

Recommend a 3.5% increase for all eligible members in these groups.

**Technology**

Recommend a 3.5% increase for all eligible members in the group as well as the update to the vacation and longevity schedules below.

Longevity:

After 10 years of service - \$500

After 15 years of service - \$750

Vacation:

After 5 years of service - 3 weeks

After 20 years of service - 4 weeks



1702 W. College Ave. Suite E  
 Normal, IL 61761-2793  
 p: 309.452.1271  
 f: 309.454.8049  
 www.middletonassociates.net

October 22, 2020

LETTER OF TRANSMITTAL

SEND TO: McLean County Unit District No. 5  
 1809 W. Hovey Avenue  
 Normal, IL 61761

ATTENTION: Dr. Kristen Weikle Superintendent / Kim Stewart

SUBJECT: Submission of Projects for Review and Approval  
 for McLean County Unit District No. 5

ENCLOSED ARE THE FOLLOWING ITEMS: Bid Opening Letter, Bid Tabulation, Owner/Contract Agreement, and Application for Building Permit.

DESCRIPTION	SENT	DISPOSITION
<b>Normal Community West High School Chiller # 2 Replacement A/E #25352320</b>	1 packet	for approval

REMARKS

Regarding Contract Packets:

- Each copy of the contract will need an original signature.
- Application for Building Permit will need date and signature of the President, Board of Education and date and signature of the District Superintendent.
- Please call our office at 309/452-1271 and we will pick up the signed documents (Contracts and Building Permit).
- After contracts are signed by the Contractor, we will return an original contract to you for your records.

MIDDLETON ASSOCIATES INCORPORATED

\_\_\_\_\_  
 Jennifer Hickman, Office Manager

cc: Joe Adelman -- District Warehouse  
 file

October 22, 2020

DR KRISTEN WEIKLE SUPT  
MCLEAN COUNTY UNIT DISTRICT NO. 5  
1809 W HOVEY AVE  
NORMAL IL 61761

SUBJECT: Normal Community West High School Chiller # 2 Replacement  
McLean County Unit District No. 5  
A/E Project No. 25352320  
**BID OPENING**

On Wednesday, October 21, 2020 at 10:00 a.m. bids were received at the District Maintenance Office at 1999 Eagle Rd. for the above subject project.

Four (4) sealed bids were received and publicly opened and read. A copy of the Bid Tabulation is attached. I recommend awarding this Contract to The PIPCO Companies, Ltd. for their Base Bid in the amount of \$244,000 to replace chiller #2 at Normal Community West High School.

PIPICO has been in business since 1960. A list of completed jobs since 2012 is attached. This project is to replace Chiller No.2 at Normal Community West High School, which has been in service for 27 years. I recommend accepting the Base Bid, which includes a Trane 400 Ton Chiller to replace the existing Trane Chiller. There is a voluntary Alternate Substitution of a Daikin Chiller, but I believe it is best to replace the existing Trane No.2 Chiller with another Trane. This should allow a simpler piping work, and then Chiller No.2 will match Chiller No.1 which is also a 27-year-old Trane.

If you concur, we will advise the Contractors to proceed to obtain Insurance Certificate and Bonds and to order material.

Three (3) copies of the Owner / Contractor Agreement and one (1) copy of the ISBE Application for Building Permit are enclosed for presentation to the Board of Education for signatures. These documents will be picked up at the District Office by the Architect for further processing.

The Bids will be kept on file at the Maintenance Warehouse.



RANDALL E. MIDDLETON, PRESIDENT  
MIDDLETON ASSOCIATES INCORPORATED

REM/jlh

enc: Bid Tab  
Owner / Contractor Agreement (3 copies)  
Application for Building Permit

cc: Joe Adelman, Unit 5 (Letter and Bid Tab) 201  
Marlo Sutton, The PIPCO Companies, Ltd.: (Letter and Bid Tab)  
file

**BID TABULATION**  
**NORMAL COMMUNITY WEST HIGH SCHOOL CHILLER #2 REPLACEMENT**  
**A/E PROJECT #: 25352320**  
**MCLEAN COUNTY DISTRICT NO. 5 -- MAINTENANCE WAREHOUSE, 1999 EAGLE ROAD, NORMAL, IL 61761**  
**BID OPENING: 10:00 A.M., WEDNESDAY, OCTOBER 21, 2020**

