

Regular Meeting of the Board of Education

Wednesday, December 8, 2021 6:30 PM

Palos Heights School District #128 - District Office, 12809 S. McVickers Avenue, Palos Heights, IL 60463

1. Call to Order

1.A. Pledge to the Flag

1.B. Roll Call

2. Superintendent's Report

2.A. Student Presenters - Superintendent Advisory Council

2.B. State of the District Report as of December 2021

2.C. Strategic Planning Committee Membership and Meeting Structure Update

2.D. PFA Monthly Report

3. Approval of the Consent Agenda Items

3.A. Minutes of the Regular Meeting of November 10, 2021

3.B. Approval of Bills & Payroll

3.C. Review of Schools' Activity Accounts

3.D. Approval of the December 2021 Final Tax Levy

3.E. Employment of Personnel

4. Old Business

4.A. Studio GC - Project Update; Navajo Roof Bid Approval (Action Item)

4.B. Joint Annual Conference Session Feedback

4.C. Semi-Annual Review of Closed Session Minutes (Action Items)

4.D. Transportation Contract Extension (Action Item)

5. New Business

5.A. Health Life Safety Report & Response

5.B. Policy Updates First Read

5.C. Staff Holiday Gifts

6. Audience Participation

7. Information Items

7.A. YTD Financial Summary Report

8. **Closed Session**

9. **Return to Open Session**

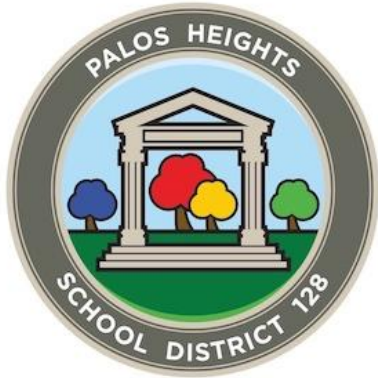
10. **Adjournment**



PHSD 128 State of the District December 2021

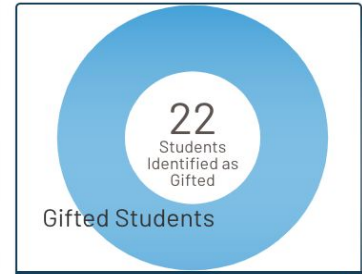
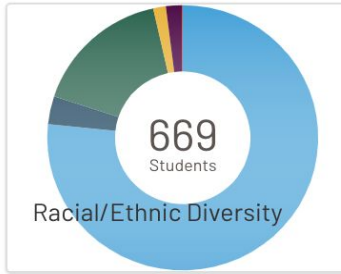
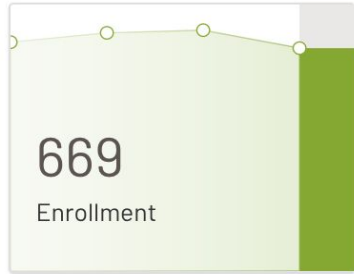


DISTRICT 128 DEMOGRAPHIC PROFILE

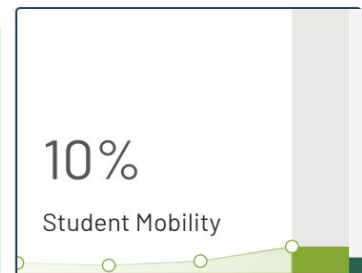
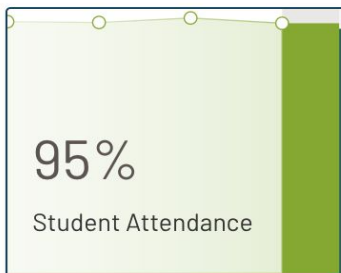
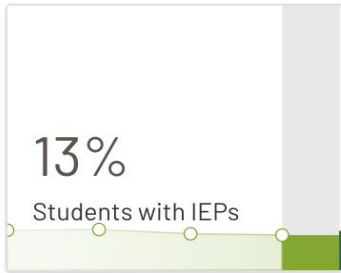
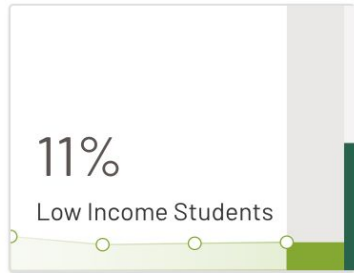


