

**LISLE COMMUNITY UNIT SCHOOL DISTRICT 202**  
**BOARD ROOM**  
**5211 CENTER AVENUE**  
**LISLE, ILLINOIS 60532**  
**Board of Education Meeting**  
**February 28, 2022**  
**7:00 PM**

Members of the public are welcome to attend all meetings of the Lisle Community Unit School District 202 Board of Education, including those held via video conferencing. Anyone wishing to view the meeting or provide comment is encouraged to review the information below.

In-Person Meeting Viewing: Guests are welcome to attend the meeting in-person in the Board Room and the Junior High Auditorium. Capacity will be limited based on social distancing guidelines.

Remote Meeting Viewing: The proceedings of the meeting will be streamed live and can be viewed using the following link: <http://www.youtube.com/c/LisleDistrict202>. Guests will join the meeting in view-only mode and will not be seen or heard in the meeting. A recording of the meeting will also be available on the School District website.

Public Comment: Public comments can be made in-person or via email at [publiccomment@lisle202.org](mailto:publiccomment@lisle202.org). Comments must be received by 5:00 p.m. on the day in which the meeting is held. Comments submitted by the deadline will not be read aloud during the meeting, but rather will be provided to the School Board prior to the start of the meeting and will become part of the meeting record.

Please see the "Meeting Dates, Agendas and Minutes" page for links to the Board of Education meeting agendas, minutes and video feeds.

AGENDA

1. Call to Order and Roll Call
2. Adjourn to Closed Session for the Purpose of Discussion of the Appointment, Performance, Discipline, Compensation or Dismissal of Employees, Collective Bargaining Matters, Student Matter, and Setting of a Price for Sale or Lease of Property Owned by the Public Body
3. Return to Open Session - 7:30 PM
4. Pledge of Allegiance
5. Reading of Mission Statement 3
6. Student Recognition 4
7. Return to School Plans for the 2021-2022 School Year 5
8. Public Comment 6
9. **ACTION ITEMS**
  - A. Consent Agenda:
    - (1) Board Meeting Minutes 11
    - (2) Payroll Pay Orders 16
    - (3) Vendor Pay Orders 37
    - (4) Personnel
      - a. Employment of New Lisle Elementary School Building Principal for the School Year 2022/2023 53
      - b. Certified Staff Retirement Requests 58
      - c. Classified Retirement Request 62
      - d. Classified Employment 64
      - e. Extra-Duty Employment 67
      - f. Certified Resignation 73
    - (5) Board Policies - PRESS Packet 108 75
    - (6) Annual Review of Policy 6:140 and Policy 7:140 220
    - (7) Revised 2021-2022 School Calendar - Use of Emergency Day 224
    - (8) Skyward Business Software Agreement Renewal 226

(9) Audit Services Proposal and FY2023 Audit Engagement Letter	231
10. <b><u>FINANCIAL INFORMATION</u></b> - The Board Acknowledges Receipt of the following Reports	
A. Financial Report	242
B. Treasurer Report	243
11. <b><u>DISCUSSION ITEMS</u></b>	
A. Review Board Norms and Goals	244
B. Further Discussion of PRESS Packet 108	
C. School Calendars	
(1) Preliminary Official School Calendar 2023-2024	248
(2) Revised Official School Calendar 2022-2023	250
D. Freedom of Information Request(s)	252
E. Superintendent's Report	256
12. <b><u>COMMITTEE REPORTS</u></b>	
A. Educational Equity & Excellence (E3) - Did not meet	
B. Facility Master Planning	258
C. Finance - See Finance Agenda	
D. Policy - See policies included for Action and Discussion in February 28th Agenda	
13. <b><u>BOARD REPRESENTATIVE REPORTS</u></b>	
A. Home and School Organization - Did not meet	
B. IASB Delegate to Board - Did not meet	
C. Intergovernmental - Did not meet	
D. Legislative Education Network of DuPage (LEND)	259
E. Lisle Education Foundation	279
F. School Association for Special Education in DuPage (SASED)	280
14. Agenda Topics for Future Board Meetings	
15. Adjourn to Closed Session for the Purpose of Discussion of the Appointment, Performance, Discipline, Compensation or Dismissal of Employees, Collective Bargaining Matters, Student Matter, and Setting of a Price for Sale or Lease of Property Owned by the Public Body	
16. Return to Open Session	
17. Approval of Student Disciplinary Action	294
18. Adjournment	



## Mission Statement

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Lisle District 202 is committed to providing our learning community with the essential education, skills, and experiences for future success.



## Student Recognition



### Senior Drew Sohl

2022 Illinois All-State Band

We will be recognizing Drew Sohl's accomplishment at the February Board Meeting for being selected for the Illinois All-State Band for the second consecutive year. Drew finished this year's audition with the highest score in the entire state for Bass Trombone, earning him a spot in the 2022 All-State Band, which performed in January at the Illinois Music Education Conference. This honor represents the most prestigious achievement for a high school musician. We are #LionProud of Drew!

**FOR INFORMATION**

**Lisle Community Unit School District 202  
Board of Education Meeting  
February 28, 2022**

**SUBJECT:** Return to School Plans for the 2021-2022 School Year

**BACKGROUND DATA:** The Illinois Appellate Court determined that the implementation of health guidelines is now a local decision.

As a result, Lisle 202 proceeded with a measured and layered approach to COVID-19 mitigation strategies to prevent transmission in schools based on [public health guidance](#), [historical COVID-19 data](#) for the school district, and the [survey results](#) from parents and staff.

During the meeting, the Administration will provide a brief overview of the District's operations since the last Board Meeting and answer Board Member questions. Specific attention will be given to:

- 1) New [COVID-19 Mitigation Strategies Framework](#) – Effective February 18, 2022
- 2) Overview of [positive COVID cases and quarantines](#) since the start of the school year

Useful "[Lisle CUSD 202 Back to School](#)" Covid related resources for the 2021-2022 School Year.

From: Cori Wind <[cori.wind@yahoo.com](mailto:cori.wind@yahoo.com)>

Date: Mon, Feb 28, 2022 at 4:29 PM

Subject: Comments for 2/28/22 Board of Education Meeting

To: Public Comment <[publiccomment@lisle202.org](mailto:publiccomment@lisle202.org)>

Keith and Board,

I know that the last 3 weeks have been stressful for our entire school community. However the lack of communication from the board and Keith is very concerning. We as parents deserve and demand more communication going forward. Even if it is a fluid situation where you might not have answers, there must be communication. Without that, trust is broken and trust is a very hard thing to win back.

On another topic, we need to have our school setting go back to normal for our kids. What are the plans for this current school year for items/events such as the following list?

Gym - Start using the gym as a gym instead of a cafeteria. The kids miss having this dedicated space for gym classes.

Field Trips - We have plenty of time left in this school year to make field trips happen.

Class Parties - Parents need the opportunity to volunteer in the classrooms.

Classroom Celebrations - We have the right to celebrate our kids milestones (reading celebrations, 100th day of school, parties, etc.)

Events - When will we have school fundraising opportunities again such as Ceramics Night, Bingo Night, etc.

Sincerely,

Cori Wind

From: **Rob W** <[robwelbourn@yahoo.com](mailto:robwelbourn@yahoo.com)>  
Date: Mon, Feb 28, 2022 at 5:50 PM  
Subject: Board Comment  
To: <[publiccomment@lisle202.org](mailto:publiccomment@lisle202.org)>

I am writing for 2 reasons. The lack of communication during the changes in law with regards to the mask mandate and your current mitigation plan that still violates due process if cases are substantial in schools. The governor's mask mandate has been struck down by the court, the Joint Committee on Administrative Rules has struck down the Governor's and IDPH's attempt to extend emergency orders requiring masks in schools and the appellate court struck it down. The IDPH's and ISBE's guidance both point to the Governor's executive orders 2021-18, 2021-22 and 2021-24, to assert their power to require masking within schools. Those orders are no longer in effect. The IDPH, ISBE, and the school district have no legal power to require anyone to wear a mask at a school. This is based on the legal rights required by law and the lack of authority to require masks. As stated in the district court's decision, people are required due process in order to require them to quarantine or isolate. So your current mitigation plan still violates this. I would appreciate if you could explain where you have legal grounds to quarantine without due process.

In addition, we saw almost every neighboring district make the decision to go mask optional quickly and many held emergency meetings to give people the right to comment and hear where the board stood. Why did Lisle do nothing? The lack of communication and transparency was an absolute failure in leadership by the superintendent and the board. Not one board member had the courage to speak up for someone's legal rights? Everyone of you felt it was best to only leave communications up to the superintendent and president of the board. I would have expected someone to vocalize how this approach is not legal and that you were not representing all constituents equally and honestly as stated in your code of conduct. Each day I would see other districts make the necessary changes and I held out hope that you all would take those steps. And each day I was further disappointed in the lack of action by a board implemented to represent the public interest.

# Request to speak to the Board of Education

## PROCEDURE FOR SPEAKING TO THE BOARD OF EDUCATION

Persons wishing to speak during the public comment section of the Lisle District 202 Board Meeting are asked to complete a "Request to Speak" card. The purpose of this opportunity is to direct comments to the Board and/or provide information. Ordinarily, the Board will not engage in dialogue with the speaker. Comments should be in good taste and demonstrate consideration for others. Each speaker will be allotted up to three minutes.

Thank you for following the procedure. Your cooperation will ensure that all individuals who wish to speak may do so while simultaneously providing for timely completion of the Board's business agenda. Your continued interest in our community's schools is valued and appreciated.

NAME (please print): Lou Tinucci

**AFFILIATION WITH THE DISTRICT:**

- Current Lisle 202 Parent
- Current Lisle 202 Resident, not a current Lisle 202 Parent
- Other (please describe) \_\_\_\_\_

SIGNATURE: [Signature] DATE: 7-28-22

EMAIL: lou.tinucci@me.com

Please provide a brief description of the topic you will address:

COVID Mitigations

Do you desire follow-up contact from administration regarding your topic of discussion?

- YES
- NO
- UNSURE

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NAME (please print): STEVEN WIND

**AFFILIATION WITH THE DISTRICT:**

- Current Lisle 202 Parent
- Current Lisle 202 Resident, not a current Lisle 202 Parent
- Other (please describe) \_\_\_\_\_

SIGNATURE: [Signature] DATE: 2/28/22

EMAIL: swind@re.athl.com

Please provide a brief description of the topic you will address:

TRANS PARENcy + COMMUNICATION

Do you desire follow-up contact from administration regarding your topic of discussion?

- YES
- NO
- UNSURE

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**NAME (please print):** Willis Kidd

**AFFILIATION WITH THE DISTRICT:**

- Current Lisle 202 Parent
- Current Lisle 202 Resident, not a current Lisle 202 Parent
- Other (please describe) \_\_\_\_\_

**SIGNATURE:** [Signature] **DATE:** 2/28/22

**EMAIL:** Willis.Kidd@hotmail.com

**Please provide a brief description of the topic you will address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you desire follow-up contact from administration regarding your topic of discussion?**

- YES
- NO
- UNSURE

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**NAME (please print):** Kimberly Kidd

**AFFILIATION WITH THE DISTRICT:**

- Current Lisle 202 Parent
- Current Lisle 202 Resident, not a current Lisle 202 Parent
- Other (please describe) \_\_\_\_\_

**SIGNATURE:** [Signature] **DATE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**Please provide a brief description of the topic you will address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you desire follow-up contact from administration regarding your topic of discussion?**

- YES
- NO
- UNSURE

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**NAME (please print):** Adam Roth

**AFFILIATION WITH THE DISTRICT:**

- Current Lisle 202 Parent
- Current Lisle 202 Resident, not a current Lisle 202 Parent
- Other (please describe) \_\_\_\_\_

**SIGNATURE:** [Signature] **DATE:** 2/28

**EMAIL:** \_\_\_\_\_

**Please provide a brief description of the topic you will address:**

mask efficacy  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you desire follow-up contact from administration regarding your topic of discussion?**

- YES  NO  UNSURE

**FOR ACTION**

**Lisle Community Unit School District 202  
Board of Education Meeting  
February 28, 2022**

**SUBJECT:** Approval of Board of Education Meeting Minutes

**SUGGESTED MOTION** - That the Board of Education approve the Regular and Closed Session Minutes from the January 24, 2022 Board of Education Meeting.

**LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202**  
**BOARD OF EDUCATION**  
**REGULAR MEETING MINUTES**  
**January 24, 2022**

Record of Minutes of the Regular Meeting of the Board of Education of Lisle Community Unit School District 202, DuPage County Illinois, which was held in the Board Room of the Administrative Offices at 5211 Center Avenue Lisle, IL on January 24, 2022.

The meeting was called to order at 7:30 p.m. by President Helderle.

Present: Daniel Helderle  
Pam Ahlmann  
Eunice McConville  
Lisa Kiener-Barnett  
Steve Lesniak  
Wendy Nadeau  
Greg Nagler

Absent: none

Also Present: Dr. Keith Filipiak, Superintendent  
Dr. Linda Kotalik, Assistant Superintendent  
Jen Law, Director of Student Services  
David Wilkinson, Director of Finance  
Jenna Engler, Communications Coordinator

The Pledge of Allegiance was recited.

Mr. Helderle read the District Mission Statement.

**Discussion Items**

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**Student In-Person/Remote Learning Plan Update**

- An increase in positives occurred following Winter Break, but we are seeing a decrease at this time.
- The Centers for Disease Control released updated protocols for schools. Updated information is available on our website.
- Lisle 202 is hosting a Booster Clinic on Wednesday, January 26th from 2:30-5pm at Lisle High School.
- Some Illinois school districts are involved in a lawsuit in which the plaintiffs contend that the Governor does not have the right to require masks or to require quarantine/exclusion of students or staff from school. Lisle 202 is not named in the lawsuit. Our district will wait for a ruling to determine if any next steps are necessary.

## **Public Comment**

- Anne Roth - Shared her concerns about the mask requirements and asked that mitigation strategies be removed.

## **Consent Agenda**

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Motion by Mrs. Ahlmann, seconded by Mr. Lesniak

TO APPROVE/ACCEPT THE FOLLOWING CONSENT AGENDA ITEMS AS PRESENTED;

- Minutes of Regular Meeting of December 20, 2021
- December 2021 Payroll Pay Orders in the amount of \$1,593,456.53
- December 2021 Vendor Pay Orders in the amount of \$1,900,428.08
- Personnel:
  - Classified Employment
    - Acacia Collins, Health Aide at Lisle Elementary School, is placed at Step 1 (\$15.73/hour).
    - Diane Rogalny, Inclusion Aide at Lisle Elementary School, is placed at Step 10 (\$17.34/hour).
  - Classified Leave Request
    - Emma Joy, Evening Custodian at Lisle Junior High School, has requested approximately 12 weeks of FMLA effective January 11, 2022.
  - Extra-Duty Employment
    - Brian Blankenship, Assistant Spring Musical Director at Lisle Senior High School: Category III, Step 5 (\$3,474).
    - Nathan Dent, Track Coach (6-8) at Lisle Junior High School: Category IV, Step 3 (\$ 2,710)
    - Scott Klepadlo, Head Girls' Track Coach at Lisle Senior High School, Category 2, Step 3 (\$5,955)
    - Dan Ridges, Assistant Girls' Tennis Coach at Lisle Senior High School, Category IV; Step 1 (\$3,613).
  - Extra-Duty Resignation
    - Eric Woyna, Assistant Baseball Coach at Lisle Senior High School has resigned effective January 18, 2022.
  - Administrative Retirement
    - Dr. Linda Kotalik, Assistant Superintendent for Lisle CUSD #202, has requested to resign at the conclusion of the 2024-2025 school year (June 30, 2025).
  - Non-Bargaining Support Staff Requirement
    - Marilyn Buchholz, District Secretary, has requested to retire at the conclusion of the 2024-2025 school year (June 30, 2025).
    - Nancy Van Volkenburg, Coordinator of Data & Information, has requested to retire at the conclusion of the 2024-2025 school year (June 30, 2025).
  - Authorization to Release Closed Session Minutes for Public Inspection and Destruction of Audio Recordings
  - Recognition of Booster Organizations
  - TRS Supplemental Savings Plan (SSP) Employer Participation Agreement

Answering to a roll call vote:

AYE: Ahlmann, Lesniak, Nagler, Kiener-Barnett, Nadeau, McConville, Helderle

NAY: None

Motion carried 7-0

## **Financial Information**

The Board Acknowledges Receipt of the following Reports:

- Financial Report - December 2021
- Treasurer's Report - December 2021

## **Discussion Item**

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### **Board Policies - PRESS Packet 108 - First Reading**

- See Board Meeting Agenda for complete list of Policies being reviewed in PRESS Packet 108
- Board members discussed several questions and proposed changes from their review of the policies

### **Freedom of Information Requests**

The District received Freedom of Information Act request(s) from the following individual(s):

- Ross Weidner and Jonathan Fagg
- Matt Gugala

### **Superintendent Report**

- See Board Meeting Agenda for full report.

### **Committee Reports**

Board Committee Report summaries are located in Board Books unless otherwise indicated.

- EDUCATIONAL EQUITY & EXCELLENCE (E3) - did not meet
- FACILITY MASTER PLANNING – Meeting January 26th
- FINANCE Committee – See Finance Agenda
- POLICY Committee - first reading of Press Packet 108

### **Board Representative Reports**

Board Representative Report summaries are located in Board Books unless otherwise indicated.

- Home and School Organization
- IASB Delegate to Board - did not meet, Board self-evaluation was held on January 10th
- Intergovernmental – did not meet
- Legislative Education Network of Dupage (LEND) - did not meet
- Lisle Education Foundation - did not meet, did host a shoot out during halftime of the January 29th LHS Girls Varsity basketball game to promote the LEF
- SASSED

### **Future Agenda Topics**

- Second reading of PRESS packet 108
- Discussion of IASB feedback

**Motion to Adjourn to Closed Session**

At 9:02 p.m., motion by Mrs. Ahlmann, seconded by Mrs. Kiener-Barnett  
ADJOURN TO CLOSED SESSION FOR THE PURPOSE OF DISCUSSION OF THE APPOINTMENT, PERFORMANCE,  
COMPENSATION OR DISMISSAL OF EMPLOYEES

Answering to a roll call vote:

AYE: Ahlmann, Kiener-Barnett, Nagler, Nadeau, Lesniak, McConville, Hedlerle

NAY: None

Motion carried 7-0

**Motion to Return to Open Session**

At 10:40 p.m., motion by Mrs. Ahlmann, seconded by Mr. Nagler  
RETURN TO OPEN SESSION

Answering to a roll call vote:

AYE: Ahlmann, Nagler, Kiener-Barnett, Lesniak, Nadeau, McConville, Helderle

NAY: None

Motion carried 7-0

**Motion to Adjourn**

At 10:41 p.m., motion by Mr. Lesniak, seconded Mrs. Nadeau  
THAT THE MEETING BE ADJOURNED.

The motion carried with a voice vote of 7-0

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

# **LISLE COMMUNITY UNIT SCHOOL DISTRICT #202**

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## **PAYROLL PAY ORDERS**

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This is to certify that the Board of Education of Lisle Community Unit School District No. 202 ratified the following payroll pay orders: February 28, 2022

<b>PAYROLL CHECKS ISSUED</b>	Beginning	n/a	and Ending	n/a
<b>PAYROLL ACH DEPOSIT</b>	Beginning	9000031308	and Ending	9000031597
	Beginning	9000031621	and Ending	9000031912
<b>PAYROLL ACH VOID</b>	Beginning	n/a	and Ending	n/a

### **FUND DISTRIBUTION**

EDUCATIONAL	\$	1,504,223.35
OPERATIONS & MAINTENANCE	\$	91,610.03
DEBT SERVICES	\$	-
TRANSPORTATION	\$	3,215.24
IMRF/SOCIAL SECURITY	\$	-
CAPITAL PROJECTS	\$	-
WORKING CASH	\$	-
<b>TOTAL</b>	<u>\$</u>	<u>1,599,048.62</u>

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\_\_\_\_\_  
President - Board of Education

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\_\_\_\_\_  
Date

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\_\_\_\_\_  
Secretary - Board of Education

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\_\_\_\_\_  
Date

## Payroll Run Check Listing for Board

Payroll	01/14/2022	Lisle CUSD 202		
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031308	Buchholz, Marilyn	000	2,628.77	1,585.34
9000031309	Engler, Jennifer R	000	4,870.08	3,276.59
9000031310	Filipiak, Keith	000	8,961.63	4,577.66
9000031311	Hinton, Jeffery	000	2,935.38	1,633.81
9000031312	Kempfer-Kotalik, Linda	000	7,254.13	3,428.64
9000031313	Law, Jennifer S	000	6,571.92	4,420.05
9000031314	McCormick, Jennifer	000	1,982.73	1,056.53
9000031315	Navarro, Lawrence M	000	1,991.03	1,323.73
9000031316	Posego, John C	000	5,621.07	3,447.74
9000031317	Quinlan, Kevin	000	2,419.47	485.55
9000031318	Rannochio, Alisa	000	2,141.61	1,542.49
9000031319	Rich, Mary Beth	000	2,657.95	1,856.27
9000031320	Schalk, Trent J	000	3,288.92	1,805.60
9000031321	Tsamis, Anna	000	3,167.06	1,038.24
9000031322	Van Volkenburg, Nancy L	000	2,892.75	1,865.88
9000031323	Wilkinson, David	000	6,236.75	3,493.46
9000031324	Anderson, Erik D	100	3,596.92	2,922.74
9000031325	Anderson, Herbert	100	4,372.69	2,959.39
9000031326	Bamboot, Darius	100	3,575.08	2,643.37
9000031327	Biezynski, Jenna A	100	851.03	555.14
9000031328	Blankenship, Brian	100	4,454.40	3,443.61
9000031329	Brady, Jennifer L	100	3,274.04	2,536.58
9000031330	Burdett, Paul	100	1,802.85	1,058.70
9000031331	Bylsma, Nathan	100	5,193.29	3,781.32
9000031332	Bylsma, Svea	100	4,718.70	3,241.30
9000031333	Chandhok, Mona A	100	2,929.04	2,368.27
9000031334	Clarke, Jeannette	100	3,476.92	2,627.72
9000031335	Costello, Sheri	100	4,712.58	3,550.26
9000031336	Czyl, Maureen	100	1,194.63	780.05
9000031337	Davis, John	100	5,768.26	4,441.04
9000031338	Dent, Nathan	100	759.53	376.11
9000031339	Dodge, Cynthia	100	699.72	623.74

## Payroll Run Check Listing for Board

Payroll	01/14/2022			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031340	Ferenzi, Daniella	100	1,524.32	1,200.12
9000031341	Fitzgerald, Karen	100	1,897.96	459.62
9000031342	Gansberg, Michele	100	1,046.31	670.98
9000031343	Gomez, Vasilici	100	3,340.58	2,630.12
9000031344	Gucciardo, Anjanette	100	3,882.88	3,090.48
9000031345	Gumina, Scott	100	4,983.24	3,318.01
9000031346	Hall, Jacqueline	100	753.94	433.14
9000031347	Hamann, Kelly	100	4,399.83	1,757.95
9000031348	Hamilton, Mary Pat	100	829.42	510.94
9000031349	Hardy, Venessa	100	4,590.34	2,890.73
9000031350	Henrichs, Greg	100	3,732.71	2,731.82
9000031351	Hochstetter, Judith	100	1,332.49	925.36
9000031352	Holmes, Steven	100	1,744.35	1,256.58
9000031353	Honzel, Robin	100	4,535.08	2,421.27
9000031354	Howard, Jeffrey	100	7,655.38	5,328.40
9000031355	Irvine, Karin	100	4,186.21	3,319.10
9000031356	Jaegle, Christine A	100	4,007.79	3,231.60
9000031357	Jaegle, Ronald	100	5,571.83	3,716.15
9000031358	Jenkins, David A	100	1,983.65	1,406.58
9000031359	Jensen, Christine	100	3,741.82	3,077.46
9000031360	Johnson, Patrick	100	817.95	630.15
9000031361	Kehoe, Debra	100	5,345.08	3,795.89
9000031362	Kerrn, Erin	100	4,265.09	2,969.10
9000031363	Klempic, Mirza	100	2,061.34	1,487.84
9000031364	Kohorn, Paul	100	2,116.61	1,509.73
9000031365	Kuefner, Julie	100	4,056.13	2,803.28
9000031366	LaScala, Mark	100	5,664.37	4,197.36
9000031367	Maldre, Sarah	100	3,868.04	2,555.38
9000031368	Marcum, Thomas C	100	4,727.13	3,831.38
9000031369	Martinez, Brian	100	1,661.70	1,217.93
9000031370	Matariyeh, Yousef	100	4,844.41	3,466.91
9000031371	Meyer, Kendra	100	4,302.50	3,165.83

## Payroll Run Check Listing for Board

Payroll	01/14/2022	Lisle CUSD 202		
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031372	Milinki, Jennifer	100	4,833.35	3,409.06
9000031373	Mlynarski, Tim	100	834.23	515.03
9000031374	Multhaupt, Courtney	100	5,539.39	4,197.93
9000031375	Musbach, Darlene	100	4,186.21	2,499.28
9000031376	Nadolny, Mary	100	1,007.08	512.32
9000031377	Ng, Joanna	100	3,352.04	2,190.47
9000031378	Novak, Emily	100	4,341.52	2,797.91
9000031379	Ogan, Elizabeth	100	4,715.08	3,617.97
9000031380	O'Hara, James	100	3,794.92	2,963.28
9000031381	Perez, Kevin E	100	3,649.29	2,758.78
9000031382	Perretta, Mia	100	4,867.31	3,669.40
9000031383	Polinski, Michael	100	3,010.58	2,500.22
9000031384	Pomatto-Zimmerman, Jennifer	100	4,713.38	3,808.55
9000031385	Provenzano, Lisa	100	1,083.17	860.74
9000031386	Renguso, Amy	100	3,574.44	2,553.75
9000031387	Ridges, Daniel	100	888.83	567.43
9000031388	Sanko, April	100	5,794.19	4,013.47
9000031389	Sanko, Daniel	100	5,473.58	3,724.92
9000031390	Schwartz, Rebecca	100	5,289.21	3,818.88
9000031391	Smith, Justin	100	4,191.42	3,219.23
9000031392	Steben, James	100	6,505.64	4,988.40
9000031393	Stelk, Scott	100	1,777.66	967.40
9000031394	Stellmacher, James M	100	4,445.60	3,358.11
9000031395	Strietelmeier, Katelyn	100	2,811.42	2,189.34
9000031396	Thome, Nicholas	100	1,763.21	1,061.64
9000031397	Todd, Adam	100	1,646.91	1,168.84
9000031398	Waibel, Scott	100	3,785.81	2,694.67
9000031399	Wallenberg, Michelle	100	3,806.92	2,789.16
9000031400	Weissinger, Derek C	100	1,900.95	1,237.75
9000031401	Wolak, Brandon P	100	1,762.61	1,267.23
9000031402	Woyna, Eric	100	3,919.83	2,701.14
9000031403	Woyna, Patrick	100	3,859.83	2,501.02

## Payroll Run Check Listing for Board

Payroll	01/14/2022			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031404	Alexander, Jarvis	200	774.64	538.46
9000031405	Blatchley, Monica	200	4,377.66	502.69
9000031406	Bossenga, Emmy	200	4,356.96	2,659.77
9000031407	Braun, Katherine	200	3,774.95	2,670.05
9000031408	Breeden, Anne	200	1,496.25	1,385.77
9000031409	Broadus, Gretchen	200	3,529.54	2,870.74
9000031410	Burdeaux, Jessica	200	781.95	555.32
9000031411	Burris, Karen M	200	1,357.49	707.85
9000031412	Byrne, Sharon	200	3,447.11	2,829.71
9000031413	Cerny, Marie	200	2,934.79	2,416.36
9000031414	Cervený, Karen	200	3,431.29	2,454.19
9000031415	Chiappetta, Rebecca	200	1,973.44	1,668.21
9000031416	Cornfield, Betty	200	4,955.08	2,197.32
9000031417	Dale, Kelley	200	634.86	581.12
9000031418	De Nichols, Patricia	200	4,327.75	2,424.89
9000031419	Dooley, Tara	200	1,260.07	841.76
9000031420	Dybeck, David	200	4,116.30	2,475.13
9000031421	Erickson, Tor	200	4,150.88	3,135.08
9000031422	Grau, Jason	200	3,566.92	2,702.21
9000031423	Hanson, Janet	200	4,625.08	1,822.74
9000031424	Hazard, Jean	200	956.92	631.04
9000031425	Henning, Mary	200	866.29	562.06
9000031426	Huschart, Kelly	200	3,161.13	2,451.54
9000031427	Joy, Emma P	200	1,419.56	712.35
9000031428	Kearney, David	200	5,933.13	4,115.98
9000031429	Keigher, Natalie	200	3,910.27	2,788.10
9000031430	Kim, Paul	200	4,748.81	3,170.25
9000031431	Klepper, Mary	200	3,085.58	2,323.42
9000031432	Lemke, Nanette	200	912.78	622.44
9000031433	Leon, Miyax	200	1,874.30	1,533.25
9000031434	Lima, Valerie	200	1,380.69	931.76
9000031435	Lumsden, Jason	200	4,342.47	3,272.16

## Payroll Run Check Listing for Board

Payroll	01/14/2022	Lisle CUSD 202		
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031436	Malcolm, Lauren	200	3,343.12	2,574.38
9000031437	Marriner, Carmen M	200	1,107.17	696.34
9000031438	McIntyre, Celeste	200	3,906.15	2,854.45
9000031439	McLear IV, Robert	200	3,699.19	2,858.72
9000031440	Meyer, Peter	200	5,181.53	2,859.70
9000031441	Meyer, Phillip	200	2,860.05	2,201.38
9000031442	Miller, Jaime	200	3,424.02	2,543.44
9000031443	Nelson, Kelli	200	4,825.13	3,480.74
9000031444	Norwood, Lindsay	200	3,875.00	3,137.97
9000031445	Oros, Natalie	200	2,190.20	1,720.42
9000031446	Park, Aimee	200	3,947.80	2,760.00
9000031447	Pilon, Erica	200	4,703.89	3,386.99
9000031448	Pivek, Elena	200	3,085.85	2,427.04
9000031449	Ptak, Jeff R	200	2,150.71	1,470.32
9000031450	Rankin, Chrysan	200	2,522.75	1,992.60
9000031451	Ratzer, Bonnie	200	790.24	592.95
9000031452	Reband, Jennifer	200	4,320.20	3,338.87
9000031453	Rohlicek, Daniel	200	1,895.73	1,270.02
9000031454	Sauer, Mary	200	3,371.63	2,600.45
9000031455	Schindler, Dorene	200	930.50	681.04
9000031456	Schmidt, Michael	200	6,045.36	4,291.92
9000031457	Schraub, Daniel	200	4,078.92	2,657.96
9000031458	Seastrom, Tamela	200	1,735.82	965.47
9000031459	Sergeant, Andrew H	200	1,828.77	1,325.13
9000031460	Slowiak, Vincent	200	3,566.17	2,319.08
9000031461	Smid, Jason	200	3,982.36	2,888.52
9000031462	Stevens, Patricia	200	4,737.98	3,436.82
9000031463	Twaddle, Debra	200	944.73	559.10
9000031464	Weissinger, Zachary T	200	1,751.40	1,239.22
9000031465	Westerhoff, Daniel	200	1,726.01	1,310.22
9000031466	Wiertel, Jason	200	4,756.13	3,574.94
9000031467	Altic, Megan	300	3,462.17	2,328.06

## Payroll Run Check Listing for Board

Payroll	01/14/2022			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031468	Bell, Courtney	300	961.75	612.21
9000031469	Bonini, Susan	300	985.62	524.07
9000031470	Briggs, Patricia L	300	2,156.33	1,211.31
9000031471	Campian, James, JR	300	2,860.04	1,965.67
9000031472	Carlson, Susan M	300	1,011.00	797.99
9000031473	Chasensky, Lauren	300	2,066.44	1,433.14
9000031474	Cornyn, Mary Beth	300	349.46	310.42
9000031475	Cyrus, Richard	300	4,101.96	3,076.81
9000031476	Cyrus, Tonia	300	3,161.13	2,424.37
9000031477	Dahleen, Shayla	300	2,935.33	2,109.00
9000031478	Davis, Brianne	300	4,086.67	3,090.86
9000031479	Davis, Courtney	300	2,040.17	1,509.97
9000031480	Dawson, Rachel	300	3,462.17	2,383.59
9000031481	Dineen-Hendricks, Kathleen	300	4,111.29	3,425.71
9000031482	Donahue, Renee	300	1,284.60	953.69
9000031483	Drake, Alissa	300	770.78	383.34
9000031484	DuBois, Heidi	300	2,935.33	2,153.85
9000031485	Emde, John C, II	300	2,305.49	674.86
9000031486	Gibson, Kayla	300	3,076.96	2,122.15
9000031487	Gilbert, Jennifer	300	1,496.25	1,239.03
9000031488	Gomez, Benigno	300	2,526.24	1,767.70
9000031489	Graff, Patrick	300	2,882.31	2,234.70
9000031490	Grimm, Rhonda	300	1,010.42	754.95
9000031491	Han, Jieun	300	2,888.79	2,251.83
9000031492	Hausler, Linda	300	3,349.29	2,303.24
9000031493	Heneghan, Dipti	300	1,004.73	775.61
9000031494	Herrmann, Mary Jo	300	865.42	563.06
9000031495	Hicks, Dena	300	4,340.18	2,967.58
9000031496	James, Lauren	300	2,709.54	2,024.87
9000031497	Jezyk, Anna	300	3,100.25	2,198.72
9000031498	Johnson, Diane	300	4,535.08	2,034.37
9000031499	Jung, Diane	300	1,000.62	529.63

## Payroll Run Check Listing for Board

Payroll	01/14/2022	Lisle CUSD 202		
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031500	Kennedy, Nicole	300	2,926.46	2,256.59
9000031501	Kerback, Patricia M	300	821.89	679.81
9000031502	Kimmerly, Suzanne	300	3,161.13	2,290.64
9000031503	Klepadlo, Scott E.	300	3,390.56	2,255.42
9000031504	Klimes, Christy	300	4,302.50	3,023.16
9000031505	Kolacz, Jolanta	300	1,051.46	569.51
9000031506	Konior, Mandy	300	777.22	462.26
9000031507	Lapham, Kathleen	300	3,906.24	3,080.72
9000031508	Larson, Richard W	300	2,272.41	1,675.61
9000031509	Lauten, Theresa	300	4,132.03	2,405.13
9000031510	Leonard, Arlene	300	4,528.30	3,506.01
9000031511	Livolsi-Hudgens, Carmella	300	825.34	635.38
9000031512	Madonia, Lindsey	300	3,304.12	2,710.50
9000031513	Marino, Jillian	300	3,951.42	2,795.87
9000031514	Martin, Stacey	300	3,010.58	2,130.32
9000031515	Martinez-Alvear, Aldo	300	2,052.26	1,458.41
9000031516	Masa, Janelle	300	858.67	502.34
9000031517	McCormick, Meredith	300	4,130.92	3,251.55
9000031518	Miller, Anna	300	2,303.08	1,631.62
9000031519	Murphy, Trisha	300	3,838.52	2,833.28
9000031520	Navarro, Michael	300	1,500.80	988.75
9000031521	Nelson, Christa	300	701.08	582.75
9000031522	Nelson, Nicole	300	4,587.08	3,641.35
9000031523	Neustadt, Leslie	300	4,056.78	2,952.01
9000031524	Nielsen, Joan	300	917.23	697.74
9000031525	Noreen, Diane C	300	1,097.96	234.42
9000031526	O'Connor-Young, Sheri	300	802.00	618.21
9000031527	Oliver, Jana	300	2,000.23	1,532.07
9000031528	Ortiz, Carmen	300	1,837.93	1,252.13
9000031529	O'Shea, Amy	300	3,605.16	2,385.53
9000031530	Parker, Elizabeth	300	4,101.96	2,965.72
9000031531	Pavilionis, Vincent	300	2,935.33	2,118.87

## Payroll Run Check Listing for Board

Payroll	01/14/2022			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031532	Payne, Melissa	300	6,280.79	4,725.01
9000031533	Peterson, Marybeth	300	3,537.42	2,051.04
9000031534	Polmanteer, Colette	300	3,304.12	2,156.91
9000031535	Poremba, Katherine	300	3,687.96	2,458.96
9000031536	Potempa, Tracey	300	3,386.92	2,589.71
9000031537	Pridmore, Elizabeth	300	3,274.04	1,932.09
9000031538	Puetz, Lauren	300	2,927.78	1,924.16
9000031539	Pupillo, Lauren	300	3,386.92	2,398.62
9000031540	Rasner, Kimberly	300	2,093.10	1,314.26
9000031541	Remigio, Maria	300	4,489.91	3,168.92
9000031542	Reyes, Cathy M	300	1,054.44	658.86
9000031543	Rogalny, Diane (Danuta)	300	604.73	449.12
9000031544	Rydel-Boesso, Eileen M	300	3,265.13	2,721.65
9000031545	Rzemieniecki, Christopher	300	3,875.00	3,483.81
9000031546	Schlessinger, Lukas	300	2,972.96	1,583.69
9000031547	Schroeder, Sara	300	2,987.33	2,303.65
9000031548	Schwarz, Jeanene	300	1,567.53	690.82
9000031549	Shehee, Wendy	300	930.90	551.75
9000031550	Siegel, Caitlyn J.	300	2,483.75	1,836.72
9000031551	Skonieczny, Sandra	300	786.13	381.44
9000031552	Slade, Stephanie	300	2,709.54	2,087.06
9000031553	Smith, Elisa	300	4,069.92	2,900.77
9000031554	Soukup, Stephanie	300	2,352.54	1,548.95
9000031555	Spell, Michael	300	2,115.63	1,656.11
9000031556	Sproviero, Rochelle	300	869.02	633.62
9000031557	Staley, Shannon	300	3,560.02	2,643.45
9000031558	Stefani, Colleen	300	4,418.75	3,139.14
9000031559	Strugielski, Kathryn	300	1,464.47	1,347.49
9000031560	Svejda, Michele	300	928.48	568.81
9000031561	Toby, Maureen	300	3,198.75	2,331.57
9000031562	Trotter, Suzanne	300	1,988.17	1,643.62
9000031563	Tuzzolino, Victoria	300	3,123.50	2,317.41

