

Notice of Meeting

Members of the Board of Education

Ladies and Gentlemen:

You are hereby notified that there will be a Regular Meeting of the Board of Education, School District No. 40, immediately following the Committee of the Whole Meeting on Monday, August 12, 2024, at the Bartlett Performing Arts Center (Black Box), 3600 Avenue of the Cities, Moline, Illinois 61265.

Dr. Matthew DeBaene
Secretary, Board of Education

AGENDA AND RECOMMENDATIONS

Board of Education
Moline, Illinois
Monday, August 12, 2024

Join from a device:

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Passcode: 135629

Description: School Board meeting to be held on August 12, 2024.

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Webinar ID: 856 7067 4771

1. Opening of Meeting - Roll Call

A. Approval of any Board of Education Member Participating Remotely

2. Recitation of Pledge of Allegiance

3. Approval of Minutes

A. Minutes of the Regular Meeting of the Board of Education of July 22, 2024.

Moline, Illinois, July 22, 2024
Minutes
Board of Education
School District No. 40

The meeting of the Board of Education was called to order by Board President Andrew Waeyaert at 6:00 p.m. at the Bartlett Performing Arts Center (Black Box) 3600 Avenue of the Cities, Moline, IL 61265.

Roll Call

Members Present: Audrey Adamson, Chet DeSmet, Ramona Dixon, Jason Farrell, Lindsey Hines, Andrew Waeyaert, Erin Waldron-Smith

Member Absent: None

Student Member Present: None

Student Member Absent: Abigail Greenlee

The Board of Education Members led those in attendance in reciting the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the Open Session of the Regular Board of Education Meeting of June 24, 2024 were presented for approval as presented.

A motion was made by Audrey Adamson, seconded by Chet DeSmet, all in favor, that the minutes of the Open Session of the Regular Board of Education meeting of June 24, 2024 be approved as presented and placed on file.

The minutes of the Special Meeting of the Board of Education on July 15, 2024 were presented for approval as presented.

A motion was made by Audrey Adamson, seconded by Chet DeSmet, all in favor, that the minutes of the Closed Session of the Regular Board of Education meeting of July 15, 2024 be approved as presented and placed on file.

COMMUNICATION, PUBLIC COMMENT AND PARTICIPATION

Diann Moore-President of the Moline Preservation Society, distributed information and asked that the Board consider approving Wharton Field House as a Moline Historic Landmark. This would be no cost to the District.

Susan Hafner- MEA President, spoke about the desire for Moline High School to return to full seven academic period days and increase the graduation credit requirements from 21.5 back to 23. This would allow students to opt out of study hall and take classes that appeal to students' interests.

CONSENT AGENDA

-The Board of Education considered Consent Agenda Items **A, B and D through T** as presented:

A motion was made by Lindsey Hines, seconded by Audrey Adamson, that the Board of Education approve the actions contained in Consent Agenda Items A, B and D through T as presented.

A. Employment – Certified Staff

- 1) the regular employment of the following named certified staff members for the 2024-2025 school year with wages in accordance with District schedules:

Wetzel, Carmen

Grade 5, Lincoln-Irving Elementary
B.A. Degree, William Penn University
To teach on a regular contract basis
Sixteen years previous teaching experience

Wicks, Anna

Grade 4, Lincoln-Irving Elementary
B.A. Degree, St. Ambrose University
To teach on a regular contract basis
Eleven years previous teaching experience

- 2) the temporary employment of the following named certified substitute teachers for the 2024-2025 school year with wages in accordance with District schedules:

Agent, Jadelyn

Allee, Bill

Ames, David

Anderson, Christine

Anselmino, Dorothy

Bahnks, Kara

Bills, Sandra

Bird, Dan

Burkhead, Elizabeth

Bush, Christopher

Caldwell, Susan

Calhoun, Scott

Cardott, Patricia

Ceuvorst, Jeanie

Chan, Diana

Crouse, Jenifer

Daigle, Jess

Daniels, Kristi

Dell, Melissa

DeLong, Paula

Deem, Emilia

Dexter, Frank

Diamond-Bohlman, Vicki

Dye, Bradley

Erickson, Tiffani

Jones, James

Khatun, Sufia

Kilburg, Sophia

Krantz, Sally

Kobylski, Robert

Larsen, Lorri

Lira, Helena

Luster, Sandra

McBride, Heather

McLaughlin, Mildred

Mielke, Drue

Miller, George

Mitchell, Lisa

Montague, Carrie

Morrell, Gayle

Morrissey, Erin

O'Brien, Ryleigh

Olson, Brittany

Peterson, Vicki

Platt, Nancy

Pond, Paula

Quick, Jennifer

Raber, Sarah

Reiff, Kendra

Richardson, Jamie

Forrest, Mario
 Fortner, McKensie
 Fowler, Dave
 Glass, Laurie
 Golding, Michael
 Gomez, Michelle
 Gorgal, Allan
 Gratton, Marsha
 Hanft, Cynthia
 Hanson, David
 Haynes, Trena
 Hill, Lesley
 Hutchinson, Elaine
 Inskip, Annelise
 Jacobs, Marcia
 Jaquet, Jason
 Johnson, Mitchell

Rose, Jennifer
 Royster, Kent
 Schaefer, Lynn
 Schrup, Beth Ann
 Slothower, Todd
 Soni, Manju
 Tschopp, Alexander
 Valdes, Emme
 VanDaele, Denise
 VandeMoortel, Mark
 VanDeWoestyne-Jones, Kate
 Vijayvargiya, Shaily
 Wehr, Lisa
 Welvaert, Lynn
 White, Susan
 Williams, Todd
 Yoder, Suzanne

- 3) the temporary employment of the following named Certified Hourly Instructors for the 2024-2025 school year with wages in accordance with District schedules:

<u>Name</u>	<u>Location</u>
Anderson, Adrienne	Willard/Homebound
John, Jennifer	Quad City Christian

B. Salary Reclassification – Certified Staff

a change in salary classification for the following certified staff effective at the beginning of the 2024-2025 school year:

Borman, Regan from M.A. to M.A. +30
 O’Meara, Vincent from M.A to M.A. +30
 Schroeder, Laurel from M. A. to M.A. +30
 Spence, Emma from B.A. to B.A. +15
 Stone, Casey from M.A. to M.A. +30
 Wirt, Amber from B.A. +15 to M.A.

D. 2024-2025 Athletic Differential Position Assignments

that the Board of Education approve the athletic differential position assignments for the 2024-2025 school year as contained in **See Exhibit B in the official minutes.**

E. Resignation for the Purpose of Retirement – Certified Staff

the resignation for the purpose of retirement of the following named certified staff members at the end of the 2027-2028 school year:

<u>Name</u>	<u>Position</u>	<u>Location</u>
Ballard, Christine	Kindergarten	Roosevelt
Lawson, Amy	Kindergarten	Logan

F. **Employment - Educational Support Personnel**

- 1) the employment of the following named educational support personnel for the 2024-2025 school year with wages in accordance with District schedules:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Boland, Catherine	ML Paraprofessional	John Deere	08/15/24
Bryant, Elizabeth	Special Ed Paraprofessional	John Deere	08/15/24
Connor, Isabelle	Special Ed Paraprofessional	Jefferson	08/15/24
Curtin, Rosa	Lunchroom Aide	Jefferson	08/21/24
Davis, Alice	Parent Coordinator	Jefferson	08/15/24
DeGryse, Becky	Special Ed Paraprofessional	Jefferson	08/15/24
Dick, Stephanie	Preschool Paraprofessional	Jefferson	08/15/24
Dombeck, Madelaine	Parent Liaison	Jefferson	08/15/24
Johnson, Julie	Bilingual Paraprofessional	Jefferson	08/15/24
Keesecker, David	Special Ed Paraprofessional	Willard	08/15/24
Killian, Erica	Health Professional (RN)	Washington	08/15/24
Kpego, Paula	Floater Preschool Paraprofessional	Jefferson	08/15/24
Lahoti, Rajeshree	Blended Preschool Paraprofessional	Jefferson	08/15/24
Limon, Maria	Preschool Paraprofessional	Jefferson	08/15/24
Mielke, Amber	Health Professional (RN)	Jefferson	08/15/24
Mohan, Archana	Bilingual Paraprofessional	Jefferson	08/15/24
O'Brien, Lisa	Blended Preschool Paraprofessional	Jefferson	08/15/24
Riner, Tabitha	Blended Preschool Paraprofessional	Jefferson	08/15/24
Sierra, Michelle	Reading/Math Interventionist	Washington	08/15/24
Spahr, Lillian	ML Paraprofessional	Washington	08/15/24
Sullivan, Eleanor	Special Ed Paraprofessional	Jefferson	08/15/24
Valenzuela, Alicia	Preschool Paraprofessional	Jefferson	08/15/24
Yerrapothu, Sarada	Special Ed Paraprofessional	Jefferson	08/15/24

- 2) the temporary employment of the following named substitute educational support personnel for the 2024-2025 school year with wages in accordance with District schedules:

<u>Name</u>	<u>Position</u>
Ade, Kara	Health Professional (RN)
Bain, Katie	Health Professional (RN)
Baker-Wood, Diane	Classroom Paraprofessional
Bentide, Hasnaa	Classroom Paraprofessional
Erickson, Joyce	Health Professional (RN)

Green, Colette	Classroom Paraprofessional
Ibarra, Valerie	Health Professional (RN)
Inskeep, Annelise	DLSA Paraprofessional
Jordan, Stephanie	Classroom Paraprofessional
Krantz, Sally	Breakfast/Lunchroom Aide
Nelson, Kimberly	Health Professional (RN)
Pilichowski, Kathy	Lunchroom Aide
Sheley, Christina	Health Professional (RN)

3) the temporary employment of the following named educational support personnel for the 2024-2025 school year with wages in accordance with District schedules:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Awi, Law	Parent Coordinator 1	Jane Addams	08/16/24
Norin, Dianna E.	Administrative Assistant	Allendale	07/15/24

G. Resignation /Termination - Educational Support Personnel

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Hoegner, Kindra	Administrative Assistant	Allendale	07/22/24
Roland, Michael	Custodian	John Deere	07/22/24
Sheley, Regan	Custodian	High School	07/15/24

H. Appointment to Differential Assignment - Non-Certified Staff

the temporary appointment of the following named non-certified staff members to differential assignment, effective for the 2024-2025 school year:

<u>Name</u>	<u>Position</u>	<u>Location</u>
DePover, Mikayla	Boys Swim/Diving (.25)	High School
DePover, Mikayla	Girls Swim//Diving (.35)	High School
Frieden, Benjamin	Assistant Varsity Boys Golf	High School
Jostes, Wade	Assistant Sophomore Football (.50)	High School
Lammers, Samantha	Assistant Varsity Girls Basketball	High School
Ndiaye, Ahmadou	Assistant Grade 7/8 Boys Soccer	Wilson

I. Resignation from Differential Assignment - Non-Certified Staff

the resignation of the following named non-certified staff member from differential assignment, effective for the 2024-2025 school year:

<u>Name</u>	<u>Position</u>	<u>Location</u>
McMillion, Logan	Assistant Varsity Boys Golf	High School
Tyson, Alex	Grade 7 Girls Basketball	Wilson
Tyson, Alex	Grade 7 Boys Basketball	Wilson

Tyson, Alex

Grade 7 Football

Wilson

J. Payments for Board Approval

approval of payments:

Fund 1 Educational	3,009,216.54
Fund 2 Operations & Maintenance	161,348.55
Fund 3 Debt Service	605.00
Fund 4 Transportation	379,226.11
Fund 5 Retirement	219,918.46
Fund 6 Capital Projects	886,158.96
Fund 7 Working Cash	0.00
Fund 8 Tort Fund	175,475.91
Fund 9 Life Safety Code	570.00
Fund 10 Group Insurance	1,042,045.38
Fund 11 Student Activity	<u>85,208.72</u>
TOTAL	5,959,773.63

See Exhibit C in the official minutes.**K. Freedom of Information Act Requests**

A Freedom of Information Act request was received from Creative Energy requesting electronic copies of email addresses for school board members/trustees, email addresses and job titles for all current teachers, principals, superintendent, and administrative staff within the school district. The District has responded to this request.

L. Facility Usage Request Recommended for Approval Subject to Compliance with Board of Education Policy 8:20

- 1) Butterworth Elementary School Field by Moline Youth Football & Cheer from July 10, 2024 through October 17, 2024 from 5:30 p.m. until 7:30 p.m. for practices. John Deere Middle School Field and Browning Field on Saturdays from August 24, 2024 through October 19, 2024 from 9:00 a.m. until 5:00 p.m. for games. Rental fees are to be waived. Compensation to be received only for custodial services required as a result of their program in the amount of \$54 per hour.
- 2) Bartlett Performing Arts Center by Momentum Dance Force on Friday, May 16, 2025 from 5:00 p.m. until 9:00 p.m. and Saturday, May 17, 2025 from 8:00 a.m. until 6:00 p.m. Building rental fees as stated in the contract.
- 3) Moline High School PE Facility by Moline Youth Basketball on Saturday, August 24, 2024 from 5:30 p.m. until 7:30 p.m. for Grades 3-6 tryouts. Wharton Field House on Saturday, October 12, 2024 from 5:30 p.m. until 7:30 p.m. for Grades 7-8 tryouts. Wharton Field House, John Deere Middle School Gymnasium, and Wilson Middle School Gymnasium on Saturday, February 15, 2025 from 9:00 a.m. until 3:30 p.m. for championship games. Rental fees are to be waived. Compensation to be received only for custodial services required as a result of their program in the amount of \$54 per hour.

