

SCHOOL DISTRICT NO. 103  
BOARD OF EDUCATION MEETING  
August 25, 2020  
7:00 PM

REGULAR MEETING CONSISTENT WITH THE REQUIREMENTS OF THE ILLINOIS REVISED STATUTES CHAPTER 102, PARAGRAPH 42.02 (OPEN MEETINGS ACT), NOTICES OF THIS MEETING HAVE BEEN POSTED. LOCATION OF THE MEETING IS GEORGE WASHINGTON MIDDLE SCHOOL, ROOM 130, 8101 OGDEN AVE., LYONS, ILLINOIS 60534, AT 7:00 PM.

DISASTER PROCLAMATION

On July 24, 2020, Governor JB Pritzker continued the Gubernatorial Disaster Declaration declaring the State of Illinois and all Counties in Illinois a disaster area due to the Covid-19 pandemic. Given the current Covid-19 pandemic situation and IDPH/ISBE safety guidance, Board President Torres and Superintendent Rivera have determined that in-person attendance at the August 25, 2020 Regular Board Meeting is not practical or prudent and that in person attendance is limited to ten persons as indicated in the Resolution Authorizing Modifications to Lyons School District 103 BOE Meetings Occurring during the Covid-19 Pandemic adopted March 17, 2020. PERSONS IN ATTENDANCE MUST WEAR FACE MASKS.

MEETING CALL IN INFORMATION

Remote access will be available to the public. The public may access the meeting remotely via: 1) telephone by dialing (347) 354-9798; PIN: 577 007 553#, or 2) Google Meets by logging into <https://meet.google.com/tzj-zgwc-mbg>. Please contact Char Latronica at (708) 783-4109 with questions regarding remote participation. For public comment participation, see the Public Comment section of the Agenda below.

**A G E N D A**

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call**

**IV. Reading of Communications**

A. FOIA Report

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**V. Superintendent's Report**

A. Remote Plan Presentation

**VI. Public Comment**

Due to the public access meeting being remote, public comment shall be by email and written correspondence or remotely via Google Meets. Persons interested in making written public comment must email their public comment to [latronicac@sd103.com](mailto:latronicac@sd103.com) or deliver written

public comment to the District Office by August 25, 2020 at 4:00 p.m. Emailed and written public comments are limited to 200 words and will be read aloud during the Public Comment portion of the meeting.

<b>VII. <u>Year-to-Date Financials</u></b>	<b>5</b>
<b>VIII. <u>Consent Agenda</u></b>	
A. Approval of Minutes	
1. Regular Minutes of July 28, 2020	18
B. Authorize Payment of Bills for August, 2020	
1. Board Bills August, 2020	27
2. Special Bill List August, 2020	48
C. Approval of Employment	
1. Certified Personnel	
a. Jennifer Shadoian, GWMS, 6th Grade Science Teacher, \$46,278.31, 8/26/20	
b. Michelle Ginn, Edison, Math Interventionist, \$46,732.01, 8/26/20	
c. Kimberly Clifford, Edison, Speech Pathologist, \$47,835.75, 8/26/20	
d. Jose Bono, GWMS, Bilingual Teacher, \$52,724.87, 8/26/20	
2. Approval of Resignations	
a. Laura Lopez, GWMS, Bilingual Teacher, 8/12/20	
b. Kristine Humer, GWMS, Reading/Instructional Coach, 8/13/20	
c. Matt Walz, Lincoln, P.E. Teacher, 8/9/20	
d. Diana Huebner, Costello, Special Education Aide, 8/13/20	
D. Second Reading of Policies	
1. Press Plus Five Year Review Policies	
a. Policy 4:50 - Payment Procedures	51
b. Policy 7:40 - Nonpublic School Students, Including Parochial and Home-School Students	52
c. Policy 7:130 - Student Rights and Responsibilities	53
d. Policy 7:325 - Student Fundraising Activities	54
e. Policy 8:80 - Gifts to the District	55
2. Press Plus Updates	
a. Policy 2:125 - Board Member Compensation; Expenses	56
b. Policy 2:125-E1- Board Member Expense Reimbursement Form	58
c. Policy 2:220-E2 - Motion to Adjourn to Closed Meeting	60
d. Policy 3:40-E - Checklist for the Superintendent Employment Contract Negotiation Process	62
e. Policy 5:60-E1 - Employee Expense Reimbursement Form	71
f. Policy 5:60-E2 - Employee Estimated Expense Approval Form	73
g. Policy 2:125 - Board Member Compensation; Expenses	75
h. Policy 2:125-E1 - Board Member Expense Reimbursement Form	79
i. Policy 2:125-E2 - Board Member Estimated Expense Approval Form	81
j. Policy 2:140-E -Guidance for Board Member Communications, Including Email Use	83
k. Policy 2:160 - Board Attorney	85
l. Policy 2:160-E - Checklist for Selecting a Board Attorney	86
m. Policy 2:220 - Board of Education Meetings Procedure	90

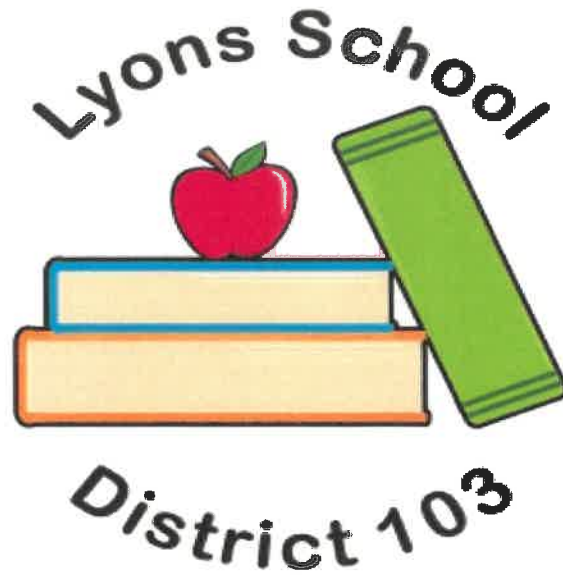
n. Policy 4:180 - Pandemic Preparedness; Management; and Recovery	94
o. Policy 5:60 - Expenses	98
p. Policy 5:150 - Personnel Records	101
q. Policy 5:280 - Duties and Qualifications	102
r. Policy 5:290 - Employment Termination and Suspensions	104
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t. Policy 6:280 - Grading and Promotion	107
u. Policy 7:70 - Attendance and Truancy	108
v. Policy 7:190 - Student Behavior	110
w. Policy 7:340 - Student Records	115
x. Policy 7:345 - Use of Educational Technologies; Student Data Privacy and Security	117
y. Policy 8:10 - Connection with the Community	120
z. Policy 2:70-E - Checklist for Filling Board Vacancies by Appointment	122
aa. Policy 2:220-E9 - Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration	126
bb. Policy 5:20-E - Resolution to Prohibit Sexual Harassment	129
cc. Policy 2:220-E6 - Log of Closed Meeting Minutes	131
dd. Policy 5:220 - Substitute Teachers	133
<b>IX. <u>Action Items</u></b>	
A. Approval of Amendments to SY2020-21 School Calendar	134
B. Approval of Parent Liaison Position	136
<b>X. <u>Adjournment</u></b>	

FOIA Report  
August – 2020

**August 14, 2020** –Bob Skolnik, Landmark Newspaper - A request for copies under the Illinois Freedom of information Act for copies of resumes or job applications submitted by Laura Hesslink, Mary Mangerson, Brenda Nunez, and Oneida Hernandez.

**August 14, 2020** – Earl Johnson, Taxpayer – A request for copies under the Illinois Freedom of information Act for "any and all emails and or correspondences in any form to include email, electronic, written, or typed between Kristopher Rivera, Brian Towne, and Jorge Torres to or from Yates Enterprises, Doctor William Yates, William Yates, or Bill Yates between the dates of May 1st, 2020 and August 14th 2020."

**August 15, 2020** – Earl Johnson, Taxpayer – A request for copies under the Illinois Freedom of information Act for "any document(s) containing or pertaining to contracts, contract proposals, proposals, estimates, memos or notes in any form of media to include print and digital such as emails to or from Yates Enterprises, Doctor William Yates, William Yates, or Bill Yates to School District 103, Kristopher Rivera, Brian Towne, and Jorge Torres between the dates of May 1<sup>st</sup>, 2020 and August 14<sup>th</sup>, 2020."



*Working Together to Expand Student Opportunities*

Serving the communities of Brookfield, Forest View, Lyons,  
McCook and Stickney.

**Un-audited July YTD Financials**  
**Fiscal Year 2021**

**Presented to BOE**  
8/25/2020

**Lyons School District 103  
EDUCATION FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jul-20*

<b>REVENUES</b>	<b>Tentative Budget FY 2020</b>	<b>% Of Total Revenue</b>	<b>Monthly July</b>	<b>YTD as of 7/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 15,701,034	50.7%	\$ 2,480,844	\$ 2,480,844	15.8%
Corporate Per. Prop. Replacement Taxes	\$ 1,970,401	6.4%	\$ 158,504	\$ 158,504	8.0%
State Evidence Based Funding (EBF)	\$ 8,367,060	27.0%		\$ -	0.0%
Categorical State Aid	\$ 833,737	2.7%	\$ 1,757	\$ 1,757	0.2%
State Early Childhood Block Grant	\$ 704,343	2.3%	\$ 3,792	\$ 3,792	0.5%
Federal Nutrition Program	\$ 871,807	2.8%	\$ 242,944	\$ 242,944	27.9%
Federal Title 1	\$ 834,679	2.7%		\$ -	0.0%
Other Federal	\$ 1,355,944	4.4%		\$ -	0.0%
Earnings on Investments	\$ 83,030	0.3%	\$ 33	\$ 33	0.0%
Food Service	\$ 67,546	0.2%	\$ 1,505	\$ 1,505	2.2%
Fees	\$ 31,902	0.1%	\$ 11,088	\$ 11,088	34.8%
Before School Care & Camps	\$ 123,108	0.4%		\$ -	0.0%
Other Revenue	\$ 3,500	0.0%	\$ 1,470	\$ 1,470	42.0%
<b>Total Revenue</b>	<b>\$ 30,948,091</b>	<b>100.0%</b>	<b>\$ 2,901,937</b>	<b>\$ 2,901,937</b>	<b>9.4%</b>

<b>EXPENDITURES</b>	<b>Tentative Budget FY 2020</b>	<b>% Of Total Expense</b>	<b>Monthly July</b>	<b>YTD as of 7/31/2020</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 18,033,536	58.8%	\$ 200,179	\$ 200,179	1.1%
Benefits	\$ 5,092,350	16.6%	\$ 35,072	\$ 35,072	0.7%
Purchased Services	\$ 3,716,447	12.1%	\$ 1,343,315	\$ 1,343,315	36.1%
Supplies	\$ 1,065,873	3.5%	\$ 269,063	\$ 269,063	25.2%
Capital Outlay	\$ 161,140	0.5%		\$ -	0.0%
Special Ed Tuition	\$ 2,532,048	8.3%	\$ 110,298	\$ 110,298	4.4%
Dues&Fees/Tuition/Contingency	\$ 82,840	0.3%			0.0%
<b>Total Expenditures</b>	<b>30,684,234</b>	<b>100.0%</b>	<b>1,957,927</b>	<b>1,957,927</b>	<b>6.4%</b>

<b>Surplus/(Deficit)</b>	<b>263,857</b>		<b>944,010</b>	<b>944,010</b>	
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**Lyons School District 103  
OPERATIONS AND MAINTENANCE FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jul-20*

<b>REVENUES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Revenue</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 1,995,385	66.0%	\$ 309,793	\$ 309,793	15.5%
General State Aid	\$ 1,000,000	33.1%		\$ -	0.0%
Federal Aid	\$ -	0.0%		\$ -	0.0%
Earnings on Investments	\$ 26,729	0.9%		\$ -	0.0%
Rentals	\$ -	0.0%		\$ -	0.0%
Maintenance Grant	\$ -	0.0%		\$ -	0.0%
Other Revenue Sources	\$ -	0.0%		\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 3,022,114</b>	<b>100.0%</b>	<b>\$ 309,793</b>	<b>\$ 309,793</b>	<b>10.3%</b>
<b>EXPENDITURES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Expense</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 1,009,035	29.7%	\$ 93,155	\$ 93,155	9.2%
Benefits	\$ 339,218	10.0%	\$ 22,334	\$ 22,334	6.6%
Purchased Services	\$ 1,190,202	35.0%	\$ 39,529	\$ 39,529	3.3%
Supplies	\$ 630,159	18.5%	\$ 67,841	\$ 67,841	10.8%
Capital Outlay	\$ 219,917	6.5%		\$ -	0.0%
Dues&Fees/Contingency	\$ 9,836	0.3%		\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 3,398,367</b>	<b>100.0%</b>	<b>\$ 222,860</b>	<b>\$ 222,860</b>	<b>6.6%</b>
<b>Surplus/(Deficit)</b>	<b>(376,253)</b>		<b>\$ 86,933</b>	<b>86,933</b>	

**Lyons School District 103**  
**IMRF/SS/Medicare**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jul-20*

<b>REVENUES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Revenue</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 803,704	80.0%	\$ 263,615	\$ 263,615	32.8%
Corp. Pers. Property Repl. Tax	\$ 180,000	17.9%		\$ -	0.0%
Earnings on Investments	\$ 21,285	2.1%		\$ -	0.0%
Other Revenue	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 1,004,989</b>	<b>100.0%</b>	<b>\$ 263,615</b>	<b>\$ 263,615</b>	<b>26.2%</b>

<b>EXPENDITURES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Expense</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Expended</b>
Benefits	\$ 999,297	100.0%		\$ -	0.0%
Purchased Services	\$ -	0.0%	\$ 4,274	\$ 4,274	0.0%
<b>Total Expenditures</b>	<b>\$ 999,297</b>	<b>100.0%</b>	<b>\$ 4,274</b>	<b>\$ 4,274</b>	<b>0.4%</b>

<b>Surplus/(Deficit)</b>	<b>5,692</b>		<b>259,341</b>	<b>259,341</b>	
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**Lyons School District 103  
TORT  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jul-20*

<b>REVENUES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Revenue</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 235,569	96.0%	\$ 35,890	\$ 35,890	15.2%
Earnings on Investments	\$ 9,920	4.0%		\$ -	0.0%
Other Revenue	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 245,489</b>	<b>100.0%</b>	<b>\$ 35,890</b>	<b>\$ 35,890</b>	<b>14.6%</b>
<b>EXPENDITURES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Expense</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 70,000	0.0%		\$ -	0.0%
Purchase Services	\$ 245,312	100.0%	\$ 69,558	\$ 69,558	28.4%
<b>Total Expenditures</b>	<b>\$ 315,312</b>	<b>100.0%</b>	<b>\$ 69,558</b>	<b>\$ 69,558</b>	<b>22.1%</b>
<b>Surplus/(Deficit)</b>	<b>(69,823)</b>		<b>(33,668)</b>	<b>(33,668)</b>	

**Lyons School District 103  
TRANSPORTATION FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jul-20*

<b>REVENUES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Revenue</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 1,216,761	62.4%	\$ 182,588	\$ 182,588	15.0%
Categorical State Aid	\$ 701,984	36.0%		\$ -	0.0%
Earnings on Investments	\$ 30,866	1.6%		\$ -	0.0%
Other Revenue	\$ -	0.0%		\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 1,949,611</b>	<b>100.0%</b>	<b>\$ 182,588</b>	<b>\$ 182,588</b>	<b>9.4%</b>

<b>EXPENDITURES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Expense</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 31,322	1.6%		\$ -	0.0%
Benefits	\$ 7,910	0.4%	\$ 34,874	\$ 34,874	440.9%
Purchased Services	\$ 1,896,290	98.0%		\$ -	0.0%
Supplies	\$ -	0.0%		\$ -	0.0%
Capital Outlay	\$ -	0.0%		\$ -	0.0%
Dues&Fees/Contingency	\$ -	0.0%		\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 1,935,522</b>	<b>100.0%</b>	<b>\$ 34,874</b>	<b>\$ 34,874</b>	<b>1.8%</b>

<b>Surplus/(Deficit)</b>	<b>14,089</b>		<b>147,714</b>	<b>147,714</b>	
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**Lyons School District 103  
WORKING CASH FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jul-20*

<b>REVENUES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Revenue</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 114,850	86.9%	\$ 12,222	\$ 12,222	10.6%
Earnings on Investments	\$ 17,285	13.1%		\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 132,135</b>	<b>100.0%</b>	<b>\$ 12,222</b>	<b>\$ 12,222</b>	<b>9.2%</b>

<b>EXPENDITURES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Expense</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Expended</b>
Interfund Transfer	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

<b>Surplus/(Deficit)</b>	<b>132,135</b>		<b>12,222</b>	<b>12,222</b>	
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**Lyons School District 103**  
**Total Operating Funds**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jul-20*

<b>REVENUES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Revenue</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 20,067,303	53.8%	\$ 3,284,953	\$ 3,284,953	16.4%
Corporate Pers. Prop. Replacement Taxes	2,150,401	5.8%	\$ 158,504	\$ 158,504	7.4%
General State Aid	9,367,060	25.1%	-	-	0.0%
Categorical State Aid	1,535,721	4.1%	1,757	1,757	0.1%
State Early Childhood Block Grant	704,343	1.9%	3,792	3,792	0.5%
Federal Nutrition Program	871,807	2.3%	242,944	242,944	27.9%
Federal Title 1	834,679	2.2%	-	0	0.0%
Other Federal	1,355,944	3.6%	0	0	0.0%
Earnings on Investments	189,115	0.5%	33	33	0.0%
Food Service	67,546	0.2%	1,505	1,505	2.2%
Fees	31,902	0.1%	11,088	11,088	34.8%
Before School Care, Camps	123,108	0.3%	-	-	0.0%
Rentals	-	0.0%	-	-	0.0%
Maintenance Grants	-	0.0%	-	-	0.0%
Other Revenue	3,500	0.0%	1,470	1,470	42.0%
<b>Total Revenue</b>	<b>\$ 37,302,429</b>	<b>100.0%</b>	<b>\$ 3,706,046</b>	<b>\$ 3,706,046</b>	<b>9.9%</b>

<b>EXPENDITURES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Expense</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 19,143,893	51.3%	\$ 293,334	\$ 293,334	1.5%
Benefits	5,439,478	14.6%	92,281	92,281	1.7%
IMRF/FICA/SS/Medicare	999,297	2.7%	-	-	0.0%
Purchased Services	7,048,251	18.9%	1,456,676	1,456,676	20.7%
Supplies	1,696,032	4.5%	336,904	336,904	19.9%
Capital Outlay	381,057	1.0%	-	-	0.0%
Special Ed Tuition	2,532,048	6.8%	110,298	110,298	4.4%
Dues&Fees/Contingency	92,676	0.2%	-	-	0.0%
<b>Total Expenditures</b>	<b>\$ 37,332,732</b>	<b>100.0%</b>	<b>\$ 2,289,493</b>	<b>\$ 2,289,493</b>	<b>6.1%</b>

<b>Surplus/(Deficit)</b>	<b>\$ (30,303)</b>		<b>\$ 1,416,553</b>	<b>\$ 1,416,553</b>	
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**Lyons School District 103  
DEBT SERVICE FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jul-20*

<b>REVENUES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Revenue</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 981,699	99.1%	\$ 154,355	\$ 154,355	15.7%
Earnings on Investments	\$ 9,274	0.9%		\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 990,973</b>	<b>100.0%</b>	<b>\$ 154,355</b>	<b>\$ 154,355</b>	<b>15.6%</b>
<b>EXPENDITURES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Expense</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Expended</b>
Debt Service	\$ 1,043,175	100.0%		\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 1,043,175</b>	<b>100.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Surplus/(Deficit)</b>	<b>(52,202)</b>		<b>154,355</b>	<b>154,355</b>	

**Lyons School District 103  
CAPITAL PROJECTS FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jul-20*

<b>REVENUES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Revenue</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Realized</b>
Earnings on Investments	\$ 5	100.0%	\$ -	\$ 5	100.0%
<b>Total Revenue</b>	<b>\$ 5</b>	<b>100.0%</b>	<b>\$ -</b>	<b>\$ 5</b>	<b>100.0%</b>

<b>EXPENDITURES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Expense</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Expended</b>
Capital Outlay	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

<b>Surplus/(Deficit)</b>	<b>5</b>		<b>-</b>	<b>5</b>	
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**Lyons School District 103  
LIFE SAFETY FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jul-20*

<b>REVENUES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Revenue</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 206,051	76.9%	\$ 41,135	\$ 41,135	20.0%
Earnings on Investments	\$ 11,862	4.4%		\$ -	0.0%
Other Revenue	\$ 50,000	18.7%		\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 267,913</b>	<b>81.3%</b>	<b>\$ 41,135</b>	<b>\$ 41,135</b>	<b>15.4%</b>
<b>EXPENDITURES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Expense</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Expended</b>
Purchased Services	\$ 159,740	100.0%	\$ 21,357	\$ 21,357	13.4%
<b>Total Expenditures</b>	<b>\$ 159,740</b>	<b>100.0%</b>	<b>\$ 21,357</b>	<b>\$ 21,357</b>	<b>13.4%</b>
<b>Surplus/(Deficit)</b>	<b>108,173</b>		<b>19,778</b>	<b>19,778</b>	

**Lyons School District 103**  
**Total All Funds**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jul-20*

<b>REVENUES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Revenue</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 21,255,058	55.1%	\$ 3,480,442	\$ 3,480,442	16.4%
Corporate Pers. Prop. Replacement Taxes	2,150,401	5.6%	\$ 158,504	158,504	7.4%
General State Aid	9,367,060	24.3%	-	-	0.0%
Categorical State Aid	1,535,721	4.0%	1,757	1,757	0.1%
State Early Childhood Block Grant	704,343	1.8%	3,792	3,792	0.5%
Federal Nutrition Program	871,807	2.3%	242,944	242,944	27.9%
Federal Title 1	834,679	2.2%	-	0	0.0%
Other Federal	1,355,944	3.5%	-	0	0.0%
Earnings on Investments	210,251	0.5%	33	33	0.0%
Food Service	67,546	0.2%	1,505	1,505	2.2%
Fees	31,902	0.1%	11,088	11,088	34.8%
Before School Care, Camps	123,108	0.3%	-	-	0.0%
Rentals	-	0.0%	-	-	#DIV/0!
Maintenance Grants	-	0.0%	-	-	0.0%
Other Revenue	53,500	0.1%	1,470	1,470	2.7%
<b>Total Revenue</b>	<b>\$ 38,561,320</b>	<b>100.0%</b>	<b>\$ 3,901,536</b>	<b>\$ 3,901,536</b>	<b>10.1%</b>

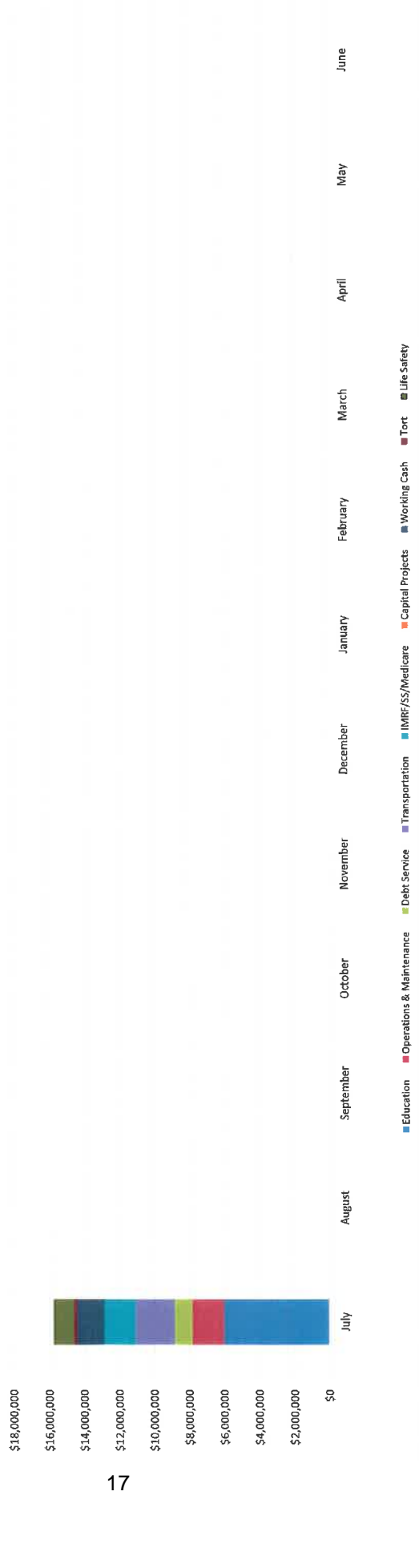
<b>EXPENDITURES</b>	<b>Revised Budget FY 2020</b>	<b>% Of Total Expense</b>	<b>Monthly July</b>	<b>Actual as of 7/31/2020</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 19,143,893	49.7%	\$ 293,334	\$ 293,334	1.5%
Benefits	5,439,478	14.1%	92,281	92,281	1.7%
IMRF/FICA/SS/Medicare Fund	999,297	2.6%	-	-	0.0%
Debt Service Fund	1,043,175	2.7%	-	-	0.0%
Life Safety Fund	159,740	0.4%	21,357	21,357	13.4%
Purchased Services	7,048,251	18.3%	1,456,676	1,456,676	20.7%
Supplies	1,696,032	4.4%	336,904	336,904	19.9%
Capital Outlay	381,057	1.0%	-	-	0.0%
Special Ed Tuition	2,532,048	6.6%	110,298	110,298	4.4%
Dues&Fees/Contingency	92,676	0.2%	-	-	0.0%
<b>Total Expenditures</b>	<b>\$ 38,535,647</b>	<b>100.0%</b>	<b>\$ 2,310,850</b>	<b>\$ 2,310,850</b>	<b>6.0%</b>

<b>Surplus/(Deficit)</b>	<b>\$ 25,673</b>		<b>\$ 1,590,686</b>	<b>\$ 1,590,686</b>	
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**Lyons Elementary School District 103**  
**Fiscal Year 2020-2021 Fund Balance**  
**Source: Lyons Elementary School District 103 Monthly Reports**

Fund	Fiscal Year 2020-2021											
	July	August	September	October	November	December	January	February	March	April	May	June
Education	\$ 6,015,153.39											
Operations & Maintenance	1,841,036.12											
Debt Service	982,057.69											
Transportation	2,240,054.53											
IMRF/SS/Medicare	1,809,065.98											
Capital Projects	447.00											
Working Cash	1,488,478.82											
Tort	243,833.69											
Life Safety	1,171,422.41											
<b>Total</b>	<b>\$ 15,791,549.63</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**2020-2021 Fund Balance by Fund**



MINUTES OF THE REGULAR HEARING  
OF THE BOARD OF EDUCATION  
LYONS ELEMENTARY SCHOOL DISTRICT 103  
George Washington Middle School, Room 130  
8101 Ogden Avenue, Lyons, Il 60534 at 7:00 P.M.  
Tuesday, July 28, 2020

**I. Call to Order**

The regular meeting of the Board of Education was called to order at 7:05 p.m. by President Jorge Torres.