Students

■ District ■ State



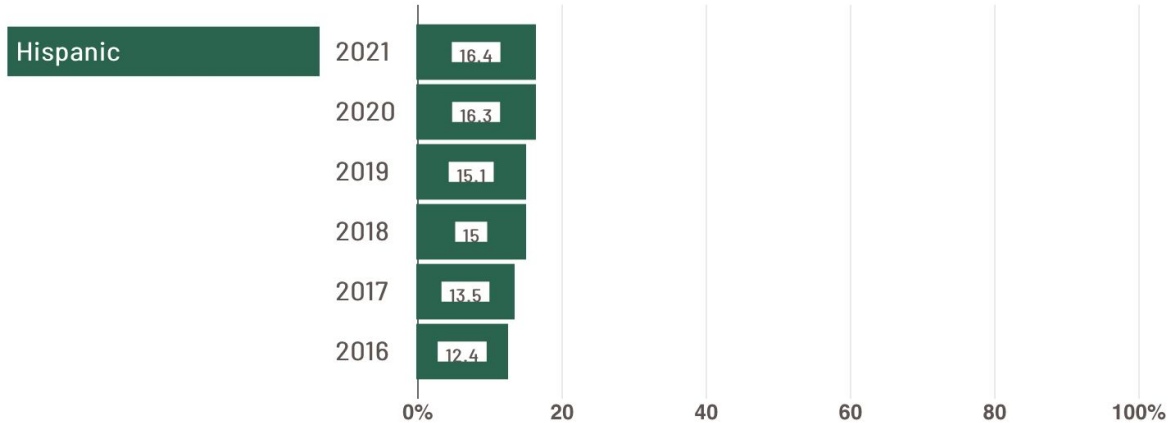
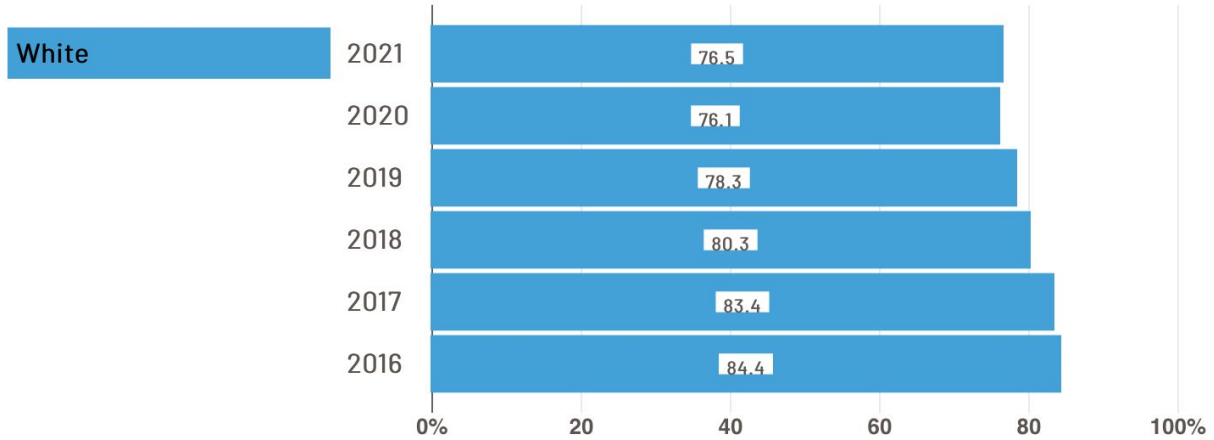
Possible COVID-19 Impact to 2021 data ⚠️