<b>CONTRACTOR</b>	<b>5% BID BOND</b>	<b>ADD 1</b>	<b>BASE BID (includes \$10,000 allowance)</b>	<b>VOLUNTARY ALTERNATE</b>	<b>TOTAL</b>
THE PIPCO COMPANIES 1409 W. ALTORFER DR. PEORIA, IL 61615 309/692-4060	✓	✓	\$244,000.00	-\$12,000.00	\$244,000.00
MID ILLINOIS MECHANICAL INC 304 S MASON ST BLOOMINGTON IL 61701 309/828-0459	✓	✓	\$252,000.00	-	\$252,000.00
O'BRIEN BROS INC PO BOX 1164 PEORIA IL 61653 309/676-7688	✓	✓	\$255,900.00	-\$23,600.00	\$255,900.00
A&R MECHANICAL 711 E KETTERING PARK DRIVE URBANA IL 61801 217/367-4227	✓	✓	\$260,500.00	-\$23,800.00	\$260,500.00

**OWNER - CONTRACTOR AGREEMENT**

Between:

The Owner: McLean County Unit District No. 5  
1809 W. Hovey  
Normal, Illinois 61761

And the Contractor: The PIPCO Companies LTD.  
1409 W. Altorfer Drive  
Peoria, IL 61615

For the Project:

**CHILLER #2 REPLACEMENT  
NORMAL COMMUNITY WEST HIGH SCHOOL  
FOR McLEAN COUNTY UNIT DISTRICT NO. 5**

The Owner and Contractor agree to enter into a contract in accordance with the terms and conditions of the Documents A/E Project Number 25352320 and the Contractor's Bid Proposal dated October 21, 2020 which become the Contract for completion of the project as follows:

**Base Bid Completion Date: Prior to May 16, 2021**

Additional Terms & Conditions: None (or as applicable)

Addenda #1 INCLUDED

**Contract Amount:** (to be listed as appropriate)

Base Bid Proposal	<u>\$ 244,000.00</u>
Alternate Bids as awarded to be listed	<u>\$ (12,000.00) *NR</u>
Total Contract Amount	<u>\$ 244,000.00</u>

\*NOT RECOMMENDED

(Written) Two Hundred Forty-Four Thousand and 00/100 Dollars

**Date of Agreement:** October 28, 2020

**Signatures:**

**Owner: McLean County Unit District No. 5**

**Contractor: The PIPCO Co. LTD.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor's Seal  
(Corporation Only)

This Agreement must be signed and returned with the Contractor's Performance Labor and Materials Payment Bonds within fifteen (15) days of notice or the Contractor will be considered in default on acceptance of the award.

# APPLICATION FOR BUILDING PERMIT

Date Received by Regional Office of Education \_\_\_\_\_

Regional Office of Education Assigned Application Number \_\_\_\_\_

DISTRICT NAME McLean County Unit District No. 5	COUNTY McLean
FACILITY NAME Normal Community West High School	FACILITY LOCATION 501 N. Parkside Rd., Normal, IL 61761

Property is owned by the district       Property **not** owned by district (Attach Authorization by owner)

## PROJECT SCOPE

### COST AND FINANCING

- Less Than \$50,000 but involves like activity
- More than \$50,000
- Less than 15% of replacement cost
- More than 15% of replacement cost but less than 50% of replacement cost
- More than 50% of replacement cost
- Fire Prevention and Safety Financing involved

PROJECT NUMBER: 25352320

TOTAL ESTIMATED COST: \$268,400.00

ESTIMATED COMPLETION DATE: May 16, 2021

SOURCE OF ALL FUNDS: HLS

TOTAL SQUARE FOOTAGE: NA

### AREA AFFECTED:

- New area more than 7200 square feet
- Less than 50% of existing area
- More than 50% of existing area (sprinkle entire area per 105 ILCS 5/22-23)

FOR HEALTH/LIFE SAFETY FUNDING (5¢ LEVY OR BONDS) INDICATE:

Amendment number: 48

Amendment number: \_\_\_\_\_

## CATEGORIES OF WORK INVOLVED

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> New building construction | <input type="checkbox"/> Energy conservation               | <input type="checkbox"/> Site work                     |
| <input type="checkbox"/> School building addition  | <input checked="" type="checkbox"/> Mechanical (HVAC) work | <input type="checkbox"/> Sprinkler system installation |
| <input type="checkbox"/> Asbestos abatement        | <input type="checkbox"/> Paving                            | <input type="checkbox"/> Structural work               |
| <input type="checkbox"/> Accessibility (ADA)       | <input type="checkbox"/> Plumbing work                     | <input type="checkbox"/> Telephone systems (E-911)     |
| <input type="checkbox"/> Electrical work           | <input type="checkbox"/> Security system                   | <input type="checkbox"/> Other: _____                  |

## PROJECT DOCUMENTS (Attach two copies of all construction documents)

CONSTRUCTION DOCUMENTS ATTACHED	DATE SUBMITTED
<i>Drawings</i>	October 30, 2020
<i>Specifications</i>	October 30, 2020
<i>Plan Review Statements</i>	
<i>Confirmation of Plan Review Records</i>	

## ARCHITECT

We hereby certify that this application accurately describes the work to be performed and that, upon approval, all work will be completed to the best of our knowledge in compliance with the Health/Life Safety Code and the Sprinkler Code 5/22, 23 in accordance with this application and all applicable laws and regulations.

(Seal)

001-007938      11/30/2022  
License Number      Expiration Date

\_\_\_\_\_  
Name and Signature of Architect/Engineer  
**Randall Middleton**

Middleton Associates, Inc.      309/452-1271  
Name of Firm      Phone Number

## SCHOOL DISTRICT

The Board of Education does hereby approve and adopt said plans and specifications for submission to the Regional Superintendent for review and issuance of a building permit.

\_\_\_\_\_  
Date      Signature of President, Board of Education

\_\_\_\_\_  
Date      Signature of District Superintendent

The above Application for Building Permit is hereby accepted as submitted. An Application of Occupancy Permit and the **final inspection** are required for the Certificate of Occupancy, and **must be scheduled prior to occupancy of building.**      204

\_\_\_\_\_  
Date      Signature of Regional Superintendent

### **Board Member Conflict of Interest**

No Board member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District.

Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2.105, *Ethics and Gift Ban*.

Board members must annually file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act. Each Board member is responsible for filing the statement with the County Clerk of the county in which the District's main office is located by May 1.

#### Federal and State Grant Awards

No Board member shall participate in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) if he or she has a real or apparent conflict of interest. A conflict of interest arises when a Board member or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with a Board member that may compromise or impair the Board member's fairness and impartiality, including a member of the Board member's immediate family or household;
2. The Board member's business partner; or
3. An entity that employs or is about to employ the Board member or one of the individuals listed in one or two above.

LEGAL REF.: 5 ILCS 420/4A-101.5, 420/4A-105, 420/4A-106.5, and 420/4A-107.  
30 ILCS 708/, Grant Accountability and Transparency Act.  
50 ILCS 105/3.  
105 ILCS 5/10-9.  
2 C.F.R. §200.318(c)(1).  
CROSS REF.: 2.105, 4.60, 5.120

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**General Personnel – Employee Ethics; Conduct; and Conflict of Interest**

Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Employee Conduct Standards* and *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, are incorporated by reference into this policy. See Administrative Procedure 5.120-AP2 and Exhibit 5.120-E1.

Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act:

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

Ethics and Gift Ban

Board policy 2.105 applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

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

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This

includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA)(30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
2. An employee's business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contract. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2.105, *Ethics and Gift Ban*.

#### Outside Employment

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

Incorporated  
by reference: Administrative Procedure 5.120-AP2, *Employee Conduct Standards*  
Exhibit 5.120-E1, *Code of Ethics for Illinois Educators*

LEGAL REF.: U. S. Constitution, First Amendment.  
C.F.R. §200.318(c)(1)  
5 ILCS 420/4A-101, Ill. Governmental Ethics Act.  
5 ILCS 430/, State Officials and Employees Ethics Act.  
30 ILCS 708/, Grant Accountability and Transparency Act.  
50 ILCS 135/, Local Governmental Employees Political Rights Act.  
105 ILCS 5/10-22.39, and 5/22-5.  
325 ILCS 5/, Abused and Neglected Child Reporting Act.  
775 ILCS 5/5A-102, Illinois Human Rights Act.  
23 Ill. Admin. Code Part 22, Code of Ethics for Illinois Educators.  
Pickering v. Board of Township H. S. Dist. 205, 391 U.S. 563 (1968).  
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2.105, 4.60, 5.100