**II. Roll Call**

Members Physically Present:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
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Absent:	None
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**III. Reading of Communications**

FOIA Report

Board President Torres stated there are no communications other than the FOIA report which is included in the packet for the public to view.

(Superintendent Rivera provided a handout to the Board that contained Covid-19 percentages and stated that keeping the meeting closed is in the best interest of all as related to health and safety.

Superintendent Rivera stated we adjusted our stance regarding returning to school due to the Covid-19 numbers. He stated we will begin the school year completely remotely and will consider possible in-person services for special populations that include special education students, homeless, low level English Language learners, and others on an individual basis.

Superintendent Rivera informed the Board that the plan is still progressing, but that we can now focus on the remote process first and then make adjustments to the blended model or full in-person along the way. He stated that while the best learning takes place in-person, there are lives at risk and we do not take that lightly, especially being in an area with higher levels of positive

testing. Superintendent Rivera stated we are working on the plan through the bargaining process with the teacher's union.

Superintendent Rivera informed the Board that all staff will be provided with washable face masks, disposable face masks, face shields, vinyl gloves, 16oz sanitizer pump bottles, sani spritz disinfectant spray bottles and all-purpose disinfectant wipes. He stated that every room will be provided with sanitizer solution for the in-room dispensers and that secretaries will be provided with (2) Acrylic Partitions for their work stations.

Superintendent Rivera stated the custodians will clean and disinfect on a daily basis to the EPA, CDC and IDPH guidelines and that there will be a checklist of cleaning and sanitizing displayed in each classroom and bathroom. He stated that the hallways, classrooms and washrooms will be monitored for additional cleaning and sanitizing during the course of the day. Mr. Rivera stated that urinals, toilets, sinks and water fountains will be sectioned off for social distancing.

The Board had a brief discussion regarding going back to school remotely, taking temperatures, temperature devices, self-certification, as well as whether we have enough custodians, whether we will be ready for school on time, Chromebooks, contingency plans, the school calendar and breakfast and lunch).

#### **IV. Public Comment**

*(Charline Latronica read the following public comments out loud due to the public access meeting being remote.)*

Jessica Pinto, Parent, commented on the Disaster Proclamation on the agenda and that in person attendance was deemed not practical and yet in 20 days the model of up to 15 children and 1+ adults in a classroom is being supported. She inquired as to several topics regarding COVID-19 having to do with students and staff, disinfecting, as well social work support for the district. She asked to please keep the children of Lyons and teachers safe by implementing remote learning at the beginning of the school year.

Valerie Fahselt, Parent, commented on keeping our staff, students and families safe during the pandemic. She commented on reverting back to only online classes due to having proof that children can get Covid as found to be the case in Florida. She commented on community members that work in Chicago and that they are putting school community at risk. Ms. Fahselt commented that many families are traveling and visiting family in other states before the start of school and thus putting everyone at risk. She asked to keep our community safe.

Jennifer Brauer from the American Heart Association, thanked the PE staff at Costello, Edison, Lincoln, and Home for their support for the American Heart

Association through the Kids Heart Challenge program at their schools this year. She commented that the PE teams did a tremendous job instilling good habits in their students with this program. and that that while donations are not required to participate in the program the schools raised a total of \$4,000

Tracy Vana, Parent, commented on her concern regarding the reopening plan. She commented that by moving up the start date there is not a lot of time to come up with a comprehensive plan and that it is unfair to expect parents to make an uninformed choice. She inquired as to if the district can give parents more time to review a thorough plan and make an informed decision by doing remote learning at the start of the year thus allowing time to properly train teachers on curriculum. She commented she wants to everybody to stay safe.

Thomas Weiner, Costello Parent, inquired as to the start of school and if the students will be in class all day or half day, as well as the start and dismissal times. He also inquired as to if lunch will be served, before and after care, and whether there will be a nurse in all of the schools.

Joanne Schaeffer, Resident, commented on the meeting being closed. She commented on the bill listing and asked that spending be reviewed. Ms. Schaeffer commented on the nurse pay and benefits and being fiscally responsible. She asked the Board for consideration of conducting a forensic audit of 103 financials. Ms. Schaeffer commented on getting the schools open and making sure our children make up what has been lost and continue to progress.

Nan Dumelle, GWMS Parent, inquired as to the safety of children and staff and the protocol of what happens when a child gets sick, as well as if a child has to take medication at school and there is no medical staff. Ms. Dumelle also inquired as to the outcome of the email that was sent out a month ago from skyward.

Jennifer Krubl, Parent, inquired as to school bussing and why the busses are allowing 47 students at a time to be on the bus. She commented that is not safe for our children and schools.

Vanessa Montalvo, Parent, inquired about the hiring of the new preschool director as well as the plan for preschool students. She commented that she reached out a couple weeks ago to Superintendent Rivera and he replied back stating they were interviewing but has not heard anything since.

Marge Hubacek, Board Member, read a statement addressing her opposition to Board Member Rodriguez' statement read by Superintendent Rivera at the June 30<sup>th</sup> meeting.

Shannon Johnson, Board Member, read a statement addressing her opposition to Board Member Rodriguez' statement read by Superintendent Rivera at the June 30<sup>th</sup> meeting.

Toni Jackman, Teacher President Union, commented that she is proud of the professionalism the teachers have showed. She commented that the teachers our scared for their lives and the idea that they would sit at home and not do their job is offensive. She commented that she implores the Board to have conversations with teachers in the district and ask what their concerns are regarding coming back to school.

Tom Weiner, Costello Parent, commented and inquired as to how remote learning will take place.

Toni Parker commented on the June 30<sup>th</sup> financial report and the budget numbers. She commented on the June 30<sup>th</sup> financial report and projected budget. She commented that the actual revenues and expenditures do not add up.

Earl Johnson, Resident, thanked the teachers for their hard work. He commented on the statement made by Board Member Rodriguez at the June meeting regarding him being an activist and that he is proud to be an activist.

Valerie Fashelt, Parent, thanked Superintendent Rivera for doing what is best for the students. She commented that staff being in the buildings is not safe and that it should be a choice. She commented that as a parent she had an amazing experience with remote learning in the spring and to please not put teachers at risk.

## **V. Year-to-Date Financials**

Board President Torres stated the financials are attached to the agenda for the public to view.

## **VI. Presentation of the Tentative Budget**

Business Manager, Dr. Sheila Johnson, presented the Board with a slide presentation overview of the 2020-2021 tentative budget which is included in the public packet. Dr. Johnson stated that education is funded through state, local, and federal revenue. Dr. Johnson presented the Board with a summary of FY2020 revenue and expenses as compared to the FY2021 revenue and expenses. She stated that for FY2020 the amount of revenue was \$37,221,483; the total amount of expenses was \$38,234,682 for a difference of \$(1,013,199). She stated that the projection for FY 2021 revenue is \$38,452,675; expenses \$38,748,960 for a difference of \$(296,285).

Dr. Johnson provided that in summary for FY20-21 District 103 has decreased the budget deficit by approximately \$1 million dollars (bringing the Ed Fund to a surplus). She stated that the adjustments and decisions that contributed to addressing the short fall include: streamlined staffing to manage costs; restructured staff taking on additional duties; renegotiated contracts to cut costs; a thorough review of the identified discrepancies in the budget; outsourcing services; received ESSER funds for Chromebooks and other expenses.

The Board had a brief discussion regarding the tentative budget and inquired as to having a place holder for the custodial increases where Dr. Johnson stated that those numbers will be in the final budget.

## VII. Consent Agenda

Winifred Rodriguez moved seconded by Olivia Quintero to approve the Consent Agenda after Board President removed Village Electric from Item B1 – Bill List for July, 2020, to be voted on at the next regular board meeting and Board Member Johnson removed Item C2(a) – Support Personnel, to be voted on after the Consent Agenda.

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	None

Motion carried

### A. Approval of Minutes

1. Regular Minutes of June 23, 2020
2. Public Hearing Minutes of June 30, 2020
3. Special Minutes of June 30, 2020

### B. Authorize Payment of Monthly Bills for July, 2020

1. Bill List July, 2020

### C. Approval of Employment

#### 1. Certified Personnel

##### a. Math Academy

- 1) Jennifer Egan, Kindergarten Math Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 2) Nikki Hondropolus, Kindergarten Math Academy Teacher, \$30.00/hr, 7/27/20-8/7/20

- 3) Deidre Mutters, 1st Grade Math Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 4) Abby Spankroy, 1st Grade Math Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 5) Vasti Carrera, 2nd Grade Math Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 6) Christine Collucci, 2nd Grade Math Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 7) Carrie Litto, 3rd Grade Math Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 8) Kelly Daeschler, 3rd Grade Math Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 9) Colleen O'Meara, 4th Grade Math Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 10) Lauren Bahena, 5th Grade Math Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 11) Tabitha Coleman, 5th Grade Math Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 12) Erin Berg, 5-7 Grade Math Academy Teacher, \$30.00/hr, 7/27/20-8/7/20

b. Reading Academy

- 1) Megan Guerrero, Kindergarten Reading Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 2) Jennifer Egan, Kindergarten Reading Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 3) Sofia Carmona, 1st Grade Reading Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 4) Amanda Zalewski, 1st Grade Reading Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 5) Emelia Zarenana, 2nd Grade Reading Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 6) Suzanne Smith, 2nd Grade Reading Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 7) Flor Ramirez, 3rd Grade Reading Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 8) Angela Gonzalez, 3rd Grade Reading Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 9) Kasey McNair, 4th Grade Reading Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 10) Melissa Migala, 5th Grade Reading Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 11) Omar Torres, 5-7th Grade Reading Academy Teacher, \$30.00/hr, 7/27/20-8/7/20

c. Kimberly Blake, Cross Categorical 8th Grade Teacher, GWMS, \$48,304.73, 8/13/20

d. Kelly Pavloski, 4th Grade Teacher, Edison, \$47,652.82, 8/13/20

3. Approval of Leave

a. Elizabeth Freund, 2nd Grade Teacher, Home, 8/13/20-2/22/21

b. Meggie Lund, ESL Teacher, GWMS, 8/13/20-approx. 7 weeks

4. Approval of Resignations

a. Laura Koprowski, Lunch Aide, Home, 7/21/20

b. Morgan Mueller, Special Education Teacher, GWMS, 8/1/20

c. Dolores Collins, Lunch Aide, Home, 7/8/20

d. Linda Inicis, Lunch Aide, Home, 7/12/20

e. Greg Durant, Math Interventionist, Lincoln, 7/24/20

f. Nina Henke, 6th Grade Science Teacher, GWMS, 6/17/20

g. Lindsey Grimes, 8th Grade Math Teacher, GWMS, 6/17/20

**Approval of Dawn Lewis, District School Nurse/School Nurse, Costello, \$65,000, 8/13/20 (Support Personnel, Item 2C(a))**

Marge Hubacek moved seconded by Sharon Anderson to approve Dawn Lewis, District School Nurse/School Nurse, Costello, \$65,000, 8/13/20.

Upon Roll Call:

Ayes: Sharon Anderson  
Vito Campanile  
Marge Hubacek  
Shannon Johnson  
Olivia Quintero  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: None

Motion carried

**VIII. Board Reports**

Board President Torres stated there are policies on the agenda for a first reading that will go for a second reading at the August 25th board meeting and if there are questions on the policies to please reach out to the Superintendent.

**IX. Action Items**

**Resolution for Displaying and Publishing Notice of District Budget Hearing on September 22, 2020**

Olivia Quintero moved seconded by Winifred Rodriguez to approve the Resolution related to displaying and publishing notice of the district's budget hearing on September 22, 2020.

Upon Roll Call:

Ayes: Sharon Anderson  
Vito Campanile  
Marge Hubacek  
Shannon Johnson  
Olivia Quintero  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: None

Motion carried

**Approval of Resolution Authorizing Elimination of District Technology Employment Positions and Honorable Dismissal**

Olivia Quintero moved seconded by Vito Campanile to approve the Resolution Authorizing Elimination of District Technology Employment Positions and Honorable Dismissal effective September 1, 2020, as presented.

Upon Roll Call:

Ayes:	Vito Campanile Olivia Quintero Winifred Rodriguez Jorge Torres
Nays:	Sharon Anderson Marge Hubacek Shannon Johnson
Absent:	None

Motion carried

**Approval of Resolution Eliminating Positions and Authorizing Paraprofessional/Aides Reduction in Force**

Olivia Quintero moved seconded by Vito Campanile to approve the Resolution Positions and Authorizing Paraprofessional/Aides Reduction in Force effective September 1, 2020, as presented.

Upon Roll Call:

Ayes:	Vito Campanile Olivia Quintero Winifred Rodriguez Jorge Torres
Nays:	Sharon Anderson Marge Hubacek Shannon Johnson
Absent:	None

Motion carried

**Approval of Director of Early Childhood Education, Kim West, 92,000, 7/29/20**

Olivia Quintero moved seconded by Vito Campanile to approve the employment contract for Kim West, Director of Early Childhood Education, in the amount of \$92,000.00 (prorated) for FY 2020-21.

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	None
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Motion carried

**X. Adjournment**

Olivia Quintero moved seconded by Winifred Rodriguez to adjourn at 8:30 p.m.

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	None
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Motion carried

\_\_\_\_\_  
Vito Campanile, Secretary

\_\_\_\_\_  
Jorge Torres, President

To Ken Getty, Township Treasurer: The following payments were approved by the Board of Education, at a meeting held on August 25, 2020  
 Checks for the amount shown are hereby requested:

PAYEE	DATE PAID	AMOUNT
Net Salaries June 15 plus summer checks for teachers	07/01-07/15	\$ 103,149.73
Bank One	Soc. Sec. & Medicare Employees' Portion Federal Withholding 07/01-07/15	\$ 26,778.65
Bank One	Soc. Sec. & Medicare Employer's Portion  07/01-07/15	\$ 8,202.65
NuMark Credit Union	Credit Union Deductions 07/01-07/15	\$ 1,505.00
Illinois Department of Revenue	State Withholding 07/01-07/15	\$ 6,513.40
Illinois Municipal Retirement Fund	Employees' Portion 07/01-07/15	\$ 4,254.28
Illinois Municipal Retirement Fund	Employer's Portion 07/01-07/15	\$ 10,626.20
Teachers' Retirement System State of Illinois	TRS EMPLOYEE PAID 07/01-07/15 Employee 9%	\$ 656.84
Teachers' Retirement System State of Illinois	THIS Board Paid 0.92% Health "THIS" 07/01-07/15	\$ 751.75
Teachers' Retirement System State of Illinois	THIS Employee Paid 1.24% Health "THIS" 07/01-07/15	\$ 90.13
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On & Title I, 10.1% 07/01-07/15	\$ 2,976.81
West Suburban Teachers' Unions #571	Teacher Union Dues 07/01-07/15	\$ -
AXA VALIC	Tax Shelter Annuity 07/01-07/15	\$ -
AXA Equitable Life	Tax Shelter Annuity	\$ -

07/01-07/15

PAYEE	DATE PAID	AMOUNT
AXA Equitable Life 457(b)	Tax Shelter Annuity 07/01-07/15	\$ -
First Investors Group	Tax Shelter Annuity 07/01-07/15	\$ -
Great American Financial Resources	Tax Shelter Annuity 07/01-07/15	\$ -
Lincoln Investment Planning	Tax Shelter Annuity 07/01-07/15	\$ 25.00
Waddell & Reed, Inc.	Tax Shelter Annuity 07/01-07/15	\$ -
AXA Equitable Life - Roth	07/01-07/15	\$ 80.00
SEIU Local 73 COPE	07/01-07/15	\$ 27.50
Service Employees International Union Local 73	Aides Union Dues 07/01-07/15	\$ -
Teachers' Health Insurance Security State of Illinois	Retiree Insurance July, 2020	\$ 1,068.12
First American Bank H S A	Employee Deduction Board Contribution	\$ 83.33 \$ -
State Disbursement Unit	07/01-07/15	\$ 372.50
CoreSource - Flex Unreimbursed	07/01-07/15	\$ -

PAYEE	DATE PAID	AMOUNT
Net Salaries	07/16-07/31	\$ 107,447.89
Bank One	Soc. Sec. & Medicare Employees' Portion Federal Withholding 07/16-07/31	\$ 24,249.40
Bank One	Soc. Sec. & Medicare Employer's Portion  07/16-07/31	\$ 7,272.75
NuMark Credit Union	Credit Union Deductions 07/16-07/31	\$ 1,505.00
Illinois Department of Revenue	State Withholding	\$ 6,834.65

	07/16-07/31		
Illinois Municipal Retirement Fund	Employees' Portion 07/16-07/31	\$	4,785.95
Illinois Municipal Retirement Fund	Employer's Portion 07/16-07/31	\$	8,772.79
Teachers' Retirement System State of Illinois	TRS Employees' Paid 07/16-07/31 9.00%	\$	1,402.02
Teachers' Retirement System State of Illinois	THIS Board Paid Health "THIS" 07/16-07/31	\$	828.92
Teachers' Retirement System State of Illinois	TRS Employee Paid 1/2 of 1% Health "THIS" 07/16-07/31	\$	193.13
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 %  07/16-07/31	\$	4,358.84
West Suburban Teachers' Union #571	Teacher Union Dues 07/16-07/31	\$	-
AXA VALIC	Tax Shelter Annuity 07/16-07/31	\$	500.00

PAYEE	DATE PAID	AMOUNT
AXA Equitable Life	Tax Shelter Annuity 07/16-07/31	\$ 1,154.50
AXA Equitable Life (457(b))	Tax Shelter Annuity 07/16-07/31	\$ -
First Investors Corp.	Tax Shelter Annuity 07/16-07/31	\$ -
Great American Financial Resources	Tax Shelter Annuity 07/16-07/31	\$ -
Lincoln Investment Planning	Tax Shelter Annuity 07/16-07/31	\$ 25.00
Waddell & Reed, Inc.	Tax Shelter Annuity 07/16-07/31	\$ -
AXA Equitable Life - Roth	Tax Shelter Annuity 07/16-07/31	\$ -
SEIU Local 73 COPE	07/16-07/31	\$ -

Service Employees International Union Local 73	Union Dues Aides 07/16-07/31	\$	414.26
First American Bank H S A	Employee Deduction	\$	83.33
	Board Contribution	\$	-
State Disbursement Unit	07/16-07/31	\$	372.50
CoreSource - Flex Unreimbursed	07/16-07/31	\$	368.80
Marge Hubacek	Medicare Supplement July, 2020	\$	165.00
Dennis Krubl	Medicare Supplement July, 2020	\$	180.00

PAYEE	DATE PAID	AMOUNT
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Board President

Board Secretary

*Ann Lynn De Souza - 8-21-20*  
Prepared by

*Stephen 8-24-20*  
Business Manager

*Monty H. Davis*  
Superintendent

Payroll summary includes Teacher's e

Salaries/Benefits for the month of July	\$	338,276.62
Special voucher requests	\$	-

Pages 1 - 16	\$ 1,171,560.69	
Total Bill List Paid in Month		\$ 1,509,837.31

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
90610	ACCOUNTEMPS	08/21/2020	56115546	w/e - 7/24/20	0	2,207.63	6,622.89
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,207.63	
			56182293	W/E - 8/7/20	0	2,207.63	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,207.63	
			56224260	W/E - 8/14/20	0	2,207.63	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,207.63	
90611	ACHIEVE 3000, INC.	08/21/2020	48232	Professional Learning Services District wide	7032100006	79,320.00	79,320.00
10E000	1250 3120 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/PROF DEVL P/TITLE I		79,320.00	
90612	ALDRIDGE, SUSAN	08/21/2020	TUITION_043020	TESL 414 3 SEMESTER HRS CREDIT	0	525.00	525.00
10E400	1110 2300 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/TUITION REIMBU		525.00	
90613	ALONZO, KIMBERLEY A	08/21/2020	TUITION-0620	MSED610Z2 - 3 SEMESTER CREDIT HRS MSED698Z2 - 1 SEMESTER CREDIT HRS	0	700.00	700.00
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		525.00	
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		175.00	
90614	ARAMARK UNIFORM & CAREER APPAR	08/21/2020	22642292	Washable Masks	7012100008	3,410.40	3,410.40
20E000	2540 4100 00 499800			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		3,410.40	
90615	ASBO INTERNATIONAL	08/21/2020	0011725	Membership Term: 8/1/20 - 7/31/21	0	1,170.00	1,170.00
10E000	2510 6400 00 000000			EDUCATION/DISTRICT OFFICE/DIRECTION OF BUSINESS SUPPORT		1,170.00	
90616	AT&T	08/21/2020	708Z99260107-071620	Monthly Srvc - 7/16-8/15	0	64.07	64.07
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		64.07	
90617	AT&T	08/21/2020	S661185185-20217	Monthly access chg - 8/4/20 - 9/3/20	0	3,090.77	3,090.77
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		3,090.77	
90618	AT&T GLOBAL SERVICES	08/21/2020	SB181003	EB16162563 - 8/6 - 9/5	0	156.55	1,132.60
20E600	2540 3440 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		156.55	
			SB181004	EB16162566- 8/6 - 9/5	0	117.35	
20E200	2540 3440 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		117.35	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			SB181005	EB16162568 - 8/6 - 9/5	0	378.09	
20E500	2540 3440 00 000000		OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA			378.09	
			SB181006	EB16162575	0	156.55	
20E400	2540 3440 00 000000		OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			156.55	
			SB181007	EB16163292	0	156.55	
20E300	2540 3440 00 000000		OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			156.55	
			SB181008	EB16163295	0	167.51	
20E100	2540 3440 00 000000		OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			167.51	
90619	BAHENA, LAUREN F	08/21/2020	TUITION-0620	MSED610Z2 - 3 SEMESTER CREDIT HRS MSED608Z2 - 1 SEMESTER CREDIT HRS	0	700.00	700.00
10E600	1110 2300 00 000000		EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU			700.00	
90620	BALMER, ALISON M	08/21/2020	TUITUIN-0620	MSED608Z2 - 1 SEMESTER CREDIT HRS	0	175.00	175.00
10E600	1110 2300 00 000000		EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU			175.00	
90621	BARTH, JACLYN J	08/21/2020	TUITION-0620	MSED610Z2 - 3 SEMESTER CREDIT HRS MSED608Z2 - 1 SEMESTER CREDIT HRS	0	700.00	700.00
10E600	1110 2300 00 000000		EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU			700.00	
90622	BERGREN, COLLEEN	08/21/2020	Tuition-081520	Tuition Reimb-Special Educ Law - 3 semester credit hours	0	525.00	525.00
10E000	1110 2300 00 000000		EDUCATION/DISTRICT OFFICE/ELEMENTARY/TUITION REIMBURSEM			525.00	
90623	BLUE CROSS BLUE SHIELD OF IL	08/21/2020	01062010002-073120	Stmt Pd: 7/1/20 - 7/31/20	0	512,389.84	512,389.84
10L000	4867 0000 00 000000		EDUCATION/DISTRICT OFFICE/BCBS PPO Flex/.			512,389.84	
90624	BMO HARRIS COMMERCIAL CARD	08/21/2020	00031793-080520	MEALS	0	264.33	264.33
10E000	2320 4100 00 000000		EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV			264.33	
90625	BOB & JOHN'S MOBIL	08/21/2020	081520	Ticket #s: 1020584/1021027/10 22012/1023900/1020 377	0	269.18	269.18