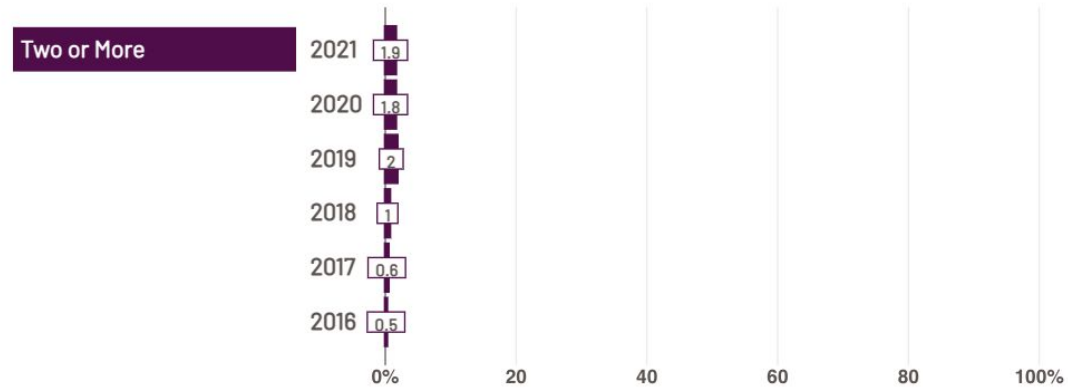
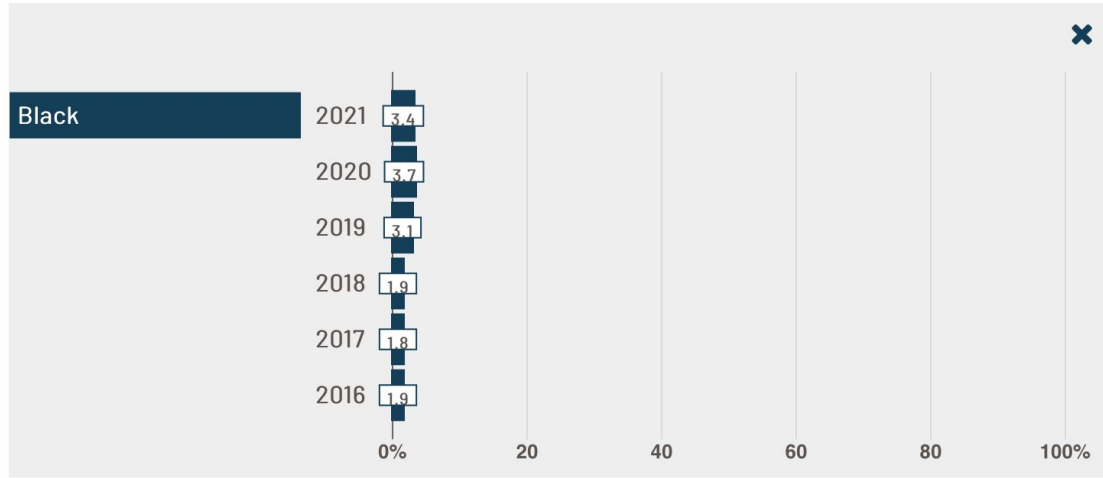
Possible COVID-19 Impact to 2021 data ⚠️