- 4) Jane Addams Parking Lot on September 07, 2024 from 7:30 a.m. until 1:00 p.m. for The Gabe Perkins' Gift Memorial 5K Race and One-Mile Fun Run. Compensation to be received only for custodial services required as a result of their program in the amount of \$54 per hour.
- 5) Moline High School Pool by Moline Swimming and Diving Feeder program, Monday through Friday for Fall and Winter 2024-2025 from 5:45 p.m. until 8:00 p.m. and Spring 2025 from 5:00 p.m. until 7:30 p.m. Compensation to be received only for custodial services required as a result of their program in the amount of \$54 per hour.

M. Engage Services - SEL Support Services: Leadership & Instructional Support in Planning for Consistent, High-Quality Student Support

that the Board of Education approve the implementation of the SEL Support Services by Hannah Reade, SEL Specialist with Rock Island Regional Office of Education, Moline, Illinois, to provide leadership and instructional support across all schools, at a total cost not to exceed \$30,000. **See Exhibit D in the official minutes.**

N. Engage Services - Concrete Work at Moline High School

that the Board of Education engage the services of Walter D. Laud Inc., East Moline, Illinois, for concrete work at Moline High School for a total cost not to exceed \$13,200. **See Exhibit E in the official minutes.**

O. Engage Services - HVAC Master Installation Agreement

that the Board of Education engage the services of Johnson Controls Inc., Moline, Illinois, for a total cost not to exceed \$1,486,040. These services are for HVAC improvements at Bicentennial Elementary, Roosevelt Elementary, John Deere Middle School, and Wilson Middle School. **See Exhibit F in the official minutes.**

P. Engage Services - Waterford Professional Development Services

that the Board of Education engage the services of Waterford, West Jordan, Utah, for 30 onsite professional development sessions/consulting dates at a total cost not to exceed \$54,450. **See Exhibit G in the official minutes.**

Q. Award of Bid - Bicentennial Light Fixtures (Gym, Stage & Cafeteria)

that the Board of Education award the bid for the Bicentennial Lighting system to Republic Electric Company, Davenport, Iowa, in the amount of \$6,873.55 and installation to Rock River Electric, Colona, Illinois in the amount of \$23,540. **See Exhibit H in the official minutes.**

R. **Award of Bid - Health Life Safety Hardware Upgrade**

that the Board of Education award the bid for the Health Life Safety hardware upgrade to Doors Inc., Davenport, Iowa, for a total cost not to exceed \$17,695.58. **See Exhibit I in the official minutes.**

S. **Approval of Fees for the 2024-2025 School Year and Summer 2025**

that the Board of Education approve the recommendation of the Administration for fees for the 2024-2025 school year and for summer 2025. **See Exhibit J in the official minutes.**

T. **Approval of Boundary Study for the Lincoln-Irving Expansion**

that the Board of Education approve the boundary study by Davis Demographics, Dallas, Texas, for a total cost not to exceed \$24,000. **See Exhibit K in the official minutes.**

Ayes: Ramona Dixon, Jason Farrell, Lindsey Hines, Erin Waldron-Smith, Audrey Adamson, Chet DeSmet, Andrew Waeyaert

Nays: None

-The Board of Education considered Consent Agenda Item C as presented:

A motion was made by Erin Waldron-Smith, seconded by Chet DeSmet, that the Board of Education approve the actions contained in Consent Agenda Items C as presented.

C. **2024-2025 Differential Position Assignments**

that the Board of Education approve the differential position assignments for the 2024-2025 school year as contained in **See Exhibit A in the official minutes.**

Ayes: Jason Farrell, Lindsey Hines, Erin Waldron-Smith, Chet DeSmet, Ramona Dixon, Andrew Waeyaert

Nays: None

Abstain: Audrey Adamson

APPROVAL OF UPDATED BOARD POLICIES FOR SECTION 2 - BOARD OF EDUCATION

A revised motion was made by Chet DeSmet, seconded by Jason Farrell, that the Board of Education waive the second reading and allow the first reading to stand for both the first and second reading for Board of Education Policy 2:70 - Vacancies on the School Board - Filling Vacancies, 2:125 - Board Member Compensation; Expenses, and 2:160 - Board Attorney, as presented. **See Exhibit L in the official minutes.**

Ayes: Lindsey Hines, Erin Waldron-Smith, Audrey Adamson, Chet DeSmet, Ramona Dixon, Jason Farrell, Andrew Waeyaert

Nays: None

APPROVAL OF UPDATED BOARD POLICIES FOR SECTION 5 - PERSONNEL

A revised motion was made by Erin Waldron-Smith, seconded by Audrey Adamson, that the Board of Education waive the second reading and allow the first reading to stand for both the first and second reading for Board of Education Policies for Personnel Sections 5:130, Responsibilities Concerning Internal Information, 5:180, Temporary Illness or Temporary Incapacity, 5:200, Terms and Conditions of Employment and Dismissal, 5:285, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers, and 5:310, Compensatory Time-Off, as presented. **See Exhibit M in the official minutes.**

Ayes: Erin Waldron-Smith, Audrey Adamson, Chet DeSmet, Ramona Dixon, Jason Farrell, Lindsey Hines, Andrew Waeyaert

Nays: None

APPROVAL OF UPDATED BOARD POLICIES FOR SECTION 6 - INSTRUCTION

A revised motion was made by Audrey Adamson, seconded by Erin Waldron-Smith, that the Board of Education waive the second reading and allow the first reading to stand for both the first and second reading for Board of Education Policy 6:110 - Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program, 6:140 - Education of Homeless Children, 6:150 - Home and Hospital Instruction, and 6:230 - Library Media Program, as presented. **See Exhibit N in the official minutes.**

Board member Ramon Dixon asked if the Board would be able to get an update on the District's Edgenuity program.

Ayes: Audrey Adamson, Chet DeSmet, Ramona Dixon, Jason Farrell, Lindsey Hines, Erin Waldron-Smith, Andrew Waeyaert

Nays: None

APPROVAL OF UPDATED BOARD POLICY 7:170 - VANDALISM

A revised motion was made by Chet DeSmet, seconded by Jason Farrell, that the Board of Education waive the second reading and allow the first reading to stand for both the first and second reading for Board of Education Policy 7:170 - Vandalism, as presented. **See Exhibit O in the official minutes.**

Ayes: Chet DeSmet, Ramona Dixon, Jason Farrell, Lindsey Hines, Erin Waldron-Smith, Audrey Adamson, Andrew Waeyaert

Nays: None

APPROVAL OF MEMORANDUM OF UNDERSTANDING - REGIONAL OFFICE OF EDUCATION

A motion was made by Chet DeSmet, seconded by Audrey Adamson, that the Board of Education approve the Memorandum of Understanding between the Rock Island County Regional Office of Education #49 and John Deere Middle School and the Moline School District #40 for the Lights on for Learning program. **See Exhibit P in the official minutes.**

Ayes: Ramona Dixon, Jason Farrell, Lindsey Hines, Erin Waldron-Smith, Audrey Adamson, Chet DeSmet, Andrew Waeyaert

Nays: None

APPROVAL OF MEMORANDUM OF UNDERSTANDING - REGIONAL OFFICE OF EDUCATION

A motion was made by Chet DeSmet, seconded by Erin Waldron-Smith, that the Board of Education approve the Memorandum of Understanding between the Rock Island County Regional Office of Education #49 and Wilson Middle School and the Moline School District #40 for the Lights on for Learning program. **See Exhibit Q in the official minutes.**

Ayes: Jason Farrell, Lindsey Hines, Erin Waldron-Smith, Audrey Adamson, Chet DeSmet, Ramona Dixon, Andrew Waeyaert

Nays: None

APPROVAL OF MEMORANDUM OF UNDERSTANDING - REGIONAL OFFICE OF EDUCATION

A motion was made by Audrey Adamson, seconded by Lindsey Hines, that the Board of Education approve the Memorandum of Understanding between the Rock Island County Regional Office of Education #49 and Moline High School and the Moline School District #40 for the Lights on for Learning program. **See Exhibit R in the official minutes.**

Ayes: Lindsey Hines, Erin Waldron-Smith, Audrey Adamson, Chet DeSmet, Ramona Dixon, Jason Farrell, Andrew Waeyaert

Nays: None

APPROVAL OF MEMORANDUM OF UNDERSTANDING - LUTHER COLLEGE

A motion was made by Jason Farrell, seconded by Audrey Adamson, that the Board of Education approve the Memorandum of Understanding between Luther College and the Moline-Coal Valley School District #40. **See Exhibit S in the official minutes.**

Erin Waldron-Smith, Board Member, inquired about standards the District follows before signing a Memorandum of Understanding between the District and College. Dr. Matt DeBaene, Assistant

Superintendent for Secondary Teaching and Learning, replied that the District ensures the College is an accredited school.

Ayes: Erin Waldron-Smith, Audrey Adamson, Chet DeSmet, Ramona Dixon, Jason Farrell, Lindsey Hines, Andrew Waeyaert

Nays: None

REPORTS, REQUESTS, AND OPEN DISCUSSION

Superintendent's Report

Dr. Savage, Superintendent, reviewed the District's IL 5 Essential results for 2024.

Dr. Savage- spoke about the continuation of the great work that began last year in training our educators in Youth Mental Health First Aid. Dr. Savage is proud to announce the launch of the next layer of mental health support through a new student program called "Teen Mental Health First Aid". Dr. Savage and Ms. Trista Sanders are working on receiving the training now through the fall and has plans to pilot the program to approximately 125 high school students, second semester.

School registration will be held this Thursday, July 25th from 10:00 a.m. until 8:00 p.m. at the Moline High School PE Center. District Schools unpack your backpack nights will be held August 13th and 14th and on August 16th for Jefferson Early Childhood Center. On August 15th all staff will attend keynote speaker Dr. Manny Scott and the first day of school will be Friday, August 16th.

Lastly, Dr. Savage introduced the District's Strategic P.A.C.E. Goals for 2024-2025. These goals are aligned to the Illinois 5 Essentials for School Improvement and effective leadership sets the PACE.

OPEN DISCUSSION

Erin Waldron-Smith, Board Member, asked what Literacy program the District uses for K-5th grade students. Dr. Brian Prybil, Deputy Superintendent, responded that the District uses MyView Literacy.

Audrey Adamson, Board Member, suggested that the board and community get a general update on how PACE goals are moving forward.

Ramona Dixon, Board Member, thanked Administration for measurable goals for this year's PACE Goals.

Ms. Waldron-Smith asked how the PACE Goals are rolled out to the public. Dr. Savage responded that the final results will first be launched to principals at the August 9th principals meeting, then it will be officially launched to all staff on Institute day; large posters are hung at every building, the District website is updated with the new PACE Goals and they can be sent out by Remind to families or posted in the District newsletter. Ms. Waldron-Smith suggested that an easy to read flier of the District's PACE Goals be made available to families at Unpack your Backpack night.

Ms. Waldron-Smith, thanked the District and the City of Moline for collaborating and working with our young students.

**ILLINOIS ASSOCIATION OF SCHOOL BOARD TRAINING FOR MOLINE-COAL VALLEY
SCHOOL BOARD MEMBERS**

Lori Grant, Facilitator from IASB, presented training to the Board Members, on The Board's Role.

A motion was made by Audrey Adamson, seconded by Erin Waldron-Smith, all in favor, that the Board of Education meeting be adjourned. Time: 8:09 p.m.

President

Secretary

Moline, Illinois, July 30, 2024
Minutes
Board of Education
School District No. 40

The Special Meeting of the Board of Education was called to order by President Andrew Waeyaert at 6:00 p.m. at Allendale 1619 11th Avenue, Moline, IL 61265.

Roll Call

Members Present: Audrey Adamson, Ramona Dixon, Jason Farrell, Lindsey Hines, Andrew Waeyaert, Erin Waldron-Smith

Member Absent: Chet DeSmet

Student Member Present: None

Student Member Absent: Abigail Greenlee

The Board of Education Members led those in attendance in reciting the Pledge of Allegiance.

COMMUNICATION, PUBLIC COMMENT AND PARTICIPATION

There was no public comment or communication.

APPOINTMENT OF BOARD SECRETARY PRO TEMPORE

A motion was made by Jason Farrell, seconded by Lindsey Hines, that the Board of Education appoint Dr. Brian Prybil as Board Secretary Pro Tempore for the July 30, 2024 Special Board of Education meeting.