## Payroll Run Check Listing for Board

Payroll		01/14/2022			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount	
9000031564	Weeks, Stacey	300	576.18	470.89	
9000031565	Weissinger, Karla	300	934.80	594.67	
9000031566	Wojcik, Jane	300	930.89	850.10	
9000031567	Yaniz, Catherine	300	3,304.12	2,474.21	
9000031568	Zitt, Jean	300	4,069.92	2,973.22	
9000031569	Bauman, Judith	700	130.00	121.67	
9000031570	Angileri, Debra	800	750.00	641.42	
9000031571	Balaban, Nicholas	800	1,241.87	1,146.86	
9000031572	Barron, Pamela	800	484.38	407.81	
9000031573	Benson, Mary Diane	800	274.46	230.55	
9000031574	Bouck, Paula	800	130.00	114.44	
9000031575	Clavelli, Lauren	300	1,913.38	1,741.32	
9000031576	Cracco, Catherine	800	359.46	314.17	
9000031577	Crenshaw, Samuel, JR	800	790.28	690.70	
9000031578	Dimaggio, Gina	800	60.00	50.51	
9000031579	Edman, Kelly A	800	609.38	363.40	
9000031580	Gwilliam, Matthew	800	395.15	345.36	
9000031581	Hamilton, Sherrie D	800	274.46	239.87	
9000031582	Harris, Thomas	800	390.00	333.34	
9000031583	Hernandez, Jennifer	800	274.46	229.88	
9000031584	Holub, Lauren	800	650.00	506.79	
9000031585	Kellan, Jeri	800	395.14	360.35	
9000031586	Krestan, Kimberly S	800	219.57	196.91	
9000031587	Lantz, Janet L	800	364.46	323.54	
9000031588	Lapham, Megan	800	120.00	101.03	
9000031589	Malinowski, Nicole	800	274.46	253.46	
9000031590	Reese, Mary	800	390.00	328.34	
9000031591	Rolando, Ross	800	620.94	557.71	
9000031592	Schmidtke, Carol	800	1,161.60	1,025.27	
9000031593	Visser, Marianne	800	274.46	244.88	
9000031594	Wagge, Kimberlee	800	278.69	249.76	
9000031595	Weeks, Dawn	800	1,496.25	1,296.62	

**Payroll Run Check Listing for Board**

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<b>Payroll</b>	<b>01/14/2022</b>				<b>Lisle CUSD 202</b>
<b>Check/ ACH</b>	<b>Employee</b>	<b>Check Location</b>	<b>Pay Gross</b>	<b>Net Amount</b>	
9000031596	Wei, Joanna	800	338.69	296.01	
9000031597	Wong, Kevin David	800	150.00	131.09	
			<b>805,192.03</b>	<b>560,112.73</b>	

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## Payroll Run Check Listing for Board

Payroll	1/31/2022				Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount	
9000031621	Buchholz, Marilyn	000	2,331.27	1,418.40	
9000031622	Engler, Jennifer R	000	4,058.40	2,725.63	
9000031623	Filipiak, Keith	000	8,961.63	4,577.66	
9000031624	Hinton, Jeffery	000	2,935.38	1,633.81	
9000031625	Kempfer-Kotalik, Linda	000	7,254.13	3,428.64	
9000031626	Law, Jennifer S	000	6,571.92	4,420.05	
9000031627	McCormick, Jennifer	000	1,994.13	1,064.70	
9000031628	Navarro, Lawrence M	000	1,991.03	1,323.73	
9000031629	Posego, John C	000	5,621.07	3,447.74	
9000031630	Quinlan, Kevin	000	3,124.62	1,874.45	
9000031631	Rannochio, Alisa	000	2,103.77	1,515.36	
9000031632	Rich, Mary Beth	000	2,767.75	1,934.95	
9000031633	Schalk, Trent J	000	3,418.16	1,890.57	
9000031634	Tsamis, Anna	000	3,416.44	1,172.10	
9000031635	Van Volkenburg, Nancy L	000	2,892.75	1,865.88	
9000031636	Wilkinson, David	000	6,236.75	3,493.46	
9000031637	Anderson, Erik D	100	3,386.92	2,753.10	
9000031638	Anderson, Herbert	100	4,342.69	2,938.18	
9000031639	Bamboot, Darius	100	3,575.08	2,643.37	
9000031640	Biezynski, Jenna A	100	984.03	650.45	
9000031641	Blankenship, Brian	100	1,535.40	1,074.18	
9000031642	Brady, Jennifer L	100	3,274.04	2,536.58	
9000031643	Burdett, Paul	100	1,802.85	1,058.70	
9000031644	Bylsma, Nathan	100	5,193.29	3,781.32	
9000031645	Bylsma, Svea	100	4,598.70	3,144.40	
9000031646	Chandhok, Mona A	100	2,860.04	2,312.54	
9000031647	Clarke, Jeannette	100	3,386.92	2,555.01	
9000031648	Costello, Sheri	100	4,712.58	3,550.26	
9000031649	Czyl, Maureen	100	1,104.63	715.56	
9000031650	Davis, John	100	5,438.26	4,211.29	
9000031651	Dent, Nathan	100	759.53	376.11	
9000031652	Dodge, Cynthia	100	699.72	623.74	

## Payroll Run Check Listing for Board

Payroll	1/31/2022	Lisle CUSD 202		
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031653	Ferenzi, Daniella	100	1,524.32	1,200.12
9000031654	Fitzgerald, Karen	100	1,951.96	463.91
9000031655	Gansberg, Michele	100	1,402.56	933.07
9000031656	Gomez, Vasilici	100	3,010.58	2,363.54
9000031657	Gucciardo, Anjanette	100	3,800.88	3,024.23
9000031658	Gumina, Scott	100	4,983.24	3,318.01
9000031659	Hall, Jacqueline	100	753.94	433.14
9000031660	Hamann, Kelly	100	3,499.83	1,018.69
9000031661	Hamilton, Mary Pat	100	829.42	536.53
9000031662	Hardy, Venessa	100	4,610.34	2,904.90
9000031663	Henrichs, Greg	100	3,612.71	2,646.78
9000031664	Hochstetter, Judith	100	1,673.99	1,170.09
9000031665	Holmes, Steven	100	1,744.35	1,256.58
9000031666	Honzel, Robin	100	4,535.08	2,421.27
9000031667	Howard, Jeffrey	100	7,655.38	5,328.40
9000031668	Irvine, Karin	100	4,186.21	3,319.10
9000031669	Jaegle, Christine A	100	3,707.79	2,989.44
9000031670	Jaegle, Ronald	100	5,031.83	3,334.54
9000031671	Jenkins, David A	100	2,131.91	1,512.82
9000031672	Jensen, Christine	100	3,642.82	2,997.52
9000031673	Johnson, Patrick	100	817.95	630.15
9000031674	Kehoe, Debra	100	4,535.08	3,237.82
9000031675	Kern, Erin	100	3,575.09	2,481.78
9000031676	Klempic, Mirza	100	2,190.54	1,580.43
9000031677	Kohorn, Paul	100	1,679.11	1,196.71
9000031678	Kuefner, Julie	100	3,876.13	2,675.70
9000031679	LaScala, Mark	100	5,544.37	4,101.46
9000031680	Maldre, Sarah	100	3,703.04	2,422.18
9000031681	Marcum, Thomas C	100	4,727.13	3,831.38
9000031682	Martinez, Brian	100	1,661.70	1,217.93
9000031683	Matariyeh, Yousef	100	4,844.41	3,466.91
9000031684	Meyer, Kendra	100	4,302.50	3,165.83

## Payroll Run Check Listing for Board

Payroll	1/31/2022			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031685	Milinki, Jennifer	100	4,143.35	2,905.51
9000031686	Mlynarski, Tim	100	834.23	515.03
9000031687	Mulhaupt, Courtney	100	5,080.39	3,867.28
9000031688	Musbach, Darlene	100	4,186.21	2,499.28
9000031689	Nadolny, Mary	100	825.83	378.98
9000031690	Ng, Joanna	100	3,274.04	2,135.18
9000031691	Novak, Emily	100	3,981.52	2,531.86
9000031692	Ogan, Elizabeth	100	4,535.08	3,490.39
9000031693	O'Hara, James	100	3,794.92	2,963.28
9000031694	Perez, Kevin E	100	3,349.29	2,516.44
9000031695	Perretta, Mia	100	4,207.31	3,184.61
9000031696	Polinski, Michael	100	3,010.58	2,500.22
9000031697	Pomatto-Zimmerman, Jennifer	100	4,713.38	3,808.55
9000031698	Provenzano, Lisa	100	1,083.17	860.74
9000031699	Renguso, Amy	100	3,394.44	2,426.39
9000031700	Ridges, Daniel	100	888.83	567.43
9000031701	Sanko, April	100	4,615.69	3,232.00
9000031702	Sanko, Daniel	100	5,318.58	3,621.80
9000031703	Schwartz, Rebecca	100	4,749.21	3,423.56
9000031704	Smith, Justin	100	3,951.42	3,049.12
9000031705	Steben, James	100	7,003.14	5,280.93
9000031706	Stelk, Scott	100	1,965.54	1,092.64
9000031707	Stellmacher, James M	100	4,325.60	3,261.58
9000031708	Strietelmeier, Katelyn	100	2,750.42	2,140.06
9000031709	Thome, Nicholas	100	2,688.17	1,654.87
9000031710	Todd, Adam	100	1,675.31	1,189.19
9000031711	Waibel, Scott	100	3,785.81	2,694.67
9000031712	Wallenberg, Michelle	100	3,386.92	2,491.46
9000031713	Weissinger, Derek C	100	2,346.14	1,541.04
9000031714	Wolak, Brandon P	100	1,762.61	1,267.23
9000031715	Woyna, Eric	100	3,529.83	2,424.72
9000031716	Woyna, Patrick	100	3,559.83	2,288.39

## Payroll Run Check Listing for Board

Payroll	1/31/2022	Lisle CUSD 202		
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031717	Alexander, Jarvis	200	774.64	538.46
9000031718	Blatchley, Monica	200	4,242.66	393.66
9000031719	Bossenga, Emmy	200	4,101.96	2,479.03
9000031720	Braun, Katherine	200	2,829.95	2,000.42
9000031721	Breeden, Anne	200	1,496.25	1,385.77
9000031722	Broadus, Gretchen	200	3,424.54	2,785.91
9000031723	Burdeaux, Jessica	200	781.95	555.32
9000031724	Burris, Karen M	200	1,357.49	707.85
9000031725	Byrne, Sharon	200	3,447.11	2,829.71
9000031726	Cerny, Marie	200	2,784.79	2,295.20
9000031727	Cervený, Karen	200	3,349.29	2,396.08
9000031728	Chiappetta, Rebecca	200	1,973.44	1,668.21
9000031729	Cornfield, Betty	200	4,835.08	2,100.39
9000031730	Dale, Kelley	200	634.86	581.12
9000031731	De Nichols, Patricia	200	4,327.75	2,424.89
9000031732	Dooley, Tara	200	1,260.07	841.76
9000031733	Dybeck, David	200	4,064.30	2,438.32
9000031734	Erickson, Tor	200	4,150.88	3,135.08
9000031735	Grau, Jason	200	3,386.92	2,556.81
9000031736	Hanson, Janet	200	4,535.08	1,750.04
9000031737	Hazard, Jean	200	956.92	631.04
9000031738	Henning, Mary	200	866.29	562.06
9000031739	Huschart, Kelly	200	3,161.13	2,451.54
9000031740	Kearney, David	200	5,933.13	4,115.98
9000031741	Keigher, Natalie	200	3,910.27	2,788.10
9000031742	Kim, Paul	200	4,628.81	3,074.09
9000031743	Klepper, Mary	200	3,010.58	2,262.84
9000031744	Lemke, Nanette	200	912.78	622.44
9000031745	Leon, Miyax	200	1,565.30	1,283.64
9000031746	Lima, Valerie	200	1,120.69	745.44
9000031747	Lumsden, Jason	200	4,252.47	3,209.25
9000031748	Malcolm, Lauren	200	3,304.12	2,542.88

## Payroll Run Check Listing for Board

Payroll	1/31/2022	Lisle CUSD 202		
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031749	Marriner, Carmen M	200	1,107.17	696.34
9000031750	McIntyre, Celeste	200	3,876.15	2,833.18
9000031751	McLear IV, Robert	200	3,549.19	2,737.54
9000031752	Meyer, Peter	200	4,941.53	2,693.29
9000031753	Meyer, Phillip	200	2,860.05	2,201.38
9000031754	Miller, Jaime	200	3,274.02	2,422.63
9000031755	Nelson, Kelli	200	4,825.13	3,480.74
9000031756	Norwood, Lindsay	200	3,875.00	3,137.97
9000031757	Oros, Natalie	200	2,190.20	1,720.42
9000031758	Park, Aimee	200	3,917.80	2,738.74
9000031759	Pilon, Erica	200	4,475.89	3,229.99
9000031760	Pivek, Elena	200	3,085.85	2,427.04
9000031761	Ptak, Jeff R	200	2,522.38	1,736.67
9000031762	Rankin, Chrysan	200	2,483.75	1,961.10
9000031763	Ratzer, Bonnie	200	3,821.49	2,639.91
9000031764	Reband, Jennifer	200	4,320.20	3,338.87
9000031765	Rohlicek, Daniel	200	2,271.61	1,530.40
9000031766	Sauer, Mary	200	3,311.63	2,551.99
9000031767	Schindler, Dorene	200	878.61	643.72
9000031768	Schmidt, Michael	200	5,325.36	3,800.81
9000031769	Schraub, Daniel	200	3,958.92	2,573.13
9000031770	Seastrom, Tamela	200	1,735.82	965.47
9000031771	Sergeant, Andrew H	200	1,828.77	1,325.13
9000031772	Slowiak, Vincent	200	3,462.17	2,245.37
9000031773	Smid, Jason	200	3,793.36	2,755.77
9000031774	Stevens, Patricia	200	4,647.98	3,374.85
9000031775	Twaddle, Debra	200	944.73	559.10
9000031776	Weissinger, Zachary T	200	1,897.35	1,343.82
9000031777	Westerhoff, Daniel	200	1,882.92	1,422.67
9000031778	Wiertel, Jason	200	4,576.13	3,447.74
9000031779	Altic, Megan	300	3,462.17	2,328.06
9000031780	Bell, Courtney	300	1,010.08	646.85

## Payroll Run Check Listing for Board

Payroll	1/31/2022	Lisle CUSD 202		
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031781	Bonini, Susan	300	1,015.97	545.82
9000031782	Briggs, Patricia L	300	2,156.33	1,211.31
9000031783	Campian, James, JR	300	3,120.04	2,149.95
9000031784	Carlson, Susan M	300	1,051.44	827.74
9000031785	Chasensky, Lauren	300	2,066.44	1,433.14
9000031786	Collins, Acacia	300	645.98	534.22
9000031787	Cornyn, Mary Beth	300	451.81	399.89
9000031788	Cyrus, Richard	300	4,101.96	3,076.81
9000031789	Cyrus, Tonia	300	3,161.13	2,424.37
9000031790	Dahleen, Shayla	300	2,935.33	2,109.00
9000031791	Davis, Brianne	300	4,026.67	3,048.34
9000031792	Davis, Courtney	300	1,936.17	1,425.96
9000031793	Dawson, Rachel	300	3,462.17	2,383.59
9000031794	Dineen-Hendricks, Kathleen	300	4,111.29	3,425.71
9000031795	Donahue, Renee	300	1,284.60	953.69
9000031796	Drake, Alissa	300	743.24	363.66
9000031797	DuBois, Heidi	300	2,935.33	2,153.85
9000031798	Emde, John C, II	300	2,249.67	634.85
9000031799	Gibson, Kayla	300	2,972.96	2,038.14
9000031800	Gilbert, Jennifer	300	1,496.25	1,239.03
9000031801	Gomez, Benigno	300	2,858.64	2,005.92
9000031802	Graff, Patrick	300	3,216.58	2,471.02
9000031803	Grimm, Rhonda	300	1,060.97	792.15
9000031804	Han, Jieun	300	2,784.79	2,167.82
9000031805	Hausler, Linda	300	3,349.29	2,303.24
9000031806	Heneghan, Dipti	300	965.25	742.97
9000031807	Herrmann, Mary Jo	300	860.92	559.32
9000031808	Hicks, Dena	300	4,340.18	2,967.58
9000031809	James, Lauren	300	2,709.54	2,024.87
9000031810	Jezyk, Anna	300	3,048.25	2,161.87
9000031811	Johnson, Diane	300	4,535.08	2,034.37
9000031812	Jung, Diane	300	1,045.44	558.13

## Payroll Run Check Listing for Board

Payroll	1/31/2022	Lisle CUSD 202		
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031813	Kennedy, Nicole	300	2,822.46	2,182.88
9000031814	Kerback, Patricia M	300	821.89	679.81
9000031815	Kimmerly, Suzanne	300	3,161.13	2,290.64
9000031816	Klepadlo, Scott E.	300	3,390.56	2,255.42
9000031817	Klimes, Christy	300	4,302.50	3,023.16
9000031818	Kolacz, Jolanta	300	1,071.97	582.55
9000031819	Konior, Mandy	300	699.32	404.95
9000031820	Lapham, Kathleen	300	3,906.24	3,080.72
9000031821	Larson, Richard W	300	1,858.81	1,377.25
9000031822	Lauten, Theresa	300	4,132.03	2,405.13
9000031823	Leonard, Arlene	300	4,528.30	3,506.01
9000031824	Livolsi-Hudgens, Carmella	300	854.97	657.19
9000031825	Madonia, Lindsey	300	3,304.12	2,710.50
9000031826	Marino, Jillian	300	3,951.42	2,795.87
9000031827	Martin, Stacey	300	3,010.58	2,130.32
9000031828	Martinez-Alvear, Aldo	300	2,254.59	1,585.94
9000031829	Masa, Janelle	300	900.67	533.23
9000031830	McCormick, Meredith	300	4,130.92	3,251.55
9000031831	Miller, Anna	300	2,303.08	1,631.62
9000031832	Murphy, Trisha	300	3,838.52	2,833.28
9000031833	Navarro, Michael	300	1,500.80	988.75
9000031834	Nelson, Christa	300	701.08	582.75
9000031835	Nelson, Nicole	300	4,535.08	3,599.35
9000031836	Neustadt, Leslie	300	4,056.78	2,952.01
9000031837	Nielsen, Joan	300	976.99	741.72
9000031838	Noreen, Diane C	300	1,097.96	234.42
9000031839	O'Connor-Young, Sheri	300	822.05	632.97
9000031840	Oliver, Jana	300	1,948.23	1,340.06
9000031841	Ortiz, Carmen	300	1,837.93	1,252.13
9000031842	O'Shea, Amy	300	3,605.16	2,385.53
9000031843	Parker, Elizabeth	300	4,101.96	2,965.72
9000031844	Pavilionis, Vincent	300	2,935.33	2,118.87

## Payroll Run Check Listing for Board

Payroll		1/31/2022			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount	
9000031845	Payne, Melissa	300	6,280.79	4,725.01	
9000031846	Peterson, Marybeth	300	3,537.42	2,006.20	
9000031847	Polmanteer, Colette	300	3,304.12	2,156.91	
9000031848	Poremba, Katherine	300	3,687.96	2,458.96	
9000031849	Potempa, Tracey	300	3,386.92	2,589.71	
9000031850	Pridmore, Elizabeth	300	3,534.04	2,116.37	
9000031851	Puetz, Lauren	300	2,927.78	1,924.16	
9000031852	Pupillo, Lauren	300	3,386.92	2,398.62	
9000031853	Rasner, Kimberly	300	2,093.10	1,314.26	
9000031854	Remigio, Maria	300	4,411.91	3,105.92	
9000031855	Reyes, Cathy M	300	1,016.28	628.02	
9000031856	Rogalny, Diane (Danuta)	300	604.73	449.12	
9000031857	Rydel-Boesso, Eileen M	300	3,161.13	2,637.64	
9000031858	Rzemieniecki, Christopher	300	3,875.00	3,483.81	
9000031859	Schlessinger, Lukas	300	2,972.96	1,583.69	
9000031860	Schroeder, Sara	300	2,935.33	2,266.78	
9000031861	Schwarz, Jeanene	300	1,015.03	245.54	
9000031862	Shehee, Wendy	300	910.98	537.10	
9000031863	Siegel, Caitlyn J.	300	2,483.75	1,836.72	
9000031864	Skonieczny, Sandra	300	757.16	357.37	
9000031865	Slade, Stephanie	300	2,709.54	2,087.06	
9000031866	Smith, Elisa	300	4,069.92	2,900.77	
9000031867	Soukup, Stephanie	300	2,248.54	1,464.94	
9000031868	Spell, Michael	300	1,881.63	1,467.09	
9000031869	Sproviero, Rochelle	300	935.80	681.86	
9000031870	Staley, Shannon	300	3,560.02	2,643.45	
9000031871	Stefani, Colleen	300	4,418.75	3,139.14	
9000031872	Strugielski, Kathryn	300	1,464.47	1,347.49	
9000031873	Svejda, Michele	300	981.79	609.96	
9000031874	Toby, Maureen	300	3,198.75	2,331.57	
9000031875	Trotter, Suzanne	300	1,936.17	1,600.58	
9000031876	Tuzzolino, Victoria	300	3,123.50	2,317.41	

## Payroll Run Check Listing for Board

Payroll	1/31/2022	Lisle CUSD 202		
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031877	Weeks, Stacey	300	576.18	470.89
9000031878	Weissinger, Karla	300	953.58	610.28
9000031879	Wojcik, Jane	300	1,151.89	1,054.89
9000031880	Yaniz, Catherine	300	3,304.12	2,474.21
9000031881	Zitt, Jean	300	4,069.92	2,973.22
9000031882	Angileri, Debra	800	525.00	452.00
9000031883	Arkush, Arthur	800	180.00	159.57
9000031884	Balaban, Nicholas	800	1,241.87	1,146.86
9000031885	Barron, Pamela	800	656.25	552.49
9000031886	Benson, Mary Diane	800	443.36	361.28
9000031887	Bouck, Paula	800	650.00	552.23
9000031888	Clavelli, Lauren	300	1,599.38	1,450.36
9000031889	Cracco, Catherine	800	518.81	453.44
9000031890	Crenshaw, Samuel, JR	800	825.28	721.29
9000031891	Currin, Tadiza	800	346.25	302.62
9000031892	Ducharme, Janet	800	498.26	435.49
9000031893	Edman, Kelly A	800	843.75	559.33
9000031894	Gwilliam, Matthew	800	395.15	345.36
9000031895	Hamilton, Sherrie D	800	329.36	287.86
9000031896	Harris, Thomas	800	325.00	278.62
9000031897	Hernandez, Jennifer	800	274.46	229.88
9000031898	Kellan, Jeri	800	395.14	360.35
9000031899	Krestan, Kimberly S	800	274.46	244.88
9000031900	Lantz, Janet L	800	139.79	127.17
9000031901	Lapham, Megan	800	240.00	202.06
9000031902	Larose, Chris	800	185.00	166.69
9000031903	Malinowski, Nicole	800	329.36	304.16
9000031904	Reese, Mary	800	650.00	547.23
9000031905	Rolando, Ross	800	620.94	557.71
9000031906	Schmidtke, Carol	800	1,513.60	1,317.22
9000031907	Stratton, Carolyn	800	455.00	388.06
9000031908	Visser, Marianne	800	329.36	292.86

## Payroll Run Check Listing for Board

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Payroll	1/31/2022				Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount	
9000031909	Wagge, Kimberlee	800	494.03	437.97	
9000031910	Weeks, Dawn	800	1,496.25	1,296.62	
9000031911	Wei, Joanna	800	338.69	296.01	
9000031912	Zita, Blair	800	520.00	442.79	
			<b>793,856.59</b>	<b>552,509.14</b>	

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**LISLE COMMUNITY UNIT SCHOOL DISTRICT #202**

**VENDOR PAY ORDERS**

This is to certify that the Board of Education of Lisle Community Unit School District No. 202 ratified the following vendor pay orders: February 28, 2022

**GENERAL CHECKING ACCOUNT**

<b>CHECKS ISSUED</b>	Beginning	116985	Ending	116987
	Beginning	117137	Ending	117140
	Beginning	117141	Ending	117185
	Beginning	117189	Ending	117315
<b>WIRES ISSUED</b>	Beginning	8000000694	Ending	8000000698
	Beginning	8000000699	Ending	8000000705
<b>ACH DEPOSITS</b>	Beginning	9000032207	Ending	9000032225

**FUND DISTRIBUTION**

EDUCATIONAL	\$	1,282,283.43
OPERATIONS & MAINTENANCE	\$	225,134.62
TRANSPORTATION	\$	196,561.13
IMRF/SOCIAL SECURITY	\$	115,762.47
CAPITAL PROJECTS	\$	100,949.45
TOTAL	\$	<u>1,920,691.10</u>

**IMPREST CHECKING ACCOUNT**

<b>CHECKS ISSUED</b>	Beginning	9958	Ending	9968
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**FUND DISTRIBUTION**

EDUCATIONAL	\$	507.71
OPERATIONS & MAINTENANCE	\$	2,369.91
TRANSPORTATION	\$	135.85
TOTAL	\$	<u>3,013.47</u>

**GRAND TOTAL**     \$ 1,923,704.57

\_\_\_\_\_  
President - Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary - Board of Education

\_\_\_\_\_  
Date

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 01/14/2022 ZPAY 01/14/2022

R - Regular Run Type

Check Number	Name	Net Check Amt
116985	Classified Employee	881.27
116986	Lisle CUSD #202	2,490.42
116987	Lisle Education Association	8,904.55
8000000694	Harris Bank	120,422.86
8000000695	Illinois Department Of Revenue	34,761.15
8000000696	Teachers' Health Ins Security	11,282.09
8000000697	Teachers' Retirement System	68,841.53
8000000698	U.S. OMNI	44,897.55
<b>Regular Checks:</b>	3	12276.24
<b>ACH Checks:</b>	0	0.00
<b>Wire Transfers:</b>	5	280205.18
<b>Total:</b>	<b>8</b>	<b>292,481.42</b>

# AP Check Register

Lisle CUSD 202

## Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - Educational	\$246,265.17	\$0.00	\$0.00	246,265.17
20 - Operations & Maintenance	\$6,425.25	\$0.00	\$0.00	6,425.25
40 - Transportation	\$108.44	\$0.00	\$0.00	108.44
55 - Social Security	\$39,682.56	\$0.00	\$0.00	39,682.56

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 01/31/2022 ZPAYEOM 01/31/2022

R - Regular Run Type

Check Number	Name	Net Check Amt
117137	Classified Employee	855.68
117138	Lisle CUSD #202	2,490.42
117139	Lisle Education Association	8,904.55
117140	VSP of Illinois, NFP	4,758.14
8000000699	Educational Benefit Coop	373,244.75
8000000700	Harris Bank	118,549.63
8000000701	Illinois Department Of Revenue	34,173.14
8000000702	Illinois Municipal Retirement	54,421.90
8000000703	Teachers' Health Ins Security	10,959.54
8000000704	Teachers' Retirement System	66,873.53
8000000705	U.S. OMNI	44,993.22
<b>Regular Checks:</b>	4	17008.79
<b>ACH Checks:</b>	0	0.00
<b>Wire Transfers:</b>	7	703215.71
<b>Total:</b>	<b>11</b>	<b>720,224.50</b>

# AP Check Register

Lisle CUSD 202

## Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - Educational	\$608,023.10	\$0.00	\$0.00	608,023.10
20 - Operations & Maintenance	\$35,804.21	\$0.00	\$0.00	35,804.21
40 - Transportation	\$317.28	\$0.00	\$0.00	317.28
50 - Muncipal Retirement	\$35,833.25	\$0.00	\$0.00	35,833.25
55 - Social Security	\$40,246.66	\$0.00	\$0.00	40,246.66

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 01/31/2022 January 2022 End of Month

R - Regular Run Type

Check Number	Name	Net Check Amt
117141	A.L.L. Masonry Construction	112,263.01
117142	Amazon.com Corporate Credit	2,521.88
117143	Ameiss, David	210.00
117144	AT&T: Acct 198-2	174.65
117145	AT&T: Acct 680	649.23
117146	AT&T: Acct 927	1,667.92
117147	AT&T: Acct 988-5	215.72
117148	Baldwin, Jerry	70.00
117149	Bush, Trevon	55.00
117150	Capital One / Menards	745.17
117151	Capital One / Walmart	1,588.91
117152	Chapman, Bobby	55.00
117153	Consortium for School	340.00
117154	Couch, Greg	55.00
117155	Dupage County Public Works	1,235.77
117156	Gordon Flesch Co, Inc	990.81
117157	Himes, Petrarca & Fester, Chtd	3,590.00
117158	Home Depot Credit Services	2,316.27
117159	Honeycutt, Bill	125.00
117160	Larson, John	55.00
117161	Lisle Community Unit School	3,069.42
117162	McDowell, Jerry	70.00
117163	Miller, Ken	140.00
117164	Modaff, Jack	210.00
117165	Morrow, Bob	110.00
117166	Naperville Central High School	175.00
117167	Nextera Energy Services	16,450.59
117168	Nextera Energy Services	6,679.49
117169	Nextera Energy Services	7,581.24
117170	Nextera Energy Services	2,388.50
117171	Nextera Energy Services	1,150.96

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 01/31/2022 January 2022 End of Month

R - Regular Run Type

Check Number	Name	Net Check Amt
117172	Quadient Finance USA, Inc	700.00
117173	Quadient Finance USA, Inc	750.00
117174	Quadient, Inc	150.41
117175	Schwarz, Matt	110.00
117176	Sobeski, Scott	70.00
117177	Taylor, Ken	210.00
117178	T-Mobile for Government	1,000.00
117179	Village of Lisle (Utilities)	357.66
117180	Village of Lisle (Utilities)	56.50
117181	Vine, Richard	125.00
117182	Weber, Tim	70.00
117183	Wheaton North High School	240.00
117184	Wheaton North High School	210.00
117185	Zahara, Gary	110.00

Regular Checks:	45	171109.11
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>45</b>	<b>171,109.11</b>

# AP Check Register

Lisle CUSD 202

## Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - Educational	\$16,116.30	\$0.00	\$0.00	16,116.30
20 - Operations & Maintenance	\$53,907.51	\$0.00	\$0.00	53,907.51
40 - Transportation	\$135.85	\$0.00	\$0.00	135.85
60 - Capital Projects	\$100,949.45	\$0.00	\$0.00	100,949.45

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 02/28/2022 February 2022 Board Bills

R - Regular Run Type

Check Number	Name	Net Check Amt
117189	1st AYD Corporation	758.15
117190	Academic Therapy Publications	126.44
117191	Albertsons / Safeway	386.77
117192	Amazon.com Corporate Credit	3,942.69
117193	American School Counselor	129.00
117194	Amita GlenOaks School	11,224.44
117195	Amsterdam Printing & Litho	290.60
117196	Anderson Pest Solutions	437.35
117197	Anderson's Bookshop	1,934.76
117198	Aramark Services, Inc	33,114.30
117199	Avignone, David	70.00
117200	Beaumont, Michael	55.00
117201	Beckett, Robert	220.00
117202	Bieterman, Sean	70.00
117203	BMO Harris Commercial Card	7,036.73
117204	BrightStar Healthcare	2,763.00
117205	BSN Sports, LLC	2,936.51
117206	Buckeye Cleaning Centers	889.68
117207	C 40 Gear Inc	816.64
117208	C.O.R.E. Academy	2,666.96
117209	Camelot Therapeutic Schools	9,307.35
117210	Carolina Biological Supply	590.31
117211	Chicago Office Technology	1,966.38
117212	Clement, Earl	110.00
117213	College Entrance Examination	1,348.20
117214	Conserv FS Inc	785.60
117215	Coughlan Companies LLC	4,958.77
117216	Cyrus, Rick	110.00
117217	Datamation Imaging Services	190.00
117218	Davilo, Marc	140.00
117219	Demco Inc	732.46

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 02/28/2022 February 2022 Board Bills

R - Regular Run Type

Check Number	Name	Net Check Amt
117220	Dooley, Dick	110.00
117221	Dupage Regional Office of	2,000.00
117222	Elan Photography, Inc	1,093.00
117223	ENECON Corporation	505.00
117224	Everest Snow Management,	15,689.00
117225	F & G Roofing Company LLC	725.80
117226	Flinn Scientific Inc	491.55
117227	Flowers of Lisle	72.00
117228	Folkerts, Roger	110.00
117229	Ganczewski, Chris	55.00
117230	Giant Steps Illinois, Inc	6,891.12
117231	Great Minds PBC	587.71
117232	Harvey, Tyler	110.00
117233	Hoffman, Jeff	110.00
117234	Home Depot U.S.A., Inc	1,983.83
117235	Home Depot U.S.A., Inc (GA)	72.66
117236	Home Depot U.S.A., Inc (TX)	3,128.16
117237	IGM INC	1,876.40
117238	Illinois American Water	2,089.99
117239	Illinois ASBO	190.00
117240	Illinois Association of School	400.00
117241	Illinois Bone and Joint Institute	6,125.00
117242	Illinois Science Olympiad	200.00
117243	Illinois State Police	84.75
117244	International Translation	810.00
117245	Jason's Deli	76.84
117246	Jones, Jason	110.00
117247	Jostens	488.99
117248	Karasewski, Joe	110.00
117249	Kriha Law Firm LLC	375.00
117250	Laforce Inc	1,965.00

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 02/28/2022 February 2022 Board Bills

R - Regular Run Type

Check Number	Name	Net Check Amt
117251	Lane, Larry	70.00
117252	Lansweeper	1,600.00
117253	Lisle Area Chamber of	180.00
117254	Lisle Automotive & Tire	1,467.22
117255	Lisle High School Activity	345.00
117256	Little Friends, Inc.	4,281.50
117257	LocoRobo Innovations Inc.	180.00
117258	Lowery McDonnell Company	23,280.00
117259	Maas, Joseph L	3,510.00
117260	Midwest Principals' Center, Inc.	5,200.00
117261	Milazzo, Jim	110.00
117262	Mizen, Julie	1,785.24
117263	Morrow, Bob	235.00
117264	Moving Minds by Gopher	558.88
117265	Naperville Central High School	50.00
117266	National Council for the Social	126.00
117267	National Restaurant Association	375.00
117268	National School Public	205.00
117269	Navigate360, LLC	1,348.20
117270	NEUCO Inc	1,361.98
117271	New Connections Academy	4,681.65
117272	New Direction Solutions, LLC	3,150.00
117273	Nicor Gas	4,308.03
117274	Park Place Technologies LLC	905.00
117275	Parkland Preparatory Academy,	16,765.60
117276	Pauls, Bob	70.00
117277	Powell, Willie	330.00
117278	Prestwick House, Inc.	98.89
117279	Pugh, Kelvin	55.00
117280	Quinlan & Fabish Music	6.74
117281	Rehr, Ken	220.00

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 02/28/2022 February 2022 Board Bills

R - Regular Run Type

Check Number	Name	Net Check Amt
117282	Rolando, Ross	130.07
117283	Rossin, Byron	55.00
117284	Ruettiger, John	2,892.50
117285	Sawicki, Steven	180.00
117286	Schmidtke, Carol	1,214.76
117287	School Association For Special	102,891.79
117288	School Specialty, LLC	238.85
117289	SEAL of Illinois Inc	75,533.04
117290	Searcy Medical Solutions, Inc	87.00
117291	Settles, Joshua	110.00
117292	Shorewood Home & Auto, Inc.	159.42
117293	Soaring Eagle Academy, Inc	8,405.41
117294	Sobeski, Scott	70.00
117295	Special Needs Chicago, Inc	34,064.00
117296	Streamwood Behavioral	6,238.40
117297	Suburban Door Check & Lock	220.00
117298	Sunrise Southwest LLC	51,227.71
117299	Taylor, Don	70.00
117300	Technology Center of DuPage	37,507.88
117301	Vanguard Energy Services,	15,081.18
117302	Venard, Gail	2,500.00
117303	Village of Lisle	310.00
117304	Village of Lisle	63,224.62
117305	Warehouse Direct	597.08
117306	Waste Management of Illinois,	1,296.10
117307	Watkins, Kevin	110.00
117308	Westway Coach, Inc	7,985.20
117309	Westway Coach, Inc	168.96
117310	Westway Coach, Inc	2,384.00
117311	Westway Coach, Inc	99,747.92
117312	WEX Health, Inc	148.75

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 02/28/2022 February 2022 Board Bills

R - Regular Run Type

Check Number	Name	Net Check Amt
117313	Wilmington High School	125.00
117314	Wilson Language Training	683.86
117315	Ybarra, Robert	70.00
9000032207	Buchholz, Marilyn	124.74
9000032208	Fitzgerald, Karen	69.96
9000032209	Grau, Jason	90.00
9000032210	Gumina, Scott	211.94
9000032211	Hardy, Venessa	712.31
9000032212	Johnson, Diane	291.86
9000032213	Kearney, David	476.60
9000032214	Lauten, Theresa	16.13
9000032215	Law, Jennifer S	10.80
9000032216	Malcolm, Lauren	55.74
9000032217	Matariyeh, Yousef	85.71
9000032218	Meyer, Peter	67.27
9000032219	Pivek, Elena	249.00
9000032220	Remigio, Maria	160.00
9000032221	Soukup, Stephanie	124.72
9000032222	Stellmacher, James M	124.99
9000032223	Tsamis, Anna	2,581.98
9000032224	Waibel, Scott	14.00
9000032225	Woyna, Patrick	75.00

<b>Regular Checks:</b>	127	731333.32
<b>ACH Checks:</b>	19	5542.75
<b>Wire Transfers:</b>	0	0.00
<b>Total:</b>	<b>146</b>	<b>736,876.07</b>

# AP Check Register

Lisle CUSD 202

## Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - Educational	\$411,878.86	\$0.00	\$0.00	411,878.86
20 - Operations & Maintenance	\$128,997.65	\$0.00	\$0.00	128,997.65
40 - Transportation	\$195,999.56	\$0.00	\$0.00	195,999.56

## AP Check Register

Lisle CUSD 202

Accounts Payable Run: 01/10/2022 Imprest 1.10.22

R - Regular Run Type

Check Number	Name	Net Check Amt
9958	Adamski, Jim	70.00
9959	AT&T: Acct 430-0	111.99
9960	AT&T: Mobility	114.75
9961	Capital One / Menards	502.88
9962	Dupage IASBO	20.00
9963	Gumina, Scott	179.00
9964	Johnson Controls Security	904.96
9965	Kolar, Rich	70.00
9966	WEX Bank	732.74
9967	Wilhelm, James	70.00
<b>Regular Checks:</b> 10		<b>2776.32</b>
<b>ACH Checks:</b> 0		<b>0.00</b>
<b>Wire Transfers:</b> 0		<b>0.00</b>
<b>Total:</b> 10		<b>2,776.32</b>

Accounts Payable Run: 01/10/2022 Void DuPage IASBO

V - Void Run Type

Check Number	Name	Net Check Amt
9962	Dupage IASBO	-20.00
<b>Regular Checks:</b> 1		<b>-20.00</b>
<b>ACH Checks:</b> 0		<b>0.00</b>
<b>Wire Transfers:</b> 0		<b>0.00</b>
<b>Total:</b> 1		<b>-20.00</b>

Accounts Payable Run: 01/25/2022 Imprest 1.25.22

R - Regular Run Type

Check Number	Name	Net Check Amt
9968	Johnson Controls Security	257.15
<b>Regular Checks:</b> 1		<b>257.15</b>
<b>ACH Checks:</b> 0		<b>0.00</b>
<b>Wire Transfers:</b> 0		<b>0.00</b>
<b>Total:</b> 1		<b>257.15</b>

# AP Check Register

Lisle CUSD 202

## Fund Summary

<b>Fund</b>	<b>Balance Sheet</b>	<b>Revenue</b>	<b>Expense</b>	<b>Total</b>
10 - Educational	\$507.71	\$0.00	\$0.00	507.71
20 - Operations & Maintenance	\$2,369.91	\$0.00	\$0.00	2,369.91
40 - Transportation	\$135.85	\$0.00	\$0.00	135.85

**FOR APPROVAL**

**Lisle Community Unit School District No. 202  
Board of Education Meeting  
February 28, 2021**

**SUBJECT:** Approval of the Lisle Elementary School Principal

**BACKGROUND DATA:** Central Office Administration worked collaboratively with Mrs. McCormick, Mr. Rzemieniecki and twelve staff members to create a series of interviews in search of the new Principal of Lisle Elementary School. While the applicant pool was deep, Dr. Jill Schreiber rose to the top and is being recommended to the Board of Education for approval.