Possible COVID-19 Impact to 2021 data ⚠️

DISTRICT 128 DEMOGRAPHIC PROFILE



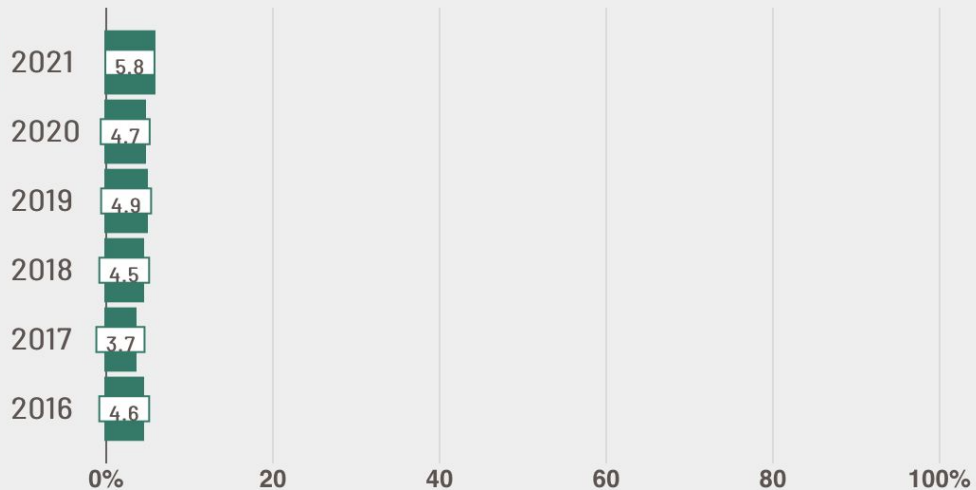
DISTRICT 128 DEMOGRAPHIC PROFILE



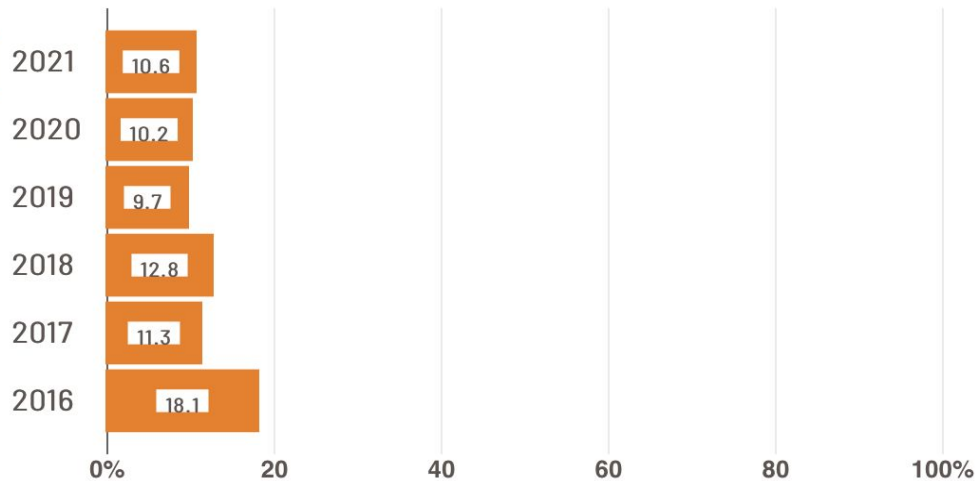
DISTRICT 128 DEMOGRAPHIC PROFILE



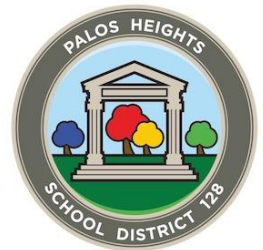
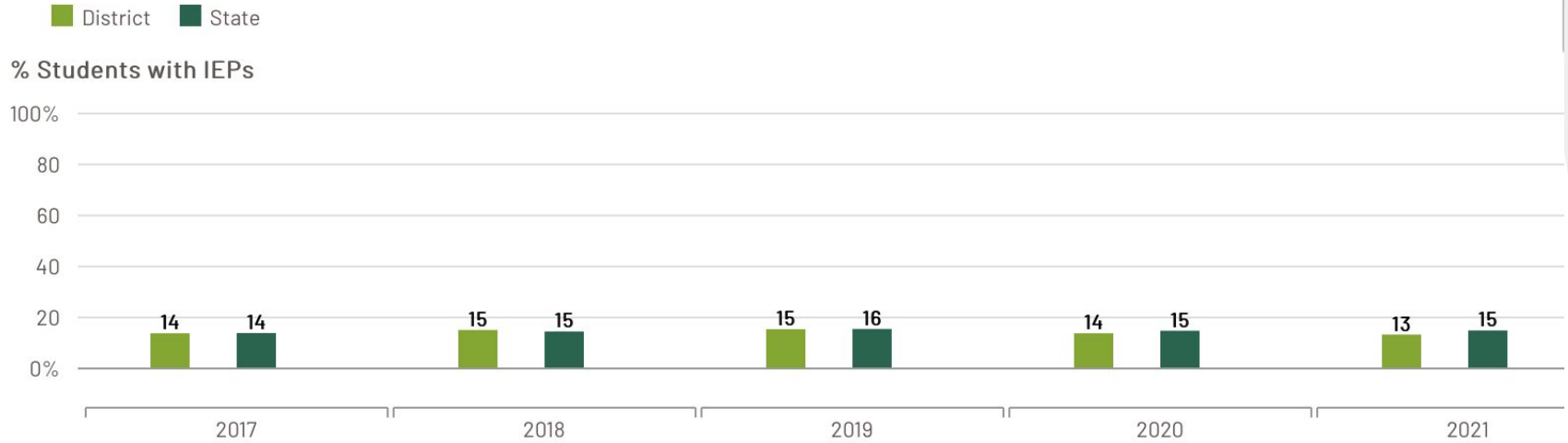
English Learners



Low Income



DISTRICT 128 DEMOGRAPHIC PROFILE



DISTRICT 128 DEMOGRAPHIC PROFILE

Student Mobility

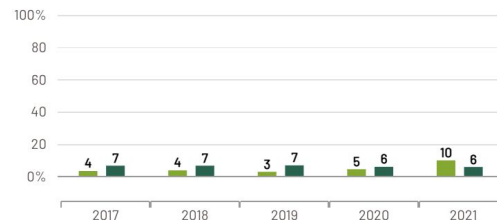
A school's student mobility rate is the percentage of students who experienced at least one transfer in or out of the school between the first school day of October and the last school day of the year, not including graduates. [Learn More](#) ▼