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		269.18	
90626	BOOKSOURCE	08/21/2020	891914	Title I Materials - THINK	7032000144	59.25	59.25
10E000	1250 4100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		59.25	
90627	BUCKEYE CLEANING CENTERS	08/21/2020	90250674	PPE	7012100005	6,612.00	6,612.00
20E000	2540 4100 00 499800			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		6,612.00	
90628	CAMERINO, ALYSSA L	08/21/2020	TUITION-062520	TESL 410 - 3 SEMESTER CREDIT HRS	0	525.00	525.00
10E200	1110 2300 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/TUITION REIMBURSEM		525.00	
90629	CASE LOTS INC	08/21/2020	7413	PPE	7012100004	7,914.00	7,914.00
20E000	2540 4100 00 499800			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		7,914.00	
90630	CDW GOVERNMENT INC	08/21/2020	XTP8967	CHROMEBOOKS - accrue	7032000200	3,925.00	3,925.00
10E000	1110 4100 00 399900			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/HEALTHY C		3,925.00	
90631	CENTER FOR THE COLLABORATIVE C	08/21/2020	INV#220676	Quote #Q709715	7002100004	14,976.00	17,902.80
10E000	2210 4100 00 499800			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		14,976.00	
10E300	1110 4200 00 000000		INV220609		3002100004	2,926.80	
				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/TEXTBOOKS		2,926.80	
90632	CHICAGO OFFICE TECHNOLOGY GROU	08/21/2020	IN2425940	Billing Pd: 7/21/20-8/20/20	0	417.31	417.31
10E000	2663 3240 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		417.31	
90633	CITYMEDIA	08/21/2020	1020	Social Media Mgt-Aug'20	0	2,000.00	2,000.00
10E000	2663 3900 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH		2,000.00	
90634	CLARITY ENROLLMENT SOLUTIONS	08/21/2020	251	Benefits Admin & Enrollment Technology-EASE	0	325.00	325.00
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		325.00	
90635	CLOVERLEAF FARMS - CLOVER CRES	08/21/2020	2185984		0	160.11	4,180.67
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		160.11	
10E600	2560 3150 00 000000		2185985		0	142.32	
				EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		142.32	
10E100	2560 3150 00 000000		2185986		0	142.32	
				EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		142.32	
			2185987		0	195.69	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		195.69	
			2185988		0	302.44	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		302.44	
			2185989		0	142.32	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		142.32	
			2186757		0	142.32	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		142.32	
			2186758		0	124.53	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		124.53	
			2186759		0	195.69	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		195.69	
			2186760		0	302.44	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		302.44	
			2186761		0	88.95	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		88.95	
			2187749		0	142.32	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		142.32	
			2187750		0	106.74	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		106.74	
			2187751		0	177.90	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		177.90	
			2187752		0	195.69	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		195.69	
			2187753		0	284.64	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		284.64	
			2187754		0	142.32	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		142.32	
			2188356		0	106.74	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		106.74	
			2188357		0	88.95	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		88.95	
			2188358		0	177.90	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		177.90	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E200	2560 3150 00 000000		2188359	HOME EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT	0	391.38 391.38	
10E300	2560 3150 00 000000		2188360	EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR	0	284.64 284.64	
10E400	2560 3150 00 000000		2188361	EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT	0	142.32 142.32	
90636	COMCAST CABLE	08/21/2020	0006742-072220	Srvcs Pd - Aug'20	0	253.10	253.10
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		253.10	
90637	CRISIS PREVENTION INSTITUTE IN	08/21/2020	IUS0174427	Annual Membership Fee - 10/13/20-10/13/21 - CPI Recert Fee	0	150.00	150.00
10E600	1205 3140 00 000000			EDUCATION/COSTELLO ELEMENTARY/LEARNING DISABLED/PROFESS		150.00	
90638	DCG ROOFING SOLUTIONS, INC.	08/21/2020	3317	Payment #1-Costello & Lincoln Roofing *** Reclass to Capital *****	0	157,842.90	157,842.90
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		110,490.03	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		47,352.87	
90639	DESPLAINES VALLEY NEWS	08/21/2020	19835	Budget-notice public hearing - 7/1/20 - 6/30/21	0	165.00	180.00
10E000	2310 3500 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/A		165.00	
			Subscription-071720	1 Year Subscription	0	15.00	
10E000	2310 3900 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/O		15.00	
90640	EASTER SEALS METROPOLITAN CHIC	08/21/2020	23697	Private placement Tuition-Jul'20 - YS-EDISON	0	4,105.05	4,105.05
10E100	1912 6700 00 000000			EDUCATION/EDISON ELEMENTARY/OTHER LEA PRIVATE TUITION/T		4,105.05	
90641	EMBRACE EDUCATION	08/21/2020	7181	EmbraceDS Program	0	1,091.95	1,091.95
10E000	1205 3160 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/DATA PROCES		1,091.95	
90642	FIRST STUDENT HODGKINS	08/21/2020	11684198	Date of Srvcs - jun'20-accrue	0	4,291.60	4,291.60
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		4,291.60	
90643	FLEXIBLE BENEFITS SERVICE CORP	08/21/2020	283679368976	FSA Implementation Fee	0	300.00	300.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	1110 2940 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		250.00	
10E000	1110 2940 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		50.00	
90644	FULLMER LOCKSMITH SERVICE, INC	08/21/2020	N24058	EDISON	0	207.00	207.00
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		207.00	
90645	G & O THERMAL SUPPLY COMPANY	08/21/2020	5101639-00	LINCOLN -	0	363.32	363.32
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		363.32	
90646	GARVEY'S OFFICE PRODUCTS	08/21/2020	PINV1950855		0	244.43	244.43
10E000	2330 4100 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		244.43	
90647	GMF CONTRACTORS EQUIPMENT	08/21/2020	58998	SD#103 - Mower repair	0	134.05	134.05
20E000	2544 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/CARE AND UPKEEP OF EQUIPM		134.05	
90648	GROOT, INC. A WASTE CONNECTION	08/21/2020	5871953	3098-359556 - Jul '20	0	347.29	3,894.13
20E000	2540 3210 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		347.29	
			5874730	3098-354412 - Aug'20	0	530.11	
20E200	2540 3210 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		530.11	
			5874731	3098-232472 - Aug'20	0	688.97	
20E100	2540 3210 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		688.97	
			5874732	3098-371263 - Aug'20	0	474.70	
20E400	2540 3210 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		474.70	
			5874733	3098-287893 - Aug'20	0	581.78	
20E300	2540 3210 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		581.78	
			5874734	3098-364545 - Aug'20	0	563.66	
20E600	2540 3210 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		563.66	
			5874735	3098-406023-billli ng pd: - Aug'20	0	707.62	
20E500	2540 3210 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		707.62	
90649	GUARDIAN	08/21/2020	DENTAL - 072420	FOR PD: JULY'20	0	2,096.17	2,096.17
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		1,794.58	
20L000	4865 0000 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.		94.72	
10L000	4990 0000 00 000000			EDUCATION/DISTRICT OFFICE/OTHER CURRENT LIABILITIES/.		206.87	
90650	GUARDIAN - ALTERNATE FUNDED	08/21/2020	469383-080320	Jul'20 - Dental	0	24,402.71	24,402.71

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				claims			
10L000	4865 0000 00 000000		EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.			24,402.71	
90651	GUARDIAN VISION	08/21/2020	VISION-072420	FPR PD - JUL'20	0	1,707.92	1,707.92
10L000	4865 0000 00 000000		EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.			1,530.81	
20L000	4865 0000 00 000000		OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.			177.11	
90652	GUARDIAN ACCIDENT COVERAGE	08/21/2020	ACCIDENT-072420	FOR PD- JUL'20	0	963.29	963.29
10L000	4865 0000 00 000000		EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.			886.17	
20L000	4865 0000 00 000000		OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.			77.12	
90653	GUARDIAN V CRITICAL ILLNESS	08/21/2020	CRITICAL-072420	FOR PD - JUL'20	0	986.75	986.75
10L000	4865 0000 00 000000		EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.			666.41	
20L000	4865 0000 00 000000		OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.			320.34	
90654	GUARDIAN VOL CI RIDER COVERAGE	08/21/2020	RIDER-072420	FOR PD - JUL'20	0	82.43	82.43
10L000	4865 0000 00 000000		EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.			54.68	
20L000	4865 0000 00 000000		OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.			27.75	
90655	GUARDIAN LIFE	08/21/2020	LIFE - 072420	FOR PD - JUL'20	0	5,214.59	5,214.59
10E000	1110 2210 00 000000		EDUCATION/DISTRICT OFFICE/ELEMENTARY/INSTRUCTION LIFE I			1,340.48	
10E000	1110 2210 00 000000		EDUCATION/DISTRICT OFFICE/ELEMENTARY/INSTRUCTION LIFE I			3,081.01	
10E000	1110 2210 00 000000		EDUCATION/DISTRICT OFFICE/ELEMENTARY/INSTRUCTION LIFE I			793.10	
90656	HAYES MECHANICAL	08/21/2020	461936	LINCOLN - condenser	0	1,127.00	3,034.00
20E300	2540 3230 00 000000		OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			1,127.00	
			461938	LINCOLN - Univent	0	859.00	
20E300	2540 3230 00 000000		OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			859.00	
			462318	LINCOLN	0	591.00	
20E300	2540 3230 00 000000		OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			591.00	
			462323	HOME	0	457.00	
20E200	2540 3230 00 000000		OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			457.00	
90657	HELPING HAND CENTER	08/21/2020	11721	ESY - Apr'20 - IV - GWSM - accrue	0	6,513.66	14,222.90
10E500	1912 6700 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU			6,513.66	
			12115	ESY - Jul'20 - IV - GWSM	0	7,709.24	
10E500	1912 6700 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU			7,709.24	
90658	IHLS - OCLC	08/21/2020	21691	FY2021 OCLC Srvc Fee	0	206.14	206.14
10E000	2220 3900 00 000000		EDUCATION/DISTRICT OFFICE/EDUCATIONAL MEDIA SERVICES/OT			206.14	
90659	IL COUNTIES RISK MGMT TRUST	08/21/2020	1000533-080120	Prop & Liab /	0	28,313.01	28,313.01

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				Workers Comp - Aug'20			
80E000	2371 3800 00 000000			TORT FUND/DISTRICT OFFICE/PROP & LIAB INS/INSURANCE		14,874.88	
80E000	2362 3800 00 000000			TORT FUND/DISTRICT OFFICE/WORKERS COMP/INSURANCE		13,438.13	
90660	ILLCO	08/21/2020	2505285	COSTELLO	0	56.63	424.38
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		56.63	
			2505567	EDISON	0	367.75	
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		367.75	
90661	ILLINOIS STATE POLICE/BUREAU O	08/21/2020	11016103S-043020	FINGERPRINT - APR'20 - ACCRUE	0	69.75	182.75
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		69.75	
			11016103s-053120	FINGERPRINT - MAY'20 - ACCRUE	0	113.00	
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		113.00	
90662	INFOBASE LEARNING	08/21/2020	INV406714	Learn360 12 month subscription - 7/1/20 - 6/30/21	7032100009	3,909.10	3,909.10
10E000	1250 4110 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		3,909.10	
90663	JOHNSON CONTROLS FIRE PROTECTI	08/21/2020	41390214	Fire Alarm. Reference 617211401 - date of srvc - 6/9/20 - accrue	2002000018	24,676.55	49,598.24
90E200	2540 4100 00 000000			LIFE SAFETY/HOME ELEMENTARY/OPERATION AND MAINTENANCE O		22,462.88	
90E200	2540 3100 00 000000			LIFE SAFETY/HOME ELEMENTARY/OPERATION AND MAINTENANCE O		2,213.67	
			41393087	Fire Alarm. Proposal P39715-000149 - date of service - 7/15/20	3002000089	23,787.19	
90E300	2540 4100 00 000000			LIFE SAFETY/LINCOLN ELEMENTARY/OPERATION AND MAINTENANC		23,401.90	
90E300	2540 3100 00 000000			LIFE SAFETY/LINCOLN ELEMENTARY/OPERATION AND MAINTENANC		385.29	
			86865283	Simplex Prg 4010 - date of srvc - 6/29/20 - accrue	0	634.00	
20E000	2546 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/SECURITY SERVICES/REPAIR		634.00	
			86940564	Emergency Backflow repair - date of service - 5/18/20 - accrue	0	500.50	
20E000	2546 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/SECURITY SERVICES/REPAIR		500.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
90664	JOHNSON CONTROLS SECURITY SOLU	08/21/2020	34552148	EDISON - QTRLY BILLING - 8/1/20-10/31/20	0	379.65	876.50
20E100	2546 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/SECURITY SERVICES/REPAI		379.65	
			34552149	EDISON - QTRLY BILL - 8/1/20 - 10/31/20	0	189.75	
20E300	2546 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/SECURITY SERVICES/REPA		189.75	
			34552150	HOME - QTRLY BILL - 8/1/20 - 10/31/20	0	307.10	
20E200	2546 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/SECURITY SERVICES/REPAIR		307.10	
90665	KAPLAN'S SCHOOL SUPPLY CORP.	08/21/2020	0005540366	Newell - Lincoln	7032000196	523.71	856.97
10E000	1275 4110 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/SUPPLIE		523.71	
			0005540367	Newell - Costello	7032000194	333.26	
10E000	1275 4130 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/EC GRAN		333.26	
90666	KONICA MINOLTA PREMIER FINANCE	08/21/2020	420834020	Billing cycle - 7/29/20 - 8/29/20	0	8,725.00	8,725.00
10E000	2663 3240 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		8,725.00	
90667	LOCKWOOD, HOLLY L	08/21/2020	TUITION-0520	TESL 414 - 3 SEMESTER CREDIT HRS	0	525.00	525.00
10E500	1110 2300 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/TUITION R		525.00	
90668	LUCIANO, MIA A	08/21/2020	TUITION-608-0620	Tuition Reimb - MS608Z2 - 1 semester hrs credit - Costello	0	175.00	175.00
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		175.00	
90669	MASCOT JUNCTION, INC.	08/21/2020	20200399	POSTERS - COVID19 GUIDELINES - QUOTE #3 - please see attached	7032100002	3,784.00	3,784.00
20E000	2540 4100 00 499800			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		3,784.00	
90670	MCGRAW HILL - EDUCATION	08/21/2020	113481615001	SS Adoption K-5 - shipping	7032000003	629.52	629.52
10E000	1110 4210 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		629.52	
90671	MENARDS-FRONT END MANAGER	08/21/2020	47908	District #103 - accrue	0	62.11	390.56
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		62.11	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E400 2540 4100 00 000000			55023	ROBINSON	0	88.90	
			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			88.90	
20E200 2540 4100 00 000000			55102	HOME	0	59.67	
			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			59.67	
20E000 2540 4100 00 000000			55814	AAA - 20 pk	0	179.88	
			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			179.88	
90672 MIDLAND PAPER		08/21/2020	IN01386054	Copy Paper	0	14,216.65	14,216.65
10E000 1110 4110 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES			14,216.65	
90673 MLPLUMBING,LLC dbaDELL PLUMBIN		08/21/2020	002709	LINCOLN - srvc	0	146.95	146.95
20E300 2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA	date - 7/10/20		146.95	
90674 NICOR GAS		08/21/2020	92030800004-072420	Bill Pd: 6/23/20	0	41.43	41.43
20E500 2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA	- 7/24/20 - GWMS		41.43	
90675 ODELSON & STERK, LTD.		08/21/2020	072920	General/Teacher	0	22,037.50	22,037.50
10E000 2310 3180 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/L	Aides Grievance		22,037.50	
90676 PALOS SPORTS/SCHOOL HEALTH COR		08/21/2020	5500896-03	K-5 PE	1002000013	329.97	329.97
10E100 1111 4100 00 000000			EDUCATION/EDISON ELEMENTARY/PHYSICAL EDUCATION/SUPPLIES	Supplies/Bags, Balls, Vests, Bats, Bases, Paddles, etc.		329.97	
90677 PANTAZIS, SUSIE C		08/21/2020	TUITION-063020	HED901 - 3	0	395.00	395.00
10E500 1110 2300 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/TUITION R	SEMESTER CREDIT HRS		395.00	
90678 PAT MURPHY BUILDERS, INC		08/21/2020	EDISON-081020	EDISON	0	1,500.00	3,200.00
20E100 2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			1,500.00	
20E100 2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN	EDISON/ROBINSON-0810 EDISON AND ROBINSON	0	200.00	
20E400 2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			100.00	
20E300 2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA	ROBINSON-081020 LINCOLN	0	1,500.00	
90679 PEARSON EDUCATION		08/21/2020	7027150679	Science Textbooks	1002100003	2,656.51	2,656.51
10E100 1110 4200 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/TEXTBOOKS			2,656.51	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
90680	PREFERRED MEAL SYSTEMS, INC.	08/21/2020	CDIM/1095143	Deliver Dates - 7/2-7/3	0	3,827.88	38,734.50
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		729.12	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		546.84	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		1,458.24	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		546.84	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		546.84	
			CDIM/1098836	Delivery Dates: 7/7/20-7/9/20	0	9,114.00	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		546.84	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		2,187.36	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		2,734.20	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		1,458.24	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		1,093.68	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		1,093.68	
			CDIM/1101837	delivery dates - 7/14-7/16	0	9,205.14	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		1,093.68	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		2,187.36	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		2,916.48	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		1,275.96	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		911.40	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		820.26	
			CDIN/1104152	Delivery Dates - 7/21/20 - 7/23/20	0	8,749.44	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		1,093.68	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		2,005.08	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		3,098.76	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		1,275.96	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		546.84	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		729.12	
			CEDIM/1104776	Delivery Dates - 7/28/20 - 7/30/20	0	7,838.04	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		1,093.68	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		1,640.52	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		2,187.36	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		1,275.96	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		911.40	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		729.12	
90681	Quality Network Solutions, Inc	08/21/2020	50644	contract srvc - Aug'20	0	24,740.00	24,740.00
10E000	2663 3900 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH		24,740.00	
90682	SCHOOL SPECIALTY	08/21/2020	208125342682	GLORY SMITH - ACCRUE	3002000065	31.80	321.26

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		31.80	
			208125554430	GLORY SMITH	3002000059	25.54	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		25.54	
			308103548546	GLORY SMITH - ACCUE	3002000059	159.42	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		159.42	
			308103548549	GLORY SMITH - ACCUE	3002000049	104.50	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		104.50	
90683	SCOUT ELECTRIC SUPPLY CO.	08/21/2020	168164	GWSM - water heater - accrue	0	50.30	50.30
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		50.30	
90684	SEAL OF ILLINOIS	08/21/2020	9390	ESY - Jul'20 - GWSM(AD) / Costello (MM)	0	5,025.02	5,025.02
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		2,512.51	
10E600	1912 6700 00 000000			EDUCATION/COSTELLO ELEMENTARY/OTHER LEA PRIVATE TUITION		2,512.51	
90685	SHERWIN WILLIAMS #3451	08/21/2020	1709-8		0	196.59	196.59
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		196.59	
90686	SKYWARD	08/21/2020	206474	SKYWARD TRAINING	7002100005	2,400.00	2,400.00
10E000	2210 4100 00 000000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		2,400.00	
90687	SOARING EAGLE ACADEMY	08/21/2020	20386	ESY Tuition-Aug'20 - Robinson (PJ)	0	1,978.30	6,007.60
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		1,978.30	
			20446	REGULAR SY TUITION - ROBINSON -(PJ) - AUG'20	0	4,029.30	
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		4,029.30	
90688	SYMMETRY ENERGY SOLUTIONS LLC	08/21/2020	7759544	Billing Pd:4/24/20 - 5/26/20 - accrue	0	5,891.03	7,943.33
20E100	2540 4650 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		997.94	
20E200	2540 4650 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		473.80	
20E300	2540 4650 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		997.60	
20E400	2540 4650 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		557.69	
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,643.40	
20E600	2540 4650 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		675.28	
20E000	2540 4650 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		545.32	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			8049614	Billing Cycle: 5/26/20-6/24/20 - accrue	0	2,052.30	
20E100	2540 4650 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		270.35	
20E200	2540 4650 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		216.52	
20E300	2540 4650 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		374.29	
20E400	2540 4650 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		214.60	
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		487.73	
20E600	2540 4650 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		198.25	
20E000	2540 4650 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		290.56	
90689	SYNCHRONY / AMAZON - 103	08/21/2020	00305336-081020	summer school	7032100003	360.57	360.57
10E000	1250 4100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		360.57	
90690	TEACHING STRATEGIES LLC	08/21/2020	Q-91533	GOLD Online assessment/Digital Curriculum Resources	0	5,987.50	5,987.50
10E000	1275 4010 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/EC GRAN		2,000.00	
10E000	1275 3410 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/EC GRAN		3,987.50	
90691	THE ACHIEVEMENT CENTERS, INC.	08/21/2020	42555	JV - June'20 - GWMS	0	1,834.68	1,834.68
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		1,834.68	
90692	THOMAS, NANCY M	08/21/2020	TUITION-081120	TESL410 - 3 SEMESTER CREDIT HRS	0	525.00	525.00
10E500	1110 2300 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/TUITION R		525.00	
90693	ULINE	08/21/2020	122853076	Bags/Poly Plastic - for Schools	7032100008	1,253.05	1,253.05
10E100	1110 4100 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES		208.00	
10E200	1110 4100 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES		208.00	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		208.00	
10E400	1110 4100 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		208.00	
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		208.00	
10E600	1110 4100 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		213.05	
90694	UNIFIRST CORPORATION	08/21/2020	061-1293143	GWMS - accrue	0	295.05	2,076.97
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		295.05	
			061-1293144	EDISON - ACCRUE	0	124.57	
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		124.57	
			061-1294731	HOME - ACCRUE	0	140.96	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		140.96	
			061-1294732	LINCOLN - ACCRUE	0	90.22	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		90.22	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E500	2540 4100 00 000000		061-1296305	GWSM - ACCRUE	0	295.05	
			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA			295.05	
20E100	2540 4100 00 000000		061-1296306	EDISON-ACCRUE	0	124.57	
			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			124.57	
20E200	2540 4100 00 000000		061-1297870	HOME - ACCRUE	0	140.96	
			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			140.96	
20E300	2540 4100 00 000000		061-1297871	LINCOLN - ACCRUE	0	90.22	
			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			90.22	
20E100	2540 4100 00 000000		061-1299407	EDISON	0	124.57	
			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			124.57	
20E200	2540 4100 00 000000		061-1301013	HOME	0	140.96	
			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			140.96	
20E300	2540 4100 00 000000		061-1301014	LINCOLN	0	90.22	
			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			90.22	
20E500	2540 4100 00 000000		061-1302538	GWSM	0	295.05	
			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA			295.05	
20E100	2540 4100 00 000000		061-1302539	EDISON	0	124.57	
			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			124.57	
90695	UNIQUE PRODUCTS	08/21/2020	390954	GWSM	0	499.50	46,548.55
20E500	2544 3230 00 000000		OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/CARE AND UPKEEP			499.50	
20E000	2540 4100 00 499800		395739	PPE'S	7012100001	17,020.05	
			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			17,020.05	
20E000	2540 4100 00 499800		395739-2	PPE'S	7012100001	2,100.00	
			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			2,100.00	
20E000	2540 4100 00 499800		395739-3	PPE'S	7012100001	24,000.00	
			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			24,000.00	
20E000	2540 4100 00 499800		395803	44 x 36 partition Dist 103	7012100006	1,937.00	
			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			1,937.00	
20E100	2544 3230 00 000000		396423	EDISON	0	992.00	
			OP, BLDG,MAIN/EDISON ELEMENTARY/CARE AND UPKEEP OF EQUI			992.00	
90696	US GAMES	08/21/2020	909452963	Fitness Gram SW License - Hosted Renewal	7042100000	894.00	894.00
10E000	2663 4700 00 000000		EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF			894.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
90697	VERIZON WIRELESS	08/21/2020	9859339979	BILL CYCLE - 6/24 - 7/23	0	1,474.97	1,474.97
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		1,474.97	
90698	VILLAGE OF LYONS WATER DEPARTM	08/21/2020	013293-073120	COSTELLO - SRVC PD: 5/16/20-7/15/20 - ACCRUE	0	127.40	127.40
20E600	2540 3700 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		127.40	
90699	VILLAGE OF BROOKFIELD	08/21/2020	400067-001-080520	LINCOLN - READING DATES - JUL'20	0	75.82	75.82
20E300	2540 3700 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		75.82	
90700	YURITZY 2 INC	08/21/2020	13726	WEED CONTROL MAINTENANCE	0	2,675.00	2,675.00
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		2,675.00	
			91	Computer	Check(s) For a Total of		1,171,560.69