Ayes: Audrey Adamson, Ramona Dixon, Jason Farrell, Lindsey Hines, Erin Waldron-Smith, Andrew Waeyaert

Nays: None

Absent: Chet DeSmet

CONSENT AGENDA

A motion was made by Jason Farrell, seconded by Erin Waldron-Smith, that the Board of Education approve the actions contained in Consent Agenda Items A through C as presented.

A. Facility Usage Request Recommended for Approval Subject to Compliance with Board of Education Policy 8:20

Wharton Field House by American Bank and Trust on Saturday, August 10, 2024 from 10:00 a.m. until 2:00 p.m. for a commercial shoot. Building rental fees as stated in the contract. **See Exhibit A in the official minutes.**

B. Approval of Purchase - Additional Security Cameras for Education Center

that the Board of Education approve the purchase of six additional security cameras, including installation and configuration, for the Education Center from Davenport Electric, Davenport, Iowa, for a total cost not to exceed \$12,000. **See Exhibit B in the official minutes.**

C. Approval of Purchase - PD Room/Board Room Technology Equipment for Education Center

that the Board of Education approve the purchase of the various components required for A/V connectivity for the Education Center from Bradfield’s Inc., Peoria, Illinois, for a total cost not to exceed \$38,000. **See Exhibit C in the official minutes.**

Erin Waldron-Smith, Board Member, has concerns about opening our facilities to the public, what are the guidelines for public use of facilities. Board member Audrey Adamson asked what the policy is for use of the District’s logo. Dr. Rachel Savage, Superintendent, stated that she will contact Hodges for clarification and the possibility of adding language to our AP policy regarding the use of facilities and the District logo .

Ayes: Ramona Dixon, Jason Farrell, Lindsey Hines, Erin Waldron-Smith, Audrey Adamson, Andrew Waeyaert

Nays: None

Absent: Chet DeSmet

ADJOURNMENT

A motion was made by Audrey Adamson, seconded by Jason Farrell, all in favor, that the Special Meeting of the Board of Education be adjourned. Time: 6:12p.m.

President


Secretary

- 4. **Communications, Public Comment and Participation**
- 5. **Public Hearing of Proposed 2024-2025 School District Budget**
 - A. Open Hearing
 - B. Public Comment
 - C. Close Hearing

6. **Resolution to Adopt School District Budget for 2024-2025 Fiscal Year**

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Recommended Motion: that the Board of Education approve the Resolution authorizing the adoption of the Budget for the 2024-2025 fiscal year. **See Attachment No. 9.**

TO: Members of the Board of Education
FROM: Vincent Gallo, Chief Financial Officer 
DATE: August 08, 2024
SUBJECT: Resolution to Adopt the Annual Budget for 2024-2025 Fiscal Year

Reason for Board Consideration: Board of Education approval is required.

Action Necessary: Board of Education approval is requested.


Facts: Pursuant to Section 17-1 of the Illinois School Code, the Administration has successfully: prepared a tentative, balanced annual budget for the 2024-2025 fiscal year; held a public hearing prior to final action on the tentative amended budget; made the tentative amended budget conveniently available to the public for inspection at least thirty (30) days prior to final action thereon; and published notice of the tentative amended budget for public inspection at the public hearing that was published in a newspaper in the School District at least thirty (30) days prior to the public hearing.

In order to comply with the final step of the Illinois School Code budget process, it is the recommendation of the administration that the Resolution be adopted by the Board of Education.

Cost: The annual budgeted expenditures for all Funds is \$127,990,732.

Recommended Action: That the Board of Education approve the Resolution authorizing the adoption of the Annual Budget for the 2024-2025 fiscal year.

Approved for Submission to the Board of Education



Dr. Rachel Savage
Superintendent of Schools

**RESOLUTION
OF THE BOARD OF EDUCATION OF
MOLINE-COAL VALLEY SCHOOL DISTRICT NO. 40
ROCK ISLAND COUNTY, ILLINOIS
FOR ADOPTION OF AN ANNUAL BUDGET**

WHEREAS, the Board of Education (hereinafter “Board”) of Moline-Coal Valley School District No. 40, Rock Island County, Illinois (hereinafter “School District”) is authorized by Section 17-1 of *The School Code*, 105 ILCS 5/17-1, to adopt and file with the State Board of Education an annual balanced budget before or within the first quarter of its fiscal year; and

WHEREAS, on the 12th day of August, 2024, the Board adopted a budget for the fiscal year which commenced on July 1, 2024, and will end on June 30, 2025, which budget was filed with the Illinois State Board of Education and the Rock Island County Clerk; and

WHEREAS, the Board is authorized by Section 17-1 of the *School Code* to amend such budget by the same procedure as provided by Section 17-1 for the original adoption of the budget; and

WHEREAS, pursuant to Section 17-1 of the *School Code*, the Superintendent, or his designee, prepared a tentative, balanced annual budget for the 2024-2025 fiscal year; and

WHEREAS, pursuant to Section 17-1 of the *School Code*, the Board held a public hearing prior to final action on a tentative annual budget on June 24, 2024; and

WHEREAS, pursuant to Section 17-1 of the *School Code*, the tentative amended budget was made conveniently available to the public at least thirty (30) days prior to final action thereon; and

WHEREAS, pursuant to Section 17-1 of the *School Code*, notice of a tentative amended budget’s availability for public inspection and of the public hearing was published, in The Dispatch, at least thirty (30) days prior to the public hearing.

NOW THEREFORE, Be it Resolved by the Board of Education of Moline-Coal Valley School District No. 40, Rock Island County, Illinois, as follows:

Section 1. The amended balanced budget attached hereto as Exhibit A and incorporated herein by reference, containing estimates available in each fund separately and expenditures from each fund, is hereby adopted as the amended balanced budget of the School District for the fiscal year which commenced on July 1, 2024, and will end on June 30, 2025.

Section 2. The Superintendent or his designee shall file copies of this Resolution and Exhibit A with the Illinois State Board of Education and the Rock Island County Clerk within thirty (30) days after its adoption.

Section 3. This Resolution shall be in full force and effect upon its adoption.

ADOPTED this 12th day of August, 2024, by the following votes:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Education

ATTEST:

Secretary, Board of Education


EXHIBIT A – 2024-2025 ANNUAL BUDGET

Or found at www.molineschools.org

7. Approval of Updated Board Policies for Section 4 - Operational Services

23

Recommended Motion: that the Board of Education accepts for first reading the revised Board of Education Policy 4:15 Identity Protection, 4:40 Incurring Debt, 4:70 Resource Conservation, and 4:140 Waiver of Student Fees, as presented. **See Attachment No. 10.**

TO: Members of the Board of Education
FROM: Vincent Gallo, Chief Financial Officer 
DATE: August 08, 2024
SUBJECT: Approve Updated Board Policies for Section 4 – Operational Services

Reason for Board Consideration: Board of Education approval is required.

Action Necessary: Board of Education approval is requested to accept Board Policy updates.


Facts: In the continuing quest to update the District's Board Policies, attached are portions of Section 4 with suggested changes based on PRESS recommendations. The administration is requesting the Board accept updates for Sections 4:15, 4:40, 4:70, 4:140 as listed.

Attached are the suggested changes based on PRESS recommendations. The administration is requesting the Board accept updates for Sections - 4:15 Identity Protection, 4:40 Incurring Debt, 4:70 Resource Conservation, and 4:140 Waiver of Student Fees. Each one of these press updates are responses to five year reviews with minor changes or reformatting changes with no context changes. Recall, the underlined text represents suggested new additions; whereas, the ~~strikethrough~~ text represents suggested deletions.

Cost: None.

Recommended Action: That the Board of Education accepts for first reading the revised Board of Education Policy 4:15 Identity Protection, 4:40 Incurring Debt, 4:70 Resource Conservation, and 4:140 Waiver of Student Fees, as presented.

Approved for Submission to the Board of Education



Dr. Rachel Savage
Superintendent of Schools

Operational Services

Identity Protection¹

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:²

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.

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

¹ **Consult the board attorney before adoption of this policy.** Districts may choose to provide or implement more protections than the statutory requirements outlined in this sample policy. While the laws that apply to this policy govern current management of sensitive information, best practices may outpace the law's ability to keep up. See also f/n 19 to sample policy 2:250, *Access to District Public Records*, detailing the preservation requirements of the Local Records Act (50 ILCS 205/3), the Family Educational Rights and Privacy Act (20 U.S.C. §1232g), and the Ill. School Student Records Act (105 ILCS 10/), and litigation holds or document preservation requirements pursuant to Federal Rules of Civil Procedure (Rules 16 and 26).

The Identity Protection Act (IPA) (5 ILCS 179/) requires that this subject matter be covered in policy and controls its content. 5 ILCS 179/35. The Act places greater limits on the use of social security numbers (SSNs) than federal law. The IPA defines *identity-protection policy* as "any policy created to protect social security numbers from unauthorized disclosure." (*Social security number* is not capitalized in the IPA). 5 ILCS 179/5. Much of a district's collection, storage, use, and disclosure of SSNs applies to employee records only. But limited exceptions may exist where a school district may need to ask students or their parents/guardians to provide SSNs, and any collection and retention of students' SSNs must also be in accordance with this policy.

Another State law, the Personal Information Protection Act (PIPA) (815 ILCS 530/ ~~amended by P.A. 101-343, eff. 1-1-20.~~) requires *data collectors of personal information* to provide certain notice to Illinois residents, and in certain cases, the Ill. Attorney General, when the collector's system data is breached. 815 ILCS 530/10 ~~amended by P.A. 101-343, eff. 1-1-20.~~ Under PIPA, *data collector* is broadly defined to include government agencies and any entities that deal with nonpublic *personal information*. *Personal information* is defined as: (1) an individual's first name or first initial combined with an SSN, driver's license number or State identification card number, financial account information (including without limitation, credit or debit card numbers), medical or health insurance information or biometric data; or (2) a username or email address in combination with a password or security question and answer that would permit access to an online account. *Id.* at 530/5. Depending on whether the *data collector* owns or merely maintains or stores the information, additional notification requirements will also apply. Finally, PIPA requires *units of local governments* to dispose of personal information so that it may not be read or reconstructed. *Id.* at 530/40. It is unclear whether Section 530/40 applies to school districts because PIPA does not specifically identify school districts as *units of local governments* (Ill. Constitution Article VII, Sec. 1). However, the Ill. State Board of Education (ISBE) considers PIPA to apply to the handling of personally identifiable information under grant awards. See the ISBE *Checklist for Protection of Personally Identifiable Information Review*, referenced in f/n 9, below. **Consult the board attorney for advice on the applicability of PIPA's various mandates to your district.** See f/n 4, below for more information about options to include PIPA requirements in this sample policy.

The U.S. Cybersecurity & Infrastructure Security Agency (CISA) recommends that K-12 districts have an *incident response plan* (IRP) that details what a district needs to do before, during, and after an actual or potential security incident. See www.cisa.gov/online-toolkit-partnering-safeguard-k-12-organizations-cybersecurity-threats. In the case of a data breach, it is critical for a district to have an IRP in place that is customized to local conditions and to practice the plan. Having an IRP may also be required for cyber liability insurance coverage. For resources and templates, see <https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-61r2.pdf>, www.iltillinois.org/resources/k12-incident-response-plan-template-security-studio, <https://studentprivacy.cd.gov/resources/data-breach-scenario-trainings>, and www.k12six.org/essentials-series.

- ² The list of goals is optional; it may be deleted, augmented, or otherwise amended.

2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following: ^{3 4}

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose. ⁵

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

³ The IPA requires items #1-4 to be covered in a policy. 5 ILCS 179/35(a).

⁴ For boards that want to include PIPA mandates in this Policy, insert the following option after the IPA items #1-4, or if the board includes items #5 and #6 (discussed in fn 6, below), after items #1-6, and add "815 ILCS 530/, Personal Information Protection Act" to the Legal References:

The Superintendent is also responsible for ensuring the District complies with the Personal Information Protection Act, 815 ILCS 530/. Compliance measures shall include each of the following:

1. Written or electronic notification to an individual and, if applicable, the owner of the information, as required by 815 ILCS 530/10 whenever his or her personal information was acquired by an unauthorized person; *personal information* means either:
 - a. An individual's first name or first initial and last name in combination with any one or more of his or her (i) social security number, (ii) driver's license number or State identification card number, (iii) financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or
 - b. An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.
2. Notification to the Ill. Attorney General as required by 815 ILCS 530/10, if a single breach of the security system requires the District to notify more than 500 Illinois residents.
3. Cooperation with the owner of the information in matters relating to the breach, if applicable, as required by 815 ILCS 530/10.
4. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; personal information has the meaning stated in #1, above.

⁵ See sample exhibit 4:15-E2, -Statement of Purpose for Collection of Social Security Numbers.