Dr. Jill Schreiber has been in education for over twenty years and has served students as an elementary principal and an assistant principal at the elementary and middle school levels. She began her career in education as a third grade and fifth grade educator in Pennsylvania. Schreiber completed her undergraduate degree at Lebanon Valley College, Master's degree from Wilkes University, and Doctorate degree in Educational Leadership at Saint Joseph University in Philadelphia. She resides in Naperville with her husband, Chris Specca.

Dr. Schreiber's teaching and administrative experience has provided her with a unique skill set that will benefit District 202. Jill has experience leading a large elementary school where she worked to build teacher capacity, foster collaborative relationships and increase student engagement and achievement. She is skilled at implementing new policies, processes and programs to maximize student learning and increase staff performance and has a proven track record of cultivating positive working relationships with students, staff and parents.

**FINANCIAL IMPACT:** The salary and benefits for this position is estimated to be approximately \$183,000.

**RECOMMENDATION:** The administration recommends the approval of Dr. Jill Schreiber as the Principal for Lisle Elementary School.

**SUGGESTED MOTION:** The Board of Education approves Dr. Jill Schreiber as the Principal for Lisle Elementary School beginning July 1, 2022.

**ADMINISTRATIVE CONTRACT  
LISLE CUSD 202 PRINCIPAL**

**THIS CONTRACT** is made this 1<sup>st</sup> day of July 1, 2022, by and between the BOARD OF EDUCATION OF LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202, DUPAGE COUNTY, ILLINOIS (the “BOARD”), and Jill Schreiber Specca (“PRINCIPAL”), and has been approved at the meeting of the BOARD held on February 28, 2022.

**IT IS AGREED:**

**1. EMPLOYMENT** - The PRINCIPAL is hereby hired and retained from July 1, 2022, through and including June 30, 2023, and, as it may be later agreed to by the parties, thereafter, as a Principal of Lisle Community Unit School District 202, DuPage County, Illinois.

**2. DUTIES** - The duties and responsibilities of the PRINCIPAL shall be those incidental to the office of the PRINCIPAL, those set forth in the job description established by the BOARD and contained in Board policies as adopted, and which may be amended from time to time, those obligations imposed by the laws of the State of Illinois upon the PRINCIPAL, and to perform other professional duties and community responsibilities customarily performed by the PRINCIPAL as may be assigned by the BOARD. The BOARD reserves the right to reassign the PRINCIPAL to different duties from time to time during the term of this Contract, without notice, a hearing or loss of pay.

**3. SALARY** - In consideration of an annual base salary of One Hundred and Thirty-Nine Thousand and Two Hundred Dollars (\$139,200) for period of July 1, 2022, through June 30, 2023, the PRINCIPAL agrees to devote such time, skill, labor and attention to his/her employment during the term of this Contract in order to faithfully perform the duties of the PRINCIPAL. Salary shall be paid in equal installments in accordance with the BOARD policy governing payment of salary to other certificated members of the professional staff, less such amounts as provided for in this Contract, and other amounts required by law.

**4. EVALUATION** - Before March 1, 2023, the BOARD, or designee, shall review the PRINCIPAL's performance and progress toward the established Principal Goals and shall thereafter, during the month of June, consider the PRINCIPAL'S annual compensation and benefits for the next contract year. Failure by the Superintendent to complete an evaluation does not preclude the PRINCIPAL'S dismissal, or nonrenewal of this Contract.

**5. OTHER WORK** – Only with the prior written agreement of the Superintendent, may the PRINCIPAL undertake consultation work, speaking engagements, writing, teaching a college or university course, lecturing, or other professional duties and obligation. Provided, however, that this other work shall not interfere in a material and substantial manner with the PRINCIPAL’S obligations set forth in this Contract.

**6. BENEFITS** - The PRINCIPAL will receive those benefits extended to all other Level I administrators in the Lisle Community Unit School District 202 Administrative Compensation Program, as amended from time to time.

**7. PROFESSIONAL GROWTH** - Contingent upon approval by the Superintendent, the PRINCIPAL will receive those reimbursements for tuition, development seminars, professional dues and workshops set forth in the aforementioned Administrative Compensation Program, as amended from time to time.

**8. TERMINATION OF CONTRACT** - This Contract shall be reviewed by the Superintendent and the PRINCIPAL annually and may be terminated prior to its expiration date by:

- A. Mutual agreement of the parties.
- B. Resignation, provided, however, the PRINCIPAL gives the BOARD at least ninety (90) days written notice of the proposed resignation.
- C. Discharge for any conduct, act, or failure to act by the PRINCIPAL, which is detrimental to the best interests of the District. Reasons for discharge will be given in writing to the PRINCIPAL, who shall be entitled to notice and a hearing before the BOARD to discuss those causes. If the PRINCIPAL chooses to be accompanied by legal counsel, the PRINCIPAL shall bear any costs therein involved. The BOARD hearing shall be conducted in closed session. The BOARD will not arbitrarily or capriciously call for the dismissal of the PRINCIPAL.
- D. Failure to maintain a valid, appropriate, and properly registered licensure, in accordance with the laws of the State of Illinois, throughout this Contract.
- E. Failure to comply with the terms and conditions of this Contract, after notification and a reasonable opportunity to correct, where appropriate.

F. The PRINCIPAL'S permanent disability or incapacity.

Notice of non-renewal shall be given to the other party by March 1.

Nothing herein will prohibit the BOARD from suspending the PRINCIPAL without pay when the performance of the PRINCIPAL is justifiably questioned, pending the outcome of any inquiry.

**9. NOTICE** - Any notice or communication permitted or required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered, or certified mail, postage prepaid, addressed:

*If to the BOARD, to:*

**BOARD OF EDUCATION**

Lisle Community Unit School Dist. No. 202

5211 Center Ave.

Lisle, IL 60532

*If to the PRINCIPAL, to:*

**Jill Schreiber Specca**

the last address of the PRINCIPAL contained in official Business Office records of the BOARD

**10. BACKGROUND INVESTIGATION** - The BOARD is prohibited from knowingly employing a person who has been convicted of committing or attempting to commit certain criminal offenses. If the required criminal background investigation is not completed at the time this Contract is signed, and the subsequent investigation report reveals that there has been a prohibited conviction, this Contract shall immediately become null and void.

**11. MISCELLANEOUS -**

- A. This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
- B. Section headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Contract, the text shall control.
- C. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

- D. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- E. This Contract shall be binding upon and inure to the benefit of the PRINCIPAL and shall be binding upon and inure to the benefit of the BOARD, its successors and assigns.
- F. Both parties have had the opportunity to seek the advice of counsel.
- G. Except as may otherwise be provided, no subsequent alteration, amendment, change, or addition to this Contract shall be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.
- H. The BOARD retains the right to repeal, change or modify any policies or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.
- I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it shall be deemed removed here from, and the remainder of this Contract shall continue to have its intended full force and effect.

**IN WITNESS WHEREOF**, the parties have caused this Contract to be executed in their respective names and in the case of the BOARD, by its President and Secretary on the day and year first above written.

**PRINCIPAL:**

**BOARD OF EDUCATION OF  
LISLE COMMUNITY UNIT  
SCHOOL DISTRICT NO. 202,  
DUPAGE COUNTY, ILLINOIS**

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Jill Schreiber Specca

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President

ATTEST:

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Secretary

**FOR ACTION**

**Lisle Community Unit School District 202  
Board Of Education Meeting  
February 28, 2022**

**SUBJECT:** Acceptance of Certified Retirement.

**BACKGROUND:** A retirement request has been received from a Certified Employee.

**RECOMMENDATION:** Acceptance of retirement request.

**SUGGESTED MOTION:** That the Board of Education accepts the retirement request of:

Patricia DeNichols, School Nurse, Lisle Junior High School, requests to resign at the conclusion of the 2022-2023 school year, May 26, 2023.

Daniel Sanko, Physical Education Teacher, Lisle Senior High School, requests to resign at the conclusion of the 2022-2023 school year, May 26, 2023.

Jean Zitt, Elementary 3<sup>rd</sup> Grade Teacher, Lisle Elementary School, requests to resign at the conclusion of the 2022-2023 school year, May 26, 2023.

November 17, 2021

Lisle Community Unit School District #202 School Board  
Dr. Keith Filipiak, Superintendent Lisle CUSD #202  
5211 Center Ave.,  
Lisle, IL 60532

Dear School Board Members and Dr. Filipiak,

I'm writing to you today to inform you of my intent to retire as of the end of the 2022-2023 school year. My last day will be the end of the academic school year, June 2, 2023.

Sincerely,

Patti DeNichols



cc: D. Kearney, Principal LHS

January 6, 2022

Mr. Keith Filipiak  
Superintendent  
Lisle CUSD 202  
5211 Center Avenue  
Lisle, IL 60532

Dear Mr. Filipiak,

Please consider this my official retirement letter. I would like to after working one more school year. So I would retire at the end of the 2022-23 school year.

I would like to retro-fit my retirement service bonus into both the 2021-22 and 2022-23 school years, realizing this retirement service bonus retro-fit cannot cause my annual increase in creditable earnings to exceed six percent over the prior year.

Please let me know if you have any questions or concerns.

Thank you,

A handwritten signature in black ink, appearing to read "Daniel J. Sanko". The signature is fluid and cursive, with a large initial "D" and "S".

Daniel Sanko  
Health/Physical education teacher  
Lisle High School  
1800 Short Street  
Lisle, IL 60532  
dsanko@lisle202.org

January 6, 2022

Dr. Keith Filipiak  
Superintendent  
Lisle District #202 Central Office  
5211 Center Avenue  
Lisle, Illinois 60532

Dear Dr. Filipiak,

After more than 30 years of teaching, I respectfully submit my request for retirement at the end of the 2022-2023 school year. This letter also serves as a request to participate in the District's retirement program included in the current teaching contract.

It has been both a privilege and a pleasure to have taught in Lisle Community Unit School District for over 30 years. I have worked with many remarkable students and staff at Lisle Elementary Schools and throughout the district. Thank you for the opportunity to serve and be a part of a school community that is truly dedicated to the success of all their students. I take with me many memories of students, colleagues, and friends.

I wish you and District 202 continued success in the future.

Sincerely



Jean Zitt  
Third Grade Teacher  
Lisle Elementary School  
Lisle, Illinois 60532



**FOR ACTION**

**Lisle Community Unit School District 202  
Board Of Education Meeting  
February 28, 2022**

**SUBJECT:** Acceptance of Classified Retirement.

**BACKGROUND:** A retirement request has been received from a Classified Employee .

**RECOMMENDATION:** Acceptance of retirement request.

**SUGGESTED MOTION:** That the Board of Education accepts the retirement of:

Mirza Klempic, Evening Custodian at Lisle Senior High School, has requested to retire on September 30, 2022 under the 2021-2022 CEAL Collective Bargaining Agreement.

Mirza Klempic  
2800 Maple Ave.  
Apt 19B  
Downers Grove, IL 60515-4146

February 1, 2022

Dr. Keith Filipiak  
Superintendent  
5211 Center Ave.  
Lisle, IL 60532

Dear Dr. Filipiak:

Please accept my letter of retirement. My last day of work will be Friday, September 30, 2022.

Thank you for the opportunity to work at Lisle High School for the past 20 years. It has been a wonder experience.

Please fee free to contact me if you need additional information.

Sincerely,

  
Mirza Klempic

cc: Dr. Linda Kotalik



**FOR ACTION**

**Lisle Community Unit School District 202  
Board Of Education Meeting  
February 28, 2022**

**SUBJECT:** Approval of Classified Employment.

**BACKGROUND:** The Administration is pleased to recommend the employment of the classified candidate as outlined by the Administrative recommendation included in your packet.

**FINANCIAL IMPACT:** These positions are budgeted for FY 22.

**RECOMMENDATION:** Approval of employment.

**SUGGESTED MOTION:** That the Board of Education approve the employment of:

Angela Kirkwood, Lunch/Playground Supervisor, \$16.89/hr.

Zhe Zievers, Inclusion Aide at Lisle Senior High School, Step 2 (\$15.89/hr.).

<b>Name</b>	<b>School</b>	<b>Placement</b>	<b>Salary</b>
Kirkwood, Angela	LES	Set Rate	\$ 16.89/hr.
Zhe Zievers	LSHS	Step 2	\$15.89/hr.

LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202

RECOMMENDATION FOR NEW EMPLOYEE

CLASSIFIED PERSONNEL

DATE: 01/28/2022 RECOMMENDED BY: Kathy Dineen-Hendricks

POSITION A. TO BE FILLED: Lunchroom Supervisor

Grant Program:  Yes  No

If "Yes"  Reading Improvement  Title I  Other (specify)

REPLACING: Maria Cheek NEW POSITION: \_\_\_\_\_

NAME OF RECOMMENDED INDIVIDUAL: Angela Kirkwood

COLLEGE/MAJOR: College of DuPage/Computer Science

PRIOR EXPERIENCE:

\_\_\_\_\_

START DATE: 02/07/2022 BOARD APPROVAL DATE: 02/28/2022

RECOMMENDED SALARY SCHEDULE PLACEMENT: \$ 16.89/hr.

FULL TIME EQUIVALENCY: NA CONTRACTED DAYS NA

BACKGROUND INFORMATION: Miss. Kirkwood is a community member and a parent of a Lisle Elementary Student. She is familiar with our building and with any students that attend Lisle Elementary.

(Attach additional information if necessary)

LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202

RECOMMENDATION FOR NEW EMPLOYEE

CLASSIFIED SUPPORT PERSONNEL

DATE: 1/26/2022 RECOMMENDED BY: Jen Zimmerman

POSITION A. TO BE FILLED: Paraprofessional

POSITION B. TO BE FILLED: \_\_\_\_\_

Grant Program:  Yes  No

If "Yes"  Reading Improvement  Title I  Other (specify)

REPLACING: Elizabeth Begley NEW POSITION: \_\_\_\_\_

NAME OF RECOMMENDED INDIVIDUAL: Zhe (Zoe) Zievers

COLLEGE/MAJOR: Columbia College- MO - Business Administration minor in International Business and MBA from NIU

PRIOR EXPERIENCE: Zhe has taught at the university level and for the past year and half has been a paraprofessional in District 203.

START DATE: 02/07/2022 BOARD APPROVAL DATE: 02/28/2022

RECOMMENDED SALARY SCHEDULE PLACEMENT: Step 2 (\$ 15.89/hr.)

FULL TIME EQUIVALENCY: 1.0 CONTRACTED DAYS 176

BACKGROUND INFORMATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR ACTION**

**Lisle Community Unit School District 202  
Board Of Education Meeting  
February 28, 2022**

**SUBJECT:** Approval of Certified Extra-Duty Employment.

**BACKGROUND:** The Administration is pleased to recommend the employment of the certified candidates for the Extra-Duty positions of the activities listed below.

**FINANCIAL IMPACT:** This position has been budgeted for the FY 2022.

**RECOMMENDATION:** Acceptance of Recommendation.

**SUGGESTED MOTION:** That the Board of Education approves the extra-duty employment of:

Scott Gumina, Musical Pit Band Pit Band Director at Lisle Senior High School, Category VII, Step 7 (\$ 2,481).

Danielle James, Musical Costume Director at Lisle Senior High School, Category V, Step 1 (\$1,355)

Jeanne O’Connell, Spring Musical Choreographer at Lisle Senior High School, Category VII, Step 8 (\$ 2,258).

Kevin Quinlan, Assistant Softball Coach at Lisle Senior High School: Category IV; Step 8 (\$5,419.00).

<b>Name</b>	<b>School</b>	<b>Placement</b>	<b>Salary</b>
Gumina, Scott	LSHS	Cat. VII, Step 7	\$ 2,481
James, Danielle	LSHS	Cat. V, Step 1	\$ 1,355
O’Connell, Jeanne	LSHS	Cat. VII, Step 8	\$ 2,258
Quinlan, Kevin	LSHS	CAT. IV; Step 8	\$ 5,419

**LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202**  
**RECOMMENDATION FOR NEW EMPLOYEE**  
**EXTRA-DUTY PERSONNEL**

DATE: 2/4/22 RECOMMENDED BY: Tom Marcum

POSITION A. TO BE FILLED: Musical Pit Band Director

POSITION B. TO BE FILLED: \_\_\_\_\_

Grant Program: \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes" \_\_\_\_\_ Reading Improvement \_\_\_\_\_ Title I \_\_\_\_\_ Other (specify)

REPLACING: \_\_\_\_\_ NEW POSITION: \_\_\_\_\_

NAME OF RECOMMENDED INDIVIDUAL: Scott Gumina

COLLEGE/MAJOR: \_\_\_\_\_

PRIOR EXPERIENCE: 20+ years

START DATE: February 2022 BOARD APPROVAL DATE: February 2022

RECOMMENDED SALARY SCHEDULE PLACEMENT: Level 3 - Step 7 (\$ 2,481)

FULL TIME EQUIVALENCY: 1.0 CONTRACTED DAYS Seasonal

BACKGROUND INFORMATION: "Mr. Gumina has decades of experience in directing (and playing in) full concert bands and jazz ensembles at the high school and professional levels. Although he has not directed the pit at Lisle in the past, his experience with the students in the band program is invaluable as he takes over this responsibility." Jim Stellmacher - Fine Arts Department Head/Musical Director.

(Attach additional information if necessary)

**LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202**  
**RECOMMENDATION FOR NEW EMPLOYEE**  
**EXTRA-DUTY PERSONNEL**

DATE: 2/7/22 RECOMMENDED BY: Tom Marcum

POSITION A. TO BE FILLED: Spring Costume Director

POSITION B. TO BE FILLED: \_\_\_\_\_

Grant Program: \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes" \_\_\_\_\_ Reading Improvement \_\_\_\_\_ Title I \_\_\_\_\_ Other (specify)

REPLACING: Denise Huba NEW POSITION: \_\_\_\_\_

NAME OF RECOMMENDED INDIVIDUAL: Danielle James

ADDRESS: On file in Central Office

COLLEGE/MAJOR: \_\_\_\_\_

PRIOR EXPERIENCE: \_\_\_\_\_

START DATE: February 2022 BOARD APPROVAL DATE: February 28, 2022

RECOMMENDED SALARY SCHEDULE PLACEMENT: Level 1 - Step 1 (\$ 1,355)

FULL TIME EQUIVALENCY: 1.0 CONTRACTED DAYS Seasonal

BACKGROUND INFORMATION: "Ms. James is a recent graduate of North Central College who already has professional credits as an assistant costume designer with the Children's Theatre of Madison. She also worked on costume design for a number of shows as a student at North Central College." Jim Stellmacher - Fine Arts Department Head/Musical Director.

(Attach additional information if necessary)

**LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202**  
**RECOMMENDATION FOR NEW EMPLOYEE**  
**EXTRA-DUTY PERSONNEL**

DATE: 2/7/22 RECOMMENDED BY: Tom Marcum

POSITION A. TO BE FILLED: Spring Musical Choreographer

POSITION B. TO BE FILLED: \_\_\_\_\_

Grant Program: \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes" \_\_\_\_\_ Reading Improvement \_\_\_\_\_ Title I \_\_\_\_\_ Other (specify)

REPLACING: Wlodarczyk, Maryann NEW POSITION: \_\_\_\_\_

NAME OF RECOMMENDED INDIVIDUAL: Jeanne O'Connell

ADDRESS: On file in Central Office

COLLEGE/MAJOR: \_\_\_\_\_

PRIOR EXPERIENCE: 20+ years

START DATE: February 2022 BOARD APPROVAL DATE: February 28, 2022

RECOMMENDED SALARY SCHEDULE PLACEMENT: Level 3 - Step 8 (\$ 2,258)

FULL TIME EQUIVALENCY: 1.0 CONTRACTED DAYS Seasonal

BACKGROUND INFORMATION: "Mrs. O'Connell is a highly recommended choreographer with decades of experience ranging from choreography to dance studios. She has choreographed musicals going back to her own days in high school, and is currently also working with Naperville Central and local dance studios.." Jim Stellmacher - Fine Arts Department Head/Musical Director.

(Attach additional information if necessary)

**LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202**  
**RECOMMENDATION FOR NEW EMPLOYEE**  
**EXTRA-DUTY PERSONNEL**

DATE: 2/3/22 RECOMMENDED BY: Tom Marcum

POSITION A. TO BE FILLED: Assistant Softball Coach

POSITION B. TO BE FILLED: \_\_\_\_\_

Grant Program: \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes" \_\_\_\_\_ Reading Improvement \_\_\_\_\_ Title I \_\_\_\_\_ Other (specify)

REPLACING: Jim Steben NEW POSITION: \_\_\_\_\_

NAME OF RECOMMENDED INDIVIDUAL: Kevin Quinlan

ADDRESS: \_\_\_\_\_

COLLEGE/MAJOR: \_\_\_\_\_

PRIOR EXPERIENCE: 1 year - LHS Assistant Volleyball Coach; 15+ years coaching softball coaching experience

START DATE: February 2022 BOARD APPROVAL DATE: February 28, 2022

RECOMMENDED SALARY SCHEDULE PLACEMENT: Level 3 - Step 8 (\$5,419)

FULL TIME EQUIVALENCY: 1.0 CONTRACTED DAYS Seasonal

BACKGROUND INFORMATION: In the short time Kevin has coached at the High School, he has made a lasting impression on many of our student-athletes and coaches. Kevin has the ability to relate and communicate to our students which are two of the most important qualities new coaches should possess. Kevin's prior softball experience is quite impressive and will make an immediate impact on our program. Please find his softball experiences listed below.

Below is Kevin's experience with coaching and softball instruction.

Hester Jr High - Franklin Park IL.

- 1st base coach/pitching and catching coach. 2015-2019. Supervisor - Head Coach Matt Jeske, current Athletic Director of Leyden Norwood Conference.

Student Manager - Purdue University 2009-2013

- Purdue University - Youth Camp Instructor Winters and Summers 2009-2013
- Youth Pitchers and Catchers Camp Winters and Summers 2009-2013

Summers of 2009-2013 individual pitching lessons.

- One-on-one work with division 1 athletes (live pitching to hitters/serve as a catcher to pitchers/situational plays for fielders/pitch to catchers). Supervisor - Gold medal Olympian Kim Maher - current softball coach of SWOU DII

Leyden Eagles Travel Softball 2005-2009

- 1st base coach. Live pitching to hitters, summers and offseason. Supervisor - Joe Thomas

**FOR ACTION**

**Lisle Community Unit School District 202  
Board Of Education Meeting  
February 28, 2022**

**SUBJECT:** Acceptance of Certified Resignation.

**BACKGROUND:** A resignation has been received from a Certified Employee.

**FINANCIAL IMPACT:** This position has been included in the FY 22 budget and will be filled accordingly.

**RECOMMENDATION:** Acceptance of Resignation.

**SUGGESTED MOTION:** That the Board of Education accepts the resignation of:

Michael Spell, Bi-Lingual Educator at Lisle Elementary School, has submitted his resignation to be effective on March 11, 2022. .

Dear District 202 Board of Education,

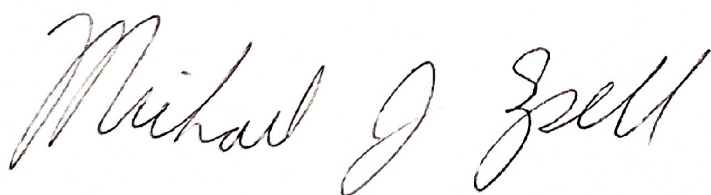
While I have thoroughly enjoyed my time as a Lion, it is with a heavy heart that I submit a request for approval of my resignation. My last day of employment would be March 11th, as I have received an opportunity abroad that would have me leave the US on March 12th.

In September of 2019, at the start of my senior year at ISU, I applied for a Fulbright scholarship to teach English in Brazil. The original grant dates were to be from February to November 2021, but the pandemic had put a halt to everything in Brazil for the longest time. I had gotten sick of receiving emails writing that the program would be postponed time and time again. It wasn't long before I decided to keep my personal and professional life moving forward and apply for my first teaching position. Nearly two and a half years later, I find out Fulbright is functioning as usual and the grants will be carried out.

Seeing that a Fulbright scholarship and international pedagogical experiences are very strongly aligned with my professional goals, this is an opportunity that I feel I should not let go. Even though I look forward to growing as an emerging language educator through this opportunity, I will truly miss my colleagues and students that welcomed me as an integrated part of the Lisle community.

Thank you for your time and consideration in reading this letter. I hope to hear that my resignation is approved and we can move forward with next steps.

Best,  
Michael J. Spell

A handwritten signature in cursive script that reads "Michael J. Spell". The signature is written in black ink and is positioned below the typed name.

**FOR APPROVAL**

**Lisle Community Unit School District 202  
Board of Education Meeting  
December 20, 2021**

**SUBJECT:** Second Reading and Approval of Board Policies – PRESS 108

**BACKGROUND DATA:** Included in your packet is a copy of the Board updated policies scheduled for second reading and approval. Where appropriate, in the attached policies revisions/additions are marked by either **GREEN highlighted text/TEAL highlighted text** while proposed deletions are noted with **RED highlighted text**.

Policies from PRESS Issue 108

- a. 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
- b. 2:20 Powers and Duties of the Board of Education; Indemnification
- c. 2:105 Ethics and Gift Ban
- d. 2:110 Qualifications, Term, and Duties of Board Officers
- e. 2:120 Board Member Development
- f. 2:220 Board of Education Meeting Procedure
- g. 2:260 Uniform Grievance Procedure
- h. 3:40 Superintendent
- i. 3:50 Administrative Personnel Other Than the Superintendent
- j. 3:60 Administrative Responsibility of the Building Principal
- k. 4:60 Purchases and Contracts
- l. 4:120 Food Services
- m. 4:160 Environmental Quality of Buildings and Grounds
- n. 4:170 Safety
- o. 4:175 Convicted Child Sex Offender; Screening; Notifications
- p. 5:10 Equal Employment Opportunity and Minority Recruitment
- q. 5:20 Workplace Harassment Prohibited
- r. 5:30 Hiring Process and Criteria
- s. 5:50 Drug-Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
- t. 5:90 Abused and Neglected Child Reporting
- u. 5:100 Staff Development Program
- v. 5:120 Employee Ethics; conduct; and Conflict of Interest
- w. 5:125 Personal Technology and Social Media; Usage and Conduct
- x. 5:150 Personnel Records
- y. 5:185 Family and Medical Leave
- z. 5:200 Terms and Conditions of Employment and Dismissal
- aa. 5:220 Substitute Teachers
- bb. 5:250 Leaves of Absence
- cc. 5:330 Sick Days, Vacation, Holidays, and Leaves
- dd. 6:20 School Year Calendar and Day
- ee. 6:50 School Wellness
- ff. 6:60 Curriculum Content
- gg. 6:120 Education of Children with Disabilities

- hh. 6:135 Accelerated Placement Program
- ii. 6:180 Extended Instructional Programs
- jj. 6:300 Graduation Requirements
- kk. 6:340 Student Testing and Assessment Program
- ll. 7:10 Equal Educational Opportunities
- mm. 7:20 Harassment of Students Prohibited
- nn. 7:30 Student Assignment
- oo. 7:60 Residence
- pp. 7:70 Attendance and Truancy
- qq. 7:80 Release Time for Religious Instruction/Observance
- rr. 7:150 Agency and Police Interviews
- ss. 7:160 Student Appearance
- tt. 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
- uu. 7:190 Student Behavior
- vv. 7:200 Suspension Procedures
- ww. 7:210 Expulsion Procedures
- xx. 7:240 Conduct Code for Participants in Extracurricular Activities
- yy. 7:250 Student Support Services
- zz. 7:260 Exemptions from Physical Education
- aaa. 7:290 Suicide and Depression Awareness Prevention
- bbb. 7:310 Restrictions on Publication; Elementary Schools
- ccc. 7:315 Restrictions on Publications; High Schools
- ddd. 7:340 Student Records
- eee. 7:345 Use of Educational Technologies; Student Data Privacy and Security
- fff. 8:100 Relations with Other Organizations and Agencies.

**FINANCIAL IMPACT:** N/A

**RECOMMENDATION:** Administration recommends the approval of policies in PRESS packet 108 as presented.

**SUGGESTED MOTION:** The Board approves Press Policy packet 108 as presented.

To facilitate the review of Policies PRESS Packet 108 for Second Reading, the following Questions/Comments, discussed at the January 24, 2022 Board meeting, have been updated in red to reflect the Board responses and policy changes agreed upon. The Draft Updates for Second Rdg 2-25-2022 document reflects all these resulting changes for Board approval.

**PRESS Packet 108 - Questions/Comments for Board and Admin Discussion January 24, 2022; updated February 25, 2022**

**4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors PAGE 1  
Admin -**

1. How is the Prevention of Sexual Abuse and Grooming Behaviors Program implemented including educating students, training employees and informing parents how to recognize grooming behaviors and notifying parents with written notice before any class providing instruction in recognizing and avoiding sexual abuse?

**2:20 Powers and Duties of the Board of Education; Indemnification PAGE 3  
Admin -**

1. **#15** Is a moment of silence observed during any type of school event held on November 11?
2. **# 19** - In the event that a termination does occur, Is there a process in place to ensure that the District and Board will report such conviction to the ROE?
3. 4. **#20** - Does the Administration have a responsibility when learning of a conviction, to inform the Board?

**Board -**

1. Page 3 - #3 - The policy mentions "Employing a Superintendent and other personnel." Technically the Board employs only the superintendent and perhaps "other personnel" should be deleted. Should #3 state, "Employing and evaluating a Superintendent, approving employment contracts. . ." **Done**
2. Should "Complying with OMA and serving as a mandated reporter" be on the list or because it's listed in policy 2:120 Board Member Development (Page 11) it doesn't need to be here? **Leaving as is. OMA is a responsibility and included in a separate policy. Mandated reporter is #18.**  
*Note: Are these powers and duties or responsibilities?*
3. See board policy 5:30 Hiring Process and Criteria (Page 40) in this press packet. Do we want to cross-refer 5:30 to this policy? **Done**  
*Note: Policy 5:30 refers to the Superintendent's responsibilities, rather than the Board's. Perhaps we should instead cross-reference policy 2:120? Added a cross-reference to Policy 2:120.*
4. **#20** - Should we spell out "Ill" to "Illinois" in both instances? **Decided not to change the abbreviation throughout the packet.**  
*Note: "Ill" is the traditional abbreviation for Illinois. There are also instances in these policies where Press is changing "Illinois" to "Ill". Should changes be proposed or will Press scan all policies for consistency, or is consistency necessary?*

**2:105 Ethics and Gift Ban PAGE 5**

**Admin -**

1. During any campaign year, how are reminders be given to District employees and Board members on "prohibited" political activities on page 6?
2. **Under Limitations on Receiving Gifts**, Who tracks this (e.g., #7 and 8) to make sure no employee is over the limit with receiving for donations for the teachers' lounge, meals, holiday gifts, year-end gifts?

**Board -**

Page 5 - Under **Prohibited Political Activity**, #1 - Since Board Members are unpaid, should we revise the language to say, "No employee or Board Member shall intentionally perform any "political activity" during any "compensated time" or "on-duty time", as those terms are defined herein."

Note: #1 specifies "employee" only rather than also referencing "Board member". Is it necessary to revise #1? **Decided it is not necessary to revise.**

## 2:110 Qualifications Term, and Duties of Board Officers PAGE 9

### Admin -

1. Who actually performs the duties of the Secretary and the Recording Secretary? Is our Board Secretary (Marilyn) same as the Recording Secretary (see 2:220, page 13 and 14 where it states the Board Secretary takes the Minutes). Doesn't Jenna transcribe the Minutes?
2. How does the Board get feedback from Admin regarding the Superintendent completing the fingerprinting information check?

### Board -

1. Page 8 - Under **President #8** - The sentence reads like we are providing the resources for the superintendent to perform screenings. Does it read better to say, "Ensure that the Superintendent undergo fingerprint-based criminal history records information checks and/or screenings required by State law and policy 5:30, Hiring Process and Criteria"? **Decided to leave as is.**  
If we agree with this language, also change in 4:175 in 4th line under **Screening** , e.g."... shall ensure that the Superintendent undergo and complete these checks."
2. Should we amend the policy to reflect our actual Secretary and Recording Secretary practice?  
**Can be done in the future after Admin discussion.**
3. **#3** Should we take action at a reorganization meeting to formally "approve" the Board committees?  
**Agreed to take action at future reorganization meetings. No policy action needed.**

**Side note only:** According to the guidelines in Coming to Order, "any and all committees established by the school board are considered public bodies subject to the provisions of the OMA (notice, agenda, minutes) regardless of the number of board members serving on the committee. That means that an appointed committee of two board members is subject to the Act because it meets the definition of a quorum of that committee. An exception is a committee created to engage in collective bargaining negotiations with an employee union."

## 2:120 Board Member Development PAGE 11

### Admin -

1. When will all Board members complete required training on PERA and ongoing professional development on Adverse Consequences of School Exclusion; Student Behavior?
2. Is there a status report given to the Board on required training?

### Board -

Page 11 - Should the requirement from PRESSPlus1 be a separate bullet point to state: "2. Beginning the Fall of 2023, each Board Members must complete training for "trauma-informed practices for students and staff."? **Done**

Note: Or, if the Board feels that a revision is needed, would it read better to keep #1 and begin the sentence, "Within the first year of his or her term. . ." and then delete that phrase from the end of the sentence?

## 2:220 Board of Education Meeting Procedure PAGE 13

### Board -

Would all Board members like to get a recent edition of Robert's Rules of Order: Newly Revised for reference? **Yes, no policy action required.**

### Board -

1. In response to a Board members question as to when we review the Closed Session Minutes, it is done every 6 months (e.g., this month) and it is on the Planning Calendar.
2. Page 14 - Under **No Physical Presence...** should we spell out Ill. in the second line? In other sections Press is abbreviating Illinois? **Decided not to change throughout the packet.**

3. Page 15 - Under Rules of Order - Should it be "state law" rather than "State law"? Again, Press consistently writes State and federal. Is State preferred and can Press make changes for consistency throughout, or is consistency necessary? **Decided not to change throughout the packet.**

### **2:260 Uniform Grievance Procedure Page 16**

#### **Admin -**

1. Is the standard practice to have the violation or complaint issue resolved by the principals and we only appoint a complaint manager if there is a potential conflict of interest?
2. Does the District appoint a complaint manager or how are the complaint managers designated?
3. What is the process for selecting a Complaint Manager if one is out of the office for any extended period of time?

#### **Board -**

1. Page 16 - In the paragraph starting Complaint Manager should we include Complaint Manager as a heading so readily identifiable by the reader? **Done**
2. Again, should "State" be "state" in the 2nd and 3rd lines? Press seems to prefer State and it may be a legal reference. **Decided not to change throughout the packet.**
3. Page 17 - Under Investigation Process, Page 2, the 2nd and 3rd paragraph appear to be duplicated. Suggest keeping the 3rd paragraph as the 2nd paragraph references collective bargaining agreement twice. **The 2nd paragraph was deleted.**

In the 3rd paragraph, (3) should it also be "as authorized by the Complainant" along with "the parent/guardian of the student witness or by the student...?"

*Note: It appears that, as defined in the first paragraph, the Complainant is the student, so adding "the Complainant" may be redundant.* **Decided to leave 3rd paragraph as is.**

4. Under Investigation Process, in the paragraph starting "The Complaint Manager will inform at regular intervals..." Should regular intervals be defined? For example, sometimes weekly may not be enough. **Decided to leave as is.**

*Note: The definition of "regular intervals" could change depending on the situation.*

5. Throughout policy, (e.g., 4th paragraph under Investigation Process), it states "School Business Days". Should it be just "School Days" or is "School Business Days" a legal requirement? **"School Business Days" is preferred.**

*Note: Business day means Monday through Friday, except for holidays. School day means any day, including a partial day that children are in attendance at school for instructional purposes.*

6. Page 17 - Under Decision and Appeal, first line would it be better to replace "mail" with "deliver and receive confirmation of" before "his or her written decision..."? This would also apply to the last paragraph beginning "For complaints...", 2nd line, "The Board shall deliver and receive confirmation" its written decision..." **Delivery is specific; decided to leave as is.**

*Note - Registered mail, return receipt requested, and/or personal delivery is a way to verify the date of receipt per PRESSPlus1.*

### **3:40 Superintendent PAGE 22**

#### **Admin -**

1. Under **Duties and Authority**, has the Superintendent's Position Description been updated to include the special reporting responsibilities in policy 5:90?

#### **Board -**

1. Page 23 - Under Evaluation, third line, it indicates that all Board members must be present for a formal evaluation. In practice this has not always been the case. Should the Board consider changing the language to "with a physical quorum present" or leave it as is and just ensure all members are in attendance? **Change to "a physical quorum" made.**
2. Page 23 - Under Compensation and Benefits, after the 2nd sentence, add the language similar to 3:50 to state, "Unless stated otherwise in the Superintendent's employment contracts, all benefits and

leaves of absence will be governed by the Administrative Compensation Program." Done

### **3:50 Administrative Personnel Other Than the Superintendent PAGE 23**

#### **Admin -**

2. Do all the Administrators annually present evidence to the Superintendent "or designee" of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or is through other means as approved by the Superintendent? Is there an electronic reporting system?
4. Do the contracts and ACP need to be publicly available on the website if referenced in policy?

#### **Board -**

1. Page 23 - Under Evaluation, 2nd paragraph, add "or designee" after "Superintendent." Done
2. Page 23 - Under Compensation and Benefits, similar to 3:40, change the last paragraph to, "Unless stated otherwise in the individual employment contracts, all benefits and leaves of absence will be governed by the Administrative Compensation Program." Done  
*Note only: In reference to whether the Board needs to approve administrator's contracts, under Compensation and Benefits it states that, "The Board and each administrator shall enter into an employment agreement".*

### **3:60 Administrative Responsibility of the Building Principal PAGE 24**

#### **Board -**

1. Page 24 - Under Duties and Authority, 3rd line, should "and designee" be added after "Building Principal"? Admin prefers/recommends leaving as is.
2. Page 24 - Under Student Voter Registration - 2nd paragraph, add "or their designees" after the first "Assistant Principal" and then delete the second "and the Building Principal and Assistant Principals designee". Repeat this correction in the subsequent sentence. Done
2. In the following 3rd and 4th paragraphs, should it be the "Building Principal "and" Assistant Principal" be "or"? Preferred "and" and also "and their designee". Changes made.  
*Note: It appears that "and" would include both.*

### **4:60 Purchases and Contracts PAGE 25**

#### **Admin -**

1. Which contracts are reported on the District website according to the mandates in state law?
2. What is the process for notifying employees and students in advance when pesticides or coal tar sealants are applied?

#### **Board**

1. Page 25 - In the 2nd paragraph, should "State" be capitalized? It is also in the 5th paragraph. In the 3rd paragraph starting "All purchases and contracts should support a recognized District function...", should it also include "federal" to read, "and in compliance with federal and state law"? Should anywhere "state law" is mentioned it should be "federal and state law" for consistency? Leaving as is.
2. Page 25 - #9 - Spell out January 1, 2023. Done

### **4:120 ADMIN page 27**

#### **Admin-**

1. Do student clubs or LfL ever sell food or beverage items during lunch period as a fundraiser?
2. Should the last paragraph be changed to read "All revenues from the sale of any food or beverages sold by the school district..." or would any fundraiser food or beverages not be in competition with the School breakfast or Nations School Lunch Programs?