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	91	Computer	Checks For a Total of	1,171,560.69
Total For	91	Manual, Wire Tran, ACH & Computer	Checks	1,171,560.69
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,171,560.69

To Ken Getty, Township Treasurer: The following payments were approved by the Board of Education, at a meeting held on 8/25/20  
 Checks for the amount shown are hereby requested

PAYEE	DATE PAID	AMOUNT
CDW GOVERNMENT INC	7/30/2020	\$ 64,213.00
DIRECT ENERGY SERVICES	7/30/2020	\$ 24,619.58
SHERWIN WILLIAMS #3451	7/30/2020	\$ 176.29

\_\_\_\_\_  
 Board President

\_\_\_\_\_  
 Board Secretary

*Ana Liza de Souza - 7-31-20*  
 Prepared by

*[Signature] 8-4-20*  
 Business Manager

\_\_\_\_\_  
 Superintendent

	Salaries/Benefits	
	Special voucher requests	\$ 89,008.87
Pages 1	\$ 89,008.87	
Total Bill list Paid in Month		\$ 89,008.87

Check Date 07/30/2020 Posting Date 07/30/2020

Due Date 07/30/2020 Batches 30 Thru 30 Bank Cash Code AP1

Vendor Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount
Accrual	PO #	Batch	Due Date	Detail		Net Amount
Account Number	Detail Amount	1099 Asset Lq Account Number	Detail Amount	1099 Asset Lq		
CDW GOVE000 CDW GOVERNMENT INC	ZKQ7373	CHROMEBOOKS - 157 - LVO 300E	07/14/2020	R		48,356.00
**L000 4310 0000 00 000000	7032000200	G2				
10E000 1110 4100 00 399900	48,356.00	30	07/30/2020	N		48,356.00
CDW GOVE000 CDW GOVERNMENT INC	ZKZ9033	CHROMEBOOKS - 3 YR ADP	07/09/2020	R		15,857.00
**L000 4310 0000 00 000000	7032000200	30	07/30/2020	N		15,857.00
10E000 1110 4100 00 399900	15,857.00					
				90603		64,213.00
DIRECT E000 DIRECT ENERGY SERVICES	202060042804336	a/c#1102724 - srvc pd:	07/24/2020	R		24,619.58
**L000 4310 0000 00 000000		6/18/20 - 7/19/20				
20E200 2540 4660 00 000000	4,295.74	30	07/30/2020	N		24,619.58
20E300 2540 4660 00 000000	3,172.88	20E100 2540 4660 00 000000			2,104.57	
20E500 2540 4660 00 000000	8,687.87	20E400 2540 4660 00 000000			1,622.03	
20E600 2540 4660 00 000000	4,531.09	20E000 2540 4660 00 000000			205.40	
				90604		24,619.58
SHERWIN 000 SHERWIN WILLIAMS #3451	0620-8	SALES TAX CREDIT	07/09/2020	R		-17.63
**L000 4310 0000 00 000000	7012000139	30	07/30/2020	N		-17.63
20E400 2540 3230 00 000000	-17.63					
SHERWIN 000 SHERWIN WILLIAMS #3451	7241-6	ROBINSON	04/02/2020	R		193.92
**L000 4310 0000 00 000000	7012000139	30	07/30/2020	N		193.92
20E400 2540 3230 00 000000	176.29	20E400 2540 3230 00 000000			17.63	
				90605		176.29
					Grand Total	89,008.87

Check Date 07/30/2020 Posting Date 07/30/2020

Due Date 07/30/2020 Batches 30 Thru 30 Bank Cash Code AP1

Vendor	Name	Invoice #	Description	Inv Date	C	Check	Invoice Amount
Accrual		PO #	Batch	Due Date	Detail		Net Amount
Account Number		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount
			1099	Asset	Lq		

Totals Continued...

Total Adjustments	0.00
Total Discounts	0.00
Net Total	89,008.87

3 Computer Check(s)	89,008.87
0 Manual Check(s)	0.00
0 Void Check(s)	0.00
0 Negative/Minimum Check(s)	0.00
0 Zero Check(s)	0.00
0 Wire Transfer Check(s)	0.00
0 ACH Deposit(s)	0.00

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

## OPERATIONAL SERVICES

### **4:50 Payment Procedures**

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board of Education in advance of the Board's first regular monthly meeting or, if necessary, a special meeting. These bills are reviewed by the Board, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board.

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the Board.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

LEGAL REF.:

[105 ILCS 5/8-16, 5/10-7](#), and [5/10-20.19](#).

[23 Ill.Admin.Code §100.70](#).

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits)

ADOPTED: January 25, 2016

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**Lyons Elementary School District 103**

## STUDENTS

### **7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students**

#### Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Building Principal of the school in the school attendance area where the student resides. All requests for attendance in the following school year must be submitted before May 1.

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

#### Students with a Disability

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's individualized educational program on the basis of the child's disabling condition or as the special education program location may require.

#### Extracurricular Activities, Including Interscholastic Competition

A nonpublic school student is eligible to participate in: (1) interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the School District maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school for at least one-half of the regular school day, excluding lunch. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

#### Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to Board of Education policy 7:30, *Student Assignment*, as well as administrative procedures implementing this policy.

LEGAL REF.:

[105 ILCS 5/10-20.24](#) and [5/14-6.01](#).

CROSS REF.: 4:110 (Transportation), 6:170 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 6:320 (High School Credit for Proficiency), 7:30 (Student Assignment), 7:300 (Extracurricular Athletics)

ADOPTED: January 25, 2016

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**Lyons Elementary School District 103**

## **STUDENTS**

### **7:130 Student Rights and Responsibilities**

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee.

*Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.:

[20 U.S.C. §7904.](#)

[105 ILCS 20/5.](#)

[Tinker v. Des Moines Independent School District](#), 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior)

ADOPTED: January 25, 2016

**Lyons Elementary School District 103**

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## STUDENTS

### **7:325 Student Fundraising Activities**

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement upon school property (e.g., posters or placards) must:
  - a. Develop viewpoint neutral guidelines for the creation of messages;
  - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
  - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

LEGAL REF.:

[105 ILCS 5/10-20.19\(3\)](#).

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

CROSS REF.: 4:90 (Activity Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: January 25, 2016

**Lyons Elementary School District 103**

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## **COMMUNITY RELATIONS**

### **8:80 Gifts to the District**

The Board of Education appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.:

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

[105 ILCS 5/16-1](#).

[23 Ill.Admin.Code §200.40](#).

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

ADOPTED: January 25, 2016

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**Lyons Elementary School District 103**

**School Board**

**Exhibit - Board Member Expense Reimbursement Form**

*Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Please print and attach receipts for all expenditures. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.*

Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Travel Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

**Receipts attached** Request Date: \_\_\_\_\_

**Estimated expenses attached** (Completed 2:125-E2, Board Member Estimated Expense Approval Form)(pre-approval is required for federal and State grants).

**Approved expense advancement (voucher) attached, if applicable\*** (Completed 2:125-E2, Board Member Estimated Expense Approval Form.)

<b>Actual Expense Report</b>										
<p><small>*Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, board members will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 2:125, Board Member Compensation; Expenses.</small></p> <p>Auto Travel Allowance: _____ per mile</p>										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner	Item	Cost	
<b>Subtotal</b>										
<b>Advances</b>									-	
<b>TOTAL</b> (a negative amount indicates refund due from Board member)									\$	

\_\_\_\_\_  
Submitting Board Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

**School Board Action:**  **Approved**  **Denied**  
 **Approved in Part**  **Exceeds Maximum Allowable Amount**  
 **Grant Funding Source** (if applicable): \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**School Board**

**Exhibit - Board Member Expense Reimbursement Form**

*Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Please print and attach receipts for all expenditures. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.*

Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Travel Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

**Receipts attached** Request Date: \_\_\_\_\_

**Estimated expenses attached** (Completed 2:125-E2, Board Member Estimated Expense Approval Form)(pre-approval is required for federal and State grants).

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<b>Actual Expense Report</b>										
<p><small>*Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, board members will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 2:125, Board Member Compensation; Expenses.</small></p> <p>Auto Travel Allowance: _____ per mile</p>										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner	Item	Cost	
<b>Subtotal</b>										
<b>Advances</b>									-	
<b>TOTAL</b> (a negative amount indicates refund due from Board member)									\$	

\_\_\_\_\_  
Submitting Board Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

**School Board Action:**  **Approved**  **Denied**  
 **Approved in Part**  **Exceeds Maximum Allowable Amount**  
 **Grant Funding Source** (if applicable): \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Document Status: Draft Update

### Board of Education Meeting Procedure

#### 2:220-E2 Exhibit - Motion to Adjourn to Closed Meeting

##### Motion to Adjourn to Closed Meeting

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

Location: \_\_\_\_\_

A motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_, to adjourn to closed meeting to discuss:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1), amended by P.A. ~~99-646~~ 101-459. [PRESSPlus1](#)
- Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
- The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
- Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. 5 ILCS 120/2(c)(4).
- The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
- The setting of a price for sale or lease of property owned by the District. 5 ILCS 120/2(c)(6).
- The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
- Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8) ~~amended by P.A. 99-235~~.
- Student disciplinary cases. 5 ILCS 120/2(c)(9).
- The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
- Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).
- The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool of which the District is a member. 5 ILCS 120/2(c)(12).
- Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16).
- Discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
- Meetings between internal or external auditors and governmental audit committees, finance committees, and Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

**Closed Meeting Roll Call:**

"Yeas"	"Nays"
--------	--------

**Motion:**  Carried  Failed

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**PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(1), amended by P.A. 101-459. **Issue 102, October 2019**

# Document Status: Draft Update - Rewritten

## 3:40-E Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

### New/Unpublished Section

[PRESSPlus1](#) The School Board hires and employs the Superintendent. The Superintendent shall be in charge of the administration of the schools under the direction of the Board, through its policies. See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7. As an effective employer, the Board must develop and maintain a productive relationship with the Superintendent. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: [www.iasb.com/pdf/found\\_prin.pdf](http://www.iasb.com/pdf/found_prin.pdf). [PRESSPlus2](#)

The foundation for a productive employment relationship begins when the Board identifies the most qualified superintendent candidate (*successful superintendent candidate*) after an established interview process. The Board then extends an offer of employment to the successful superintendent candidate. The employment search process and resulting relationship should consist of mutual respect and a clear understanding of respective roles, responsibilities, and expectations. This relationship should begin with the Board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See *Principles* at: [www.iasb.com/pdf/found\\_prin.pdf](http://www.iasb.com/pdf/found_prin.pdf).

Below, the *Checklist for the Superintendent Employment Contract Negotiation Process (Checklist)* provides a column entitled **Superintendent Contract Term Considerations for the Board**. It lists common superintendent employment contract terms and points of consideration for boards to prepare for during the contract formation process. Another column entitled **Explanation, Special Considerations, and Resources** provides extra information about these common superintendent employment contract terms.

The *Checklist* is intended to serve as a resource to educate and guide the Board through the employment contract negotiation process with its successful superintendent candidate. Board members who are educated about the content within the *Checklist* are crucial to successful negotiation processes. An educated contract formation and negotiation process, along with a well-written contract and job description for the Superintendent, all set the foundation for mutual respect and a clear understanding of the Board and Superintendent's respective roles, responsibilities, and expectations. **Important:** This *Checklist* is a resource for contract formation; it is not a list of *must have* items for a superintendent's employment contract or a basis for a board to re-open contracts currently in effect. [PRESSPlus3](#)

Prior to providing the successful superintendent candidate an offer for employment and contract for review, consideration, and negotiation, consult the Board Attorney about the *Checklist* and the scope of the terms the Board wishes to offer the successful superintendent candidate. The Board and the successful superintendent candidate should expect and encourage the other to seek the advice of their respective attorneys during the employment contract formation process.

Many attorneys agree and best practices suggest that boards and successful superintendent candidates work with their own separate attorneys in an amicable and cooperative manner to complete the employment contract negotiation process.

**Board Attorney.** Prior to providing any successful superintendent candidate with an offer for employment and a contract for review, consideration, and negotiation, best practices suggest consulting the Board Attorney about the *Checklist*. **Note:** Boards should view a successful superintendent candidate retaining his or her own attorney as a best practice (as opposed to a warning sign). Each party is beginning the employment relationship in a cooperative manner to set an appropriate foundation to the future working relationship.

### Power and Duties of the Superintendent

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duties	<p>Does the Board enumerate the duties of the Superintendent in the employment contract?</p> <ol style="list-style-type: none"> <li>Are the statutory duties of the Superintendent listed?</li> <li>Has the Board incorporated policy references to the other duties related to the Superintendent's employment?</li> </ol> <p>See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7.</p>
	<p>How will the Board address outside activities of the Superintendent?</p> <ol style="list-style-type: none"> <li>How will the Board define <i>outside activities</i>?</li> </ol>

Full-time, Attention and Energy Clause	<p>2. Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract?</p> <p>3. Will the Board require approval/notification before the Superintendent engages in outside activities?</p>
--	--

**Employment and Compensation**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duration of Contract	<p>A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure.</p> <p>No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See 105 ILCS 5/10-23.8.</p> <p>If the duration is one year or less, then the contract need not reference goals or suspension of tenure.</p>
Salary	<p>Special Considerations for the Board may include:</p> <ol style="list-style-type: none"> <li>1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises above six percent (40 ILCS 5/15-155(g), amended by P.A. 101-10) prior to retirement? <a href="#">PRESSPlus4</a></li> <li>2. What is the <i>cost shift</i> implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor's statutory salary of \$177,412 (P.A. 100-23 now makes school districts responsible for paying the actuarial cost of the pension benefits earned on the portion of a TRS member's salary that exceeds \$177,412)?</li> <li>3. Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)?</li> </ol> <p>Items the Board may see the successful superintendent candidate request of it:</p> <ol style="list-style-type: none"> <li>1. A fixed salary for each year of the contract.</li> <li>2. A guaranteed minimum salary.</li> <li>3. Compensation increases.</li> </ol>
Severance Agreements	<p>The Government Severance Pay Act (GSPA), 5 ILCS 415/10, added by P.A. 100-895, requires the following contract provisions: <a href="#">PRESSPlus5</a></p> <ol style="list-style-type: none"> <li>1. A restriction to an amount not exceeding 20 weeks of compensation; and</li> <li>2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. See the <i>Severance Pay</i> row under the <b>Changes to the Superintendent's Employment Contract</b> subhead below for a definition of what misconduct means in the context of this law.</li> </ol>
Teachers Retirement System (TRS) & Teacher Health Insurance (THIS)	<p>How does the Board want to address:</p> <ol style="list-style-type: none"> <li>1. Pension contributions (TRS-THIS)?</li> <li>2. Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation?</li> <li>3. Unforeseen pension reform issues?</li> </ol>

**Conditions of Employment**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Administrative License	<p>Does the Board want to require the successful superintendent candidate to guarantee that as the future Superintendent of the District, he or she has and will maintain the appropriate licensure throughout the employment contract?</p>

Criminal Background Check Law	105 ILCS 5/10-21.9, amended by P.A. 101-531. See also <b>PRESS</b> sample policy 5:30, <i>Hiring Process and Criteria</i> and the subhead entitled <b>Fingerprint-based Criminal History Records Information Check</b> in administrative procedure 5:30-AP2, <i>Investigations</i> .
Other Background Check Laws	<p>Does the Board want to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, amended by P.A. 101-531, and discussed above? If yes, consult the Board Attorney and consider the following laws:</p> <p>15 U.S.C. § 1681 <i>et seq.</i>, Federal Fair Credit Reporting Act (FCRA), is a federal law that regulates the gathering and use of information about consumers by third party <i>consumer reporting agencies</i>, including credit information, criminal background, driving record, personal characteristics/reputation, etc. The law requires consumer reporting agencies to comply with certain procedural notice requirements when gathering information from a consumer.</p> <p>820 ILCS 75/, Ill. Job Opportunities for Qualified Applicants Act, prohibits employers from inquiring about an applicant's criminal history until the application has been determined qualified and notified that he/she has been selected for an interview (<i>a/k/a ban the box law</i>).</p> <p>820 ILCS 55/, Ill. Right to Privacy in the Workplace Act (RPWA), prohibits employers from:</p> <ol style="list-style-type: none"> <li>1. Requesting, coercing, or requiring any employee or prospective employee to provide a user name and password for any personal online account;</li> <li>2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access to that individual's personal online account; and</li> <li>3. Taking an adverse employment action against an individual (including refusal to hire) based on that individual's use of a lawful product off District property during nonworking hours, i.e., tobacco, cannabis, or alcohol. (<b>Note:</b> RPWA allows employers to regulate employees' use of those lawful products that impair an employee's ability to perform the employee's assigned duties. See policy 5:50, <i>Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition</i>, and its f/ns).</li> </ol> <p>820 ILCS 70/, Ill. Employee Credit Privacy Act, prohibits employers from inquiring into an individual's credit history or taking action against an employee based such history unless a satisfactory credit history is a <i>bona fide occupational requirement</i>, which is further defined in the statute. The job descriptions of superintendents generally meet this standard because they: (1) describe a managerial position that involves direction of school districts; (2) include signatory power over more than \$100; and (3) involve having access to confidential and financial information. <b>Note:</b> Any one of these grounds alone is sufficient.</p>
Medical Examination	<p>105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases.</p> <p>The Americans with Disabilities Act allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. 42 U.S.C. §12112(d)(4). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. Part 1630.2(r).</p> <p>See also <b>PRESS</b> sample policy 5:30, <i>Hiring Process and Criteria</i>, specifically f/ns 18 and 19.</p>
Tenure	<p>Suspension of Tenure</p> <p>With multi-year contracts and multi-year extensions, superintendents waive their rights to tenure in a school district, but no previously acquired tenure may be lost.</p> <p>Continued Tenure</p> <p>Superintendents serving multiple one year contracts may still accrue service toward and acquire tenure.</p> <p>See 105 ILCS 5/10-23.8 and the <i>Duration of Contract</i> row in the <b>Employment and Compensation</b> checkbox, above.</p>

Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
<p>Board Goals and Indicators of Student Performance and Academic Achievement for the Superintendent</p>	<p>105 ILCS 5/10-23.8 requires each performance-based contract to include the goals and indicators of student performance and academic improvement determined and used by the Board to measure the performance and effectiveness of the Superintendent and other information as the Board may determine.</p> <p>Regarding its goals and indicators, has the Board:</p> <ol style="list-style-type: none"> <li>1. At minimum, addressed student performance and academic achievement (105 ILCS 5/10-23.8 states “and other information as the Board may determine”)?</li> <li>2. Included them in the body of the employment contract? Or as an exhibit to it?</li> <li>3. Set them to be: <ol style="list-style-type: none"> <li>a. Measurable and achievable, i.e., are they within the Superintendent’s control?</li> <li>b. Objective, subjective or a combination of both?</li> </ol> </li> <li>4. Set a timeline for achievement, and if so is it on an: <ol style="list-style-type: none"> <li>a. Annual basis?</li> <li>b. Prior to completion of the employment contract?</li> </ol> </li> <li>5. Set them as procedural, substantive, or a combination of both?</li> </ol> <p>For more information about setting goals and indicators for superintendents regarding student performance and academic achievement, see:</p> <p>IASB’s <i>Field Services Catalog</i> at: <a href="http://iasb.mys1cloud.com/fieldservicecatalog.pdf">http://iasb.mys1cloud.com/fieldservicecatalog.pdf</a>.</p> <p>Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for boards to hold their superintendents accountable for district performance, including academic achievement:</p> <p><i>Setting District Goals and Direction</i> (leads a board and superintendent to develop their own district-language for specific measurable, and attainable goals and indicators)</p> <p><i>The Superintendent Evaluation Process</i> (describes an effective method of holding the superintendent accountable)</p> <p><i>The Board and its Superintendent</i> (workshop assisting a board in developing an effective relationship with its superintendent).</p>
<p>Superintendent Evaluation</p>	<p>Once the Board has developed its goals and indicators (as discussed immediately above), 105 ILCS 5/10-20, 5/10-23, and 5/10-23.8 require the Board to:</p> <ol style="list-style-type: none"> <li>1. “Direct, through policy, its superintendent in his or her charge of the administration of the school district;” and</li> <li>2. Evaluate the superintendent in his or her “administration of school board policies and his or her stewardship of the assets of the district.”</li> </ol> <p>How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators?</p> <p>Does the Board state when it will evaluate the successful superintendent candidate upon the goals and indicators that it set? <b>Note:</b> Some districts do not consider the superintendent evaluation to be a <i>one-time event</i> and put an on-going process into place. Contrast other districts, which depending upon their preferences, generally find the best time of year to evaluate is in the winter or early springtime.</p> <p>Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent’s evaluation process?</p> <p>What evaluation instrument will be used? How will the evaluation be documented?</p> <p>Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate?</p>

Is the evaluation instrument the Board will use tied to its goals and indicators of student performance and academic improvement and other information as the Board may determine?

For more information about best practices when planning for and evaluating the Superintendent, see:

*The Superintendent Evaluation Process* at: [www.iasb.com/training/superintendent-evaluation-process.pdf](http://www.iasb.com/training/superintendent-evaluation-process.pdf);

IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: [www.iasb.com/principles.cfm](http://www.iasb.com/principles.cfm); stating "the board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy".