5. All employees must be advised of this policy's existence, and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request. ⁶
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee. ⁷

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. ⁸ This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

Treatment of Personally Identifiable Information Under Grant Awards ⁹

The Superintendent ensures that the District takes reasonable measures to safeguard: (1) *protected personally identifiable information*,¹⁰ (2) other information that a federal awarding agency, pass-through agency or State awarding agency designates as sensitive, such as *personally identifiable information* (PII)¹¹ and (3) information that the District considers to be sensitive consistent with

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⁶ Items #5 and #6 are not required to be in policy but districts are required to perform the described action(s). 5 ILCS 179/35(b). These compliance measures are covered in sample administrative procedure 4:15-AP1, Protecting the Privacy of Social Security Numbers.

⁷ Optional. See f/n 6 above.

⁸ This sentence is optional. Its intent is to inform employees of the need to have proper authority before collecting, storing, using, or disclosing SSNs. A board may attach a sanction to the paragraph by adding the following option:

An employee who has substantially breached the confidentiality of social security numbers may be subject to disciplinary action or sanctions up to and including dismissal in accordance with District policy and procedures.

⁹ While the federal regulations on procurement standards in 2 C.F.R. Part 200 do not specifically require a written policy on the treatment of *personally identifiable information* (PII) under grant-funded programs, the Ill. State Board of Education's (ISBE's) Checklist for Protection of Personally Identifiable Information Review (ISBE Checklist), at www.isbe.net/Pages/FederalandStateMonitoring.aspx www.isbe.net/Pages/AuditandMonitoringReviewRequirementsandTools.aspx, requires an approved policy or policies related to the identification, handling, storage, access, disposal, and overall protection of PII as evidence of legal compliance with the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) and federal regulations. The ISBE Checklist is specific to PII handled by districts in connection with their administration of grants. The uniform federal rules on procurement standards in 2 C.F.R. Part 200 apply to eligible State grants through the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). This sample policy and accompanying sample administrative procedure 4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards, are designed to help districts meet the standard set forth in 2 C.F.R. 200.303(e) and the documentation items on the ISBE Checklist.

¹⁰ *Protected personally identifiable information* (Protected PII) means an individual's first name or first initial and last name in combination with any one or more types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal records, medical records, financial records, or educational transcripts. Protected PII does not include *personally identifiable information* (PII) that is required by law to be disclosed. 2 C.F.R. §200.1§2. See sample administrative procedure 4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards. Protected PII is similar to, but broader than, the definition of *personal information* under PIPA.

¹¹ PII is a broader concept than Protected PII. Said another way, Protected PII is a subset of PII.

applicable laws regarding privacy and confidentiality (collectively, *sensitive information*), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information.¹² The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information.¹³ Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.: 2 C.F.R. §200.303(e).
5 ILCS 179/, Identity Protection Act.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 205/3, Local Records Act.
105 ILCS 10/, Illinois School Student Records Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

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

PII means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is considered to be PII is available in public sources such as telephone books and public websites, and it is considered to be Public PII. Public PII includes, for example, first and last name, address, work telephone number, email address, home telephone number, and general educational credentials. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual. 2 C.F.R. §200.129.

In addition to 2 C.F.R. 200.303(e), depending upon the type of record being created or used in connection with a grant-funded program, multiple laws may govern the treatment of *personally identifiable information* (PII) under a grant, including the IPA (5 ILCS 179/), PIPA (815 ILCS 530/), Family Educational Rights and Privacy Act, (20 U.S.C. §1232g), Ill. School Student Records Act (105 ILCS 10/), Student Online Personal Protection Act, (105 ILCS 85/~~amended by P.A. 101-516, eff. 7-1-21~~), Personnel Record Review Act (820 ILCS 40/), and Local Records Act (50 ILCS 205/3).

¹² See sample administrative procedure 4:15-AP2, *Treatment of Personally Identifiable Information Under Grant Awards*.

¹³ The ISBE Checklist requires districts to maintain documentation of training of all employees/contractors on the handling of PII, including evidence of the date(s) of the training and attendance/completion of the training. See www.isbe.net/Pages/Federal-and-State-Monitoring.aspx~~www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx~~. Because many individuals in a district can be involved in day-to-day administration of activities supported by a federal or State grant, best practice is to regularly train all employees on the safeguarding of such sensitive information, e.g., upon hire and then annually or semi-annually.

Operational Services

Incurring Debt¹

The Superintendent shall provide early notice to the School Board of the District's need to borrow money. The Superintendent or designee² shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue State Aid Anticipation Certificates,³ tax anticipation warrants,⁴ working cash fund bonds,⁵ bonds,⁶ notes,⁷ and other evidence of indebtedness,⁸ or (2) establish a line of credit with a bank or other financial institution.⁹ The Superintendent shall notify the Ill. 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.¹⁰

Bond Issue Obligations¹¹

In connection with the Board's issuance of bonds, the Superintendent shall be responsible for ensuring the District's compliance with federal securities laws, including the anti-fraud provisions of the

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

¹ State law controls this policy's content. School districts are subject to a statutory debt limitation (105 ILCS 5/19-1(a)); other provisions in 5/19-1 contain exceptions. Not all forms of indebtedness are subject to the statutory debt limitations. Before incurring any debt, the board must be certain that the debt will be within the district's debt limitation.

² Boards that employ business managers may want to substitute "Business Manager", "Chief School Business Official", or another locally-equivalent title for "Superintendent or designee" and "Superintendent" as they appear throughout this policy; the business manager most commonly performs the duties described in this policy.

³ 50 ILCS 420/1 *et seq.* and 105 ILCS 5/13-18.

⁴ 105 ILCS 5/17-16.

⁵ 105 ILCS 5/20-2, 5/20-4, and 5/20-5, amended by P.A. 101-416; 30 ILCS 305/2.

⁶ 105 ILCS 5/19-1 *et seq.*; 30 ILCS 350/2.

⁷ 50 ILCS 420/01 *et seq.* A district may borrow money and issue bonds for the purposes stated in 105 ILCS 5/19-3, provided the board properly adopted an election referendum and subsequently the voters approved the proposition. 10 ILCS 5/28-2. Districts have the authority to issue bonds for certain purposes without a direct referendum, e.g., School Fire Prevention and Safety Bonds, Working Cash Fund Bonds, Funding Bonds, and Insurance Reserve Bonds. However, as is the case with Working Cash Fund Bonds, certain types of bonds still require boards to follow *backdoor referendum* procedures.

⁸ Other types of indebtedness include funding bonds and refunding bonds (105 ILCS 5/19-1 *et seq.*), as well as debt certificates and alternate bonds authorized by the Local Government Debt Reform Act (30 ILCS 350/).

⁹ 105 ILCS 5/17-17.

¹⁰ 105 ILCS 5/19-1(q).

¹¹ Optional. This subhead is offered for boards that want to: (1) expressly address their obligations to comply with federal securities laws; and (2) authorize the creation of written procedures to protect the status of tax-exempt (or otherwise tax-advantaged) bonds issued by the board. As a matter of best practice and to reduce potential future liabilities, many attorneys recommend that board policy address these obligations. Consult the board attorney and/or bond counsel for guidance.

The Internal Revenue Service strongly encourages, but does not currently require, issuers of tax-exempt bonds to establish written post-issuance compliance monitoring procedures. For guidance regarding the recommended content of such procedures, see *IRS Publication 4079, Tax-Exempt Governmental Bonds*, at: www.irs.gov/pub/irs-pdf/p4079.pdf. Such procedures may be included in a written bond resolution for a specific bond issue, and/or they may be established more generally. Consult the board attorney and/or bond counsel regarding the establishment of such procedures for tax-exempt bonds.

Securities Act of 1933, as amended¹² and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.¹³

Additionally, in connection with the Board's issuance of bonds, the interest on which is excludable from *gross income* for federal income tax purposes, or which enable the District or bond holder to receive other federal tax benefits, the Board authorizes the Superintendent to establish written procedures for post-issuance compliance monitoring for such bonds to protect their tax-exempt (or tax-advantaged) status.

The Board may contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection.¹⁴

LEGAL REF.: ~~Securities Act of 1933, 15 U.S.C. §77a et seq., Securities Act of 1933.~~
~~Securities Exchange Act of 1934, 15 U.S.C. §78a et seq., Securities Exchange Act of 1934.~~
17 C.F.R. §240.15c2-12.
~~Bond Authorization Act, 30 ILCS 305/2, Bond Authorization Act.~~
~~Bond Issue Notification Act, 30 ILCS 352/, Bond Issue Notification Act.~~
~~Local Government Debt Reform Act, 30 ILCS 350/, Local Government Debt Reform Act.~~
~~Tax Anticipation Note Act, 50 ILCS 420/, Tax Anticipation Note Act.~~
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)

ADMIN. PROC.: 4:40-AP (Preparing and Updating Disclosures)

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

If a board does not accept this subhead, delete the Administrative Procedure Reference and the following Legal References: ~~Securities Act of 1933, 15 U.S.C. §77a et seq., Securities Act of 1933; Securities Exchange Act of 1934, 15 U.S.C. §78a et seq., Securities Exchange Act of 1934; and 17 C.F.R. §240.15c2-12.~~

¹² 15 U.S.C. §77q.

¹³ 17 C.F.R. §240.15c2-12. See *sample administrative procedure 4:40-AP, Preparing and Updating Disclosures*, for a detailed set of sample procedures designed to facilitate a district's compliance with disclosure requirements of federal securities laws.

¹⁴ Delete the last paragraph of this subhead if the board does not want to include a sentence in this policy that addresses the use of outside professionals for assistance with compliance. Boards that regularly utilize outside professionals to assist them in meeting bond disclosure requirements may want to include this language to memorialize their current practice. Contracts for the services of individuals possessing a high degree of professional skill, such as attorneys and financial consultants, are exempt from competitive bidding requirements. 105 ILCS 5/10-20.21(a)(i).

Operational Services

Resource Conservation¹

The Superintendent or designee shall manage a program of energy and resource conservation for the District that includes:

1. Periodic review of procurement procedures and specifications to ensure that purchased products and supplies are reusable, durable, or made from recycled materials, if economically and practically feasible.²
2. Purchasing recycled paper and paper products in amounts that will, at a minimum, meet the specifications in the School Code, if economically and practically feasible.³
3. Periodic review of procedures on the reduction of solid waste generated by academic, administrative, and other institutional functions. These procedures shall: (a) require recycling the District's waste stream, including landscape waste, computer paper, and white office paper, if economically and practically feasible; (b) include investigation of the feasibility of potential markets for other recyclable materials that are present in the District's waste stream; and (c) establish a goal for the be designed to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that is generated by the District, when it is economically and practically feasible to do so.⁴
4. ~~Adherence to e~~Energy conservation measures.⁵

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

¹ State or federal law controls this policy's content. 105 ILCS 5/10-20.19c.

² Required by 105 ILCS 5/10-20.19c(a-5).

³ Required by 105 ILCS 5/10-20.19c(b) - (e).

⁴ ~~Required by 105 ILCS 5/10-20.19c(e-5). Everything in this paragraph is~~ Item (a) is mandatory. Item (b) except that this not mandatory because the statute only "encourages" districts to investigate "potential markets for other recyclable materials that are present in the school district's waste stream." 105 ILCS 5/10-20.19c(e-5) required districts to have waste reduction procedures designed to achieve at least a 50% reduction in the amount of solid waste generated by the district before 7-1-20, but it was unclear about what year or baseline number or year that a district must needed to use to determine whether it has achieved at least a 50% reduction in the amount of solid waste that it generates by 7-1-20the reduction. One option for a baseline may be to was to use the date this law became effective, which was 7-18-08, or the year closest to it for which the district still retains relevant records; however, consult the board attorney for assistance in determining these baselines. Item (c) is optional. The statute does not establish any reduction goals past 7-1-20, therefore item (c) gives districts the flexibility to establish additional goals when it is economically and practically feasible to do so.

⁵ Districts are authorized to enter into *guaranteed energy savings contracts* to implement *energy conservation measures*, including any improvement, repair, or alteration of any school district building, or any equipment or fixture to be added to a district building, that is designed to reduce energy consumption or operation costs. 105 ILCS 5/19b. The guaranteed energy savings contract must provide that all payments are to be made over time, and energy cost savings must be specified and guaranteed to the extent necessary to pay the costs of the energy conservation measures. State law provides the process for requesting proposals and entering into contracts. Any contract is valid whether or not funding has been appropriated in any budget adopted by the board.

LEGAL REF.: 105 ILCS 5/10-20.19c and 5/19b.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs)

DRAFT

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

Consult the board attorney about whether an energy conservation measure qualifies for funding as an energy conservation project under the Ill. Finance Authority Act (FAA). 20 ILCS 3501/. The FAA specifically includes energy conservation projects in school districts. 20 ILCS 3501/820-10(c). The FAA's definition of *energy conservation project* is very similar to the School Code's definition of *energy conservation measure* (105 ILCS 5/19b-1.1); it also includes measures that reduce the amount of electricity or natural gas required to achieve a given end use, consistent with the definition of *energy efficiency* in the Ill. Power Agency Act. 20 ILCS 3855/1-10. Funding under the FAA requires a certification that the project will be a cost-effective energy-related project that will lower energy or utility costs in connection with the operation or maintenance of such building or facility, and will achieve energy cost savings sufficient to cover bond debt service and other project costs within 10 years from the date of project installation. 20 ILCS 3501/820-10(c).