### **4:170 Safety PAGE 30**

#### **Admin -**

1. When does the Board annually review each school building's emergency operations and crisis response plan(s), as well as each building's compliance with the four school safety drill plan"?
2. Is it on the Board Planning Calendar?
3. Would it be appropriate to discuss the emergency operations and crisis plans along with security/crisis response plans in Closed Session?
4. Under **AED**, is there at least one AED and a trained CPR/lifesaving certified AED user available on the premises at every physical fitness facility?
5. Under **Lead Testing in Water**, how often is the District required to do Lead Testing in the water? Does this paragraph still apply to us?
7. Under **Soccer Goal Safety** - Soccer goals are required to have safety stickers on them and should be added to the policy. Suggested wording in last line, "...requiring they be properly anchored and that they all have safety/warning stickers." (430 ILCS 145/) Movable Soccer Goal Safety Act (aka Zach's Law).

**Board -**

Page 20 - Under **Annual Review**, 4th line, **AED**, 3rd line and **Lead Testing in Water**, 2nd line, change "III" to "Illinois" unless "III". **Leaving as is.**

**4:175 Convicted Child Sex Offender; Screening; Notifications PAGE 32**

**Admin -**

What is the process for notifying parents of sex offenders at registration?

**Board -**

Page 32 - Under Screening, 4th line, "The Board President shall ensure that these checks are completed for the Superintendent." How does the president know this and how does the board president know the appropriate action?

*Note: These checks would be done upon hire and the Board is directly involved in the hiring of the Superintendent. If there are issues as outlined in PRESSPlus2, law enforcement would notify HR and in this case the Board President. With concurrence with the Board, HR would proceed with appropriate action. **No policy action required.***

**5:20 Workplace Harassment Prohibited PAGE 37**

**Board -**

1. Page 38 - Under **Reports That Involve Alleged Incidents of Sexual Abuse of a Child. . .**, First paragraph - :..." As the paragraph seems to indicate it doesn't matter when and where it happened, would it be appropriate to delete the portion of the sentence starting with "that occurred..."? If keeping that portion of the sentence, delete the colon after "occurred". Same applies to policy **5:90, page 46**, under **Alleged Incidents of Sexual Abuse: Investigations**, first sentence. **Decided to leave that portion of the sentence for added clarity.**

2. Page 37, 38 - It looks like the same information for Nondiscrimination Coordinator and Complaint Managers is in at least three policies. Should we reference something in all locations? If the name of the person changes, could we avoid having to "change policy"?

*Note: It appears that the information for Nondiscrimination Coordinator and Complaint Manager are relevant to each policy. **The reference also adds clarity to each policy. No policy action needed.***

**5:30 Hiring Process and Criteria PAGE 40**

**Admin -**

1. This policy mentions that the Board maintains the Superintendent's job description. When does the Board review the job description and when was that last done?
2. Where can the job description be found for reference?

**Board -**

Page 40 - Under Investigations, 1st paragraph, 8th line, and again in the 3rd paragraph. spell out "Ill" as done throughout the policy. Should be consistent throughout? **Leaving as is.**

**5:50 Drug-and Alcohol-free Workplace; E-cigarette, Tobacco, and Cannabis Prohibition PAGE 43 Admin -**

1. How often is a copy of this policy given to employees?
2. Besides the Board policies on our website, is notice of this policy posted somewhere?
3. **PRESSPlus1 - Page 45 - Do we communicate what will happen? If not, we should strike this sentence and select "adopted with Additional District Edits." Keeping this sentence.**
4. **PRESSPlus2 - Is this information communicated? If not, we should strike this sentence and select "adopted with Additional District Edits." Keeping this sentence.**

**Board -**

Page 43 - 6th paragraph, following the sentence, "As a condition of employment..." #1 add "of" before "this" and delete "the". It should read "Abide by the terms of this Board policy to respect a drug and alcohol-free workplace; and" **Done**

**5:90 Abused and Neglected Child Reporting PAGE 46**

**Admin-**

1. How is a licensed teacher convicted of a felony reported to the State agencies mentioned in policy 2:20 #19 and #20?

**Board -**

1. Instances of "Ill" in the first paragraph should be changed to spell out "Illinois" and again under Special Superintendent Responsibilities. What is the Press preference? **Leaving as is.**
2. **Page 46**, under Alleged Incidents of Sexual Abuse: Investigations, first paragraph, first sentence As the paragraph seems to indicate it doesn't matter when and where it happened, would it be appropriate to delete the portion of the sentence starting with "that occurred..."? If keeping that portion of the sentence, delete the colon after "occurred". (See same comments above on Page 37, under Board #1 for policy 5:20.) **Keeping that portion of the sentence for clarity.**
3. **Page 47 - Under Special School Board Member Responsibilities, last paragraph**, starting, "When the Board learns that a licensed teacher was convicted of any felony", should the board and superintendent coordinate this reporting assuming neither is being accused?  
*Note: Yes, throughout the process. No policy action needed.*

**5:100 Staff Development Program PAGE 49**

**Admin -**

1. Is mandatory reporter training from a provider or expert agency completed within 3 months of hire and again every 3 years?
2. How is the 3-year cycle maintained/recorded?
3. When will the training required by 1/31/23 be scheduled? Should it be on the Planning Calendar?
4. Where are we in the 2-year cycle for giving in-service training on ADD and ADHD non-aversive behavior interventions and the use of psychotropic medication?
5. Are the requirements for in-service staff development programs #1-16 met, including those highlighted in PRESSPlus 1 (page 51)?
6. **#1 - Page 49 - Why is staff development only mentioned for site personnel who work with students in grades K-8? Why not K-12?**
7. **#14 - Page 50 - Should this be more of a list like #7 with "Ongoing professional development for teachers, administrators, school resource officers, and staff" or does #14 only include training since the individuals listed are only contract employees?**

**5:120 Employee Ethics; Conduct; and Conflict of Interest PAGE 52**

**Admn -**

1. What is the process for making all District employees aware of the conduct standards listed in the policy?
2. Under PRESSPlus2 - What does our attorney think about establishing appropriate employee conduct standards? Are these standards included as part of collective bargaining language discussions?
3. How is this policy monitored in relation to the guidance counselors, specifically #6 and #7?
4. Page 53 - The language in this policy under **Consulting Activities** supports the restrictions on "Other Work" in the Administrative Contracts. Should the responsibility for paying travel and expenses be included? Is it also in the LEA agreement?

**Board -**

1. Page 53 - Under **Consulting Activities**, first line, add "or designees" after "Superintendent. **Admin recommends not including a designee.**
2. Page 54, Should Illinois be abbreviated to "Ill" for consistency throughout the policies? **Leaving as is.**
3. Page 53 - Under **Guidance Counselor Gift Ban**, Why are guidance counselors called out specifically? Wouldn't policy 2:105 already cover that? Shouldn't the gift ban apply to all employees?
4. Should "Guidance Counselor be changed to "School Counselor"? For reference "Guidance" is struck from Counselor in policy 7:150.5.b Agency and Police Interviews, instead School Counselor is referenced.
5. Guidance counselor is only for HS? What if we ever implement a guidance counselor again in JH, do we need to consider that?

*Note : PRESSPlus7 defines a person employed by a school district and working in a high school to offer students advice and assistance in making career or college plans. The policy text refers to Guidance Counselors and their unique connection to potentially receive promotion gifts from colleges, etc. The difference in "Guidance Counselor" and "School Counselor" (which was the prior JH position) is explained in policy 7:150, Page 100, PRESSPlus1. **No policy action needed.***

**5:125 Personal Technology and Social Media; Usage and Conduct PAGE 56**

**Admin -**

1. **Page 57 - #2** - What is the process for providing a copy of this policy to employees at each building annually?
2. **#5** - When was the policy and process last reviewed with District employees and electronic systems administrators?

**Board -**

1. Page 56 - **Under Usage and Conduct**, #1 - It does not appear to be necessary to bold and underline "**Professional and Appropriate Conduct**". **The section was underlined as a new addition to the text.**

*Note: On page 52 of policy 5:120, Professional and Appropriate Conduct is an underlined heading.*

2. Page 57, #2 - should "or designee" be added after "Building Principals"? **Done**

**5:150 Personnel Records PAGE 58**

**Admin -**

1. Under #2, PRESSPlus4 - Does the Superintendent or designee need to consult the attorney for discussion points about dismissals related to abuse, if we have reported to ROE?
2. Can the prospective employer just be referred to the ROE if abuse was the issue for dismissal?

**Board -**

1. Page 58 - Under **Prospective Employer Inquiries** - Add "or designee" after "Superintendent" in the first full paragraph, second line; #1.; second sentence. **Done**

2. #2, 2nd line - Add "the" before District, strike comma after "believe". **Decided to leave the comma.**  
*Note: As "or has probable cause to believe" is a nonrestrictive clause, it appears the comma could remain.*

#### **5:185 Family and Medical Leave PAGE 60**

##### **Admin -**

Under **Leave Description**, 4th paragraph, in accordance with PRESSPlus1 (Page 62)- strike "rules" and add "applicable collective bargaining agreements or individual employment contracts."

*Note: PRESSPlus1 states that "Once an eligible employee communicates a need to take leave for an FMLA-qualifying reason, a district may not delay designating the leave as FMLA leave...even when a collective bargaining agreement requires or allows for such a delay." It appears that "rules" would apply to this section rather than the collective bargaining agreement or contracts."*

##### **Board -**

Page 60 - Under **Leave Description**, 1st paragraph, add "Act" before the second "(FMLA)" changing it to read, "An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act (FMLA)." **Done**

#### **5:220 Substitute Teachers PAGE 64**

##### **Board -**

Page 64 - Since the numbers are all spelled out in this policy, for consistency under **Short-Term Substitute Teachers** second line, do we want to add "(5)" after "five"? Also applies under Emergency Situations, 2nd line to add "thirty" before "(30)" and in the 3rd line to add "(5)" after "five" if it is legal language? **Done**

#### **5:250 Leaves of Absence PAGE 66**

##### **Board -**

Page 66 - Last sentence before **Child Bereavement Leave**, add "or designee" after "or Superintendent". **Done**

Page 66 and 67 - Under **Leaves for Service in the Military**, why does the policy specify that the sub does not need to have tenure?

*Note: This section actually states that in the case of replacing someone on Military leave, the "professional staff member hired to replace one in military service does not acquire tenure" not that the sub does not need tenure.* **No policy action needed.**

#### **5:330 Sick Days, Vacation, Holidays, and Leave PAGE 69**

1. Are all types of leave referenced in policy 5:250 included in this policy, as applicable?
2. Should "parental leave", "leave to serve as an officer" be added?
3. The types of leave are only bullet pointed. Should details of the leave be provided like in 5:250?
4. Would it be appropriate to combine 5:250 and 5:330 or are they defined by sick leave and annual leave?

#### **6:50 School Wellness PAGE 73**

##### **Admin -**

1. Page 74 - Under **Guidelines for Reimbursable School Meals**, does the District participate in programs listed in **PRESSPlus 4**? (If not, we should delete number 3 in this section.) **Keeping #3**
2. **Page 74, #1** - Under **Unused Food Sharing Plan**, could Admin please explain our Unused Food Sharing Plan?
3. Does the plan include recording how much is shared (under **Recordkeeping**) and comply with points 1 through 4?
4. Under **Monitoring**, where are we in the triennial cycle for a report to the Board concerning this policy's implementation?
5. Should this monitoring report be on the Planning Calendar?

6. Page 75, **Under PRESSPlus1**, does the text in the policy's goal align with the District's practice in policy 6:60 (Page 76) for meeting minimum requirements or should the goals be changed and "Adopted with Additional District Edits" added? **The policy aligns. Keeping goals as is.**

#### Board -

1. Under the first paragraph, #1, the responsibility to ensure compliance seems obvious. Does #1 need to be included?

*Note - Suggest keeping #1 for emphasis. Agreed to keep #1. No policy action needed.*

2. Page 74 - Under **Unused Sharing Plan**, #1 - Change "needy students" to "student needs".

*Note: See Page 75, PRESSPlus2 for discussion. Done*

3. Page 74 - In the first line under **Monitoring** and again under, **Community Involvement** and **Recordkeeping**, add "or designee" after "Superintendent". **Done**

#### 6:60 Curriculum Content PAGE 76

##### Admin -

1. In 11/2021, the E3 Committee asked Administration to provide an overview of our three schools for the instruction required in this policy, including educating students about behaviors that violate policy 7:180, as stated in #6 and curriculum included in #14. Will that information possibly be available for the first or maybe the second reading for this policy?

2. PE isn't listed as a curriculum under #1 and #2. Is that because it is under 6:50 Wellness or is it not considered an instruction under curriculum?

3. In #1, 3rd line, Should it be changed to, "including the dangers of opioid abuse" to "including the dangers of any addictive medication such as but not limited to opioids". See this list:

<https://www.goodrx.com/conditions/substance-use-disorder/15-most-addictive-prescription-drugs>

4. **#6 PRESSPlus 3** requires the District to submit an annual report to ISBE regarding educational technology capacities and policies. Should that be added to the language in #6?

5. The first **#13** begins in the fall of 2022 - 13.d deals with "reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behaviors" at the high school level. What is currently being done at LJHS to address the influence of social media on junior high students, particularly regarding their social emotional learning?

6. **#14** begins in the fall of 2023. Do we have enough course offerings, scheduling opportunities to accommodate this policy or will this be discussed at a later time?

7. What is the impact of adding #12, 13 and 14 on the current student's schedules?

8. In the "second #13" that should be #16, should we change "(LGBT)" to (LGBTQS2+)?

10. In that same #13, what type of educational programs are held in the schools on Constitution Day?

11. **Page 78 - Required Question 1 Question Response - Does the District provide anti-bias education and intergroup conflict resolution? (If no, IASB will remove the related language from the list of extended instructional programs.) If yes, we need to identify which curricula that we have implemented so far and the other requirements in the paragraph starting, "While boards are not required". Answered "No".**

12. **Page 79 - Required Question 2 - End of the paragraph, did our District offer the non-repealed family life and education program and should the attorney be consulted to assess whether that program may continue during the 2021-22 school and/or school years beyond? District did not offer.**

13. **Page 79 - Under Required Question 2, which of the two choices will our district provide? Selected Choice 2.**

14. With past sex education, parents had the OPT-IN rather than OPT-Out option. Do we want to consider including that option now in procedures?

15. Under **Required Question 2**, which of the **five choices** are offered regarding communication to our community? The Board's choices need to be entered. **Selected the 5th choice only.**

16. **Required Question 3 Response**, Does the District offer a unit of instruction in grades 9-12 about the process of naturalization? (If yes, the new item needs to be added to the list.) **Answered "Yes". IASB will add the new item to this list.**

17. **PRESSPlus 3** requires the District to submit an annual report to ISBE regarding educational technology capacities and policies. Would it be appropriate to share that information/report with the Board after submission?

18. **PRESSPlus 5**. Are our District's daily physical education requirements different than "minimum of three days per five-day week"? If so, we need to enter the changes in this policy. **Our requirements are the same.**

**Board -**

1. Need to respond the Required Questions above.
2. Starting on **Page 76**, **#6** repeats and **#12 - #20** need to be renumbered after the first **#14** (**#12, 13** and **14** are repeated). **Done**

### **6:120 Education of Children with Disabilities PAGE 82**

**Admin -**

In addition to SASSED, does the District belong to any other Cooperative Associations of school districts for students with disabilities?

### **6:135 Accelerated Placement Program PAGE 83**

**Admin -**

1. Could Admin please describe whether our AP programs are in line with this policy?
2. Have we renamed all our AP's to maintain consistency and remove references to "gifted"?
3. **Under #4** - How is the District preparing for the fall of 2023 automatic enrollment policy?
4. **Under 4.c** - How do the State standards for Science assess levels of knowledge since there are different subject matters in Science?
5. **Page 84 - PRESSPlus2** - This language is optional and since we incorporate this as part of the school improvement plan, does Admin recommend keeping the language in this policy? **Admin recommends keeping the language.**

**Board -**

**Page 83 - Should the cross reference to Policy 6:130 Program for the Gifted be removed? UTL 6:130. Cross reference to 6:130 removed.**

### **6:180 Extended Instructional Program PAGE 85**

**Admin -**

1. Which of the extended instruction programs listed in **#1 - #11** does our District offer?
2. **Page 85 - Do we offer #8? If not, the answer to policy 6:60 PRESSPlus1 should be no and #8 will be removed. #8 removed**

### **6:340 Student Testing and Assessment Program PAGE 88**

**Admin -**

Per the last paragraph, which assessments administered by the District are reported to ISBE?

### **7:10 Equal Educational Opportunities PAGE 89**

**Admin -**

2. How are staff and students informed of this policy and related grievance procedures?

**Board -**

**Page 89 - Under Administrative Implementation, should "or designee" be added after "The Superintendent" and after "Building Principal"? Admin recommends a designee not be added.**

### **7:20 Harassment of Students Prohibited PAGE 90**

**Board -**

**Page 90 - Under Making a Report or Complaint, in the third paragraph, add "or designee" after "The Superintendent" and again in the last paragraph before #1. This policy has a chain of command. Admin recommends a designee not be added.**

### 7:30 Student Assignment PAGE 93

Board -

Page 93 - Under [Class Assignment](#), add "or designee" after "Building Principal". Done

### 7:60 Residence PAGE 94

Admin -

1. Questions by a Board member- If property is owned in D202 but the residency is in Woodridge, can the child attend school here because the parent/guardian pays taxes in the District or is it strictly based on the child's residency?
2. If divorced parents have joint custody but live in two different towns, one in district and one out of district, can they pick the school to attend?

Board -

Page 95 - Under [Delayed Residency](#), 2nd paragraph and 6th paragraph, 2nd line, add "or designee" after the "superintendent". Done

### 7:70 Attendance and Truancy PAGE 97

Admin -

1. Page 97 - Under [Compulsory School Attendance](#) should the reference to a child being absent for mental or behavioral health for up to 5 days without a medical note be included in the 2nd paragraph, as stated in the 2nd line of PRESSPlus2?
2. As described under [Absenteeism and Truancy Program #9](#) - When was professional development last given (including for Board members) on supportive services for promotion of student attendance and engagement?

Board -

Page 97 - Under [Absenteeism and Truancy Program #1](#) 3rd line, add "or designee's" after "Superintendent's" and in the 6th line add "or designee" after "Superintendent". Done

### 7:80 Release Time for Religious Instruction/Observance PAGE 99

Board -

Page 99 - In the 3rd line of the 1st paragraph, should "or designee" be added after "Building Principal"? Done

### 7:150 Agency and Police Interviews PAGE 100

Board -

1. Page 100 - In the 1st line add "or designee" after "The Superintendent". Done
2. Should "building principal, assistant principals" be included on the list in 5b? Admin recommends leaving as is.

### 7:160 Student Appearance PAGE 101

Admin -

1. Have the procedures for guiding student appearance been updated in our Student Handbooks?
2. Page 101 - Would Admin recommend expanding upon the law's requirement of race, ethnicity or hair texture under **Required Question 1**? The Board needs to respond with no or yes. Responded "Yes."

### 7:180 Prevention of and Response to Bullying PAGE 102

Admin -

1. Page 102 - Under Definitions from 105 ILCS 5/27-23.7, is it accurate that persons who volunteer are included under "Definitions, School personnel"?

2. Page 104 - **Under the Bullying Prevention and Response Plan**, # 7 and 8, Page 104 - Should the language switch to "person" as that would incorporate all people not just students or staff? Is that the intent?
3. **#10**, when is the Plan annually distributed to parents, students and employees?
4. Is this policy the District's Bullying Prevention and Response Plan or is there a separate plan?
5. Under **#11**, will the information in a.- e. be discussed when the Board reviews the policy every 2 years?
6. Under **#13**, when are the District expectations communicated to employees?

**Board -**

1. Page 103 - Under **Complaint Manager**:, remove the period after Avenue. Should the phone number for LES be included and should the phone numbers for the three schools be under the school Principal rather than under Anonymous Reporting? It should be consistent with the other policies where Complaint Manager is shown (policies 2:260 (Page 18) and 7:20 (Page 90) above) with one phone number and address for central office listed. **Names and addresses updated.**
2. Page 104 - Under **#11**, should the Board's Minutes include whether or not changes to the policy were deemed necessary following the policy reevaluation? **Yes, agreed to do in the future.**
3. Under **#11**, should the 2-year review and any revision dates be listed at the bottom of the policy, as "ADOPTED: with the date"? **Yes, will continue to be done in the future.**

**7:190 Student Behavior PAGE 107**

**Admin -**

1. In the first paragraph, 2nd line should it read "and tobacco, alcohol and" before "drug-free" or by definition are tobacco and alcohol considered "drugs"?
2. Under **Prohibited Student Conduct**, #5, should cellular telephone still be included or is authorization and approval still required by the Building Principal?
3. Page 110 - Under **Required Notices**, 4th line should "alcohol or" be added before "drug-related"?
4. Under **Student Handbook, Page 110** - Who is on the parent-teacher advisory committee that provides input for the disciplinary rules?
5. Are the disciplinary rules presented annually for the Board's review and approval?
6. Is that annual review on the Planning Calendar?

**Board -**

1. Page 108 - In **#5**, should it be the Building Principal "or delegate designee"? **Done**
2. Page 110 - Under **Delegation of Authority**, 2nd paragraph, add "or designee" after "The Superintendent". **Done**
3. Page 110 - Under **Student Handbook**, 1st line, add "or designee" after "The Superintendent". **Done**

**7:200 Suspension Procedures PAGE 112**

**Admin -**

1. **PRESSPlus1** - Do we currently have a "local mental health agency" that we have contracted with to consult on board policy 7:200 and 7:210?

**Board -**

1. Page 112 - Under **Out-of-School Suspension**, #2, 2nd line, change "persons" to "person(s)" as the danger could be to one or more individuals? **Done**

**7:240 Conduct Code for Participants in Extracurricular Activities PAGE 115**

**Board -**

1. Page 115 - First paragraph, last sentence, add "or designee" after "Building Principal". **Done**

**7:250 Student Support Services PAGE 117**

**Admin -**

1. In the 4th paragraph beginning, "The Superintendent or designee..." Do all our buildings have a Student Support Committee and who is on them? (The committee is also referenced in board policy 7:290.)
2. How do the committees identify the required counseling and community-based options?
3. Under counseling options, is D202 served by a community-based Children-Advocacy Center and sexual assault crisis center?

**Board -**

Page 117 - Under #5, should it be "Ill" or "Illinois" for consistency in the policies? Is Press now using "Ill"? **Leaving as is.**

**7:260 Exemptions for Physical Education PAGE 118**

**Board -**

1. Page 118 - In the 4th line, Should it read "a medical note" rather than a "physician's note" as in the prior truancy policy 7:70, Page 98, PRESSPlus2? **Done**
2. In the 6th paragraph starting with "A student in grades 9-12..." add "or designee" after "the Building Principal". **Done**

**7:290 Suicide and Depression Awareness and Prevention PAGE 119**

**Admin -**

1. Under **Suicide and Depression Awareness and Prevention Program, #3.F.** Should LGBTQ now be LGBTQ2S+?
2. **#4** - Who is on our building-level Student Support committees? (The Committee is also referenced in board policy 7:250.)
3. **#6** - Which ISBE recommended resources are incorporated into the District's Suicide and Depression Awareness and Prevention Program?
4. Under **Illinois Suicide Prevention Strategic Planning Committee, Page 120**, what relationship has the District developed with the Illinois Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance and/or community mental health agencies?
5. Page 120 - Under **Information to Staff, Parents/Guardians and Students**, last sentence (and **PRESSPlus2**) do our Student ID cards (page 120) have the Safe2Help Illinois helpline or the local suicide prevention hotline, and the District website and student handbooks and planners contain the support information as required by state law?

**Board -**

Page 120 - Do we want to change the text to "Student identification (ID) cards issued by the School District" or can it be assumed that the student ID is from our District?

*Note: Since the paragraph refers to each student enrolled in the District, would it be assumed that the Student ID card would be issued by the District?* **No change made. Decided to leave the text as is.**

**7:315 Restrictions on Publications PAGE 123**

**Admin -**

1. Under **Definitions**, who is our Student Media Advisor?
2. When is this policy discussed with student journalists (e.g., for publications at the HS or possibly also the JH)?
3. What is the process for reviewing and/or limiting publications or distributions for media to ensure it does not fit into one of the four prohibited categories listed?
4. **Page 125 - Required Question #1- Does Admin support the language providing student journalists more flexibility? The Board needs to respond, No or Yes? Responded "Yes".**
5. **Required Question #2 - Does Admin recommend addressing the additional text for the word-for word statutory language? The Board needs to respond, No or Yes? Responded "Yes".**
6. **Required Question #3 - Does Admin recommend that the student media advisor provide students journalists with written justification prior to limiting materials? Would Admin suggest the student media**

advisor provide written justification plus meet with the student to discuss? The Board needs to respond No or Yes. **Responded "Yes"**.

Board -

Page 124 - Under **Non-School Sponsored Publications Accessed or Distributed Off-Campus**, why would we have restrictions on non-school sponsored publications accessed or district off campus? Wouldn't that be the parent/guardian role? Maybe cross-reference policy 7:180 and 7:190? *Note: The off-campus restriction may apply if it causes a substantial disruption on-campus, or interferes with the rights of students or staff, by connection. 7:180 is cross-referred and we could add 7:190 (Student Behavior) for cross-reference if agreed.* **Added a cross-reference to policy 7:190.**

### **7:340 Student Records PAGE 127**

Board -

1. Page 127 - In the 2nd paragraph starting "State and federal..." 7th line after PRESSPlus2, change "parent" to "parent/guardian" as described in previous policies. **Added "/guardian" after "parent"**.
2. In the 3rd paragraph, add "or designee" after "The Superintendent". **Done**
3. Under **Student Biometric Information Collection**, 2nd paragraph, 1st line, change "the person having legal custody/parental responsibility" to "parent/guardian" to be consistent with the former policies. **Done**
4. Under that same section, 4th paragraph, 3rd line, also change "the person having legal custody/parental responsibility" to "parent/guardian". **Done**

### **7:345 Use of Educational Technologies. . . PAGE 129**

Board -

1. Page 129 - In the 3rd paragraph, 4th line, is the Superintendent the District's Privacy Office? If yes, leave as is; if not, should "or designee" be added? **Leaving as is.**
2. In the first paragraph, 2nd sentence, add "or designee" after "the Superintendent". **Done**

## *Document Status: Draft Update*

### **BOARD OF EDUCATION**

#### **2:20 Powers and Duties of the Board of Education; Indemnification**

The major powers and duties of the Board of Education include, but are not limited to:

1. Annually organizing the Board by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with Board policy and State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing and evaluating a Superintendent, aproving employment contracts, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by [325 ILCS 5/](#), and evaluating the Superintendent.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving, when required, School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.

13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.
19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred. [PRESSPlus1](#)
20. Notifying the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction. [PRESSPlus2](#)
21. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

As the corporate entity charged by law with governing a school district, each School Board sits in trust for its entire community. The obligation to govern effectively imposes some fundamental duties on the Board. The *Illinois Association of School Boards* has identified the following Foundational Principles of Effective Governance for guidance:

### **1. The Board Clarifies the District Purpose**

As its primary task, the Board continually defines, re-defines and articulates district ends to answer the recurring question – who get what benefits for how much?

### **2. The Board Connects with the Community**

The School Board engages in an ongoing two-way conversation with the entire community. The purpose of the conversation is to enable the board to hear and understand the community's educational aspirations and desires, to serve effectively as an advocate for continuous improvement, and to inform the community of the district's performance.

### **3. The Board Employs the Superintendent**

The Board employs and evaluates one person – the Superintendent – and holds that person accountable for the performance of the school district. The Board delegates authority to the Superintendent for employing and evaluating district staff.

#### **4. The Board Delegates Authority**

The Board delegates authority to the Superintendent to manage the district and provide leadership for the staff. Such authority is communicated through written policies that designate Board ends and defines operating limits.

#### **5. The Board Monitors Performance**

The Board constantly monitors progress toward district ends and compliance with written Board policies.

#### **6. The Board Takes Responsibility for Itself**

The Board, collectively and individually, takes full responsibility for Board activity and behavior. Board deliberations and actions are limited to Board work, not staff work.

#### Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to [105 ILCS 5/10-22.34](#), [10-22.34a](#) and [10-22.34b](#)), mentors of certified staff (pursuant to [105 ILCS 5/2-3.53a](#), [2-3.53b](#), and [105 ILCS 5/21A-5](#) *et seq.*), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

#### LEGAL REF.:

[105 ILCS 5/10](#), [5/17-1](#), [5/21B-85](#), and [5/27-1](#).

[115 ILCS 5/](#), III. Educational Labor Relations Act.

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

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), [2:120 \(Board Member Development\)](#), 2:140 (Communications To and From the Board), 2:210 (Organizational School Board

Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 4:165 (Awareness and Prevention of Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender: Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

### **PRESSPlus Comments**

[PRESSPlus 1.](#) Updated in response to 105 ILCS 5/21B-85(a). **Issue 108, November 2021**

[PRESSPlus 2.](#) Updated in response to 105 ILCS 5/21B-85(b). **Issue 108, November 2021**

## *Document Status: Draft Update*

### **BOARD OF EDUCATION**

#### **2:260 Uniform Grievance Procedure**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the [State](#) or federal [Constitution](#), State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, [42 U.S.C. §12101](#) *et seq.*
2. Title IX of the Education Amendments of 1972, [20 U.S.C. §1681](#) *et seq.*, excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791](#) *et seq.*
4. Title VI of the Civil Rights Act, [42 U.S.C. §2000d](#) *et seq.*
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e](#) *et seq.*
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#); Illinois Human Rights Act, [775 ILCS 5/](#); and Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e](#) *et seq.* (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#)
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act, [42 U.S.C. §2000f](#) *et seq.*
16. Employee Credit Privacy Act, [820 ILCS 70/](#).

#### **Complaint Manager**

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. However, complainants may end informal processes and begin the formal complaint process at any time. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forgo any informal suggestions and/or attempts to resolve the complaint and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

### Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

### Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parents/guardians. The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

### Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

~~The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.~~

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by ~~first class U.S. mail~~ registered mail, return receipt requested, and/or personal delivery <sup>PRESSPlus1</sup> as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the

Superintendent to gather additional information. Within five school business days after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by ~~first class U.S. mail~~ registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

### Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

### **Nondiscrimination Coordinator:**

Jen Law, Dir. of Student Services 5211 Center Avenue, Lisle, IL 60532 630/493-8000
--

### **Complaint Managers:**

Jeff Howard, Principal Lisle High School	<del>Mr. David Wilkinson,</del>  <u>Dir. Of Finance</u>
Dave Kearney, Principal Lisle Junior High	
Melissa Payne, Principal Lisle Elementary	

5211 Center Avenue, Lisle, IL  
60532  
630/493-8000

5211 Center Avenue, Lisle, IL 60532  
630/493-8000

LEGAL REF.:

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

20 U.S.C. §1232g, Family Education Rights Privacy Act.

20 U.S.C. §1400, The Individuals with Disabilities Education Act.

20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R. Part 106.

29 U.S.C. §206(d), Equal Pay Act. ~~Age Discrimination in Employment Act,~~

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §791 et seq., Rehabilitation Act of 1973.

29 U.S.C. §2612, Family and Medical Leave Act.

42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act.

42 U.S.C. §2000e et seq., Equal Employment Opportunities Act (Title VII of the Civil Rights Act).

42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

~~Americans With Disabilities Act,~~ 42 U.S.C. §12101 et seq., Americans With Disabilities Act.

~~Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.~~

~~Equal Pay Act, 29 U.S.C. §206(d).~~

~~Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.~~

105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69 5/10-20.75 (final citation pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

5 ILCS 415/10(a)(2), Government Severance Pay Act.

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

~~Illinois Genetic Information Privacy Act, 410 ILCS 513/~~, Ill. Genetic Information Privacy Act.

~~Illinois Whistleblower Act, 740 ILCS 174/~~, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

~~Illinois Human Rights Act, 775 ILCS 5/~~, Ill. Human Rights Act.

~~Victims' Economic Security and Safety Act, 820 ILCS 180/~~, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.

~~Equal Pay Act of 2003, 820 ILCS 112/~~, Equal Pay Act of 2003.

~~Employee Credit Privacy Act, 820 ILCS 70/~~, Employee Credit Privacy Act, 70/10(b), and 70/25.

23 Ill.Admin.Code §§1.240, ~~and 200.40,~~ 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

## **PRESSPlus Comments**

[PRESSPlus 1](#). Optional; using a delivery method that allows the district to verify the date of receipt is a best practice. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **GENERAL SCHOOL ADMINISTRATION**

#### **3:40 Superintendent**

##### Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with Board of Education policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law, including the special reporting responsibilities in policy 5:90, Abused and Neglected Child Reporting.<sup>PRESSPlus1</sup> The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

##### Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

##### Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with State law, the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all a physical quorum of Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

### Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. Unless stated otherwise in the Superintendent's employment contract, all benefits and leaves of absence will be governed by the Administrative Compensation program. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

### LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-21.9, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.

5 ILCS 120/7.3, Open Meetings Act.

[23 Ill.Admin.Code §§1.310, 1.705](#), and [25.355](#).

CROSS REF: 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

### **PRESSPlus Comments**

[PRESSPlus 1](#). Updated in response to the General Assembly's focus on resolving Educator Misconduct. 105 ILCS 5/10-21.9(e-5), amended by P.A.102-552, requires these notifications and provides superintendents immunity from any liability, whether civil or criminal or that otherwise might result by complying with the statute. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **GENERAL SCHOOL ADMINISTRATION**

#### **3:50 Administrative Personnel Other Than the Superintendent**

##### Duties and Authority

The School Board establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

##### Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

##### Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Superintendent or designee of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent.

##### Administrative Work Year

The work year for administrators shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

##### Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the June Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewable issues.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence will be governed by the Administrative Compensation program.

LEGAL REF:

[105 ILCS 5/10-21.4a](#), [5/10-23.8a](#), [5/10-23.8b](#), [5/21B](#), and [5/24A-4](#).

[23 Ill.Admin.Code §§1.310](#), [1.705](#), [50.300](#); and [Parts 25](#) and [29](#).

CROSS REF: [3:60 \(Administrative Responsibility of the Building Principal\)](#), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [4:175 \(Convicted Child Sex Offender; Screening; Notifications\)](#), [5:30 \(Hiring Process and Criteria\)](#), [5:90 \(Abused and Neglected Child Reporting\)](#), [5:120 \(Employee Ethics; Conduct; and Conflict of Interest\)](#), [5:150 \(Personnel Records\)](#), [5:210 \(Resignations\)](#), [5:250 \(Leaves of Absence\)](#), [5:290 \(Employment Termination and Suspensions\)](#)<sup>PRESSPlus1</sup>

~~ADOPTED: July 20, 2015~~

### **PRESSPlus Comments**

[PRESSPlus 1](#). The Cross References are updated in response to the General Assembly's focus on resolving Educator Misconduct. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **GENERAL SCHOOL ADMINISTRATION**

#### **3:60 Administrative Responsibility of the Building Principal**

##### Duties and Authority

The Board of Education, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is to oversee the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as agreed upon by the Building Principal and Superintendent.

##### Student Voter Registration

The Board directs the District's administration to provide students with an opportunity to learn and practice the principles of civic responsibility. This goal may be advanced by offering the service of voter registration to eligible students.

The Building Principal and Assistant Principal and their designee may be appointed deputy registrars by the county clerk. If appointed, the Building Principal and Assistant Principal and their ~~and the Building Principal and Assistant Principal's~~ designee may accept voter registrations of eligible students in the high school.

The Building Principal and Assistant Principal and their designee who becomes a deputy registrar shall comply with the voter registration rules and regulations of the DuPage County Election Commission.

Each Building Principal and Assistant Principal and their designee shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

##### Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with [Section 24A-15 of the School Code](#) and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee

shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

### Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.:

105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15. [PRESSPlus1](#)

10 ILCS 5/4-6.2, Election Code.

105 ILCS 127/, School Reporting of Drug Violations Act.  
23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions). [PRESSPlus2](#)

### **PRESSPlus Comments**

[PRESSPlus 1.](#) The Legal References are updated. **Issue 108, November 2021**

[PRESSPlus 2.](#) The Cross References are updated in response to the General Assembly's focus on resolving Educator Misconduct. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **OPERATIONAL SERVICES**

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

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

##### Standards for Purchasing and Contracting

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

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

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items not included in the budget require prior Board approval, except in an emergency. The Superintendent or designee shall notify the Board of all contracts in excess of \$25,000 within 30 days after execution, even if included in the annual budget and exempt from State law bidding requirements.

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

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, [105 ILCS 5/10-20.21](#), unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with [105 ILCS 5/19b-1 et seq.](#)
4. Third party non-instructional services must comply with [105 ILCS 5/10-22.34c](#).

5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with [105 ILCS 5/10-20.21](#)(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with [105 ILCS 5/10-20.21](#)(b-10).
7. The purchase of paper and paper products must comply with [105 ILCS 5/10-20.19c](#) and Board policy 4:70, Resource Conservation.
8. Each contractor with the District is bound by each of the following:
  1. In accordance with [105 ILCS 5/10-21.9](#)(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in [105 ILCS 5/10-21.9](#)(c) and [5/21B-80](#)(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in [5/21B-80](#)(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
  2. In accordance with [105 ILCS 5/24-5](#): (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Department of Public Health rules or order of a local health official.

9. After January 1, 2023~~1-1-23~~, any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.[PRESSPlus1](#)

10. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.[PRESSPlus2](#)

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of

contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.:

2 C.F.R. Part 200.

105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 5/24-5.

30 ILCS 708/, Grant Accountability and Transparency Act.

410 ILCS 170/, Coal Tar Sealant Disclosure Act.

820 ILCS 130/, Prevailing Wage Act.

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

### **PRESSPlus Comments**

[PRESSPlus 1.](#) 410 ILCS 170/10(b), added by P.A. 102-242, eff. 1-1-23. **Issue 108, November 2021**

[PRESSPlus 2.](#) 2 C.F.R. §§200.318-200.327; 30 ILCS 708/. The Grant Accountability and Transparency Act (GATA) adopts the federal uniform guidance for all grants, unless the Office of the Governor grants an exception. 30 ILCS 708/55; 44 Ill.Admin.Code §7000.60. For information about the scope of GATA as it pertains to grants administered by ISBE, see [www.isbe.net/gata](http://www.isbe.net/gata). **Issue 108, November 2021**

## *Document Status: Draft Update*

### **General Personnel**

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

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

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

#### **Sexual Harassment Prohibited**

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

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

### Making a Report or Complaint

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

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

### Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

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

#### **Nondiscrimination Coordinator:**

Jen Law, Dir. of Student Services 5211 Center Avenue, Lisle, IL 60532 630/493-8000
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#### **Complaint Managers:**

Jeff Howard, Principal Lisle High School	<del>Mr. David Wilkinson,</del> <del>Dir. Of Finance</del>
Dave Kearney, Principal Lisle Junior High	
Melissa Payne, Principal Lisle Elementary <del>5211 Center Avenue, Lisle, IL 60532</del>	<del>5211 Center Avenue, Lisle, IL 60532</del>

## Investigation Process

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

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

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

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

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

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

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

## Enforcement

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

accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be up to and including discharge.