SELECT

All Students

By Demographics

All Students - 2017-21



Chronic Absenteeism

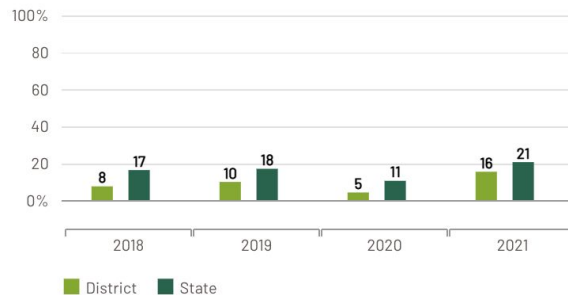
This graph shows the percentage of students who miss 10% percent or more of school days per year either with or without a valid excuse. [Learn More](#) ▼

SELECT

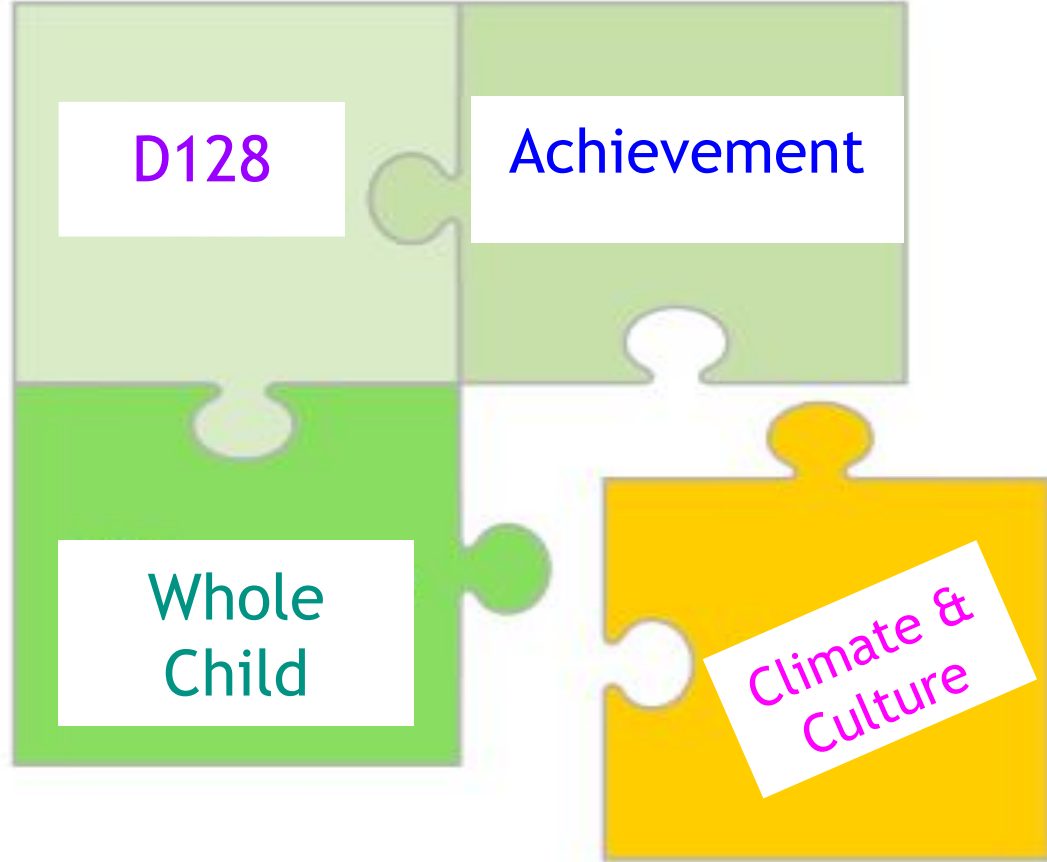
All Students

By Demographics

All Students - 2018-21



District 128 Snapshot





SOCIAL EMOTIONAL LEARNING (SEL)

The Indian Hill and Chippewa Non Negotiables:

An inclusive community of diverse, empathetic individuals who are safe to develop the confidence, resilience, and flexibility necessary to reach and celebrate their full potential as lifelong learners.



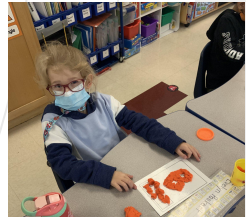
SCHOOL CULTURE & CLIMATE FOCUSED EFFORTS

2021-2022 Adult Competency Focus

- Staff meetings dedicated to professional development
- Self Management & Self Awareness are top two priorities
 - Adult focus allows staff to model and bring forward in the work with students, positively impacting culture & climate

2021-2022 Student Focused Activities

- Morning Meetings
- PBIS
- Active and direct instruction of SEL concepts and skills



We continue to focus on keeping all of our students and staff safe while developing meaningful relationships with students and helping them to develop meaningful relationships with peers.

