

SCHOOL DISTRICT NO. 103  
BOARD OF EDUCATION MEETING  
July 25, 2023  
6:00 PM

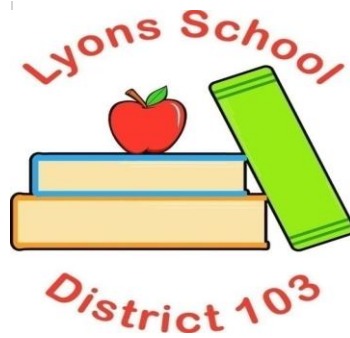
REGULAR MEETING                   CONSISTENT WITH THE REQUIREMENTS OF THE ILLINOIS REVISED STATUTES CHAPTER 102, PARAGRAPH 42.02 (OPEN MEETINGS ACT), NOTICES OF THIS MEETING HAVE BEEN POSTED. LOCATION OF THE MEETING IS CAFETERIA OF GEORGE WASHINGTON MIDDLE SCHOOL, 8101 OGDEN AVENUE, LYONS, ILLINOIS 60534, AT 6:00 PM.

**AGENDA**

<b><u>I. Call to Order</u></b>	
<b><u>II. Roll Call</u></b>	
<b><u>III. Pledge of Allegiance</u></b>	
<b><u>IV. Reading of Communications</u></b>	
<b><u>V. Year-to-Date Financials</u></b>	<b><u>4</u></b>
<b><u>VI. Public Comment</u></b>	
<b><u>VII. Consent Agenda</u></b>	
A. Authorize Payment of Monthly Bills for July 2023	17
1. Board Bills July 2023	41
B. Approval of Minutes	
1. Special Minutes of May 9, 2023	43
2. Regular Minutes of May 23, 2023	48
3. Regular Minutes of June 27, 2023	53
C. Approval of Personnel/Leaves/Resignation/Retirement List #7.25.23	65
D. Second Reading of Policies	
1. Press Plus Policies - Draft Updates	
a. Policy 2:110 - Qualifications, Term, and Duties of Board Officers	67
b. Policy 2:170 - Procurement of Architectural, Engineering, and Land Surveying Services	70
c. Policy 4:45 - Insufficient Fund Checks and Debt Recovery	71
d. Policy 4:60 - Purchases and Contracts	73
e. Policy 4:100 - Insurance Management	76
f. Policy 5:20 - Workplace Harassment Prohibited	78
g. Policy 5:30 - Hiring process and Criteria	83
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i. Policy 5:125 - Personal Technology and Social Media; Usage and Conduct	91
j. Policy 5:150 - Personnel Records	94

k. Policy 5:220 - Substitute Teachers	96
l. Policy 5:260 - Student Teachers	98
m. Policy 5:320 - Evaluation	100
n. Policy 6:135 - Accelerated Placement Program	101
o. Policy 6:230 - Library Media Program	103
p. Policy 7:305 - Student Athlete Concussions and Head Injuries	105
q. Policy 8:20 - Community Use of School Facilities	107
2. Press Plus Policy - Rewritten	
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3. Press Plus Policies - Review and Monitoring	
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e. Policy 3:10 - Goals and Objectives	130
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g. Policy 4:55 - Use of Credit and Procurement Cards	134
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s. Policy 8.70 - Accommodating Individuals with Disabilities	156
t. Policy 8.95 - Parental Involvement	158
<b>VIII. <u>Action Items</u></b>	
A. Approval of Amendment to First Student Transportation Services Agreement for SY2023-2024	159
B. Approval of Addendum to Employment Agreement Between Board of Education of Lyons Elementary School District 103 and Superintendent Rivera	162
C. Approval of Hazardous Crossing Resolution for SY2023-24	164
D. Approval of Agreement between Lyons School District 103 and the Board of Trustees of Northern Illinois University, d/b/a Northern Illinois University through its Center for P-20 Engagement for Multi-Tiered System of Support Services for SY2023-24	165
E. Approval of Independent Contractual Agreement for Professional Services from July 26, 2023 until March 5, 2024	169

IX. **Adjournment**



*Working Together to Expand Student Opportunities*

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

**JUNE YTD Financials**

**Fiscal Year 2023**

**Presented to BOE**

7/25/2023

**Lyons School District 103**

**EDUCATION FUND**

**Y-T-D REVENUE and EXPENSE by SOURCE**

*30-Jun-23*

		%		YTD	Percent
<b>REVENUES</b>	<b>Budget</b>	<b>Of Total</b>	<b>Monthly</b>	<b>as of</b>	<b>of Budget</b>
	<b>FY2023</b>	<b>Revenue</b>	<b>June</b>	<b>6/30/2023</b>	<b>Realized</b>
Property Taxes	\$ 16,484,818	42.17%	\$ 22,737	\$ 14,005,087	84.96
Corp. Per. Prop. Replacement Taxes	\$ 4,777,975	12.22%	\$ -	\$ 7,138,217	149.40
State Evidence Based Funding (EBF)	\$ 11,823,653	30.25%	\$ 1,114,515	\$ 12,259,555	103.69
Categorical State Aid	\$ 861,247	2.20%	\$ 73,537	\$ 827,014	268.87
State Early Childhood Block Grant	\$ 593,370	1.52%	\$ 74,778	\$ 858,227	144.64
Federal Nutrition Program	\$ 486,526	1.24%	\$ 63,403	\$ 788,924	162.15
Federal Title 1	\$ 519,530	1.33%	\$ -	\$ 521,071	100.30
Other Federal	\$ 3,347,426	8.56%	\$ 48,349	\$ 5,097,428	259.32
Earnings on Investments	\$ 149,200	0.38%	\$ -	\$ 208,707	139.88
Food Service	\$ 2	0.00%	\$ 1,128	\$ 49,013	100.00
Fees	\$ 41,001	0.10%	\$ -	\$ 25,618	62.48
Other Rev, Before School & Camps	\$ 3,500	0.01%	\$ 2,182	\$ 364,782	10,422.35
<b>Total Revenue</b>	<b>\$ 39,088,248</b>	<b>100.00%</b>	<b>\$1,400,630</b>	<b>\$42,143,643</b>	<b>107.82%</b>
<b>EXPENDITURES</b>	<b>Budget</b>	<b>Of Total</b>	<b>Monthly</b>	<b>as of</b>	<b>of Budget</b>
	<b>FY2023</b>	<b>Expenditures</b>	<b>June</b>	<b>6/30/2023</b>	<b>Realized</b>
Salaries	\$ 19,081,306	55.88%	\$ 3,164,875	\$ 18,279,338	95.80
Benefits	\$ 4,767,430	13.96%	\$ 928,621	\$ 5,475,650	114.86
Purchased Services	\$ 5,991,510	17.55%	\$ 600,349	\$ 7,527,784	125.64
Supplies	\$ 1,707,780	5.00%	\$ 26,219	\$ 1,479,153	86.61
Capital Outlay	\$ 107,670	0.32%	\$ -	\$ 5,989	5.56
Special Ed Tuition	\$ 2,326,380	6.81%	\$ 8,858	\$ 2,308,098	99.21
Dues&Fees/Tuition/Contingency	\$ 162,240	0.48%	\$ -	\$ 167,587	103.30
<b>Total Expenditures</b>	<b>34,144,316</b>	<b>100.00%</b>	<b>4,728,921</b>	<b>35,243,600</b>	<b>103.22%</b>
		5			
<b>Surplus/(Deficit)</b>	<b>\$ 4,943,932</b>		<b>\$ (3,328,291)</b>	<b>\$ 6,900,043</b>	

Lyons School District 103

OPERATION AND MAINTENANCE FUND

Y-T-D REVENUE and EXPENSE by SOURCE

30-Jun-23

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	June	6/30/2023	Realized
Property Taxes	\$ 2,296,900	43.55%	\$ 2,259	\$ 1,819,852	79.23%
State Evidence Based Funding (EBF)	\$ 1,150,000	21.80%	\$ -	\$ -	0.00%
Federal Aid	\$ 1,778,831	33.72%	\$ -	\$ -	0.00%
Earnings on Investments	\$ 49,000	0.93%	\$ -	\$ 36,008	73.48%
Rentals	\$ -	0.00%	\$ -	\$ -	0.00%
Maintenance Grant	\$ -	0.00%	\$ -	\$ 50,000	
Other Revenue Sources	\$ -	0.00%	\$ 14,798	\$ 19,169	
<b>Total Revenue</b>	<b>5,274,731</b>	<b>100.00%</b>	<b>17,057</b>	<b>1,925,029</b>	<b>36.50%</b>
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	June	6/30/2023	Realized
Salaries	\$ 1,340,770	30.62%	\$ 111,534	\$ 1,280,889	95.53
Benefits	\$ 221,910	5.07%	\$ 32,437	\$ 304,466	137.20
Purchased Services	\$ 2,008,071	45.86%	\$ 32,652	\$ 585,682	29.17
Supplies	\$ 751,890	17.17%	\$ 49,333	\$ 544,201	72.38
Capital Outlay	\$ 17,150	0.39%	\$ 25,000	\$ 94,232	549.45
Other Objects	\$ 400	0.01%	\$ -	\$ 4,238	1,059.56
Dues&Fees/Contingency	\$ 38,540	0.88%	\$ -	\$ -	-
<b>Total Expenditures</b>	<b>4,378,731</b>	<b>6100.00%</b>	<b>250,956</b>	<b>2,813,707</b>	<b>64.26%</b>
<b>Surplus/(Deficit)</b>	<b>\$ 896,000</b>		<b>\$ (233,899)</b>	<b>\$ (888,678)</b>	

Lyons School District 103

MUNICIPAL RETIREMENT, SOCIAL SECURITY & MEDICARE FUND

Y-T-D REVENUE and EXPENSE by SOURCE

30-Jun-23

		%		YTD	Percent
<b>REVENUES</b>	<b>Budget</b>	<b>Of Total</b>	<b>Monthly</b>	<b>as of</b>	<b>of Budget</b>
	<b>FY2023</b>	<b>Revenue</b>	<b>June</b>	<b>6/30/2023</b>	<b>Realized</b>
Property Taxes	\$638,800	64.67%	\$656	\$508,705	159.26
Corp. Per. Prop. Replacement Taxes	\$320,000	32.40%	\$0	\$320,000	100.00
Earnings on Investments	\$29,000	2.94%	\$0	\$34,999	121.95
Other Revenue		0.00%			-
<b>Total Revenue</b>	<b>987,800</b>	<b>100.00%</b>	<b>\$656</b>	<b>\$863,704</b>	<b>87.44</b>
		%		Actual	Percent
<b>EXPENDITURES</b>	<b>Budget</b>	<b>Of Total</b>	<b>Monthly</b>	<b>as of</b>	<b>of Budget</b>
	<b>FY2023</b>	<b>Expenditures</b>	<b>June</b>	<b>6/30/2023</b>	<b>Realized</b>
Benefits	\$ 968,060	99.38%	\$ 93,146	\$ 841,423	86.92
Purchased Services	\$ 6,010	0.62%	\$ -	\$ -	-
<b>Total Expenditures</b>	<b>974,070</b>	<b>100.00%</b>	<b>93,146</b>	<b>841,423</b>	<b>86.38%</b>
Surplus/(Deficit)	\$ 5,692		\$ (92,489)	\$ 22,281	

Lyons School District 103

TORT IMMUNITY FUND

Y-T-D REVENUE and EXPENSE by SOURCE

30-Jun-23

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	June	6/30/2023	Realized
Property Taxes	\$ 332,100	99.19%	\$ 348	\$ 263,914	79.47
Earnings on Investments	\$ 2,700	0.81%	\$ -	\$ 1,408	52.15
Other Revenue		0.00%		\$ 19,951	
<b>Total Revenue</b>	<b>\$ 334,800</b>	<b>100.00%</b>	<b>\$ 348</b>	<b>\$ 285,273</b>	<b>85.21%</b>
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	June	6/30/2023	Realized
Salaries	\$ 67,600	24.98%	\$ 6,500	\$ 65,000	96.15
Purchase Services	\$ 203,020	75.02%	\$ -	\$ 278,596	137.23
<b>Total Expenditures</b>	<b>\$ 270,620</b>	<b>100.00%</b>	<b>\$ 6,500</b>	<b>\$ 343,596</b>	<b>126.97%</b>
<b>Surplus/(Deficit)</b>	<b>\$ 64,180</b>		<b>\$ (6,152)</b>	<b>\$ (58,323)</b>	

Lyons School District 103

TRANSPORTATION FUND

Y-T-D REVENUE and EXPENSE by SOURCE

30-Jun-23

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	June	6/30/2023	Realized
Property Taxes	\$ 1,360,200	72.51%	\$ (445)	\$ 395,641	29.09
Categorical State Aid	\$ 443,900	23.66%	\$ -	\$ 536,155	32.14
Earnings on Investments	\$ 71,700	3.82%	\$ -	\$ 63,652	88.78
Other Revenue	\$ -	0.00%	\$ -	\$ 848	-
<b>Total Revenue</b>	<b>\$ 1,875,800</b>	<b>100.00%</b>	<b>(\$445)</b>	<b>\$996,297</b>	<b>53.11%</b>

		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	June	6/30/2023	Realized
Salaries	\$ 14,630	0.92%	\$ 221	\$ 13,065	89.30
Benefits	\$ 160	0.01%	\$ 3	\$ 100	62.29
Purchased Services	\$ 1,578,920	99.07%	\$ 198,965	\$ 1,519,794	96.26
Supplies	\$0	0.00%	\$0	\$0	-
Capital Outlay	\$0	0.00%	\$0	\$0	-
Dues&Fees/Contingency	\$0	0.00%	\$0	\$0	-
<b>Total Expenditures</b>	<b>1,593,710</b>	<b>100.00%</b>	<b>199,188</b>	<b>1,532,959</b>	<b>96.19%</b>

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Surplus/(Deficit)	\$ 282,090		\$ (199,633)	\$ (536,662)	
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Lyons School District 103

WORKING CASH FUND

Y-T-D REVENUE and EXPENSE by SOURCE

30-Jun-23

		%		YTD	Percent
<b>REVENUES</b>	<b>Budget</b>	<b>Of Total</b>	<b>Monthly</b>	<b>as of</b>	<b>of Budget</b>
	<b>FY2023</b>	<b>Revenue</b>	<b>June</b>	<b>6/30/2023</b>	<b>Realized</b>
Property Taxes	\$90,200	75.99%	\$94	\$71,715	79.51
Earnings on Investments	\$28,500	24.01%	\$0	\$32,280	113.26
<b>Total Revenue</b>	<b>\$118,700</b>	<b>100.00%</b>	<b>\$94</b>	<b>\$103,994</b>	<b>87.61%</b>
		%		Actual	Percent
<b>EXPENDITURES</b>	<b>Budget</b>	<b>Of Total</b>	<b>Monthly</b>	<b>as of</b>	<b>of Budget</b>
	<b>FY2023</b>	<b>Expenditures</b>	<b>June</b>	<b>6/30/2023</b>	<b>Realized</b>
Interfund Transfer					0.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Surplus/(Deficit)</b>	<b>\$ 118,700</b>		<b>\$ 94</b>	<b>\$ 103,994</b>	

**Lyons School District 103**  
**COMBINED OPERATING FUNDS**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*30-Jun-23*

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	June	6/30/2023	Realized
Property Taxes	\$21,203,018	44.47%	\$25,650	\$17,064,915	80.48
Corp. Per. Prop. Replacement Taxes	\$5,097,975	10.69%	\$0	\$7,458,217	146.30
State Evidence Based Funding (EBF)	\$12,973,653	27.21%	\$1,114,515	\$12,259,555	94.50
Categorical State Aid	\$1,305,147	2.74%	\$73,537	\$1,363,169	104.45
State Early Childhood Block Grant	\$593,370	1.24%	\$74,778	\$858,227	144.64
Federal Nutrition Program	\$486,526	1.02%	\$63,403	\$788,924	162.15
Federal Title 1	\$519,530	1.09%	\$0	\$521,071	100.30
Other Federal	\$5,126,257	10.75%	\$48,349	\$5,097,428	99.44
Earnings on Investments	\$330,100	0.69%	\$0	\$377,054	114.22
Food Service	\$2	0.00%	\$1,128	\$49,013	2,450,642.50
Fees	\$41,001	0.09%	\$0	\$25,618	62.48
Before School Care, Camps	\$3,500	0.01%	\$2,182	\$364,782	10,422.35
Rentals	\$0	0.00%	\$0	\$0	-
Maintenance Grants	\$0	0.00%	\$0	\$50,000	-
Other Revenue	\$0	0.00%	\$14,798	\$39,968	-
<b>Total Revenue</b>	<b>\$47,680,079</b>	<b>100.00%</b>	<b>\$1,418,340</b>	<b>\$46,317,941</b>	<b>97.14%</b>
	-				
EXPENDITURES	Budget	Of Total	Monthly	Actual	Percent
	FY2023	Expenditures	June	as of	of Budget
				6/30/2023	Realized
Salaries	\$20,504,306	49.57%	\$3,283,130	\$19,638,293	95.78
Benefits	\$4,989,500	12.06%	\$961,061	\$5,780,216	115.85
IMRF/FICA/SS/Medicare	\$968,060	2.34%	\$93,146	\$841,423	86.92
Purchased Services	\$9,787,531	23.66%	\$831,965	\$9,911,857	101.27
Supplies	\$2,459,670	5.95%	\$75,552	\$2,023,354	82.26
Capital Outlay	\$124,820	0.30%	\$25,000	\$100,221	80.29
Special Ed Tuition	\$2,326,380	5.62%	\$8,858	\$2,308,098	99.21
Other, Dues & Fees/Contingency	\$201,180	0.49%	\$0	\$171,825	85.41
<b>Total Expenditures</b>	<b>41,361,447</b>	<b>100.00%</b>	<b>5,278,711</b>	<b>40,775,286</b>	<b>98.58%</b>
<b>Surplus/(Deficit)</b>	<b>\$6,318,632</b>	<b>11</b>	<b>(\$3,860,371)</b>	<b>\$5,542,656</b>	

Lyons School District 103

DEBT SERVICE FUND

Y-T-D REVENUE and EXPENSE by SOURCE

30-Jun-23

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	Revenue	6/30/2023	Realized
Property Taxes	\$ 1,043,100	98.63%	\$ 811	\$ 797,197	76.43
Earnings on Investments	\$ 14,500	1.37%	\$ -	\$ 9,186	63.35
<b>Total Revenue</b>	<b>\$ 1,057,600</b>	<b>100.00%</b>	<b>\$ 811</b>	<b>\$ 806,383</b>	<b>76.25%</b>
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	Expenditure	\$ 45,107	Realized
Debt Service	\$ 979,180	100.00%	\$ -	\$ 1,006,750	102.82
<b>Total Expenditures</b>	<b>\$ 979,180</b>	<b>100.00%</b>	<b>\$ -</b>	<b>\$ 1,006,750</b>	<b>102.82%</b>
<b>Surplus/(Deficit)</b>	<b>\$ 78,420</b>		<b>\$ 811</b>	<b>\$ (200,367)</b>	

Lyons School District 103

CAPITAL PROJECTS FUND

Y-T-D REVENUE and EXPENSE by SOURCE

30-Jun-23

	Budget	%	Monthly	YTD	Percent
REVENUES	FY2023	Of Total	June	as of	of Budget
		Revenue		6/30/2023	Realized
Earnings on Investments	8	100.00%	-	8	105.00
<b>Total Revenue</b>	<b>8</b>	<b>100.00%</b>	<b>\$0</b>	<b>\$8</b>	<b>105.00%</b>
	Budget	%	Monthly	Actual	Percent
EXPENDITURES	FY2023	Of Total	June	as of	of Budget
		Expenditures		6/30/2023	Realized
Capital Outlay					0.00%
<b>Total Expenditures</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>Surplus/(Deficit)</b>	<b>\$8</b>		<b>\$0</b>	<b>\$8</b>	

**Lyons School District 103**  
**HEALTH-LIFE-SAFETY FUND**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*30-Jun-23*

		%		YTD	Percent
<b>REVENUES</b>	<b>Budget</b>	<b>Of Total</b>	<b>Monthly</b>	<b>as of</b>	<b>of Budget</b>
	<b>FY2023</b>	<b>Revenue</b>	<b>June</b>	<b>6/30/2023</b>	<b>Realized</b>
Property Taxes	258,638	76.90%	\$ 307	\$ 235,153	79.39
Earnings on Investments	11,862	4.40%	\$ -	\$ 29,974	123.35
Other Revenue	50,000	18.70%	\$ -	\$ -	-
<b>Total Revenue</b>	<b>320,500</b>	<b>100.00%</b>	<b>\$307</b>	<b>\$265,127</b>	<b>82.72%</b>
		%		Actual	Percent
<b>EXPENDITURES</b>	<b>Budget</b>	<b>Of Total</b>	<b>Monthly</b>	<b>as of</b>	<b>of Budget</b>
	<b>FY2023</b>	<b>Expenditures</b>	<b>June</b>	<b>6/30/2023</b>	<b>Realized</b>
Purchased Services	159,740	100.00%	\$ -	\$ -	-
<b>Total Expenditures</b>	<b>159,740</b>	<b>100.00%</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>Surplus/(Deficit)</b>	<b>\$ 160,760</b>		<b>\$ 307</b>	<b>\$ 265,127</b>	