### Retaliation Prohibited

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

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

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

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

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

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

### LEGAL REF.:

~~Title VII of the Civil Rights Act of 1964~~, 42 U.S.C. §2000e ~~et seq.~~, Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.

~~Title IX of the Education Amendments of 1972~~, 20 U.S.C. §1681 ~~et seq.~~, Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.

~~State Officials and Employees Ethics Act~~, 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.

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

56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.

Burlington Industries v. Ellerth, 524 U.S. 742 (1998).

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

Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).

Faragher v. City of Boca Raton, 524 U.S. 775 (1998).

Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).

Harris v. Forklift Systems, 510 U.S. 17 (1993).

Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).

Oncale v. Sundowner Offshore Services, 523 U.S. 75 (1998).

Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).

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

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

Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).2009).

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

[\*Vance v. Ball State University\*](#), 133 S. Ct. 2434 (2013).

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

## **PRESSPlus Comments**

[PRESSPlus 1](#). 775 ILCS 5/2-102(A), amended by P.A. 102-233. *Work authorization status* means the status of being a person born outside of the United States, and not a U.S. citizen, who is authorized by the federal government to work in the United States. 775 ILCS 5/2-101(L), added by P.A. 102-233. Under the Ill. Human Rights Act, it is a civil rights violation for an employer to refuse to honor a legal work authorization;

however, employers are not required to sponsor any applicant or employee to obtain or modify work authorization status, unless required by federal law. 775 ILCS 5/2-102(G), amended by P.A. 102-233; 775 ILCS 5/2-104(D), added by P.A. 102-233. **Issue 108, November 2021**

## *Document Status: Draft Update*

### General Personnel

#### **5:50 Drug-and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition**

All District workplaces are drug- and alcohol-free workplaces.

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call* for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being impaired by or under the influence of any illegal substance or any detectible use of any illegal substance regardless of when or where the use occurred.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, [105 ILCS 5/22-33](#). The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position listed in the Cannabis Regulation and Tax Act (CRTA).

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. [PRESSPlus1](#) State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test. [PRESSPlus2](#)

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, *District premises* means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of ~~the~~ this ~~the~~ Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
  1. The dangers of drug abuse in the workplace,
  2. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
  3. The penalties that the District may impose upon employees for violations of this policy.

1. Remind employees that policy 6:60, *Curriculum Content*, requires the District to provide grade-relevant education about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

### E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

*Tobacco* shall have ~~shall have~~ has the meaning provided in 105 ILCS 5/10-20.5b.

*Cannabis* shall have ~~shall have~~ has the meaning provided in the CRTA, 410 ILCS 705/1-10.

*E-Cigarette* is short for electronic cigarette and shall have the meaning provided in the Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, [720 ILCS 675/1](#)(a-9).

### District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition or alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

### Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development*.

LEGAL REF.:

42 U.S.C. §12114, Americans With Disabilities Act, ~~42 U.S.C. §12114~~.

21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15, Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.

41 U.S.C. §8101 et seq., Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.

20 U.S.C. §7101 et seq., Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.

30 ILCS 580/, Drug-Free Workplace Act.

105 ILCS 5/10-20.5b.

410 ILCS 82/, Smoke Free Illinois Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.

410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.

720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.

820 ILCS 55/, Right to Privacy in the Workplace Act.

21 C.F.R. Parts 1100, 1140, and 1143.

23 Ill.Admin.Code §22.20.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:190 (Prohibited Student Conduct), 8:30 (Visitors to and Conduct on School Property)

## **PRESSPlus Comments**

PRESSPlus 1. 410 ILCS 705/10-50(d). If the board will not communicate to employees what will happen when reasonable suspicion exists, strike this sentence and select "Adopted with Additional District Edits" as the Save Status. **Issue 108, November 2021**

PRESSPlus 2. 410 ILCS 705/10-50(e)(1), amended by P.A. 101-593, protects the district from liability for actions described in this sentence. If the board will not communicate this information to its employees, strike this sentence and select "Adopted with Additional District Edits" as the Save Status. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **INSTRUCTION**

#### **6:50 School Wellness**

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent or designee will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual and distributed to students and their parents/guardians through student handbooks, and
3. The community is informed about the progress of this policy's implementation.

#### **Goals for Nutrition Education and Nutrition Promotion**

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

#### **Goals for Physical Activity**

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.

See [Board policies](#) 6:60, *Curriculum Content* and [Board policy](#) 7:260, *Exemption from Physical Education*.

- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See [Board policies](#) 6:60, *Curriculum Content* [PRESSPlus1](#) and [Board policy](#) 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the [Illinois](#) State Board of Education (ISBE).

### Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

### Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District's related procedure(s), contact the Superintendent or designee. The District's procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

### Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

### Unused Food Sharing Plan<sup>PRESSPlus2</sup>

In collaboration with the District's local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on student needs.<sup>PRESSPlus3</sup>
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.<sup>PRESSPlus4</sup>
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District's community. Properly means in accordance with all federal regulations and State and local health and sanitation codes.

### Monitoring

At least every three years, the Superintendent or designee shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

### Community Involvement

The Board and Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

## Recordkeeping

The Superintendent or designee shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

### LEGAL REF.:

~~Child Nutrition and WIC Reauthorization Act of 2004~~, Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.

~~Child Nutrition Act of 1966~~, 42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.

~~National School Lunch Act~~, 42 U.S.C. §1751 et seq., National School Lunch Act.

~~Healthy, Hunger-Free Kids Act of 2010~~, 42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010.

42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.

~~Local Records Act~~, 50 ILCS 205/ Local Records Act.

105 ILCS 5/2-3.139.

23 Ill.Admin.Code Part 305, Food Program.

ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

### **PRESSPlus Comments**

[PRESSPlus 1](#). Policy 6:50's sample text is based upon federal and State *goals* while sample policy 6:60, *Curriculum Content*'s text is based only upon State curriculum requirements that require a minimum of three days of physical education per five-day week (with an exception for schools engaged in block scheduling). Ensure the text in this policy's goal aligns with the district's practice stated in policy 6:60 for meeting the minimum requirements of 23 Ill.Admin.Code §1.425(b). If the board adopts changes to this policy's goal, enter the change, and use the save status "Adopted with Additional District Edits." **Issue 108, November 2021**

[PRESSPlus 2](#). Updated in response to 105 ILCS 5/2-3.182, added by P.A. 102-359. Food sharing plans will depend on many local factors and require local health

department involvement, so because of that, a sample **PRESS** administrative procedure is not practical and does not exist. **Issue 108, November 2021**

[PRESSPlus 3](#). *Needy students* is not defined by 105 ILCS 5/2-3.182, added by P.A. 102-359. **Issue 108, November 2021**

[PRESSPlus 4](#). Required for districts that participate in child nutrition programs, the National School Lunch Program and National School Breakfast Program, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). See 105 ILCS 5/2-3.182, added by P.A. 102-359. Delete number 3 *only if* the district participates in none of the programs listed. **Issue 108, November 2021**

# Document Status: Draft Update

## INSTRUCTION

### 6:60 Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. [PRESSPlus1](#) A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. [PRESSPlus2](#) Before the completion of grade 5, students will be offered at least one unit of cursive instruction. ~~Beginning with the 2020-2021 school year,~~ In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.
3. Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The

eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

4. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
5. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.<sup>Q1</sup>
6. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
7. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.<sup>PRESSPlus3</sup>
8. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include educating students about behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
9. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) democratic principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois)<sup>freedom, justice, and equality, PRESSPlus4</sup> (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
10. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week.<sup>PRESSPlus5</sup> For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.

11. In all schools, health education must be stressed, including: [PRESSPlus6](#) (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed [PRESSPlus7](#) sexual abuse and assault awareness and prevention education in all grades. [PRESSPlus8](#) The Superintendent shall implement a comprehensive health education program in accordance with State law. [Q2](#)
12. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
13. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system. [Q3](#)
14. Beginning in the fall of 2022, in grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject. [PRESSPlus9](#)
15. Beginning in the fall of 2022, in grades 9 through 12, a unit of instruction on media literacy that includes, but is not limited to, all of the following topics: (a) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues regarding the trustworthiness of the source of information; (b) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; (c) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing blogs, composing songs, designing video games, producing podcasts, making videos, or coding a mobile or software application; (d) reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behavior; and (e) social responsibility and civics to suggest a plan of action in the class, school, or community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason. [PRESSPlus10](#)

16. Beginning in the fall of 2023, in grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. Computer science means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet. [PRESSPlus11](#)
17. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
18. In all schools, United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, and ~~and~~ (g) Illinois history, and (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America. [PRESSPlus12](#) (g) Illinois history.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

1. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
2. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
3. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
4. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave

trade, slavery in America, the study of the reasons why Black people came to be enslaved, and the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans. [PRESSPlus13](#)

5. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
6. Beginning in the fall of 2022, in all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States. [PRESSPlus14](#)
7. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

#### LEGAL REF.:

[Pub. L. No. 108-447](#), Section 111 of Division J, Consolidated Appropriations Act of 2005.

[Pub. L. No. 110-385](#), Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

47 C.F.R. §54.520.

5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

105 ILCS 5/2-3.80(e) and (f), 5/10-20.73 (final citation pending), 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.08, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-24.1, and 5/27-24.2.

105 ILCS 435/, and 110/3, Comprehensive Health Education Program.

105 ILCS 435/, Vocational Education Act.

625 ILCS 5/6-408.5, Ill. Vehicle Code.

[23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.](#)

CROSS REF.: [4:165 \(Awareness and Prevention of Child Sex Abuse and Grooming Behaviors\)](#), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 6:310 (Credit for Alternative Courses and Programs, and Course Substitutions), 7:15 (Student and Family Privacy Rights), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior); 7:260 (Exemption from Physical Education), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

## Questions and Answers:

**\*\*\*Required Question 1.** 105 ILCS 5/27-23.6 entitled *Anti-bias education* allows districts to incorporate activities to address intergroup conflict, with the objectives of improving intergroup relations on and beyond the school campus, defusing intergroup tensions, and promoting peaceful resolution of conflict.

Boards that adopt a policy to incorporate activities to address anti-bias education and intergroup conflict pursuant to this law must make information available to the public that describes the manner in which the district has implemented the activities. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). Districts may also include the information in a student handbook and in district newsletters. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).

Does the District provide anti-bias education and intergroup conflict resolution?

- Yes (default)
- No (IASB will remove the sentence regarding anti-bias education and intergroup conflict resolution from policy 6:60. If the Board has adopted policy 6:180, IASB will also remove Anti-bias education and intergroup conflict resolution from its list of extended instructional programs.)

**\*\*\*Required Question 2.** The repealed family life and sex education programs (105 ILCS 5/27-9.1 and 5/27-9.2, amended by P.A. 102-522) were replaced with the National Sex Education Standards (NSES) (105 ILCS 5/27-9.1a, added by P.A. 102-522) and a developmentally appropriate consent education curriculum (105 ILCS 5/27-9.1b, added by P.A. 102-522). But at the time of **PRESS** Issue 108's publication, the term *family life*, "including evidence-based and medically accurate information regarding sexual abstinence," remained in the Comprehensive Health Education Program (CHEP) (105 ILCS 110/3, amended by P.A. 102-464). The CHEP also includes many other health

education topics that all elementary and secondary schools in Illinois must provide, including *teen dating violence* (105 ILCS 110/3.10, see 7:185, *Teen Dating Violence Prohibited*, for the required “teen dating violence policy”) and cardiopulmonary resuscitation and automated external defibrillator use. For ease of administration, 6:60-AP1, *Comprehensive Health Education Program*, content includes reference to the new NSES curriculum that is outlined in more detail at 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*. 105 ILCS 5/27-9.1a, added by P.A. 102-522. While the NSES law is effective immediately, ISBE has until 8-1-22 to develop its learning standards and resources, and at the time of **PRESS** Issue 108’s publication, no guidance existed about whether districts that provide the now-repealed family life and sex education programs formerly in 105 ILCS 5/27-9.1 and 9.2, repealed by P.A. 102-522, may continue to do so for: (a) their 21-22 school years, and/or (b) continuing into the 22-23 school year and subsequent school years. Consult the board attorney if the district offered the now-repealed family life and sex education program to assess whether that program may continue during the 21-22 school and/or school years beyond.

Two choices exist for school boards related to providing students with a sex education curriculum:

1. No sex education; or
2. NSES a/k/a Comprehensive Personal Health and Safety and Sexual Health Education Program (105 ILCS 5/27-9.1a, added by P.A. 102-522, and see 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*).

While boards are not required to include sex education curriculum information in their policies, if they offer it, the new law requires them to identify the curriculum their district uses along with the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials. 105 ILCS 5/27-9.1a(e), added by P.A. 102-522. Methods for making this information available include: the district’s website, if any, and in the district’s offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com).

If NSES is offered, ensure that the superintendent implements both 6:60-AP1, *Comprehensive Health Education Program*, and 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*.

If developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b is offered, ensure that implementation of 6:60-AP3, *Developmentally Appropriate Consent Education*, aligns with this policy.

Enter the board's choice below regarding communication to their communities in this policy about the sex education curriculum offered by the district:

- The Board does not offer NSES or developmentally appropriate consent education. (No change to the policy.)
- The Board offers NSES and/or developmentally appropriate consent education, but the Board will not communicate the curriculum chosen in this policy. (No change to the policy.)
- The Board offers National Sex Education Standards (NSES) curriculum, and the Board would like to communicate that in this policy. (IASB will add the following sentence: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a personal health and safety and sexual health education program (National Sex Education Standards) pursuant to 105 ILCS 5/27-9.1a.)
- The Board offers National Sex Education Standards (NSES) curriculum and developmentally appropriate consent education curriculum, and the Board would like to communicate both in this policy. (IASB will add the following sentences: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a personal health and safety and sexual health education program (National Sex Education Standards) pursuant to 105 ILCS 5/27-9.1a. The Superintendent shall also implement a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.)
- The Board either does not offer NSES, or offers NSES but does not want to communicate that in this policy, but the Board does offer developmentally appropriate consent education curriculum and wants to communicate it in this policy. (IASB will add the following sentence: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.)

**\*\*\*Required Question 3.** Does the board that offer a unit of instruction in grades 9 through 12 about the process of naturalization pursuant to 105 ILCS 5/27-23.15, added by P.A. 102-472?

- No (default)
- Yes (IASB will add the following new item to this list: In grades 9 through 12, a unit of instruction about the process of naturalization by which a foreign citizen or foreign national becomes a U.S. citizen that includes content from the components of the naturalization test administered by the U.S. Citizenship and Immigration Services.)

## **PRESSPlus Comments**

**PRESSPlus 1.** Updated in response to 105 ILCS 5/27-13.2, amended by P.A. 102-195, which requires that in addition to instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and substance abuse, the subject must also cover the dangers of opioid abuse. **Issue 108, November 2021**

**PRESSPlus 2.** Updated in response to 105 ILCS 5/27-6.3, added by P.A. 102-357.

Schools must provide at least 30 minutes of play time for any school day five clock hours or longer in length. For any school days less than that, the total time allotted during the school day must be at least one-tenth of a day of attendance for the student. Time spent dressing or undressing for outdoor play may not count towards the daily time allotment. Play time must be computer-, tablet-, phone-, and video-free. Play time may be withheld as a disciplinary or punitive action only if a student's participation poses an immediate threat to the safety of the student or others. **Issue 108, November 2021**

[PRESSPlus 3.](#) Updated in response to 105 ILCS 5/10-20.73 (final citation pending), 5/10-20.74, and 5/27-22(e)(3.5), added by P.A. 101-654. 105 ILCS 5/10-20.74, added by P.A. 101-654, requires that districts submit an annual report to ISBE regarding educational technology capacities and policies. See the subhead **Educational Technology Committee** and footnote 20 in 2:150-AP, *Superintendent Committees*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

[PRESSPlus 4.](#) Updated to align with Illinois statute. **Issue 108, November 2021**

[PRESSPlus 5.](#) Boards that want their daily physical education requirement to align with their goal in policy 6:50, *School Wellness*, may replace "minimum of three days per five-day week" with their local daily requirements. If the board adopts changes to this policy's physical education requirement, enter the change, and use the save status "Adopted with Additional District Edits." **Issue 108, November 2021**

[PRESSPlus 6.](#) Required by the Comprehensive Health Education Program law (105 ILCS 110/3). More detailed critical health problems and comprehensive health education program content is described in administrative procedure 6:60-AP1, *Comprehensive Health Education Program*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

[PRESSPlus 7.](#) *Evidence-informed per Erin's Law* means modalities that were created utilizing components of evidence-based treatments or curriculums. 105 ILCS 5/10-23.13(a), added by P.A. 102-610. Contrast with National Sex Education Standards (NSES) at 105 ILCS 5/27-9.1a(a), added by P.A. 102-552, which defines an *evidence-informed program* as "a program that uses the best available research and practice knowledge to guide program design and implementation." **Issue 108, November 2021**

[PRESSPlus 8.](#) 105 ILCS 110/3 and 105 ILCS 5/10-23.13, amended by P.A. 102-610 a/k/a *Erin's Law* (child sexual abuse prevention). While 105 ILCS 5/10-23.13(b) states pre-K through 12th, this policy uses *all grades* for brevity and ease of administration. *Erin's Law* requires a policy addressing child sexual abuse prevention and curriculum content on that subject (see policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*). A sentence in 6:60-AP1, *Comprehensive Health Education Program*, restates the basic recommendations from page 16 of the *Erin's Law* Taskforce Final Report (Report) to Governor Quinn at: [www.isbe.net/Documents/erins-law-final0512.pdf](http://www.isbe.net/Documents/erins-law-final0512.pdf), which was the basis for HB 1975 text,

which did not pass in the first half of the 102nd Ill. General Assembly but is used as the basis for sample content to implement P.A. 102-610 due to that Public Act's vagueness. The professional educator training component of *Erin's Law* is addressed in policies 5:90, *Abused and Neglected Child Reporting* and 5:100, *Staff Development Program*. The Report also encouraged parental involvement because parents play a key role in protecting children from child sexual abuse. **Issue 108, November 2021**

[PRESSPlus 9](#). Updated in response to 105 ILCS 5/27-22(e)(3.5), added by P.A. 101-654. At the time of **PRESS** Issue 108's publication, no definition or further information from ISBE existed about what *computer literacy* means. A common sense approach presumes the term includes those concepts carved out of computer science, such as everyday use of computers, keyboarding, accessing the Internet, etc. **Issue 108, November 2021**

[PRESSPlus 10](#). Updated in response to 105 ILCS 5/27-20.08, added by P.A. 102-55. *Media literacy* means the ability to access, analyze, evaluate, create, and communicate using a variety of objective forms, including, but not limited to, print, visual, audio, interactive, and digital texts. **Issue 108, November 2021**

[PRESSPlus 11](#). Updated in response to 105 ILCS 5/27-23.15(b), added by P.A. 101-654. Optional until fall 2023. **Issue 108, November 2021**

[PRESSPlus 12](#). Updated in response to 105 ILCS 5/27-21, amended by P.A. 102-411. **Issue 108, November 2021**

[PRESSPlus 13](#). Updated in response to 105 ILCS 5/27-20.4, amended by P.A. 101-654. **Issue 108, November 2021**

[PRESSPlus 14](#). Updated in response to 105 ILCS 5/27-20.8, added by P.A. 102-44. The regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate] will monitor districts' compliance with this law during the annual compliance review visits. Districts may meet this law's requirements through online programs or courses. **Issue 108, November 2021**

# *Document Status: 5-Year-Review - Needs Review*

## **STUDENTS**

### **7:30 Student Assignment**

Homeless children shall be assigned according to policy 6:140, Education of Homeless Children. [PRESSPlus1](#)

#### Class Assignments

The Building Principal or designee shall assign students to classes.

#### LEGAL REF.:

[105 ILCS 5/10-21.3](#), [5/10-21.3a](#), and [5/10-22.5](#).

CROSS REF.: 4:170 (Safety), 6:15 (School Accountability), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

ADOPTED: April 20, 2009

REVIEWED: October 21, 2013

#### **PRESSPlus Comments**

[PRESSPlus 1](#). McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq. and Ill. Education for Homeless Children Act, 105 ILCS 45/. **Issue 108, November 2021**

## *Document Status: Draft Update*

### STUDENTS

#### **7:60 Residence**

##### Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student. The administration may require proof of residence and legal custody.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or ~~Power of Attorney~~ affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within ~~60 days~~ six months <sup>PRESSPlus1</sup> after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

##### Requests for Nonresident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Board of Education may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

### Tuition

Non-resident pupils attending the schools of the District for less than the school term shall have their tuition apportioned, however, pupils who become non-resident during a school term shall not be charged tuition for the remainder of the school term in which they become non-resident pupils.

For non-resident students who enroll before or during the first semester, an installment payment equal to one-half of the total tuition due shall be paid at the beginning of the first semester or at the time the non-resident student registers with the District. The remaining tuition amount shall be paid at the beginning of the second semester.

For non-resident students who enroll during the second semester, the total tuition amount for the remainder of the school year shall be paid at the time the student registers with the District.

### Admission of Nonresident Students Pursuant to an Agreement or Order

Non-resident students may attend District schools pursuant to whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

### Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board of Education policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

### Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board of Education shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific

reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, [105 ILCS 5/10-20.12b](#).

### Delayed Residency

It is the intent of the District to provide an opportunity for parent(s)/guardian(s) who are moving into the District during the first (60) school days of the school year to enroll their child(ren) at the beginning of the school year, even though residency will not be established by the first day of school. This policy does not create a tuition-paying system for student(s) who live outside the District, and is available only to those families that meet the conditions established herein.

Upon the Superintendent's or designee's approval of the application of the parent(s)/guardian(s) of a non-resident student(s) who have taken steps indicating a desire and intention to move into the District, such parent(s)/guardian(s) may, upon fulfilling the requirements herein contained, be permitted to enroll the prospective student(s) in the District schools upon depositing with the Business Office an advance monetary guarantee amount as set forth herein.

To be eligible for enrollment, the parent(s)/guardian(s) must submit the following documentation to verify that the family reasonably expects to have established a residence, within the District, into which they will be moving prior to the end of the first sixty (60) school days of the school year:

- 1a. Home purchase contract including set guaranteed confirmation for occupancy date that falls during the first sixty (60) school days of the school year, or;
- 1b. If new construction, the parent(s)/guardian(s) must also provide written verification from the contractor/builder regarding closing date of the purchase and transfer of title and occupancy that falls during the first sixty (60) school days of the school year, or;
- 1c. Executed rental agreement including verification date for beginning of the lease (must be before the end of the first sixty (60) school days and continuing to at least the end of the current school year; and
2. Written authority for the District to contact the representative of the Seller, Landlord, or Contractor/Builder who will be contacted for confirmation before any approval.

If the parent(s)/guardian(s) cannot submit proof that they will be moving into the District by the last day of the first sixty (60) school days, early entrance is not an option and will not be approved.

If the proposed early entrance is approved, the parent(s)/guardian(s) shall, for each enrolled child, submit to the District, in the form of a Cashier's Check or Credit Card Authorization Form, a guarantee deposit in the amount of one-third (1/3) of the yearly tuition charge per student, as documented in the District's most recent Annual Financial Report, applicable to the first sixty (60) school days, which will be deposited and held by the District until the end of the first sixty (60) school days. If a credit card is utilized for the deposit, a non-refundable 2% processing fee will be charged to the parent(s)/guardian(s). The parent(s)/guardian(s) will also sign an Agreement that the District will return the deposit, but not the processing fee, if the family permanently moves in to the designated residence within the first sixty (60) school days, but if residency is not established during that time, the deposit will be forfeited and the District will permanently retain the funds.

The continuation of the student(s) in the District for the second sixty (60) school days of the school year will be contingent upon the Superintendent or designees approval of the documentation that the family will establish residency in the District during the second sixty (60) days of the school year and a deposit of a similar Cashier's Check or Credit Card Authorization Form with the District, subject to similar conditions noted above, for one-third (1/3) of the yearly tuition charge per student, applicable to the second sixty (60) school days of the school year. If a credit card is utilized for the deposit, a non-refundable 2% processing fee will be charged to the parent(s)/guardian(s). The parents will sign an Agreement that the District will return the deposit, but not the processing fee, if the family permanently moves in within the second sixty (60) school days of the school year, but if the residency is not established during that time, the deposit will be forfeited and the District will permanently retain the funds.

The continuation of the student(s) in the District for the third sixty (60) school days of the school year will be subject to the same conditions as outlined for the first and second sixty (60) school days.

#### LEGAL REF.:

~~McKinney-Vento Homeless Assistance Act~~, 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

105 ILCS 5/10-20.12a, 5/10-20.12b, ~~and 5/10-22.5~~, and 5/10-22.5a.

105 ILCS 45/, Education for Homeless Children Act ~~and 70/~~.

105 ILCS 70/, Educational Opportunity for Military Children Act.

23 Ill.Admin.Code §1.240.

Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High Sch., Dist. 200, 601 N.E.2d 1264 235 Ill.App.3d 652 (Ill.App.1, 5th Dist. 1992).

Joel R. v. Board of Education of Manheim School District 83, ~~686 N.E.2d 650~~292 Ill.App.3d 607 (~~Ill.App.1, 1st Dist.~~ 1997).

Kraut v. Rachford, ~~366 N.E.2d 497~~51 Ill.App.3d 206 (~~Ill.App.1, 1st Dist.~~ 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

~~ADOPTED: January 23, 2017~~

### **PRESSPlus Comments**

[PRESSPlus 1](#). 105 ILCS 5/10-22.5a(a-5), amended by P.A. 102-126. **Issue 108, November 2021**

# *Document Status: Draft Update*

## STUDENTS

### **7:70 Attendance and Truancy**

#### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, [PRESSPlus1](#) including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), [PRESSPlus2](#) observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe. [PRESSPlus3](#)

#### Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified. A student may be excused, at the Superintendent's

or designee's discretion, when: (1) the student has a last period study hall, (2) the parent/guardian provides written permission, (3) the student's employer provides written verification of employment, (4) the student provides evidence of a valid work permit, or (5) other reason deemed justifiable by the Superintendent or designee.

2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in [105 ILCS 5/26-2a](#).
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:[PRESSPlus4](#)
  1. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  2. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that out-of-school suspensions, expulsions, or court action, shall not be taken against a truant minor for his or her truancy unless available

supportive services and other school resources have been provided to the student.

13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for a 17 year old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

#### LEGAL REF.:

[105 ILCS 5/26-1 through 18a](#).

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

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

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

#### **PRESSPlus Comments**

[PRESSPlus 1](#). Updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406, which prohibits schools from requiring students excused for religious reasons to submit a written excuse after returning to school. **Issue 108, November 2021**

[PRESSPlus 2](#). 105 ILCS 5/26-1 and 5/26-2a, amended by P.A.s. 102-266 and 102-321. A student may be absent for mental or behavioral health for up to five days without providing a medical note, and the student must be given an opportunity to make up any missed school work. *Medical note* is not defined, but the same portion of the statute discusses a student's inability to attend school due to a disability being certified by an Illinois licensed physician, chiropractic physician, advanced practice registered nurse, or physician assistant; presumably any of these individuals could provide a *medical note*. After the second mental health day used, the student may be referred to the appropriate

school support personnel. See policy 7:250, *Student Support Services*. **Issue 108, November 2021**

[PRESSPlus 3](#). 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-471, requires a written policy related to absences and missed homework or classwork assignments as a result of or related to a student's pregnancy. It makes sense to apply such a policy to all students who are absent for a valid cause. **Issue 108, November 2021**

[PRESSPlus 4](#). 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-157, requires the incorporation of provisions relating to chronic absenteeism in accordance with 105 ILCS 5/26-18. 105 ILCS 5/26-18 requires districts to collect and review chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. 105 ILCS 5/26-18(c). **Issue 108, November 2021**

## Document Status: Draft Update

### STUDENTS

#### **7:80 Release Time for Religious Instruction/Observance**

A student shall be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, or for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day. The student's parent/guardian must give notice to the Building Principal or designee before the student's anticipated absence(s). ~~This notice shall satisfy the District's requirement for a written excuse when the student returns to school.~~ [PRESSPlus1](#)

The Superintendent or designee shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons ~~and include a list of religious holidays on which a student shall be excused from school attendance,~~ including how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

#### LEGAL REF.:

~~Religious Freedom Restoration Act, 775 ILCS 35/.~~

105 ILCS 5/26-1 and 5/26-2b.

775 ILCS 35/, Religious Freedom Restoration Act.

CROSS REF.: 7:70 (Attendance and Truancy)

~~ADOPTED: October 23, 2017~~

#### **PRESSPlus Comments**

[PRESSPlus 1](#). Updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406. Schools cannot require students who are excused for religious reasons to submit a written excuse after returning to school. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **BOARD OF EDUCATION**

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

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

##### President

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

1. Preside at all regular and closed meetings other than committees;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, subject to Board consensus;
4. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
5. Call special meetings of the Board;
6. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act; and
7. Administer the oath of office to new Board members; and
8. Ensure that the fingerprint-based criminal history records information checks and/or screenings required by State law and policy 5:30, Hiring Process and Criteria, are completed for the Superintendent. [PRESSPlus1](#)

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

The Vice President fills a vacancy in the Presidency.

##### Vice President

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

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

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

### Secretary

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

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

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

### Recording Secretary

The Board shall appoint a Recording Secretary for a one year term:

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

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

## Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a one-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

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

LEGAL REF.:

[5 ILCS 120/7](#) and [420/4A-106](#).

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, [5/10-21.9](#), and [5/17-1](#), and [5/21B-85](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (Board of Education Meeting Procedure)

## **PRESSPlus Comments**

[PRESSPlus 1](#). The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105 ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department. For more information, see the subhead entitled Screening in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and the subhead entitled Investigations in policy 5:30, *Hiring Process Criteria*. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **BOARD OF EDUCATION**

#### **2:120 Board Member Development**

The Board of Education desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

#### **Mandatory Board Member Training**

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, ~~and~~ fiduciary responsibilities.
2. ~~and (b)~~ Beginning in the fall of 2023, each Board Member must complete training for trauma-informed practices for students and staff within the first year of his or her first term. [PRESSPlus1](#)
3. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
4. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall post on the District website the names of all Board members who have completed the professional development leadership training described in number 1, above.

## Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., *Senate Bill 100 training topics*.

## Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement.

## New Board Member Orientation

The orientation process for newly elected or appointed Board members includes:

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of Board of Educations.

## Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.:

[5 ILCS 120/1.05](#) and [120/2](#).

[105 ILCS 5/10-16a](#) and [5/24-16.5](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Compensation; Expenses), 2:200 (Types of Board of Education Meetings)

### **PRESSPlus Comments**

[PRESSPlus 1](#). 105 ILCS 5/10-16a, amended by P.A. 102-638. See 105 ILCS 5/10-16a(b-5) for the required and recommended elements of the training regarding trauma-informed practices. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **BOARD OF EDUCATION**

#### **2:260 Uniform Grievance Procedure**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the [State](#) or federal [Constitution](#), State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, [42 U.S.C. §12101](#) *et seq.*
2. Title IX of the Education Amendments of 1972, [20 U.S.C. §1681](#) *et seq.*, excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791](#) *et seq.*
4. Title VI of the Civil Rights Act, [42 U.S.C. §2000d](#) *et seq.*
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e](#) *et seq.*
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#); Illinois Human Rights Act, [775 ILCS 5/](#); and Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e](#) *et seq.* (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#)
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act, [42 U.S.C. §2000f](#) *et seq.*
16. Employee Credit Privacy Act, [820 ILCS 70/](#).

#### **Complaint Manager**

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. However, complainants may end informal processes and begin the formal complaint process at any time. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forgo any informal suggestions and/or attempts to resolve the complaint and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

### Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

### Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parents/guardians. The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

### Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement (1) as required by law, or this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

~~The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.~~

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by ~~first class U.S. mail~~ registered mail, return receipt requested, and/or personal delivery <sup>PRESSPlus1</sup> as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the

Superintendent to gather additional information. Within five school business days after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by ~~first class U.S. mail~~ registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

#### Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

#### **Nondiscrimination Coordinator:**

Jen Law, Dir. of Student Services 5211 Center Avenue, Lisle, IL 60532 630/493-8000
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#### **Complaint Managers:**

Jeff Howard, Principal Lisle High School	<del>Mr. David Wilkinson,</del>  <u>Dir. Of Finance</u>
Dave Kearney, Principal Lisle Junior High	
Melissa Payne, Principal Lisle Elementary	

5211 Center Avenue, Lisle, IL  
60532  
630/493-8000

5211 Center Avenue, Lisle, IL 60532  
630/493-8000

LEGAL REF.:

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

20 U.S.C. §1232g, Family Education Rights Privacy Act.

20 U.S.C. §1400, The Individuals with Disabilities Education Act.

20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R. Part 106.

29 U.S.C. §206(d), Equal Pay Act. ~~Age Discrimination in Employment Act,~~

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §791 et seq., Rehabilitation Act of 1973.

29 U.S.C. §2612, Family and Medical Leave Act.

42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act.

42 U.S.C. §2000e et seq., Equal Employment Opportunities Act (Title VII of the Civil Rights Act).

42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

~~Americans With Disabilities Act,~~ 42 U.S.C. §12101 et seq., Americans With Disabilities Act.

~~Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.~~

~~Equal Pay Act, 29 U.S.C. §206(d).~~

~~Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.~~

105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69 5/10-20.75 (final citation pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

5 ILCS 415/10(a)(2), Government Severance Pay Act.

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

~~Illinois Genetic Information Privacy Act, 410 ILCS 513/~~, Ill. Genetic Information Privacy Act.

~~Illinois Whistleblower Act, 740 ILCS 174/~~, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

~~Illinois Human Rights Act, 775 ILCS 5/~~, Ill. Human Rights Act.

~~Victims' Economic Security and Safety Act, 820 ILCS 180/~~, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.

~~Equal Pay Act of 2003, 820 ILCS 112/~~, Equal Pay Act of 2003.

~~Employee Credit Privacy Act, 820 ILCS 70/~~, Employee Credit Privacy Act, 70/10(b), and 70/25.

23 Ill.Admin.Code §§1.240, ~~and 200.40,~~ 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

## **PRESSPlus Comments**

[PRESSPlus 1](#). Optional; using a delivery method that allows the district to verify the date of receipt is a best practice. **Issue 108, November 2021**

# Document Status: Draft Update

## General Personnel

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

#### Definitions

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

**Social media** - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube*.

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

#### Usage and Conduct

All District employees who use personal technology and/or social media shall: [PRESSPlus1](#)

1. Adhere to the high standards for “**Professional and Appropriate Conduct**” ~~appropriate school relationships~~ required by policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, [23 Ill.Admin.Code §22.20](#).
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.

3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting Child Reporting*.
6. Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance ~~Comply~~ with policy 5:130, *Responsibilities Concerning Internal Information*. ~~This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval.~~ For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Building Principals or designee to annually:
  1. Provide their building staff with a copy of this policy.
  2. Inform their building staff about the importance of maintaining high standards in their school relationships.
  3. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.

3. Build awareness of this policy with students, parents, and the community.
4. Ensure that ~~no one for~~ neither the District, nor anyone on its behalf, commits requests of an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the Facebook Password Law ~~employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.~~
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.:

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

~~Ill. Human Rights Act, 775 ILCS 5/5A-102,~~ Ill. Human Rights Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

~~Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20,~~ Code of Ethics for Ill. Educators.

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

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

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

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

~~ADOPTED: October 23, 2017~~

## **PRESSPlus Comments**

[PRESSPlus 1](#). Updated in response to the requirements of districts outlined in 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. For more information about *Erin's Law* requirements, see policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*. See also the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

## *Document Status: Draft Update*

### **General Personnel**

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

##### **Maintenance and Access to Records** [PRESSPlus1](#)

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

**"Agreement Between the Lisle Education Association and the Board of Education Lisle Community Unit School District No. 202 DuPage County, Illinois."**

**"Agreement Between the Classified Employees Association of Lisle and the Board of Education Lisle Community Unit School District No. 202 DuPage County, Illinois."**

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

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

Access to personnel records is available as follows:

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

## Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance<sup>PRESSPlus2</sup>

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent **or designee** shall:<sup>PRESSPlus3</sup>

1. **E**xecute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that the District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law,<sup>PRESSPlus4</sup> **but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.**

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

### LEGAL REF.:

20 U.S.C. §7926.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 46/10, Employment Record Disclosure Act.

820 ILCS 40/, Personal Record Review Act.

23 Ill.Admin.Code §1.660.

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

### **PRESSPlus Comments**

PRESSPlus 1. Subheadings are added for clarity. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. For more information, see the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

[PRESSPlus 3](#). Required by the Elementary and Secondary Education Act (ESEA) (20 U.S.C. §7926). On 6-27-2018, the U.S. Dept. of Education issued a *Dear Colleague Letter* stating that school policies must explicitly state this requirement. See the resources portion for the letter at: [www2.ed.gov/policy/elsec/leg/essa/index.html](http://www2.ed.gov/policy/elsec/leg/essa/index.html).

Consult the board attorney about what “or has probable cause to believe, has engaged in sexual misconduct” means. For guidance, policy 5:90, *Abused and Neglected Child Reporting* defines an “alleged incident of sexual abuse” as an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity. **Issue 108, November 2021**

[PRESSPlus 4](#). Consult the board attorney in these situations for help about what the superintendent may or may not say. Questions exist whether the superintendent says nothing, provides a neutral reference, or whether a *recommendation* could mean positive or negative statements. **Issue 108, November 2021**

# *Document Status: Draft Update*

## General Personnel

### **5:185 Family and Medical Leave**

#### Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act (FMLA). The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, with the year measured by the rolling 12-month period measured backward from the date an employee uses any FMLA leave. Each time an employee takes FMLA leave, the remaining leave entitlement will be any balance of the 12 weeks that was not used during the immediately preceding twelve months.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District may substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave, provided such leave is available for use in accordance with Board policies and rules. [PRESSPlus1](#) In addition, a All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.

2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

### Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,000~~250~~<sup>PRESSPlus2</sup> hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), [38 U.S.C. 4301](#), *et seq.*, or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher.

### Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or

she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

### Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide:  
(a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

### Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

### Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

### Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work. This requirement may be waived by the Superintendent or designee on a case-by-case basis.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

### Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

### LEGAL REF.:

~~Family and Medical Leave Act~~, 29 U.S.C. §2601 et seq., Family and Medical Leave Act; 29 C.F.R. Part 825.

105 ILCS 5/24-6.4.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: January 23, 2017

## **PRESSPlus Comments**

**PRESSPlus 1.** In order to substitute paid leave for FMLA, it must be available for use under the employer's normal leave policies. For example, under 105 ILCS 5/24-6 and sample board policies 5:250, *Leaves of Absence*, and 5:330, *Sick Day, Vacation, Holidays, and Leaves*, an employee may only substitute 30 days of sick leave for birth without providing a medical certification, even if the employee has 100 sick days accrued; only 30 of those days are available for use.