Chippewa

School Highlights



SOCIAL EMOTIONAL LEARNING (SEL)

The Indian Hill and Chippewa Non Negotiables:

An inclusive community of diverse, empathetic individuals who are safe to develop the confidence, resilience, and flexibility necessary to reach and celebrate their full potential as lifelong learners.

SCHOOL CLIMATE & CULTURE FOCUSED EFFORTS

2021-2022 Adult Competency Focus

- Emphasis on whole child development: Academics, physical and social emotional development
- Conducted SEL surveys of staff and parents to identify SEL priorities
 - Empathy & Optimism
 - Adult focus allows staff to model and bring forward in the work with students, positively impacting culture & climate

2021-2022 Student Focused Activities

- Morning Meetings - Relationship Building
- PBIS - Zones of Regulation
- Active & direct instruction of SEL concepts and skills
- Kindness Pledge
- Service Projects





SOCIAL EMOTIONAL LEARNING (SEL)

NAVAJO NON NEGOTIABLE

Together we will create an inclusive, collaborative community where all students feel safe, valued, and encouraged to be themselves, take risks, and reach their highest potential as learners.



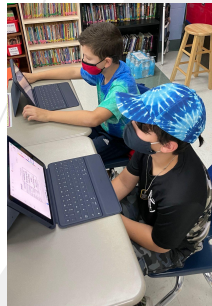
SCHOOL CLIMATE & CULTURE FOCUSED EFFORTS

2021-2022 Adult Competency Focus

- Staff meetings dedicated to professional development
- Individual growth goals with accountability partners
 - Adult focus allows staff to model and bring forward in the work with students, positively impacting culture & climate

2021-2022 Student Focused Activities

- Morning Meetings - Relationship Building
- Two SEL lessons per month aligned with an SEL Trait of the Month (i.e. empathy; leadership)
- PBIS - Eagle of the Month Celebrations
- High Flyers Club
 - Create monthly videos to model SEL expectations
- Positive Office Referral Program
 - Nominees receive certificates and positive phone calls home



Independence

School Highlights



SOCIAL EMOTIONAL LEARNING (SEL)

The Independence Junior High School Non Negotiable:

We provide an engaging, quality education in a safe and welcoming learning environment.



SCHOOL CLIMATE & CULTURE FOCUSED EFFORTS

2021-2022 Adult Competency Focus

- Staff meetings dedicated to professional development
 - Focus on strengthening our school community through an effective advisory program and deepening our understanding of SEL competencies
- Individual growth goals with accountability partners
 - Adult focus allows staff to model and bring forward in the work with students, positively impacting culture & climate

2021-2022 Student Focused Activities

- Conducted SEL surveys of staff and parents to identify SEL priorities
 - Monthly advisory lessons to focus on targeted sub-competencies: setting and achieving goals, managing stress, and empathy
- PBIS - I am a Patriot Celebrations
- Modified House format using grade levels to celebrate school spirit
- Continued work with student leadership organizations to provide opportunities for community building within our school
 - School-based activities
 - Community service



Five Essentials of SEL Data

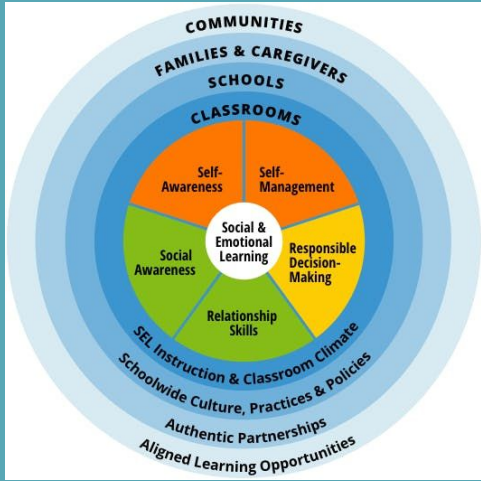
- Most Implementation
- More Implementation
- Average Implementation
- Less Implementation
- Least Implementation
- No Data
- Low Response/Not Applicable