Operational Services

Waiver of Student Fees¹

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay fines for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education, as well as fines for the loss or damage of school property are waived for students who meet the eligibility criteria for a waiver as described in this policy.² In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines, the Superintendent will recommend

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

¹ State law requires this subject matter be covered by policy and controls its content. 105 ILCS 5/10-20.13, amended by P.A.s 102-1032, and 102-805, and 103-154, eff. 1-1-23; 23 Ill.Admin.Code §1.245. ~~Though 105 ILCS 5/10-20.13 has been amended by P.A.s 102-1032 and 102-805, eff. 1-1-23, the Illinois State Board of Education (ISBE) has yet to update its implementing rules at 23 Ill.Admin.Code §1.245 in response.~~ Fees are “any monetary charge collected by a public school, public school district, or charter school from a student or the parents or guardian of a student as a prerequisite for the student’s participation in any curricular or extracurricular program of the school or school district as defined [at 23 Ill.Admin.Code §1.245(1) and (2)].” 105 ILCS 5/1-3, amended by P.A. 102-805, eff. 1-1-23. Fines include “charges for the loss of school property assessed by a district.” 23 Ill.Admin.Code §1.245.

State law provides that “[n]o discrimination or punishment of any kind, including, but not limited to: the lowering of grades, exclusion from classes, or withholding of student records, transcripts, or diplomas may be exercised against a student because the student’s parents or guardians are unable to purchase required textbooks or instructional materials or to pay required fees.” 105 ILCS 5/28-19.2, amended by P.A. 102-805, eff. 1-1-23; 23 Ill.Admin.Code §1.245(e). This policy concerns an area in which the law is unsettled (see footnotes 2 and 3). If the fee or fine waiver policy and/or procedures are substantively amended, then parents/guardians must be notified in writing within 30 calendar days following the adoption of the amendments. 23 Ill.Admin.Code §1.245(e).

² Districts must waive textbooks fees and all fees and fines for the loss of school property for students whose parents/guardians are unable to afford them and for homeless children and youth. 105 ILCS 5/10-20.13, amended by P.A.s 102-1032, and 102-805, and 103-154, eff. 1-1-23. While districts are only required to waive fines for the *loss* of school property and not the *damage* of school property, this sample policy extends fine waivers to both for ease of implementation and to encourage students to return school property even if damaged (instead of claiming property is lost to avoid a fine). Delete or damage if the board, after consulting with the board attorney, decides to only waive fines for the loss of school property.

In order to effectuate the law’s intent, the term “textbook” should be interpreted broadly to include fees for instructional materials, laboratory fees, and workbooks. The enforceability of 105 ILCS 5/10-20.13(b) and ISBE regulations (23 Ill.Admin.Code §1.245) requiring districts to waive “other fees” is questionable because they are unfunded mandates. ISBE regulations on school fees may not be enforceable because the General Assembly failed to make necessary appropriations. See the Weekly Message from State Superintendent Robert Schiller, 8-15-03 (contact a **PRESS** Asst. Editor for a copy).

The textbook block grant program operated by ISBE is found at 105 ILCS 5/2-3.155, amended by P.A. 101-227.

A school district may charge up to \$50 to students who participate in the driver education course. The fee may be increased up to \$250, provided the district completes the requirements in Section 27-24.2. The fee must be waived for any student whose parent(s)/guardian(s) ~~is/are~~ unable to afford it. 105 ILCS 5/27-24.2; 23 Ill.Admin.Code §252.30.

Resident tuition fees are not permissible, but a board’s authority under 105 ILCS 5/10-20.13 to charge for textbooks and towel fees does not violate the Ill. Constitution’s provision guaranteeing free public education through the secondary level. Hamer v. Board of Ed., Sch. Dist. No. 109, 9 Ill.App.3d 663 (2nd Dist. 1973).

to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for a waiver. ³

Notification

The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians with every bill for fees and/or fines,⁴ and that applications for waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee and fine waiver when: ⁵

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program;
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or
3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a).

The Superintendent or designee will give additional consideration when one or more of the following factors are present: ⁶

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

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

³ 105 ILCS 5/10-20.13(b) was added by P.A. 83-603 in 1983 to require districts to waive "other fees" in addition to the costs of textbooks and then amended by P.A. 102-805, eff. 1-1-23, to waive "other fees and fines." The General Assembly, however, never appropriated the necessary funds. Thus, the amendment may be unenforceable because it violated the State Mandates Act. 30 ILCS 805/1; see above footnote. Use the following alternative if the board wants to make a longstanding commitment to waive specific fees, amending the list of fees that will be waived as desired:

In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines, the following fees are also waived for students who meet the eligibility criteria for waiver: athletic participation fees, lock fees, towel fees, shop fees, laboratory fees, and registration fees.

Alternatively, a board may decide to waive all school student fees and fines and substitute the following sentence for this paragraph:

All school student fees and fines as defined by the Ill. State Board of Education (ISBE) are waived for students who meet the eligibility criteria for a waiver contained in this policy.

⁴ Required by 105 ILCS 5/10-20.13(b), as amended by P.A. 102-805, eff. 1-1-23; 23 Ill. Admin. Code §1.245(c)(2)(A).

⁵ Required by 105 ILCS 5/10-20.13(b), amended by P.A.s 102-1032 and 102-805, eff. 1-1-23, to add numbers 2 and 3 as eligibility criteria: 23 Ill. Admin. Code §1.245(c)(1). 105 ILCS 5/10-20.13(b), as amended by P.A. 102-1032, does not specify whether the *income* at or below 200% of the federal poverty line is the household income or solely the income of the veteran/active-duty military parent/guardian. Consult the board attorney for guidance.

Though 105 ILCS 5/10-20.13(b) was amended by P.A. 102-805, eff. 1-1-23, to make homeless students statutorily eligible for school fee and fine waivers, non-regulatory ISBE guidance states that students who are homeless, migrant, in foster care, runaway, or participating in Head Start are categorically eligible for school fee waivers. See www.isbe.net/Documents/guidance_reg.pdf.

The federal free meals program is found at 42 U.S.C. §1758; 7 C.F.R. Part 245. See f/n 7.

⁶ This paragraph is optional and may be omitted.

Verification ⁷

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees and fines in accordance with State law requirements.

If a student receiving a waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal ⁸

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

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

⁷ Districts have two income verification options to determine eligibility for fee and fine waivers: (1) establish an application process that is completely independent of a student's application for, eligibility for, or participation in the federal free meals program, or (2) tie the application process to the federal free meals program application and only ask for *verification* in accordance with the meals program. 105 ILCS 5/10-20.13(c), amended by P.A.s 102-1032 and 102-805, ~~eff. 1-1-23~~. See www.isbe.net/Pages/School-Fee-Waivers.aspx for further explanation. For option #1, see sample exhibit 4:140-E1, *Application for Fee Waiver*. For option #2, see sample exhibit 4:140-E2, *Application for Fee Waiver Based on Federal Free Meals Program*.

By using option #1, a district may require income verification at the time an application is submitted for a waiver and may do so thereafter, but not more than once per academic year. 105 ILCS 5/10-20.13, as amended by P.A. 102-805, ~~eff. 1-1-23~~. An application using option #1 cannot ask whether a student lives in a household that meets free lunch eligibility guidelines and request income verification with reference to *free lunch* eligibility guidelines. Instead, the district should supply its own income guidelines with the same limits based on household size that are used for the federal meals program and have the parents/guardians indicate if they meet the income guidelines used to determine eligibility for *fee and fine waivers*. The independent fee and fine waiver income guidelines should not be any higher than those for eligibility for free lunch (or reduced-price, if the district voluntarily provides fee and fine waivers for those students who qualify), but the district should not reference or indicate that the guidelines are for the free meals program. In this completely independent waiver application process, the district may ask for verification, but cannot use any information it receives through this process for determining eligibility for free or reduced meals.

By using option #2, the district must follow the verification requirements of the federal free meals program at 7 C.F.R. §245.6a. 105 ILCS 5/10-20.13(c), amended by P.A.s 102-1032 and 102-805, ~~eff. 1-1-23~~.

Income verification may include such things as payroll stubs, tax returns, or evidence of receipt of food stamps or Temporary Assistance for Needy Families. 23 Ill.Admin.Code §1.245(d).

⁸ An ISBE rule requires that the policy state that the district will mail a copy of a denial notice within 30 calendar days after the receipt of the waiver request. 23 Ill.Admin.Code §1.245(c)(3). This rule also specifies timelines and procedures, including a requirement that "the person who decides the appeal shall not be the person who initially denied the fee or fine waiver or a subordinate of this person." Thus, a board may be required to hear an appeal if the superintendent made the initial decision to deny a waiver. The board's participation is avoided by the principal making initial waiver decisions and the superintendent or other main office administrator deciding the appeals.

LEGAL REF.: 42 U.S.C. §11434a, McKinney-Vento Homeless Assistance Act.
105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2, and 5/28-19.2.
23 Ill.Admin.Code §1.245 [may contain unenforceable provisions].


CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:140 (Education of Homeless Children), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct)

DRAFT

8. Approval of Updated Board Policy 4:80 - Accounting and Audits

37

Recommended Motion: that the Board of Education accepts for first reading the revised Board of Education Policy 4:80 - Accounting and Audits, as presented. **See Attachment No. 11.**

TO: Members of the Board of Education
FROM: Vincent Gallo, Chief Financial Officer 
DATE: August 08, 2024
SUBJECT: Approve Updated Board Policy 4:80 - Accounting and Audits

Reason for Board Consideration: Board of Education approval is required.

Action Necessary: Board of Education approval is requested to accept Board Policy updates.


Facts: In the continuing quest to update the District's Board Policies, attached is a portion of Section 4 with suggested changes based on PRESS recommendations. The administration is requesting the Board accept updates for Section 4:80, as listed.

Attached are the suggested changes based on PRESS recommendations. The administration is requesting the Board accept updates for Section - 4:80 Accounting and Audits. This revision will align our policy with the updated Grant Accountability Transparency Act rules that require districts that receive federal pass-through and State-issued awards to have a financial statement audit conducted in accordance with 23 ILL.Admin.Code 100.110, regardless of the amount of awarded expenditures. Recall, the underlined text represents suggested new additions; whereas, the ~~striketrough~~ text represents suggested deletions.

Cost: None.

Recommended Action: That the Board of Education accept for first reading, the revised Board of Education Policy 4:80 Accounting and Audits, as presented.

Approved for Submission to the Board of Education



Dr. Rachel Savage
Superintendent of Schools

Operational Services

Accounting and Audits¹

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit²

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report³

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

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

¹ State or federal law controls this policy's content. A board policy or resolution is required concerning revolving funds and petty cash. 23 Ill.Admin.Code §100.70. This policy is intended to facilitate the board's fiscal oversight role. The last sentence of the first paragraph should be modified to align with local conditions. The *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing* at 23 Ill.Admin.Code Part 100 replaced 23 Ill.Admin.Code Part 110, *Program Accounting Manual* and 23 Ill.Admin.Code Part 125, *Student Activity Funds and Convenience Accounts*.

² Audit requirements are found in 105 ILCS 5/3-7 and 5/3-15.1, and 23 Ill.Admin.Code §100.110. The federal Single Audit Act adds audit requirements for federal programs. 31 U.S.C. §7501 *et seq.* Grant Accountability Transparency Act (GATA) (30 ILCS 708) rules also require districts that receive federal pass-through and State-issued awards to have a financial statement audit conducted in accordance with 23 Ill.Admin.Code §100.110, regardless of the amount of award expenditures. 44 Ill.Admin.Code §7000.90(c)(3). See *f/n 5, below, for additional information regarding GATA.*

~~Use this alternative for~~ For districts in suburban Cook County, replace "Regional Superintendent of Schools" with "appropriate Intermediate Service Center Executive Director."

The following optional sentence establishes an audit committee: "The Board will annually establish an audit committee to help the Board select an external auditor, confer with the auditor regarding the audit's scope, and oversee the audit process." **Note:** All board committees are subject to the Open Meetings Act (5 ILCS 120/).

The following optional sentence establishes a competitive process for selecting the external auditor; it prevents a long-term relationship with an auditor and reduces the possibility of audits being too routine or friendly: "The Board will annually advertise a request for proposals to perform the external audit." Substitute "periodically" for "annually" if desired.

³ Requirements for the annual financial report are found in 105 ILCS 5/2-3.27 and 5/3-15.1; 23 Ill.Admin.Code §100.100. The last sentence of this section should be modified to align with local conditions.