Once an eligible employee communicates a need to take leave for an FMLA-qualifying reason, a district may not delay designating the leave as FMLA leave, and neither the employee nor a district may decline FMLA protection for that leave, even when a collective bargaining agreement requires or allows for such a delay. Further, when a district requires employees to substitute accrued paid leave for FMLA leave, all the benefits and protections that would otherwise apply during the paid leave (such as accrual of seniority) must continue to apply when substituting for FMLA leave. See *DOL Wage and Hour Division Letter FMLA 2019-3-A* (9-10-19), at: [www.dol.gov/sites/dolgov/files/WHD/legacy/files/2019\\_09\\_10\\_3A\\_FMLA.pdf](http://www.dol.gov/sites/dolgov/files/WHD/legacy/files/2019_09_10_3A_FMLA.pdf). **Issue 108, November 2021**

**PRESSPlus 2.** A provision in State law expands eligibility for FMLA leave to school district employees who have been employed by the district for at least 12 months and work 1,000 hours (rather than the federal FMLA's 1,250 hours) in the 12-month period immediately preceding the leave, which effectively makes more educational support personnel eligible for the leave. 105 ILCS 5/24-6.4, added by P.A. 102-335. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **PROFESSIONAL PERSONNEL**

#### **5:220 Substitute Teachers**

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

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

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

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2023<sup>1</sup>, [PRESSPlus1](#), a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board establishes a daily rate of pay for substitute teachers. Upon completion of thirty (30) days of substitute assignments in the District during a school year, the substitute teacher shall be paid an additional sum per day determined by the Board.

Substitute teachers receive only monetary compensation for time worked and no other benefits.

Long term substitute assignments shall be categorized as planned or unplanned. A planned long term substitute assignment is one for which the District has prior knowledge with expectations that the assignment will exceed thirty (30) days in length. An unplanned long term substitute assignment is one for which the duration of the assignment is not known at the outset of the assignment.

A substitute teacher for a long term planned assignment shall be paid at the daily rate based upon placement of the substitute teacher on the appropriate step on the current salary schedule as determined by the Superintendent. The daily rate shall be calculated by dividing the amount of the assigned step on the current salary schedule by one hundred eighty one (181).

For substitute assignments of thirty (30) days or less and long term unplanned assignments, a substitute teacher shall be paid at the regular daily rate for substitute teachers until the tenth (10th) consecutive day of substituting for the same absent teacher in the same instructional program. From the eleventh (11th) day through the thirtieth (30th) day, the substitute teacher shall be paid an additional sum determined by the Board. For days in excess of thirty (30) days, the substitute teacher shall be paid at the daily rate calculated by dividing the base salary amount (BA+0) of the current salary schedule by one hundred eighty one (181).

A record of days worked by each substitute teacher shall be kept in the payroll office.

### Internal Substitutes

## **"Agreement Between the Lisle Education Association and the Board of Education Lisle Community Unit School District No. 202 DuPage County, Illinois."**

### Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Short-term substitutes may teach no more than five (5) consecutive school days for each licensed teacher who is under contract with the Board.

### Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to thirty (30) calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five (5) business days after the employment of a substitute teacher in an emergency situation.

### LEGAL REF.:

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

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

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

## **PRESSPlus Comments**

[PRESSPlus 1](#). Updated in response to P.A. 102-537, changing the date to 7-1-23, previously 7-1-21.

TRS annuitants may return to teach in subject shortage area through 6-30-24, previously 6-30-21. P.A. 102-440. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **PROFESSIONAL PERSONNEL**

#### **5:250 Leaves of Absence**

Sick and Bereavement Leave, Sabbatical Leave, Personal Leave/Religious Leave, Leave of Absence Without Pay, Association Leave, Lobbying Leave, Adoption Leave

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

**"Agreement Between the Lisle Education Association and the Board of Education Lisle Community Unit School District No. 202 DuPage County, Illinois."**

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual contract; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification. [PRESSPlus1](#)

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent or designee may require that the employee provide evidence that the formal adoption or foster care process is underway. [PRESSPlus2](#)

Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, [20 U.S.C. §2601](#) *et seq.*) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

### Parental Leave

The Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed three semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy.

A teacher must request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess.

Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

### Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

### General Assembly

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

### Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

### School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

### Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence, or Other Crime of Violence [PRESSPlus3](#)

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, ~~or~~ gender violence, or any other crime of violence or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, ~~or~~ gender violence, or any other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 ([29 U.S.C. §2601 et seq.](#)).

### Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence

per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in [105 ILCS 5/24-6.3](#), and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in [105 ILCS 5/24-6.2](#).

#### Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

LEGAL REF.:

[10 ILCS 5/13-2.5](#).

[105 ILCS 5/24-6](#), [5/24-6.1](#), [5/24-6.2](#), [5/24-6.3](#), [5/24-13](#), and [5/24-13.1](#).

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Child Bereavement Leave Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

#### **PRESSPlus Comments**

[PRESSPlus 1](#). 105 ILCS 5/24-6, amended by P.A. 102-275, overturned the Illinois Supreme Court's decision in Dynak v. Bd. of Educ. of Wood Dale Sch. Dist. 7, 164 N.E.3d 1226 (Ill. 2020) (finding that a teacher was not entitled to use 30 days of sick leave for birth consecutively before and after an intervening summer break). It is unclear from the language of the statute if an employee can be prohibited from *intermittent* use of 30 working sick days for birth, e.g., such as taking leave once a week). Consult the board attorney for guidance on this issue. **Issue 108, November 2021**

[PRESSPlus 2](#). 105 ILCS 5/24-6, amended by P.A. 102-275. **Issue 108, November 2021**

[PRESSPlus 3](#). Other crime of violence means conduct prohibited by 720 ILCS 5/9

(homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

## Document Status: Draft Update

### INSTRUCTION

#### 6:135 Accelerated Placement Program

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

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; ~~and~~
3. Assessment processes that include multiple valid, reliable indicators; ~~and~~
4. By the fall of 2023, the automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows:<sup>PRESSPlus1</sup>
  1. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
  2. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
  3. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. [PRESSPlus2](#) Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

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

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

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

### **PRESSPlus Comments**

[PRESSPlus 1.](#) Required by 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209, for all districts, including elementary-only districts. Though not explained in the statute, this is likely because State assessments in English language arts, mathematics, and science are required in grades 3 through 8 (105 ILCS 5/2-3.64a-5) and a student's State assessment results may place the student in high school courses. Consult the board attorney about practical implementation issues for an elementary school district, e.g., what to do if the elementary school district does not have a program for students to enroll in high school courses (If the Board has not adopted policy 6:315, *High School Credit for Students in Grade 7 or 8*, the sample can be found at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com).), or if the elementary school district would like to offer advanced coursework not offered by the high school.

A district must provide the parents/guardians of a student eligible for automatic enrollment with the option to instead enroll in alternative coursework that better aligns with the student's postsecondary education or career goals. For a student entering grade 12, the next most rigorous level of advanced coursework in English language arts or mathematics must be a *dual credit course* (as defined in the Dual Credit Quality Act, 110 ILCS 27/5), an *Advanced Placement course* (as defined in the College and Career Success for All Students Act, 105 ILCS 302/10), or an International Baccalaureate course. The same is true for all other subjects, except that the next most rigorous level of advanced coursework may also include an honors class, an enrichment opportunity, a gifted program, or another program offered by the district. 105 ILCS 5/14A-32(a-5),

added by P.A. 101-654 and amended by P.A. 102-209. See 6:135-AP, *Accelerated Placement Program Procedures*, at **PRESS Online. Issue 108, November 2021**

[PRESSPlus 2](#). 105 ILCS 5/14A-32(b)(1), amended by P.A. 101-654, permits, but does not require this notification. **Issue 108, November 2021**

## *Document Status: Draft Update*

### INSTRUCTION

#### **6:180 Extended Instructional Programs**

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Early childhood at-risk program for students in pre-kindergarten.
2. Before-and after-school programs for students in grades K-6.
3. Tutorial program.
4. Outdoor education program.
5. Summer school, whether for credit or not.
6. Independent study, whether for credit or not.
7. Support services and instruction for students who are, or whose parents/guardians are, chemically dependent.
8. ~~Anti-bias education and activities to address intergroup conflict resolution.~~
9. Volunteer Service Credit Program
10. Vocational Academy
11. Advanced vocational training and/or career education program.

#### LEGAL REF.:

105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, 5/10-22.29, 5/10-22.33A, 5/10-22.33B, 5/10-23.2, 5/27-22.1, 5/27-22.3, 5/27-23.6.

105 ILCS 110/3, Comprehensive Health Education Program. and

105 ILCS 433/, Vocational Academies Act.

CROSS REF.: 6:310 (Credit for Alternative Courses and Programs, and Course Substitutions), 6:320 (High School Credit for Proficiency)

ADOPTED: October 23, 2017

# *Document Status: Draft Update*

## **STUDENTS**

### **7:150 Agency and Police Interviews**

The Superintendent or designee shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
  - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
  - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, guidance<sup>PRESSPlus1</sup> counselor, or any other mental health professional) are present during the questioning; and
  - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

#### LEGAL REF.:

105 ILCS 5/10-20.64, 5/22-88.5 (final citation pending)

[55 ILCS 80/](#), Children's Advocacy Center Act.

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

[720 ILCS 5/31-1](#) et seq., Interference with Public Officers Act.

[725 ILCS 120/](#), Rights of Crime Victims and Witnesses Act.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

### **PRESSPlus Comments**

[PRESSPlus 1](#). Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

# Document Status: Draft Update

## STUDENTS

### 7:160 Student Appearance

A student's appearance, including dress and hygiene grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, and safety, and decency. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. [PRESSPlus1 Q1](#) Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance, handling students who dress or groom inappropriately will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

#### LEGAL REF.:

105 ILCS 5/2-3.25 and 5/10-22.25b.

Tinker v. Des Moines Independent Sch. Dist., 89 S.Ct. 733 393 U.S. 503 (1969).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

~~ADOPTED: October 23, 2017~~

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#### Questions and Answers:

\*\*\*Required Question 1. If the board would like to expand upon the law's requirement of race, ethnicity, or hair texture, IASB will amend this sentence as follows: "The District does not prohibit hairstyles or hair textures historically associated with historically associated with race, ethnicity, or hair texture, or any other protected classes under Board policy 7:10, *Equal Educational Opportunities*, including, but not limited to, protective hairstyles such as braids, locks, and twists."

Would the board would like to expand upon the law's requirement of race, ethnicity, or hair texture?

No (default)

Yes.

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#### PRESSPlus Comments

PRESSPlus 1. Required by 105 ILCS 5/10-22.25b, amended by P.A. 102-360, eff. 1-1-22, for recognition under 105 ILCS 5/2-3.25 (*Jett Hawkins Law*). For districts to receive recognition from the Ill. State Board of Education (ISBE), they must provide assurances of compliance with the *Jett Hawkins Law*. This policy's second sentence does that. ISBE will have resource materials on its website by 7-1-22. State or federal law also controls this policy's content. **Issue 108, November**

2021

## *Document Status: Draft Update*

### **STUDENTS**

#### **7:180 Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from [105 ILCS 5/27-23.7](#)

*Bullying* includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. [PRESSPlus1](#)

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, ~~and~~ (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act. [PRESSPlus2](#)

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school ~~guidance~~ [PRESSPlus3](#) counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

## Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

### **Nondiscrimination Coordinator:**

Jen Law, Dir. of Student  
Services  
5211 Center Avenue, Lisle,  
IL 60532  
630/493-8000

#### **Complaint Manager:**

Jeff Howard, Principal Lisle  
High School

Dave Kearney, Principal  
Lisle Junior High

Melissa Payne, Principal  
Lisle Elementary

#### **Anonymous Reporting:**

**Jen Law, Dir. of Student Services**

~~Lisle Junior High~~

~~630.493.8212~~

Dave Wilkinson, Dir. of  
Finance  
5211 Center Avenue.,  
Lisle, IL 60532  
630.493.8000

Lisle High School  
630.493.8366

1. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
2. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

1. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
2. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person ~~student's~~ act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion <sup>PRESSPlus4</sup> with regard to students ~~treated as bullying~~

~~for purposes of determining any consequences or other appropriate remedial actions.~~

3. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have knowingly making a falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provideding knowingly false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
4. The District's bullying prevention and response plan ~~is must be~~ based on the engagement of a range of school stakeholders, including students and parents/guardians.
5. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
6. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation: [PRESSPlus5](#)
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;

2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or

3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

1. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
  - c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - f. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - i. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
2. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
  - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.

- b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

#### LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.

405 ILCS 49/, Children's Mental Health Act.

775 ILCS 5/1-103, Ill. Human Rights Act.

~~105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.~~

23 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: 1:30 (School District Philosophy), 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

#### **PRESSPlus Comments**

[PRESSPlus 1.](#) All definitions are directly from 105 ILCS 5/27-23.7. See also resources from Cyberbullying Research Center, available at: [cyberbullying.org/](http://cyberbullying.org/), and the U.S. School Safety Clearinghouse website at [www.SchoolSafety.gov](http://www.SchoolSafety.gov). **Issue 108, November 2021**

[PRESSPlus 2.](#) Updated in response to 105 ILCS 5/27-23.7(b), amended by P.A. 102-241. **Issue 108, November 2021**

[PRESSPlus 3.](#) Updated in response to P.A. 102-197, changing the term *school*

*guidance counselor to school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

[PRESSPlus 4](#). Consult the board attorney about the potential conflict of 105 ILCS 5/27-23.7(b)(7) (allowance of suspension and/or expulsion of students for reprisal/retaliation against reports of bullying) with 105 ILCS 5/10-22.6(b-20) (districts must resolve threats, address disruptions, and minimize the length (and implementation of) suspensions and expulsions to the greatest extent practicable). For more information, see sample policy 7:200, *Suspension Procedures*, at f/n 8 and sample policy 7:210, *Expulsion Procedures*, at f/ns 11 and 13, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

[PRESSPlus 5](#). All districts must have a policy on bullying, monitor it, review and re-evaluate it, and file it with the Ill. State Board of Education (ISBE) every two years. 105 ILCS 5/27-23.7. See ISBE's *School Policies for Bullying Prevention* at: [www.isbe.net/Documents/Bullying-Prev-Policy-Req.pdf](http://www.isbe.net/Documents/Bullying-Prev-Policy-Req.pdf). **Issue 108, November 2021**

# *Document Status: Draft Update*

## **STUDENTS**

### **7:190 Student Behavior**

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

#### **When and Where Conduct Rules Apply**

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

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

#### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, smoking/vaping and materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted

to attend school or school functions and are treated as though they had alcohol in their possession.

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

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

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.

5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal or designee.
6. Possession of, use, control or transfer of any explosive or incendiary device, including fireworks. This includes any component of an explosive or incendiary device, e.g. schematics or other drawings, ignition agent(s), container(s), wiring, etc., when it is reasonably determined that the component was intended to be used as part of an explosive or incendiary device.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
12. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
17. Being involved with any public school fraternity, sorority, or secret society, by:  
(a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:  
(a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such

notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

### Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. In school suspension and all school activities in accordance with Board Policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from school activities.
12. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
13. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.

14. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in [Article 13A](#) or [13B](#) of the School Code.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

#### Isolated Time Out, Time Out, and Physical Restraint

Disciplinary measures of isolated time out, time out, or physical restraint are only authorized for use as permitted in [105 ILCS 5/10-20.33](#), State Board of Education rules ([23 Ill.Admin.Code §§ 1.280, 1.285](#)), and the District's procedure(s).

School staff members are prohibited from using profane, derogatory or disrespectful language when disciplining a student. Staff members are prohibited from projecting a bullying-type application of the staff's authority.

#### Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code ([18 U.S.C. § 921](#)), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act ([430 ILCS 65/](#)), or

firearm as defined in Section 24-1 of the Criminal Code of 1961 ([720 ILCS 5/24-1](#)).

2. Any explosive or incendiary device, including fireworks. This includes any component of an explosive or incendiary device, e.g., schematics or other drawings, ignition agent(s), container(s), wiring, etc. when it is reasonably determined that the component was intended to be used as part of an explosive or incendiary device.
3. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look alikes* of any firearm as defined above.

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

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

### Re-Engagement of Returning Students

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

### Required Notices

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

### Delegation of Authority

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

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

### Student Handbook

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

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

Incorporated

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

LEGAL REF.:

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

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

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3, and 110/3.10. [PRESSPlus1](#)

105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.

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

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

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

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

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment ), 7:185 (Teen Dating Violence Prohibited), **7:190 (Student Behavior)**, 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), **7:315 (Restrictions on Publications; High Schools)**, 8:30 (Visitors to and Conduct on School Property)

### **PRESSPlus Comments**

[PRESSPlus 1.](#) The Legal References are updated. **Issue 108, November 2021**

# *Document Status: Draft Update*

## **STUDENTS**

### **7:200 Suspension Procedures**

#### **In-School Suspension**

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

#### **Out-of-School Suspension**

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to person(s) or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  1. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  2. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  3. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  4. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and

5. Depending upon the length of the out-of-school suspension, include the following applicable information:
  1. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
    1. A threat to school safety, or
    2. A disruption to other students' learning opportunities.
  2. For a suspension of 4 or more school days, an explanation:
    1. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
    2. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
    3. That the student's continuing presence in school would either:
      1. Pose a threat to the safety of other students, staff, or members of the school community, or
      2. Substantially disrupt, impede, or interfere with the operation of the school.
  3. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services a local mental health agency <sup>PRESSPlus1</sup> to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.:

Goss v. Lopez, 95 S.Ct. 729 419 U.S. 565 (1975).

Sieck v. Oak Park River-Forest High School Sch., 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

105 ILCS 5/10-20.14, 5/10-22.6.

23 Ill.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

~~ADOPTED: August 15, 2016~~

### **PRESSPlus Comments**

[PRESSPlus 1](#). Updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **STUDENTS**

#### **7:240 Conduct Code for Participants in Extracurricular Activities**

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board of Education policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined.<sup>PRESSPlus1</sup> The conduct code shall be reviewed by the Building Principal or designee periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. Failure to comply with the Code of Conduct and Board Policy 7:190, *Student Behavior*, may result in disciplinary measures being taken. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

#### **Performance Enhancing Drug Testing of High School Student Athletes**

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.

LEGAL REF.:

Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021).

Board of Education of Independent School Dist. No. 92 v. Earls, 536 U.S. 822, 122 S.Ct. 2559 (2002).

Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).

Clements v. Board of Education of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985), 478 N.E.2d 1209 (Ill.App.4, 1985).

Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist. 1999), 706 N.E.2d 137 (Ill.App.5, 1999).

Todd v. Rush County Schools, 133 F.3d 984 (7th Cir. 1998).

Veronia School Dist. 475 v. Acton, 515 U.S. 646 (1995).

105 ILCS 5/24-24, 5/27-23.3, and 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:300 (Extracurricular Athletics)

ADOPTED: August 15, 2016

## **PRESSPlus Comments**

[PRESSPlus 1](#). Updated in response to U.S. Supreme Court's 2021 decision in Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021), which involved a student suspended from the cheerleading squad for one year after she posted two vulgar *snaps* on Snapchat while off campus during the weekend. The U.S. Supreme Court held that while schools may have a special interest in regulating some off-campus student speech, e.g., teaching good manners and preventing disruption, here the school's interests were insufficient to overcome the student's interest in free expression, and the one-year suspension violated the student's First Amendment rights. The Court noted that the school's interest in regulation was diminished by the fact that the student's speech did not identify the school, did not target any member of the school community, and was transmitted through a personal cell phone to an audience consisting of her private circle of Snapchat friends. Comments during oral argument suggest the Court was particularly struck by the severity of the discipline issued as well. Careful factual analysis, in consultation with the board attorney, should occur when considering discipline of participants for off-campus activity. See 7:240-AP1, *Code of Conduct for Extracurricular Activities*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

## *Document Status: Draft Update*

### STUDENTS

#### **7:260 Exemption from Physical Education**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. Any student being excused from participating in physical activities for more than 3 consecutive days due to illness/injury may be requested to submit a physician's medical note explaining the absence. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting. [PRESSPlus1](#)

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal or designee to be excused from physical education courses for the

reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

LEGAL REF.:

[105 ILCS 5/27-6](#).

[225 ILCS 60/](#), Medical Practice Act.

[23 Ill.Admin.Code §1.420](#)(p) and [§1.425](#)(d), (e).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (Credit for Alternative Courses and Programs, and Course Substitutions)

### **PRESSPlus Comments**

[PRESSPlus 1](#). Updated in response to 105 ILCS 5/27-6(b-5), added by P.A. 102-405. A note from clergy or a religious leader is unnecessary and should not be requested by a district. **Issue 108, November 2021**

# Document Status: Draft Update

## STUDENTS

### 7:315 Restrictions on Publications; High Schools

#### Definitions [PRESSPlus1](#)

**Libel** means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

**Obscene** means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

***School official*** means a Building Principal or designee.

***School-sponsored media*** means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

**Slander** means the speaking of false statements of fact that seriously harm a living person's reputation.

***Student journalist*** means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

***Student media adviser*** means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

#### School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and ~~the~~ Board of Education policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must: [PRESSPlus2](#)

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in 105 ILCS 5/27-20.08; <sup>Q1</sup>and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute ~~use~~ school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
  1. Commit an unlawful act;
  2. Violate any of the District's policies, including but not limited to (1) its educational mission in policies 1:30, *School District Philosophy* and 6:10, *Educational Philosophy and Objectives*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, *Student Social and Emotional Development*, and 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment* <sup>Q2</sup>or
  3. Materially and substantially disrupt the orderly operation of the school.

~~All school-sponsored media shall comply with the ethics and rules of responsible journalism. The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material~~ Text that fits into numbers one of the four prohibited categories listed (1) through four (4) above, in which case ~~will not be tolerated and school officials~~ the Superintendent or designee and/or student media advisers may review, edit, and or delete such media material before publication or distribution of the media. <sup>Q3</sup>

~~The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.~~

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

## Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital filesMP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital filesCD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., textdata or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, ~~or~~ invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

## Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a

foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

### Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

#### LEGAL REF.:

105 ILCS 5/27-20.08 and 5/27-23.7.

~~Speech Rights of Student Journalists Act,~~ 105 ILCS 80/, Speech Rights of Student Journalists Act.

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).

Hazelwood v. Kuhlmeier, 408 S.Ct. 562/484 U.S. 260 (1988).

Morse v. Frederick, 551 U.S. 393 (2007).

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

~~Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 (1969)~~

~~Morse v. Frederick, 551 U.S. 393 (2007).~~

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (student Behavior), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

~~ADOPTED: January 23, 2017~~

#### Questions and Answers:

\*\*\*Required Question 1. Number 5 in the list is intended to align with the *media literacy* curriculum mandate for students in grades 9 through 12 that starts in the fall of 2022 and is listed at 105 ILCS 5/27-20.08, added by P.A. 102-55, and policy 6:60, *Curriculum Content*. *Media literacy* means the ability to access, analyze, evaluate, create, and communicate using a variety of objective forms, including, but not limited to, print,

visual, audio, interactive, and digital texts. Id. Media literacy instruction must include a component on social responsibility and civics that includes “[s]uggesting a plan of action in the class, school, or community to engage others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason.” Providing opportunity and space for expression of differing opinions in media aligns with and promotes this inclusive dialog.

For boards that provide student journalists more flexibility, IASB will make the following three edits: (1) replace “Student journalists must” with: “Student journalists shall strive to.” (2) amend number 5 to read: “In the use of personal opinions, editorial statements, and/or letters to the editor, determine the need to provide opportunity and space for the expression of differing opinions within the same media to align with the District’s media literacy curriculum mandate in in 105 ILCS 5/27-20”, and (3) delete number 6.

Would the board like to provide student journalists more flexibility?

- No (default)
- Yes (IASB will make the edits described above.)

**\*\*\*Required Question 2.** 105 ILCS 80/15 broadly allows school boards to limit speech that would incite violation of any policy. This policy language follows the statute. Policies most often needing assessment are those that involve a district’s educational mission and philosophy and social appropriateness language for student body’s age(s)/maturity. School officials must be careful to understand that that law is written that student journalists using media to *incite* other students to act a certain way is the exception. Additional text may be added to (1) underscore that 105 ILCS 80/15 does not authorize or protect expression that *incites* students to violate board policies, and (2) reminds students and the community that school officials have many legal obligations to implement and enforce specific board policies and ensure school environments are safe and conducive to learning.

While 105 ILCS 80/20 limits liability of school districts for a student journalist’s expression, except in cases of willful or wanton misconduct, discuss with the board attorney how to balance the rights of student journalists under this law and the other policy implementation duties that face school officials with board policies and laws.

For boards that want to provide additional text to the word-for-word statutory language in their policies, IASB will add to item 4.b:

, including but not limited to (1) its educational mission in policies 1:30, *School District Philosophy* and 6:10, *Educational Philosophy and Objectives*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, *Student Social and Emotional Development* and 7:180 *Prevention of and Response to Bullying, Intimidation, and Harassment*.

Would the board like to provide additional text to the word-for-word statutory language in this policy?

- No (default)
- Yes (IASB will add the text shown above.)

**\*\*\*Required Question 3.** 105 ILCS 80/10 requires school officials to show justification without undue delay before limiting student expression. For boards that want the student media advisor to provide student journalists with written justification prior to limiting materials, insert the following sentence to end the paragraph:

In such cases, the student media adviser will promptly provide the student journalist with a written justification prior to limiting the material.

Does the board want the student media advisor to provide student journalists with written justification prior to limiting materials?

- No (default)
- Yes (IASB will add the sentence shown above.)

### **PRESSPlus Comments**

**PRESSPlus 1.** This policy is updated in response to feedback from the Student Law Press Center, a national non-profit student journalist advocacy group, and from Ill. Council of School Attorneys (ICSA) members. **Issue 108, November 2021**

**PRESSPlus 2.** Consult the board attorney about text that balances the student journalists' rights to have control of their media publications with the board's interests in (a) ensuring differing opinions are published, (b) this Act, and (c) providing student journalists opportunities to apply the upcoming Illinois media literacy curriculum mandates. **Issue 108, November 2021**

# Document Status: Draft Update

## STUDENTS

### 7:340 Student Records

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

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18<sup>7</sup>[PRESSPlus1](#) years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. However, The District will comply with State or federal law with regard to release of an ex-parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student.<sup>2</sup>[PRESSPlus2](#) Upon request, the District discloses school student records without parent/guardian consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent or designee shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the

confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

### Student Biometric Information Collection

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

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

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

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

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

LEGAL REF.:

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

50 ILCS 205/7, Local Records Act.

105 ILCS 5/10-20.12-21b, 5/20.37, 5/10-20.40, and 5/14-1.01 et seq. [105 ILCS 10](#), III. School Student Records Act.

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

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

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

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

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

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

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

### **PRESSPlus Comments**

[PRESSPlus 1](#). 705 ILCS 405/5-905, amended by P.A. 98-61, applies to law enforcement records of minors arrested or taken into custody before their 18th (formerly 17<sup>th</sup>) birthday. **Issue 108, November 2021**

[PRESSPlus 2](#). Updated in response to feedback from PRESS Advisory Board (PAB) members. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **STUDENTS**

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

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

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

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff. The Board designates the Superintendent to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, [105 ILCS 85/](#), amended by P.A. 101-516, eff. 7-1-21.

#### **Definitions**

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

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

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

### Operator Contracts

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

### Security Standards

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

### LEGAL REF.:

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

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

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

[23 Ill. Admin. Code Part 380](#).[PRESSPlus1](#)

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

### **PRESSPlus Comments**

[PRESSPlus 1](#). The Legal References are updated. **Issue 108, November 2021**

**FOR APPROVAL**

**Lisle Community Unit School District 202  
Board of Education Meeting  
February 28, 2022**

**SUBJECT:** Annual review and approval of Policies 6:140 Education of Homeless Children and 7:10 Equal Educational Opportunities

**BACKGROUND DATA:** The District's Title I Plan requires the Board of Education to annually review Board Policy "6:140 – Education of Homeless Children" and Board Policy "7:10 – Equal Educational Opportunities" to ensure that the District meets the needs of the students identified as homeless.

Based on Administrative review, policy 6:140 – Education of Homeless Children reflects current laws and meets the needs of students identified as homeless.

Based on Administrative review Policy "7:10 Equal Educational Opportunities" reflects current law and meets the needs of our student body.

Administration recommends that both policies be adopted as presented

**FINANCIAL IMPACT:** N/A

**RECOMMENDED MOTION:** Administration recommends that Policy 6:140 Education of Homeless Children and Policy 7:10 Equal Educational Opportunities be presented as adopted.

**SUGGESTED MOTION:** The Board of Education recommends that Policy 6:140 Education of Homeless Children and Policy 7:10 Equal Educational Opportunities be presented as adopted.

## **INSTRUCTION**

### **6:140 Education of Homeless Children**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A *homeless child* is defined as provided in the McKinney Homeless Assistance Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter conduct a review as to whether such hardship continues to exist in accordance with State law.

#### **LEGAL REF.:**

McKinney Homeless Assistance Act, [42 U.S.C. § 11431](#) *et seq.*

Ill. Education for Homeless Children Act, [105 ILCS 45/](#).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

Adopted: February 22, 2021

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**Lisle Community Unit School District 202**

## STUDENTS

### **7:10 Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

#### Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to [105 ILCS 5/3-10](#)) and, thereafter, to the State Superintendent of Education (pursuant to [105 ILCS 5/2-3.8](#)).

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

#### LEGAL REF.:

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

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973.

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.

[Good News Club v. Milford Central Sch.](#), 533 U.S. 98 (2001).

[Ill. Constitution, Art. I](#), §18.

[105 ILCS 5/3.25b](#), [5/3.25d\(b\)](#), [5/10-20.12](#), [5/10-20.60](#) (P.A.s 100-29 and 100-163, final citations pending), [5/10-22.5](#), and [5/27-1](#).

[775 ILCS 5/1-101](#) *et seq.*, Illinois Human Rights Act.

[775 ILCS 35/5](#), Religious Freedom Restoration Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

CROSS REF.: 1:30 (School District Philosophy), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 6:10 (Educational Philosophy and Objective) 6:65

(Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:165 (Student Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

Adopted: February 22, 2021

## **Lisle Community Unit School District 202**

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**FOR APPROVAL**

**Lisle Community Unit School District 202  
Board of Education Meeting  
February 28, 2022**

**SUBJECT:** Approval of Updated 2021-2022 Official School Calendars

**BACKGROUND DATA:**

The attached calendar reflects the updated 2021-2022 Official School Calendar due to the use of an “emergency day” on Thursday, February 17, 2022. Consequently, the last day of the school year is Friday, May 27, 2022. No other days are impacted by the use of the emergency day.

**FINANCIAL IMPACT:** None.

**RECOMMENDATION:** Administration recommends approval of the updated 2021-2022 School Calendars as presented.

**SUGGESTED MOTION:** The Board of Education approves the 2021-2022 Official School Calendars as presented.

# 2021-2022 LISLE CUSD 202 OFFICIAL SCHOOL CALENDAR

2/28/2022

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

Jan-22				
M	T	W	T	F
NA	NA	NA	6	7
10	11	12	13	ER
H	18	19	20	21
24	25	^26	27	28
31				1
				17

Aug-21				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
A	I	(18	19	20
23	24	25	26	27
30	31			2
				10

Feb-22				
M	T	W	T	F
	1	2	3	4
7	8	^9	10	11
14	15	16	ED	I
H	22	^23	24	25
28				1
				18

Sep-21				
M	T	W	T	F
		1	2	3
H	7	^8	9	10
13	14	15	16	ER
20	21	^22	23	24
27	28	29	30	4
				21

Mar-22				
M	T	W	T	F
	1	2	3	I
7	8	^9	10	11
14	15	16	17	18
21	22	23	24	25
NA	NA	NA	NA	
				18

Oct-21				
M	T	W	T	F
			1	1
4	5	^6	7	I
H	12	13	14*	15*
18	19	^20	21	22
25	26	27	28	29
				19

Apr-22				
M	T	W	T	F
				NA
4	5	^6	7	8
11	12	13	14	H
18	19	^20	21	22
25	26	27	28	29
				19

Nov-21				
M	T	W	T	F
1	2	^3	4	ER
8	9	10	11	12
15	16	17	18	19
22*	23*	NA	H	NA
29	30			2
				19

May-22				
M	T	W	T	F
2	3	^4	5	6
9	10	11	12	ER
16	17	^18	19	20
23	24	25	26	27
H	ED			
				19

Dec-21				
M	T	W	T	F
		^1	2	3
6	7	8	9	10
13	14	^15	16	17
20	21	22	NA	H
NA	NA	NA	NA	H
				16

Jun-22				
M	T	W	T	F
		ED	ED	ED
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
				0

## STUDENT ATTENDANCE DAYS (176 DAYS)

August 16, 2021 Staff Attendance Day  
 August 18, 2021 First Student Attendance day, full day

May 26, 2022 Last day of school if *no* emergency days are taken, full day  
 June 6, 2022 Last day of school if *all* emergency days are taken, full day

## TEACHER INSTITUTE

August 17, 2021 District Institute Day  
 October 8, 2021 District Institute Day  
 February 18, 2022 District Institute Day  
 March 4, 2022 County Institute Day

## PARENT-TEACHER CONFERENCES

October 14, 2021\* Grades 6-12 2:00 P.M. P/T Conferences  
 October 15, 2021\* Grades 6-12 NO SCHOOL-P/T Conferences

November 22, 2021\* Grades PK-5, 2:30 P.M. P/T Conferences  
 November 23, 2021\* Grades PK-5 NO SCHOOL, P/T Conferences

## EARLY RELEASE DAYS

September 17, 2021 Elementary:  
 November 5, 2021 Junior High:  
 January 15, 2022 High School:  
 May 13, 2022

## EARLY RELEASE TIMES

11:45  
 11:30  
 11:22

## CALENDAR

First school day August 18, 2021  
 Last school day if *no* emergency days are used May 26, 2022

## End of Trimester (K-5) Quarters (6-8) Semester (9-12)

1. November 5 1. October 22 1. December 22  
 2. February 25 2. December 22 2. May 27  
 3. May 27 3. March 11  
 4. May 27 4. May 27

Lisle High School Graduation - Friday, May 27, 2022

## NON-ATTENDANCE DAYS

Thanksgiving Break 11/24/21 - 11/26/21  
 Winter Break 12/23/21 - 01/05/22  
 Spring Break 03/28/22 - 04/01/22  
 Spring Holiday 04/15/22

## LEGAL PUBLIC SCHOOL HOLIDAYS

Independence Day 07/04/21  
 Labor Day 09/06/21  
 Columbus Day 10/11/21  
 Veteran's Day (In Attendance) 11/11/21  
 Thanksgiving Day 11/25/21  
 Christmas Day (Observed) 12/25/21  
 New Year's Day (Observed) 01/01/22  
 M.L. King Day 01/17/22  
 President's Day 02/21/22  
 Memorial Day 05/30/22

## EMERGENCY DAYS (5 Days - if needed)

Emergency Days 05/31/2022 - 06/06/22

## TYPES OF DAYS

Holiday  
 Institute Day  
 Not in Attendance  
 Early Release Days  
 School Begins  
 School Ends  
 Staff Attendance Day  
 Emergency Days  
 High School PLC Early Dismissal Days

## LEGEND

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**FOR ACTION**

**Lisle Community Unit School District 202  
Board of Education Meeting  
February 28, 2022**

**SUBJECT:** Skyward Business Software Renewal Agreement

**BACKGROUND DATA:** In March of 2017, the School District entered into a five year software license agreement with Skyward for business management software. The software encompasses multiple areas of district administration activities including general ledger accounting, accounts payable, payroll, and human resources functions.

On June 30, 2022, the term of our software agreement with Skyward will be expiring. Skyward is offering a 3.8% increase on the renewal that locks in the district license fees for three years effective on July 1, 2022. As a point of comparison, the School Districts previous financial software typically increased the license fee by 5% each year. This amendment is an extension of the original agreement signed with Skyward. Per student pricing for the software is as follows:

<b>Product</b>	<b>Current Price</b>	<b>3-Year Offer</b>	<b>Increase</b>
QM Business Core	\$4.50	\$4.67	
QM Support – Business Suite	\$2.00	\$2.08	
Total	\$6.50	\$6.75	\$.25 (3.8%)

The annual license fee is based on student enrollment and expected to be around \$10,000 resulting in a three year agreement totaling \$30,000. Contracts for the purchase or installation of software are exempt from the bidding requirements. However, since the value of the 3 year contract exceeds \$25,000 the Administration is requesting Board approval before executing the renewal agreement.

**FINANCIAL IMPACT:** The annual cost of \$10,000 will be included in the school district budget for each of the next three fiscal years.

**RECOMMENDATION:** The Administration recommends that the Board approve the amendment extending the Software as a Service Agreement with Skyward for three years.

**SUGGESTED MOTION:** That the Board of Education approve the Software as a Service Amendment with Skyward for three years effective July 1, 2022.



**ATTN: LISLE CUSD 202**

Greetings,

On June 30, 2022, the term of your Software as a Service (SaaS) agreement with Skyward will be expiring. The specific software covered under this agreement is listed on the following page.

As we continue to navigate these unusual times, our goal remains the same: to help you become more efficient and deliver a better experience for your district. Despite all the unplanned challenges that may lie ahead, you can depend on Skyward's rates to remain stable for the next three years while providing reliable, regular enhancements. Our state and federal compliance team will continue to ensure that the release of new updates to the software reflect any changes in your tracking and reporting requirements.

To aid your district budgeting, Skyward is offering a SaaS Renewal that locks in your district license fees for three years effective July 1, 2022. This amendment is an extension of the original agreement signed with Skyward and locks in a discounted rate for three more years. Please execute and return the enclosed SaaS Renewal Amendment by March 15, 2022 to protect your district's budget.

We greatly appreciate your business and look forward to continuing to support your needs for three more years.

Sincerely,  
Skyward Sales Administration Department

*Selection Page follows*



LISLE CUSD 202

Selection Page

Product	<u>3-year offer*</u> FY 2023 through FY 2025 (July 1, 2022 through June 30, 2025)	<u>1-year offer*</u> FY 2023 (July 1, 2022 through June 30, 2023)
<b>QM Business Core</b>	\$4.67	\$5.14
QM Support - Business Suite	\$2.08	\$2.28

All rates presented are per student unless indicated as yearly.

Our district is electing (please check selection):

\_\_\_\_\_ **Three (3) year commitment with guaranteed pricing**  
If the three-year commitment is selected, please sign and return the enclosed Amendment.

\_\_\_\_\_ **One (1) year extension**  
One-year extension selected by:

DISTRICT REPRESENTATIVE:

\_\_\_\_\_ Signature

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

\_\_\_\_\_ Printed Title

\_\_\_\_\_ Date Signed

Please return this selection page and the enclosed Amendment to take advantage of the three-year commitment by **March 15, 2022** to [SalesDepartment@skyward.com](mailto:SalesDepartment@skyward.com)

*\* This renewal offer includes Skyward products only. Any third-party product renewals will continue to be determined by third-party vendors.  
Student counts are gathered from corresponding state website data.*

If you have additional questions, please contact Gannon Harris, your Skyward Account Manager, at 800-236-7274.



**AMENDMENT  
TO  
SAAS HOSTED LICENSE AGREEMENT**

This Amendment to SaaS Software License Agreement ("Amendment") is made and entered into effective on July 1, 2022 (the "Effective Date"), by and between **Skyward, Inc.**, a Wisconsin corporation with its principal offices located at 2601 Skyward Drive, Stevens Point, Wisconsin 54482 ("**Skyward**"), **Integrated Systems Corporation**, a Wisconsin corporation, with its principal offices located at 10325 North Port Washington Road, Mequon, Wisconsin 53092 ("ISCorp"), and **LISLE CUSD 202**, an Illinois K-12 public school ("Customer").