Five Essentials SEL Data

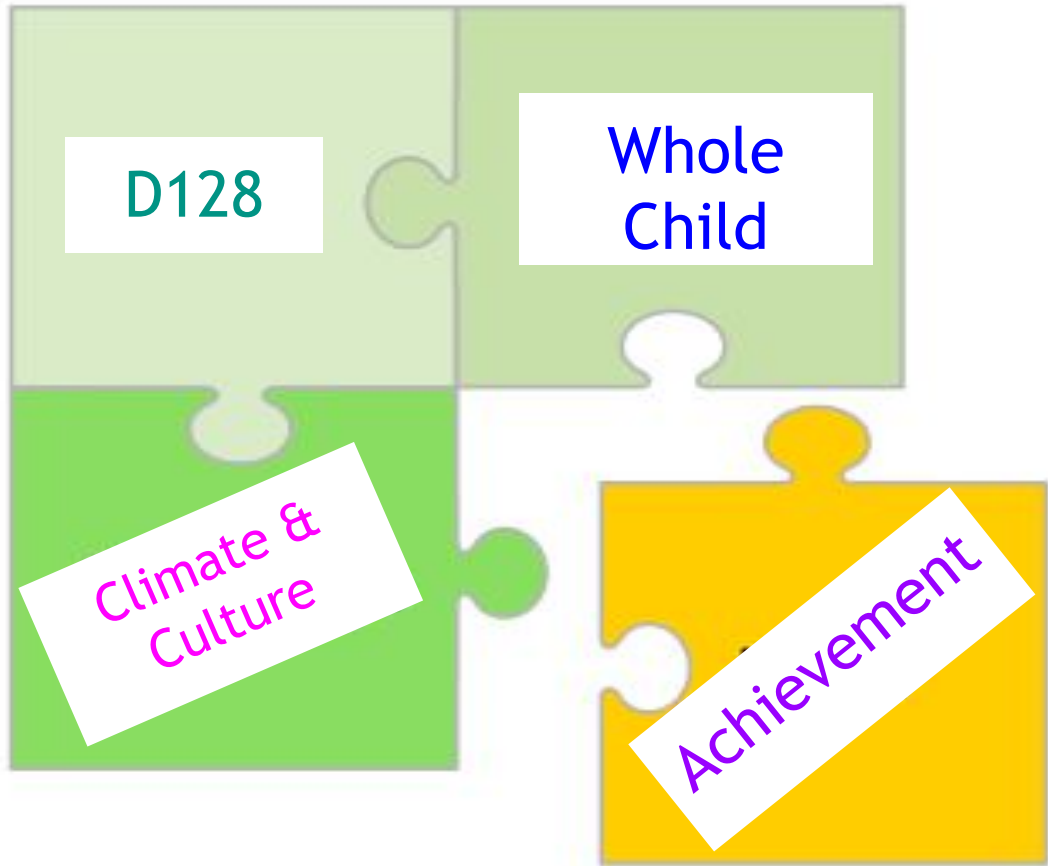
5Essentials

Spring 2021 Survey



STRENGTHS	OPPORTUNITIES
Instructional Leadership (T)	Math Instruction (S)
Teacher Principal Trust (T)	Collaborative Practices (T)
Quality Professional Development (T)	Academic Personalism (S)

District 128 Snapshot



What factors should we consider as we reflect on our 2020–2021 data?

Pandemic Related Factors

- Significant instructional transitions
- Shortened school day
- Inability to administer MAP remotely
- Late fall administration of MAP in 2020 to establish a baseline
- IAR & MAP Spring 2020 data not available
- Adjusted pacing
- Introduction and focused mastery of content
- Need to establish new baselines, as there is no comparable growth data



MAP Performance Bands

**Status
Percentile
Band
Performance**

Percentile Band	Level of Performance
75th percentile & above	Well above average
60th - 74th percentile	Above average
40th - 59th percentile	Average (Note: 50th percentile is expected average for status and growth)
25th - 39th percentile	Low Average
25th percentile & below	At Risk

MAP Performance – Reading

PERCENTILE RANK FOR SPRING ACHIEVEMENT

2020-2021	Fall 2020	Spring 2021	Fall 2021 *met growth projections	
Grade 3	90	81	82	Grade 4
Grade 4	78	73	78*	Grade 5
Grade 5	74	46	55	Grade 6
Grade 6	49	60	63*	Grade 7
Grade 7	65	60	62	Grade 8
Grade 8	82	83	NA	

MAP Performance - Math

PERCENTILE RANK FOR SPRING ACHIEVEMENT

2020-2021	Fall 2020	Spring 2021	Fall 2021 *met growth projections	
Grade 3	77	71	74*	Grade 4
Grade 4	87	72	77	Grade 5
Grade 5	71	59	54	Grade 6
Grade 6	47	44	55*	Grade 7
Grade 7	62	53	58	Grade 8
Grade 8	77	73	NA	

IL Assessment of Readiness (IAR)

Summative Designations

Accountability for the 2020-21 school year was waived; therefore, summative designations will not be calculated for 2021. Schools that have been previously identified for support will maintain that support status, but no 2021 annual summative designation will be reported. Instead the following message will be displayed on the Report Card:

Summative Designations: 2021 Not Calculated

What does DISTRICT data look like?