Inventories ⁴

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. §200.313, if applicable.⁵ The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law. ⁶

Capitalization Threshold ⁷

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

Disposition of District Property ⁸

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that

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⁴ ~~The Ill. Program Accounting Manual (IPAM) was repealed and replaced with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*. While these rules contain much of the IPAM information, the information about inventories was not included. That information is still useful and may be found at: www.isbe.net/Documents/ipam.pdf. The last sentence of this section should be modified to align with local conditions. The content of inventory records is at the district's discretion, with the exception of supplies and equipment that are governed by 2 C.F.R. §200.313. See f/n 5, below.~~

⁵ 2 C.F.R. §200.313. The uniform federal rules that govern federal grant awards in 2 C.F.R. Part 200 apply to State-issued grant awards through the Grant Accountability Transparency Act (GATA) (30 ILCS 708/), unless exempted in whole or in part by the Governor's Office of Management of Budget. 30 ILCS 708/55. See www.isbe.net/gata for further information about the scope of GATA's application to federal awards and State-funded grant programs administered by the Ill. State Board of Education (ISBE). See [sample administrative procedure 4:80-AP3, Inventory Management for Federal and State Awards](#). ISBE guidance is available at: www.isbe.net/Documents/fiscal_procedure_handbk.pdf and www.isbe.net/Pages/Federal-and-State-Monitoring.aspx ~~www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx.~~

⁶ ~~Id.~~ In connection with ISBE's grant monitoring function, ISBE published a *Checklist for Equipment and Inventory Review* which requires an approved policy (or procedure) related to the management of equipment at: www.isbe.net/Pages/Federal-and-State-Monitoring.aspx ~~www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx.~~

⁷ Optional. 23 Ill.Admin.Code §100.60 requires school boards to adopt a capitalization threshold, which can be done through policy. The capitalization threshold is a dollar figure above which the cost of an item will be included on financial statements and depreciated. A minimum threshold of \$5,000 and useful life greater than one year complies with the definition of *equipment* under federal grant rules, but may be adjusted, and/or multiple thresholds can be established, for different categories of capital assets. 2 C.F.R. §§200.133 and 200.313(e). The Government Accounting Standards Board (GASB) Statement No. 34 at para. 115(e) states that a government should disclose its policy "for capitalizing assets and for estimating the useful lives of those assets." See GASB Statement 34 and *Guide to Implementation of GASB Statement 34 on Basic Financial Statements* (p.28), both available at: www.gasb.org. ~~There are no specific requirements for such policies; however, District auditors may require or recommend a district have a more comprehensive capitalization policy and/or procedure. Such an accounting policy or procedure should be developed in consultation with the district's accounting professional(s) and tailored to reflect local conditions.~~

⁸ The requirements in this section are specified in 105 ILCS 5/5-22 (allowing property constructed or renovated by students as part of a curricular program to be sold through the services of a licensed real estate broker subject to certain requirements), 5/10-22.8 (*sale of personal property*); and 2 C.F.R. §200.313(e) for federal awards and State awards governed by GATA. See f/n 5, above, regarding grant award requirements. A board that desires to act on the disposition of property having any value should use the following alternative to this section's last sentence: "Notwithstanding the above, the Superintendent or designee may unilaterally dispose of worthless personal property."

is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits⁹

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash¹⁰

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of ~~\$500.00~~ ~~1,000~~. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

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The recipient (through either sale or donation) of any discarded school bus must immediately: (1) remove, cover, or conceal the "SCHOOL BUS" signs and any other insignia or words indicating the vehicle is a school bus; (2) render inoperable or remove entirely the stop signal arm and flashing signal system; and (3) paint the school bus a different color from those under 625 ILCS 5/12-801 and 625 ILCS 5/12-806(b).

⁹ The intent of this optional section is twofold: (1) to control personal use of district property and equipment; and (2) to ensure compliance with IRS rules. As to the first point, allowing personal use of district property or equipment is arguably prohibited by the Ill. Constitution, Art. VIII, Sec. 1 which states: "Public funds, property or credit shall be used only for public purposes." As to the second point, any fringe benefit an employer provides is taxable and must be included in the recipient's pay unless the law specifically excludes it. See Publication 15-B (2019), *Employer's Tax Guide to Fringe Benefits*, at: www.irs.gov/pub/irs-pdf/p15b.pdf.

¹⁰ 105 ILCS 5/10-20.19(2); 23 Ill.Admin.Code §100.70. This paragraph's contents are mandatory, except for the ~~\$1,000~~~~500~~ cap on the maximum balance of revolving funds. The cap amount may be changed or the following alternative used: "Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent consistent with the annual budget."

The School Code defines petty cash as a type of revolving fund. *Id.* It and other revolving funds carry a standard balance and are regularly reimbursed to maintain the standard balance amount (generally referred to as an *imprest system* of financial accounting). In practice, petty cash is paid out of a *de minimis* cash amount maintained by a fund custodian. Disbursement from a revolving fund other than petty cash is typically made against an imprest checking account, by an authorized signor who is readily available in the district, e.g., a superintendent or building principal. The authorized signor manages the revolving fund and requests the board to reimburse the fund for expenses incurred to bring the imprest account back to its standard balance.

Control Requirements for Checks ¹¹

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

Internal Controls ¹²

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud,

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

¹¹ This section is largely up to the local board's discretion; additional controls may be added. The following alternative to the second sentence will mandate two signatories for checks:

Two of the following individuals: the Treasurer, Board President, and/or Board Vice-President, shall sign all checks issued by the School District, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

See sample policy 4:90, Student Activity and Fiduciary Funds, for more information about a board's responsibilities for *student activity funds* and *fiduciary funds*. A board must comply with State law requirements concerning the use of facsimile or electronic signatures on checks. The Secretary of State, Index Department, maintains certified manual signatures of officers authorized to sign checks. Uniform Facsimile Signature of Public Officials Act, 30 ILCS 320/. Electronic records and signatures are governed by the Uniform Electronic Transactions Act, 815 ILCS 333/, ~~added by P.A. 102-38~~. Attorneys disagree about the applicability of these laws to school districts.

¹² This section is largely up to the local board's discretion. The annual audit must include a "review and testing of the internal control structure." 23 Ill.Admin.Code §100.110. This review's limited scope means that boards should not rely on it to reveal uncontrolled financial risks. The board's responsibility is to establish policy to safeguard the district's financial condition. Indeed, the oath of office includes this promise: "I shall respect taxpayer interests by serving as a faithful protector of the school district's assets." In this sample policy, the board sets the control objectives and the superintendent is responsible for developing an internal controls system. In addition, ISBE has issued guidance on internal controls pursuant to its administration of the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/. See ~~the ISBE's State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures—Fiscal Procedures Handbook~~, at: www.isbe.net/Documents/fiscal_procedure_handbk.pdf, which states that "to establish a strong control environment, grantees must...[d]esign internal controls that are in compliance with guidance in *Standards for Internal Control in the Federal Government* issued by the Comptroller General of the United States" (a free resource, available at: www.gao.gov/assets/670/665712.pdf) or the *Internal Control Integrated Framework* issued by the Committee of Sponsoring Organizations of the Treadway Commission (a fee-based resource, available at: www.coso.org/guidance-on-ic <https://www.coso.org/Pages/ic.aspx>). Boards that wish to take a larger oversight role regarding internal controls may list the numbered sentences in the IASB sample administrative procedure 4:80-API, *Checklist for Internal Controls*, as required inclusions in the superintendent's program for internal controls. This alternative, for insertion at the end of this section's first paragraph, follows:

The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.

waste, and abuse,¹³ as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third party to audit internal controls in addition to the annual audit.

LEGAL REF.: 2 C.F.R. §200 et seq.
30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill.Admin.Code 7000 et seq.
105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity and Fiduciary Funds)

DRAFT

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

¹³ Unless specifically exempted, grantees receiving funds from any State agency, including ISBE, must comply with GATA and annually complete a *Fiscal and Administrative Internal Controls Questionnaire* (ICQ). The ICQ covers a number of different topics related to internal controls. Districts that are identified as having one or more areas of elevated risk based on their answers to the ICQ, are required to develop and implement corrective action to address the area(s). Districts that fail to take necessary corrective action to address weak areas of internal control put their grant funding at risk. One of the sections of the ICQ may address a grantee's internal controls for fraud, waste, and abuse, including whether the grantee has a *fraud awareness program*. See sample administrative procedures 4:80-AP1, *Checklist for Internal Controls*, and 4:80-AP2, *Fraud, Waste, and Abuse Awareness Program*, which incorporate ISBE-recommended practices related to fraud, waste, and abuse.

9. Approval of Memorandum of Understanding with Project NOW Head Start

44

Recommended Motion: that the Board of Education approve the Memorandum of Understanding between Project NOW Head Start and the Moline-Coal Valley School District #40 for the 2024-2025 school year. **See Attachment No. 12.**



MEMORANDUM OF UNDERSTANDING
2024 – 2025

This is a collaborative agreement between **Project NOW Head Start** and the **Moline – Coal Valley School District #40**. It describes the intention and detailed plans for these entities to work in partnership to support the early childhood care and education of the families of this community.

In order to support comprehensive services and support for the low-income families of the service area, both parties agree to:

1. Establish and maintain lines of communication with participating Birth-to-Three Parental Training (hereafter called 0-3), Pre-K At Risk, Preschool For All Children, Preschool for All Extended Day Children and other formally-recognized Early Care and Education programs (hereafter called ECE programs).
2. Provide one another with eligibility criteria for program enrollment and waiting list priorities. Utilize these criteria to make recommendations to families about the array of services for which they may be eligible and how to apply for those services.
3. Establish and implement a process for making referrals of families from Project NOW Head Start to the ECE partner programs vice versa, based on needs identified by the families and program and space availability. This includes a process to:
 - Expedite the transfer of screening results, determination and/or diagnosis of needs, and other records between programs.
 - Coordinate to provide dual enrollment options for as many eligible children as possible both ECE and either home-based or center-based Head Start.
 - Collaborate with IEP development process and the implementation of stated goals.
 - Per federal mandates, provide Development, Speech, Hearing and Vision screenings to the children enrolled in the program within 45 days of enrollment.
 - Collaborate in shared parent education activities to provide families with support in knowledge and skill development.
 - Collaborate in providing joint opportunities for staff training and networking.
 - Coordinate with schools to support children and families in making the transition Head Start to Kindergarten through activities and interactions with the schools throughout the Head Start Program year.
 - Coordinate, where possible, other activities outlined by the Improving Head Start for School Readiness Act of 2007. These include review and evaluation of curriculum objectives, joint staff training and implementation of smooth transitions to public school.

This agreement remains in effect for the 2024 - 2025 school year. It will be reviewed, revised as needed, and signed prior to the beginning of the next school year.

Signatures:

Authorized Representative of Moline – Coal Valley School District #40

Date

Andrea Flannery

07/09/2024

Authorized Representative of Project NOW Head Start

Date

10. Approval of Memorandum of Agreement with Eastern Iowa Community College

46

Recommended Motion: that the Board of Education approve the Memorandum of Agreement between Eastern Iowa Community College and the Moline-Coal Valley School District #40 for the 2024-2025 school year. **See Attachment No. 13.**



MEMORANDUM OF AGREEMENT

BETWEEN

SCHOOL DISTRICT

AND

EASTERN IOWA COMMUNITY COLLEGE

This Agreement is hereby entered into by and between the SCHOOL DISTRICT and EASTERN IOWA COMMUNITY COLLEGE (hereafter "EICC") on behalf of EICC students enrolled in the following courses: EDU 213 Introduction to Education and EDU 245 Exceptional Learner.

WHEREAS, EICC requires facilities for education students to observe (Hereafter, "Students");

WHEREAS, the SCHOOL DISTRICT has facilities suitable for such education and has an interest in promoting the EICC Education Program's profession; and

WHEREAS, EICC and the SCHOOL DISTRICT desire to enter into an agreement for the use of the facilities for such education.

NOW, THEREFORE, the parties agree as follows:

I. STUDENT QUALIFICATIONS, PROCEDURES AND AGREEMENTS OF PARTIES:

A. Students enrolled in EDU 213 and EDU 245 may utilize, for clinical experience, the various school district's schools.

1. A list of schools to be used, the names of students involved in each unit, student preparation level and learning objective and the dates of these assignments will be provided to the affiliation coordinator by an instructor at the beginning of each semester.

B. The SCHOOL DISTRICT agrees to:

1. Make teachers available for students to observe.
2. Retain the right, in its sole discretion, to refuse a student unacceptable for participation in the observation at the SCHOOL DISTRICT'S sites.