**Lyons School District 103**

**COMBINED ALL FUNDS**

**Y-T-D REVENUE and EXPENSE by SOURCE**

*30-Jun-23*

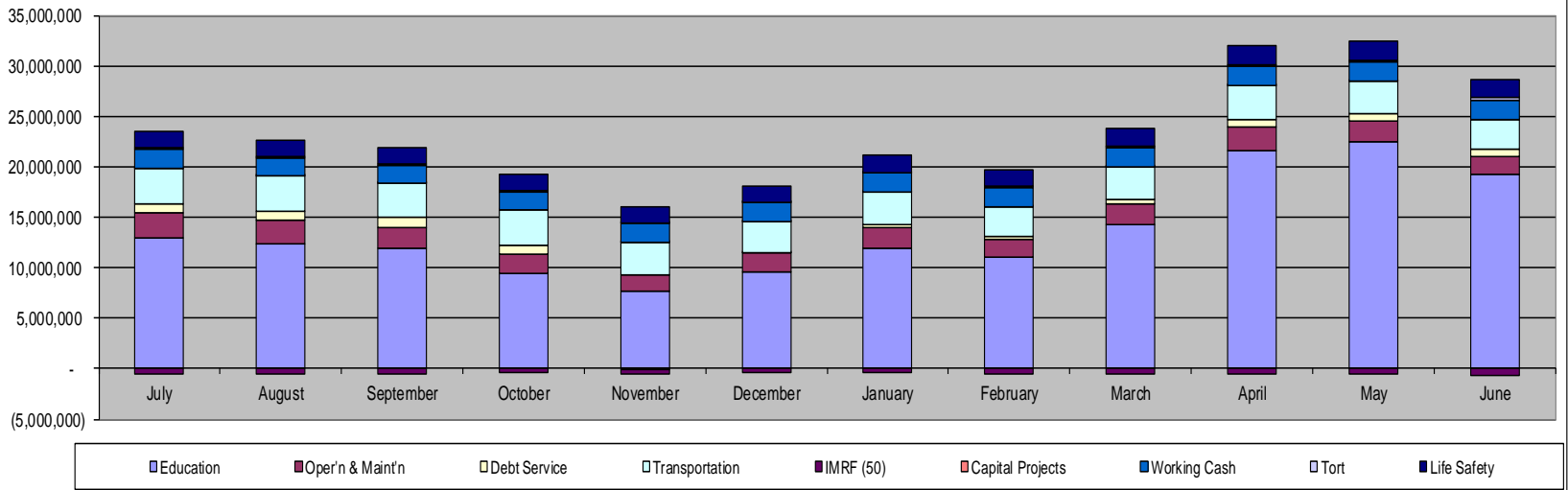
REVENUES	Budget	%	Monthly	YTD	Percent
	FY2023	Of Total Revenue	June	as of 6/30/2023	of Budget Realized
Property Taxes	\$22,504,756	46%	\$26,768	\$18,097,265	80.42
Corp. Per. Prop. Replacement Taxes	\$5,097,975	10%	\$0	\$7,458,217	146.30
State Evidence Based Funding (EBF)	\$12,973,653	26%	\$1,114,515	\$12,259,555	94.50
Categorical State Aid	\$1,305,147	3%	\$73,537	\$1,363,169	104.45
State Early Childhood Block Grant	\$593,370	1%	\$74,778	\$858,227	144.64
Federal Nutrition Program	\$486,526	1%	\$63,403	\$788,924	162.15
Federal Title 1	\$519,530	1%	\$0	\$521,071	100.30
Other Federal	\$5,126,257	10%	\$48,349	\$5,097,428	99.44
Earnings on Investments	\$356,470	1%	\$0	\$416,223	116.76
Food Service	\$2	0%	\$1,128	\$49,013	2,450,642.50
Fees	\$41,001	0%	\$0	\$25,618	62.48
Before School Care, Camps	\$3,500	0%	\$2,182	\$364,782	10,422.35
Rentals	\$0	0%	\$0	\$0	.
Maintenance Grants	\$0	0%	\$0	\$50,000	-
Other Revenue	\$50,000	0%	\$14,798	\$39,968	79.94
<b>Total Revenue</b>	<b>\$49,058,187</b>	<b>100.00%</b>	<b>\$1,419,458</b>	<b>\$47,389,459</b>	<b>96.60%</b>
EXPENDITURES	Budget	%	Monthly	Actual	Percent
	FY2023	Of Total Expenditures	June	as of 6/30/2023	of Budget Realized
Salaries	\$20,504,306	48.25%	\$3,283,130	\$19,638,293	95.78
Benefits	\$4,989,500	11.74%	\$961,061	\$5,780,216	115.85
IMRF/FICA/SS/Medicare Fund	\$968,060	2.28%	\$93,146	\$841,423	86.92
Debt Service Fund	\$979,180	2.30%	\$0	\$1,006,750	102.82
Life Safety Fund	\$159,740	0.38%	\$0	\$0	-
Purchased Services	\$9,787,531	23.03%	\$831,965	\$9,911,857	101.27
Supplies	\$2,459,670	5.79%	\$75,552	\$2,023,354	82.26
Capital Outlay	\$124,820	0.29%	\$25,000	\$100,221	80.29
Special Ed Tuition	\$2,326,380	5.47%	\$8,858	\$2,308,098	99.21
Dues&Fees/Contingency	\$201,180	0.47%	\$0	\$171,825	85.41
<b>Total Expenditures</b>	<b>\$42,500,367</b>	<b>100.00%</b>	<b>\$5,278,711</b>	<b>\$41,782,036</b>	<b>98.31%</b>
<b>Surplus/(Deficit)</b>	<b>\$6,557,820</b>		<b>(\$3,859,253)</b>	<b>\$5,607,424</b>	

Lyons Elementary School District 103

Fiscal Year 2022-2023 Fund Balance

Source: Lyons Elementary School District 103 Monthly Reports

Fiscal Year 2022-2023												
Fund	July	August	September	October	November	December	January	February	March	April	May	June
Education	12,912,522	12,398,538	11,953,840	9,440,700	7,627,340	9,609,625	11,980,527	10,997,307	14,232,638	21,660,644	22,524,421	19,196,130
Oper'n & Maint'n	2,515,535	2,299,008	2,076,999	1,888,985	1,661,608	1,823,688	2,007,092	1,765,354	2,019,189	2,302,597	2,063,866	1,829,967
Debt Service	920,825	920,825	920,825	920,825	(85,925)	77,341	274,795	280,865	502,582	719,647	719,647	720,458
Transportation	3,509,822	3,466,295	3,394,815	3,453,491	3,251,196	3,097,609	3,264,092	3,052,014	3,219,595	3,289,963	3,151,244	2,951,611
IMRF (50)	(460,865)	(515,889)	(592,500)	(347,654)	(422,942)	(452,091)	(454,492)	(521,886)	(522,020)	(529,602)	(602,398)	(695,216)
SSI/MEDICARE (51)	1,859,087	1,859,087	1,859,087	1,859,087	1,859,087	1,910,567	1,971,699	1,973,611	2,059,661	2,148,110	2,148,110	2,148,439
Capital Projects	460	460	460	460	460	460	460	460	465	469	469	469
Working Cash	1,819,134	1,819,134	1,819,134	1,819,134	1,819,134	1,833,510	1,850,625	1,851,159	1,886,956	1,923,034	1,923,034	1,923,128
Tort	193,880	151,017	121,085	78,154	29,951	53,119	73,352	68,824	144,266	208,197	201,572	195,420
Life Safety	1,588,342	1,588,342	1,588,342	1,588,342	1,588,342	1,635,581	1,691,815	1,693,570	1,772,285	1,853,162	1,853,162	1,853,469
<b>Total</b>	<u>24,858,742</u>	<u>23,986,817</u>	<u>23,142,087</u>	<u>20,701,524</u>	<u>17,328,251</u>	<u>19,589,409</u>	<u>22,659,965</u>	<u>21,161,278</u>	<u>25,315,617</u>	<u>33,576,221</u>	<u>33,983,127</u>	<u>30,123,875</u>



To Township Treasurer: The following payments were approved by the Board of Education, at a meeting held on 7/25/2023  
 Checks for the amount shown are hereby requested:

PAYEE	DATE PAID	AMOUNT
<b>Net Salaries</b>	<b>6.15.23</b>	\$ 555,804.53
First American Bank H S A	Employee Deduction	\$ (25.00)
Inland Bank H S A	Employee Deduction	
AXA Equitable Life	OMNI Liability	\$ 12,887.90
Bank One	Federal Withholding - Payroll Taxes Employee/Employer	\$ 103,834.72
First Investors Group	OMNI Liability Payment	\$ 100.00
Illinois Department of Revenue	State Withholding Employee/Employer	\$ 32,584.69
Illinois Municipal Retirement	Employee Deduction	\$ 8,185.61
NuMark Credit Union	Credit Union Deductions Employee Deductions	\$ 4,295.76
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$ 5,129.15
Teachers' Retirement System - *	THIS Board Paid	\$ 63,396.23
State of Illinois	0.92% "THIS"	
AIG VALIC	OMNI Liability	\$ 300.00
Great American Financial Resources	OMNI Liability	\$ 200.00
Guardian Vision	Employees' Portion	\$ 1,001.74
Illinois Municipal Retirement	Board Paid	\$ 10,658.30
Lincoln Investment Planning	OMNI Liability	\$ 2,094.50
Teachers' Retirement System	TRS Board Paid .0058 Add On &	\$ 5,207.66
State of Illinois		
Waddell & Reed, Inc.	OMNI Liability	\$ 75.00
Expert Pay	Child Support	\$ 792.30
TRS SSP	TRS Flexible Spending	\$ 134.06
AXA Equitable Life (457B)	Employee Deduction - 457B	
Thomas H. Hooper Chap 13	Wage Garnish	\$ 175.00
IL Dept. of Revenue Levy	Garnishment-Rawke	\$ -
Krubl, Dennis	Health Insurance	\$ -
SEIU Local 73 COPE	Aides/Custodians	\$ 38.50
Service Employees International Union Local 73	Aides/Custodians Union Dues	\$ 665.03
Lyons Township School Treasurer Flex	Flex Card	\$ 908.79
West Suburban Teachers Union	Teacher Dues	\$ 51.11
<b>Net Salaries</b>	<b>VOID 06.14.23</b>	
West Suburban Teachers Union	Teacher Dues	\$ (51.11)
<b>Net Salaries</b>	<b>6.20.23 Pillado</b>	\$ 1,969.11
First American Bank H S A	Employee Deduction	
Inland Bank H S A	Employee Deduction	
AXA Equitable Life	OMNI Liability	\$ -
Bank One	Federal Withholding - Payroll Taxes Employee/Employer	\$ 356.40

First Investors Group	OMNI Liability Payment	\$	-
Illinois Department of Revenue	State Withholding	\$	119.29
	Employee/Employer		
Illinois Municipal Retirement	Employee Deduction	\$	-
NuMark Credit Union	Credit Union Deductions	\$	-
	Employee Deductions		
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	-
Teachers' Retirement System - *	THIS Board Paid	\$	-
State of Illinois	0.92% "THIS"		
AIG VALIC	OMNI Liability	\$	-
Great American Financial Resources	OMNI Liability	\$	-
Guardian Vision	Employees' Portion	\$	-
Illinois Municipal Retirement	Board Paid	\$	-
Lincoln Investment Planning	OMNI Liability	\$	-
Teachers' Retirement System	TRS Board Paid .0058 Add On &	\$	-
State of Illinois			
Waddell & Reed, Inc.	OMNI Liability	\$	-
Expert Pay	Child Support	\$	-
TRS SSP	TRS Flexible Spending	\$	-
AXA Equitable Life (457B)	Employee Deduction - 457B		
Glenn Stearns CH13	Wage Garnish	\$	-
IL Dept. of Revenue Levy	Garnishment-Rawke		
SEIU Local 73 COPE	Aides/Custodians	\$	-
Service Employees International Union	Aides/Custodians Union Dues	\$	-
Local 73			
Thomas H. Hooper Chap 13	Wage Garnish	\$	-
Krubl, Dennis	Health Insurance	\$	-
Lyons Township School Treasurer Flex	Flex Card	\$	-
West Suburban Teachers Union	Teacher Dues	\$	-
<b>Net Salaries</b>	<b>Kimmy A 6.30.23</b>	\$	3,206.21
First American Bank H S A	Employee Deduction	\$	-
Inland Bank H S A	Employee Deduction		
AXA Equitable Life	OMNI Liability	\$	42.00
Bank One	Federal Withholding - Payroll Taxes	\$	710.75
	Employee/Employer		
First Investors Group	OMNI Liability Payment	\$	-
Illinois Department of Revenue	State Withholding	\$	194.88
	Employee/Employer		
Illinois Municipal Retirement	Employee Deduction	\$	-
NuMark Credit Union	Credit Union Deductions	\$	-
	Employee Deductions		
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	42.91
Teachers' Retirement System - *	THIS Board Paid	\$	456.78
State of Illinois	0.92% "THIS"		
AIG VALIC	OMNI Liability	\$	-
First American Bank H S A	H.S.A.	\$	-
Great American Financial Resources	OMNI Liability	\$	-
Guardian Vision	Employees' Portion	\$	7.11
Illinois Municipal Retirement	Board Paid	\$	-
Lincoln Investment Planning	OMNI Liability	\$	-



West Suburban Teachers Union	Teacher Dues	\$	-
First American Bank H S A	Employee Deduction		
Inland Bank H S A	Employee Deduction		
AXA Equitable Life	OMNI Liability	\$	-
Bank One	Federal Withholding - Payroll Taxes	\$	181.19
	Employee/Employer		
First Investors Group	OMNI Liability Payment	\$	-
Illinois Department of Revenue	State Withholding	\$	35.13
	Employee/Employer		
Illinois Municipal Retirement	Employee Deduction	\$	-
NuMark Credit Union	Credit Union Deductions	\$	-
	Employee Deductions		
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	8.18
Teachers' Retirement System - *	THIS Board Paid	\$	87.08
State of Illinois	0.92% "THIS"		
AIG VALIC	OMNI Liability	\$	-
Great American Financial Resources	OMNI Liability	\$	-
Guardian Vision	Employees' Portion	\$	-
Illinois Municipal Retirement	Board Paid	\$	-
Lincoln Investment Planning	OMNI Liability	\$	-
Teachers' Retirement System	TRS Board Paid .0058 Add On &	\$	6.09
State of Illinois			
Waddell & Reed, Inc.	OMNI Liability	\$	-
Expert Pay	Child Support	\$	-
TRS SSP	TRS Flexible Spending	\$	-
AXA Equitable Life (457B)	Employee Deduction - 457B		
Glenn Stearns CH13	Wage Garnish	\$	-
IL Dept. of Revenue Levy	Garnishment-Rawke		
SEIU Local 73 COPE	Aides/Custodians	\$	-
Service Employees International Union	Aides/Custodians Union Dues	\$	-
Local 73			
Thomas H. Hooper Chap 13	Wage Garnish	\$	-
Krubl, Dennis	Health Insurance	\$	-
Lyons Township School Treasurer Flex	Flex Card	\$	-
West Suburban Teachers Union	Teacher Dues	\$	51.11
<b>Net Salaries</b>	<b>Kimmy C 6.30.23</b>	\$	3,206.21
First American Bank H S A	Employee Deduction	\$	-
Inland Bank H S A	Employee Deduction		
AXA Equitable Life	OMNI Liability	\$	42.00
Bank One	Federal Withholding - Payroll Taxes	\$	710.75
	Employee/Employer		
First Investors Group	OMNI Liability Payment	\$	-
Illinois Department of Revenue	State Withholding	\$	194.88
	Employee/Employer		
Illinois Municipal Retirement	Employee Deduction	\$	-
NuMark Credit Union	Credit Union Deductions	\$	-
	Employee Deductions		
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	42.91
Teachers' Retirement System - *	THIS Board Paid	\$	456.78
State of Illinois	0.92% "THIS"		

AIG VALIC	OMNI Liability	\$	-
First American Bank H S A	H.S.A.	\$	-
Great American Financial Resources	OMNI Liability	\$	-
Guardian Vision	Employees' Portion	\$	7.11
Illinois Municipal Retirement	Board Paid	\$	-
Lincoln Investment Planning	OMNI Liability	\$	-
Teachers' Retirement System	TRS Board Paid .0058 Add On &	\$	31.95
State of Illinois			
Waddell & Reed, Inc.	OMNI Liability	\$	-
Expert Pay	Child Support	\$	-
TRS SSP	TRS Flexible Spending	\$	-
AXA Equitable Life (457B)	Employee Deduction - 457B		
Glenn Stearns CH13	Wage Garnish	\$	-
IL Dept. of Revenue Levy	Garnishment-Rawke		
SEIU Local 73 COPE	Aides/Custodians	\$	-
Service Employees International Union	Aides/Custodians Union Dues	\$	-
Local 73			
Thomas H. Hooper Chap 13	Wage Garnish	\$	-
Krubl, Dennis	Health Insurance	\$	-
Lyons Township School Treasurer Flex	Flex Card	\$	-
West Suburban Teachers Union	Teacher Dues	\$	-
First American Bank H S A	Employee Deduction		
Inland Bank H S A	Employee Deduction		
AXA Equitable Life	OMNI Liability	\$	-
Bank One	Federal Withholding - Payroll Taxes	\$	181.19
	Employee/Employer		
First Investors Group	OMNI Liability Payment	\$	-
Illinois Department of Revenue	State Withholding	\$	35.13
	Employee/Employer		
Illinois Municipal Retirement	Employee Deduction	\$	-
NuMark Credit Union	Credit Union Deductions	\$	-
	Employee Deductions		
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	8.18
Teachers' Retirement System - *	THIS Board Paid	\$	87.08
State of Illinois	0.92% "THIS"		
AIG VALIC	OMNI Liability	\$	-
Great American Financial Resources	OMNI Liability	\$	-
Guardian Vision	Employees' Portion	\$	-
Illinois Municipal Retirement	Board Paid	\$	-
Lincoln Investment Planning	OMNI Liability	\$	-
Teachers' Retirement System	TRS Board Paid .0058 Add On &	\$	6.09
State of Illinois			
Waddell & Reed, Inc.	OMNI Liability	\$	-
Expert Pay	Child Support	\$	-
TRS SSP	TRS Flexible Spending	\$	-
AXA Equitable Life (457B)	Employee Deduction - 457B		
Glenn Stearns CH13	Wage Garnish	\$	-
IL Dept. of Revenue Levy	Garnishment-Rawke		
SEIU Local 73 COPE	Aides/Custodians	\$	-
Service Employees International Union	Aides/Custodians Union Dues	\$	-

Local 73			
Thomas H. Hooper Chap 13	Wage Garnish	\$	-
Krubl, Dennis	Health Insurance	\$	-
Lyons Township School Treasurer Flex	Flex Card	\$	-
West Suburban Teachers Union	Teacher Dues	\$	51.11
Lyons Township School Treasurer Flex	Flex Card	\$	908.79
West Suburban Teachers Union	Teacher Dues	\$	10,882.45
<b>Net Salaries</b>	<b>6.30.23</b>	\$	571,457.02
First American Bank H S A	Employee Deduction	\$	(25.00)
Inland Bank H S A	Employee Deduction		
AXA Equitable Life	OMNI Liability	\$	12,887.90
Bank One	Federal Withholding - Payroll Taxes Employee/Employer	\$	109,018.61
First Investors Group	OMNI Liability Payment	\$	100.00
Illinois Department of Revenue	State Withholding Employee/Employer	\$	33,863.36
Illinois Municipal Retirement	Employee Deduction	\$	7,515.77
NuMark Credit Union	Credit Union Deductions Employee Deductions	\$	4,320.76
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	5,498.60
Teachers' Retirement System - *	THIS Board Paid	\$	68,774.85
State of Illinois	0.92% "THIS"		
AIG VALIC	OMNI Liability	\$	300.00
First American Bank H S A	H.S.A.	\$	-
Great American Financial Resources	OMNI Liability	\$	200.00
Guardian Vision	Employees' Portion	\$	1,008.57
Illinois Municipal Retirement	Board Paid	\$	9,757.31
Lincoln Investment Planning	OMNI Liability	\$	2,094.50
Teachers' Retirement System	TRS Board Paid .0058 Add On &	\$	5,697.42
State of Illinois			
Waddell & Reed, Inc.	OMNI Liability	\$	75.00
Expert Pay	Child Support	\$	792.30
TRS SSP	TRS Flexible Spending	\$	134.06
AXA Equitable Life (457B)	Employee Deduction - 457B		
Glenn Stearns CH13	Wage Garnish	\$	275.00
IL Dept. of Revenue Levy	Garnishment-Rawke		
SEIU Local 73 COPE	Aides/Custodians	\$	37.00
Service Employees International Union	Aides/Custodians Union Dues	\$	473.44
Local 73			
Thomas H. Hooper Chap 13	Wage Garnish	\$	175.00
Krubl, Dennis	Health Insurance	\$	180.00
Lyons Township School Treasurer Flex	Flex Card	\$	817.88
West Suburban Teachers Union	Teacher Dues	\$	-
First American Bank H S A	Employee Deduction		
Inland Bank H S A	Employee Deduction		
AXA Equitable Life	OMNI Liability	\$	-
Bank One	Federal Withholding - Payroll Taxes Employee/Employer	\$	181.19
First Investors Group	OMNI Liability Payment	\$	-
Illinois Department of Revenue	State Withholding Employee/Employer	\$	35.13
Illinois Municipal Retirement	Employee Deduction	\$	-

NuMark Credit Union	Credit Union Deductions	\$	-
	Employee Deductions		
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	8.18
Teachers' Retirement System - *	THIS Board Paid	\$	87.08
State of Illinois	0.92% "THIS"		
AIG VALIC	OMNI Liability	\$	-
Great American Financial Resources	OMNI Liability	\$	-
Guardian Vision	Employees' Portion	\$	-
Illinois Municipal Retirement	Board Paid	\$	-
Lincoln Investment Planning	OMNI Liability	\$	-
Teachers' Retirement System	TRS Board Paid .0058 Add On &	\$	6.09
State of Illinois			
Waddell & Reed, Inc.	OMNI Liability	\$	-
Expert Pay	Child Support	\$	-
TRS SSP	TRS Flexible Spending	\$	-
AXA Equitable Life (457B)	Employee Deduction - 457B		
Glenn Stearns CH13	Wage Garnish	\$	-
IL Dept. of Revenue Levy	Garnishment-Rawke		
SEIU Local 73 COPE	Aides/Custodians	\$	-
Service Employees International Union	Aides/Custodians Union Dues	\$	-
Local 73			
Thomas H. Hooper Chap 13	Wage Garnish	\$	-
Krubl, Dennis	Health Insurance	\$	-
Lyons Township School Treasurer Flex	Flex Card	\$	-
West Suburban Teachers Union	Teacher Dues	\$	51.11
Lyons Township School Treasurer Flex	Flex Card	\$	908.79
West Suburban Teachers Union	Teacher Dues	\$	10,882.45

PAYEE	DATE PAID	AMOUNT
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\_\_\_\_\_  
Board President

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

*Bill Auld*

\_\_\_\_\_  
Prepared by

*Dadi Dada*

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Superintendent

Salaries/Benefits	\$	1,685,085.21
Special voucher requests	\$	-

Pages 1 - 22 - Accounts Payable Total		
Total Bill List Paid in Month	\$	1,685,085.21