**Expenses and Benefits**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Expenses	<p>How will the Board address expenses in its employment contract negotiations with the successful superintendent candidate?</p> <p>Business</p> <ol style="list-style-type: none"> <li>1. What standard will the Board use, e.g., reasonable, itemized, etc.?</li> <li>2. Will the Board designate the Board President or another individual to review and/or approve the Superintendent's expenses?</li> </ol> <p>Transportation</p> <p>Will the Board reimburse travel? If yes, what types of travel will the board reimburse? Some transportation topics that successful superintendent candidates request discussion about include:</p> <ol style="list-style-type: none"> <li>1. Vehicle insurance reimbursement(s)</li> <li>2. Vehicle repair reimbursement(s)</li> <li>3. A travel allowance only at either a set amount or the District's per mile rate</li> <li>4. A vehicle</li> <li>5. Out-of-district travel</li> </ol>
Insurance	<p>Will the Board address insurance in its employment contract negotiations with the successful superintendent candidate?</p> <p>Some items successful superintendent candidates request include:</p> <ol style="list-style-type: none"> <li>1. Insurance contributions as part of a Cafeteria Plan, or in the alternative, the Board paying the premiums.</li> <li>2. Specific insurance coverages from the Board, such as health, dental, vision, life, disability, etc.</li> </ol>
Vacation	<p>Will the Board address vacation days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> <li>1. How many days?</li> <li>2. Will vacation days accumulate? And, if so, how?</li> <li>3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking a vacation? If yes, describe the process.</li> <li>4. Will the Board address reimbursement for unused days?</li> </ol>
Sick Leave/Days	<p>Will the Board address sick days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> <li>1. Will sick leave be limited to annual sick leave days in the District's teachers' contract?</li> <li>2. How will sick day accumulation be addressed?</li> <li>3. Will the Board designate itself, the Board President, or a Board officer to approve or receive</li> </ol>

	notification from the Superintendent prior to taking or upon returning from a sick day? If yes, describe the process.
Professional Activities and Organizations   Memberships in Community Organizations	<p>Will the Board address memberships in professional activities/organizations and/or community organizations its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> <li>1. How many organizations will the Board allow the Superintendent to join?</li> <li>2. Which organizations will be allowed?</li> <li>3. What is the Board's limit for the cost of dues to professional organizations?</li> </ol>
Retirement	<p>Will the Board address any type of payment(s) upon the Superintendent's retirement? If yes, then:</p> <ol style="list-style-type: none"> <li>1. Has the Board thoroughly examined and addressed: <ol style="list-style-type: none"> <li>a. Any consequences or other penalties to it?</li> <li>b. The impact of any prior salary increases?</li> <li>c. Potential pension reform issues?</li> </ol> </li> <li>2. Often, a successful superintendent candidate's attorney has interest in the following issues: <ol style="list-style-type: none"> <li>a. Available post-retirement options available, e.g., payments for sick/vacation days, post-retirement insurance, longevity annuity payment, etc.</li> <li>b. Whether a potential retirement payment will be properly creditable for TRS purposes. <b>Note:</b> Ultimately, only TRS has the authority to determine creditability.</li> </ol> </li> </ol>
Annuities and Other Deferred Compensation	<p>Will the Board address any type of annuities and other deferred compensation issues? If yes, then:</p> <ol style="list-style-type: none"> <li>1. Will it offer such compensation in addition to the Superintendent's agreed-upon salary?</li> <li>2. Will it contribute creditable earnings for TRS purposes?</li> </ol>

**Changes to the Superintendent's Employment Contract**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Non-Renewal at End of Contract	<p>How will the Board and successful superintendent candidate agree to address orderly end to the employment contract when the Board chooses not to renew it?</p> <ol style="list-style-type: none"> <li>1. Will there be a non-renewal notification date? Do both parties' attorneys find it reasonable?</li> <li>2. Will the Board require the Superintendent to remind it of the non-renewal date?</li> <li>3. Will there be any agreement to a clause for an automatic one-year renewal if the Board fails to provide end-of-contract non-renewal notification?</li> <li>4. Will the Board agree to language in the employment contract that would provide the Superintendent with a hearing upon non-renewal?</li> </ol>
Renewal at End of Contract	<p>Will the Board agree to a procedure for renewing the employment contract at its end? If yes, then:</p> <ol style="list-style-type: none"> <li>1. What date would be the earliest that the Board could renew its employment contract with the Superintendent?</li> <li>2. What criteria will the Board base its renewal upon? For example, some boards base renewal upon superintendents achieving their stated goals and indicators of student performance and academic improvement and other information they required.</li> </ol>
Contract Extensions	<p>Will the Board agree to allow for an extension of its employment contract during its term? If yes, then:</p> <ol style="list-style-type: none"> <li>1. Will the Board agree to extend it during its term if the Board determines that the Superintendent successfully met all of the Board's stated goals and indicators of student performance and academic improvement and other information it required?</li> <li>2. Will the Board agree to extend a one-year contract when the Superintendent is not required to meet any goals?</li> </ol>

	See 105 ILCS 5/10-23.8.
Terminations	<p>If the successful superintendent candidate accepts employment with the Board and becomes the Superintendent, how will the Board outline the grounds and procedures for terminating the Superintendent's employment during the contract's term?</p> <ol style="list-style-type: none"> <li>1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement?</li> <li>2. Will the Board allow retirement to be an appropriate reason for terminating its employment contract with the Superintendent? And if so, will the Board require reasonable notice from its Superintendent?</li> <li>3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other?</li> <li>4. Will the Board terminate the employment contract for permanent disability of the Superintendent? <ol style="list-style-type: none"> <li>a. How will the Board define permanent disability in the contract?</li> <li>b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or</li> <li>c. Will the Board consider duration of absence; e.g., 90-days or exhaustion of sick leave, whichever is greater?</li> </ol> </li> </ol> <p>See <b>PRESS</b> sample policy 5:180, <i>Temporary Illness or Temporary Incapacity</i>.</p> <ol style="list-style-type: none"> <li>5. What standard will the Board use to terminate the employment contract for cause? Items to consider include: <ol style="list-style-type: none"> <li>a. Any conduct detrimental/prejudicial to the District;*</li> <li>b. Just cause;</li> <li>c. Sufficient to dismiss a tenured teacher;</li> <li>d. Material breach of contract; or</li> <li>e. Not arbitrary and capricious.</li> </ol> <p>*50 ILCS 205/3c, amended by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964. See <b>Severance Pay</b> row directly below.</p> </li> <li>6. Will the Board agree to provisions for hearing and due process for the Superintendent?</li> <li>7. How will the Board address death of its Superintendent during the duration of the employment contract?</li> </ol>
Severance Pay	<p>Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA, 5 ILCS 415/10(a)(1), added by P.A. 100-895:</p> <ol style="list-style-type: none"> <li>1. A restriction to an amount not exceeding 20 weeks of compensation; and</li> <li>2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. This law defines misconduct to include sexual harassment and/or discrimination. But 50 ILCS 205/3c, amended by P.A. 100-1040, limits sexual harassment or discrimination to instances when an employee is "found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964." For more discussion about these laws, see f/n 6 in policy 2:260, <i>Uniform Grievance Procedure</i>.</li> </ol>
Liquidated Damages	<p>Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract?</p> <ol style="list-style-type: none"> <li>1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys?</li> <li>2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?</li> </ol>
Amendments	How will the Board and Superintendent agree to allow for amendments to the employment contract?

**What technical clauses need to be in the Superintendent’s employment contract?**

<b>Superintendent Contract Term Considerations for the Board</b>	<b>Explanation, Special Considerations, and Resources</b>
Technical clauses (common in contracts)	If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent’s attorney reviewed them? <ol style="list-style-type: none"> <li>1. Notice</li> <li>2. Applicable law</li> <li>3. Headings and numbers</li> <li>4. Complete understanding, i.e., do the Board members and Superintendent share the same understanding of the various provisions written in the employment contract?</li> <li>5. Counterparts</li> <li>6. Effect of Policy Amendments</li> <li>7. Severability</li> <li>8. Advice of Counsel</li> </ol>

**Miscellaneous Issues**

<b>Superintendent Contract Term Considerations for the Board</b>	<b>Explanation, Special Considerations, and Resources</b>
Board Obligations Under the Employment Contract	Do all members of the Board understand the District’s obligations under the employment contract and what not complying with them will mean to the District?  Specifically, are Board members aware of the Board’s specific obligations regarding: <ol style="list-style-type: none"> <li>1. The Superintendent Evaluation</li> <li>2. Goal setting</li> <li>3. Required notifications/actions by each party prior to termination of the employment contract</li> </ol>
Ongoing Monitoring of Each Party’s Compliance with the Contract	Are the Board and Superintendent actually complying with the terms of the employment contract? Has the Board Attorney explained how the Board should monitor compliance with the employment contract?
Legislative Issues	How might pending pension reform legislation or other trending legislation affect the employment contract?

**PRESSPlus Comments**

PRESSPlus 1. This new exhibit is intended to serve as a resource to educate and guide the board through the superintendent employment contract negotiation process, encouraging both the board and superintendent to hire their own attorneys. The General Counsels of the Ill. Association of School Administrators (IASA) and Ill. Association of School Boards (IASB) collaborated on the content of this document. **Issue 98, May/June, 2018**

PRESSPlus 2. This Board exhibit is REWRITTEN for Issue 99 and updated in Issue 102. For a redline showing the changes made, see PRESS Online at [iasb.com](http://iasb.com). **Issue 99, October/November 2018 and Issue 102, October 2019**

PRESSPlus 3. Added for clarity. **Issue 99, October/November 2018**

PRESSPlus 4. Ill. Pension Code, 40 ILCS 5/15-155(g), amended by P.A. 101-10, raises the cap for board contributions to the Teachers Retirement System back to 6%. **Issue 102, October 2019**

PRESSPlus 5. The Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19, prohibits severance agreements for employees with contract provisions from receiving any severance when they are fired for misconduct, which includes sexual harassment and/or discrimination. **Issue 99, October/November 2018**

# Document Status: Draft Update - Rewritten

## Expenses

### 5:60-E1 Exhibit - Employee Expense Reimbursement Form

Submit to the Superintendent. **Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements.** Please print and attach receipts for all expenditures. [PRESSPlus1](#)

Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

**Receipts attached** Request Date: \_\_\_\_\_

**Estimated expenses attached** (Completed 5:60-E2, Employee Estimated Expense Approval Form)(pre-approval is required for federal and state grants).

**Approved expense advancement (voucher) attached, if applicable\*** (Completed 5:60-E2, Employee Estimated Expense Approval Form.)

Actual Expense Report										
*Employees will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, employees will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 5:60, Expenses.										
Auto Travel Allowance:		per mile								
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch Dinner	Item	Cost		
<b>Subtotal</b>										
<b>Advances</b>									-	
<b>TOTAL</b> (A negative amount indicates refund due from employee.)									\$	

Superintendent or Designee: \_\_\_\_\_  **Approved**  **Denied**  
 (below maximum allowable amount)  **Approved in Part**  
 **Grant Funding Source** (if applicable): \_\_\_\_\_

\_\_\_\_\_  
 Superintendent or Designee Signature Date

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Board Action** (exceeds maximum allowable amount):  **Approved**  **Denied**

**Approved in Part**

**Grant Funding Source** (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**PRESSPlus Comments**

PRESSPlus 1. Rewritten to include requirements for the regulation of travel expenses under grants. Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. See policy 5:60 and the **PRESS** Update Memo for more information. **Issue 103, March 2020**

# Document Status: Draft Update - Rewritten

## Expenses

### 5:60-E2 Exhibit - Employee Estimated Expense Approval Form

Submit to the Superintendent. Use of this form is required (1) by 2:125-E3, Resolution to Regulate Expense Reimbursements and (2) for pre-approval of expenses to be charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act. Please print. [PRESSPlus1](#)

Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Travel Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

**Estimated Expenses Approval Requested** (50 ILCS 150/20 or grant expenditure)

**Travel is grant-related\*** (specify grant): \_\_\_\_\_

**Purchase Order Requested** Purchase Order #: \_\_\_\_\_

**Expense Advancement Voucher Requested** (105 ILCS 5/10-22.32)

Voucher Amount: \_\_\_\_\_

Estimated Expense Report										
Departure date: _____					Return date: _____					
Auto Travel Allowance: _____ per mile										
* <b>Grant-related travel only:</b> Except for mileage and other transportation expenses, expense reimbursement/per diem is only allowed if on official travel status for 12 hours or more. If lodging at or below the applicable rate cannot be identified, please indicate below and attach at least three quotes for review.										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch Dinner	Item	Cost		
<b>Total</b>										\$

Superintendent or Designee: \_\_\_\_\_  Approved  Denied  
 (below maximum allowable amount)  Approved in Part  
 Grant Funding Source (if applicable): \_\_\_\_\_

\_\_\_\_\_  
 Superintendent or Designee Signature Date

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Board Action** (exceeds maximum allowable amount):  Approved  Denied  
 73  
 Approved in Part

**Grant Funding Source** (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**PRESSPlus Comments**

PRESSPlus 1. Rewritten to include requirements for the regulation of travel expenses under grants. Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. See policy 5:60 and the **PRESS** Update Memo for more information. **Issue 103, March 2020**

## Document Status: Draft Update

### BOARD OF EDUCATION

#### 2:125 Board Member Compensation; Expenses

##### Requesting Professional Travel

All personnel must follow these procedures to secure approval to attend educational and professional meetings, workshops, and conferences. Approval of travel and reimbursement of expenses are contingent upon provisions related to the district's goals and budget. All requests will be considered by the Superintendent or Superintendent's designee. Requests may be denied, partially funded, or fully funded. **All professional travel must be approved prior to registration.**

##### • **Expectations for Professional Travel:**

- o All requests for professional travel must relate to the District's goals and/or operations.
- o Requests should be submitted for approval **at least six weeks prior** to the meeting, workshop, or conference.
- o Approved requests, will required receipts and proof of payment for reimbursements within 30 days of participation.
- o All staff participating in professional travel are expected to follow-up with their Principal or immediate supervisor to discuss sharing and/or dissemination of garnered information (handouts, books, etc.) and knowledge.

• **Process:** To gain approval for professional travel, requesting staff must submit a Professional Travel Request Form (Exhibit A). **At least six weeks prior** to the travel (meeting, workshop, or conference), submit the completed Professional Travel Request Form and related information to the appropriate building Principal or immediate supervisor.

##### o Professional Travel Request Form (Exhibit A) –

- Multiple staff, provided they are from the same building, can utilize one form to request approval for professional travel. All requesting staff must be identified on the form.
- All pertinent meeting, workshop, or conference information should be included on the request form or by way of attachment to the form, specifically:
  - information and rationale related to the purpose of the travel,
  - cost of registration and any related substitute cost for the staff member'(s) absence,
  - registration form or link to register, and
  - calculated costs (see form for directions on calculating ancillary costs): transportation (mileage and/or airfare), lodging (if an overnight stay is required), meals (that are not included in registration), and any miscellaneous expenses not previously mentioned.

##### o Approval Process –

- The Professional Travel Request Form must be submitted to the Principal for initial review and building approval. If a staff member is assigned to multiple buildings, each Principal should sign the form. The Principal'(s) signature indicates approval of attendance and related expenses. Personnel not assigned to a specific school shall secure approval from their immediate supervisor.
- The Principal or immediate supervisor will either:
  - provide a rationale for the denial of professional travel to the requesting staff; OR
  - forward the approved request to the Superintendent or designee for District approval and processing.
- The Superintendent or designee will either:
  - provide a rationale for the denial of professional travel to the Principal and requesting staff; OR
  - notify the Principal or immediate supervisor <sup>75</sup>and requesting staff that the travel has been approved, if there are any restrictions, and is being processed.

- If the professional travel is approved, the requesting staff should:
- enter the date(s) in Aesop, as appropriate,
- reserve approved travel expenses, and
- confirm registration and that a substitute has been secured (if needed).

#### Professional Travel Reimbursement Guidelines

Within 30 days after completion of professional travel, the participating staff must follow-up with their Principal or immediate supervisor and submit documentation for reimbursement. All personnel must follow these guidelines for professional travel reimbursements.

• **Sharing and Dissemination:** Personnel attending meetings, workshops, and conferences must share and disseminate garnered information and knowledge that result from their participation in approved professional travel. The District encourages one of the following options:

- o Present material to your colleagues at a school based meeting.
- o Present materials at a designated districtwide meeting.
- o Create and submit a proposal for your facilitation of a staff in-service or training.
- o Work with the Principal or immediate supervisor to determine best method of sharing or dissemination.

• **Documentation:**

o Transportation – Staff may use the mode of transportation he/she prefers, but will be reimbursed based upon the most economical option for the District. See transportation guidelines that follow.

- The mode of travel and related expenses must be submitted with the request.
- When using a District vehicle, transportation costs incurred by the staff member will be reimbursed with receipt or proof of payment.
- Staff can elect to drive a private car rather than utilize the approved or most economical option for the District; however, they will only be reimbursed the approved amount.
- Reimbursement for use of a privately owned automobile shall be computed at the IRS rate.
- Mileage is calculated from the employee's home school/building or home address, whichever is less. Parking fees and tolls will be reimbursed upon receipt or proof of payment.
- To demonstrate total mileage, MapQuest should be used and a print out of trip information should be included with the request.
- When several staff members are participating in the same event, the District will encourage carpooling or sharing of transportation.
- When renting a vehicle is required and approved, the employee will be reimbursed with by way of a receipt showing they selected the most economical vehicle and did not incur any additional fuel or insurance costs. Additional or unapproved expenses will not be reimbursed.
- When using public transportation (bus, taxi, shuttle and/or rideshare), the receipt or proof of payment will be required for reimbursement. However, additional expenses incurred by traveling outside the event for personal reasons will not be reimbursed.
- For professional travel that requires the purchase of airfare, an estimate of airfare with documentation must be presented with the travel request. The staff member should book travel as soon as approval is given, in an effort to get the most economical rate. Staff will be reimbursed at the coach class rate and for one checked bag. Additional fees and expenses will not be reimbursed.
- If ordinarily, round-trip tickets would be purchased, but going by one mode of transportation and returning by another mode, is selected, the District will review, determine the most economical option, and use that for reimbursement.
- No reimbursements will be made for additional expenses incurred outside of the most economical method of travel. This includes: expenses related to extending lodging or travel, additional meals, expenses incurred en

route to the approved event, or elected services such as valet parking, in-room service, etc.

o Lodging – Staff are encouraged to utilize a recommended or host hotel or the most economical lodging option in the area of the event. See the lodging guidelines that follow.

- Reservation will be paid or reimbursed at the single rate, unless otherwise approved.
- Pre-payment by the District, to the lodging facility, on behalf of the staff member will occur whenever possible.
- Reimbursement to staff for lodging will require an itemized receipt. Additional or unapproved expenses will not be reimbursed.
- Lodging expenses will be limited to the minimum number of nights required for participation in the meeting, workshop, or conference.
- Any additional lodging charges, due to extenuating circumstances must be approved by the Superintendent or designee before reimbursement.

o Meals – Staff will be reimbursed for the actual cost of meals not to exceed \$35.00 per day, including tips for full-day conferences. Meals will not be reimbursed for half day conferences or for meals included, as part of registration. See the meal guidelines that follow.

- The \$35.00 per day rate can be spent on one, two, or three meals provided the per diem rate is not exceeded.
- In instances where some meals are included as part of registration, meals will be reimbursed at the following rates: Breakfast \$8.00, Lunch \$12.00, and Dinner \$15.00. This breakdown will be used in place of the \$35.00 per diem rate.
- Meals directly associated with convention activities (i.e. banquets, luncheons, etc.) are included as part of the per diem limit.
- Tips should be limited to the standard 18% of the bill.
- Itemized receipts must be submitted for each meal reimbursement. The District does not reimburse for any alcohol or surcharges for elective services (i.e. additional gratuities or in-room services, if also lodging).
- When staff travel with other District employees, they can elect to submit separate receipts or have one person pay and request reimbursement on behalf of all appropriate parties. The names of each/all participants included must be noted on the receipt.
- Student meals for overnight activities or athletic trips will be reimbursed at the rate of \$25.00 per day.

o Miscellaneous – Any extraordinary travel requests not provided for in these guidelines must be submitted to the Superintendent or designee. The approval of additional expenses will be at the discretion of the Superintendent or designee.

o Non-Reimbursable Items – The District can only commit to reimbursing items that have been pre-approved. Additionally, the items identified below are **not reimbursable**.

- Any expenses incurred by a spouse, partner, and/or family members traveling with the approved staff.
- Charges for alcoholic beverages and in-room honor bar.
- Expenses for elective or valet services (in-room service, parking, cleaning, etc.).
- Costs related to recreational activities that may be associated with the meeting, workshop, or conference; however, are not required.
- Personal telephone calls.

#### Submitting for Travel Reimbursement

Within 30 days of the approved travel, the teacher must follow-up with the Principal or immediate supervisor to determine method of sharing and dissemination. Additionally, staff should submit the Professional Travel Reimbursement Record (Exhibit B).

- **Completing the Professional Travel Forms:** 77

- o All travel expenses must be itemized on the Professional Travel Reimbursement Record.
- o All applicable receipts must be attached to the Professional Travel Reimbursement Record. Payment of expenses may be denied if receipts are not attached.
- o Proof of payment may be accepted for expenses that could not be itemized (i.e. tolls, public transportation, etc.)

• **Reimbursement Timeline:**

- o Completed Professional Travel Reimbursement Record and required receipts should be submitted to your principal or immediate supervisor.
- o After administrative review, the reimbursement request will be forwarded to the Superintendent or designee.
- o The Superintendent or designee will formally approve and the request will be added to the next Board of Education meeting agenda for reimbursement.
- o Reimbursement will be issued to the staff member within a week of Board of Education approval.

Additional Requirements for Travel Expenses Charged to Federal and State Grants [PRESSPlus1](#)

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

LEGAL REF.:

105 ILCS 5/10-20 and 5/10-22.32

30 ILCS 708/, Government Accountability and Transparency Act.

50 ICS 150/, Local Government Travel Expense Control Act.

ADOPTED: December 15, 2016

**PRESSPlus Comments**

PRESSPlus 1. Required by the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. Boards are required to follow this subhead, policy 5:60's subhead Additional Requirements for Travel Expenses Charged to Federal and State Grants, and 5:60-AP (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)) when they use grant money to reimburse Board member travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 2:125-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See policy 5:60 and the **PRESS** Update Memo for more information.

**Issue 103, March 2020**

**School Board**

**Exhibit - Board Member Expense Reimbursement Form**

*Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Please print and attach receipts for all expenditures. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.*

Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Travel Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

**Receipts attached** Request Date: \_\_\_\_\_

**Estimated expenses attached** (Completed 2:125-E2, Board Member Estimated Expense Approval Form)(pre-approval is required for federal and State grants).

**Approved expense advancement (voucher) attached, if applicable\*** (Completed 2:125-E2, Board Member Estimated Expense Approval Form.)

<b>Actual Expense Report</b>										
<p><small>*Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, board members will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 2:125, Board Member Compensation; Expenses.</small></p> <p>Auto Travel Allowance: _____ per mile</p>										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner	Item	Cost	
<b>Subtotal</b>										
<b>Advances</b>									-	
<b>TOTAL</b> (a negative amount indicates refund due from Board member)									\$	

\_\_\_\_\_  
Submitting Board Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

**School Board Action:**  **Approved**  **Denied**  
 **Approved in Part**  **Exceeds Maximum Allowable Amount**  
 **Grant Funding Source** (if applicable): \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Document Status: Draft Update - Rewritten

## Board Member Compensation; Expenses

### 2:125-E2 Exhibit - Board Member Estimated Expense Approval Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the Board of Education. Use of this form is required (1) by 2:125-E3, Resolution to Regulate Expense Reimbursements and (2) for pre-approval of expenses to be charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act. Please print. [PRESSPlus1](#)

Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Travel Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

**Estimated Expenses Approval Requested** (50 ILCS 150/20 or grant expenditure)

**Travel is grant-related\*** (specify grant): \_\_\_\_\_

**Purchase Order Requested**

Purchase Order #: \_\_\_\_\_

**Expense Advancement Voucher Requested** (105 ILCS 5/10-22.32)

Voucher Amount: \_\_\_\_\_

<b>Estimated Expense Report</b>										
Auto Travel Allowance: _____ per mile										
<i>*Grant-related travel only: Except for mileage and other transportation expenses, expense reimbursement/per diem is only allowed if on official travel status for 12 hours or more. If lodging at or below the applicable rate cannot be identified, please indicate below and attach at least three quotes for review.</i>										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner	Item	Cost	
<b>Total</b>				81						\$



## Document Status: Draft Update

### Communications To and From the Board

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

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

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

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a do not reply/forward alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."**
2. Board members are permitted to discuss any matter except District business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way, a Board member may discuss District business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls or emails to, Board members individually.
5. A Board member should include a do not reply/forward alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."**
6. Board members should not forward email received from another Board member.

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

An electronic communication must be disclosed if it is a *public record* as defined by FOIA, unless a specific exemption applies. A public record is any recorded information "pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body." [5 ILCS 140/2](#). Email sent or received by an individual Board member may be, depending on the content and circumstances, subject to disclosure as a *public record* (unless a FOIA exemption is applicable).

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

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

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

This test is from the appellate court decision in *City of Champaign v. Madigan*, 992 N.E.2d 629 (Ill.App.4th, 2013).

The following *examples* describe FOIA's treatment of electronic communications:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:
  - a. Sent and/or received by an individual Board member using a personal electronic device and personal email address

while he or she is at home or work would not be a public record. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate [the Open Meetings Act/OMA](#) and, thus, are subject to disclosure during proceedings to enforce [the Open Meetings Act/OMA](#).

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

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

#### When Must Electronic Communications Be Retained?

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

**Important:** Do not destroy any email concerning a topic that is being litigated without obtaining the Board attorney's direction. In federal lawsuits, there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be relevant. [This is referred to as a litigation hold.](#) For more discussion of a litigation hold, see 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. [50 ILCS 205/4, amended by P.A. 98-1063](#)

[DATED: May 28, 2015](#)

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated for continuous improvement. **Issue 101, June 2019**

## Document Status: Draft Update

### BOARD OF EDUCATION

#### 2:160 Board Attorney

The Board of Education may enter into agreements for retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the Board in its capacity as the governing body for the School District. ~~The Board Attorney shall not represent another client if the representation involves a concurrent conflict of interest, unless permitted by the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.~~ The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services or as memorialized by an engagement letter. The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board. [PRESSPlus1](#)

The Superintendent, his or her designee, and Board President, are each authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may also authorize a specific Board member to confer with the Board Attorney legal counsel on its behalf.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to be informed of and/or consider the matter.