C. EICC agrees to:

Clinton Community College
1000 Lincoln Boulevard
Clinton, IA 52732-6299
563-244-7001

Muscatine Community College
152 Colorado Street
Muscatine, IA 52761-5396
563-288-6001

Scott Community College
500 Belmont Road
Bettendorf, IA 52722-6804
563-441-4001

Eastern Iowa Community Colleges
101 West Third Street
Davenport, IA 52801-1219
1-888-336-3907



EASTERN IOWA COMMUNITY COLLEGES
CLINTON ♦ MUSCATINE ♦ SCOTT

1. Provide instruction required in the program during student observations.
2. Abide by all federal, state, and local laws, rules, and regulations applicable to the SCHOOL DISTRICT operations, including conducting a background check on all students before observations start.
3. Assure that unless receiving their assignment, Students shall not be in classroom unless a SCHOOL DISTRICT designee is immediately available.
4. Assure that their instructors/students will abide by the SCHOOL DISTRICT'S policies, procedures, and job descriptions.
5. Recognize that the SCHOOL DISTRICT may request EICC to withdraw any student whose work, conduct or health may be detrimental to students or school personnel.
6. Acknowledge that EICC students are directly responsible to the SCHOOL DISTRICT faculty person in whose class students are observing; they are to be monitored by the SCHOOL DISTRICT education professionals.
7. Students shall be responsible for providing their own health Insurance coverage.

II. TERMS:

- A. This agreement is effective for the EICC term beginning August 2024 and shall continue through June, 2025. The contract will be reviewed, at a minimum, on a yearly basis, and formally renewed by each party at that time.
- B. Either party may terminate the contract with 30 days written notice.

ASSURANCE STATEMENT:

EICC and the SCHOOL DISTRICT will not discriminate, including without limitation, in employment opportunities, recruitment and admission of students, or the operation of educational programs, on the basis of race, color, national origin, gender, disability, marital status or age as specified by federal laws and regulations.

It is the policy of Eastern Iowa Community College District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status, as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact EICC's Equal Employment Opportunity Officer/Equity Coordinator, Eastern Iowa Community College District, 101 West Third Street, Davenport, Iowa 52801, 563-336-5222, equity@eicc.edu or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730- 1576, TDD (800) 877-8339 Email: OCR.Chicago@ed.gov

School District – Date

Eastern Iowa Community Colleges – Date

Clinton Community College 1000 Lincoln Boulevard Clinton, IA 52732-6299 563-244-7001	Muscatine Community College 152 Colorado Street Muscatine, IA 52761-5396 563-288-6001	Scott Community College 500 Belmont Road Bettendorf, IA 52722-6804 563-441-4001	Eastern Iowa Community Colleges 101 West Third Street Davenport, IA 52801-1219 1-888-336-3907
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11. Reports, Requests and Open Discussion

A. Superintendent's Report

12. *CLOSED SESSION*****

to hold a discussion of minutes of meetings lawfully closed under the Open Meeting Act, whether for purposes of approval by the body of minutes or semi-annual review of the minutes as mandated by Section 2.06. 5ILCS 120/2(c)(21)

and

to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District. 5 ILCS 120/2(c)(1)

13. Return to Open Session

14. Consent Agenda

49

Recommended Motion: that the Board of Education approve the actions contained in the Consent Agenda as presented.

14. **Consent Agenda**

Recommended Motion: that the Board of Education approve the actions contained in Consent Agenda Items A through S as presented:

A. Employment – Certified Staff

- 1) the temporary employment of the following named certified substitute teachers for the 2024-2025 school year with wages in accordance with District schedules:

Archer, Susan
Blackwell, Therese
Delp, Ronald
Duke, Cheryl
Finch, Elizabeth
Galliart, Beth Ann
Gatrost, Wyatt
Gillette, Tavien
Gupta, Ritu
Heinrich, Karla
Hoover, Amanda
Hotchkiss, Marci
Jones, Debra
Kundu, Moushumi
Lizak, Mike
McConnell, Robin
Mielke, Drue
Naab, John
Neff, Kailan
Perez, Anna
Schultz, Ann
Sodadasi, Pushparani
Weisrock, Sara

- 2) the temporary employment of the following named Certified Hourly Instructor for the 2024-2025 school year with wages in accordance with District schedules:

<u>Name</u>	<u>Location</u>
Dauw, Lorna	Homebound Instructor

B. Salary Reclassification – Certified Staff

a change in salary classification for the following certified staff effective at the beginning of the 2024-2025 school year:

Alaniz, Cassandra from B.A. +15 to M.A.

DeJaynes, Trevor from B.A. to B.A. +15
 Dieckman, Eva from M.A. to M.A. +30
 Hanghian, Kelly from B.A. +15 to M.A.
 Holke, Jacquelyn from B.A. +15 to M.A.
 Koski, Kristin from M.A. to M.A. +30
 Macke, Brenda from M.A. to M.A. +30
 Ritchie, Adrian from B.A. to M.A.
 Sheese, Angela from M.A. to M.A. +30
 Sheese, James from M.A. to M.A. +30
 Weber, Katie from B.A. +15 to M.A.

C. Appointment to Differential Assignment - Certified Staff

the appointment of the following named certified staff members to differential assignment, effective for the 2024-2025 school year:

<u>Name</u>	<u>Position</u>	<u>Location</u>
Allee, Michael	Head Varsity Boys Tennis	High School
Bainbridge, Brooke	Safety Supervisor	John Deere
Hutto, Annette	Safety Supervisor	John Deere
Kelly, Amanda	Head Grade 8 Girls Track	John Deere
Loss, Timothy	Safety Supervisor	John Deere
Maertens, Jennifer	Safety Supervisor	John Deere
Taylor, Cynthia	Winter Play Director	High School

D. Resignation from Differential Assignment - Certified Staff

the resignation from differential assignment of the following named certified staff member:

<u>Name</u>	<u>Position</u>	<u>Location</u>
Seabloom, Erika	Forensics Coach	High School

E. Resignation for the Purpose of Retirement - Certified Staff

the resignation for the purpose of retirement of the following named certified staff members, effective at the end of the 2027-2028 school year:

<u>Name</u>	<u>Position</u>	<u>Location</u>
Dies, Karri	Grade 4	Jane Addams
Evans, Katherine	Grade 5	Jane Addams
Jacocks, Kathleen	Grade 2	Bicentennial

F. Approval of Family Medical Leave Act – Certified Staff

that the Board of Education grant approval of a family medical leave for the following certified staff members:

Effective

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Date</u>
Jennings, Karen	ML Specialist	Washington	Beginning tentatively 08/13/24 and not to exceed 60 days.
Lampton, Janessa	Grade 5	Washington	Beginning tentatively 09/29/24 and not to exceed 60 days.
McCoy, Jozette	Cross Categorical	High School	Beginning tentatively 08/13/24 and not to exceed 60 days.
Rusk, Rhonda	Cross Categorical	High School	Beginning tentatively 08/13/24 and not to exceed 60 days.
Spence, Emma	Life Skills	High School	Beginning tentatively 08/13/24 and not to exceed 60 days.

G. Employment – Educational Support Personnel

- 1) the employment of the following named educational support personnel for the 2024-2025 school year with wages in accordance with District schedules:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Harper, Karlee	Special Ed Paraprofessional	Jane Addams	08/15/24
King, Dominic	Custodian	John Deere	08/13/24
Martinez, Alba	ML Paraprofessional	Washington	08/15/24
Pearson, Michelle	PFAE Paraprofessional	Jefferson	08/15/24
Phelan, Thomasina	Special Ed Paraprofessional	High School	08/15/24
Wiborg, Jane	Special Ed Paraprofessional	Roosevelt	08/15/24

- 2) the temporary employment of the following named substitute educational support personnel for the 2024-2025 school year with wages in accordance with District schedules:

<u>Name</u>	<u>Position</u>
Archer, Susan	Administrative Assistant
Baker, Bill	Custodian
Carsell, Jon Chris	Custodian
Dunham, Reba	Classroom Paraprofessional
Finch, Elizabeth	Classroom Paraprofessional
Flynn, Gail	Administrative Assistant
Grimm, Robin	Lunchroom Aide
Hanson, Breanna	Custodian
Huber, Phyllis	Custodian
Koenig, R. Joyce	Administrative Assistant
Madison, Morgan	Lunchroom Aide/ Classroom Paraprofessional
Mendoza, Jocelyne	Classroom Paraprofessional
Mortenson, Pamela	Custodian

Nicholson, F. Carter	Custodian
Orwitz, Lisa	Health Professional (RN)
Price, Wanda	Administrative Assistant
St. Dennis, Ava	Custodian
Smith, Jevonie	Lunchroom Aide/Classroom Paraprofessional
VanVoltenburg, Kim	Custodian
Vols, Christy	Custodian
Woods, Diane	Administrative Assistant

H. Resignation/Termination - Educational Support Personnel

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Knedler, Derek	General Maintenance	High School	08/12/24
Mendoza, Erika	Breakfast Aide	Hamilton	07/16/24
Prybil, Lindsay	Special Ed Paraprofessional	Hamilton	07/29/24
Tisdale, Jaykob	Special Ed Paraprofessional	Logan	07/30/24
VanHyfte, Camille	Academic Behavior Support Paraprofessional	John Deere	07/29/24

I. Appointment to Differential Assignment - Non-Certified Staff

the temporary appointment of the following named non-certified staff member to differential assignment, effective for the 2024-2025 school year:

<u>Name</u>	<u>Position</u>	<u>Location</u>
Smith, Jared	Assistant Grade 8 Football	Wilson

J. Resignation of Differential Assignment - Non-Certified Staff

the resignation from differential assignment of the following named non-certified staff member:

<u>Name</u>	<u>Position</u>	<u>Location</u>
Zeigler, Gabriel	Play Tech Director	High School

K. Transfer/Reassignment

- 1) the transfer of Alyssa Luxmore from 3rd Shift K Wing PE Center to 2nd Shift E/B Wing 1st floor at the High School, effective August 5, 2024.
- 2) the transfer of Amy Rea from Administrative Assistant at the High School to Accounts Payable Assistant at the Moline - Coal Valley Education Center, effective August 12, 2024.

- 3) the transfer of Jaykob Tisdale from Special Education Paraprofessional at Logan to Administrative Assistant-Attendance Office at the High School, effective August 8, 2024.

L. Payments for Board Approval

approval of payments:

Fund 1 Educational	1,921,771.25
Fund 2 Operations & Maintenance	380,760.74
Fund 3 Debt Service	298,250.00
Fund 4 Transportation	55,235.27
Fund 5 Retirement	158,921.45
Fund 6 Capital Projects	44,004.37
Fund 7 Working Cash	0.00
Fund 8 Tort Fund	163,656.04
Fund 9 Life Safety Code	900.18
Fund 10 Group Insurance	1,224,030.90
Fund 11 Student Activity	<u>33,371.97</u>
TOTAL	4,280,902.17

See Attachment No. 1.

M. Freedom of Information Act Requests

- 1) A Freedom of Information Act request was received from Rock Island Today requesting PDF copies of all school district vendor contracts/agreements valued at over \$1,000 that will be in effect for the upcoming school year. PDF copies of all employment contracts and collective bargaining agreements for any full-time aide, janitorial staff member, teacher and principals. The District has responded to this request.
- 2) A Freedom of Information Act request was received from Chris Banker requesting all emails (including deleted emails) between Todd Thompson and the IHSA from March 1, 2023 through May 1, 2024 regarding any sports program at Moline High School. The District has responded to this request.

N. Award of Bid - MCVSD 2024 Door and Frame Improvements for Education Center

that the Board of Education award the bid for MCVSD 2024 Door and Frame Improvements to Building Sales & Service Company, Moline, Illinois, in the amount of \$154,000. **See Attachment No. 2.**

O. Award of Bid - MCVSD 2024 Card Access for Education Center

that the Board of Education award the bid for the Education Center Card Access System to Tri-City Electric Company, Davenport, Iowa in the amount of \$45,000. **See Attachment No. 3.**

P. Approval to Purchase - Moline High School Welding Lab Gas Regulators and Manifolds and Installation

that the Board of Education approve the purchase and installation of welding lab gas regulators and manifolds from S.J. Smith, Davenport, Iowa, for a total cost not to exceed \$15,000. **See Attachment No. 4.**

Q. Approval to Purchase - Project Lead the Way (PLTW) Vex V5 Kits

that the Board of Education approve the purchase of the 15 VEX V5 kits from Project Lead the Way of Indianapolis, Indiana, for a total cost not to exceed \$22,000. **See Attachment No. 5.**

R. Engage Services - Design Services for Lincoln-Irving School Renovation/Addition Project

that the Board of Education authorize the administration to engage the services of Legat Architects, Moline, Illinois, for preliminary project planning and design services and to begin negotiations with Legat Architects to develop a formal agreement for design services for the Lincoln-Irving Elementary School project for Board approval on September 09, 2024. **See Attachment No. 6.**

S. Engage Services and Agreements - Facilities Department


that the Board of Education approve the various engage services and agreements in the Facilities Department for fiscal year July 1, 2024 through June 30, 2025, at various amounts listed. **See Attachment No. 7.**

Recommended Motion: that the Board of Education approve the actions contained in Consent Agenda Item T as presented:

T. Award of Bid - MCVSD 2024 Light Fixtures for Education Center

that the Board of Education award the bid for LED Light Fixtures to Republic Electric Company, Davenport, Iowa, in the amount of \$21,261.02. **See Attachment No. 8.**

TO: Members of the Board of Education

FROM: Vincent Gallo, Chief Financial Officer 
Keith Karstens, Director of Facilities

DATE: August 08, 2024

SUBJECT: Award of Bid – MCVSD 2024 Door and Frame Improvements for the Education Center

Reason for Board Consideration: Board of Education approval is required.