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
94866	ALGOR PLUMBING AND HEATING SUP	07/25/2023	203942	Home-Ejector pump	0	474.00	474.00
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		474.00	
94867	AMAZON CAPITAL SERVICES	07/25/2023	13WC69Y6MHF4	Amazon kitchen supplies; name plate for new board member	7002200056	45.95	2,034.94
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		45.95	
10E200	1110 4100 02 000000		191W1P3HN6FP	Art Supplies	2002200014	-1.27	-1.27
10E000	1250 4100 00 430000		1K19HKLMLHHW	summer school supplies	7032200148	29.69	29.69
10E200	1110 4100 02 000000		1KCFGVN6N6CR	Credit Memo	2002200014	-1.80	-1.80
10E000	3000 4100 00 370501		1KVPCPXHG76K	Credit Memo	3002200032	-18.78	-18.78
20E500	2540 4100 00 000000		1KYDK9YWLK96	Re Order of thermal Blankets	7002300001	59.99	59.99
10E000	1110 4100 00 000000		1L17N94V3KK7	Demi Caballero Appreciation Week	7002200049	2,013.19	2,013.19
10E400	1110 4110 00 000000		1L17N94V7TQ9	Credit Memo	4002200057	-219.99	-219.99
10E200	1110 4100 02 000000		1LJWY1T4MCMR	Credit Memo	2002200014	-2.55	-2.55
10E600	1110 4110 00 000000		1MRQYG7QF1C	Credit Memo	6002200021	-25.90	-25.90
10E000	3000 4100 00 370501		1RG63NGLG66C	Credit Memo	3002200032	-17.40	-17.40
10E000	2310 4100 00 000000		1V6RPYY1N3HQ	Name plate for board member	7002300002	18.47	18.47
10E000	1250 4100 00 430000		1X6P17VVLM1R	Summer School Supplies	7032200149	155.47	155.47

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E200 1110 4100 02 000000			1XNRCCFRMLPR	Art Supplies	2002200014	-0.13	
			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES/ART			-0.13	
94868 AT&T		07/25/2023	708Z9926011696 0616	05.17.23-06.16.23	0	63.87	63.87
20E000 2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			63.87	
94869 AT&T		07/25/2023	217S661185185 070423	July 23' monthly invoice	0	4,149.83	4,149.83
20E000 2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			4,149.83	
94870 AT&T GLOBAL SERVICES		07/25/2023	SB280422	Costello Voice CPE Support	0	156.55	1,132.60
20E600 2540 3440 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN			156.55	
			SB280423	Home Voice CPE Support	0	117.35	
20E200 2540 3440 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			117.35	
			SB280424	GWMS Voice CPE Support	0	378.09	
20E500 2540 3440 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA			378.09	
			SB280425	Robinson Voice CPE Sup	0	156.55	
20E400 2540 3440 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			156.55	
			SB280426	Lincoln Voice CPE support	0	156.55	
20E300 2540 3440 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			156.55	
			SB280427	Edison Voice CPE Support	0	167.51	
20E100 2540 3440 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			167.51	
94871 BAKER-TILLY,VIRCHOW,KRAUSE & C		07/25/2023	BT2476556	FY23' audit	0	3,000.00	3,000.00
10E000 2310 3170 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/A			3,000.00	
94872 BLUE CROSS BLUE SHIELD OF IL		07/25/2023	210860775902	Service 06.01.23-06.30.23	0	565,683.06	565,683.06
10L000 4867 0000 00 000000			EDUCATION/DISTRICT OFFICE/BCBS PPO Flex/.			565,683.06	
94873 BMO HARRIS COMMERCIAL CARD		07/25/2023	1793 04052023	June 23' charges	0	3,015.39	3,015.39
10E000 1110 4100 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES			101.90	
10E000 2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P			532.00	
10E000 2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P			1,424.47	
10E000 2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S			157.15	
10E000 2640 4100 00 000000			EDUCATION/DISTRICT OFFICE/FOOD SERVICES/SUPPLIES			799.87	
94874 BOB & JOHN'S MOBIL		07/25/2023	0132173	June 23' Service	0	103.83	449.15
20E000 2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI			103.83	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E000	2545 4640 00 000000		0132175	July 23' Service	0	138.63	
			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI			138.63	
20E000	2545 4640 00 000000		0132176	July 23' Service	0	206.69	
			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI			206.69	
94875	BUCKEYE CLEANING CENTERS	07/25/2023	90508489	Edison- Supplies	0	954.72	5,812.02
20E100	2540 4100 00 000000		OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			954.72	
20E200	2540 4100 00 000000		90508490	Home- Supplies	0	1,113.20	
			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			1,113.20	
20E600	2540 4100 00 000000		90508494	Costello- Supplies	0	1,497.05	
			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN			1,497.05	
20E400	2540 4100 00 000000		90508495	Robinson- Supplies	0	1,497.05	
			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			1,497.05	
20E200	2540 4100 00 000000		90510652	Home cleaning supplies	0	150.00	
			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			150.00	
20E400	2540 4100 00 000000		90510653	Robinson supplies	0	250.00	
			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			250.00	
20E600	2540 4100 00 000000		90510654	Costello- supplies	0	175.00	
			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN			175.00	
20E300	2540 4100 00 000000		90510655	Lincoln- Supplies	0	175.00	
			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			175.00	
94876	CARMONA, SOFIA	07/25/2023	EDL 6240G26	EDL6240G26	0	600.00	600.00
10E000	1110 2300 00 000000		EDUCATION/DISTRICT OFFICE/ELEMENTARY/TUITION REIMBURSEM			600.00	
94877	CHICAGO METROPOLITAN FIRE PREV	07/25/2023	IN00413703	GWMS-Qtrly Monitoring	0	120.00	840.00
20E500	2540 3230 00 000000		OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA			120.00	
20E000	2540 3230 00 000000		IN00414364	Admin-Qtrly Monitoring	0	120.00	
			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			120.00	
20E600	2540 3230 00 000000		IN00414365	Costello- Qtrly Monitoring	0	120.00	
			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN			120.00	
			IN00414366	Robinson-Qtrly	0	120.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E400	2540 3230 00 000000			Monitoring OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		120.00	
			IN00414367	Edison-Qtrly Monitoring	0	120.00	
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		120.00	
			IN00414368	Home-Qtrly Monitoring	0	120.00	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		120.00	
			IN00414369	Lincoln- Qtrly Monitor	0	120.00	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		120.00	
94878	CITY SOCIAL MARKETING SOLUTION	07/25/2023	1190	July 23' Communication	0	7,500.00	7,500.00
10E000	2663 3900 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH		7,500.00	
94879	CLIA LABORATORY PROGRAM	07/25/2023	040423	Final Certificate Fee	0	180.00	180.00
10E000	1205 4100 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		180.00	
94880	COLUCCI, CHRISTINE M	07/25/2023	EDU 507	EDU 507	0	380.00	1,140.00
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		380.00	
			EDU502	EDU 502	0	380.00	
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		380.00	
			EDU564	EDU 564	0	380.00	
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		380.00	
94881	COMCAST CABLE	07/25/2023	6742 062223	GWMS 07.01.23-07.31.23	0	269.99	269.99
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		269.99	
94882	Cordogan Clark & Assoc., Inc.	07/25/2023	231006	LED Contractor Payment	0	125,227.35	125,227.35
20E000	2533 5200 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/ARCHITECTURE AND ENGINEER		125,227.35	
94883	Curious Little Minds, LLC	07/25/2023	June 071623	June 23' billable hours	0	375.00	375.00
10E000	3000 3100 00 370501			EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/PROFESSION		375.00	
94884	DIRECT ENERGY SERVICES	07/25/2023	231730051963973	Service 05.18.23-06.18.23	0	27,410.69	27,410.69
20E100	2540 4660 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		2,717.43	
20E200	2540 4660 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		5,110.70	
20E300	2540 4660 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		3,581.87	
20E400	2540 4660 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		2,516.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E500	2540 4660 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		9,043.97	
20E600	2540 4660 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		4,268.82	
20E000	2540 4660 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		171.40	
94885	ED-RED	07/25/2023	2023-057	Membership fee - FY 23	0	3,100.00	3,100.00
10E000	2320 6400 00 000000			EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV		3,100.00	
94886	EMBRACE EDUCATION	07/25/2023	13373	EmbraceMTSS 1yr subscription	0	3,500.00	3,500.00
10E000	1205 3160 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/DATA PROCES		3,500.00	
94887	FASANO, MERRI E	07/25/2023	EDUC 717E	EDUC 717E	0	405.00	405.00
10E400	1110 2300 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/TUITION REIMBU		405.00	
94888	FIRST STUDENT HODGKINS	07/25/2023	11907347	June 23' Service	0	19,619.52	19,619.52
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		19,619.52	
94889	FLEXIBLE BENEFITS SERVICE CORP	07/25/2023	161925125133	FSA 07.05.23	0	50.00	50.00
10E000	1110 2940 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		50.00	
94890	FRONTLINE TECHNOLOGIES GROUP,	07/25/2023	INVUS187237	Financial Planning Analytics	0	8,303.91	8,303.91
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		8,303.91	
94891	FULLMER LOCKSMITH SERVICE, INC	07/25/2023	N33712	Costello- service call	0	178.00	318.00
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		178.00	
			N33713	Annex Service call	0	140.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		140.00	
94892	Garaventa Lift	07/25/2023	53797	Robinson-service call	0	305.00	305.00
20E400	2540 3200 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		305.00	
94893	GIANT STEPS	07/25/2023	103-0523EF	HH June Lunch	0	130.00	10,489.90
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		130.00	
			103-0623E	ED HH June 23'	0	10,359.90	
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		10,359.90	
94894	GILL, DONNA M	07/25/2023	mileage 062923	mileage	0	89.73	89.73
10E300	1110 3320 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/TRAVEL		89.73	
94895	GLOBAL WATER TECHNOLOGY	07/25/2023	91944	July 23' water treatment	0	350.60	350.60
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		350.60	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
94896	GRAND PRAIRIE TRANSIT	07/25/2023	RTINV100237	June 23' ESY	0	45,645.01	54,136.62
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		45,645.01	
			RTINV1006219	June 23'	0	8,491.61	
				Transportation			
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		8,491.61	
94897	GROOT, INC. A WASTE CONNECTION	07/25/2023	10809859T098	Shop- Special pickup	0	426.12	6,355.38
20E000	2540 3210 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		426.12	
			10812190T098	Home July 23'	0	660.20	
20E200	2540 3210 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		660.20	
			10812191T098	Edison- July 23'	0	1,202.64	
20E100	2540 3210 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		1,202.64	
			10812192T098	Robinson July 23'	0	830.20	
20E400	2540 3210 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		830.20	
			10812193T098	Lincoln July 23'	0	1,016.32	
20E300	2540 3210 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		1,016.32	
			10812194T098	Costello July 23'	0	984.83	
20E600	2540 3210 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		984.83	
			10812195T098	GWMS July 23'	0	1,235.07	
20E500	2540 3210 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,235.07	
94898	GUARDIAN - ALTERNATE FUNDED	07/25/2023	469383 070523	Period Ending 06.30.23	0	24,765.60	24,765.60
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		24,765.60	
94899	GUARDIAN -BILL ID 0001094522	07/25/2023	1094522-062323	Period End 06.30.23	0	14,220.94	14,220.94
10E000	1110 2210 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/INSTRUCTION LIFE I		8,204.35	
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		4,853.89	
20L000	4865 0000 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.		956.30	
10L000	4990 0000 00 000000			EDUCATION/DISTRICT OFFICE/OTHER CURRENT LIABILITIES/.		206.40	
94900	Guiding Light Academy	07/25/2023	5407	June 23 Tuition EP	0	1,232.16	1,232.16
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		1,232.16	
94901	GUITAR CENTER STORES, INC.	07/25/2023	ARINV66670533	Roland RP701 Digital Upright Home Piano (Light Oak)	5002200069	1,399.99	1,399.99
10E500	1590 7400 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/E		1,399.99	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
94902	HAYES MECHANICAL LLC	07/25/2023	28690	GWMS-changed valves rom winter to summer	0	1,207.00	6,070.02
20E500	2540 3230 00 000000		OP, BLDG,MAIN/WASHINGTON	MIDDLE SCHOOL/OPERATION AND MA		1,207.00	
			28692	Costello- flushed piping	0	991.00	
20E600	2540 3230 00 000000		OP, BLDG,MAIN/COSTELLO	ELEMENTARY/OPERATION AND MAINTEN		991.00	
			28905	GWMS- reset chiller controllers	0	1,094.50	
20E500	2540 3230 00 000000		OP, BLDG,MAIN/WASHINGTON	MIDDLE SCHOOL/OPERATION AND MA		1,094.50	
			29438	Edison- rooftop unit	0	1,534.52	
20E100	2540 3230 00 000000		OP, BLDG,MAIN/EDISON	ELEMENTARY/OPERATION AND MAINTENAN		1,534.52	
			29965	Robinson cooling unit	0	1,243.00	
20E400	2540 3230 00 000000		OP, BLDG,MAIN/ROBINSON	ELEMENTARY/OPERATION AND MAINTEN		1,243.00	
94903	HELPING HAND CENTER	07/25/2023	INV103672	GWMS MM June 23 tuition	0	3,938.40	3,938.40
10E500	1912 6700 00 000000		EDUCATION/WASHINGTON	MIDDLE SCHOOL/OTHER LEA PRIVATE TU		3,938.40	
94904	Holtz Educational Center	07/25/2023	033004	WV May 23 tuition	0	8,528.40	8,528.40
10E300	1912 6700 00 000000		EDUCATION/LINCOLN	ELEMENTARY/OTHER LEA PRIVATE TUITION/		8,528.40	
94905	IL COUNTIES RISK MGMT TRUST	07/25/2023	001000533 070123	July 23' Prop. & Liability	0	51,041.00	51,041.00
80E000	2362 3800 00 000000		TORT FUND/DISTRICT OFFICE/WORKERS COMP/INSURANCE			51,041.00	
94906	ILLINOIS PRINCIPAL ASSOCIATION	07/25/2023	398431	Home annual conf	0	900.00	6,750.00
10E000	2310 3120 00 000000		EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P			900.00	
			398432	KR annual conf.	0	1,350.00	
10E000	2310 3120 00 000000		EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P			1,350.00	
			398433	Robinson annual conf.	0	900.00	
10E000	2310 3120 00 000000		EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P			900.00	
			398434	GWMS annual conf	0	900.00	
10E000	2310 3120 00 000000		EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P			900.00	
			398435	Costello- annual conf	0	900.00	
10E000	2310 3120 00 000000		EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P			900.00	

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			398436	Edison annual conf	0	900.00	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		900.00	
			398437	Lincoln annual conf.	0	900.00	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		900.00	
94907	ILLINOIS STATE POLICE/BUREAU O	07/25/2023	20230601388	June 23' background checks	0	84.75	84.75
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		84.75	
94908	ISCORP	07/25/2023	0731744	June 23 hosting svcs	0	1,036.80	2,073.60
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		1,036.80	
			0733431	August 23 hosting svcs	0	1,036.80	
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		1,036.80	
94909	JOHNSON CONTROLS FIRE PROTECTI	07/25/2023	51043197	GWMS - testing	0	42.73	42.73
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		42.73	
94910	JOHNSON CONTROLS SECURITY SOLU	07/25/2023	39060455	Edison Quarterly Billing	0	438.73	1,035.35
20E100	2546 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/SECURITY SERVICES/REPAI		438.73	
			39060456	Lincoln Quarterly Billing	0	241.73	
20E300	2546 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/SECURITY SERVICES/REPA		241.73	
			39060457	Home Quarterly Billing	0	354.89	
20E200	2546 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/SECURITY SERVICES/REPAIR		354.89	
94911	KELLY SERVICES, INC.	07/25/2023	783747	W.E. 05.14.23	0	23,970.13	39,772.58
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		23,970.13	
			799084	W.E. 06.18.23	0	2,092.08	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		2,092.08	
			801891	W.E. 06.25.23	0	5,988.96	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		5,988.96	
			804699	W.E. 07.02.23	0	3,347.91	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		3,347.91	
			808343	W.E. 07.09.23	0	4,373.50	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		4,373.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
94912	KONICA MINOLTA PREMIER FINANCE	07/25/2023	505506071	Contract- 06.29.23-07.29.23	0	8,725.00	8,725.00
10E000	2663 3230 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		8,725.00	
94913	LAESCH, KELLEY B.	07/25/2023	004-031-23	Costello BP	0	560.00	1,620.00
10E600	2150 3900 00 000000			EDUCATION/COSTELLO ELEMENTARY/SPEECH PATHOLOGY AND AUDI		560.00	
			004-032-23	Edison EM/SA	0	1,060.00	
10E100	2150 4100 00 000000			EDUCATION/EDISON ELEMENTARY/SPEECH PATHOLOGY AND AUDIOL		1,060.00	
94914	Landking Ecogreen Environmenta	07/25/2023	07007090	Lincoln- Dispenser Roll Towels	0	465.00	930.00
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		465.00	
			07007092	Home- Dispenser roll towels	0	465.00	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		465.00	
94915	LOPEZ, BETSY	07/25/2023	exp reim 062223	BT3 expense reim.	0	23.02	192.21
10E000	3000 4100 00 370501			EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/SUPPLIES/P		23.02	
			exp. reim 070623	exp. reim B-3	0	16.93	
10E000	1275 4100 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/SUPPLIE		16.93	
			exp. reim 071123	exp. reim	0	13.28	
10E000	1275 4100 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/SUPPLIE		13.28	
			mileage 062023	mileage	0	39.75	
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		39.75	
			mileage 071423	mileage	0	99.23	
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		99.23	
94916	Matias, Cindy	07/25/2023	ex reim 062123	Exp. Reim.	0	78.48	481.28
10E000	1275 4100 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/SUPPLIE		78.48	
			exp reim 070123	exp. reim B-3	0	42.88	
10E000	1275 4100 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/SUPPLIE		42.88	
			exp reim 070523	exp. reim b-3	0	57.31	
10E000	1275 4100 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/SUPPLIE		57.31	
			mileage 062023	mileage	0	151.70	
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		151.70	
			mileage 071423	Mileage	0	150.91	
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		150.91	
94917	MENTA ACADEMY HILLSIDE	07/25/2023	SESINV030004	MM Tuition	0	1,678.95	1,678.95