The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REF.:

[Rule 1.7](#) (Conflict of Interest: Current Clients) and [Rule 1.13](#) (Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

CROSS REF.: 4:60 (Purchases and Contracts)

~~ADOPTED: January 25, 2016~~

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#### PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review and **PRESS** Advisory Board feedback. **Issue 103, March 2020**

## Document Status: Draft Update - Rewritten

### Board Attorney

#### 2:160-E Exhibit - Checklist for Selecting a Board Attorney

The Board of Education selects and retains the Board Attorney(s). The Board may use this checklist for guidance when it selects and retains attorney(s) and/or law firms for legal services. This checklist is designed for the Board to use a request for proposal (RFP) process to seek outside attorneys/law firms. The Board may also select an attorney without using an RFP process and adapt this checklist. The Board may also adapt this checklist and use it for an application process, if the Board seeks an in-house attorney. For more information, call the IASB Office of General Counsel; see its current phone numbers at [www.iasb.com/about-us/staff/#office-general-counsel](http://www.iasb.com/about-us/staff/#office-general-counsel). <sup>PRESSPlus1</sup>

#### Determine what type of legal services the District needs.

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

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

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

#### Develop the RFP.

1. Insert the list of qualifications that the Board developed. 86
2. Include the following information:

- The deadline for responses to be submitted
- The location (address or email) where responses should be sent
- A statement that the Board is soliciting proposals from qualified lawyers and law firms to provide legal services to the School District
- Significant information about the District (see policy 1:30, *School District Philosophy*, for the District's mission statement that is specific to the community's goals)
- The scope of work, e.g., "The Board Attorney will provide legal advice concerning [typical duties, specific duties, excluded duties]."
- Qualifications
- Details about interviews and presentations

3. Specify what responders must include in their responses, such as the following:

- Cover letter, complete name, address, and legal structure (if the responder is a law firm)
- The individuals who prepared the response, including their titles
- If different from above, the identity of and directory information for the individuals who have authority to answer questions regarding the submitted proposal
- A proposed fee schedule, e.g., "Respondents may combine set fees and hourly fees. If hourly fees are proposed, please provide the minimum time increment for billing purposes. If a retainer agreement is proposed, please specifically describe options."
- A summary of the responder's relevant experience representing public schools
- A writing sample
- An assurance that the responder meets the RFP's qualifications
- References including current or past clients

**Announce the RFP.**

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

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

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

**Develop interview questions if the Board interviews attorneys or law firms.**

1. Interview questions are at the Board's discretion.
2. A prospective attorney or law firm to fill the Board Attorney position may raise other specific issues that the Board will want to cover during an interview.
3. The following non-exhaustive list of interview questions may help the Board tailor its questions toward finding an attorney or law firm with an approach to the role of the Board Attorney that the Board desires:

- What do you see as your role as Board Attorney?
- How many other school districts do you currently represent?
- What kind of legal services do you provide to your school clients? Please explain how your other experience is relevant to this position.
- How many years of experience does your firm (or, the attorney) have? How long have you been practicing law? How long have you been representing school districts?
- What methods will you use to ensure all members of the Board, which is your client, remain informed? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- How would you manage a situation in which the Board feels strongly about its position but you believe that position is not legally supportable? The *Ill. Rules of Professional Conduct*, at [www.illinoiscourts.gov/supremecourt/rules/art\\_viii/default\\_new.asp](http://www.illinoiscourts.gov/supremecourt/rules/art_viii/default_new.asp), require attorneys to represent the Board in its capacity as the governing body for the District. The responders should be discussing these rules, specifically Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client), among others, in their answers to this question. See also, **PRESS** policy 2:160, *Board Attorney*.
- How would you manage a situation in which the Board's interest may be or become adverse to one or more of its members? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- How would you manage a situation in which the Board and Superintendent are in conflict? How about a divided Board? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- If the Board did something that you had advised against, could you still defend the Board's action? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Will you try to shape Board decisions or do you have a *whatever the Board decides philosophy*? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Do you give clients specific recommendations or do you advise them of the available options and let the client decide? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Do you provide your Board of Education clients with any updating services gratis?
- How do you keep your Board clients apprised of litigation and other legal matters you are handling for them?
- Will you be handling this business personally, i.e., will you delegate to your associates or partners?
- Can anyone else in your firm handle our inquiries when you are unavailable?
- How do you keep current on school law?
- When do you tell your school clients to contact you regarding a matter with possible legal repercussions?
- Have you represented a school district in a matter involving the rights of disabled students? ... involving disabled employees? ... involving a student expulsion? ... involving a teacher dismissal? ... involving an employee's contract or dismissal? ... involving a building contract or bidding matter? ... Can you tell us about that case?
- How do you bill? How are you to be paid? Please explain your rates and/or fees. The subject of billing should cover whether the attorney or law firm prepares a budget for representation and its method for billing in detail, including the date and time, what work was performed, and who worked on the project, along with expenses.
- Did you bring a written agreement for legal services, engagement letter, or a retainer agreement? If yes, please review it for us now. If not, please explain the options for a written agreement for legal services, engagement letter, or a retainer agreement.

**Develop an interview protocol.** Interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(1).

1. The Board President will lead the Board as it interviews responders to its RFP. See 105 ILCS 5/10-13 stating that the Board President presides at all meetings and policy 2:110, *Qualifications, Term, and Duties of Board Officers*.
2. The Board may also want to consider allowing an equal amount of time for each interview.
3. Discuss the following items with each responder during the interview:
  - Introduce Board members to the responder
  - Describe the Board's interview process, selection process, and ask the responder if he or she has questions about the Board's process for selecting its attorney
  - Describe the District's philosophy or mission statement
  - Describe the Board Attorney position by reviewing the RFP
  - Begin asking the interview questions (see *Develop interview questions*, above)
  - Ask the responder whether he or she has any questions for the Board
  - Thank the responder and inform him or her when the Board expects to make its decision and how the responder will be contacted regarding the Board's decision

**Conduct a reference check and other background investigation(s).**

1. The Board President may perform this check or direct the Superintendent to:
  - Check the ARDC's master roll of attorneys as "Authorized to Practice Law" (To do this, enter the attorney's name into the ARDC's registration and public disciplinary records database at: [www.iardc.org/lawyersearch.asp](http://www.iardc.org/lawyersearch.asp).)
  - Click on the attorney's name to review whether any disciplinary actions are pending or resolved; current and prior actions will appear at the bottom of the screen
  - If disciplinary actions are listed, ask the attorney or law firm for more information
2. There are other online attorney review services available. These services may be overly subjective and/or the attorney may have control over the content in these services. Always check with the ARDC.
3. Call references provided by the responder.

**Enter into a written agreement or engagement letter with the selected attorney or law firm.**

1. All *agreements for legal services* should be in writing. At minimum, the agreement should provide the fee arrangement and the scope of services. *Agreements for legal services* and individual billing statements from the Board Attorney are subject to disclosure pursuant to a Freedom of Information Act request (PAO 14-02).
2. Discuss the fee arrangements with the responder and decide:
  - Whether to enter into a fee arrangement and/or a retainer agreement (**Note:** Attorneys typically bill by a pre-determined percentage of the hour, e.g., in one-tenth of an hour increments. Many districts enter into a retainer agreement for legal services or an engagement letter that requires them to pay the attorney a pre-determined fee every month. In return, the attorney provides a pre-determined amount of legal services whenever the district needs him or her. Districts find this useful because (1) they can budget for legal expenses, (2) legal advice is available up to the pre-determined amount for lower fees, and (3) this arrangement often provides for an enhanced, long-term relationship with the attorney.)
  - The appropriate scope of services
3. Review the written contract or memorialized relationship (*agreement for legal services* or *engagement letter*) for these provisions:
  - Fee arrangement
  - Scope of services
  - Which attorneys will be providing legal services
  - A statement that the Board controls all legal decisions
  - A statement that the attorney and his or her law firm have no conflicts of interest or, if a conflict exists, that the Board understands the conflict and waives it
  - Board's right to terminate the services of the attorney and law firm at any time for any reason
4. Approve the *agreement for legal services* or *engagement letter* during an open Board meeting.

**Announce the appointment to District staff and community.**

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

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**PRESSPlus Comments**

PRESSPlus 1. Rewritten to incorporate numerous style updates and corrections in response to its five-year review and **PRESS** Advisory Board feedback. **Issue 103, March 2020**

## Document Status: Draft Update

### BOARD OF EDUCATION

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

##### Agenda

The Board of Education President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require ~~extensive discussion or explanation~~ [PRESSPlus1](#) before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

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

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

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

##### Voting Method

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

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

##### Minutes

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

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

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

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

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

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

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

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

#### Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the District's main office.

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

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

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

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

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

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

#### No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration [PRESSPlus2](#)

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. [PRESSPlus3](#) The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration. If neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination. [PRESSPlus4](#)

The individual who makes this determination for the Board shall <sup>91</sup>put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes. [PRESSPlus5](#) and ensure that the Board meets every OMA

requirement for the Board to meet by video or audio conference without the physical presence of a quorum. [PRESSPlus6](#)

#### Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (14<sup>th</sup> Edition), as a guide when a question arises concerning procedure.

#### Broadcasting and Recording Board Meetings

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

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

#### LEGAL REF.:

5 ILCS 120/2a, 120/2.02, 120/2.05, ~~and 120/2.06~~, and 120/7.

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

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

~~ADOPTED: December 30, 2016~~

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to **PRESS** Advisory Board member feedback to delete ~~or explanation~~ from the text so that the policy text reflects the court's decision in Bd. of Ed. v. Springfield Sch. Dist. No. 186 v. Atty. Gen. of Ill., 77 N.E. 3d 625 (Ill 2017) (requiring public bodies to provide in a public recital "sufficient detail to identify the particular transaction or issue but [they] need not provide an explanation of its terms or its significance").

Note: PRESS Plus subscribers should periodically review the footnotes to sample policy 2:220, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for guidance regarding Ill. Attorney General PAC opinions. **Issue 102, October 2019**

PRESSPlus 2. 5 ILCS 120/2.01 and 120/7(e)(1)-(10), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. During the 2020 COVID-19 pandemic, Ill. Gov. Pritzker issued Executive Order (EO) 2020-07 pursuant to 20 ILCS 3305/7 (disaster proclamation due to public health emergency) that temporarily suspended OMA's physical quorum requirement. The Governor extended this OMA relief through subsequent Executive Orders as the crisis continued. See EOs 2020-18, 2020-33, and 2020-39. During the period covered by EO 2020-39, 5 ILCS 120/7(e), amended by P.A. 101-640 was enacted, immediately requiring public bodies to meet a number of conditions before suspending the physical quorum requirement.

Boards must remember that public comment is still required when a quorum is not physically present at the meeting location. See Public Comment section of the Ill. Atty. Gen.'s guidance entitled *Guidance to Public Bodies on the Open Meetings Act and the Freedom of Information Act During the COVID-19 Pandemic* on p. 5 at: [www.foia.ilattorneygeneral.net/pdf/OMA\\_FOIA\\_Guide.pdf](http://www.foia.ilattorneygeneral.net/pdf/OMA_FOIA_Guide.pdf). **Issue 104, June 2020**

PRESSPlus 3. The phrase "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, which provides the governor with the power to declare a disaster. 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns because [the governor has declared] a disaster" and while not aligning with IEMA text, means "public health emergency." For ease of understanding and alignment with IEMA, this policy uses "public health emergency."

To avoid confusion, note that the triggers under 5 ILCS 120/7(e), amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad than the School Code's triggers to implement remote and/or blended remote learning days (RLD/BRLDs). OMA states (1) the "governor **or the director of IDPH** has issued a disaster declaration of a disaster as defined in 20 ILCS 3305/ ... ." This means that it is possible for the board to meet remotely if the director of IDPH declares a disaster under OMA, but that may not mean a district must implement RLD/BRLDs because the School Code states that the governor must declare the disaster. **Issue 104, June 2020**

PRESSPlus 4. 5 ILCS 120/7(e)(2), amended by P.A. 101-640 states “the head of the public body as defined in [the Freedom of Information Act (FOIA), 5 ILCS 140/2(e), FOIA].” FOIA defines *head of the public body* to mean the *president* or “such person’s duly authorized designee.” 5 ILCS 140/2(e). Policy 2:110, *Qualifications, Term, and Duties of Board Officers*, designates the vice president to perform the duties of the president if that office is vacant or he or she is absent or unable to perform the office’s duties.

For practical purposes if a disaster is declared due to a public health concern, this policy designates the superintendent as “[the president or vice president’s] duly authorized designee” pursuant to the authority of 5 ILCS 140/2(e) for the board to move forward with the required determination to meet by audio or video with no physical presence of a quorum. **Issue 104, June 2020**

PRESSPlus 5. While this phrase of the sentence is not required in OMA, many attorneys agree that transparency best practices in this situation include the individual making the determination to: (1) put it in writing referring to the specific disaster declaration applicable to the board’s jurisdiction and the public health concern/public health emergency that applies to not having an in-person meeting; and (2) include that written determination (a) on the board’s published notice and agenda for the audio or video meeting, and (b) in the meeting minutes. **Issue 104, June 2020**

PRESSPlus 6. See 2:220-E9, *Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration*. Find this sample Board exhibit at your PRESS Plus dashboard under the Status **Draft Update - New. Issue 104, June 2020**

## Document Status: Draft Update - Rewritten

### OPERATIONAL SERVICES

#### 4:180 Pandemic Preparedness; Management; and Recovery

*Title has been updated. Original Title: Pandemic Preparedness*

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during a pandemic. [PRESSPlus1](#)

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. [PRESSPlus2](#)

To prepare the School District community for a pandemic, the Superintendent or designee shall: (1) learn and understand how the roles that the federal, State, and local government function; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic school action plan; and (3) build awareness of the final plan among staff, students, and community.

#### Emergency School Closing [PRESSPlus3](#)

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or Regional Office of Education. [Q1](#)

During an emergency school closing, the Board President and the Superintendent [Q2](#) may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic. [PRESSPlus4](#)

#### Board Meeting Procedure: No Physical Presence of Quorum and Participation by Audio or Video [PRESSPlus5](#)

A disaster declaration related to a public health emergency [PRESSPlus6](#) may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *School Board Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

#### Payment of Employee Salaries During Emergency School Closures [PRESSPlus7](#)

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

#### Suspension of In-Person Instruction: Remote and/or Blended Remote Learning Day Plan(s) [PRESSPlus8](#)

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use *Remote Learning Days* or *Blended Remote Learning Days*, the Superintendent shall approve and present to the Board for adoption [PRESSPlus9](#) a Remote and/or Blended Remote Learning Day Plan (Plan) that: [Q3](#)

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic; [PRESSPlus10](#)
2. Implements the requirements of 105 ILCS 5/10-30; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.5, 5/10-20.56, and 5/10-30.

5 ILCS 120/2.01 and 120/7(e), Open Meetings Act.

20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1).

20 ILCS 3305/, Ill. Emergency Management Agency Act.

115 ILCS 5/, Ill. Educational Labor Relations Act.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the School Board; Indemnification), 2:220 (School Board Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

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**Questions and Answers:**

\*\*\*Required Question 1. Is your district served by an Intermediate Service Center rather than an ROE (suburban Cook County)?

- No. (default)
- Yes. (IASB will replace "Regional Office of Education" with "Intermediate Service Center")

\*\*\*Required Question 2. This sample policy uses the board president and superintendent as the default text because during a pandemic, it may be difficult for a board policy committee to meet pursuant emergency executive orders that are issued, etc. See policies 2:150, *Committees*, and 2:240, *Board Policy Development*. Does the board prefer its policy committee to engage in this work?

- No. (default)
- Yes. (IASB will replace "Board President and the Superintendent" with "Board Policy Committee")

\*\*\*Required Question 3. Remote Learning Days (RLDs) and Blended Remote Learning Days (BRLDs) are different from *e-learning days/e-learning programs*. RLD/BRLDs are for use when the governor declares a disaster under 20 ILCS 3305/ and the state superintendent has declared a requirement for the district to use them to provide remote instruction to pre-kindergarten through grade 12 that count as pupil attendance days under 105 ILCS 5/10-19.05(j-5), amended by P.A. 101-643. 105 ILCS 5/10-30(1), added by P.A. 101-643. BRLDs allow districts to utilize "hybrid models of in-person and remote instruction. E-learning days are part of an e-learning program that require a board to, among other things, hold a public hearing and obtain approval by the Regional Office of Education (or Intermediate Service Center) to allow the district to provide instruction to students electronically while they are not physically present due to inclement weather and other unexpected events. 105 ILCS 5/10-20.56(b), amended by P.As. 101-12 and 101-643. School districts with e-learning programs may adapt them for use during RLDs and BRLDs (105 ILCS 5/10-20.56(a), amended by P.As. 101-12 and 101-643, and 5/10-30(2), added by P.A. 101-643.

Has the board adopted an e-learning program pursuant to 105 ILCS 5/10-20.56, added by P.A. 101-12?

- No. (default)
  - Yes. (IASB will add the following text to number two after 105 ILCS 5/10-30: "by adapting into a Plan the District's e-learning program implemented pursuant to 105 ILCS 5/10-20.56")
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**PRESSPlus Comments**

PRESSPlus 1. This policy is renamed from *Pandemic Preparedness* to *Pandemic Preparedness: Management; and Recovery*. It is updated in response to the General Assembly, the Ill. State Board of Education (ISBE), Ill. Attorney General, and the U.S. Dept. of Education taking a number of actions and/or issuing guidance documents to address the ongoing COVID-19 pandemic as it affects public school operations and student learning. Its purpose is to establish board direction about pandemic preparedness, management, and recovery issues and inform the community about the board's role during a pandemic.

Certain subheads of this policy are required; see further PRESS<sup>95</sup>Plus comments for more information.

A redlined version showing the changes and more information in the footnotes can be found at PRESS Online, accessed by logging in at [www.iasb.com](http://www.iasb.com). **Issue 104, June 2020**

PRESSPlus 2. This paragraph embodies the CDC's pandemic definition. See [www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html](http://www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html). The **Illinois Pandemic Influenza Preparedness and Response Plan**, Version 5.0, May 2014, also defines pandemic at page 9; however, that definition is specific to influenza. The new COVID-19 coronavirus is not an influenza virus yet was characterized as a pandemic by the World Health Organization. At the time of publication during the 2020 COVID-19 pandemic, it was not clear whether this Illinois resource's definition will be amended. **Issue 104, June 2020**

PRESSPlus 3. In times of emergency, the functions of different levels of State and federal government often become cloudy, and determining what governmental entity has powers to take a particular action can be confusing. The concept of federalism, or the coexistence of federal and state governments with their own local powers, was utilized during the response to the 2020 COVID-19 pandemic. Federalism is premised on the Constitutional limits of federal power. See U.S. Const. Art, I, Sec. 8 (limiting powers of Congress providing only those powers enumerated). Generally, during the 2020 COVID-19 pandemic, Illinois and other states were left with these remaining powers of government to respond to the crisis. In general, President Trump's administration set broad national policy, particularly with respect to international travel and the approval of treatments, and suggested guidance that States could follow regarding mitigation measures. The states' governors and local leaders made other state-specific or locality-specific decisions based upon the local conditions in each community. Depending upon the federal administration in power at the time of a pandemic, the federal government may seek to play a greater or lesser role in the management of a pandemic.

During the 2020 COVID-19 pandemic, the Governor and ISBE issued many directives and/or guidance, including reliance upon the advice and recommendations of local public health departments. See [www.isbe.net/Documents/ISBE-Guidance-to-School-Coronavirus.pdf](http://www.isbe.net/Documents/ISBE-Guidance-to-School-Coronavirus.pdf). And see other 2020 COVID-19 guidance documents as follows:

- Ill. Gov. Pritzker, ISBE, Ill. Association of School Admin., Ill. Principals' Assoc., Ill. Ed. Assoc., and Ill. Fed. of Teachers Joint Statement: [www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf](http://www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf).
- IDPH-ISBE joint schools guidance: [www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/schools-guidance](http://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/schools-guidance)
- IDPH-ISBE joint workplace health and safety guidance: [www.dph.illinois.gov/covid19/community-guidance/workplace-health-and-safety-guidance](http://www.dph.illinois.gov/covid19/community-guidance/workplace-health-and-safety-guidance)
- Restore Illinois Plan: [www2.illinois.gov/dceo/Pages/RestoreILP3.aspx](http://www2.illinois.gov/dceo/Pages/RestoreILP3.aspx).

During the 2020 COVID-19 pandemic, several protests occurred and many lawsuits were filed challenging Ill. Gov. Pritzker's extensions of disaster declaration emergency power under IEMA, 20 ILCS 3305/7. See the 2020 COVID-19 Executive Orders (EO) at: [coronavirus.illinois.gov/s/resources-for-executive-orders](http://coronavirus.illinois.gov/s/resources-for-executive-orders). Controversies existed across party and regional lines with all branches of government looking to balance the need to protect human life against the desire to preserve personal liberty. Gov. Pritzker's EOs faced unsettled challenges in both the courts of law and public opinion as a five-phased plan to re-open Illinois was also being introduced a/k/a *Restore Illinois Plan* ([coronavirus.illinois.gov/s/restore-illinois-introduction](http://coronavirus.illinois.gov/s/restore-illinois-introduction)). **Issue 104, June 2020**

PRESSPlus 4. Examples include, but are not limited to, policies 6:20, *School Year Calendar and Day*, 6:300, *Graduation Requirements*, 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*. For Executive Orders addressing these issues, see the footnotes available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 104, June 2020**

PRESSPlus 5. 5 ILCS 120/2.01 and 120/7(e), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. See policy 2:220 and Board exhibit 2:220-E9 for more information. **Issue 104, June 2020**

PRESSPlus 6. While 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns," the text "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, the governing statute of disaster declarations. For ease of understanding and alignment with IEMA, this policy uses "public health emergency." **Issue 104, June 2020**

PRESSPlus 7. Required if a district wishes to continue to charge employee salaries and benefits to a grant during an extended school closure, depending upon the specific terms of government orders and/or guidance issued during a pandemic. 2 C.F.R. Part 200 (see [www.whitehouse.gov/wp-content/uploads/2020/03/M-20-17.pdf](http://www.whitehouse.gov/wp-content/uploads/2020/03/M-20-17.pdf), extended until 9-30-20 by [www.whitehouse.gov/wp-content/uploads/2020/06/M-20-26.pdf](http://www.whitehouse.gov/wp-content/uploads/2020/06/M-20-26.pdf)) and 30 ILCS 708/.

During the 2020 COVID-19 pandemic, Gov. Pritzker and ISBE issued directives and/or guidance regarding payment of school

district employees that may impact a board's decision regarding continued payment of employees during an extended closure. ISBE and the Governor suspended in-person learning and issued a Joint Statement (JS) with other school administrator and union groups, which purported to mandate that all school district employees on the district's payroll be paid as if districts were functioning normally and they were performing their normal work. See [www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf](http://www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf). The JS cited no specific authority for the payment mandate. Additionally, changes to wages, hours, terms and conditions of employment, even when made during an extraordinary circumstance such as a pandemic, remain subject to collective bargaining obligations.

See sample procedure 4:180-AP3, *Grant Flexibility; Payment of Employee Salaries During a Pandemic*, and its footnotes, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 104, June 2020**

PRESSPlus 8. 105 ILCS 5/10-30(3), added by P.A. 101-643, requires the “[board] to adopt and the superintendent to approve” these plans upon the following statutory triggers: (1) the governor declaring a disaster pursuant to 20 ILCS 3305/, and (2) the state superintendent of education declaring a requirement for a school district, multiple school districts, a region, or the entire State.

See sample administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for the specifics of implementing Remote Learning Days (RLDs) and/or Blended Remote Learning Days (BLRDs).

Implementing a plan under this subhead contains items on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This subhead of the policy concerns an area in which the law is unsettled. See 105 ILCS 5/10-30(7), added by P.A. 101-643 (stating that it does not increase or diminish any collective bargaining rights under existing law, and that aspects of the plan that impact the wages or other terms or conditions of employment will need to be bargained with the exclusive bargaining representative(s)).