Action Necessary: Board of Education approval is requested.

Facts: Specifications were prepared and issued by Legat Architects, Moline, Illinois, for the new Education Center 2024 Door and Frame Improvements. The bids were received on July 11, 2024, and are as shown on the attached tabulation.

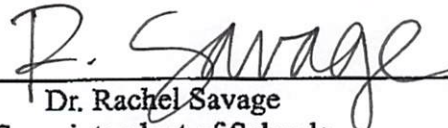
The current layout of the new Education Center requires the addition of five (5) new security doors. The new doors will ensure security after hours and during lock down events.

Based on the responses, Builder Sales & Service Company is the lowest qualified bidder. Therefore, it is the recommendation of the administration that the Board of Education award the contract for the MCVSD 2024 Door and Frame Improvements project to the lowest qualified bidder as identified.

Cost: The total base bid cost is \$154,000 and will be supported through the Capital Project Fund (Fund 6).

Recommended Motion: That the Board of Education award the bid for MCVSD 2024 Door and Frame improvements to Builders Sales & Service Company, Moline, Illinois, in the amount of \$154,000.

Approved for Submission to the Board of Education




Dr. Rachel Savage
Superintendent of Schools

Moline-Coal Valley School District
Education Center
New Security Doors and Frames
August 8, 2024

Attachment No. 2
08/12/24 Brd. Mtg.

BID ITEM	B.S.S.C. Moline, Illinois	Estes Constrction Davenport, Iowa	Tricon Construction Dubuque, Iowa	
Base Bid	\$154,000.00	\$190,000.00	\$168,000.00	
Total	<u>\$154,000.00</u>	<u>\$190,000.00</u>	<u>\$168,000.00</u>	

TO: Members of the Board of Education

FROM: Vincent Gallo, Chief Financial Officer 
Keith Karstens, Director of Facilities

DATE: August 08, 2024

SUBJECT: Purchase of Additional Card Access for the Education Center – Tri-City Electric Company

Reason for Board Consideration: Board of Education approval is required.

Action Necessary: Approval is requested to purchase the Card Access System for the Education Center.


Facts: The Education Center's existing card access systems are not compatible with the current District configuration. The administration recommends installing a compatible S2 Card Access System that integrates with our District card access system and supports the building's exterior and interior security doors.

Cost: Tri-City Electric has performed and supported our current access card system and maintains the repair and installation services as needed with the district. Tri-City Electric has installed all the door security projects since 2012, including the original installation. The entire cost for door hardware and installation for the existing (16) and (6) new doors is \$45,000 to be paid out of Operation and Maintenance (Fund 2).

Cost: The total base bid cost is \$45,000 and will be supported through the Capital Project Fund (Fund 6).

Recommended Motion: That the Board of Education award the bid for the Education Center Card Access System to Tri-City Electric Company, Davenport, Iowa, in the amount of \$45,000.

Approved for Submission to the Board of Education





Dr. Rachel Savage
Superintendent of Schools

Moline-Coal Valley School District
Education Center
S2 Card Access System
August 8, 2024

Attachment No. 3
08/12/24 Brd. Mtg.

BID ITEM	Tri City Electrical Davenport, Iowa	PerMar Security Davenport, Iowa
S2 Card access System	\$ 45,000.00	\$61,870.00
Total	\$ 45,000.00	\$61,870.00

TO: Members of the Board of Education

FROM: Dr. Brian Prybil, Deputy Superintendent 
Dr. Matt DeBaene, Assistant Superintendent for Secondary Teaching and Learning 

DATE: August 08, 2024

SUBJECT: Moline High School Welding Lab Gas Regulators and Manifolds Purchase and Installation

Reason for Board Consideration: Board of Education approval is required to purchase gas regulators and manifolds and associated installation


Action Necessary: Approval is requested to purchase gas regulators and manifolds and associated installation

Facts: The welding lab at Moline High School has gone through significant renovations and improvements during the summer of 2024. To complete the welding lab for student usage, gas regulators and manifolds need to be purchased and installed for the new welding booth.

Cost: The cost is not to exceed \$15,000 for the purchase and labor of welding lab gas regulators and manifolds from S.J. Smith and will be paid for by the curriculum budget.



Recommended Action: That the Board of Education approve the purchase and installation of welding lab gas regulators and manifolds from S.J. Smith, Davenport, Iowa, for a total cost not to exceed \$15,000.

Approved for Submission to the Board of Education



Dr. Rachel Savage
Superintendent of Schools

TO: Members of the Board of Education

FROM: Dr. Brian Prybil, Deputy Superintendent 
Dr. Matt DeBaene, Assistant Superintendent for Secondary Teaching and Learning 

DATE: August 08, 2024

SUBJECT: Project Lead the Way (PLTW) Vex V5 Robotic Kits

Reason for Board Consideration: Board of Education approval is required to purchase VEX V5 robotic kits.

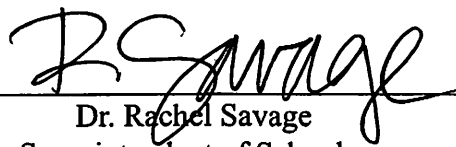
Action Necessary: Approval is requested to purchase VEX V5 robotic kits for PLTW courses.

Facts: Upgrades to the VEX V5 robotics kits for the courses Principles of Engineering and Computer Integrated Manufacturing are necessary. PLTW has stopped supporting the older VEX robotic equipment, and as such the latest training and curriculum utilize the new kits that we don't currently have. Instructors for the course have received the latest training and can use the new materials.

Cost: The cost is not to exceed \$22,000 to purchase 15 VEX V5 robotic kits for Principles of Engineering and Computer Integrated Manufacturing PLTW courses and will be paid by the curriculum budget.


Recommended Action: That the Board of Education approve the purchase of the 15 VEX V5 robotic kits from Project Lead the Way of Indianapolis, Indiana, for a total cost not to exceed \$22,000.

Approved for Submission to the Board of Education



Dr. Rachel Savage
Superintendent of Schools

TO: Members of the Board of Education

FROM: Vincent Gallo, Chief Financial Officer 

DATE: August 08, 2024

SUBJECT: Authorization to Engage Services and negotiate a contract for Design Services for the Lincoln-Irving School Renovation/Addition Project

Reason for Board Consideration: Board of Education approval is required to proceed.

Action Necessary: Board of Education approval is requested.

Facts: There are several key reasons why partnering with Legat Architects would be beneficial:


1. **Proven Experience:** Legat Architects has a robust portfolio of successful projects in educational facility design. Their extensive experience with Moline-Coal Valley School District ensures they understand the unique requirements and challenges associated with District projects.
2. **Innovative Design Solutions:** Legat is known for their innovative and sustainable design solutions. Their ability to blend functionality with aesthetics will help create a state-of-the-art facility that meets current needs while also being adaptable for future growth.
3. **Community Engagement:** Legat Architects has a strong track record of engaging with stakeholders throughout the design process. This inclusive approach ensures that the final design reflects the needs and aspirations of the community, fostering a sense of ownership and pride among all stakeholders.
4. **Sustainability Focus:** With increasing emphasis on sustainability, Legat's commitment to responsible design aligns with District goals for the Lincoln-Irving expansion.
5. **Strong Client Relationships:** Legat is known for its collaborative approach and strong client relationships. Their commitment to clear communication and responsiveness with previous District projects will ensure a smooth and efficient design process.

Given these factors, Legat Architects is the best choice to help the District achieve the vision for the Lincoln Irving expansion. Their expertise, innovative approach, and dedication to excellence make them an ideal partner for this project.

Cost: This preliminary action authorizes the administration to negotiate a formal agreement for all services required to be brought back to the Board for approval on August 26, 2024. The funding for these services will come from our Capital Project Fund (Fund 6).


Recommended Action: That the Board of Education authorize the administration to engage the services of Legat Architects, Moline, Illinois, for preliminary project planning and design services, and to begin negotiations with Legat Architects to develop a formal agreement for design services for the Lincoln-Irving Elementary School Project for Board approval on September 09, 2024.

Approved for Submission to the Board of Education



Dr. Rachel Savage
Superintendent of Schools

TO: Members of the Board of Education

FROM: Vincent Gallo, Chief Financial Officer 
Keith Karstens, Director of Facilities

DATE: August 08, 2024

SUBJECT: Engage Services and Agreements - Facilities Department

Reason for Board Consideration: Board of Education is required.


Action Necessary: Board of Education approval is requested.

Facts: The attached list of companies shows the various services and agreements that are engaged in the Facilities Department. These agreements support the various facility needs for the Moline Coal Valley School District for the 2024-2025 school year for custodial and maintenance services.

Cost: The cost for various service agreements is estimated at \$1,914,668.12. All services will be supported through the Operations & Maintenance Fund.

Recommended Action: That the Board of Education approve the various engage services and agreements in the Facilities Department for fiscal year July 1, 2024, through June 30, 2025, at the various amounts listed.

Approved for Submission to the Board of Education



Dr. Rachel Savage
Superintendent of Schools


Attachment No. 7

08/12/24 Brd. Mtg.

Product Name	Vendor	Term	Date	Cost		Change	Change
				2023-2024	2024-2025	\$	%
Electricity/Gas	MidAmerica	Year 1 of 1		\$ 1,217,750.00	\$ 1,642,235.17	\$424,485.17	0.3485815397
Gas for Vehicles	City of Moline	Year 1 of 1		\$ 19,500.00	\$ 22,500.00	\$ (3,000.00)	0.1538461538
Salt	City of Moline	Year 1 of 1		\$ 4,472.14	\$ -	\$ 4,472.14	-1
Water/Sewer	City of Moline	Year 1 of 1		\$ 217,333.68	\$ 249,932.95	\$ (32,599.27)	0.1499964018
				\$1,914,668.12			

Note: City of Moline salt agreement was the first 100 tons of salt there was no charge to the district. This will be renegotiated fall 2024.

TO: Members of the Board of Education

FROM: Vincent Gallo, Chief Financial Officer 
Keith Karstens, Director of Facilities

DATE: August 08, 2024

SUBJECT: Award of Bid – MCVSD 2024 Light Fixtures for the Education Center

Reason for Board Consideration: Board of Education approval is required.

Action Necessary: Board of Education approval is requested.

Facts: Bids were received for the new Moline Education Center June 6th, 2024, and are shown in the attached tabulation.


The current lighting system at the new Education Center is outdated and does not meet the needs of the District office staff. Several of the fixtures are in need of ballasts or lamp replacement. New LED Flat Panel light fixtures with adjustable light levels were specified over work spaces and in offices. The remaining fixtures that have not been upgraded to LED fixtures will be upgraded to new LED fixtures or lamp replacement.

Based on the responses, Republic Companies, supplier of RAB Lighting, has been selected. Therefore, it is the recommendation of the administration that the Board of Education award the purchase of the fixtures as identified.

Cost: The total base bid cost is \$21,261.02, and will be supported through the Capital Project Fund (Fund 6).

Recommended Motion: That the Board of Education award the bid for LED Light Fixtures to Republic Electric Company, Davenport, Iowa, in the amount of \$ 21,261.02.

Approved for Submission to the Board of Education



Dr. Rachel Savage
Superintendent of Schools

Moline-Coal Valley School District
 Education Center
 LED Light Fixtures
 August 8, 2024

Attachment No. 8
 08/12/24 Brd. Mtg.

BID ITEM	Republic Electric RAB Lighting	Republic Electric Lithonia Lighting	Difference	
Light Fixtures	\$23,466.02	\$23,024.52		
MidAmerican Rebate	<u>\$2,205.00</u>	<u>\$2,162.00</u>		
	-	-		
Total	\$21,261.02	\$20,862.52	\$398.50	

Note:

There is a quicker ship date with the RAB Fixtures and the district has had better factory support.

15. Adjournment

NOTICE OF NONDISCRIMINATION PRACTICES

The Moline-Coal Valley School District No. 40 does not discriminate against employees, students or the general public in its programs or practices, including vocational education opportunities, on the basis of race, color, religion, gender, disability, age, marital status, citizenship status, military status, unfavorable discharge from the military service, national origin or ancestry in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, any individual who is in need of assistance or reasonable accommodations to be able to participate in a school district-related activity, including the employment application or interview process, should contact the Superintendent of Schools at the District administrative offices. Any individual who wishes to file a complaint of unlawful discrimination should contact the Superintendent of Schools or the Secretary of the Board of Education at the District administrative offices, 1619 Eleventh Avenue, Moline, IL 61265.