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		1,678.95	
94918	MIGALA, MELISSA G	07/25/2023	OL-5236	OL-5236	0	200.00	675.00
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		200.00	
			OL-5835	OL-5835	0	475.00	
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		475.00	
94919	MLPLUMBING, LLC dbaDELL PLUMBING	07/25/2023	003118	Home- Replace pump	0	357.33	357.33
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		357.33	
94920	NICOR GAS	07/25/2023	3006770002 070723	Home 06.06.23-07.05.23	0	229.90	2,021.65
20E200	2540 4650 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		229.90	
			41174700009 070723	Edison 06.06.23-07.05.23	0	308.05	
20E100	2540 4650 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		308.05	
			41400800003 062323	Lincoln 05.22.23-06.20.23	0	397.94	
20E300	2540 4650 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		397.94	
			46930800001 062823	Robinson 05.25.23-06.25.23	0	234.61	
20E400	2540 4650 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		234.61	
			62030800007 062823	Legion 05.24.23-06.22.23	0	89.73	
20E000	2540 4650 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		89.73	
			74981782589 062823		0	268.83	
20E600	2540 4650 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		268.83	
			82030800005 062823	GWMS 05.24.23-06.22.23	0	492.59	
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		492.59	
94921	ODELSON & STERK, LTD.	07/25/2023	37143	Svcs thru 06.30.23	0	10,105.00	10,105.00
10E000	2310 3180 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/L		10,105.00	
94922	PARAGON PROFESSIONAL SERVICES,	07/25/2023	i-230102	Summer to Winter mode- All schools	0	2,900.00	2,900.00
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		2,900.00	
94923	Peerless Network, Inc.	07/25/2023	27068	07.01.23-07.31.23	0	6,620.33	6,620.33
20E100	2540 3440 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		454.45	
20E200	2540 3440 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		384.11	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E300	2540 3440 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		156.59	
20E400	2540 3440 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		194.06	
20E500	2540 3440 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		261.69	
20E600	2540 3440 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		180.95	
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		4,988.48	
94924	ProCare Therapy	07/25/2023	20693305	W.E. 05.05.23	0	2,077.00	2,077.00
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		2,077.00	
94925	PURCHASE POWER	07/25/2023	10971327 061623	Purchase Power	0	36.78	36.78
				Postage			
10E000	2310 3400 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/C		36.78	
94926	QUALITY NETWORK SOLUTIONS, INC	07/25/2023	68829	Server for Home	7042200058	95.20	138,282.15
				School			
10E200	2663 3240 00 000000			EDUCATION/HOME ELEMENTARY/TECH PROGRAMMING SERVICES/REP		95.20	
			70172	Forti EDR annual	0	8,903.00	
10E000	2663 3100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/PRO		8,903.00	
			70173	July monthly	0	25,605.75	
				service			
10E000	2663 3100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/PRO		25,605.75	
			71014	Monthly VoiP	0	539.00	
				Phone Charge			
10E000	2663 3100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/PRO		539.00	
			71333	Dell Optilex	0	97,744.20	
				Desktop			
10E000	2663 5400 00 499800			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		97,744.20	
			71478	Meraki SM	7042200056	5,395.00	
				Enterprise			
				License 3YR			
				(District-wide)			
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		5,395.00	
94927	SAM'S CLUB DIRECT	07/25/2023	437979636 062023	06.20.23	0	402.42	402.42
				statement			
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		382.44	
10E000	3000 4100 00 370501			EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/SUPPLIES/P		19.98	
94928	SCHINDLER ELEVATOR CORPORATION	07/25/2023	8106299323	Qtrly Edison	0	873.24	873.24
				07.01.23-09.30.23			
20E100	2540 3200 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		873.24	
94929	School Business Management Ser	07/25/2023	103-06-23	June 23' Billing	0	19,575.00	19,575.00
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		19,575.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
94930	SEAL OF ILLINOIS	07/25/2023	11723	Tuition June 23' AD	0	568.18	568.18
10E300	1912 6700 00 000000			EDUCATION/LINCOLN ELEMENTARY/OTHER LEA PRIVATE TUITION/		568.18	
94931	SEAL SOUTH, INC	07/25/2023	8081	Tuition June 23 JT	0	3,134.78	3,134.78
10E600	1912 6700 00 000000			EDUCATION/COSTELLO ELEMENTARY/OTHER LEA PRIVATE TUITION		3,134.78	
94932	SHERWIN WILLIAMS #3451	07/25/2023	1858-3	GWMS - paint touch up	0	158.28	158.28
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		158.28	
94933	SKYWARD	07/25/2023	0000224281	Annual License Fee	0	58,770.52	58,770.52
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		58,770.52	
94934	SMITHEREEN PEST MANAGEMENT SER	07/25/2023	3024133	Admin perimeter	0	250.00	793.39
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		250.00	
			3078113	Edison	0	16.39	
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		16.39	
			3093591	Costello June 23 PC Service	0	72.00	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		72.00	
			3093592	GWMS June 23' PC Service	0	72.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		72.00	
			3093593	Home June 23' PC Servic	0	72.00	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		72.00	
			3093594	Lincoln June 23' PC Ser	0	72.00	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		72.00	
			3093595	Robinson June 23' PC Service	0	72.00	
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		72.00	
			3093596	Edison June 23' PC Service	0	72.00	
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		72.00	
			3093746	Admin June 23' PC Service	0	95.00	
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		95.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
94935	SOARING EAGLE ACADEMY	07/25/2023	22159	June 23' tuition KM & P	0	6,692.56	6,692.56
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		6,692.56	
94936	Specialties Direct Inc.	07/25/2023	2326801-IN	Robinson-restroom door & hardware	7012200020	372.00	916.00
20E400	2540 4100 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		372.00	
			2326901-IN	GWMS-rest room partition parts	7012200019	544.00	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		544.00	
94937	T-MOBILE	07/25/2023	972033599 062123	05.21.23-06.20.23 hots	0	300.00	300.00
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		300.00	
94938	THOMSON REUTERS - WEST	07/25/2023	848598554	July 23' online subscription	0	606.82	606.82
10E000	1205 3160 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/DATA PROCES		606.82	
94939	UNIQUE PRODUCTS	07/25/2023	452298	Edison blade kit machine repair	0	127.25	343.75
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		127.25	
			452921	Robinson- machine repair	0	216.50	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		216.50	
94940	VERIZON WIRELESS	07/25/2023	9937981576	Billing 05.24.23-06.23.23	0	874.77	874.77
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		874.77	
94941	VILLAGE OF LYONS WATER DEPARTM	07/25/2023	10999 063023	Robinson 04.16.23-06.15.223	0	908.98	2,725.38
20E400	2540 3700 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		908.98	
			11801 063023	Admin 04.16.23-06.15.23	0	159.30	
20E500	2540 3700 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		159.30	
			11802000 063023	Annex 04.16.23-06.15.23	0	51.00	
20E000	2540 3700 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		51.00	
			11803 063023	GWMS 04.16.23-06.15.23	0	1,316.42	
20E500	2540 3700 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,316.42	
			11804 063023	Shop 04.16.23-06.15.23	0	289.68	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E000	2540 3700 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		289.68	
94942	VILLAGE OF STICKNEY WATER DEPT	07/25/2023	101878 06302023	Home- 06.13.23-07.10.23	0	63.32	469.96
20E200	2540 3700 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		63.32	
			101884 06302023	Edison- 06.13.23-07.14.23	0	406.64	
20E100	2540 3700 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		406.64	
94943	VILLAGE OF BROOKFIELD	07/25/2023	400067001 070623	Lincoln reading 06.30.23	0	968.34	968.34
20E300	2540 3700 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		968.34	
94944	WEST, KIMBERLY K	07/25/2023	exp reim 062723	exp. reim planning mtg	0	116.88	978.07
10E000	1110 4100 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES		116.88	
			FY2223	FY 22-23 mileage	0	861.19	
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		861.19	
94945	YI, MIDM	07/25/2023	Articulating Intangi	Articulating the intangibles of teachers	0	349.00	1,396.00
10E500	1110 2300 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/TUITION R		349.00	
			Instructional Coachi	Instructional Coaching Through Change	0	349.00	
10E500	1110 2300 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/TUITION R		349.00	
			Lead Teaching teams	Leading Teaching Teams	0	349.00	
10E500	1110 2300 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/TUITION R		349.00	
			Monitoring teachers	Teachers monitoring teachers	0	349.00	
10E500	1110 2300 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/TUITION R		349.00	
94946	YURITZY 2 INC	07/25/2023	1078	District- weed control	0	5,995.00	5,995.00
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		5,995.00	
			81	Computer	Check(s) For a Total of		1,300,582.21

	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
	81	Computer	Checks For a Total of	1,300,582.21
Total For	81	Manual, Wire Tran, ACH & Computer Checks		1,300,582.21
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,300,582.21

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	595,508.95	0.00	372,005.83	967,514.78
20	OP, BLDG,MAIN	956.30	0.00	207,313.99	208,270.29
40	TRANSPORTION	0.00	0.00	73,756.14	73,756.14
80	TORT FUND	0.00	0.00	51,041.00	51,041.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
94950	Impact Networking, LLC	07/25/2023	2998425	Print Agreement	0	21,400.12	21,400.12
10E000	2663 3900 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH		21,400.12	
			1	Computer	Check(s) For a Total of		21,400.12

	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
	1	Computer	Checks For a Total of	21,400.12
Total For	1	Manual, Wire Tran, ACH & Computer Checks		21,400.12
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	21,400.12

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	0.00	0.00	21,400.12	21,400.12

LYONS ELEMENTARY SCHOOL DISTRICT 103  
PERSONNEL – HIRE/LEAVES/RESIGNATION LIST (July 25, 2023)  
List #07-25-23

APPROVAL OF CERTIFIED STAFF EMPLOYMENT

<b>NAME</b>	<b>SCHOOL</b>	<b>POSITION</b>	<b>DATE</b>	<b>SALARY</b>
Sara Al-Kurdi	Lincoln	4th/5th Grade Teacher	8/14/23	\$53,813.79
Jill Berrones	Costello	ESL Teacher	8/14/23	\$58,248.44
Destinee Burton	GWMS	Math Teacher	8/14/23	\$50,956.59
Lauren Callahan	Lincoln	4th/5th Grade ELA Teacher	8/14/23	\$49,110.91
Molly Conlin	Costello	4th Grade Teacher	8/14/23	\$50,073.87
Jeanette Dorantes	Lincoln	Intervention Teacher	8/14/23	\$57,271.34
Alyse Koehler	District	Instructional Coach	8/14/23	\$59,165.74
Ken Markovic	Lincoln	Social Worker	8/14/23	\$55,769.98
Ruth Mutters	Robinson	Art Teacher	8/14/23	\$50,956.59
Erica Polson	GWMS	ELA Teacher	8/14/23	\$60,384.94
Annika Schmidt	GWMS	Science Teacher	8/14/23	\$49,110.91
Kathleen Shaevel	GWMS	8th Grade Science Teacher	8/14/23	\$58,737.92
Kiran Sidhpura	District	Instructional Coach	8/14/23	\$63,193.55
Debi Thomos	Robinson	Library Media Specialist	8/14/23	\$64,303.68

APPROVAL OF SUPPORT STAFF EMPLOYMENT

<b>NAME</b>	<b>SCHOOL</b>	<b>POSITION</b>	<b>DATE</b>	<b>SALARY</b>
Michelle Escamilla	Edison	Paraprofessional	8/14/23	\$17.00/hr
Jamielynn Gulotta	GWMS	Paraprofessional	8/14/23	\$17.00/hr
Daisy Guzman	GWMS	Paraprofessional	8/14/23	\$17.00/hr
Lupe Hernandez	Edison	Paraprofessional	8/14/23	\$17..00/hr
Maricela Mendoza	Robinson	Building Secretary	8/14/23	\$19.00/hr
Erin McKeon	Lincoln	Paraprofessional	8/14/23	\$17.00/hr
Robyn Palermo	Home	Paraprofessional	8/14/23	\$17.00/hr
Leslie Prince	Costello	Paraprofessional	8/14//23	\$17.00/hr
Kristina Reyes	Robinson	Paraprofessional	8/14/23	\$17.00/hr
Rachel Starceovich	Edison	Paraprofessional	8/14/23	\$17.00/hr

APPROVAL OF RESIGNATION

<b>NAME</b>	<b>SCHOOL</b>	<b>POSITION</b>	<b>DATE</b>
Julia Bettis (Board approved on 6/27/23)	Home	Resource Teacher	7/12/23
Sally Cheeseman	Lincoln	Social Worker	6/22/23
Rachid Cherif (Board approved on 6/27/23)	GWMS	ESL/Bilingual Teacher	7/21/23
Miranda Flemming	GWMS	8th Grade Teacher	7/19/23
Tina Marie Flickinger	GWMS	Computer Skills Teacher	7/18/23
Michelle Ginn	GWMS	Interventionist	7/14/23
Leidi Guzman	Lincoln	EL Teacher	7/14/23
Eric James	Robinson	Special Education Teacher	7/14/23
Lauren Jermolowicz	Costello	ESL/Bilingual Teacher	7/3/23
Clara McKinney	Lincoln	Special Education Teacher	7/14/23
Patricia O'Connor	District	Payroll Coordinator	7/11/23
Midm Yi	GWMS	Instructional Coach	7/13/23
Linda Vece	GWMS	Food Service	6/27/23
Zuleica Zavala (Board approved on 6/27/23)	Lincoln	Building Secretary	7/17/23

Approved By:

\_\_\_\_\_  
Sara Andreas, Secretary

Dated:

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

MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF EDUCATION  
LYONS ELEMENTARY SCHOOL DISTRICT 103  
George Washington Middle School, Cafeteria  
8101 Ogden Avenue, Lyons, Il 60534 at 5:00 P.M.  
Tuesday, May 9, 2023

**I. Call to Order**

The special meeting of the Board of Education was called to order at 5:05 p.m. by President Jorge Torres.

**II. Roll Call**

Members Physically Present: Slagiana Aleksikj  
Sara Andreas  
Olivia Quintero  
Mario Ramirez  
Winifred Rodriguez  
Jorge Torres

Absent: Vito Campanile

**III. Public Comment**

None

**IV. Consolidated Election Results - April 4, 2023**

Olivia Quintero moved and Winifred Rodriguez seconded to accept the Cook County Clerk's Office Canvass of Vote for Lyons Elementary School District 103 School Board election on April 4, 2023. The vote certification resulted in the election of Jorge Torres, Olivia Quintero, Winifred Rodriguez, and Les Antos to the office of School Board Member.

Upon Roll Call:

Ayes: Slagiana Aleksikj  
Sara Andreas  
Olivia Quintero  
Mario Ramirez  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: Vito Campanile

Motion carried

**V. Adjourn Sine Die**

Board President Torres adjourned the meeting sine die at 5:08 p.m.

**VI. Administration of Oath of Office to Incoming Board Members**

Charline Latronica administered the Oath of Office to Incoming Board Members Jorge Torres, Olivia Quintero, and Winifred Rodriguez.

**VII. Reorganization of School Board**

**A. Selection of President Pro Tem**

Board Member Jorge Torres was elected Board President Pro Tem by Olivia Quintero.

**B. President Pro Tem Appoints Secretary Pro Tem**

Board President Pro Tem Torres elected Sara Andreas Secretary Pro Tem.

**VIII. Call to Order by President Pro Tem**

Board President Pro Tem called the meeting to order at 5:15 p.m.

**IX. Roll Call**

Members Physically Present:	Slagiana Aleksikj Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
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Absent: Les Antos

**X. Nomination/Election of Officers**

**A. Board President**

Board Member Sara Andreas nominated Board Member Jorge Torres for President.

B. Board Vice-President

Board Member Olivia Quintero nominated Board Member Winifred Rodriguez for Board Vice-President.

C. Board Secretary

Board Member Winifred Rodriguez nominated Board Member Sara Andres for Board Secretary.

D. Establishment of Day, Time, and Location of Board Meetings for 2023-2024

Mario Ramirez moved seconded by Winifred Rodriguez to approve the Board of Education School Board Meeting Calendar for 2023-2024, as presented.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	Les Antos
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Motion approved.

E. Approve IASB Representative

Winifred Rodriguez moved seconded by Sara Andreas to approve Olivia Quintero as the Governing Board Representative to the IASB.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent: Les Antos

Motion approved.

F. Approve Recording Salary

Winifred Rodriguez moved seconded by Olivia Quintero to appoint Charline Latronica as Recording Secretary for the Board of Education.

Upon Roll Call:

Ayes: Slagiana Aleksikj  
Sara Andreas  
Olivia Quintero  
Mario Ramirez  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: Les Antos

Motion approved.

**XI. Action Items**

**Approval of Costello School Principal - Christopher Jamrose**

Winifred Rodriguez moved seconded by Olivia Quintero to approve the employment contract for Christopher Jamrose, Principal of Costello School, in the amount of \$108,000 based off 206 days, plus an additional 2,620.97 for 5 additional days, for a total of \$110,620.97 for the 2023-2024 school year.

Upon Roll Call:

Ayes: Slagiana Aleksikj  
Sara Andreas  
Olivia Quintero  
Mario Ramirez  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: Les Antos

Motion approved.

**XII. Adjournment**

Winifred Rodriguez moved seconded by Olivia Quintero to adjourn at 5:21 p.m.

Upon Voice Vote there were 6 Ayes, 0 Nays, 1 Absent

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Sara Andreas, Secretary

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Jorge Torres, President

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
LYONS ELEMENTARY SCHOOL DISTRICT 103  
George Washington Middle School, Cafeteria  
8101 Ogden Avenue, Lyons, Il 60534 at 6:00 P.M.  
Tuesday, May 23, 2023

**I. Call to Order**

The regular meeting of the Board of Education was called to order at 6:00 p.m. by President Jorge Torres.

**II. Roll Call**

Members Physically Present:	Slagiana Aleksikj Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
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Absent:	Les Antos
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**III. Reading of Communications**

None

**IV. Year-to-Date Financials**

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

**V. Public Comment**

None

**VI. Consent Agenda**

Winifred Rodriguez moved seconded by Mario Ramirez to approve the Consent Agenda, as presented.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	Les Antos
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Motion carried

- A. Authorize Payment of Monthly Bills for May 2023
  - 1. Board Bills May 2023
  - 2. Activity Funds May 2023
- B. Approval of Minutes
  - 1. Special Minutes of April 10, 2023
  - 2. Regular Minutes of April 25, 2023
  - 3. Confidential Minutes of April 25, 2023
- C. Approval of Personnel/Leaves/Resignation List #5.23.23
- D. Approval of Summer Academy/ESY/Summer Camp Personnel List (June 5- June 29, 2023)

**VII. Action Items**

**Approval of Baker Tilly Audit Engagement Letter for FY2023**

Winifred Rodriguez moved seconded by Mario Ramirez to approve the Audit Engagement Letter with Baker Tilly to provide audit services for fiscal year 2023 in the amount of \$48,390, as presented.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	Les Antos
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Motion carried

**Approval of Addendum to 2023-2024 Employment Agreement Between Board of Education of Lyons Elementary School District 103 and LaTasha Bailey**

Winifred Rodriguez moved seconded by Mario Ramirez to approve the Addendum to the 2023-2024 employment agreement between Board of Education of Lyons Elementary School District 103 and LaTasha Bailey, as presented.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	Les Antos
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Motion carried

**Approval of Addendum to Employment Agreement Between Board of Education of Lyons Elementary School District 103 and Superintendent Rivera**

Sara Andreas moved seconded by Winifred Rodriguez to approve the addendum to the employment agreement between Board of Education of Lyons Elementary School District 103 and Superintendent Rivera, as presented.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	Les Antos
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Motion carried

**Approval of First Amendment to Intergovernmental Agreement Between Lyons School District 103 and the Board of Trustees of Northern Illinois University for Multi-Tiered System of Support Services for School Year 2023**

Winifred Rodriguez moved seconded by Mario Ramirez to approve the First Amendment to Intergovernmental Agreement between Lyons School District 103 and the Board of Trustees of Northern Illinois University for Multi-Tiered System of Support Services to increase scope hours to include services by adding an additional 45 hours in an amount not to exceed \$19,530 with an end date of June 30, 2023, as presented.

Upon Roll Call:

Ayes: Slagiana Aleksikj  
Sara Andreas  
Olivia Quintero  
Mario Ramirez  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: Les Antos

Motion carried

**Approval of Quality Network Solutions ("QNS") Technology Support Service Agreement for 2023-2026**

Winifred Rodriguez moved seconded by Sara Andres to approve the Quality Network Solutions (QNS") Technology Support Service Agreement for fiscal years 2023 thru 2026 at an annual cost of \$307,269 for the 2023-2024 fiscal year, \$318,023 for the 2024-2025 fiscal year and \$329,154 for the 2025-2026 fiscal year, as presented.

Upon Roll Call:

Ayes: Slagiana Aleksikj  
Sara Andreas  
Olivia Quintero  
Mario Ramirez  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: Les Antos

Motion carried

**XIII. Adjournment**

Winifred Rodriguez moved seconded by Slagiana Aleksikj to adjourn at 6:06 p.m.

Upon Voice Vote there were 5 Ayes, 0 Nays, 2 Absent

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Sara Andreas, Secretary

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Jorge Torres, President

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
LYONS ELEMENTARY SCHOOL DISTRICT 103  
George Washington Middle School, Cafeteria  
8101 Ogden Avenue, Lyons, Il 60534 at 6:00 P.M.  
Tuesday, June 27, 2023

**I. Call to Order**

The regular meeting of the Board of Education was called to order at 6:02 p.m. by President Jorge Torres.

**II. Roll Call**

Members Physically Present:	Sara Andreas Mario Ramirez Winifred Rodriguez Jorge Torres
Absent:	Slagiana Aleksikj Olivia Quintero

**III. Swearing in of Newly Elected Board Member Les Antos**

Charline Latronica administered the Oath of Office to Incoming Board Member Les Antos.

**IV. Post Swearing in Roll Call**

Members Physically Present:	Les Antos Sara Andreas Mario Ramirez Winifred Rodriguez Jorge Torres
Absent:	Slagiana Aleksikj Olivia Quintero

*(President Torres removed from the Agenda Action Item R - Approval of Amendment to First Student Transportation Services Agreement for School Year 2023-2024.)*

**V. Reading of Communications**

Charline Latronica stated the 4th of July Parade is taking place and to please reach out if interested in attending.

**VI. Year-to-Date Financials**

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

**VII. Public Comment**

Tom Weiner, GWMS Parent, commented that his child is attending GWMS and that he never received information regarding uniforms and times and inquired as to when that information will become available. He also commented on there not being a tour of GWMS for his child.

**VIII. Consent Agenda**

Sara Andres moved seconded by Mario Ramirez to approve the Consent Agenda, as presented.

Upon Roll Call:

Ayes:	Sara Andreas Les Antos Mario Ramirez Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	Slagiana Aleksikj Olivia Quintero

Motion carried

- A. Authorize Payment of Monthly Bills for June 2023
  - 1. Board Bills June 2023
- B. Approval of Minutes
  - 1. Special Minutes of April 10, 2023
  - 2. Regular Minutes of April 25, 2023
  - 3. Confidential Minutes of April 25, 2023
- C. Approval of Personnel/Leaves/Resignation/Retirement List #6.27.23

## IX. Board Reports

- A. Press Plus Policies - Draft Updates
  - 1. Policy 2:110 - Qualifications, Term, and Duties of Board Officers
  - 2. Policy 2:170 - Procurement of Architectural, Engineering, and Land Surveying Services
  - 3. Policy 4:45 - Insufficient Fund Checks and Debt Recovery
  - 4. Policy 4:60 - Purchases and Contracts
  - 5. Policy 4:100 - Insurance Management
  - 6. Policy 5:20 - Workplace Harassment Prohibited
  - 7. Policy 5:30 - Hiring process and Criteria
  - 8. Policy 5:90 - Abused and Neglected Child Reporting
  - 9. Policy 5:125 - Personal Technology and Social Media; Usage and Conduct
  - 10. Policy 5:150 - Personnel Records
  - 11. Policy 5:220 - Substitute Teachers
  - 12. Policy 5:260 - Student Teachers
  - 13. Policy 5:320 - Evaluation
  - 14. Policy 6:135 - Accelerated Placement Program
  - 15. Policy 6:230 - Library Media Program
  - 16. Policy 7:305 - Student Athlete Concussions and Head Injuries
  - 17. Policy 8:20 - Community Use of School Facilities
- B. Press Plus Policy - Rewritten
  - 1. Exhibit 3:40-E - Checklist for the Superintendent Employment Contract Negotiation Process
- C. Press Plus Policies - Review and Monitoring
  - 1. Exhibit 2:80-E - Board Member Code of Conduct
  - 2. Policy 2:80 - Board Member Oath and Conduct
  - 3. Policy 2:150 - Committees
  - 4. Policy 2:250 - Access to District Public Records
  - 5. Policy 3:10 - Goals and Objectives
  - 6. Policy 4:40 - Incurring Debt
  - 7. Policy 4:55 - Use of Credit and Procurement Cards
  - 8. Policy 5:170 - Copyright
  - 9. Policy 5:190 - Teacher Qualifications
  - 10. Policy 5.285 - Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
  - 11. Policy 6:10 - Educational Philosophy and Objectives
  - 12. Policy 6:130 - Program for the Gifted
  - 13. Policy 6:190 - Extracurricular and Co-Curricular Activities
  - 14. Policy 6:210 - Instructional Materials
  - 15. Policy 6:240 - Field Trips and Recreational Class Trips
  - 16. Policy 6.270 - Guidance and Counseling Program
  - 17. Policy 7.275 - Orders to Forgo Life-Sustaining Treatment
  - 18. Policy 8.25 - Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

- 19. Policy 8.70 - Accommodating Individuals with Disabilities
- 20. Policy 8.95 - Parental Involvement

**X. Action Item**

**Approval Non-Competitive Procurement Contract Between Aviands (dba K12 by Elior) Food Service Management Company and Lyons District 103 for School Year 2023-2024**

Mario Ramirez moved seconded by Sara Andreas to approve the Non-Competitive Procurement Contract Between Aviands (doing business as K-12 by Elior) Food Service Management Company and Lyons District 103 for School Year 2023-2024 for breakfast pricing in the amount of \$2.11 per student and lunch pricing in the amount of \$2.97 per student, as presented.