To avoid confusion, note that the triggers under the Open Meetings Act (OMA), 5 ILCS 120/7, amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad: (1) the “governor **or the director of IDPH** has issued a disaster declaration of a disaster as defined in 20 ILCS 3305/, and (2) all or part of the jurisdiction of the [school board] is covered by the disaster area. This means that it is possible for the board to meet remotely under OMA if the director of IDPH declares a disaster, but the School Code requires the governor to be the one to declare the disaster under 20 ILCSA 3305/ in order for the state superintendent of education to declare that a district implement RLD/BRLDs. **Issue 104, June 2020**

PRESSPlus 9. 105 ILCS 5/10-30(3), added by P.A. 101-643 states “the district shall adopt a remote and blended remote learning day plan approved by the district superintendent.” For ease of administration, to avoid confusion during implementation, and to align with the IASB Foundational Principles of Effective Governance ([www.iasb.com/principles\\_popup.cfm](http://www.iasb.com/principles_popup.cfm)), this policy assigns the duty to *adopt* the remote and blended remote learning day plan (plan) by “the district” to the board. In alignment with this policy, administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*, requires the superintendent to *approve* the plan and present it to the board for *adoption* prior to district-wide implementation and posting on the district's website. **Issue 104, June 2020**

PRESSPlus 10. 105 ILCS 5/10-30(8), added by P.A. 101-643 does not excuse districts from completing all statutory and regulatory curricular mandates and offerings. **Issue 104, June 2020**

## Document Status: Draft Update

### General Personnel

#### 5:60 Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

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

#### Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

#### Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

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

#### Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

#### Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

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

#### Registration

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When possible, registration fees will be paid by the District in advance.

## Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form. [Q1](#)
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

## Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

## Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

## Miscellaneous Expenses

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

## Additional Requirements for Travel Expenses Charged to Federal and State Grants [PRESSPlus1](#)

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.

8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.:

[2 C.F.R. §200.474.](#)

[30 ILCS 708/130, Grant Accountability and Transparency Act.](#)

[50 ILCS 150/](#), Local Government Travel Expense Control Act.

[105 ILCS 5/10-22.32.](#)

[820 ILCS 115/9.5](#), Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

Adopted: July 10, 2019

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### Questions and Answers:

\*\*\*Required Question 1. This optional language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2.

Does the Board reimburse baggage fees?

- Yes (default)
  - No (IASB will remove the sentence regarding checked bag reimbursement and the text "and baggage receipts.")
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### PRESSPlus Comments

PRESSPlus 1. Required by the Grant Accountability and Transparency Act, 30 ILCS 708/130. Boards are required to follow this subhead and 5:60-AP (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)) when they use grant money to reimburse employee travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 5:60-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See the footnotes of policy 5:60, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), and the **PRESS** Update Memo for more information.

**Issue 103, March 2020**

## Document Status: Draft Update

### General Personnel

#### 5:150 Personnel Records

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

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

**Please refer to the following current agreements:**

**Agreement Between the Board of Education School District no. 103 and the Lyons Council Local 571 AFT 2014-2018**

**Contract Between the Board of Education Elementary School District 103 and Full-time Aides of the District 103 Unit of Local 73, Service Employees International Union AFL-CIO**

**Contract Between the Board of Education Elementary School District No. 103 and The Custodial/Maintenance Personnel of the District #103 Unit of Local 73, Service Employees International Union AFL-CIO**

For employees not covered by these agreements:

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

Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

LEGAL REF.:

325 ILCS 5/4, Abused and Neglected Child Reporting Act. [PRESSPlus1](#)

745 ILCS 46/10, Employment Record Disclosure Act.

820 ILCS 40/, Personal Record Review Act.

[23 Ill.Admin.Code §1.660.](#)

CROSS REF.: 2:250 (Access to District's Public Records), 7:340 (Student Records)

**ADOPTED: December 15, 2014**

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 103, March 2020**

## Document Status: Draft Update

### Educational Support Personnel

#### 5:280 Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board of Education policies as they may be changed from time to time at the Board's sole discretion.

#### Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Paraprofessionals and teacher aides are noncertificated personnel with supervised instructional duties; the terms are synonymous. Service as a paraprofessional or teacher aide requires a *statement of approval* issued by the Illinois State Board of Education (ISBE), unless the individual holds any certificate indicative of completion of at least a bachelor's degree or a provisional vocational certificate, is completing an approved clinical experience, and/or is student teaching.

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

#### Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties

Noncertificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

#### Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

#### Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.:

34 C.F.R. §§200.58 and 200.59. [PRESSPlus1](#)

105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.

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625 ILCS 5/6-104 and 5/6-106.1.

23 Ill.Admin.Code §§1.280, 1.630, and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

~~ADOPTED: December 30, 2016~~

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### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response to amended Ill. State Board of Education rules governing educator licensure. **Issue 103, March 2020**

## Document Status: Draft Update

### Educational Support Personnel

#### 5:290 Employment Termination and Suspensions

##### Resignation and Retirement

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

##### Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/ PRESSPlus1

##### Reduction in Force and Recall

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow [Sections 10-22.34c](#) (outsourcing non-instructional services) and [10-23.5](#) (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

##### Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

##### Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
  - a. A suspension with pay; or
  - b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

[5 ILCS 430](#) et seq.

[105 ILCS 5/10-22.34c](#) and [5/10-23.5](#).

[325 ILCS 5/7.4](#)(c-10).

[820 ILCS 105/4a](#).

CROSS REF.: [5:90 \(Abused and Neglected Child Reporting\)](#), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED: February 26, 2018

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.12(c), added by P.A. 101-531; and 105 ILCS 5/21B-75(b), amended by P.A. 101-531. See also policy 2:20, *Powers and Duties of the School Board; Indemnification*. **Issue 102, October 2019**

## Document Status: Draft Update

### INSTRUCTION

#### 6:135 Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but need not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and includes a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually inform the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. This may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

[105 ILCS 5/14A.](#)

[23 Ill.Admin.Code Part 227, Gifted Education.](#) [PRESSPlus1](#)

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: April 22, 2019

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#### **PRESSPlus Comments**

PRESSPlus 1. Ill. State Board of Education (ISBE) rules require this policy to be posted on the district website, if available. 23 Ill.Admin.Code §227.60(a). ISBE rules also require districts to annually report, by July 31, demographic information regarding students participating in accelerated placement. 23 Ill.Admin.Code §227.60(c). **Issue 103, March 2020**

## Document Status: Draft Update

### INSTRUCTION

#### 6:280 Grading and Promotion

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Illinois State Board of Education (ISBE) *Partnership for Assessment of Readiness for College and Careers (PARCC)* PRESSPlus1 and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.:

[105 ILCS 5/2-3.64a-5](#), [5/10-20.9a](#), [5/10-21.8](#), and [5/27-27](#).

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: May 28, 2015

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#### **PRESSPlus Comments**

PRESSPlus 1. Starting in 2019, PARCC was no longer used by the Ill. State Board of Education as the State assessment and accountability measure. **Issue 103, March 2020**

## Document Status: Draft Update

### STUDENTS

#### 7:70 Attendance and Truancy

##### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 8 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because his or her religion forbids secular activity on a particular day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health or safety, [PRESSPlus1](#) or other reason as approved by the Superintendent or designee.

##### Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Intermediate Service Center, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Intermediate Service Center, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic

or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

LEGAL REF.:

[105 ILCS 5/26-1 through 16.](#)

[705 ILCS 405/3-33.5](#), Juvenile Court Act of 1987.

[23 Ill.Admin.Code §§1.242](#) and [1.290](#).

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Behavior), 7:340 (Student Records)

Adopted: July 10, 2019

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**PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5//26-2a, amended by P.A. 100-810, amended valid causes for absences to include a student's mental, emotional, or physical health or safety. **Issue 103, March 2020**

## Document Status: Draft Update

### STUDENTS

#### 7:190 Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

#### When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is

prohibited by this policy.

- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having <sup>111</sup>control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or

under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in [Article 13A](#) or [13B](#) of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### Isolated Time Out, Time Out, and Physical Restraint<sup>Q1</sup>

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

## Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code ([18 U.S.C. § 921](#)), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act ([430 ILCS 65/](#)), or firearm as defined in Section 24-1 of the Criminal Code of 1961 ([720 ILCS 5/24-1](#)).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

## Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

## Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

## Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

## Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

## Incorporated

by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

[20 U.S.C. §6081](#), Pro-Children Act of 1994.

[20 U.S.C. §7961](#) et seq., Gun Free Schools Act.

[105 ILCS 5/10-20.5b](#), [5/10-20.14](#), [5/10-20.28](#), [5/10-20.36](#), [5/10-21.7](#), [5/10-21.10](#), [5/10-22.6](#), [5/10-27.1A](#), [5/10-27.1B](#), [5/22-33](#), [5/24-24](#), [5/26-12](#), [5/27-23.7](#), [5/31-3](#), and [110/3.10](#).

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

[410 ILCS 647/](#), Powdered Caffeine Control and Education Act.

[430 ILCS 66/](#), Firearm Concealed Carry Act.

23 Ill.Admin.Code §§ [1.280](#), [1.285](#).

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

Adopted: July 10, 2019

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### Questions and Answers:

\*\*\*Required Question 1. In late November 2019 and early 2020, in response to investigative journalism articles, ISBE issued emergency rules and subsequent amendments to those emergency rules that significantly limited the use of isolated time out and physical restraint. ISBE adopted permanent rules governing the use of isolated time out, time out, and physical restraint (permitted under limited circumstances and only until July 1, 2021), effective April 9, 2020.

Isolated time out, time out, or physical restraint may be used by staff members **only if** their use is authorized by policy and administrative procedure. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. See 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **By default, this policy allows the use of isolated time out, time out, and physical restraint pursuant only to the conditions allowed in the School Code and ISBE rules.** State statute and ISBE rules contain complex restrictions on the use of isolated time out, time out, and physical restraint. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. According to the ISBE rule, isolated time out, time out, and physical restraints are allowed only if a board authorizes their use in a policy containing the numerous components identified in the rule. To comply with ISBE's rule, a board must also incorporate by reference the district's procedure, i.e., 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. By doing this, the policy includes the district's procedure.

Does the Board allow or prohibit the use of isolated time out, time out, and physical restraint?

- The Board allows the use of isolated time out, time out, and physical restraint. (Default)
  - The Board prohibits the use of isolated time out, time out, and physical restraint. (IASB will delete this subhead and its contents, amend the Legal Reference, and delete the Incorporated by Reference line.)
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## Document Status: Draft Update

### STUDENTS

#### 7:340 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to ~~object to~~ opt-out of the release of directory information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without parent consent to the official's records custodian of another school ~~district~~ in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law. [PRESSPlus1](#)

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

#### Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18<sup>th</sup> birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act, implemented by [34 C.F.R. Part 99](#).

[50 ILCS 205/7](#).

[105 ILCS 5/10-20.21b](#), [5/20.37](#), [5/20.40](#), and [5/14-1.01](#) *et seq.*

[105 ILCS 10/](#), Ill. School Student Records Act.

[105 ILCS 85/](#), Student Online Personal Protection Act.

[325 ILCS 17/](#), Children's Privacy Protection and Parental Empowerment Act.

[750 ILCS 5/602.11](#), Ill. Marriage and Dissolution of Marriage Act.

[23 Ill.Admin.Code Parts 226](#) and [375](#).

[Ovasso I.S.D. No. I-011 v. Falvo](#), 534 U.S. 426 (2002).

*Chicago Tribune Co. v. Chicago Bd. of Ed.*, 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), [7:345 \(Use of Educational Technologies; Student Data Privacy and Security\)](#)

ADOPTED: February 26, 2018

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## **PRESSPlus Comments**

PRESSPlus 1. Updated with continuous improvement changes based on feedback from the Ill. Council of School Attorneys. **Issue 104, June 2020**

# Document Status: Draft Update - New

## 7:345 Use of Educational Technologies; Student Data Privacy and Security

### *New/Unpublished Section*

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria. [PRESSPlus1](#)

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. [PRESSPlus2](#) The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. [PRESSPlus3](#) Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff. [Q1](#)

### Definitions

*Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

*Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes. [PRESSPlus4](#)

*Breach* means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District. [PRESSPlus5](#)

### Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. [PRESSPlus6](#) Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law. [PRESSPlus7](#)

### Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. [PRESSPlus8](#) In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law. [PRESSPlus9](#)

### LEGAL REF.:

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

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

105 ILCS 85/, Student Online Personal Protection Act.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

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### Questions and Answers:

Officer, who may also be an official records custodian under ISSRA, to carry out the duties and responsibilities assigned to schools and to ensure a district's compliance with the requirements of SOPPA. 105 ILCS 85/27(f), added by P.A. 101-516, eff. 7-1-21. Boards may designate an individual other than the Superintendent to serve in the capacity of Privacy Officer, such as a Business Manager, IT Director, or District Records Custodian.

Has the Board designated a Privacy Officer?

No. (default)

Yes, the Superintendent is designated to serve as Privacy Officer. (IASB will add the following sentence: "The Board designates the Superintendent to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21.")

Yes, a title other than Superintendent has been designated to serve as Privacy Officer. (IASB will add the following sentence: "The Board designates the [Insert Title] to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21.") What is the Privacy Officer's Title?:

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## PRESSPlus Comments

PRESSPlus 1. The Student Online Personal Protection Act (SOPPA) (105 ILCS 85/), amended by P.A. 101-516, eff. 7-1-21, specifically requires boards to adopt a policy for designating which district employees are authorized to enter into agreements with *operators* (see **Operator Contracts** subhead). SOPPA is the State law that governs how educational technology companies, schools, and the Ill. State Board of Education (ISBE) use and protect *covered information* of students. The amendments to SOPPA were intended to strengthen protections for online student data, in part by centralizing the vetting and contracting process within schools, and to give parents ready access to information about how their children's data is being used at school. SOPPA does not, however, require a district to obtain parent opt-in or separate consent for the use of online services or applications, nor is such consent required if the operator is acting as a *school official* pursuant to the delineated exception in the Family Educational Rights and Privacy Act's (FERPA)(20 U.S.C. §1232g) implementing regulations. See 34 C.F.R. §99.3(a). **Issue 104, June 2020**

PRESSPlus 2. See policy 7:340, *Student Records*, and its implementing administrative procedure, 7:340-AP1, *School Student Records*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for requirements addressing school student records under federal and State law. SOPPA does not override or otherwise supersede the requirements of FERPA or the Ill. School Student Records Act (ISSRA) (105 ILCS 10/). 105 ILCS 85/30(9), amended by P.A. 101-516, eff. 7-1-21.

*Covered information* is a broader concept than student records, and may include information that does not qualify as a student record. However, even if the covered information is not maintained as a student record, it may still qualify as a *public record* under the Local Records Act (50 ILCS 205/), such that a district would have an obligation to maintain it. Consult the board attorney for guidance on these issues. **Issue 104, June 2020**

PRESSPlus 3. 105 ILCS 85/26(1), added by P.A. 101-516, eff. 7-1-21. SOPPA includes a clarification that schools and operators are not prohibited from producing and distributing, free or for consideration, student class photos and yearbooks to the school, students, parents, or others authorized by parents, as long as there is a written agreement between the operator and district. 105 ILCS 85/30(10), amended by P.A. 101-516, eff. 7-1-21. **Issue 104, June 2020**

PRESSPlus 4. SOPPA specifically provides that it does not apply to general audience websites, online services, online applications, or mobile applications, even if login credentials are required to access the general audience sites, services, or applications. 105 ILCS 85/30(3), amended by P.A. 101-516, eff. 7-1-21. Consult the board attorney for guidance regarding whether certain applications that may be widely used by schools, but which may not have been originally marketed to K-12 (e.g., certain video conference applications), come within the scope of SOPPA. **Issue 104, June 2020**

PRESSPlus 5. Operators must notify districts of a breach of covered information within the most expedient time possible and without reasonable delay, but no later than 30 calendar days after the determination that a breach has occurred. 105 ILCS 85/15(5), added by P.A. 101-516, eff. 7-1-21. **Issue 104, June 2020**

PRESSPlus 6. This statement is required by 105 ILCS 85/27(b), added by P.A. 101-516, eff. 7-1-21. SOPPA provides that any agreement entered into in violation of SOPPA "is void and unenforceable as against public policy." Id. SOPPA does not provide for a private right of action against school districts; the Ill. Attorney General has enforcement authority under SOPPA through the Consumer Fraud Deceptive Trade Practices Act. 105 ILCS 85/35. **Issue 104, June 2020**

PRESSPlus 7. SOPPA requires specific provisions be included in a contract with any operator that seeks to receive covered information from a school district. 105 ILCS 85/15(4), added by P.A. 101-516, eff. 7-1-21. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for details. **Issue 104, June 2020**

PRESSPlus 8. 105 ILCS 85/27(e), added by P.A. 101-516, eff. 7-1-21. SOPPA does not provide specifics regarding security procedures or practices, nor is there a formal, nationalized standard specific to K-12. However, SOPPA requires ISBE to make available on its website guidance for schools pertaining to reasonable security procedures and practices. 105 ILCS 85/28, added by P.A. 101-516, eff. 7-1-21. ISBE, the U.S. Dept. of Education (DOE) and other experts in the field agree that training of all staff with access to a school's network is important to protecting schools against cyber threats, although such training is not currently mandated in Illinois. ISBE's grant-funded program, the Learning Technology Center of Illinois, offers cybersecurity training to administrators and educators throughout the State. See [www.ltc.org](http://www.ltc.org). The U.S. Dept. of Education has also issued multiple guidance documents on security best practices for schools, available at [www.studentprivacy.ed.gov/topic/security-best-practices](http://www.studentprivacy.ed.gov/topic/security-best-practices). **Issue 104, June 2020**

PRESSPlus 9. In the event of a breach of covered information of students, SOPPA requires school districts to provide two types of notices: (1) individual notices to the parents of students whose covered information was involved in the breach and (2) a more general notice about the breach on the district's website (or at the district administrative office, if it does not maintain a website) if the breach involved 10% or more of the district's student enrollment. 105 ILCS 85/27(a)(5) & (d), added by P.A. 101-516, eff. 7-1-21. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for details about the required notices. **Issue 104, June 2020**

## Document Status: Draft Update

### COMMUNITY RELATIONS

#### 8:10 Connection with the Community

##### Public Relations

The Board President is the official spokesperson for the Board of Education. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media accurately informed.
8. Coordinate with the District Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website, using social media platforms, [PRESSPlus1](#) e.g., Facebook, Twitter, etc., or sending to the news media.
2. News conferences and interviews, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. Individuals may speak for the District only with prior approval from the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

##### Community Engagement

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District's schools.

The Board, in consultation with the Superintendent, determines the purpose(s) and objective(s) of any community engagement initiative.

For each community engagement initiative:

1. The Board will:
  - a. Commit to the determined purpose(s) and objective(s), and
  - b. Provide information about the expected nature of the public's involvement.
2. The Superintendent or designee will:
  - a. Identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s).
  - b. The Superintendent will: (1) a At least annually, prepare a report for the of each community engagement initiative, and/or (2)
  - c. Prepare a final report of the each community engagement initiative.

The Board will periodically: (1) review whether its community engagement initiative(s) are achieving the identified purpose(s) and objective(s); (2) consider what, if any, modifications would improve effectiveness; and (3) determine whether to continue individual initiatives.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

ADOPTED: January 25, 2016

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## PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. Minor changes are made to align with present-day social media platform usage patterns along with other changes for continuous improvement.

District social media accounts are likely either *limited public forms* or *public forums*. See the footnotes, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for information regarding *Knight First Amendment Inst. at Columbia Univ. v. Trump*, 302 F.Supp.3d 541 (S.D.N.Y. 2018). **Issue 103, March 2020**

## Document Status: Draft Update

### Vacancies on the Board of Education - Filling Vacancies

#### 2:70-E Exhibit - Checklist for Filling Board Vacancies by Appointment

The School Board fills a vacancy by either appointment or election. The Board uses this checklist for guidance when it must fill a vacancy by appointment. Some items contain guidelines along with explanations. For more information, see [Vacancies on the Board of Education](#), published by a committee of the Ill. Council of School Attorneys, and available at: [www.iasb.com/law/vacancies.cfm](http://www.iasb.com/law/vacancies.cfm).

**Confirm that the Board must fill the vacancy by appointment.**

Guidelines	Explanation
Review Board policy 2:70, <i>Vacancies on the Board of Education - Filling Vacancies</i> , to determine if a vacancy on the Board occurred and, if so, whether the successor will be selected by election or Board appointment.	Filling a vacancy by Board appointment or election depends upon when the vacancy occurred. If a vacancy occurs with less than: (1) 868 days remaining in the term of office, or (2) 88 days before the next regularly scheduled election for the vacant office, no election to fill the vacancy is held and the appointee serves the remainder of the term. At all other times, an appointee serves until the next regular school election, at which election a successor is elected to serve the remainder of the unexpired term. See <a href="#">105 ILCS 5/10-10</a> .
<u>In the event a seat on the board goes unfilled at an election, consult the Board Attorney to determine (1) how long the seat can be held over by the incumbent member, and (2) the process by which the Board will fill the seat.</u>	<u>The School Code partially addresses the concept of a <i>holdover seat</i>; it states "no elective office...becomes vacant until the successor of the incumbent of such office has been appointed or elected, as the case may be, and qualified."</u> 105 ILCS 5/10-11. <a href="#">PRESSPlus1</a>

**Notify the Regional Superintendent of the vacancy within five days of its occurrence ([105 ILCS 5/10-10](#)).**

**Develop a list of qualifications for appointment of a person to fill the vacancy.**

Guidelines	Explanation
<p>At a minimum, a candidate must meet the following qualifications:</p> <ul style="list-style-type: none"> <li>• Be a United States citizen.</li> <li>• Be at least 18 years of age.</li> <li>• Be a resident of Illinois and the District for at least one year immediately preceding the appointment.</li> <li>• Be a registered voter.</li> <li>• Not be a child sex offender.</li> <li>• Not hold another incompatible public office.</li> <li>• Not have a prohibited interest in any contract with the District.</li> <li>• Not be a school trustee.</li> <li>• Not hold certain types of prohibited State or federal employment.</li> </ul>	<p>While the School Code does not expressly set forth eligibility requirements for appointment to a Board vacancy, the Board may want to use the qualifications for elected Board members listed in <a href="#">105 ILCS 5/10-3</a> and <a href="#">5/10-10</a>.</p> <p>For guidance discussing other qualifications that the Board may want to consider, see IASB's <i>Recruiting School Board Candidates</i>, available at: <a href="http://www.iasb.com/training/recruiting.cfm">www.iasb.com/training/recruiting.cfm</a></p> <p>For guidance regarding conflict of interest and incompatible offices, see <a href="#">Conflict of Interest and Incompatible Offices FAQ</a> (ICSA).</p>
When additional qualifications	Board members of some community unit school districts may be subject to historical

<p>apply, the following items may be included in the Board's list of qualifications:</p> <ul style="list-style-type: none"> <li>• Meet all qualifications based upon the distribution of population among congressional townships in the district.</li> <li>• Meet all qualifications based upon the distribution of population among incorporated and unincorporated areas.</li> </ul>	<p>residential qualifications based on the distribution of population among congressional townships in the district or between the district's incorporated and unincorporated areas. <u>105 ILCS 5/10-11</u> (<del>105 ILCS 5/11A-8</del>).</p> <p><b>Note:</b> <u>If a vacancy for an area of residence remains unfilled, a board must submit a proposition at the next general election for the election of a board member at large. 105 ILCS 5/10-10.5(c), added by P.A. 100-800.</u></p>
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**Decide who will receive completed vacancy applications.**

Guidelines	Explanation
<p>The Board President will accept applications.</p> <p>The Board will discuss, at an open meeting, its process to review the applications and who will contact applicants for an interview.</p>	<p>Who accepts vacancy applications is at the Board's sole discretion. According to 2:110, <i>Qualifications, Term, and Duties of Board Officers</i>, the Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent's secretary if the Board determines that it is more convenient. Who accepts the applications must be decided prior to posting the vacancy announcement.</p>