WHEREAS Skyward, ISCorp, and Customer previously entered into a SaaS Hosted Software License Agreement (the "Agreement"); and

WHEREAS, the initial term of said agreement expires on June 30, 2022 and Skyward, ISCorp, and Customer wish to extend the term of the Agreement for an additional three (3) years.

NOW, THEREFORE, Skyward, ISCorp, and Customer hereby amend the terms and conditions of the agreement to extend the term of the Agreement for an additional three (3) calendar years commencing immediately following the expiration of the initial term. The annual per student license fee for each of the three (3) calendar years of the extended term shall be as follows:

<b>Product</b>	<b><u>3-year offer*</u> FY 2023 through FY 2025 (July 1, 2022 through June 30, 2025)</b>
<b>QM Business Core</b>	<b>\$4.67</b>
QM Support - Business Suite	\$2.08

***All rates presented are per student unless indicated as yearly.***

Skyward, ISCorp, and Customer hereby ratify and approve of the remaining terms and conditions of the Agreement as amended by this Amendment, and the Agreement shall continue in full force and effect, as amended by this Amendment.

Customer acknowledges commitment for the entire three (3) year term referenced above. In the event Customer voluntarily terminates the Agreement prior to the expiration of the above referenced three (3) year term, then Customer shall be responsible for the remaining license fees due to Skyward pursuant to this Amendment. Provided, however, the foregoing shall not apply in the event the Agreement is terminated by Customer as a result of a default by Skyward.

*Signature Page follows*



LISLE CUSD 202

**AMENDMENT  
TO  
SAAS HOSTED LICENSE AGREEMENT**

The undersigned have hereby agreed to the terms and conditions of this amendment as of the date first above written.

CUSTOMER:

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date Signed

SKYWARD, INC.:

\_\_\_\_\_  
Signature

Tom King

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

Vice President of Sales & Marketing

\_\_\_\_\_  
Printed Title

01/01/2022

\_\_\_\_\_  
Date Signed

INTEGRATED SYSTEMS CORPORATION

\_\_\_\_\_  
Signature

Jeff Zillner

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

VP Operations

\_\_\_\_\_  
Printed Title

01/01/2022

\_\_\_\_\_  
Date Signed

**FOR ACTION**

**Lisle Community Unit School District No. 202  
Board of Education Meeting  
February 28, 2022**

**SUBJECT:** Audit Services Proposal and FY2023 Audit Engagement Letter

**BACKGROUND DATA:** The School District has utilized Lauterbach & Amen, LLP (L&A) to perform the independent financial audit of the School District for the last three years. L&A was selected as the independent auditor back in June 2019 as part of the Audit Services RFP process.

With the conclusion of the initial three year period, L&A is proposing a three year extension. The proposal includes no increase for the FY2023 audit and then increases of \$700 for each of the next two years. The amounts reflected below are for the basic audit services required annually over the last five fiscal years along with the current proposal.

	<u>Cost</u>	<u>Increase</u>
FY2017 Audit	\$22,355	0.7%
FY2018 Audit	\$22,825	2.1%
FY2019 Audit*	\$23,000	0.8%
FY2020 Audit^	\$25,600	11.3%
FY2021 Audit	\$26,200	2.3%
FY2022 Audit	\$26,200	0.0%
FY2023 Audit	\$26,900	2.7%
FY2024 Audit	\$27,600	2,6%

\* Transitioned from Mathieson, Moyski, Austin & Co., LLP to Lauterbach & Amen, LLP

^ Transitioned to accrual basis financial audit

Attached in BoardBooks is the Audit Engagement Letter from Lauterbach & Amen, LLP to perform the independent financial audit of the School District for Fiscal Year 2023. The engagement letter reflects audit services for financial statements prepared using the accrual basis of accounting for the year ended June 30, 2022.

**FINANCIAL IMPACT:** There is no increase from the FY2021 audit to the FY2022 audit. The amount will be included in the Fiscal Year 2023 budget. Subsequent increases of \$700 for the annual audit fee will be included in the Fiscal Year 2024 and Fiscal Year 2025 budgets.

**RECOMMENDATION:** The Administration recommends that the Board of Education accept the three year auditing services proposal from Lauterbach & Amen, LLP and corresponding Audit Engagement Letter for auditing services performed on the accrual basis of accounting for the year ending June 30, 2022.

**SUGGESTED MOTION:** That the Board of Education accept the auditing services proposal from Lauterbach & Amen, LLP to perform the required audit services for three years, completing the FY2022, FY2023, and FY2024 audits. The Board of Education also accepts the Audit Engagement Letter from Lauterbach & Amen, LLP to perform the required audit services for the year ended June 30, 2022 using the accrual basis of accounting for a total cost of \$26,200.



January 12, 2022

Members of the Board of Education  
Lisle Community Unit School District No. 202  
Lisle, Illinois

We are pleased to confirm our understanding of the services we are to provide the Lisle Community Unit School District No. 202, Illinois for the year ended June 30, 2022. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited: management's discussion and analysis, the budgetary comparison schedules, and GASB-required pension and other postemployment benefit (OPEB) reporting.

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements: combining and individual fund statements and budgetary comparison schedules, and other information listed as supplemental schedules.

### *Audit Objectives*

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and Government Auditing Standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

### *Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit*

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, Government Auditing Standards do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

*Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit – Continued*

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning: management override of controls, improper revenue recognition, increased regulations by oversight bodies or granting agencies, and general or local economic challenges. Planning for this engagement has not concluded and is subject to change.

*Audit Procedures – Internal Controls*

Our audit will include obtaining an understanding of the District and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

*Audit Procedures – Internal Controls – Continued*

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, Government Auditing Standards, and the Uniform Guidance.

*Audit Procedures – Compliance*

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the District's compliance and requirements applicable to each of its major programs in our report on compliance issued pursuant to Uniform Guidance.

*Other Services*

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, related notes, and required audit adjustments, if any, of the District in conformity with U.S. generally accepted accounting principles and Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

*Responsibilities of Management for the Financial Statements and Single Audit*

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

*Responsibilities of Management for the Financial Statements and Single Audit – Continued*

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be made available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date of schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

*Responsibilities of Management for the Financial Statements and Single Audit – Continued*

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferable from senior management, who with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

*Engagement Administration, Fees, and Other*

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collections Form and the reporting package must be submitted within the earlier of 30 days after the receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

*Engagement Administration, Fees, and Other – Continued*

The audit documentation for this engagement is the property of Lauterbach & Amen, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the cognizant agency or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lauterbach & Amen, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the cognizant agency, oversight agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fees for the June 30, 2022 audit will be \$26,200.

The District agrees that during the term of this agreement and for a period of twelve months thereafter, the District shall not solicit, or arrange an employment contract with personnel of Lauterbach & Amen, LLP. Violation of this provision shall, in addition to other relief, require the District to compensate Lauterbach & Amen, LLP with one hundred percent of the solicited person's annual compensation.

*Reporting*

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Education of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The Government Auditing Standards report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose

Lisle Community Unit School District No. 202, Illinois  
January 12, 2022  
Page 9

We appreciate the opportunity to be of service to the Lisle Community Unit School District No. 202, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Cordially,

*Lauterbach & Amen, LLP*

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Lisle Community Unit School District No. 202, Illinois.

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

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

**LISLE COMMUNITY UNIT SCHOOL DISTRICT #202**  
**FINANCIAL REPORT**  
**January 2022**

	Total All Funds	Educational	Operations & Maintenance	Debt Services	Transportation	IMRF/Social Security		Capital Projects	Working Cash	Tort
						IMRF	Social Security			
<b>BEGINNING FUND BALANCE</b>										
w/o STUDENT ACTIVITY FUNDS	19,784,067.95	10,560,729.31	1,108,228.32	1,179,071.51	2,409,079.26	233,247.49	279,273.35	3,205,227.47	809,211.24	0.00
<b>REVENUES</b>										
JULY	16,892,618.57	14,071,368.94	1,505,457.27	266,034.36	571,203.30	231,598.40	242,031.29	45.28	2,445.58	2,434.15
AUGUST	4,095,753.07	3,417,330.07	363,028.87	62,531.14	140,357.23	54,430.91	56,883.28	36.80	582.73	572.04
SEPTEMBER	11,166,392.70	9,354,569.88	999,048.66	165,266.90	350,208.21	143,869.54	150,354.84	12.83	1,549.77	1,512.07
OCTOBER	2,299,044.39	815,512.57	49,851.38	4,317.20	171,520.17	3,732.80	3,902.72	1,250,098.96	69.47	39.02
NOVEMBER	572,812.28	514,733.20	38,395.06	4,089.37	8,111.74	3,531.58	3,692.57	152.97	68.88	36.91
DECEMBER	553,714.68	511,834.48	24,012.09	2,699.21	10,175.19	2,328.34	2,434.60	159.26	47.18	24.33
JANUARY	837,529.21	609,613.51	9,244.33	4.96	168,577.61	6.89	7.99	50,061.07	12.85	0.00
FEBRUARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MARCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APRIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JUNE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>SUB-TOTAL</b>	<b>36,417,864.90</b>	<b>29,294,962.75</b>	<b>2,989,037.66</b>	<b>504,943.14</b>	<b>1,420,153.45</b>	<b>439,498.46</b>	<b>459,307.29</b>	<b>1,300,567.17</b>	<b>4,776.46</b>	<b>4,618.52</b>
<b>EXPENDITURES</b>										
JULY	1,278,025.88	262,893.56	262,197.00	260,125.00	12,041.64	38,088.00	35,900.00	404,346.53	0.00	2,434.15
AUGUST	2,998,266.40	2,655,824.12	219,840.55	0.00	968.02	39,393.30	36,689.97	44,978.40	0.00	572.04
SEPTEMBER	2,783,818.48	2,256,670.55	237,107.23	0.00	100,362.57	42,661.36	41,174.71	104,329.99	0.00	1,512.07
OCTOBER	4,032,398.18	3,474,052.98	217,101.84	0.00	252,495.05	40,928.49	41,180.80	6,600.00	0.00	39.02
NOVEMBER	2,924,029.43	2,441,122.57	219,533.83	0.00	179,247.45	40,344.04	41,622.73	2,121.90	0.00	36.91
DECEMBER	4,097,214.41	2,321,335.43	202,531.97	1,240,125.00	229,212.98	38,947.67	39,713.03	25,324.00	0.00	24.33
JANUARY	2,950,912.02	2,486,699.68	213,399.57	0.00	172,705.27	35,795.85	40,527.55	1,784.10	0.00	0.00
FEBRUARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MARCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APRIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JUNE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>SUB-TOTAL</b>	<b>21,064,664.80</b>	<b>15,898,598.89</b>	<b>1,571,711.99</b>	<b>1,500,250.00</b>	<b>947,032.98</b>	<b>276,158.71</b>	<b>276,808.79</b>	<b>589,484.92</b>	<b>0.00</b>	<b>4,618.52</b>
<b>ENDING FUND BALANCE</b>										
w/o STUDENT ACTIVITY FUNDS	35,137,268.05	23,957,093.17	2,525,553.99	183,764.65	2,882,199.73	396,587.24	461,771.85	3,916,309.72	813,987.70	0.00
<b>LIABILITIES</b>	67,588.66	7,488.66	60,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>ENDING LIABILITY &amp; FUND BALANCE</b>	<b>35,204,856.71</b>	<b>23,964,581.83</b>	<b>2,585,653.99</b>	<b>183,764.65</b>	<b>2,882,199.73</b>	<b>396,587.24</b>	<b>461,771.85</b>	<b>3,916,309.72</b>	<b>813,987.70</b>	<b>0.00</b>

**LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202**  
**MONTHLY TREASURER'S REPORT**  
**January 31, 2022**

	Total All Funds	Educational	Operations & Maintenance	Debt Services	Transportation	IMRF/Social Security		Capital Projects	Working Cash	Tort
						IMRF	Social Security			
<b>ISDLAF+/PMA - 101 ACCOUNT</b>										
1/1/22 LIQ Beginning Balance (1121)	1,990,167.70	1,377,984.23	148,824.66	9,799.70	153,984.95	23,069.57	26,799.92	206,274.53	43,430.14	-
Monthly Transactions	(2,306,271.02)	(2,005,055.70)	(166,810.80)	2,461.95	(134,020.08)	(30,000.16)	(33,794.69)	50,037.63	10,910.83	-
1/31/22 LIQ Ending Balance (1121)	(316,103.32)	(627,071.47)	(17,986.14)	12,261.65	19,964.87	(6,930.59)	(6,994.77)	256,312.16	54,340.97	-
1/1/22 MAX Beginning Balance (1122)	14,091,917.72	9,757,187.91	1,053,793.00	69,389.47	1,090,331.88	163,350.23	189,764.11	1,460,582.30	307,518.82	-
Monthly Transactions	692,648.73	474,042.31	18.17	1.20	168,550.48	2.82	3.27	50,025.18	5.30	-
1/31/22 MAX Ending Balance (1122)	14,784,566.45	10,231,230.22	1,053,811.17	69,390.67	1,258,882.36	163,353.05	189,767.38	1,510,607.48	307,524.12	-
1/1/22 Investment Beginning Balance (1210)	21,215,190.24	14,689,313.55	1,586,471.01	104,464.90	1,641,479.79	245,921.55	285,687.28	2,198,886.76	462,965.40	-
Monthly Transactions	(499,632.11)	(345,944.37)	(37,362.61)	(2,458.19)	(38,658.06)	(5,791.62)	(6,728.14)	(51,785.84)	(10,903.28)	-
1/31/22 Investment Ending Balance (1210)	20,715,558.13	14,343,369.18	1,549,108.40	102,006.71	1,602,821.73	240,129.93	278,959.14	2,147,100.92	452,062.12	-
<b>Total Ending Balance - 101 Account</b>	<b>35,184,021.26</b>	<b>23,947,527.93</b>	<b>2,584,933.43</b>	<b>183,659.03</b>	<b>2,881,668.96</b>	<b>396,552.39</b>	<b>461,731.75</b>	<b>3,914,020.56</b>	<b>813,927.21</b>	<b>-</b>

**OTHER CASH, DEPOSITS & ACCOUNTS RECEIVABLE**

Imprest Fund (1110)	10,800.00	10,000.00	500.00		300.00					
Flex Spending (1150)	5,000.00	5,000.00								
Deposits (1910)	2,000.00							2,000.00		
Accrued Revenue (1950)	3,035.45	2,053.90	220.56	105.62	230.77	34.85	40.10	289.16	60.49	
1/31/22 Other Cash, Dep. & AR Ending Balance	20,835.45	17,053.90	720.56	105.62	530.77	34.85	40.10	2,289.16	60.49	-
<b>Total Cash, Investments &amp; Deposits</b>	<b>35,204,856.71</b>	<b>23,964,581.83</b>	<b>2,585,653.99</b>	<b>183,764.65</b>	<b>2,882,199.73</b>	<b>396,587.24</b>	<b>461,771.85</b>	<b>3,916,309.72</b>	<b>813,987.70</b>	<b>-</b>

  
 David Wilkinson, Treasurer

2/16/2022  
 Date

**FOR INFORMATION**

**Lisle Community Unit School District 202  
Board of Education Meeting  
February 28, 2022**

**SUBJECT:** Board Code of Conduct and Agreed Upon Norms

**BACKGROUND DATA:** Included in the Board Materials is the October 25, 2021 version of the “Board of Education Code of Conduct and Agreed upon Norms” for the six month review.



## **Code of Conduct and Agreed Upon Norms for Members of the School Board**

Revised October 25, 2021

As a member of my local School Board, I will do my utmost to represent the public interest in education by adhering to the following standards, principles and goals:

1. I will represent all school district constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
  - *I will stay focused on what is best for the whole and for all students.*
  - *I will base my decisions on fact rather than supposition, opinion, or public favor.*
  
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my positions, and will not use my Board membership for personal gain or publicity.
  - *I will be mindful that I am responsible for my public conduct, even when not acting in my capacity as an elected official.*
  - *I will conduct myself in a manner that reflects well on the District and avoid sharing Board information that has not been verified and made public.*
  - *I will understand that I may be perceived as a Board member, rather than as a parent or community member, in any of my communications or actions.*
  
3. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a Board meeting.
  - *I will make requests for Board information through the Superintendent, not to administrative staff, with a copy to the Board president.*
  - *I will not make individual requests for action to the Superintendent or administration.*
  - *I will understand that responses to my requests for information will be shared with all Board members, so that all Board members have the same information.*
  
4. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
  - *I will not be a part of communicating privileged information relating to the District.*
  - *I will not engage in interactive communication with a Board-quorum outside of Board meetings.*
  - *I will not post anything derogatory about District students, District employees, or pending District matters on social media.*

5. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
  - *I will not act or speak on behalf of the Board without the consent of the Board.*
  - *I will speak with one voice and abide by the will of the majority.*
  
6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest and respectful manner honoring the differences of opinion or perspective.
  - *I will express my opinion and respect others' opinions.*
  - *I will strive to avoid redundancy; not monopolize discussions; not interrupt others; stay succinct; pay attention to the speaker; avoid side bar conversations and tangents; minimize personal stories; and use time wisely during Board meetings.*
  - *I will strive to be clear about the intent of my questions and the manner in which they are asked.*
  
7. I will prepare for, attend, and actively participate in School Board meetings.
  - *I will maintain decorum and stay on task during meetings.*
  - *I will be fully prepared for Board meetings and be willing to commit whatever time is needed to the task at hand.*
  
8. I will be sufficiently informed about and prepared to act on specific issues before the Board, and remain reasonably knowledgeable about local, state, national, and global education issues.
  - *I will research and review factual information, so that I am informed on relevant issues.*
  - *I will work to establish performance indicators for college and career readiness and other District Goals and Areas of Focus, in collaboration with administration.*
  - *I will strive to continuously monitor progress towards meeting the District Mission and Goals, by utilizing District progress monitoring tools.*
  
9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
  - *I will follow Board policy and deal appropriately with students, parents, and staff concerns.*
  - *I will not engage audience members in conversation during Board meetings, understanding that Board meetings are "in the public" rather than "for the public."*

10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
- *I will honor a "no surprises" rule for fellow Board members, the Superintendent and administrators at Board meetings, and expect the same in return.*
  - *I will submit questions in advance of Board meetings, whenever possible, and may also ask them during Board meetings.*
  - *I will empower and evaluate the Superintendent's management of the District and leadership of staff.*
11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, such as those sponsored by my state and national school board associations, and encourage my fellow Board members to do the same.
- *I will participate in Board self-evaluations and improve Board effectiveness through utilization of a continuous improvement processes.*
  - *I will participate in relevant Board development and school board learning opportunities.*
12. I will strive to keep my Board work focused on its primary work of clarifying the District purpose, direction and goals, and monitoring District performance.
- *I will govern through Board policies to ensure legal compliance, establish processes, articulate District ends, delegate authority and define operating limits.*
  - *I will stay focused on Board work; i.e., stay in the balcony, define the "what" not the "how," and focus on high-level monitoring data.*
  - *I will ask for what the Board needs to know, rather than what is nice to know.*

CROSS REF.: 1:130 (School District Philosophy), 2:10 (School District Governance), 2:20 (Powers and Duties of the Board of Education), 2:44 (Board of Education Membership), 2:80 -E (Board Member Code of Conduct), 2:105 (Ethics and Gift Ban), 2:120 (Board Member Development), 2:130 (Board-Superintendent Relationship), 2:140 (Communications To and From the Board), 2:140-E (Exhibit: Guidance for Board Member Communications), 2:210 (Organizational Board of Education Meetings), 2:230 (Public Participation at Board Meetings), 3:30 (Chain of Command); 8:10 (Connection with the Community), 8:110 (Public Suggestions and Concerns)

**FOR REVIEW**

**Lisle Community Unit School District 202  
Board of Education Meeting  
February 28, 2022**

**SUBJECT:** Review of 2023-2024 Official School Calendar

**BACKGROUND DATA:**

The proposed 2023-2024 School Calendar reflects a student start date of Thursday, August 17, 2023 with the tentative closing of the school year on Thursday, May 23, 2024. When viewing this draft calendar please note the following:

- Institute Days and School Improvement (early release) days follow a similar schedule and frequency (4 each) as the past few years.
- The Parent Teacher Conference schedule remains unchanged from the past few years.
- Winter break will begin on Monday, December 25th and will conclude on Friday, January 5th. This schedule helps balance student attendance days with 86 days in the first semester and 90 days in the second semester. This balance is a priority for students and staff, especially at the high school.
- Spring break falls in the last week of March.
- If no emergency days are used school will conclude on May 23, 2024. Use of emergency days may extend the calendar to May 31, 2024.

Please note that should the Board decide to amend the calendar for any reason it may be brought back to the Board for discussion and vote.

**FINANCIAL IMPACT:** None.

**RECOMMENDATION:** None.

**SUGGESTED MOTION:** None.

# 2023-2024 LISLE CUSD 202 OFFICIAL SCHOOL CALENDAR

1/27/22

Jul-23					
M	T	W	T	F	
3	H	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					0

Jan-24					
M	T	W	T	F	
NA	NA	NA	NA	NA	0
I	9	10	11	12	4
H	16	^17	18	19	4
22	23	24	25	26	5
29	30	^31			3

Aug-23					
M	T	W	T	F	
	1	2	3	4	0
7	8	9	10	11	0
A	A	I	(17)	18	2
21	22	23	24	25	5
28	29	30	31		4

Feb-24					
M	T	W	T	F	
			1	2	2
5	6	7	8	9	5
12	13	^14	15	ER	5
H	20	21	22	23	4
26	27	^28	29		4

Sep-23					
M	T	W	T	F	
				1	1
H	5	^6	7	8	4
11	12	13	14	ER	5
18	19	^20	21	22	5
25	26	27	28	29	5

Mar-24					
M	T	W	T	F	
				I	0
4	5	6	7	8	5
11	12	^13	14	15	5
18	19	20	21	22	5
NA	NA	NA	NA	NA	0

Oct-23					
M	T	W	T	F	
2	3	^4	5	I	4
H	10	11	12*	13*	4
16	17	^18	19	20	5
23	24	25	26	27	5
30	31				2

Apr-24					
M	T	W	T	F	
1	2	^3	4	5	5
8	9	10	11	12	5
15	16	^17	18	19	5
22	23	24	25	ER	5
29	30				2

Nov-23					
M	T	W	T	F	
		^1	2	ER	3
6	7	8	9	10	5
13	14	^15	16	17	5
20*	21*	NA	H	NA	2
27	28	^29	30		4

May-24					
M	T	W	T	F	
		^1	2	3	3
6	7	8	9	10	5
13	14	^15	16	17	5
20	21	22	23	ED	4
H	ED	ED	ED	ED	0

Dec-23					
M	T	W	T	F	
				1	1
4	5	6	7	8	5
11	12	^13	14	15	5
18	19	20	21	22	5
NA	NA	NA	NA	NA	0

Jun-24					
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	H	20	21	
24	25	26	27	28	

### STUDENT ATTENDANCE DAYS (176 DAYS)

August 14, 2021 New Educator Orientation  
 August 15, 2023 Staff Attendance Day  
 August 17, 2023 First attendance day, full day  
 May 23, 2024 Last day of school if NO emergency days are taken, full day  
 May 31, 2024 Last day of school if ALL emergency days are taken, full day

### TEACHER INSTITUTE

August 16, 2023 Building Curriculum Meetings  
 October 6, 2023 Building Curriculum Meetings  
 January 8, 2024 Building Curriculum Meetings  
 March 1, 2024 County Wide Institute

### PARENT-TEACHER CONFERENCES

October 12, 2023\* Grades 6-12 2:00 P.M. P/T Conferences  
 October 13, 2023\* Grades 6-12 NO SCHOOL - P/T Conferences  
 November 20, 2023\* Grades PK-5, 2:30 P.M. P/T Conferences  
 November 21, 2023\* Grades PK-5 NO SCHOOL - P/T Conferences

### EARLY RELEASE DAYS

September 15, 2023  
 November 3, 2023  
 February 16, 2024  
 April 26, 2024

### EARLY RELEASE TIMES

Elementary: 11:45  
 Junior High: 11:30  
 High School: 11:22

### CALENDAR

First school day August 17, 2023  
 Last school day if no emergency days are used May 23, 2024

### End of Trimester (K-5)

1. November 10  
 2. February 23  
 3. May 23

### Quarters (6-8)

1. October 20  
 2. December 22  
 3. March 15  
 4. May 23

### Semester (9-12)

1. December 22  
 2. May 23

Lisle High School Graduation - Friday, May 17, 2024

### NON-ATTENDANCE DAYS

Thanksgiving Break 11/22/23 - 11/24/23  
 Winter Break 12/25/23 - 01/05/24  
 Spring Break 03/25/24 - 03/29/24

### LEGAL PUBLIC SCHOOL HOLIDAYS - Buildings Closed

Independence Day 07/04/23  
 Labor Day 09/04/23  
 Columbus/Indigenous People's Day 10/09/23  
 Veteran's Day 11/11/23  
 Thanksgiving Day 11/23/23  
 Christmas Day (Observed) 12/25/23  
 New Year's Day (Observed) 01/01/24  
 M.L. King Day 01/15/24  
 President's Day 02/19/24  
 Memorial Day 05/27/24  
 Juneteenth - National Freedom Day 06/19/24

### EMERGENCY DAYS (5 DAYS - if required)

Emergency Days 05/24/2024 - 05/31/2024

### TYPES OF DAYS

Holiday H  
 Institute Day I  
 Not in Attendance NA  
 Early Release Days ER  
 School Begins ( )  
 School Ends )  
 Staff Attendance Day A  
 Emergency Days ED  
 High School PLC Early Dismissal Days ^

**FOR REVIEW**

**Lisle Community Unit School District 202  
Board of Education Meeting  
February 28, 2022**

**SUBJECT:** 2022-2023 Updated School Calendar

**BACKGROUND DATA:**

The updated proposed 2022-2023 School Calendar reflects the following changes:

- August 12, 2022: New Teacher Orientation is now included on the calendar. This provides greater transparency for new educators to District 202.
- November 8, 2022: Election Day (new required school holiday for 2022 only), which bumps the last day of the school year to May 26, 2023. For 260-day employees this will replace one floating holiday (see note below).
- January 9, 2023: Switched this Institute Day with the February 17, 2023 Early Release Day. This change better supports the transition needed for course changes (high school), new enrollments, etc. after winter break.
- April 21, 2023: Moved Early Release day from May 12th to April 21st to better support the final exam schedule at the high school.
- June 19, 2023: Added Juneteenth - National Freedom Day (new required school holiday) to the calendar. This only impacts 260-day employees and will replace the second floating holiday (see note below).

Note regarding floating holidays: a few years ago when the District removed Columbus Day and Veteran's Day as "paid holidays" for 260 day employees, staff was granted two "floating holidays" to make up for the loss of those two days. However, with the required addition of Election Day and Juneteenth Day this will replace the "floating holidays". That said, as of right now Election Day is only for 2022, meaning in 2023 staff will recover one of those floating holidays. This has been presented to the CEAL union and will be finalized during negotiations as it is outlined in Article VI, L "Holiday" language in the CBA.

Administration will bring the 2022-2023 official School Calendar for approval at the March 2022 Board of Education meeting.

**FINANCIAL IMPACT:** None.

**RECOMMENDATION:** None.

**SUGGESTED MOTION:** None.

# 2022-2023 LISLE CUSD 202 OFFICIAL SCHOOL CALENDAR

1/27/22

Jul-22					
M	T	W	T	F	
				1	
H	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
					0

Jan-23					
M	T	W	T	F	
NA	NA	NA	NA	NA	0
I	10	11	12	13	4
H	17	18	19	20	4
23	24	^25	26	27	5
30	31				2
					15

Aug-22					
M	T	W	T	F	
1	2	3	4	5	0
8	9	10	11	A	0
A	I	(17	18	19	3
22	23	24	25	26	5
29	30	31			3
					11

Feb-23					
M	T	W	T	F	
		1	2	3	3
6	7	^8	9	10	5
13	14	15	16	ER	5
H	21	^22	23	24	4
27	28				2
					19

Sep-22					
M	T	W	T	F	
			1	2	2
H	6	^7	8	9	4
12	13	14	15	ER	5
19	20	^21	22	23	5
26	27	28	29	30	5
					21

Mar-23					
M	T	W	T	F	
		1	2	I	2
6	7	^8	9	10	5
13	14	15	16	17	5
20	21	^22	23	24	5
NA	NA	NA	NA	NA	0
					17

Oct-22					
M	T	W	T	F	
3	4	^5	6	I	4
H	11	12	13*	14*	4
17	18	^19	20	21	5
24	25	26	27	28	5
31					1
					19

Apr-23					
M	T	W	T	F	
3	4	5	6	H	4
10	11	^12	13	14	5
17	18	19	20	ER	5
24	25	^26	27	28	5
					0
					19

Nov-22					
M	T	W	T	F	
	1	2	3	ER	4
7	H	9	10	11	4
14	15	^16	17	18	5
21*	22*	NA	H	NA	2
28	29	^30			3
					18

May-23					
M	T	W	T	F	
1	2	3	4	5	5
8	9	^10	11	12	5
15	16	17	18	19	5
22	23	24	25	26)	5
H	ED	ED			0
					20

Dec-22					
M	T	W	T	F	
			1	2	2
5	6	7	8	9	5
12	13	^14	15	16	5
19	20	21	22	23	5
NA	NA	NA	NA	NA	0
					17

Jun-23					
M	T	W	T	F	
			ED	ED	
ED	6	7	8	9	
12	13	14	15	16	
H	20	21	22	23	
26	27	28	29	30	
					0

### STUDENT ATTENDANCE DAYS (176 DAYS)

- August 12, 2022 New Educator Orientation
- August 15, 2022 Staff Attendance Day
- August 17, 2022 First attendance day, full day
- May 26, 2023 Last day of school if NO emergency days are taken, full day
- June 5, 2023 Last day of school if ALL emergency days are taken, full day

### TEACHER INSTITUTE

- August 16, 2022 Building Curriculum Meetings
- October 7, 2022 Building Curriculum Meetings
- January 9, 2023 Building Curriculum Meetings
- March 3, 2023 County Institute

### PARENT-TEACHER CONFERENCES

- October 13, 2022\* Grades 6-12 2:00 P.M. P/T Conferences
- October 14, 2022\* Grades 6-12 NO SCHOOL-P/T Conferences
- November 21, 2022\* Grades PK-5, 2:30 P.M. P/T Conferences
- November 22, 2022\* Grades PK-5 NO SCHOOL, P/T Conferences

### EARLY RELEASE DAYS

- September 16, 2022
- November 4, 2022
- February 17, 2023
- April 21, 2023

### EARLY RELEASE TIMES

- Elementary: 11:45
- Junior High: 11:30
- High School: 11:22

### CALENDAR

- First school day August 17, 2022
- Last school day if no emergency days are used May 26, 2023

### End of Trimester (K-5)

- 1. November 11
- 2. February 24
- 3. May 26

### Quarters (6-8)

- 1. October 21
- 2. December 23
- 3. March 14
- 4. May 26

### Semester (9-12)

- 1. December 23
- 2. May 26

Lisle High School Graduation - Friday, May 19, 2023

### NON-ATTENDANCE DAYS

- Thanksgiving Break 11/23/22 - 11/25/22
- Winter Break 12/26/22 - 01/06/23
- Spring Break 03/27/23 - 03/31/23
- Spring Holiday 04/07/23

### LEGAL PUBLIC SCHOOL HOLIDAYS - Buildings Closed

- Independence Day 07/04/22
- Labor Day 09/05/22
- Columbus/Indigenous Peoples Day 10/10/22
- Election Day 11/08/22
- Veteran's Day (In Attendance) 11/11/22
- Thanksgiving Day 11/24/22
- Christmas Day (Observed) 12/25/22
- New Year's Day (Observed) 01/01/23
- M.L. King Day 01/16/23
- President's Day 02/20/23
- Memorial Day 05/29/23
- Juneteenth - National Freedom Day 06/19/22

### EMERGENCY DAYS (5 DAYS - if required)

- Emergency Days 05/26/2023 - 06/02/23

### TYPES OF DAYS

- Holiday H
- Institute Day I
- Not in Attendance NA
- Early Release Days ER
- School Begins (
- School Ends )
- Staff Attendance Day A
- Emergency Days ED
- High School PLC Early Dismissal Days ^

### LEGEND

- H
- I
- NA
- ER
- (
- )
- A
- ED
- ^

**FOR DISCUSSION**

**Lisle Community Unit School District 202  
Board of Education Meeting  
February 28, 2022**

**SUBJECT:** Freedom of Information Act Request

**BACKGROUND DATA:** The District received Freedom of Information Act request(s) from the following individual(s):

- 1) Ray Sojka
- 2) Ray Sojka
- 3) Ray Sojka

The District will respond to all the request(s) within the required timeline.

**From:** rgsojka@comcast.net <rgsojka@comcast.net>  
**Sent:** Friday, February 4, 2022 3:29 PM  
**To:** 'District 202 FOIA' <district202foia@lisle202.org>  
**Subject:** FOIA Request to Lisle CUSD 202

Dear Lisle CUSD 202 FOIA Officer,

This request is being made under the Freedom of Information Act.

All material presented and/or shared plus any information included in the board packet for the January 26, 2022, Facility Master Planning Committee Meeting

---

January 26, 2022 at 5:30 PM - Facility Master Planning Committee  
**Meeting Type:** Committee (Facility Master Planning Committee)

Thank you,

Ray Sojka

**From:** rgsojka@comcast.net <rgsojka@comcast.net>  
**Sent:** Saturday, February 19, 2022 11:12 AM  
**To:** 'District 202 FOIA' <district202foia@lisle202.org>  
**Subject:** FOIA Request to Lisle CUSD 202

Dear Lisle CUSD 202 FOIA Officer,

This request is being made under the Freedom of Information Act.

All material presented and/or shared plus any information included in the board packet for the February 9, 2022, Facility Master Planning Committee Meeting (see notice below from 202's Board Books)

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February 9, 2022 at 5:30 PM - Board of Education Facility Master Planning Committee Meeting  
**Meeting Type:** Committee (Facility Master Planning Committee)

Thank you,

Ray Sojka

**From:** rgsojka@comcast.net <rgsojka@comcast.net>  
**Sent:** Saturday, February 19, 2022 11:22 AM  
**To:** 'District 202 FOIA' <district202foia@lisle202.org>  
**Subject:** RE: FOIA Request to Lisle CUSD 202

Dear Lisle CUSD 202 FOIA Officer,

This request is being made under the Freedom of Information Act.  
Per the pie chart presented below on the Lisle CUSD 202 website. Please provide the following data breakdown behind the posted survey results.

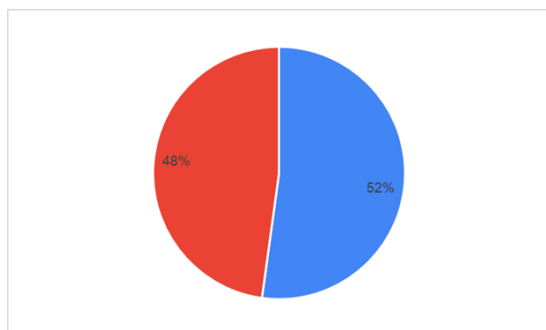
1. For the Staff Survey Responses:
  - a. The number that responded with “required” mask preference.
  - b. The number that responded with “optional” mask preference.
  
2. For the Parent Survey Responses:
  - a. The number that responded with “required” mask preference.
  - b. The number that responded with “optional” mask preference.

## Mask Preference Survey Results

*February 2022*

The pie chart below shows the results of the parent and staff mask preference survey which asked:

*At this time, what is your mask preference based on current COVID-19 levels in Lisle (zip code 60532)*



Required

Optional

Based on a total of approximately 1,200 survey responses.

Thank you,

Ray Sojka

# Superintendent's Report – February 2022

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## Lisle Elementary School

### [Buddy Classrooms](#)

One of our main focuses at Lisle Elementary School is interacting and building a positive school community. As part of this effort, staff brainstormed ways to provide fun activities and ways to make it into each other's classrooms to gain a better understanding of different grade levels. One idea that we have implemented is rotating "buddy classrooms" every two months, instead of sticking with the same group for the whole year as they have done in the past.

We have found our new way of pairing to be a great success! The buddy classrooms have done a range of activities from holiday craft projects, reading to younger students, sharing Social Studies Inquiry projects, science experiments, and helping younger students practice their math skills. Sometimes buddies meet in the classroom and sometimes they meet in the LRC on the stairs so everyone can spread out. All of these activities have been a learning experience for our students as well as our teachers, all while achieving our goal of building a positive school community!

## Lisle Junior High School

### [Pear Deck](#)

Last year, the District purchased PearDeck, an interactive presentation tool used to actively engage students in individual and social learning, to help with remote learning instruction. As we continue to build our instructional tools to incorporate more of a hybrid approach to student interaction and information presentation, this tool continues to be relevant. PearDeck is used in many ways in our classrooms such as to gauge students' agreement with statements as a pre-reading and discussion tool, share student evaluations of different problems in history, and learn vocabulary to describe people and things in world languages.

## Lisle High School

### [National Merit Finalists](#)

This past fall, we celebrated seniors Anna G. and Isabella P. for being recognized as National Merit Semifinalists in the National Merit Scholarship program. This placed them among the top 16,000 students in the country competing to become Finalists and therefore be eligible to receive scholarship money. This past week, we were informed that both Anna and Isabella have become Finalists in the competition, placing them in the top 7,500 students in the nation. In March, the National Merit Scholarship Corporation will begin notifying winners by email. Congratulations to both of these students and their families!

## District

### [Cabaret Night](#)

The 39th Annual (and second VIRTUAL) Cabaret Night showcasing/benefitting our band program across our schools, and produced by the Lisle Band Parent Organization, was held this past Saturday, February 19th. Thank you to all that viewed and participated in our online program. Also, a "big thank you" to those that donated their time, talent, and treasure to again make this event a HUGE success. We look forward to and are planning on a return to an in-person 40th Annual Cabaret Night in February, 2023.

### **District Choral Concert**

Lisle District 202 is pleased to host the return of the District Choral Concert on March 1st. The concert will feature music from our choirs from 4th through 12th grade.

### **Retired Teacher & Coach Named IHSA Wrestling Grand Marshal**

John Ruettiger, retired Lisle 202 teacher and LHS wrestling coach, was named one of the 2022 IHSA Wrestling Grand Marshals at this year's State Wrestling Tournament. Each year the Grand Marshals are honored for their contributions to the sport and to the young men and women who participate in it. Mr. Ruettiger was a teacher in Lisle 202 for 32 years and the Lisle High School wrestling coach for 25 years.

**FOR DISCUSSION**

**Lisle Community Unit School District 202  
Board of Education Meeting  
February 28, 2022**

**SUBJECT:** Facility Master Planning Committee

**BACKGROUND DATA:** The Facility Master Planning Committee met on January 26<sup>th</sup> and February 9<sup>th</sup> to discuss the next steps in developing the Junior High renovations.