Upon Roll Call:

Ayes:	Sara Andreas Les Antos Mario Ramirez Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	Slagiana Aleksikj Olivia Quintero
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Motion carried

**Approval of School Year 2023-2024 Breakfast and Lunch Fees**

Mario Ramirez moved seconded by Winifred Rodriguez to approve the following K-8 breakfast and lunch fees for School Year 2023 2024:

Paid Breakfast	\$2.11
Reduced Breakfast	\$ .30
Paid Lunch	\$2.97
Reduced Lunch	\$ .40

Upon Roll Call:

Ayes:	Sara Andreas Les Antos Mario Ramirez Winifred Rodriguez Jorge Torres
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Nays: None

Absent: Slagiana Aleksikj  
Olivia Quintero

Motion carried

**Approval of Lease Between Lyons School District 103 and LADSE for SY 2023-2024**

Mario Ramirez moved seconded by Winifred Rodriguez to approve the Lease between Lyons School District 103 Board of Education and LADSE for School Year 2023-2024 for the use of 2 classrooms at Edison School, 1 classroom at Home School and 1 classroom at Lincoln School in the amount of \$10,000 per classroom, plus \$1,300 per average daily enrollment for the 2023-2024 school year, as presented.

Upon Roll Call:

Ayes: Sara Andreas  
Les Antos  
Mario Ramirez  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: Slagiana Aleksikj  
Olivia Quintero

Motion carried

**Approval of Intergovernmental Agreement Between the Illinois Department of Healthcare and Lyons Elementary School District 103, Local Education Association, Regarding Reimbursement of Expenditures for the School Based Health Services Program 2022-37-004**

Winifred Rodriguez moved seconded by Sara Andreas to approve the Intergovernmental Agreement Between the Illinois Department of Healthcare and Lyons Elementary School District 103, Local Education Association, Regarding Reimbursement of Expenditures for the School Based Health Services Program 2022-37-004, as presented.

Upon Roll Call:

Ayes: Sara Andreas  
Les Antos  
Mario Ramirez  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: Slagiana Aleksikj  
Olivia Quintero

Motion carried

**Approval of Renewal Proposal of Liability Insurance and Addition of Cyber Liability Insurance with Illinois Counties Risk Management Trust through Connor & Gallagher One Source for 2023-2024**

Sara Andreas moved seconded by Mario Ramirez to approve the renewal proposal of Liability Insurance and addition of Cyber Liability Insurance with Illinois Counties Risk Management Trust through Connor & Gallagher One Source, for 2023-2024 in the amount of \$271,496.

Upon Roll Call:

Ayes: Sara Andreas  
Les Antos  
Mario Ramirez  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: Slagiana Aleksikj  
Olivia Quintero

Motion carried

**Approval of Recycling of Technology Equipment**

Winifred Rodriguez moved seconded by Les Antos to approve the recycling of technology equipment, as presented.

Upon Roll Call:

Ayes: Les Antos  
Sara Andreas  
Mario Ramirez  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: Slagiana Aleksikj  
Olivia Quintero

Motion carried

**Approval of Creation and Job Description for Part-Time Safety Director**

Mario Ramirez moved seconded by Sara Andreas to approve the creation of and job description for a Part-Time Safety Director position, as presented.

Upon Roll Call:

Ayes: Les Antos  
Sara Andreas  
Mario Ramirez  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: Slagiana Aleksikj  
Olivia Quintero

Motion carried

**Approval of Addendum to 2023-2024 Employment Agreement Between Board of Education of Lyons Elementary School District 103 and Joshua Dakins**

Mario Ramirez moved seconded by Les Antos to approve the Addendum to the 2023-2024 Employment Agreement Between Board of Education of Lyons Elementary School District 103 and Joshua Dakins, as presented.

Upon Roll Call:

Ayes:	Les Antos Sara Andreas Mario Ramirez Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	Slagiana Aleksikj Olivia Quintero
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Motion carried

**Approval of Addendum to 2023-2024 Employment Agreement Between Board of Education of Lyons Elementary School District 103 and Kyle Novak**

Mario Ramirez moved seconded by Winifred Rodriguez to approve the Addendum to the 2023-2024 Employment Agreement Between Board of Education of Lyons Elementary School District 103 and Kyle Novak, as presented.

Upon Roll Call:

Ayes:	Les Antos Sara Andreas Mario Ramirez Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	Slagiana Aleksikj Olivia Quintero
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Motion carried

**Approval of Employment Agreement Between Board of Education of Lyons Elementary School District 103 and Dr. Martha Henrikson, Interim Principal for Robinson School**

Mario Ramirez moved seconded by Winifred Rodriguez to approve the Employment Agreement Between Board of Education of Lyons Elementary School District 103 and Dr. Martha Henrikson, Interim Principal for Robinson School from July 17, 2023 - December 21, 2023 at a Daily Rate of \$550.00, as presented.

Upon Roll Call:

Ayes:	Les Antos Sara Andreas Mario Ramirez Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	Slagiana Aleksikj Olivia Quintero

Motion carried

**Approval of 2023-2024 Employment Agreement Between Board of Education of Lyons Elementary School District 103 and Emelia Zarenana, Assistant Principal, Lincoln School**

Winifred Rodriguez moved seconded by Mario Ramirez to approve the 2023-2024 Employment Agreement Between Board of Education of Lyons Elementary School District 103 and Emelia Zarenana, Assistant Principal, Lincoln School, in the amount of \$82,400, as presented.

Upon Roll Call:

Ayes:	Les Antos Sara Andreas Mario Ramirez Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	Slagiana Aleksikj Olivia Quintero

Motion carried

**Approval of 2023-2024 Employment Agreement Between Board of Education of Lyons Elementary School District 103 and Sharon Patrick, George Washington Middle School Dean**

Winifred Rodriguez moved seconded by Les Antos to approve the 2023-2024 Employment Agreement Between Board of Education of Lyons Elementary School District 103 and Sharon Patrick, George Washington Middle School Dean, in the amount of \$80,000, as presented.

Upon Roll Call:

Ayes:	Les Antos Sara Andreas Mario Ramirez Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	Slagiana Aleksikj Olivia Quintero

Motion carried

**Approval of Stipend for Human Resources Director Stephanie Koenig for 2023-2024**

Winifred Rodriguez moved seconded by Sara Andreas to approve a stipend in the amount of \$5,000 for the 2023-2024 school year for Human Resources Director Stephanie Koenig for performing additional duties outside of her job description.

Upon Roll Call:

Ayes:	Les Antos Sara Andreas Mario Ramirez Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	Slagiana Aleksikj Olivia Quintero

Motion carried

**Approval of Stipend for Student Services Director Kimberly West for 2023-2024**

Winifred Rodriguez moved seconded by Les Antos to approve a stipend in the amount of \$20,000.00 for the 2023-2024 school year for Student Services Director Kimberly West for performing additional duties outside of her job description.

Upon Roll Call:

Ayes: Les Antos  
Sara Andreas  
Mario Ramirez  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: Slagiana Aleksikj  
Olivia Quintero

Motion carried

**Approval of Stipend for Curriculum & Instruction Director Regina Redd**

Winifred Rodriguez moved seconded Sara Andreas to approve a stipend in the amount of \$3,450 for Curriculum & Instruction Director Regina Redd for performing additional duties outside of her principal job description from April 10, 2023 through June 13, 2023.

Upon Roll Call:

Ayes: Les Antos  
Sara Andreas  
Mario Ramirez  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: Slagiana Aleksikj  
Olivia Quintero

Motion carried

**Approval of Agreement with Impact to Buyout Konica Minolta's Existing Lease and Enter Into a new Agreement for Copiers and Printers**

Mario Ramirez moved seconded by Sara Andreas to approve the Agreement with Impact to buyout existing lease and enter into a new five-year agreement for copiers and printers at a lower cost, subject to attorney approval, as presented.

Upon Roll Call:

Ayes:	Les Antos Sara Andreas Mario Ramirez Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	Slagiana Aleksikj Olivia Quintero
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Motion carried

**Approval of Appointment of Administrative Assignments**

Winifred Rodriguez moved seconded by Mario Ramirez to approve the appointment of administrator assignments for school year 2023-2024, as presented.

Upon Roll Call:

Ayes:	Les Antos Sara Andreas Mario Ramirez Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	Slagiana Aleksikj Olivia Quintero
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Motion carried

**XIII. Adjournment**

Winifred Rodriguez moved seconded by Les Antos to adjourn at 6:27 p.m.

Upon Voice Vote there were 5 Ayes, 0 Nays, 2 Absent

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Sara Andreas, Secretary

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Jorge Torres, President

LYONS ELEMENTARY SCHOOL DISTRICT 103  
PERSONNEL – HIRE/LEAVES/RESIGNATION LIST (July 25, 2023)  
List #07-25-23

APPROVAL OF CERTIFIED STAFF EMPLOYMENT

NAME	SCHOOL	POSITION	DATE	SALARY
Sara Al-Kurdi	Lincoln	4th/5th Grade Teacher	8/14/23	\$53,813.79
Jill Berrones	Costello	ESL Teacher	8/14/23	\$58,248.44
Destinee Burton	GWMS	Math Teacher	8/14/23	\$50,956.59
Lauren Callahan	Lincoln	4th/5th Grade ELA Teacher	8/14/23	\$49,110.91
Molly Conlin	Costello	4th Grade Teacher	8/14/23	\$50,073.87
Jeanette Dorantes	Lincoln	Intervention Teacher	8/14/23	\$57,271.34
Alyse Koehler	District	Instructional Coach	8/14/23	\$59,165.74
Ken Markovic	Lincoln	Social Worker	8/14/23	\$55,769.98
Ruth Mutters	Robinson	Art Teacher	8/14/23	\$50,956.59
Erica Polson	GWMS	ELA Teacher	8/14/23	\$60,384.94
Annika Schmidt	GWMS	Science Teacher	8/14/23	\$49,110.91
Kathleen Shaevel	GWMS	8th Grade Science Teacher	8/14/23	\$58,737.92
Kiran Sidhpura	District	Instructional Coach	8/14/23	\$63,193.55
Debi Thomos	Robinson	Library Media Specialist	8/14/23	\$64,303.68

APPROVAL OF SUPPORT STAFF EMPLOYMENT

NAME	SCHOOL	POSITION	DATE	SALARY
Michelle Escamilla	Edison	Paraprofessional	8/14/23	\$17.00/hr
Jamielynn Gulotta	GWMS	Paraprofessional	8/14/23	\$17.00/hr
Daisy Guzman	GWMS	Paraprofessional	8/14/23	\$17.00/hr
Lupe Hernandez	Edison	Paraprofessional	8/14/23	\$17..00/hr
Maricela Mendoza	Robinson	Building Secretary	8/14/23	\$19.00/hr
Erin McKeon	Lincoln	Paraprofessional	8/14/23	\$17.00/hr
Robyn Palermo	Home	Paraprofessional	8/14/23	\$17.00/hr
Leslie Prince	Costello	Paraprofessional	8/14//23	\$17.00/hr
Kristina Reyes	Robinson	Paraprofessional	8/14/23	\$17.00/hr
Rachel Starcevich	Edison	Paraprofessional	8/14/23	\$17.00/hr

APPROVAL OF RESIGNATION

<b>NAME</b>	<b>SCHOOL</b>	<b>POSITION</b>	<b>DATE</b>
Julia Bettis (Board approved on 6/27/23)	Home	Resource Teacher	7/12/23
Sally Cheeseman	Lincoln	Social Worker	6/22/23
Rachid Cherif (Board approved on 6/27/23)	GWMS	ESL/Bilingual Teacher	7/21/23
Margaret Fitzgerald	GWMS	Special Education Teacher	7/25/23
Miranda Flemming	GWMS	8th Grade Teacher	7/19/23
Tina Marie Flickinger	GWMS	Computer Skills Teacher	7/18/23
Michelle Ginn	GWMS	Interventionist	7/14/23
Leidi Guzman	Lincoln	EL Teacher	7/14/23
Eric James	Robinson	Special Education Teacher	7/14/23
Lauren Jermolowicz	Costello	ESL/Bilingual Teacher	7/3/23
Clara McKinney	Lincoln	Special Education Teacher	7/14/23
Patricia O'Connor	District	Payroll Coordinator	7/11/23
Midm Yi	GWMS	Instructional Coach	7/13/23
Linda Vece	GWMS	Food Service	6/27/23
Zuleica Zavala (Board approved on 6/27/23)	Lincoln	Building Secretary	7/17/23

Approved By:

\_\_\_\_\_  
Sara Andreas, Secretary

Dated:

\_\_\_\_\_

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

# Document Status: Draft Update

## BOARD OF EDUCATION

### 2:110 Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

#### President

The Board elects a President from its members for a one-year term. The duties of the President are to:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act;
10. Administer the oath of office to new Board members;
11. Serve as or appoint the Board's official spokesperson to the media;
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official;
13. Serve as or appoint the Board's official spokesperson to the media; and
14. Ensure that all the fingerprint-based criminal history records information checks, and/or screenings, and sexual misconduct related employment history reviews (EHRs) [PRESSPlus1](#) required by State law and policy 5:30, *Hiring Process and Criteria*, are completed for the Superintendent.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

#### Vice President

The Board elects a Vice President from its members for a one-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

### Secretary

The Board elects a Secretary for a one-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the appropriate Intermediate Service Center Executive Director;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

### Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

### Treasurer

Qualifications, appointment, and duties of the Treasurer for the School District shall be provided in the School Code. The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;

3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.:

~~5 ILCS 120/7 and 420/4A-106.~~

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, 5/17-1, ~~and 5/21B-85,~~ and 5/22-94.

5 ILCS 120/7, Open Meetings Act.

5 ILCS 420/4A-106, III. Governmental Ethics Act.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational Board of Education Meeting), 2:220 (Board of Education Meeting Procedure), 5:30 (Hiring Process and Criteria)

Adopted: March 22, 2022

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/22-94, amended by P.A. 102-702, eff. 7-1-23, requiring a sexual misconduct related employment history review (EHR) to be initiated prior to hiring an applicant that will have direct contact with children or students. *Direct contact with children or students* is defined as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.” **Issue 111, March 2023**

## *Document Status: Draft Update*

### **BOARD OF EDUCATION**

#### **2:170 Procurement of Architectural, Engineering, and Land Surveying Services**

The Board of Education selects architects, engineers, and land surveyors to provide professional services to the District on the basis of demonstrated competence and qualifications, and in accordance with State law.

LEGAL REF.:

40 U.S.C. §1101 et seq<sup>541</sup>. [PRESSPlus1](#)

[50 ILCS 510/](#), Local Government Professional Services Selection Act.

[105 ILCS 5/10-20.21](#).

Shively v. Belleville Twp. High Sch. Dist. 201, 329 Ill.App.3d 1156 (5th Dist. 2002), *appeal denied*.

Adopted: December 17, 2018

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to a five-year review. **Issue 112, June 2023**

## Document Status: Draft Update

### OPERATIONAL SERVICES

#### 4:45 Insufficient Fund Checks and Debt Recovery

##### Insufficient Fund Checks

The Superintendent or designee is responsible for collecting up to the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent is authorized to contact the Board Attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

##### Delinquent Debt Recovery

The Superintendent is authorized to seek collection of delinquent debt owed the District to the fullest extent of the law.

A Local Debt Recovery Program may be available through the Illinois Office of the Comptroller (IOC) in the future. [PRESSPlus1](#) To participate in it, an intergovernmental agreement (IGA) between the District and the IOC must be in existence. The IGA establishes the terms under which the District may refer a delinquent debt to the IOC for an offset (deduction). The IOC may execute an offset, in the amount of the delinquent debt owed to the District, from a future payment that the State makes to an individual or entity responsible for paying the delinquent debt.

The Superintendent or designee shall execute the requirements of the IGA. While executing the requirements of the IGA, the Superintendent or designee is responsible, without limitation, for each of the following:

1. Providing a District-wide, uniform, method of notice and due process to the individual or entity against whom a claim for delinquent debt payment (*claim*) is made. Written notice and an opportunity to be heard must be given to the individual or entity responsible for paying a delinquent debt before the claim is certified to the IOC for offset. The notice must state the claim's amount, the reason for the amount due, the claim's date or time period, and a description of the process to challenge the claim.
2. An individual or entity challenging a claim shall be provided an informal proceeding to refute the claim's existence, amount, or current collectability; the decision following this proceeding shall be reviewable.
  - a. If a waiver of student fees is requested as a challenge to paying the claim, and the waiver of student fees is denied, an appeal of the denial of a fee waiver request shall be handled according to 4:140, *Waiver of Student Fees*. If no waiver of student fees is requested, reviews regarding payment of the claim shall be handled according to this policy before certification to the IOC for offset.
  - b. If application for meal benefits pursuant to policy 4:130, *Free and Reduced-Price Food Services*, is requested as a challenge to paying the claim, and the request is denied, an appeal of the denial of the request shall be handled according to 4:130, *Free and Reduced-Price Food Services*. If no request for meal benefits is received, review of the claim's payment shall be handled according to this policy before certification to the IOC for offset.

3. Certifying to the IOC that the debt is past due and legally enforceable, and notifying the IOC of any change in the status of an offset claim for delinquent debt.
4. Responding to requests for information from the IOC to facilitate the prompt resolution of any administrative review requests received by the IOC.

LEGAL REF.:

15 ILCS 405/10.05 and 10.05d, State Comptroller Act.

105 ILCS 123/, Hunger-Free Students' Bill of Rights Act.

810 ILCS 5/3-806, Uniform Commercial Code.

Adopted: July 10, 2019

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### **PRESSPlus Comments**

PRESSPlus 1. The Ill. Office of the Comptroller (IOC) operates an Offset System for collecting debt owed to the State, political subdivisions of the State, and school districts by persons receiving payments from the State. Seeking debt recovery through an offset of a future payment the State makes to a debtor is optional. The requirements in this policy for obtaining an offset are either in statute or the IOC's intergovernmental agreement (IGA). 15 ILCS 405/10.05 and 10.05d. The first step to participate is to contact a LDRP manager with the IOC to request an IGA with the IOC's office. Program managers work one-on-one with districts and matters are handled on a case-by-case basis. The LDRP's number for local governments is 312-814-3090. Contact the board attorney for advice and assistance. Note that historically, the IOC has been reluctant to pursue school lunch debts under the LDRP. **Issue 112, June 2023**

## *Document Status: Draft Update*

### **OPERATIONAL SERVICES**

#### **4:60 Purchases and Contracts**

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable Board of Education policies.

##### Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with applicable federal and State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable federal and State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, [105 ILCS 5/10-20.21](#), unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with [105 ILCS 5/19b-1](#) *et seq.*
4. Third party non-instructional services must comply with [105 ILCS 5/10-22.34c](#).
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with [105 ILCS 5/10-20.21](#)(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with [105 ILCS 5/10-20.21](#)(b-10).
7. The purchase of paper and paper products must comply with [105 ILCS 5/10-20.19c](#) and Board policy 4:70, *Resource Conservation*.
8. Each contractor with the District is bound by <sup>73</sup>each of the following:

- a. In accordance with [105 ILCS 5/10-21.9\(f\)](#): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in [105 ILCS 5/10-21.9\(c\)](#) and [5/21B-80\(c\)](#) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in [5/21B-80\(b\)](#) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
  - b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having *direct contact with children or students* if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR; (3) maintain all records of EHRs and provide the District access to such records upon request; and (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g). [PRESSPlus1](#)
  - c. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease ~~if the employee will have direct, daily contact with one or more student(s)~~; and (2) require any new or existing employee who ~~has and will have direct, daily contact with one or more~~ provides services to student(s) or in schools to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Dept. ~~artment~~ of Public Health rules or order of a local health official.
9. ~~After 1-1-23, a~~ Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
  10. Purchases made with federal or State awards must comply with [2 C.F.R. Part 200](#) and [30 ILCS 708/](#), as applicable, and any terms of the award.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.:

[2 C.F.R. Part 200](#).

[105 ILCS 5/10-20.19c](#), [5/10-20.21](#), [5/10-21.9](#), [5/10-22.34c](#), [5/19b-1](#) *et seq.*, [5/22-94](#), and [5/24-5](#).

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

[410 ILCS 170/](#), Coal Tar Sealant Disclosure Act.

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

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening;

Notifications), 5:90 (Abused and Neglected Child Reporting)

Adopted: March 22, 2022

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. See 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com).

For the definition of *sexual misconduct*, see 105 ILCS 5/22-85.5(c), added by P.A. 102-676 and policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.

*Direct contact with children or students* is defined as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.” 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23. This standard, which triggers the EHR, appears on its face to be broader than the *direct, daily contact* standard that triggers the *complete criminal history records check* in 105 ILCS 5/10-21.9(f). See 5:30-AP2, *Investigations*, 4:60-AP3, *Criminal History Records Check of Contractor Employees*, and 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for more information. For example, a contracted night custodian who may have some passing, routine interaction with students who are on campus for afterschool events, but does not have direct, daily contact with students triggers an EHR but not necessarily a *complete criminal history records check*. It is less clear if the reverse scenario could arise where a *complete criminal history records check* under 105 ILCS 5/10-21.9(f) would be required but an EHR would not be required. For ease of administration, a district may wish to require contractors to undergo a *complete criminal history records check* whenever the obligation to conduct an EHR is triggered, and vice versa.

105 ILCS 5/22-94(g), added by P.A. 102-702, eff. 7-1-23, prohibits contractors from entering any agreement that: (1) has the effect of suppressing information concerning a pending or completed investigation in which an allegation of sexual misconduct was substantiated, (2) affects the ability of the contractor to report sexual misconduct to the appropriate authorities, or (3) requires the contractor to expunge information about allegations or findings of suspected sexual misconduct, unless an allegation is found to be false, unfounded, or unsubstantiated following an investigation. **Issue 111, March 2023**

## Document Status: Draft Update

### OPERATIONAL SERVICES

#### 4:100 Insurance Management

The Superintendent shall recommend and maintain all insurance programs that provide the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include each of the following:

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's certified licensed PRESSPlus1 staff members; Board of Education members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified licensed staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers.
2. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
3. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

#### Student Insurance

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parent(s)/guardian(s) and the company.

#### LEGAL REF.:

Consolidated Omnibus Budget Reconciliation Act, Pub. L. 99-272, §10001, 400 Stat. 222, 26 U.S.C. §4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.