**Create the Board member vacancy announcement.**

Announcement	Explanation
<p><b>School District _____ Board Member Vacancy</b></p> <p>The School District is accepting applications to fill the vacancy resulting from [reason for vacancy] of [former Board member's name].</p> <p>The individual selected will serve on the Board of Education from the date of appointment to [date].</p> <p>The School District [School District's philosophy or mission statement].</p>	<p>The contents of a vacancy announcement, how it is announced, and where it is posted are at the Board's sole discretion.</p> <p>The Board may want to announce the vacancy and its intent to fill it by appointment during an open meeting. The announcement may be posted on the District's website and in the local newspaper(s).</p> <p>The length of the appointment depends upon when during the term of office the vacancy occurred. See <a href="#">105 ILCS 5/10-10</a> and Board policy 2:70, <i>Vacancies on the Board of Education - Filling Vacancies</i>, to determine the length of the appointment.</p> <p>See Board policy 1:30, <i>School District Philosophy</i>, for the District's mission statement that is specific to the community's goals.</p>
<p>Applicants for the Board vacancy must be: [Board's list of qualifications].</p>	<p>See checklist item titled <i>Develop a list of qualifications for appointment of a person to fill the vacancy above</i>.</p>
<p>Applicants should show familiarity with the Board's policies regarding general duties and responsibilities of a Board and a Board member, including fiduciary responsibilities, conflict of interest, ethics and gift ban. The Board's policies are available at [locations].</p> <p>Applications may be obtained at [location and address and/or website] beginning on [date and time].</p> <p>Completed applications may be turned in by [time and date] to [name and title of person receiving applications].</p>	<p>Listing this along with the Board's list of qualifications assists candidates in understanding a Board member's duties and responsibilities and may facilitate a better conversation during the interview process. See Board policies: 2:20, <i>Powers and Duties of the Board of Education</i>; <i>Indemnification</i>; 2:80, <i>Board Member Oath and Conduct</i>; 2:100, <i>Board Member Conflict of Interest</i>; 2:105 <i>Ethics and Gift Ban</i>; and 2:120, <i>Board Member Development</i>.</p> <p>See action item titled <i>Decide who will receive completed vacancy applications above</i>.</p>

- Publicize the vacancy announcement by placing it on the District’s website, announcing it at a meeting, and/or advertising it in the local newspaper(s).**
- Accept and review applications from prospective candidates (see *Decide who will receive completed vacancy applications* above).**
- Contact appropriate applicants for interviews (see *Decide who will receive completed vacancy applications* above).**
- Develop interview questions.**

Interview Questions	Explanation
<p>Why do you want to be a Board member?</p> <p>What specific skills would you bring to the Board?</p> <p>Please give specific examples of your ability in interpersonal relationships and teamwork.</p> <p>What do you see as the role of a Board member?</p> <p>What have you done to prepare yourself for the challenges of being a Board member?</p> <p>Please describe your previous community or non-profit experiences.</p> <p>What areas in the district would you like to see the Board strengthen?</p> <p>What is your availability to meet the time, training commitments, and other responsibilities required for Board membership?</p> <p>Describe what legacy you would like to leave behind.</p>	<p>Interview questions are at the Board’s sole discretion. This list is not exhaustive, but it may help the Board tailor its questions toward finding a candidate who will approach Board membership with a clear understanding of its demands and expectations along with a constructive attitude toward the challenge. The Board may also want to consider allowing an equal amount of time for each interview.</p> <p>See IASB’s <i>Recruiting School Board Candidates</i>, available at: <a href="http://www.iasb.com/training/recruiting.cfm">www.iasb.com/training/recruiting.cfm</a></p> <p>A prospective candidate to fill a vacancy may raise other specific issues that the Board will want to cover during an interview.</p>

- Conduct interviews with candidates (interviews may occur in closed session pursuant to [5 ILCS 120/2\(c\)\(3\)](#)).**

Interview Plan	Explanation
<p>In each interview, the Board President will:</p> <ul style="list-style-type: none"> <li>Introduce Board members to the candidate at the beginning of the interview.</li> <li>Describe the Board’s interview process, selection process, and ask the candidate if he or she has questions about the Board’s process for filling a vacancy by appointment.</li> <li>Describe the District’s philosophy or mission statement.</li> <li>Describe the vacancy for the candidate by reviewing the: (1) qualifications, and (2) general duties and responsibilities of the Board and the Board members, including fiduciary responsibilities, conflict of interest, ethics and gift ban, and general Board member development.</li> </ul>	<p>The Board President will lead the Board as it interviews prospective candidates. See Board policy 2:110, <i>Qualifications, Term, and Duties of Board Officers</i>. The president presides at all meetings (<a href="#">105 ILCS 5/10-13</a>).</p> <p>The Board may also want to consider allowing an equal amount of time for each interview.</p>

<p>Begin asking the interview questions that the Board developed.</p> <p>Ask the candidate whether he or she has any questions for the Board.</p> <p>Thank the candidate and inform the candidate when the Board expects to make a decision and how the candidate will be contacted regarding the Board's decision.</p>	
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**Fill vacancy by a vote during an open meeting of the Board before the 60<sup>th</sup> day (105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20).**

**Assist the appointed Board member in filing his or her statement of economic interest (5 ILCS 420/4A-105(c)).**

**Announce the appointment to District staff and community.**

Announcement	Explanation
<p>The Board appointed [appointee's name] to fill the vacancy on the Board.</p> <p>The appointment will be from [date] to [date].</p> <p>The Board previously established qualifications for the appointee in a careful and thoughtful manner. [Appointee's name] meets these qualifications and has demonstrated the willingness to accept the duties and responsibilities of a Board member. [Appointee's name] brings a clear understanding of the demands and expectations of being a Board member along with a constructive attitude toward the challenge.</p>	<p>The contents of the appointment announcement and length of time it is displayed are at the Board's sole discretion. The Board may want to consider announcing the appointment during its meeting and also by posting it in the same places that it posted the vacancy announcement.</p> <p>See Board policy 8:10, <i>Connection with the Community</i>.</p>

**Administer the Oath of Office and begin orientation.**

Guidelines	Explanation
<p>See Board policy 2:80, <i>Board Member Oath and Conduct</i>.</p>	<p>Each individual, before taking his or her seat on the Board, must take an oath in substantially the form given in <a href="#">105 ILCS 5/10-16.5</a>.</p>
<p>See Board policy 2:120, <i>Board Member Development</i>, and 2:120-E, <i>Guidelines for Serving as a Mentor to a New Board of Education Member</i>.</p>	<p>Orientation assists new Board members to learn, understand, and practice effective governance principles. See the IASB Foundational Principles of Effective Governance, available at: <a href="http://www.iasb.com/principles_popup.cfm">www.iasb.com/principles_popup.cfm</a>.</p>

**Inform IASB of the newly appointed Board member's name and directory information.**

DATED: September 22, 2016

**PRESSPlus Comments**

PRESSPlus 1. Updated to address *holdover* incumbent members. **Issue 102, October 2019**

## Document Status: Draft Update - New

### 2:220-E9 Exhibit - Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration

#### New/Unpublished Section

Use this exhibit to document the Board's and/or its committee(s)'s (5 ILCS 120/1.02) processes to comply with the requirements of the Open Meetings Act (OMA) when a board and/or its committee(s) must meet during a disaster declaration related to a public health emergency/concern and the meeting will have no physical presence of a quorum and participation by audio or video. [PRESSPlus1](#)

**Note:** If a Board committee uses this exhibit, replace Board President, Vice President, and Supt. with the appropriate committee leaders.

#### Consult the Board Attorney for guidance.

#### Documentation of OMA Requirements for Board Members to Participate in a Meeting with No Physical Presence of Quorum

The Governor or the Director of the Ill. Dept. of Public Health has issued a disaster declaration related to a public health emergency because of a disaster as defined in 20 ILCS 3305/4, and all or part of the jurisdiction of the Board is covered by the disaster area. 5 ILCS 120/7(e)(1), amended by P.A. 101-640. **Note:** OMA uses "public health concerns," but the Ill. Emergency Management Act (IEMA) uses "public health emergency," this exhibit matches the IEMA term because it governs disaster declarations.

*Insert Disaster Declaration or Executive Order number [ \_\_\_\_\_ ] or attach to this document.*

The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President, or if neither the President nor Vice President are present or able to perform this determination, the Superintendent (5 ILCS 120/7(e)(2), amended by P.A. 101-640, and 140/2(e)) signs below that the following three **Steps** were executed by:

**Step 1.** Determining whether the meeting is a bona fide emergency (5 ILCS 120/7(e)(7), amended by P.A. 101-640) (*check Yes or No, below*):

Yes; it is an emergency meeting, and I:

- A. Notified the Board members and the public, including any news medium which has filed an annual request for notice of meetings as soon as practicable, but in any event prior to the holding of such meeting pursuant to 5 ILCS 120/2.02(a) and 120/7(e)(7)(A), amended by P.A. 101-640;
- B. Stated the nature of the emergency at the beginning of the meeting; and
- C. Provided the Superintendent or Board Secretary the resources necessary during the meeting to keep a verbatim record of the meeting, **for both open and closed**, and managed it the same way that the Board complies with the verbatim recording requirements for closed meetings (see exhibit 2:220-E1, *Board Treatment of Closed Meeting Verbatim Recordings and Minutes*). **Note:** In this situation, a verbatim recording is not limited to closed meetings only.
- D. Move to Step 2, below.

No; it is a regular or special meeting, and I:

- A. Ensured that the Board provided 48 hours' notice of the meeting to all Board members, to any news medium on file in the District that have requested notice of meetings pursuant to 5 ILCS 120/2.02(a), and to members of the public by posting it on the District's website. 5 ILCS 120/7(e)(7), amended by P.A. 101-640. **Note:** 5 ILCS 120/7(e), amended by P.A. 101-640 does not have the "if any" exception for school boards that do not have websites. Consult the board attorney regarding alternate ways to communicate notice of a meeting when the district does not have a website and a Disaster Declaration or Executive Order has been issued.

*Insert meeting date and time, and a link to the meeting notice or attach a copy of the notice to this document.*

B. Moves to Step 2, below.

**Step 2.** Determining whether it is practical, prudent, or feasible for any in-person attendance at the regular meeting location (5 ILCS 120/7(e)(2), amended by P.A. 101-640). (*check Yes or No, below*):

Yes; in-person attendance is practical, prudent, or feasible, and I:

- A. Ensured that at least one Board member, the Board Attorney, or the Superintendent was physically present at the regular meeting location (5 ILCS 120/7(e)(5), amended by P.A. 101-640), and
- B. Verified that members of the public who were present could hear all discussion and testimony and all votes of the members of the Board. 5 ILCS 120/7(e)(4), amended by P.A. 101-640.
- C. Move to Step 3, below.

No; in-person attendance is not practical, prudent, or feasible, and I:

- A. Made a written determination referring to the specific Executive Order or Disaster Declaration citing the public health concern/emergency that applies to the Board and the meeting. 5 ILCS 120/7(e)(1) and (2), amended by P.A. 101-640.
- B. Included the written determination made in letter A., above, on the Board’s published notice and agenda for the alternative arrangements for the meeting. 5 ILCS 120/7(e)(7)(A)-(B), amended by P.A. 101-640.
- C. Offered the alternative arrangements to the public by offering a telephone number or a web-based link. 5 ILCS 120/7(e)(4), amended by P.A. 101-640.

*Insert a link to the meeting notice or attach a copy of the notice or refer to above if already attached to this document (see above).*

*Include this written determination on the Board/committee’s published notice and agenda for the audio or video meeting, and in the meeting minutes.*

D. Move to Step 3, below.

**Step 3.** During the meeting, I:

Directed the Recording Secretary to, in addition to the requirements for open meetings under OMA, also keep verbatim record of the open meeting by recording it and making it open and available to the public under all provisions of OMA. 5 ILCS 120/7(e)(9), amended by P.A. 101-640. *Sample text follows below in the subhead below **Report to the Public Following the Board’s Meeting with No Physical Presence of Quorum.***

Read my written determination referring to the specific Executive Order or Disaster Declaration citing the public health concern/emergency that applies to the Board and the meeting and directed the Recording Secretary to include it in the meeting minutes.

Ensured that any interested member of the public has access to contemporaneously hear all discussion, testimony, and roll call votes. 5 ILCS 120/7(e)(4), amended by P.A. 101-640.

Requested the Recording Secretary to enter into the appropriate minutes of the Board that each Board member participating in the meeting, wherever their physical locations, announced:

1. Themselves present (5 ILCS 120/7(e)(3), amended by P.A. 101-640), and
2. A verification that they could hear one another and all discussion and testimony. Id.

See 2:220-E3, *Closed Meeting Minutes* and/or 2:220-E4, *Open Meeting Minutes*.

*Attach to this document copies or information about where these minutes may be found.*

Announced and considered each Board member participating in the meeting present at the meeting for purposes of determining a quorum and participating in all proceedings (5 ILCS 120/7(e)(8), amended by P.A. 101-640) and directed the Recording Secretary to reflect it in the minutes (best practice for transparency).

Conducted all votes by roll call, so each Board member’s vote on each issue could be identified and recorded (5 ILCS 120/7(e)(6), amended by P.A. 101-640), and ensured that the Recording Secretary entered all votes as **Roll Call Votes** (Use exhibit 2:220-E4, *Open Meeting Minutes* but ensure all votes are recorded as roll call votes pursuant to the example below):

“Yeas”	“Nays”
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**Motion:**  Carried     Failed

Executed or directed execution of the subhead below **Report to the Public Following the Board’s Meeting with No Physical Presence of Quorum.**

Report to the Public Following the Board's Meeting with No Physical Presence of Quorum

*The text below may be used for the actual report.*

The School Board met on *[insert date]* with no physical presence of quorum to conduct its business.

The verbatim *[circle one]* audio | video recording of this meeting is available to the public under all provisions of OMA and will be destroyed pursuant to 5 ILCS 120/2.06(c) (no less than 18 months after the completion of the meeting recorded but only after: (1) the Board approves the destruction of the particular recording; and (2) the Board approves minutes of the meeting that meet the written minutes requirements of OMA), 5 ILCS 120/7(e)(9), amended by P.A. 101-640.

*Insert links to the verbatim recording of meeting here or attach to this document.*

**Note:** Consult the board attorney for guidance on the destruction of a verbatim recording of an open meeting without the physical presence of a quorum. While 5 ILCS 120/2.06(c) refers to the process for destroying closed session verbatim recordings, 5 ILCS 120/7(e)(9), amended by P.A. 101-640, applies that process for destroying closed session verbatim recordings to the destruction of the verbatim open session recordings that are required when a board determines it is necessary for it to meet without the physical presence of a quorum due to a public health emergency.

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

Title: \_\_\_\_\_

**PRESSPlus Comments**

PRESSPlus 1. During the special Illinois legislative session held at the end of May, the General Assembly codified the Governor's Executive Orders relaxing the in-person physical quorum requirement under the Open Meetings Act (OMA) during a disaster declaration related to a public health emergency. Use this exhibit for assistance with meeting the statutory requirements of the amendments to the OMA, 5 ILCS 120/7(e)(1)-(10), amended by P.A. 101-640. Boards are encouraged to consult their attorneys for assistance with this exhibit. **Issue 104, June 2020**

# Document Status: Draft Update - New To District

## 5:20-E Exhibit - Resolution to Prohibit Sexual Harassment - New to District

### New/Unpublished Section

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

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

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65, added by P.A. 100-554) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A.s 100-554 and 101-221) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official; [PRESSPlus1](#)

THEREFORE, BE IT RESOLVED, by the Board of Education of *[insert name]*, *[insert county]*<sup>Q1</sup> County, Illinois, as follows:

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

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

Adopted this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Attested by: \_\_\_\_\_, Board President

Attested by: \_\_\_\_\_, Board Secretary

### Questions and Answers:

\*\*\*Required Question 1. If the Board is including the adopted resolution in the Board policy manual, please indicate the county(ies) that should be inserted here.

Response: Cook

### PRESSPlus Comments

PRESSPlus 1. Updated in response to the State Officials and Employees Ethics Act (SOEEA), 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend their sexual harassment policies by resolution to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials.

The resolution must be adopted by February 9, 2020; however, it is not required to be included in the Board policy manual. If the Board would prefer not to include the adopted resolution in the policy manual, select "Not Adopted" as the Save Status. **Issue**



# Document Status: Draft Update

## Board of Education Meeting Procedure

### 2:220-E6 Exhibit - Log of Closed Meeting Minutes

The purpose of this log is to facilitate the Board’s semi-annual review of closed meeting minutes. See 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*.

The Board Secretary or Recording Secretary shall maintain a list of closed meeting minutes, arranged according to the reason for the closed meeting, that have not been released for public inspection.

Closed Session Held to Discuss:	Dates of Closed Sessions		
Specific employee(s), <u>specific independent contractors</u> , <u>specific volunteers</u> , or District legal counsel; however, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act], 5 ILCS 120/2(c)(1), amended by P.A. <del>99-646</del> <u>101-459</u> . <a href="#">PRESSPlus1</a>			
Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).			
Selection of a person to fill a vacancy on the Board. 5 ILCS 120/2(c)(3).			
Evidence or testimony presented in a hearing where authorized by law. 5 ILCS 120/2(c)(4).			
Purchase or lease of real property. 5 ILCS 120/2(c)(5).			
Setting of a price for sale or lease of District property. 5 ILCS 120/2(c)(6).			
Sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).			
Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger. 5 ILCS 120/2(c)(8).			
Student disciplinary cases. 5 ILCS 120/2(c)(9). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>			
Any matter involving an individual student. 5 ILCS 120/2(c)(10). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>			

Litigation, when an action against, affecting, or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 5 ILCS 120/2(c)(11).			
Establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool. 5 ILCS 120/2(c)(12).			
Self-evaluation, practices and procedures or professional ethics, when meeting with an IASB representative. 5 ILCS 120/2(c)(16).			
Minutes of meetings lawfully closed, whether for purposes of approval or semi-annual review. 5 ILCS 120/2(c)(21).			
Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).			

**PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(1), amended by P.A. 101-459. **Issue 102, October 2019**

## Document Status: Draft Update

### Professional Personnel

#### 5:220 Substitute Teachers

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

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

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

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2020, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the appropriate Intermediate Service Center has certified that a personnel shortage exists.

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

#### Short-Term Substitute Teachers

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

#### Emergency Situations

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

#### LEGAL REF.:

105 ILCS 5/10-20.687 (P.A. 100-596, final citation pending), [PRESSPlus1](#) 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).

[23 Ill.Admin.Code §1.790](#) (Substitute Teacher) and [§25.520](#) (Substitute Teaching License). CROSS REF.: 5:30 (Hiring Process and Criteria)

Adopted: July 10, 2019

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References have been updated. **Issue 102, October 2019**

# Lyons School District 103 | 2020-2021 CALENDAR

JULY 2020						
S	M	T	W	Th	F	S
			1	2	3	HOL
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**4 Independence Day**  
7/8-8/3 Online Registration

July: Attendance 0 Days

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	TI	TI	15
16	RPD	RPD	RPD	RPD	21	22
23	24	25	26	27	28	29
30	31					

**3 Online Registration**  
**13 Teacher Institute**  
**14 Teacher Institute**  
**17-20 Remote Learning Planning Day**  
**21 First Day of School**

Attendance: 11 Days  
Accum: 11 Days

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	DS	DS	4	5
6	HOL	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**7 Labor Day**  
**2 Early Dismissal GWMS PIN**  
**3 Early Dismissal K-5 PIN**

Attendance: 21 Days  
Accum: 32 Days

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	HOL	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**12 Columbus Day**

October 16-End of 1<sup>st</sup> Quarter

Attendance: 21 Days  
Accum: 53 Days

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	TI	HOL	4	5	6	7
8	9	10	11	XHPT	Half	14
15	16	17	18	19	20	21
22	23	24	NIA	HOL	NIA	28
29	30					

**2 Teacher Institute Day**  
**3 Holiday**  
**12 Half Day/ Parent Teacher Conferences**  
**13 Half Day**  
**25 Not In Attendance**  
**26 Thanksgiving Day**  
**27 Not in Attendance**

Attendance: 16 Days  
Accum: 69 Days

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	DS	19
20	NIA	NIA	NIA	NIA	NIA	26
27	NIA	NIA	NIA	NIA		

**18 Early Dismissal**  
**21-31 Winter Break**

December 18 -End of 2<sup>nd</sup> Quarter

Attendance: 14 Days  
Accum: 83 Days

JANUARY 2021						
S	M	T	W	Th	F	S
					NIA	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	HOL	19	20	21	22	23
24	25	26	27	XHPT	Half	30
31						

**1-3 Winter Break**  
**18 ML King Day**  
**28 Half Day/ Parent/Teacher Conferences**  
**29 Half Day**

Attendance: 19 Days  
Accum: 102 Days

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	HOL	16	17	18	19	20
21	22	23	24	25	26	27
28						

**15 Presidents' Day**

Attendance: 19 Days  
Accum: 121 Days

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	DS	27
28	NIA	NIA	NIA			

**26 Early Dismissal**  
**3/29-4/2 Spring Break**

March 12-End of 3<sup>rd</sup> Quarter

Attendance: 20 Days  
Accum: 141 Days

APRIL 2021						
S	M	T	W	Th	F	S
				NIA	NIA	3
4	5	TI	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**3/29-4/2 Spring Break**  
**6 Teacher Institute**

Attendance: 19 Days  
Accum: 160 Days

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	XED	XED	XED	XED	29
30	HOL					

**24 Last Day of School**  
**5/25-5/28 and 6/1 Emergency Days**  
**31 Memorial Day**

\*\*XED - please see note below

Attendance: 16 Days  
Accum: 176 Days  
Accum: 176 Days + 5 Emer

JUNE 2021						
S	M	T	W	Th	F	S
		XED	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

\*\*XED - Emergency Days may be used as school days if school closes unexpectedly during the regular school year.

## Lyons School District 103 | 2020-2021 CALENDAR

### District Calendar Information

Online Registration:	July 8 – August 3
First day of school:	August 21
Last day of school:	May 21 (if no emergency days are used)
Regular school day schedule:	GWMS: 7:55 a.m.-2:40 p.m. K-5: 8:35 a.m.-3:05 p.m.
Early Dismissal Days (DS):	GWMS: 7:55 a.m.-2:05 p.m. K-5: 8:35 a.m.-2:35 p.m.
Parent Teacher Conference schedule (XHPT):	GWMS: 7:55 a.m.-11:05 p.m. K-5: 8:35 a.m.-11:50 p.m.
NIA:	Non-Attendance Day

- Teacher Institutes (TI): August 13, August 14, November 2, April 6
  - Early Dismissal Days (DS) for PIN nights: September 2, September 3
  - Holidays (HOL): September 7, October 12, November 3, January 18, February 15
  - Parent-Teacher Conferences (XHPT): November 12, January 28
  - Half Day (HALF): November 12, November 13, January 28, January 29
  - Thanksgiving Break: November 25 - 27
  - Early Dismissal (DS): September 2, September 3, December 18, March 26
  - Winter Break: December 21 - January 1
  - Spring Break: March 29 – April 2
  - Last Day of School: May 24
  - Emergency Days: May 25 – May 28 and June 1
- 
- First Quarter: August 17 - October 16
  - Second Quarter: October 19 – December 18
  - Third Quarter: January 4 - March 12
  - Fourth Quarter: March 15 - May 24

Final School Calendar  
Approved 8/25/20

**Lyons School District 103  
PARENT LIAISON JOB DESCRIPTION**

**POSITION TITLE:** TITLE I/TITLE III PARENT LIAISON  
GRANT-FUNDED POSITION

**REPORTS TO:** Building Principal

- **QUALIFICATIONS:**
  - Parent of District 103 student
  - Good oral and written communication skills
  - Ability to develop and sustain relationships among school staff members, diverse groups of parents and community
  - Basic knowledge of technology used in schools
  - Available to manage a flexible work schedule
  - Fluent in Spanish
- **Pay Rate: \$15.00/hour**

**Responsibilities**

- Participate in initial Parent Liaison training with current Parent Liaisons
- Continue professional development as provided by District 103
- Meet with district and building administrators to develop building-specific mission, goals, and action plans
- Assist with registration as directed by the principal
- Coordinate and at times facilitate the Bilingual Parent Advisory Council meetings
- Assist with the initiatives related to culturally responsive practices in the school
- Assume responsibility for home-school communication for Title I/III activities
- Coordinate required Title I parent meetings throughout the school year
- Conduct needs assessments of status of building-specific parental involvement
- Develop and implement programs to meet specific parental involvement needs (parent education workshops)
- Facilitate regular communication with parents (monthly/quarterly newsletter, email communications, etc.)
- Maintain records of parental involvement activities, attendance rates, and other pertinent information related to parental involvement as defined by the Principal
- Assist parents with specific needs (use of Skyward Family Access to check student grades, questions related to attendance, academics, discipline, etc.)

- Explain school policies and procedures as needed upon school or parent request
- Promote school programs by communicating with and visiting, as appropriate, feeder schools and community organizations in all school communities
- Connect parents with school programs (tutoring, ELL services, activities and sports, counseling department, social workers, deans, etc.)
- Attend and assist the principal in preparing for Parent Institute Nights
- Assist in translations for confidential meetings.
- Assist with breakfast, lunch, recess, hall, and other supervision as needed when not conducting other duties.
- Other duties as assigned by district/building administrator(s)

The Parent Liaison will observe the school calendar as adopted by the Board of Education for teachers, working 180 days per school year. In addition, the parent liaison will work ten days during the summer to be determined with the building administrator. Attendance at periodic evening events will be expected, with the option for flexible scheduling.