Proposed Budget = \$20,000,000

Construction Timeline:

Summer 2023 – 20%

Summer 2024 – 40%

Summer 2025 – 40%

Additional Considerations:

Lisle Elementary School Capacity Concerns:

Tate and Schiesher = 667 students

Current enrollment = 730 students (additional 63 students)

Capacity = 786 student (additional 56 students)

Ensure Junior High Renovations allows for the transition of 5<sup>th</sup> grade in the future

Next steps:

March 15<sup>th</sup> Information about the planning included in District Newsletter

March 16<sup>th</sup> Junior High Staff Planning Meeting #1

April 6<sup>th</sup> Junior High Staff Planning Meeting #2



# **LEND Council Meeting**

**February 25, 2022**

**8:00 a.m.**

**Via Zoom**

Peg Agnos, Executive Director  
Jen Figurelli, Director



## **LEND Executive Committee**

Co-Chair, Dr. Jeff Schuler, CUSD 200

Co-Chair, Ms. Kristin Fitzgerald, Naperville 203

Ms. Nancy Kupka, CSD 99

Mr. Tim Keeley, Addison 4

Mr. Dennis Peterson, Benjamin 25

Mr. John Reiniche, Bloomingdale 13

Dr. Emily Tammaru, CCSD 89



# Agenda

- ❖ Welcome - Kristin Fitzgerald
- ❖ Legislative Report - Peg Agnos, Jen Figurelli
  - Session Update
  - Bills of Interest
  - **Breakout Rooms:**
    - HB5060 (Vella) Changes to Tenure
    - SB932 (Castro) Changes to Open Meeting Act
    - HB3296 (Ness) Career Tech Ed
- ❖ Executive Committee Openings - Kristen Fitzgerald
- ❖ March Council Meeting
- ❖ Member Concerns
- ❖ Adjourn



# SESSION UPDATE



## Session Update

- ❖ Only the House is scheduled to be in Springfield beginning March 2nd.
- ❖ However, both the House and Senate have virtual committees scheduled.
- ❖ The next big deadline is March 25th
  - Bills must pass out of their chamber of origin.
- ❖ Session is still scheduled to adjourn on April 8, 2022.



# **BILLS OF INTEREST**



# Bills of Interest

## HB5032 (Mayfield)/ SB3900 (Lightford) - Right to Read Act

- ❖ Proponents strongly advocate for school districts to adopt an evidence-based reading curriculum centered on phonics.
- ❖ Discussions are on-going and the following issues remain unresolved:
  - The proposal requires candidates for licensure to complete a foundations of reading test. We have asked for a comparison to the current Pearson content test. There may be overlap, and no need for a new test.
  - The legislation requires ISBE to maintain a list of approved evidence-based curriculum on their website. In addition they would be required to offer grants to districts who choose an approved curriculum.
  - We are advocating for the removal of the list. Decisions around curriculum should always be made at the local level.
  - Although the language is not a direct mandate on school districts we are asking for clarifying language in the bill.
- ❖ We will continue to keep you updated.
  - ***Status: Both bills - placed on calendar, 2nd reading***



# Bills of Interest

## HB1167 (Yang Rohr/Belt) - COVID-19 Administrative Leave

- ❖ Agreement reached by Governor and Teachers Unions
- ❖ Employees that are vaccinated or choose to be vaccinated (completing 2 vaccinations) within 5 weeks of the effective date of the legislation receive all benefits.
- ❖ Amendment #2 includes charter schools.
- ❖ Amendment #3 refers to educational support staff and contractual services and clarifies that they will receive their rate of pay and benefits except it does not apply if the day is rescheduled.
  - ***Status: placed on calendar, 2nd reading***



## Bills of Interest

### HB4316 (Mussman) Educator Sexual Misconduct

- ❖ Requires school districts to conduct employee history review of certain applicants for employment. Requires a school district policy under which notice between an educator and a student is provided to the parent or guardian and makes changes to sharing of disciplinary records that are more than 4 years old if information is related to an incident or attempted incident of sexual misconduct.
  - ***Status: 2nd reading; in the House***
  - A full analysis will be provided soon



# Bills of Interest

## **HB448 (Walker) - PTELL School Districts**

- ❖ Amends the Property Tax Extension Limitation Law in the Property Tax Code. Provides that, for levy years 2021 and later, the taxing district's aggregate extension base is the greater of (A) the district's last preceding aggregate extension limit or (B) the district's last preceding aggregate extension, subject to certain adjustments. Provides that the term "aggregate extension limit" means the district's last preceding aggregate extension if the taxing district had utilized the maximum limiting rate permitted without referendum for each of the 3 immediately preceding levy years. Effective immediately.
  - *Placed on calendar, 2nd reading*

## **HB4547 (Burke) School Code Abatement**

- ❖ Amends the School Code. Provides that if a school district approves a property tax relief abatement for a given levy year, then the school district shall file in the office of the county clerk of each county in which a portion of the district is situated a certified copy of the resolution providing for the property tax relief abatement. Provides that the property tax relief abatement is included in the district's aggregate extension base for purposes of the Property Tax Extension Limitation Law.
  - *Placed on calendar, 2nd reading*



## Bills of Interest

### **HB3296 (Ness) - Career Tech Education**

- ❖ Requires a school district to offer a program to prepare students enrolled in grades 6 through 12 for a career and technical education pathway by introducing students to career exploration opportunities that allow students to explore a wide variety of high-skill, high-wage, or in-demand career fields.
  - **Status:** *We are currently drafting an amendment to submit to Representative Ness.*

### **HB5176 (Yednock) Reporting Requirements**

- ❖ Sets forth various limitations on State Board of Education reporting. Removes the requirement that a school district submit a statement of affairs. Requires only the Chicago school district (rather than each school district, charter school, and nonpublic, non-sectarian elementary or secondary school) to file its policy on bullying with the State Board of Education. Repeals provisions concerning a salary and benefit survey and a report of teacher dismissals. Amends the Illinois Pension Code to make corresponding changes. Effective immediately.
  - **Status:** *Amendment is pending*



## Bills of Interest

### SB3093 (Murphy) Transfer Alternate School

- ❖ Provides that school officials shall limit the number and duration of transfers to alternative schools in place of discipline. Requires a school district to create an Alternative School Bill of Rights by which a pupil who is offered a transfer to an alternative school in place of disciplinary action shall be provided with certain information by the appropriate administrator.
  - **Status: Stakeholder meeting scheduled today**

### SB3914 (Loughran Capel) Mental Health Days

- ❖ As amended, the 5 mental health days are included in the current sick leave provision in statute. Employees may now be excused for a mental health reason. Unless contrary to a collective bargaining agreement or board of education or district policy, the board may require notification from a mental health professional as a basis for pay after an absence of 3 days for a mental health reason.
- ❖ The legislation does not expand the 10 sick days currently in statute.
  - **Status: Placed on calendar, 3rd reading**



## Bills of Interest

### SR774 (Lightford)

- ❖ Urges the Performance Evaluation Advisory Council (PEAC) to initiate and complete a research study into the implementation of teacher evaluation in Illinois, gather feedback from stakeholders state-wide, review best practice from other states, and use that research to inform a set of policy recommendations that would address any identified challenges while preserving the core benefits of PERA's robust evaluation system with an interim report to the legislature by December 31, 2022 that includes a full timeline for report creation, including a plan for gathering stakeholder feedback, with a final report to be given to the legislature by December 31, 2023. Further urges the PEAC convene to initiate discussion on this charge by April 30, 2022.
  - ***Status: placed on calendar order of secretary's desk resolutions***



# Breakout Rooms



## Breakout Rooms

- An executive committee member will be your team leader.
- Assignment:
  - Review:
    - HB5060 - Tenure
    - SB932 - Open Meetings Act
    - HB3296 - Career Tech Ed
  - Share:
    - Concerns
    - Suggestions
  - Bring back to full group for discussion



# Executive Committee Opening



# Executive Committee Opening

- We are sad to say goodbye to John Reiniche but wish him the best of luck on his new endeavor.
- Opening
  - Business Manager to serve a two-year term on the LEND Executive Committee. Term expires 2024.
- If you are interested please contact our LEND Co-Chair:
  - Dr. Jeff Schuler, [jeff.schuler@cusd200.org](mailto:jeff.schuler@cusd200.org)
  - Ms. Kristin Fitzgerald, [kfitzgerald@naperville203.org](mailto:kfitzgerald@naperville203.org)



**SAVE THE DATE**

**LEND Council Meeting**

**Friday, March 18, 2022 (3rd Friday)**

**8:00 a.m.**



# Member Concerns



## LEND Office

- Peg Agnos, Executive Director
  - [pegagnos@lend-dupage.org](mailto:pegagnos@lend-dupage.org)
  - Cell: 630-632-2954
  
- Jen Figurelli, Director
  - [jenfigurelli@lend-dupage.org](mailto:jenfigurelli@lend-dupage.org)
  - Cell: 312-451-7278

[www.lenddupage.org](http://www.lenddupage.org)

**LISLE EDUCATION FOUNDATION OF LISLE SCHOOL DISTRICT 202**  
**BOARD OF DIRECTORS MEETING**  
**FEBRUARY 9, 2022 MINUTES**

The meeting of the Board of Directors of the Lisle Education Foundation for the Lisle School District 202 met on Wednesday, February 9, 2022. The meeting was called to order at 12:03 p.m. by Dr. Eric Williams. Also in attendance at the meeting were: Marilyn Buchholz, Dr. Keith Filipiak, Keith Krestan, Eunice McConville (by cell phone), Deb Pawlowicz and Michael Shuta. Absent: Dr. Linda Kotalik, Matt Minnerick, Amish Patel, Jane McGrath and Pamela Ahlmann. Deb Pawlowicz made a motion to approve the November 13, 2021 Minutes, Keith Krestan seconded the motion. All present voted aye.

***Treasurer's Report***

Treasurer's Report was presented by Eunice McConville. Eunice McConville reported that we have a balance of \$175,502.55. Keith Krestan made a motion to approve the Treasurer's Report as presented. Deb Pawlowicz seconded the motion. All present voted aye.

***Grant Applications***

- Grant Application submitted by Emily Novak, French Club sponsor for 18 students to attend Moulin Rouge at the Nederling Theatre in Chicago in April, 2022. After brief discussion, it was voted to pay \$65.50 per ticket, with the student's being responsible for a portion of the ticket, with the exception of families with a financial hardship. Keith Krestan made a motion to approve \$1,179 and an additional \$30 for any family with a financial hardship. Michael Shuta seconded the motion. All present voted aye.

***Golf Outing - 2021 Golf Outing***

- Golf Invite online website has been activated
- Navistar is Event Sponsor
- To date, other sponsors include; Lisle Savings Bank, Interior Systems, Inc.
- Donations received by PCP Wine, Meson Sabika, Naper Settlement, Joliet Slammers
- Save the Date was mailed out in January
- Invitation and Sponsor Information will be mailed out by the end of February to those that have not received an email communication

***Old Business***

- The Lisle Education Foundation sponsored one boys and one girls' basketball game at Lisle Senior High School in January and February. A special thank you to Dr. Eric Williams of Williams Chiropractic Center for donating Jersey Mike's gift cards and sponsoring these events.

***Adjourn***

Marilyn Buchholz made a motion to adjourn the meeting; Keith Krestan seconded the motion. All present voted aye. The meeting was adjourned at 12:31 p.m.

The next meeting will be held on Wednesday, March 9, 2022.

Respectfully submitted,  
Marilyn Buchholz



***SASED Talking Points***  
**Board of Control Meeting**  
**February 23, 2022**

**Officers:**

**Chairperson**—Dr. Matt Rich—District 34

**Vice-Chair**—Mr. Tom Ruggio—District 68

**Secretary**—Dr. Anthony Palmisano—District 45

**Consent Agenda**

The Board of Control conducted the following consent agenda business:

- Approved minutes of the January 26, 2022, open meeting
- Accepted/Approved the Resignations, Retirement and Appointment of Educational Support Personnel and Appointments of Contracted Licensed and Educational Support Personnel as presented
- Accepted the Financial Reports
  - Treasurers Report--January 2022
  - Revenue & Expenditure Reports--January 2022
  - Gross Payrolls--January 2022; \$1,629,956.96
  - Interim Payrolls--January 2022; \$625,626.61
  - Bill List--January 2022; \$1,195,908.21
  - Interim Checks--January 2022; \$476,525.04
- Approved storage container rental
- Approved contract for professional development with Illinois Safe Schools Alliance
- Approved IEMA vaccination clinic agreement
- Approved SOPPAS for:
  - Community HSD 99/Screencastify
  - Everyday Speech, LLC
- Approved destruction of the August 23, 2020 closed session recording

**In Discussion without Action:**

- Executive Director Evaluation—Chairperson Rich asked that members get their evaluation tool to him within the next two weeks.
- Enrollment Update—Dr. McGuffin shared that the total net enrollment increased by two students.
- Board Committee Updates—Dr. McGuffin updated that the protocols committee will meet later in the spring; the policy committee will meet after work with IASB on transitioning policy processes; the finance committee next meets on March 9<sup>th</sup>.

**Discussion with Action**

- Approved FY23 Tuition and Fee rates with 3.5% increase
- Approved intergovernmental agreement with CCSD 89
- Approved Konica Minolta Agreement
- Approved purchase of tokens for Multi-Factor Authentication (MFA)
- Authorized E-rate Agreements and Filings
- Approved Return to Learn Update—Documents/data will be posted and updated on SASED website and sent to District Administrators.
- Adopted TRS Supplemental Savings Plan Resolution

**Next Meeting:** The next meeting of the SASSED Board of Control will be March 23, 2022 at 5:30 p.m.

**The above information is intended to facilitate full communication by the SASSED Board members to their own district Board of Education members. Please do not hesitate to contact me directly if there are any questions about the information provided or if you wish to discuss any of the items.**

**Dr. Mindy McGuffin**



**DUPAGE/WEST COOK BOARD  
BOARD BRIEFS  
3<sup>rd</sup> QUARTERLY MEETING FY22  
February 10, 2022**

**BOARD MEMBERS**

**CHAIRPERSON**

Dr. James Gunnell  
Executive Director, AERO

**VICE CHAIRPERSON**

Jim Nelson, Executive Director  
NDSEC

**SECRETARY**

Dr. Ellie Ambuehl  
Executive Director, LADSE

Dr. Mary Furbush  
Executive Director, CASE

Dr. Danelle Welch  
Executive Director, LASEC

Mr. Michael James  
Executive Director, PAEC

Tammy Prentiss, Superintendent  
SD #86, Representing Hinsdale  
School Districts 86 & 181

Dr. Eboney Lofton, Chief  
Academic & Accountability Office  
Oak Park Elementary SD 97

Elizabeth Dejewski, Director  
Cicero SD 99

Shalema Francois-Blue, Director  
Oak Park River Forest SD 200C

Erica Ekstrom  
Executive Director  
Wheaton/Warrenville SD 200D

Timothy Truesdale, Superintendent  
J.S. Morton High SD 201C

Lisa Xagas  
Assistant Superintendent  
Naperville CUSD 203

Christina Sepiol  
Assistant Superintendent  
Indian Prairie CUSD 204

Dr. Mindy McGuffin  
Executive Director, SASED

**NON-VOTING MEMBERS**

David Dore, Director  
Norridge SD 80  
Susan Piltaver, Director  
Schiller Park SD 81  
Suzanne Bement, Director  
Maywood-Melrose Park-  
Broadview SD 89  
Margaret Turner, Director  
Berwyn North SD 98,  
Representing School Districts  
90,91, 98, 100  
Cynthia Riha, Director  
Oak Lawn-Hometown SD 123  
Dr. Kari Smith, Asst. Supt of  
Student Services  
Elmwood Park SD 401

**PARENT REPRESENTATIVES**

Alana Rybak, VI Parent  
Eva Savickas, DHH Parent

**COORDINATOR**

Dr. Kennedy Strickland-Dixon,  
SASED Director

**TREASURER**

Don Robinson, SASED CSBO

**RECORDING SECRETARY**

Chris Miller

**DHH & Vision Quarterly Overview**

ESY dates and information were discussed. Dates are confirmed as July 5 – July 29, 2022. Student attendance schedule is 8:15-12:15 Monday through Thursday. The DHH Program will have 11 students moving on to high school and 10 students returning to their resident district. New Kindergartners and EC students will be coming into program. DHH activities this quarter consisted of; Hinsdale South HS Holiday Party, Dia de muertos ofrendas, animal presentations, ITDHH conference in March. Ten new students have come into the program and a new staff member was added.

Vision Program reported that its likely they will have 7 new students. Quarterly activities for Vision included: ISVI Goalball Skills Clinic, Leo’s Club Holiday Fundraiser, staff tour of Friedman Place (adult living for Vision population).

The DHH Program at HSHS has 7 students graduating this year. Activities this quarter included: Elf on the Shelf Must Go, JrIAD trips to Chicago and in-school events, Academic Bowl qualified for Regionals, community guest speakers via zoom and in person.

**Enrollment for Low-Incidence Programs**

February 1, 2021	SASED - DHH # of Students EC – 8 <sup>th</sup> Grade	SASED - Vision # of Students EC - Transition	LADSE - DHH # of Students High School/Transition	
DWC Member Districts	50	42	32	19
Non-DWC Member Districts	0	21	6	3
<b>Total</b>	<b>50</b>	<b>63</b>	<b>38</b>	<b>22</b>
	<b>SASED: 113</b>		<b>LADSE: 60</b>	

**2022-2023 Staffing Patterns Summary**

SASED’s projected enrollment in the **Deaf/Hard of Hearing** program for the fall is approximately 35, which is a decrease in enrollment by 15 students. Staff is projected as follows: DHH teachers decrease by 1, class aides will not change, 1:1 aides will decrease by 1, Interpreters will stay the same and OT/PT staff will not increase.

Hinsdale South High School’s **Deaf/Hard of Hearing/Transition** projected enrollment is 47, which is a decrease in enrollment by 10 students. Staff is projected as follows: No change in the teachers, no change in classroom aides and a decrease of 1 for 1:1 aides. Interpreters and OT/PT will stay the same.

SASED’s projected enrollment in the **Vision Impaired** program is 68, which is an increase in enrollment of 5. Staff is projected as follows: A decrease of 0.5 teachers, a decrease of 4 classroom aides and an increase of 5.2 for 1:1 aides.



**DUPAGE/WEST COOK BOARD  
BOARD BRIEFS  
3<sup>rd</sup> QUARTERLY MEETING FY22  
February 10, 2022**

**SASED FY23 Budget Process & Assumptions**

SASED’s goal is to provide excellent services to each student. To retain quality programming, a commitment to measurable student growth and ensure compliance with all students’ IEP needs/requirements and a continued pursuit of efficiencies around class sizes and clustering locations while being mindful of transportation times.

**Assumptions/Revenues -**

Projected increase for FY23 will be at 3.5% for tuition programs, one-to-one staff, school improvement assisted technology and OT/PT.

**Transportation Reimbursement –**

Approximately 2% of the funding for SASED’s tuition and fee programs.

**Evidenced Based Funding –**

Under the EBF funding model SASED receives a hold harmless payment based on the FY16 distribution and uses the same formula to apply those funds to offset DWC programs. Medicaid funds have also been used to offset DWC programs.

**Out of District Fees –**

Non-DWC districts can place students in the Visually Impaired or Deaf /Hard of Hearing programs that SASED operates. We are currently charging a \$5,000 tuition surcharge to non-member districts for students who attend these programs. These fees work toward reducing tuition costs.

**Assumptions/Expenditures –**

**Budgeted Wages & Benefit Increases –** Salaries & Wages per new contract for the Certified Bargaining unit are increased by 4.5%. Non-Certified Bargaining unit per contract is 2.0%. OT/PT and all other groups are to be determined.

**Benefits – Medical & Dental Insurance Rates**

Increases negotiated based upon relevant claims history data are as follows:

	<u>% Increase</u>
Medical Insurance	3.0%
Dental Insurance	3.0%

**Paid TRS Benefit to Program Administrators -** Based upon surveys of comparable cooperatives, and practices at school districts in the region, SASED Program Administrators have been phased-into the TRS contributions being 100% Board paid.

**BUDGETED TUITION INCREASES –**

Deaf/Hard of Hearing	35 students	3.5% increase in tuition
Visually Impaired	68 students	3.5% increase in tuition
ESY		0% increase in tuition



**DUPAGE/WEST COOK BOARD**  
**BOARD BRIEFS**  
**3<sup>rd</sup> QUARTERLY MEETING FY22**  
**February 10, 2022**

**BUDGETED SERVICE FEE INCREASES -**

1:1 Classroom Aide	3.5% increase
1:1 Interpreters	3.5% increase
1:1 Medical Assistant	3.5% increase

**LADSE FY23 Budget Process & Assumptions**

A review of existing staffing patterns is completed by the Program Coordinator & reviewed by the LADSE Administration. Input is received from SASSED & districts outside of DuPage/West Cook regarding the number of incoming freshmen. In addition, consultations with DHH elementary staff regarding incoming freshman assist in establishing staffing changes in order to meet student IEP needs.

The LADSE Finance Committee reviews & approves the budget assumptions to allow for the development of the budget. Budget assumptions include the initial projected tuition & fee rate increases. The LADSE Directing Board reviews & approves the Finance Committee's recommendations. Lastly, LADSE's business office completes the development of the budgets for the tuition & fee programs, & the DWC Board reviews & approves the tuition & fee rates for DWC programs.

LADSE's goal is to meet the needs of each student; seek efficiencies in program staffing patterns; maintain programs that provide positive outcomes for each student; and emphasize a process of continual cost review to find efficiencies.

**Tuition Programs – Standard Classroom Enrollment**

- 10 student “standard” enrollment
- Modifications to “standard” enrollment can occur for:
  - Meeting credit requirements for graduation of course/class (F, S, Jr, Sr and 12+)
  - Maintain a high-quality curriculum (Common Core driven)
  - Address the goals of the Transition Plan & IEP
  - Specialized programming for specific disabilities as indicated in student IEP's

**Service Programs – SLP, OT/PT, SW, Voc**

- Staff caseloads are scrutinized to find efficiencies.

**Assumptions/Expenditures – Compensation, Benefits, Staffing**

**Compensation – Certified Bargaining Unit**

LADSE is in the second year of a five-year contract. A 3% salary increase is the agreed upon increase FY23. In addition, staff members will contribute 21% of the total health/dental insurance premium in each insurance level for PPO coverage.

For non-CBA employees, a 3% salary increase will be used as a placeholder until further direction from LADSE's Directing Board.

**Benefits** – The budget was developed based upon a 6% projected blended rate increase for the cost of health & dental insurance. This is a decrease from FY22 due to receiving a 6% increase in January 2021.

**Staffing** – The budget includes 31.4 FTE, decreased by 1.5 FTE from FY22. The staffing is down due to changes in enrollment. The student enrollment is anticipated to be slightly down at 52 (-5).



**DUPAGE/WEST COOK BOARD  
BOARD BRIEFS  
3<sup>rd</sup> QUARTERLY MEETING FY22  
February 10, 2022**

**Contractual Services – Operating & Maintenance**

- District 86 lease agreement
- Transition Center lease agreement
- PACE Van lease agreement

**Educational Equipment –**

This line item includes technology equipment used in classrooms. \$5,000 for Chromebooks for incoming Freshman, aligning with the 1:1 initiative D86 has implemented.

**Classroom Supplies –**

This budget line item at \$8,500 which includes instructional materials used to develop and provide student curriculum, supplies to maintain classroom space, costs associated with community activities for students and FY23 also includes COVID-19 related cleaning and PPE supplies.

**Assumptions/Revenues – State General State Aid & Transportation Reimbursement**

With the new Base Funding Minimum, LADSE will be subject to less per person funding because overall FTE has increased. Transportation reimbursement is prorated at 85%. Non-Member surcharge is \$5,000 per student.

**BUDGETED TUITION & FEE RATES – Tentative Tuition Rates**

Deaf/Hard of Hearing	52 students	2.7% increase in tuition
ESY	17 students	0%
1:1 Signing Aide	5 students	3.00% increase in tuition

If you have any questions or concerns, please contact Dr. Kennedy Strickland-Dixon, DWC Coordinator at 630-955-8102 or [kdixon@sased.org](mailto:kdixon@sased.org) and/or Dr. Jimmy Gunnell, DWC Board Chairperson at 708-496-3300 or [jgunnell@aerosped.org](mailto:jgunnell@aerosped.org).



**Board of Control Meeting  
February 23, 2022  
SASED Administrative Center  
2900 Ogden  
Lisle, IL 60532  
5:30 PM  
AGENDA**

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Consent Agenda**
  - a. Approve Minutes of the January 26, 2022 open session meeting
  - b. Personnel Recommendations
    - 1) Accept/Approve the Resignations, Retirement and Appointment of Educational Support Personnel and Appointments of Contracted Licensed and Educational Support Personnel as presented.
  - c. Accept the Financial Reports
    - 1) Treasurers Report--January 2022
    - 2) Revenue & Expenditure Reports--January 2022
    - 3) Gross Payrolls--January 2022
    - 4) Interim Payrolls--January 2022
    - 5) Bill List--January 2022
    - 6) Interim Checks--January 2022
  - d. Approve SOPPAS for:
    - 1) Community HSD 99/Screencastify
    - 2) Everyday Speech, LLC
  - e. Approve storage container rental
  - f. Approve contract for professional development with Illinois Safe Schools Alliance
  - g. Approve IEMA vaccination clinic agreement
  - h. Approve destruction of August 23, 2020 closed session minutes
5. **Discussion Without Action**
  - a. Executive Director Evaluation
  - b. Enrollment Update
  - c. Board Committee Updates
6. **Discussion with Action**
  - a. Approve FY23 Tuition and Fee rates
  - b. Approve intergovernmental agreement with CCSD 89
  - c. Approve Konica Minolta Agreement
  - d. Approve purchase of tokens for Multi-Factor Authentication (MFA)
  - e. Authorize E-rate Agreements and Filings
  - f. Approve Return to Learn Update
  - g. Adopt TRS Supplemental Savings Plan Resolution
7. **Adjournment**



**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE**

**Board of Control Meeting—Joint meeting with Governing Board  
January 26, 2022  
Southeast Alternative School--Gym  
6S331 Cornwall  
Naperville, IL 60540  
MINUTES**

Dr. Matt Rich, Chairperson, called the meeting to order at 6:32 p.m. and welcomed those in attendance.

Roll call was taken with the following responding:

<b>Present:</b>	<b>District</b>	<b>Representative</b>
	Keeneyville School District #20	Terry Walloch
	Benjamin School District #25	Jack Buscemi
	West Chicago Elementary School District #33	Dr. Kristina Davis
	Winfield School District #34	Dr. Matt Rich
	School District #45, DuPage County	Dr. Anthony Palmisano
	Salt Creek School District #48	Raymond Kielminski
	Downers Grove School District #58	Emily Hanus
	Maercker District #60	Dr. Sean Nugent
	Cass School District #63	Mark Cross
	Center Cass School District #66	Dr. Andrew Wise
	Woodridge School District #68	Tom Ruggio
	Community High School District #99	Joanna Vazquez Drexler
	Community Consolidated School District #180	Dr. Thomas Schneider
	Westmont Community Unit School District #201	Leah Conover
<b>Absent:</b>	DuPage High School District #88	Dr. Jean Barbanente
	Community High School District #94	Lynn Casey-Maher
	Lisle Community Unit School District #202	Steven Lesniak
	Elmhurst Community Unit School District #205	Dr. Keisha Campbell

**Present:** 14 Districts **Absent:** 4 Districts

Also in attendance:

- Dr. Melinda McGuffin, Executive Director, SASED
- Don Robinson, Treasurer and Director for Business, SASED
- Dr. Kennedy Strickland Dixon, Director for Programs & Services, SASED
- Christine Martin, Asst. Director for Programs & Services, SASED
- Anita Howard, Recording Secretary, SASED

1. **Pledge of Allegiance**
2. **Public Hearing for E-Learning Program** was opened at 6:35 p.m.
  - a. E-Learning Presentation—Dr. McGuffin shared that administration worked with employees and unions in completing the e-learning plan which is a subset of the remote learning plan. It is not clear if Cooperatives are required by school code to follow the same rules as districts. SASED has been

engaged in the process because of the impact of districts who have adopted e- learning at SASSED host districts. Any closure decision will follow the same as our host districts. Independent decisions will be made for Southeast School and the Transition program.

b. E-Learning Public Comments--none

c. Adjournment—Motion made by Member Ruggio, seconded by Member Cross to adjourn the public hearing at 6:40 p.m. Upon voice vote, motion carried.

3. Audit Presentation— Matt Beran, partner with the audit firm, Lauterbach & Amen, LLP, shared this was the first year doing SASSED’s audit and it went very well. They gave an unmodified opinion. There were no internal control findings. There were three recommendations for FY22 and the firm will work with Don Robinson to implement all three, including;

- Implementing GASB Statement No. 87, regarding leases, as required for the year ending June 30, 2022
- Adopting a Fund Balance Policy
- Adopting a Capital Asset Policy

There was discussion about the fund balance and cash reserve levels, and the belief they are too high. The administration agrees and has committed to creating a multi-year plan beginning FY24 to reduce SASSED’s cash holdings and to simplify the billing process.

4. FY23 Budget Presentation— Don Robinson shared he anticipates having a different budget process next year and will have more precise information towards May of this year to finalize the FY23 budget. Impacts on the budget include the continued staffing shortages which have resulted in increased use of contracted services as well as looking at consolidating some classrooms. There was discussion regarding changing the budget calendar to have information of what programs/services districts need prior to developing a budget without that information and needing to revise. Other discussion included given SASSED’s fund balance, it would be better to have a tuition decrease as opposed to an increase. There was clarification on what comprises capital outlay and it was noted COVID emergency funds from the FCC were utilized to subsidize technology purchases.

5. FY22 Amended Budget Presentation— The FY23 budget anticipated lower expenditures than the FY22 budget. The School Code does not allow expenditures to exceed budget. An amended budget should avoid this violation. The process will require the same steps as the annual budget adoption, including a public display and a separate budget hearing. Upon obtaining further data, adjustments will be made and brought to the Board for approval.

6. Public Comment--none

#### 7. Consent Agenda

*Motion made by Member Cross, seconded by Member Conover to approve the consent agenda items as presented.*

a. Approved Minutes of December 8, 2021 Board of Control meeting and November 10, 2021 finance committee meeting

b. Personnel Recommendations

1) Accepted/Approved the Resignations, Retirements, Appointments of Educational Support Staff, Licensed Staff, Registered Staff and Contracted Staff as presented.

c. Accepted the Financial Reports

1) Treasurers Report--December 2021

2) Revenue & Expenditure Reports--December 2021

3) Gross Payrolls--December 2021; \$1,679,794.72

4) Interim Payrolls--December 2021; \$625,626.61

5) Bill List--December 2021, January 2022: \$ 1,139,803.54

6) Interim Checks--December 2021; \$448,269.56

d. Accepted the Annual Financial Audit Results

e. Approved contract for sign language interpreting services

f. Conducted Second Reading/Adopted Substantive Changes/New Policies:

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

2:120, Board Member Development

2:150, Committees

- 2:220, School Board Meeting Procedure
- 2:260, Uniform Grievance Procedure
- 3:40, Executive Director
- 4:60, Purchases and Contracts
- 4:160, Environmental Quality of Buildings and Grounds
- 4:170, Safety
- 5:20, Workplace Harassment Prohibited
- 5:30, Hiring Process and Criteria
- 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
- 5:90, Abused and Neglected Child Reporting
- 5:100, Staff Development Program
- 5:120, Employee Ethics; Conduct; and Conflict of Interest
- 5:125, Personal Technology and Social Media; Usage and Conduct
- 5:150, Personnel Records
- 5:184, Leaves, Holidays, and Vacations
- 5:185, Family and Medical Leave
- 5:260, Student Teachers
- 6:50, School Wellness
- 6:60, Curriculum Content
- 6:120, Education of Children with Disabilities
- 6:180, Extended Instructional Programs
- 6:340, Student Testing and Assessment Program
- 7:70, Attendance and Truancy
- 7:80, Release Time for Religious Instruction/ Observance
- 7:160, Student Appearance
- 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment
- 7:190, Student Behavior
- 7:240, Conduct Code for Participants in Extracurricular Activities
- 7:250, Student Support Services
- 7:260, Exemption from Physical Education
- 7:290, Suicide and Depression Awareness and Prevention
- 7:340, Student Records
- 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors (NEW)
- 7:315, Restrictions on Publications; High Schools (NEW)
- g. Approved Early Choices contractor agreement with Natasha Croff
- h. Approved SOPPAS for:
  - 1) Fool Proof Foundation/Belleville Township High School District 201
  - 2) Little Bee Speech/Northwest Suburban Special Education Organization
  - 3) Wallwisher (d.b.a. Padlet)/Grayslake CHSD 127
  - 4) Assistive Ware BV/Naperville Community Unit School District 203
  - 5) Quizziz, Inc./Geneva CUSD 304
  - 6) University of Oregon/SASED

**Upon roll call vote:**

- Ayes:
- Keeneyville School District #20
  - Benjamin School District #25
  - West Chicago Elementary School District #33
  - Winfield School District #34
  - School District #45, DuPage County
  - Salt Creek School District #48
  - Downers Grove School District #58
  - Maercker District #60
  - Cass School District #63

Center Cass School District #66  
Woodridge School District #68  
Community High School District #99  
Community Consolidated School District #180  
Westmont Community Unit School District #201

Nays: None

Absent: DuPage High School District #88  
Community High School District #94  
Lisle Community Unit School District #202  
Elmhurst Community Unit School District #205

**Ayes: 4 Districts      Nays: 0 Districts      Absent: 4 Districts**

**8. Discussion Without Action**

a. Informational/Correspondence

1) Executive Director Evaluation Process—The evaluation instrument will be sent to the Board members who are to return their response to Chairperson Matt Rich by February 18<sup>th</sup>. Dr. McGuffin will send her goal attainment update by February 10<sup>th</sup>.

b. Enrollment Update—Enrollment had a slight decrease, and it is anticipated that numbers will increase in the spring. Administration has received inquiries from outside the cooperative, but spaces are being kept for member districts. Dr. Strickland Dixon has worked with district administrators to streamline the referral process and will be sharing enrollment data directly with districts. As for member districts, it has been a challenging year due to staffing challenges, especially for nurses.

c. Board Committee Updates—The policy updates are completed from the November PRESS update. The finance committee met in January and reviewed tuition billing practices, the FY23 budget and the need to amend the FY22 budget given changes in staffing costs due to COVID and contract settlement. The policy committee will set upcoming dates given the change in board meeting start time to 5:30 p.m.

**9. Discussion with Action**

a. Approve 2022 Extended School Year Tuition and Pay Rates

*I move to approve the SASED/DWC ESY/Credit Recovery Program tuition and pay rates as presented. This motion, made by Board Member Buscemi and seconded by Board Member Vazquez Drexler, Passed.*

**Upon roll call vote:**

Ayes: Keeneyville School District #20  
Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
School District #45, DuPage County  
Salt Creek School District #48  
Downers Grove School District #58  
Maercker District #60  
Cass School District #63  
Center Cass School District #66  
Woodridge School District #68  
Community High School District #99  
Community Consolidated School District #180  
Westmont Community Unit School District #201

Nays: None

Absent: DuPage High School District #88  
Community High School District #94  
Lisle Community Unit School District #202  
Elmhurst Community Unit School District #205

**Ayes: 4 Districts      Nays: 0 Districts      Absent: 4 Districts**

b. Adopt E-Learning resolution

*I move to adopt the SASED E-Learning resolution as presented. This motion, made by Board Member Cross and seconded by Board Member Palmisano, Passed.*

**Upon roll call vote:**

Ayes: Keeneyville School District #20  
Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
School District #45, DuPage County  
Salt Creek School District #48  
Downers Grove School District #58  
Maercker District #60  
Cass School District #63  
Center Cass School District #66  
Woodridge School District #68  
Community High School District #99  
Community Consolidated School District #180  
Westmont Community Unit School District #201

Nays: None

Absent: DuPage High School District #88  
Community High School District #94  
Lisle Community Unit School District #202  
Elmhurst Community Unit School District #205

**Ayes: 4 Districts      Nays: 0 Districts      Absent: 4 Districts**

c. Adopt Cooperative Operations during COVID-19 Pandemic resolution

*I move to adopt the Cooperative Operations during COVID-19 Pandemic resolution as presented through August 2022. This motion, made by Board Member Vazquez Drexler and seconded by Board Member Ruggio, Passed.*

Discussion included if the resolution should be approved again in June and the decision was to go through August 2022.

**Upon roll call vote:**

Ayes: Keeneyville School District #20  
Benjamin School District #25  
West Chicago Elementary School District #33

Winfield School District #34  
School District #45, DuPage County  
Salt Creek School District #48  
Downers Grove School District #58  
Maercker District #60  
Cass School District #63  
Center Cass School District #66  
Woodridge School District #68  
Community High School District #99  
Community Consolidated School District #180  
Westmont Community Unit School District #201

Nays: None

Absent: DuPage High School District #88  
Community High School District #94  
Lisle Community Unit School District #202  
Elmhurst Community Unit School District #205

**Ayes: 4 Districts      Nays: 0 Districts      Absent: 4 Districts**

d. Approve agreement with IASB for policy services in the amount of \$7,500  
*I move to approve the agreement with IASB for policy services in the amount of \$7,500 as presented. This motion, made by Board Member Wise and seconded by Board Member Vazquez Drexler, Passed.*

**Upon roll call vote:**

Ayes: Keeneyville School District #20  
Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
School District #45, DuPage County  
Salt Creek School District #48  
Downers Grove School District #58  
Maercker District #60  
Cass School District #63  
Center Cass School District #66  
Woodridge School District #68  
Community High School District #99  
Community Consolidated School District #180  
Westmont Community Unit School District #201

Nays: None

Absent: DuPage High School District #88  
Community High School District #94  
Lisle Community Unit School District #202  
Elmhurst Community Unit School District #205

**Ayes: 4 Districts      Nays: 0 Districts      Absent: 4 Districts**

e. Approve contract addendum with BluePrint Partners SEL for support at Southeast Alternative

School

***I move to approve the contract addendum with BluePrint Partners SEL in the amount of \$5,000. This motion, made by Board Member Ruggio and seconded by Board Member Conover, Passed.***

**Upon roll call vote:**

**Ayes:** Keeneyville School District #20  
Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
School District #45, DuPage County  
Salt Creek School District #48  
Downers Grove School District #58  
Maercker District #60  
Cass School District #63  
Center Cass School District #66  
Woodridge School District #68  
Community High School District #99  
Community Consolidated School District #180  
Westmont Community Unit School District #201

**Nays:** None

**Absent:** DuPage High School District #88  
Community High School District #94  
Lisle Community Unit School District #202  
Elmhurst Community Unit School District #205

**Ayes: 4 Districts      Nays: 0 Districts      Absent: 4 Districts**

**10. Adjournment—*Motion made by Member Conover, seconded by Member Walloch to adjourn the meeting at 7:32 p.m. Upon voice vote, motion carried.***



Chairperson



Secretary

**FOR ACTION**

**Lisle Community Unit School District No. 202  
Board of Education Meeting  
February 28, 2022**

**SUBJECT:** Student Disciplinary Action

**BACKGROUND DATA:** Included in the Closed Session Materials

**FINANCIAL IMPACT:** N/A

**RECOMMENDATION:** The Administration recommends “Student A” be expelled until the end of the first semester of the 2022/2023 school year.

**SUGGESTED MOTION:** That the Board of Education approve the expulsion of “Student A” until the end of the first semester of the 2022/2023 school year for behavior in violation of “[Board Policy 7:190](#)” and “[Student Handbook Policy 6:30](#)”