105 ILCS 5/2-3.53a, 5/2-3.53b, 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, and 5/10-22.34b, and 5/21A-5 et seq.

215 ILCS 5/, Ill. Insurance Code.

750 ILCS 75/, Ill. Religious Freedom Protection and Civil Union Act.

820 ILCS 305/, Workers' Compensation Act.

CROSS REF.: 7:300 (Extracurricular Athletics)

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to a five-year review. **Issue 112, June 2023**

## *Document Status: Draft Update*

### General Personnel

#### **5:20 Workplace Harassment Prohibited**

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, [PRESSPlus1](#) color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

#### Sexual Harassment Prohibited

The District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

#### Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

### Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

### **Nondiscrimination Coordinator:**

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

[koenigs@lyons103.org](mailto:koenigs@lyons103.org)

708-783-4100

### **Complaint Managers:**

Stephanie Koenig

4100 Joliet Ave., Lyons, IL  
60534

[koenigs@lyons103.org](mailto:koenigs@lyons103.org)

708-783-4100

Kim West

4100 Joliet Ave., Lyons, IL 60534

[westk@lyons103.org](mailto:westk@lyons103.org)

708-783-4100

### Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance*

*Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

#### Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A\(b\)](#), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

#### Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be up to and including discharge.

#### Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act ([5 ILCS 430/](#)), the Whistleblower Act ([740 ILCS 174/](#)), and the Ill. Human Rights Act ([775 ILCS 5/](#)).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

#### Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate

handbooks.

LEGAL REF.:

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964; [29 C.F.R. §1604.11](#).

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[5 ILCS 430/70-5\(a\)](#), State Officials and Employees Ethics Act.

[775 ILCS 5/2-101](#)(E) and (E-1), [5/2-102](#)(A), (A-10), (D-5), [5/2-102](#)(E-5), [5/2-109](#), [5/5-102](#), and [5/5-102.2](#), Ill. Human Rights Act.

[56 Ill. Admin.Code Parts 2500](#), [2510](#), [5210](#), and [5220](#).

~~[Burlington Indus. v. Ellerth](#), 524 U.S. 742 (1998); [Vance v. Ball State Univ.](#), 570 U.S. 421 (2013).~~ [PRESSPlus2](#)

~~[Crawford v. Metro. Gov't of Nashville & Davidson Cnty.](#), 555 U.S. 271 (2009).~~

~~[Jackson v. Birmingham Bd. of Educ.](#), 544 U.S. 167 (2005).~~

~~[Oncale v. Sundowner Offshore Servs.](#), 523 U.S. 75 (1998).~~

~~[Burlington Indus. v. Ellerth](#), 524 U.S. 742 (1998).~~

~~[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).~~

~~[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).~~

~~[Franklin v. Gwinnett Co. Public Schools](#), 503 U.S. 60 (1992).~~

~~[Meritor Savings Bank v. Vinson](#), 477 U.S. 57 (1986).~~

~~[Porter v. Erie Foods Int, Inc.](#), 576 F.3d 629 (7th Cir. 2009).~~

~~[Williams v. Waste Mgmt.](#), 361 F.3d 1021 (7th Cir. 2004).~~

~~[Berry v. Delta Airlines](#), 260 F.3d 803 (7th Cir. 2001).~~

~~[Crawford v. Metro. Gov't of Nashville & Davidson Cty.](#), 555 U.S. 271 (2009).~~

~~[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).~~

~~[Franklin v. Gwinnett Co. Public Schools](#), 503 U.S. 60 (1992).~~

~~[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).~~

~~[Jackson v. Birmingham Bd. of Educ.](#), 544 U.S. 167 (2005).~~

~~[Meritor Savings Bank v. Vinson](#), 477 U.S. 57 (1986).~~

~~[Oncale v. Sundowner Offshore Servs.](#), 523 U.S. 75 (1998).~~

~~[Porter v. Erie Foods Int, Inc.](#), 576 F.3d 629 (7th Cir. 2009).~~

~~Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).~~

~~Vance v. Ball State Univ., 133 S. Ct. 2434 (2013).~~

~~Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).~~ Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

Adopted: November 22, 2022

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## **PRESSPlus Comments**

PRESSPlus 1. The Ill. Human Rights Act defines race to include traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists. 775 ILCS 5/1-103(M-5), added by P.A. 102-1102, eff. 1-1-23. The law allows employers to implement dress codes or adopt grooming policies that include restrictions on attire, clothing, or facial hair to maintain workplace safety or food sanitation. 775 ILCS 5/2-102(E-5). Title VII does not have a definition of race, but U.S. Equal Employment Opportunity Commission (EEOC) guidance provides that “[r]ace discrimination includes discrimination on the basis of ancestry or physical or cultural characteristics associated with a certain race, such as skin color, hair texture or styles, or certain facial features.” See the EEOC’s *Questions and Answers about Race and Color Discrimination in Employment*, at: [www.eeoc.gov/laws/guidance/questions-and-answers-about-race-and-color-discrimination-employment](http://www.eeoc.gov/laws/guidance/questions-and-answers-about-race-and-color-discrimination-employment). **Issue 110, October 2022**

PRESSPlus 2. The Legal References are updated. **Issue 110, October 2022**

# *Document Status: Draft Update*

## General Personnel

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

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Education policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

No individual will be employed who has been convicted of a criminal offense listed in [105 ILCS 5/21B-80\(c\)](#).

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

After September 1, 2006, applications for positions in the Lyons Elementary School District 103 may be hired only if they will not be supervised by, or directly supervising an immediate family member. Employees cannot be transferred into such a direct supervisory relationship. If the direct supervisory relationship is established after employment, the Superintendent or designee, and the Building Principal will work with the individuals to determine which will be transferred.

Examples of direct supervision include, but are not limited to:

- A. Evaluation of a staff member.
- B. Responsible for hiring or firing staff members in that position.
- C. Responsible for assigning working hours to a staff member.
- D. Responsible for approving payroll of the staff member.

For the purposes of this policy, immediate family includes: parents, spouse, brothers, sisters, children, grandparents, parent-in-law, brother-in-law, sister-in-law.

### Job Descriptions

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

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

### Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall

ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, appropriate Intermediate Service Center Executive Director, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. Dept. of State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in [105 ILCS 5/21B-80](#) or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

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

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Sexual Misconduct Related Employment History Review (EHR) [PRESSPlus1](#)

Prior to hiring an applicant for a position involving *direct contact with children or students*, [PRESSPlus2](#) the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated

before a successful superintendent candidate is offered employment by the Board.

### Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

### Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

### LEGAL REF.:

[42 U.S.C. §12112](#), Americans with Disabilities Act; [29 C.F.R. Part 1630](#).

[15 U.S.C. § 1681](#) *et seq.*, Fair Credit Reporting Act.

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[105 ILCS 5/10-16.7](#), [5/10-20.7](#), [5/10-21.4](#), [5/10-21.9](#), [5/10-22.34](#), [5/10-22.34b](#), [5/21B-10](#), [5/21B-80](#), [5/21B-85](#), [5/22-6.5](#), [5/22-94](#), and [5/24-5](#).

[20 ILCS 2630/3.3](#), Criminal Identification Act.

[820 ILCS 55/](#), Right to Privacy in the Workplace Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

*Duldulao v. St. Mary of Nazareth Hospital*, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd in part and remanded* 115 Ill.2d 482 (Ill. 1987).

*Kaiser v. Dixon*, 127 Ill. App. 3d 251 (2nd Dist. 1984).

*Molitor v. Chicago Title & Trust Co.*, 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), [5:120 \(Employee Ethics; Code of Professional Conduct; and Conflict of Interest\)](#), 5:125 (Personal Technology and

Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

Adopted: March 22, 2022

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring districts to initiate an EHR prior to hiring an applicant who will have *direct contact with children or students*. See sample administrative procedure 5:30-AP3, *Sexual Misconduct Related Employment History Review (EHR)*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for the process, timing, and positions requiring an EHR. See policy 4:60, *Purchases and Contracts*, and sample administrative procedure 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for EHR requirements for employees of contractors who have *direct contact with children or students*. **Issue 111, March 2023**

PRESSPlus 2. *Direct contact with children or students* is defined as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.” 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23. **Issue 111, March 2023**

## *Document Status: Draft Update*

### General Personnel

#### **5:90 Abused and Neglected Child Reporting**

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at [report.cybertip.org/](http://report.cybertip.org/) or [www.missingkids.org](http://www.missingkids.org). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

#### Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.

3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including sexual misconduct as defined in Faith's Law), [PRESSPlus1](#) and boundary violations as required by law and policy 5:100, *Staff Development Program*.

### Alleged Incidents of Sexual Abuse: Investigations

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A](#), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

### Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests 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 the Superintendent has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under Faith's Law, [PRESSPlus2](#) and (2) that act resulted in the license holder's dismissal or resignation from the District, ~~he or she~~ the Superintendent shall notify the State Superintendent and the appropriate Intermediate Service Center Executive Director in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

The Superintendent shall develop procedures for notifying a student's parents/guardians when a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student as defined in Faith's Law. The Superintendent shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor, or agent following the investigation of sexual misconduct. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in sexual misconduct is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated. [PRESSPlus3](#)

The Superintendent shall execute the recordkeeping requirements of Faith's Law. [PRESSPlus4](#)

### Special Board of Education Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under [105 ILCS 5/21B](#), has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the Board of Education; Indemnification*.

LEGAL REF.:

[20 U.S.C. §7926](#), Elementary and Secondary Education Act.

105 ILCS 5/10-21.9, 5/10-23.13, ~~and 5/21B-85~~, [5/22-85.5](#), and [5/22-85.10](#).

[20 ILCS 1305/1-1](#) *et seq.*, Department of Human Services Act.

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

[720 ILCS 5/12C-50.1](#), Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), [4:60 \(Purchases and Contracts\)](#), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

Adopted: March 22, 2022

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## PRESSPlus Comments

PRESSPlus 1. *Sexual misconduct* under *Faith's Law* defined in 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

The Abused and Neglected Child Reporting Act (ANCRA) covers abuse and neglect of children. 325 ILCS 5/3. The Dept. of Human Services Act (DHSA) covers abuse and neglect of adult students with a disability. 20 ILCS 1305/1-17(b). Abuse may be generally understood as any physical or mental injury or sexual abuse inflicted on a child or adult student with a disability other than by accidental means or creation of a risk of such injury or abuse by a person who is responsible for the welfare of a child or adult student with a disability. Neglect may be generally understood as abandoning a child or adult student with a disability or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's or adult student with a disability's welfare.

Abuse covered by ANCRA also includes *grooming* as defined in the Ill. Criminal Code of 2012 (720 ILCS 5/11-25). 325 ILCS 5/3(i), added by P.A. 102-676 (*a/k/a Faith's Law*).

The School Code goes further and prohibits school employees from engaging in *grooming behaviors* and *sexual misconduct*. 105 ILCS 5/10-23.13(b), ~~as~~ amended by P.A. 102-610 (*a/k/a Erin's Law*); 105 ILCS 5/22-85.5(c), added by P.A. 102-676 (*a/k/a Faith's Law*). To streamline implementation, policy 5:90

5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, defines prohibited *grooming behaviors* to include *sexual misconduct* and it explicitly prohibits employees from engaging in *grooming, grooming behaviors, and sexual misconduct*. While it is possible for low-level *grooming behaviors* and/or *sexual misconduct* to not amount to grooming prohibited by ANCRA, best practice is to report suspected *grooming behaviors* and *sexual misconduct* to DCFS. **Issue 111, March 2023**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-21.9(e-5), amended by P.A. 102-702, eff. 7-1-23. **Issue 111, March 2023**

PRESSPlus 3. Updated in response to 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23. See sample procedure 5:90-AP2, *Parent/Guardian Notification of Sexual Misconduct*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 111, March 2023**

PRESSPlus 4. Updated in response to 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23. See sample procedure 5:150-AP, *Personnel Records*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 111, March 2023**

# Document Status: Draft Update

## General Personnel

### 5:125 Personal Technology and Social Media; Usage and Conduct

#### Definitions

**Includes** - Means “includes without limitation” or “includes, but is not limited to.”

**Social media** - Media for social interaction, using highly accessible communication techniques through the use of web-based and/or mobile technologies that allow users to turn communication into share content and/or engage in interactive dialogue communication through online communities. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, TikTok, Snapchat, and YouTube.* [PRESSPlus1](#)

**Personal technology** - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g. iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones, e.g. iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g. iPod®).

#### Usage and Conduct

All District employees who use personal technology and/or social media shall:

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; and 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, [23 Ill.Admin.Code §22.20](#).
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee’s obligations under policy 5:90, *Abused and Neglected Child Reporting* ~~Child Reporting~~.
6. Not disclose ~~student record~~ confidential information, including but not limited to school student

records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.

7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

### Superintendent Responsibilities

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
  - a. Provide their building staff with a copy of this policy.
  - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
  - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, [820 ILCS 55/10](#); i.e., the *Facebook Password Law*.
5. Periodically review this policy and any implementing procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.:

[105 ILCS 5/21B-75](#) and [5/21B-80](#).

[775 ILCS 5/5A-102](#), Ill. Human Rights Act.

[820 ILCS 55/10](#), Right to Privacy in the Workplace Act.

[23 Ill.Admin.Code §22.20](#), Code of Ethics for Ill. Educators.

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[Garcetti v. Ceballos](#), 547 U.S. 410 (2006).

[Pickering v. High School Dist. 205](#), 391 U.S. 563 (1968).

*Mayer v. Monroe County Community School Corp.*, 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

Adopted: March 22, 2022

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## **PRESSPlus Comments**

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 111, March 2023**

## *Document Status: Draft Update*

### General Personnel

#### **5:150 Personnel Records**

##### Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

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:

1. 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 Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.
3. Manage the District's responses to employer requests for sexual misconduct related employment history review (EHR) information in accordance with Faith's Law [PRESSPlus1](#)

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.

##### Maintenance and Access to Records

**Please refer to the applicable collective bargaining agreement(s).**

**For employees not covered by a current applicable bargaining agreement:**

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.:

[20 U.S.C. §7926](#).

[105 ILCS 5/22-94](#).

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

[745 ILCS 46/10](#), Employment Record Disclosure Act.

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

[23 Ill.Admin.Code §1.660](#).

CROSS REF.: 2:250 (Access to District Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student Records)

Adopted: November 22, 2022

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23. **Issue 111, March 2023**

## 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 120 days beginning with the 2021-2022 through the 2022-2023 school year. [PRESSPlus1](#) otherwise 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 Ill. 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, 2023, 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. Unless otherwise permitted by law. [PRESSPlus2](#) ~~s~~ 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.

#### Internal Substitution

**Please refer to the applicable collective bargaining agreement(s).**

LEGAL REF.:

[105 ILCS 5/10-20.68](#), [5/21B-20\(2\)](#), [5/21B-20\(3\)](#), and [5/21B-20\(4\)](#).

[40 ILCS 5/16-118, Ill. Pension Code.](#)

[23 Ill.Admin.Code §1.790](#) (Substitute Teacher) and [§25.520](#) (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

Adopted: November 22, 2022

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/21B-20(3), amended by P.A. 102-717. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to 105 ILCS 5/21B-20(4), amended by P.A. 102-712, permitting short-term substitute teachers to substitute for a licensed teacher for up to 15 (rather than five) consecutive school days, if the Governor has declared a disaster due to a public health emergency, through 6-30-23. **Issue 110, October 2022**

## Document Status: Draft Update

### Professional Personnel

#### 5:260 Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to [Section 5/21B-80](#) of the School Code [PRESSPlus1](#) or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach.

Before permitting an individual to student teach or begin a required internship in the District, the Superintendent or designee shall ensure that:

1. The District performed a [105 ILCS 5/10-21.9\(g\)](#) Check as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to [105 ILCS 5/24-5](#).

A [105 ILCS 5/10-21.9\(g\)](#) Check shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act ([20 ILCS 2635/1](#)), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act ([P.L. 109-248](#));
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law ([730 ILCS 152/101 et seq.](#)); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth [Community Notification Law Registration Act](#) ([730 ILCS 154/75-105](#)).

The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her [105 ILCS 5/10-21.9\(g\)](#) check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the [Department of Ill. State Police \(ISP\)](#), to the [Department of State Police ISP](#). The Superintendent or designee will provide each student teacher with a copy of his or her report.

#### Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities.

LEGAL REF.:

~~Uniform Conviction Information Act, 20 ILCS 2635/1, Uniform Conviction Information Act.~~

[105 ILCS 5/10-21.9](#), [5/10-22.34](#), and [5/24-5](#).

CROSS REF.: 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:190 (Teacher Qualifications)

~~ADOPTED: December 30, 2016~~

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## **PRESSPlus Comments**

PRESSPlus 1. Consult the board attorney for guidance regarding whether student teachers or interns, who are typically unpaid, qualify as *employees* who must also undergo the sexual misconduct related employment history review (EHR) required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. Whether or not a student or intern is paid by a district may be determinative. See 5:30-AP3, *Sexual Misconduct Related Employment History Review(EHR)*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). If a district has an agreement with a post-secondary institution for the placement of student interns, consult the board attorney regarding whether the institution qualifies as a contractor under 105 ILCS 5/22-94(b) that must perform an EHR of the intern. See 4:60-AP4, *Sexual Misconduct Related Employment History Review(EHR) of Contractor Employees. Issue 111, March 2023*

## **Educational Support Personnel**

### **5:320 Evaluation**

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board of Education policies as well as in compliance with State law and any applicable employee handbook PRESSPlus1 ~~collective bargaining agreement~~.

**Please refer to the applicable collective bargaining agreement(s).**

**For employees not covered by a current applicable bargaining agreement:**

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

The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable employee handbook.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

Adopted: November 22, 2022

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to a Policy Reference Manual (PRM) five-year review. **Issue 110, October 2022**

# 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; and
4. ~~By the fall of 2023, the automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows:~~ [PRESSPlus1](#)
  - a. ~~A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.~~
  - b. ~~A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.~~
  - c. ~~A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.~~

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, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. 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.

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

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

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: March 22, 2022

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to ISBE's *Accelerated Placement Policy Guidance for Districts Frequently Asked Questions* (September 2022), at: [www.isbe.net/Documents/Accelerated-Placement-Act-FAQ.pdf](http://www.isbe.net/Documents/Accelerated-Placement-Act-FAQ.pdf), which asserts this provision is limited to “[d]istricts with grades 9-12.” **Issue 111, March 2023**

# Document Status: Draft Update

## INSTRUCTION

### 6:230 Library Media Program

The Superintendent or designee shall manage the District's library media program to comply with (1) State law and Ill. State Board of Education (ISBE) rule and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's resources and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
5. Staff members are invited to recommend additions to the collection.
6. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.
7. The program is guided by the principles of the American Library Association's *Library Bill of Rights* and its interpretation for school libraries. [PRESSPlus1](#)

Parents/guardians, employees, and community members who believe that library media program resources violate rights guaranteed by any law or Board policy may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*. [PRESSPlus2](#)

The Superintendent or designee shall establish criteria consistent with this policy for the review of objections. Parents/guardians, employees, and community members with suggestions or complaints about library media program resources may complete a *Library Media Resource Objection Form*. The Superintendent or designee shall inform the parent/guardian, employee, or community member, as applicable, of the District's decision. [PRESSPlus3](#)

LEGAL REF.:

[23 Ill.Admin.Code §1.420\(o\)](#).

CROSS REF.: 6:60 (Curriculum Content), 6:170 (Title I Programs), 6:210 (Instructional Materials)

Adopted: December 17, 2018

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### PRESSPlus Comments

PRESSPlus 1. Optional. The American Library Association's (ALA) *Library Bill of Rights* includes the following:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.
8. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

See <https://www.ala.org/advocacy/intfreedom/librarybill> and its interpretation for school libraries at: <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessresources>. The ALA's interpretation of its *Library Bill of Rights* acknowledges that the educational level and program of the school necessarily shape the resources and services of a school library, but it states that the principles of the *Library Bill of Rights* apply equally to all libraries, including school libraries. **Issue 111, March 2023**

PRESSPlus 2. Limiting the scope of complainants in this policy to parents/guardians, employees, and community members aligns with sample policy 2:260, *Uniform Grievance Procedure*. **Issue 111, March 2023**

PRESSPlus 3. Updated in response to subscriber and III. Council of School Attorneys member feedback regarding management of library book challenges. The issue of school library book removals is an unsettled area of law that is often litigated; consult the board attorney for advice regarding challenges to school library books or other library resources. In the only U.S. Supreme Court case to address this issue, Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 852 (1982), the Court issued a plurality (not a majority) opinion finding a board could not remove books it had characterized as "anti-American, anti-Christian, anti-Semitic, and just plain filthy," if the removal was motivated by partisan or political reasons; to do so would violate students' Constitutional right to receive information and ideas. Four dissenting justices, however, disagreed that students have a right to receive information and ideas under the First Amendment and would have deferred to the judgment of the local school board.

See sample administrative procedure 6:230-AP, *Responding to Complaints About Library Media Resources*, and sample exhibit 6:230-AP, E, *Library Media Resource Objection Form*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 111, March 2023**

## *Document Status: Draft Update*

### STUDENTS

#### **7:305 Student Athlete Concussions and Head Injuries**

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act (YSCSA), PRESSPlus1 that provides, without limitation, each of the following:
  - a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.
  - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
    - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
    - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
  - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
  - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
  - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
  - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act YSCSA: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.

- g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussions*, which includes its *Return to Play (RTP) Policy*. These specifically require that:
    - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
    - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
    - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
  3. Require all student athletes to view the IHSA video about concussions.
  4. Inform student athletes and their parent(s)/guardian(s) about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
  5. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
  6. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
  7. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.

LEGAL REF.:

[105 ILCS 5/22-80.](#)

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

20 ILCS 2310/2310-307, Civil Administrative Code of Illinois.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 7:300 (Extracurricular Athletics)

Adopted: July 10, 2019

**PRESSPlus Comments**

PRESSPlus 1. Updated in response to a five-year review. **Issue 112, June 2023**

## Document Status: Draft Update

### COMMUNITY RELATIONS

#### 8:20 Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the Board of Education.

LEGAL REF.: [PRESSPlus1](#)

~~Boy Scouts of America Equal Access Act~~, 20 U.S.C. §7905, [Boy Scouts of America Equal Access Act](#).

10 ILCS 5/11-4.19-2.2, [Election Code](#).

105 ILCS 5/10-20.410, 5/10-22.10, and 5/29-3.5.

[Good News Club v. Milford Central School](#), ~~121 S.Ct. 2093~~ [533 U.S. 98](#) (2001).

[Lamb's Chapel v. Center Moriches Union Free School District](#), ~~113 S.Ct. 2141~~ [508 U.S. 384](#) (1993).

[Rosenberger v. Rector and Visitors of Univ. of Va.](#), 515 U.S. 819 (1995).

CROSS REF.: 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

~~ADOPTED: December 15, 2014~~

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#### PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 111, March 2023**

## *Document Status: Draft Update - Rewritten*

### Superintendent

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

The Board of Education 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/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/](http://www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/). [PRESSPlus1](#)

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 the link above.

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.

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.

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>1. Are the statutory duties of the Superintendent listed?</li> <li>2. 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>
Full-time, Attention and Energy Clause	<p>How will the Board address outside activities of the Superintendent?</p> <ol style="list-style-type: none"> <li>1. How will the Board define <i>outside activities</i>?</li> <li>2. Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract?</li> <li>3. Will the Board require approval/notification before the Superintendent engages in outside activities?</li> </ol>

**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)) prior to retirement?</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? School districts are responsible for paying the actuarial cost of the pension benefits earned on the portion of a TRS member's salary that exceeds the governor's statutory salary. The governor's annual salary is published by TRS at: <a href="http://www.trsil.org/employers/payments/contribution-rates_earnings-limitations">www.trsil.org/employers/payments/contribution-rates_earnings-limitations</a>.</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>Any contract that contains a condition of severance pay must include the following provisions required by the Government Severance Pay Act (GSPA), 5 ILCS 415/10:</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 Changes to the Superintendent's Employment Contract 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**

<b>Superintendent Contract Term Considerations for the Board</b>	<b>Explanation, Special Considerations, and Resources</b>
	Does the Board want to require the successful superintendent candidate to guarantee that as the

Administrative License	future Superintendent of the District, he or she has and will maintain the appropriate licensure throughout the employment contract?
Criminal Background Check Law	105 ILCS 5/10-21.9. See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i> , and the subhead entitled Fingerprint-based Criminal History Records Information Check in administrative procedure 5:30-AP2, <i>Investigations</i> .
Sexual Misconduct Related Employment History Review Law	105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i> and PRESS sample administrative procedure 5:30-AP3, <i>Sexual Misconduct Related Employment History Review (EHR)</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 and sexual misconduct related employment history review required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23 and discussed above? If yes, consult the Board Attorney and consider the following laws:</p> <p>15 U.S.C. § 1681 et seq., 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/, III. 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 (a/k/a <i>ban the box</i> law).</p> <p>820 ILCS 55/, III. 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</li> </ol>

account; and

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. (Note: 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, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*, and its f/ns).

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 *bona fide occupational requirement*, 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. Note: Any one of these grounds alone is sufficient.

Medical Examination

105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases.

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. §1630.2(r).

See also PRESS sample policy 5:30, *Hiring Process and Criteria*, specifically f/ns 25 and 26.

Tenure

Suspension of Tenure

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.

Continued Tenure

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Superintendents serving multiple one year contracts

may still accrue service toward and acquire tenure.  
See 105 ILCS 5/10-23.8 and the *Duration of Contract* row in the Employment and Compensation checkbox, above.

**Evaluations and Goals**

<b>Superintendent Contract Term Considerations for the Board</b>	<b>Explanation, Special Considerations, and Resources</b>
<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><a href="http://www.iasb.com/conference-training-and-events/training/workshops/">www.iasb.com/conference-training-and-events/training/workshops/</a></p> <p>Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for school 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>Once the Board has developed its goals and indicators (as</p>

Superintendent Evaluation

discussed immediately above), 105 ILCS 5/10-20, 5/10-23, and 5/10-23.8 require the Board to:

- 1. "Direct, through policy, its superintendent in his or her charge of the administration of the school district;" and
- 2. Evaluate the superintendent in his or her "administration of school board policies and his or her stewardship of the assets of the district."

How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators?

Does the Board state when it will evaluate the successful superintendent candidate upon the goals and indicators that it set? Note: Some districts do not consider the superintendent evaluation to be a *one-time event* 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.

Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent's evaluation process?

What evaluation instrument will be used? How will the evaluation be documented?

Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate?

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/iasb/media/documents/superintendent-evaluation-process.pdf](http://www.iasb.com/iasb/media/documents/superintendent-evaluation-process.pdf);

IASB's *Foundational Principles of Effective Governance*, Principle 3. The board employs a superintendent, at: [www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/](http://www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/); 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

Considerations for the Board	Resources
Expenses and Allowances	<p>How will the Board address expenses and allowances 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> </ol>

	<ol style="list-style-type: none"> <li>4. Will the Board address reimbursement for unused days?</li> <li>5. Will vacation days need to be used for days off during winter or spring breaks?</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 or will a different amount be provided?</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 notification from the Superintendent prior to taking or upon returning from a sick day? If yes, describe the process.</li> </ol>
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. Note: Ultimately, only TRS has the authority to determine creditability.</li> </ol> </li> </ol> <p>116</p>

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

<b>Superintendent Contract Term Considerations for the Board</b>	<b>Explanation, Special Considerations, and Resources</b>
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</li> </ol>

	<p>any goals?</p> <p>See 105 ILCS 5/10-23.8.</p>
<p>Terminations</p>	<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 after exhaustion of available leave, whichever is greater?</li> </ol> </li> </ol> <p>See PRESS 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> </li> </ol> <p>*50 ILCS 205/3c, 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</p>

	<p>Rights Act of 1964. See Severance Pay row directly below.</p> <p>6. Will the Board agree to provisions for hearing and due process for the Superintendent?</p> <p>7. How will the Board address death of its Superintendent during the duration of the employment contract?</p>
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):</p> <p>A restriction to an amount not exceeding 20 weeks of compensation; and</p> <p>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 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>.</p>
Liquidated Damages	<p>Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract?</p> <p>1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys?</p> <p>2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?</p>
Amendments	<p>How will the Board and Superintendent agree to allow for amendments to the employment contract?</p>

**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>
	<p>If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent’s attorney reviewed them?</p> <p>119</p> <p>1. Notice</p>

Technical clauses (common in contracts)	<ol style="list-style-type: none"> <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>
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**Miscellaneous Issues**

<b>Superintendent Contract Term Considerations for the Board</b>	<b>Explanation, Special Considerations, and Resources</b>
Board Obligations Under the Employment Contract	<p>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?</p> <p>Specifically, are Board members aware of the Board's specific obligations regarding:</p> <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	<p>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?</p>
Legislative Issues	<p>How might pending pension reform legislation or other trending legislation affect the employment contract?</p>

**PRESSPlus Comments**

PRESSPlus 1. This Board exhibit is **Rewritten** for PRESS Plus Issue 111. Updates were made in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring a board to conduct a sexual misconduct related employment history review (EHR) when they hire an employee who will have direct contact with children or students, including a superintendent, and for continuous improvement. A redlined version showing the changes made is available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 111, March 2023**

# Document Status: Review and Monitoring

## Board Member Oath and Conduct

### 2:80-E Exhibit - Board Member Code of Conduct

As a member of my local Board of Education, I will do my utmost to represent the public interest in education by adhering to the following standards and principles: [PRESSPlus1](#)

1. I will represent all School District constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my Board membership for personal gain or publicity.
3. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a Board meeting.
4. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in Board of Education meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the Board, and remain reasonably knowledgeable about local, State, national, and global education issues.
9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, such as those sponsored by my State and national School Board associations, and encourage my fellow Board members to do the same.
12. I will strive to keep my Board focused on its primary work of clarifying the District purpose, direction and goals, and monitoring District performance.

DATED : July 10, 2019

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### **PRESSPlus Comments**

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

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

**Issue 112, June 2023**

# Document Status: Review and Monitoring

## BOARD OF EDUCATION

### 2:80 Board Member Oath and Conduct

Each Board of Education member, before taking his or her seat on the Board, shall take the following oath of office: [PRESSPlus1](#)

I, *(name)*, **do solemnly swear** (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Lyons Public School District 103, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

**I further swear** (or affirm) that:

**I shall respect** taxpayer interests by serving as a faithful protector of the School District's assets;

**I shall encourage** and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

**I shall recognize** that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting;

**I shall abide** by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

**As part of the Board of Education**, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;

**I shall foster** with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for Lyons Public School District 103;

**I shall assist** in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

**I shall strive** to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

**I shall serve** as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for Lyons Public School District 103; and

**I shall strive** to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

The Board Secretary will administer the oath in an open Board meeting ; in the absence of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

The Board adopts the Illinois Association of School Boards' *Code of Conduct for Members of School Boards*. A copy of the *Code* shall be displayed in the regular Board meeting room.

LEGAL REF.:

[105 ILCS 5/10-16.5.](#)

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:50 (Board Member Term of Office), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational Board of Education Meeting)

Adopted: July 10, 2019

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## **PRESSPlus Comments**

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

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
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**Issue 112, June 2023**

# *Document Status: Review and Monitoring*

## BOARD OF EDUCATION

### **2:150 Committees**

The Board of Education may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board. [PRESSPlus1](#)

#### Special Board Committees

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

#### Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Board Policy Committee. This committee researches policy issues, and provides information and recommendations to the Board.
2. Parent-Teacher Advisory Committee. This committee assists in the development of student discipline policy and procedure, and provides information and recommendations to the Board. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student behavior, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
3. Behavioral Interventions Committee. This committee, coordinated by the Executive Director of the Special Education Cooperative, develops and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, *Misconduct by Students with Disabilities*. Committee reports and recommendations are made to the Board upon its request.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.:

[5 ILCS 120/](#), Open Meetings Act.

[105 ILCS 5/10-20.14](#) and [5/14-8.05](#).

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of

Education Meetings), 2:240 (Board Policy Development), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: January 25, 2016

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## **PRESSPlus Comments**

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- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
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**Issue 110, October 2022**

# *Document Status: Review and Monitoring*

## **BOARD OF EDUCATION**

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

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response. [PRESSPlus1](#)

#### Freedom of Information Officer

The Superintendent shall appoint an employee, who may be himself or herself, to serve as the District's Freedom of Information Officer. That appointee assumes all the duties and powers of that office as provided in FOIA and this policy.

#### Definition

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

#### Requesting Records

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

#### Responding to Requests

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

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

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

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

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

### Fees

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

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

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

### Provision of Copies and Access to Records

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

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

### Preserving Public Records

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

LEGAL REF.:

[5 ILCS 140/](#), Illinois Freedom of Information Act.

[105 ILCS 5/10-16](#) and [5/24A-7.1](#).

[820 ILCS 40/11](#).

[820 ILCS 130/5](#).

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

ADOPTED: September 24, 2015

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## **PRESSPlus Comments**

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**Issue 110, October 2022**

# Document Status: Review and Monitoring

## GENERAL SCHOOL ADMINISTRATION

### 3:10 Goals and Objectives

The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with Board of Education policy 1:30, *School District Philosophy*. Specific goals and objectives are to: [PRESSPlus1](#)

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are in alignment with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

#### LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-21.4](#), and [5/10-21.4a](#).

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board Superintendent Relationship), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 6:10 (Educational Philosophy and Objectives)

**ADOPTED: December 15, 2014**

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### PRESSPlus Comments

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re-adopted

**Issue 110, October 2022**

# Document Status: Review and Monitoring

## OPERATIONAL SERVICES

### 4:40 Incurring Debt

The Superintendent shall provide early notice to the Board of Education of the District's need to borrow money. The Superintendent or designee shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness, or (2) establish a line of credit with a bank or other financial institution. The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law. [PRESSPlus1](#)

#### LEGAL REF.:

Securities Act of 1933, [15 U.S.C. §77a et seq.](#)

Securities Exchange Act of 1934, [15 U.S.C. §78a et seq.](#)

[17 C.F.R. §240.15c2-12.](#)

Bond Authorization Act, [30 ILCS 305/2](#)

Bond Issue Notification Act, [30 ILCS 352/](#)

Local Government Debt Reform Act, [30 ILCS 350/.](#)

Tax Anticipation Note Act, [50 ILCS 420/.](#)

[50 ILCS 420/.](#)

[105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.](#)

CROSS REF.: 4:10 (Fiscal and Business Management)

Adopted: February 26, 2018

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### **PRESSPlus Comments**

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# *Document Status: Review and Monitoring*

## OPERATIONAL SERVICES

### **4:55 Use of Credit and Procurement Cards**

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests. [PRESSPlus1](#)

The Superintendent or designee shall manage the use of District credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit and procurement card use by the Superintendent is appropriate.

In addition to the other limitations contained in this and other Board policies, District credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. Each cardholder, other than the Superintendent, may charge no more than \$500 in a single purchase and no more than \$1000 within a given month without prior authorization from the Superintendent.
4. The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases.
9. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in [105 ILCS 5/10-20.21](#), or any Board policy.
10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.<sup>134</sup>

LEGAL REF.:

[105 ILCS 5/10-20.21.](#)

[23 Ill.Admin.Code §100.70\(d\).](#)

CROSS REF.: 4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 4:90 (Student Activity and Fiduciary Funds), 5:60 (Expenses)

~~ADOPTED: December 15, 2014~~

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## **PRESSPlus Comments**

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**Issue 110, October 2022**

# *Document Status: Review and Monitoring*

## General Personnel

### **5:170 Copyright**

#### Works Made for Hire [PRESSPlus1](#)

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and Board of Education policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

#### Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

#### Copyright Infringement: Designation of District Digital Millennium Copyright Act (DMCA) Agent

The employee listed below receives complaints about copyright infringement within the use of the District's online services. The Superintendent or designee will register this information with the federal Copyright Office as required by federal law.

#### **District DMCA Agent:**

Martin Stack

4100 Joliet Ave.,

Lyons, IL 60534

Email:

stackm@sd103.com

708.783.4100

#### LEGAL REF.:

Federal Copyright Law of 1976, [17 U.S.C. §101](#) *et seq.*

[105 ILCS 5/10-23.10.](#)

CROSS REF.: 6:235 (Access to Electronic Networks)

**ADOPTED: January 25, 2016**

## **PRESSPlus Comments**

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**Issue 110, October 2022**

# Document Status: Review and Monitoring

## Professional Personnel

### 5:190 Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply: [PRESSPlus1](#)

1. Each teacher must:
  - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
  - b. Provide the District Office with a complete official transcript of credits earned in institutions of higher education.
  - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with an official transcript of any credits earned since the date the last transcript was filed.
  - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications.

LEGAL REF.:

[20 U.S.C. §6312\(e\)\(1\)\(A\)](#).

[105 ILCS 5/10-20.15](#), [5/21-11.4](#), [5/21B-15](#), [5/21B-20](#), [5/21B-25](#), and [5/24-23](#).

[23 Ill.Admin.Code §1.610 et seq.](#), [§1.705 et seq.](#), and [Part 25](#).

CROSS REF.: 6:170 (Title I Programs)

**ADOPTED: December 30, 2016**

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### **PRESSPlus Comments**

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

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**Issue 110, October 2022**

# *Document Status: Review and Monitoring*

## Educational Support Personnel

### **5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers**

The District shall adhere to State and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The Superintendent or designee manages a program to implement State and federal law defining the circumstances and procedures for the testing. [PRESSPlus1](#)

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

LEGAL REF.:

[625 ILCS 5/6-106.1](#) and [5/6-106.1c](#).

[49 U.S.C. §31306](#), Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991, [P.L. 102-143](#)).

[49 C.F.R. Parts 40](#) (Procedures for Transportation Workplace Drug and Alcohol Testing Programs), [382](#) (Controlled Substance and Alcohol Use and Testing), and [395](#) (Hours of Service of Drivers).

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

**ADOPTED: April 28, 2017**

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### **PRESSPlus Comments**

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**Issue 111, March 2023**

# *Document Status: Review and Monitoring*

## **INSTRUCTION**

### **6:10 Educational Philosophy and Objectives**

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to: [PRESSPlus1](#)

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop students' awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. Encourage students to become life long learners.
8. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, *Equal Educational Opportunities*.

In order for the Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:

1. A review and evaluation of the present curriculum.
2. A projection of curriculum and resource needs.
3. An evaluation of, and plan to eliminate, any bias in the curriculum or instructional materials and methods concerning the classifications referred to in item 8, above.
4. Any plan for new or revised instructional program implementation.
5. A review of present and future facility needs.

CROSS REF: 1:30 (School District Philosophy), 3:10 (Goals and Objectives), 6:15 (School Accountability), 7:10 (Equal Educational Opportunities)

Adopted: December 17, 2018

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**Issue 112, June 2023**

# Document Status: Review and Monitoring

## INSTRUCTION

### 6:130 Program for the Gifted

The Superintendent or designee shall implement an education program for gifted and talented learners that will challenge and motivate academically advanced learners and engage them in appropriately differentiated learning experiences to develop their unique abilities. If the State Superintendent of Education issues a Request for Proposals because sufficient State funding is available to support local programs of gifted education, the Superintendent or designee shall inform the Board concerning the feasibility and advisability of developing a "plan for gifted education" that would qualify for State funding. [PRESSPlus1](#)

Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student's identification as gifted or talented learner.

The Board of Education will monitor this program's performance by meeting periodically with the Superintendent or designee to determine and/or review the indicators and data that evidence whether the educational program for gifted and talented learners is accomplishing its goals and objectives and is otherwise in compliance with this policy.

LEGAL REF.:

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

[23 Ill.Admin.Code Part 227.](#)

CROSS REF.: 6:135 (Accelerated Placement Program)

**ADOPTED: September 22, 2016**

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# *Document Status: Review and Monitoring*

## **INSTRUCTION**

### **6:190 Extracurricular and Co-Curricular Activities**

Extracurricular or co-curricular activities are school-sponsored programs for which some or all of the activities are outside the instructional day. They do not include field trips, homework, or occasional work required outside the school day for a scheduled class. Co-curricular activity refers to an activity associated with the curriculum in a regular classroom and is generally required for class credit. Extracurricular activity refers to an activity that is not part of the curriculum, is not graded, does not offer credit, and does not take place during classroom time; it includes competitive interscholastic activities and clubs. [PRESSPlus1](#)

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.

#### Academic Criteria for Participation

For students in kindergarten through 8th grade, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

LEGAL REF.:

[105 ILCS 5/10-20.30](#) and [5/24-24](#).

CROSS REF.: 4:170 (Safety), 7:10 (Equal Educational Opportunities), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics), 8:20 (Community Use of School Facilities)

Adopted: December 17, 2018

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**Issue 112, June 2023**

# *Document Status: Review and Monitoring*

## INSTRUCTION

### **6:210 Instructional Materials**

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and: [PRESSPlus1](#)

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

The Superintendent or designee shall annually provide a list or description of textbooks and instructional materials used in the District to the Board of Education. Anyone may inspect any textbook or instructional material.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating.

#### Instructional Materials Selection and Adoption

The Superintendent shall approve the selection of all textbooks and instructional materials according to the standards described in this policy. The School Code governs the adoption and purchase of textbooks and instructional materials.

LEGAL REF.:

[105 ILCS 5/10-20.8](#) and [5/28-19.1](#).

CROSS REF.: 6:30 (Organization of Instruction), 6:40 (Curriculum Development), 6:80 (Teaching About Controversial Issues), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

~~ADOPTED: January 22, 2018~~

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## **PRESSPlus Comments**

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**Issue 111, March 2023**

# Document Status: Review and Monitoring

## INSTRUCTION

### **6:240 Field Trips and Recreational Class Trips**

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives. [PRESSPlus1](#)

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the Board of Education. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. A member of District 103 certified staff must be present on all field trips. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip; and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140, *Waiver of Student Fees*. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

#### Recreational Class Trips

Recreational class trips are permissible provided they do not interfere with the District's educational goals. The provisions in this policy concerning field trips are also applicable to recreational class trips, except those regarding educational value.

LEGAL REF.:

[105 ILCS 5/29-3.1.](#)

CROSS REF.: 4:140 (Waiver of Student Fees), 6:10 (Educational Philosophy and Objectives), 7:10 (Equal Educational Opportunities), 7:270 (Administering Medicines to Students)

Adopted: December 17, 2018

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### **PRESSPlus Comments**

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### **Issue 112, June 2023**

# Document Status: Review and Monitoring

## INSTRUCTION

### 6:270 Guidance and Counseling Program

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member. [PRESSPlus1](#)

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

LEGAL REF.:

[105 ILCS 5/10-22.24a](#) and [5/10-22.24b](#).

[23 Ill.Admin.Code §1.420\(q\)](#).

CROSS REF.: 6:50 (School Wellness), 6:65 (Student Social and Emotional Development), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students) , 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention)

~~ADOPTED: December 15, 2014~~

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### PRESSPlus Comments

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**Issue 110, October 2022**

# Document Status: Review and Monitoring

## STUDENTS

### 7:275 Orders to Forgo Life-Sustaining Treatment

Written orders from parent(s)/guardian(s) to forgo life-sustaining treatment for their child must be signed by the student's physician and given to the Superintendent. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act. [755 ILCS 40/](#)[PRESSPlus1](#)

Whenever an order to forgo life-sustaining treatment is received, the Superintendent shall convene a multi-disciplinary team that includes:

1. The student, when appropriate;
2. The student's parent(s)/guardian(s);
3. Other medical professionals, e.g., licensed physician, physician's assistant, or nurse practitioner;
4. Local first responders for the building in which the student is assigned to attend school;
5. The school nurse;
6. Clergy, if requested by the student or his or her parent(s)/guardians(s);
7. Other individuals to provide support to the student or his or her parent(s)/guardian(s); and
8. School personnel designated by the Superintendent.

The team shall determine guidelines to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event.

The District personnel shall convey orders to forgo life-sustaining treatment to the appropriate emergency or healthcare provider.

#### LEGAL REF.:

Health Care Surrogate Act, [755 ILCS 40/](#).

[Cruzan v. Director, Missouri Dept. of Health](#), 497 U.S. 261 (1990).

[In re C.A., a minor](#), 236 Ill.App.3d 594 (1st Dist. 1992).

ADOPTED: February 26, 2018

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### PRESSPlus Comments

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

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

**Issue 112, June 2023**

# *Document Status: Review and Monitoring*

## COMMUNITY RELATIONS

### **8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities**

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy. [PRESSPlus1](#)

#### Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

#### Commercial Companies and Political Candidates or Parties

Commercial companies and political candidates or organizations are prohibited from advertising in schools, on the school grounds, or on school or District websites.

#### LEGAL REF.:

Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384 (1993).

Berger v. Rensselaer Central Sch. Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).

Sherman v. Community Consolidated Sch. Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 8 F.3d 1160 (1994).

Hedges v. Wauconda Community Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 565 U.S. 1036 (2011).

DiLoreto v. Downey Unified Sch. Dist., 196 F.3d 958 (9th Cir. 1999).

CROSS REF.: 7:325 (Student Fundraising Activities)

Adopted: December 17, 2018

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### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that

each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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- Update the policy language due to changes in local conditions
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**Issue 112, June 2023**

# Document Status: Review and Monitoring

## COMMUNITY RELATIONS

### **8:70 Accommodating Individuals with Disabilities**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others. [PRESSPlus1](#)

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least three years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

#### LEGAL REF.:

Americans with Disabilities Act, [42 U.S.C. §§12101 et seq.](#) and [12131 et seq.](#); [28 C.F.R. Part 35.](#)

Rehabilitation Act of 1973 §104, [29 U.S.C. §794](#) (2006).

[105 ILCS 5/10-20.51.](#)

[410 ILCS 25/](#), Environmental Barriers Act.

[71 Ill.Admin.Code Part 400](#), Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Building Programs)

## **PRESSPlus Comments**

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

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

**Issue 111, March 2023**

# Document Status: Review and Monitoring

## COMMUNITY RELATIONS

### 8:95 Parental Involvement

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent shall: [PRESSPlus1](#)

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the Board of Education on the implementation of this policy.

CROSS REF.: 6:170 (Title I Programs), 6:250 (Community Resource Persons and Volunteers), 8:10 (Connection with the Community), 8:90 (Parent Organizations and Booster Clubs)

Adopted: July 10, 2019

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### **PRESSPlus Comments**

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

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

**Issue 112, June 2023**

**AMENDMENT TO STUDENT TRANSPORTATION SERVICES AGREEMENT BETWEEN LYONS  
ELEMENTARY SCHOOL DISTRICT AND FIRST STUDENT, INC.**

**THIS AMENDEMENT** is made by and entered into as of this 25th day of July, 2023 by and between the BOARD OF EDUCATION OF LYONS ELEMENTARY SCHOOL DISTRICT 103 with principal offices located at 4100 South Joliet Avenue, Lyons Illinois 60534 hereinafter called DISTRICT and FIRST STUDENT, INC. hereinafter called "CONTRACTOR" with its corporate offices located at 600 Vine Street, Suite 1400, Cincinnati Ohio, 45202 and its local operating offices located at 8600 W. 67th Street, Hodgkins Illinois 60525 and together called "PARTIES".

**WHEREAS**, the parties are entered into that certain Pupil transportation Services Agreement dated May 26, 2009, as amended February 17, 2012, June 9, 2014, April 27, 2015, May 25, 2016 and May 22, 2017, April 22, 2018, April 18, 2019, July 1, 2020, May 1, 2021 and May 1 2022 (hereinafter the "Agreement"); and all contingencies placed upon the bid specifications, and

**WHEREAS**, the parties desire to amend certain provisions thereof and extend its term effective immediately;

**NOW, THEREFORE**, the parties mutually agree as follows:

All terms used herein, unless otherwise defined in this Amendment, shall have the same meaning as set forth in the Agreement. Following the effective date of this Amendment, future references to the Agreement in any communication or document between the DISTRICT and CONTRACTOR shall mean the Agreement incorporating the changes and/or additions in this Amendment.

1. **TERM** The term of the agreement shall extend for one.(1) additional year commencing August 1, 2023 and continuing through July 31, 2024; thereafter this amended agreement may be extended one a year-to-year basis by mutual agreement of the parties, subject to the operation of 105 Ill. Comp. Stat. 5/29-6.1, as amended from time to time.
2. **COMPENSATION** Commencing August 1, 2023, the rates of compensation payable hereunder during the ensuing Contract Year's and shall be those set forth in Exhibit "A" and are based on current number of routes and bell times.
3. **NOTICE TO PARTIES** All notices to be given by the parties to this Agreement shall be in writing and serviced by depositing same in the United States Mail, certified mail.

Notices to the DISTRICT should be addresses to:

William Channell  
Assistant Business Manager  
Lyons Elementary School District 103  
4100 Joliet Avenue  
Lyons, IL 60534

Notices to the CONTRACTOR shall be addressed to:

Mr. Jason Kierna  
Region Vice President  
First Student, Inc.  
1717 Park Street, Suite 225  
Naperville, IL 60563

With a copy to:

General Counsel  
FirstGroup America, Inc.  
600 Vine Street, Suite 1400  
Cincinnati, OH 45202

4. **NO OTHER MODIFICATIONS** All terms of the Agreement shall remain in full force and effect except to the extent modified herein. This Amendment shall become a part of and shall be integrated into the Agreement.

**IN WITNESS WHEREOF**, this Agreement has been signed and executed in duplicate on behalf of the parties hereto by person's duty authorized on the day and year first written above.

**Lyons Elementary SD 103**

**FIRST STUDENT, INC.**

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

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

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

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

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

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

**ATTEST:**

**ATTEST:**

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

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

**EXHIBIT A  
LYONS ELEMENTARY SCHOOL DISTRICT 103  
TRANSPORTATION RATES  
2023-2024**

<b>Route Rates</b>	<u>2022-2023</u>	<u>2023-2024</u>
Cost for a one-way am or pm route	\$87.84	\$96.54
Cost for a one-way am or pm unpaired route	\$160.50	\$176.39
Cost for a one-way activity route	\$106.78	\$117.35
Cost for a one-way band route	\$71.20	\$78.25
Cost for a one-way am or pm summer school route	\$87.84	\$96.54
Cost for an early dismissal/late start	\$56.13	\$61.69
Evacuations - per occurrence	\$363.07	\$399.01
Safe School Route	\$249.17	\$273.84
Homeless Route	\$290.06	\$318.76

**Trip Rates**

Cost for an extracurricular, activity or field trip (per hour with 3-hour minimums per trip)

3-hours or less	\$ 219.07
4-hours or less	\$ 275.45
5-hours or less	\$ 344.24
Additional hours billed in 1/4 hour increments	\$ 62.60
Fuel Peg	\$1.95

Conflict Fee removed with the understanding that after school field trips and activity buses may arrive to the schools later than the scheduled time.

**ADDENDUM TO EMPLOYMENT AGREEMENT BETWEEN BOARD OF  
EDUCATION LYONS SCHOOL DISTRICT 103 AND KRISTOPHER RIVERA**

This ADDENDUM, made this \_\_\_ day of July, 2023, between the BOARD OF EDUCATION OF Lyons School district 103, COOK COUNTY, ILLINOIS (hereinafter referred to as the “BOARD”), and Kristopher Rivera (hereinafter referred to as the “Superintendent”), is attached to the SUPERINTENDENT’S Contract executed on February 5, 2019 (“AGREEMENT”) by the BOARD and together the Addendum and Agreement reflect the terms of the Contract between the Board and the Superintendent (“CONTRACT”).

**SCOPE OF THE ADDENDUM AND AGREEMENT**

Under the CONTRACT, all other provisions of the AGREEMENT remain in full force and effect except to the extent that any of the terms or conditions contained in this ADDENDUM may contradict or conflict with any of the terms or conditions of the AGREEMENT, it is expressly understood and agreed that the terms of this ADDENDUM shall take precedence and supersede the AGREEMENT. The terms in this ADDENDUM are the only changes to the AGREEMENT. The following Sections of the AGREEMENT are amended as indicated:

**A. EMPLOYMENT AND COMPENSATION**

**1. Contract Duration and Annual Salary**

Subsection A.1. of the AGREEMENT is amended as follows:

The Board, after evaluating the SUPERINTENDENT’S performance and attainment of goals, pursuant to the School Code, 105 ILCS 5/10-23.8, and Section 3 of the AGREEMENT, finds the performance-based criteria and goals in Exhibit A to the AGREEMENT has been met or substantial progress has been made in achieving the goals. Because of same, under the CONTRACT, the term of the employment as stated in Section 1 of the AGREEMENT shall be extended to and terminate on June 30, 2026.

In consideration of an annual compensation of One Hundred Seventy-Six Thousand One Hundred Thirty Dollars (\$176,130.00) for the 2023-2024 Contract year and the same compensation for subsequent contract years, in addition to the same percentage increase given to the teachers (4% increase in 2024-2025; 3.75% increase in 2025-2026), the SUPERINTENDENT agrees to devote such time, skill, labor, and attention to his employment during the term of this Agreement in order to faithfully perform the duties of Superintendent of Schools. The BOARD retains the right to adjust the annual compensation, salary, and/or fringe

benefits of the SUPERINTENDENT for the 2023-2024 school year and subsequent years, over and above the compensation stated above, including the percentage increase. Should such annual increase cause the BOARD to incur a penalty, the BOARD will provide the maximum compensation allowable, not greater than 6%, which would not cause the BOARD to incur a penalty. Salary shall be paid in equal installments in accordance with the BOARD policy governing payment of salary to other certificated members of the professional staff, less such amounts as provided for in this Agreement, and other amounts required by law.

**IN WITNESS WHEREOF**, the parties have executed this Addendum on \_\_\_ day of July 2023.

BOARD OF EDUCATION  
LYONS SCHOOL DISTRICT 103

SUPERINTENDENT

\_\_\_\_\_  
President

\_\_\_\_\_  
Kristopher Rivera

ATTEST:

\_\_\_\_\_  
Secretary

HAZARDOUS CROSSING RESOLUTION

We, the Board of Education, School District No. 103, Lyons, Illinois, ensure that the conditions under which Hazardous Crossing Aid was approved for the 2003-04 school year continue to exist at the beginning of the 2023-2024 school year.

ADOPTED this 25<sup>th</sup> day of July, 2023

Board of Education  
Lyons School District No. 103  
County of Cook, State of Illinois

BY: \_\_\_\_\_  
Jorge Torres, President

ATTEST: \_\_\_\_\_  
Sara Andreas, Secretary



THIS AGREEMENT, made and entered this June 15, 2023 and between the BOARD OF TRUSTEES OF NORTHERN ILLINOIS UNIVERSITY, acting on behalf of Northern Illinois University through its Center for P-20 Engagement referred to as the “University”, and Lyons School District 103, 4100 Joliet Ave, Lyons, IL 60543 referred to as the “Lyons SD 103”, witnesseth:

1. Scope of Work. In consideration of the mutual promises hereafter specified, the University and Client agree to the services delineated in Attachment A, which document is incorporated by reference herein and made a part hereof.
2. Terms of Agreement. The term of this Agreement shall be from the date of execution above through June 30, 2024 or the completion of the project, whichever is latest, unless the term is extended by the mutual written agreement of the parties.
3. Compensation. As full and complete compensation for these services, client shall pay the University a fee not to exceed \$44,700. The actual fee will be based on services provided. Payments shall be made according to the following payment schedule:  
December 2023 & May 2024
4. Signed Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute the same document. This Agreement must be manually signed and may be delivered by facsimile or email (in .pdf format) and upon such delivery the facsimile or .pdf signature will be deemed to have the same effect as if the original signature has been delivered to the other Party.
5. The parties hereto shall abide by the requirements of Executive Order 11246 and the Rules and Regulations of the Illinois Department of Human Rights, and there shall be no discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap unrelated to ability or an unfavorable discharge from military service in the employment, training or promotion of personnel engaged in the performance of this agreement.

This Agreement constitutes the entire Agreement between parties hereto. There is no part of that Agreement not set forth herein; and no changes in or additions to said Agreement shall be valid unless in writing and signed by the parties hereto.

AS WITNESS WHEREOF, the parties have caused this Agreement to be executed as and of the day and year first written above.

Lyons SD 103

Center for P-20 Engagement  
NIU OUTREACH

By \_\_\_\_\_  
Name: \_\_\_\_\_ date \_\_\_\_\_  
Title: \_\_\_\_\_

By \_\_\_\_\_  
Amy Jo Clemens \_\_\_\_\_ date \_\_\_\_\_  
Title: Assistant Vice President

**FEIN** \_\_\_\_\_  
**(REQUIRED)**

**PLEASE RETURN A COPY OF YOUR W-9 WITH THE SIGNED AGREEMENT. NIU  
REQUIRES A CURRENT W-9 IN ORDER TO PROCESS INVOICES. THANK YOU.**



Scope of Services for: Lyons SD 103

Contact: Kris Rivera, Superintendent

Date: 05-02-23

*Length of Agreement July 1, 2023-June 30, 2024*

Scope of Services	Timelines	Estimated Contact Hours
<b>Professional Learning, Coaching and Technical Assistance</b>		
<b>Coaching with Cabinet and District Leadership Team to:</b> <ul style="list-style-type: none"> <li>● Problem solve and identify items for improvement</li> </ul>	<b>August 2023-June 2024</b>	<b>26 hours</b>
<b>Facilitated professional learning and coaching with Cabinet, DLT, BLT, and GLT on:</b> <ul style="list-style-type: none"> <li>● Data Based Problem Solving process and refining teaming processes</li> <li>● Analyzing SIPs and teaming processes- each school</li> </ul>	<b>August 2023-June 2024</b>	<b>16 hours</b>
<b>Team Coaching with District Coaches:</b> <ul style="list-style-type: none"> <li>● PLC and data-based problem solving integration</li> <li>● Observations of fidelity at each school</li> </ul>	<b>August 2023-June 2024</b>	<b>14 hours</b>
<b>Facilitated professional development with BLT:</b> <ul style="list-style-type: none"> <li>● PL Data based problem solving at BLT</li> </ul>	<b>August 2023- June 2024</b>	<b>12 hours</b>
<b>Team coaching and professional learning for GLT to:</b> <ul style="list-style-type: none"> <li>● PL Data based problem solving at each school</li> </ul>	<b>August 2023-June 2024</b>	<b>12 hours</b>
<b>Team Coaching with Districts Psychologists &amp; Social Workers on</b> <ul style="list-style-type: none"> <li>● Related service on MTSS supports</li> </ul>	<b>Quarterly August 2023-June 2024</b>	<b>16 hours</b>
<b>Total Estimated Hours</b>		<b>Up to 100 hours</b>

*Hourly rates reflect \$447 in-person and \$335 virtual and are based on direct contact time and include most technical assistance, prep and travel time.	<b>Total Cost*</b>	<b>Up To \$44,700</b>
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## **INDEPENDENT CONTRACTUAL AGREEMENT FOR PROFESSIONAL SERVICES**

THIS INDEPENDENT CONTRACTUAL AGREEMENT FOR PROFESSIONAL SERVICES made on the 25<sup>th</sup> of July, 2023, by and between the BOARD OF EDUCATION OF LYONS SCHOOL DISTRICT NO. 103, COOK COUNTY, ILLINOIS, hereinafter referred to as the "Board" and Patricia O'Connor, hereinafter referred to as the "Independent Contractor."

### **RECITALS**

- A. The BOARD is interested in contracting Patricia O'Connor to provide her services as a Payroll & Accounting Specialist for the BOARD.
- B. The INDEPENDENT CONTRACTOR is interested in providing such services and/or activities to the Board.

NOW, THEREFORE, in consideration of mutual covenants contained herein, and for any other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the BOARD and the INDEPENDENT CONTRACTOR agree as follows:

### **ARTICLE I**

#### **INDEPENDENT CONTRACTOR REPRESENTATIONS/ WARRANTIES**

- A. **Independent Contractor.** The INDEPENDENT CONTRACTOR is not an employee of the Board or any affiliate thereof, and is not under the direct control of the BOARD for work performed under this Agreement;
- B. **Representation and Warranties.** In executing this Agreement, INDEPENDENT CONTRACTOR represents and warrants and acknowledges as follows:
  - 1. INDEPENDENT CONTRACTOR is solely responsible for payment, according to the law, of all applicable local, state and federal income taxes from any income generated for services pursuant to this Agreement;
  - 2. The INDEPENDENT CONTRACTOR shall receive no other compensation, insurance, or fringe benefits from the BOARD during the term of this Agreement. The INDEPENDENT CONTRACTOR shall receive no vacation, sick leave or personal leave during the term of this Agreement.
  - 3. INDEPENDENT CONTRACTOR throughout the life of this Agreement shall hold a valid and appropriate license as defined in the Illinois School Code for the position employed;

4. INDEPENDENT CONTRACTOR shall work a minimum of 144 hours per thirty (30) workdays, commencing and ending as determined by the Superintendent, performing the duties of the INDEPENDENT CONTRACTOR, and any additional hours as may be assigned by the Superintendent;
5. INDEPENDENT CONTRACTOR shall put forth her best efforts, provide quality professional services; and shall faithfully perform the duties and discharge the responsibilities assigned as the Payroll & Accounting Specialist;
6. INDEPENDENT CONTRACTOR shall abide by all the School District's Board Policies, as applicable.
7. INDEPENDENT CONTRACTOR is in full compliance with the Illinois Drug-Free Workplace Act, as applicable.

**ARTICLE II**  
**TERMS OF PAYMENT/EXPENSES**

**A. Terms of Payment.** The BOARD shall pay the INDEPENDENT CONTRACTOR as follows:

1. The INDEPENDENT CONTRACTOR shall be paid an hourly rate of \$47.00 per hour for Payroll & Accounting Specialty Services commencing on July 26, 2023 and terminating March 5, 2024. Because INDEPENDENT CONTRACTOR is not an employee of the BOARD, the BOARD will not withhold any federal, state or local income tax, or payroll tax of any kind on behalf of or for the Independent Contractor shall not be entitled to any fringe benefits available to employees of the BOARD, including but not limited to pension or health benefits.
2. INDEPENDENT CONTRACTOR shall invoice the Board for services rendered on a monthly basis. Payment will be made within forty-five (45) days after the Board's receipt of an accurate, detailed invoice, reflected services provided, subject to the Board's approval. The invoice must be received by the BOARD within seven (7) days after the end of the month that services are performed.

**B. Reimbursement of Expenses.** The BOARD will not reimburse INDEPENDENT CONTRACTOR for any expenses unless they have been pre-approved in writing by the Administrator for Business Services and are properly documented as required for provision of services under this Agreement.

**ARTICLE III**  
**TERMINATION**

- A. **Term of Agreement.** The Term of this Agreement commences on July 26, 2023 and terminates on March 5, 2024, contingent upon the INDEPENDENT CONTRACTOR'S availability to perform the responsibilities assigned to payroll and accounting services, and other duties that may be assigned.
- B. **Termination with Cause.** If the INDEPENDENT CONTRACTOR breaches any provision of this Agreement, or any provisions set forth in the Illinois School Code, as amended, the BOARD may terminate this Agreement upon written notice to Independent Contractor.
- C. **Termination without Cause.** Either Party may terminate this Agreement at any time, with or without cause, upon thirty (30) days written notice to the other Party. The Parties shall deal with each other in good faith during the thirty (30) day notice period.
- D. **Extension of Expiration Date.** the BOARD and INDEPENDENT CONTRACTOR may only extend the expiration date of this Agreement to such later date as mutually agreed upon in writing signed by both parties.
- E. **Compensation Upon Termination.** In the event this Agreement is terminated prior to the date of expiration date set forth herein, INDEPENDENT CONTRACTOR shall be entitled to only such compensation which has actually been earned as of the date of termination.

**ARTICLE IV**  
**NOTICES**

- A. **Notice.** All notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of the mailing thereof by first class mail, registered mail, postage prepaid, addressed:

*If to the Board:*                      Board of Education  
Lyons School District No. 103  
4100 Joliet Ave.  
Lyons, Illinois 60534

*If to the Administrator:*        Patricia O'Connor  
At the last known address  
on file with the District

- B. **Changes in Notice.** Any Party hereto may change the place and/or person listed above and/or add persons to the above list for giving of Notices by Notice given ten (10) days prior to the effective date of such change.

**ARTICLE VI**  
**MISCELLANEOUS PROVISIONS**

- A. **Background Investigation.** Under Section 10-21.9 of the Illinois School Code, the Board is prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If any criminal background investigation reveals that there has been a violation of this law, this Agreement shall immediately become null and void.
- B. **Assignment.** This agreement may not be assigned by either party without the written consent of the other party. Consent for one assignment does not waive the consent requirement for any subsequent assignment.
- C. **Entire Agreement.** This Agreement contains the complete agreement between the parties with respect to the subject matter thereof and may not be modified except by written agreement signed by both parties. This Agreement supersedes all previously written or oral agreements between the parties.
- D. **Waiver.** The failure of any Party to exercise any right, power, or remedy given to it under this Agreement, or to insist upon strict compliance with it, shall not constitute a waiver of the terms and conditions of this Agreement with respect to any other or subsequent breach, nor a waiver by any Party of its rights at any time to require exact and strict compliance with all terms of this Agreement.
- E. **Indemnification.** INDEPENDENT CONTRACTOR shall indemnify, defend and hold harmless the BOARD, its board members, officers, administrators, employees, agents, representatives, and volunteers against any and all claims, demands, causes of action, losses, liabilities, damages and penalties, including reasonable attorney's fees and court costs to the extent arising for any intentional or negligent act or omission of INDEPENDENT CONTRACTOR, and to the extent arising from any breach of this Agreement by the INDEPENDENT CONTRACTOR.
- F. **Severability.** If any provision of this Agreement shall for any reason, be adjudged by any court of competent jurisdiction to be invalid or unenforceable, such judgment shall not be affect, impair or invalidate the remainder of this Agreement.
- G. **Applicable Law.** This Agreement shall be construed in accordance with the laws of the State of Illinois and proper venue for any action by either party shall be the Circuit Court of Cook County, Illinois.

**IN WITNESS THEREOF**, the Board has caused this Independent Contractual for Professional Services Agreement to be approved in its behalf by a duly authorized officer and the Independent Contractor has approved this Independent Contractual for Professional Services Agreement effective on the day and year specified above.

**INDEPENDENT CONTRACTOR**

**BOARD OF EDUCATION OF  
LYONS SCHOOL DISTRICT NO. 103  
COOK COUNTY, ILLINOIS**

\_\_\_\_\_  
**Patricia O'Connor**

\_\_\_\_\_  
**President**

**ATTEST:**

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**Secretary**