*Note: 2019 First year taken online; 2020 Assessment not administered

ELA

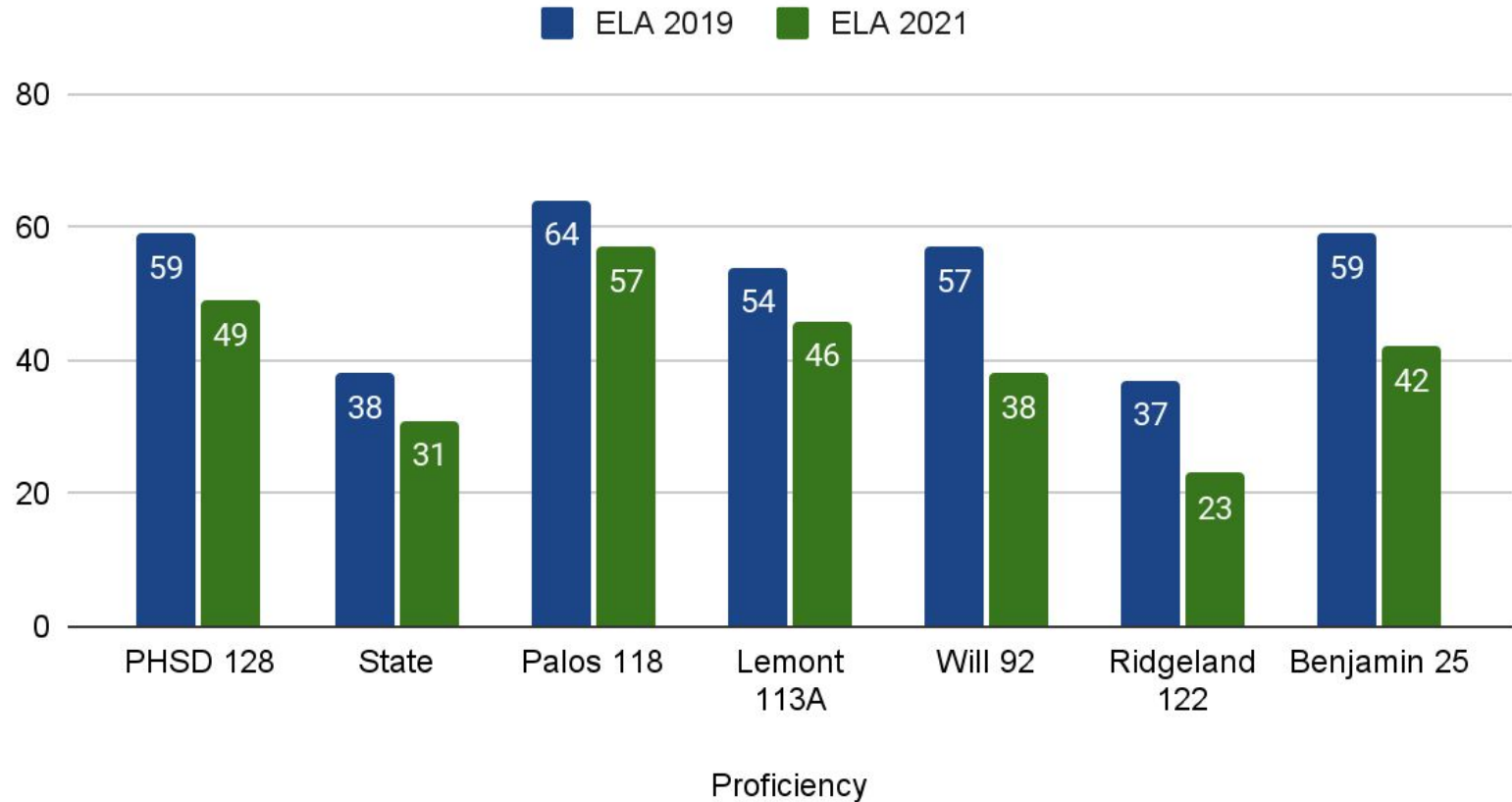
Percentage Meets & Exceeds	PHSD 128 Grades 3-8	STATE Grades 3-11
ALL	49%	31%



MATH

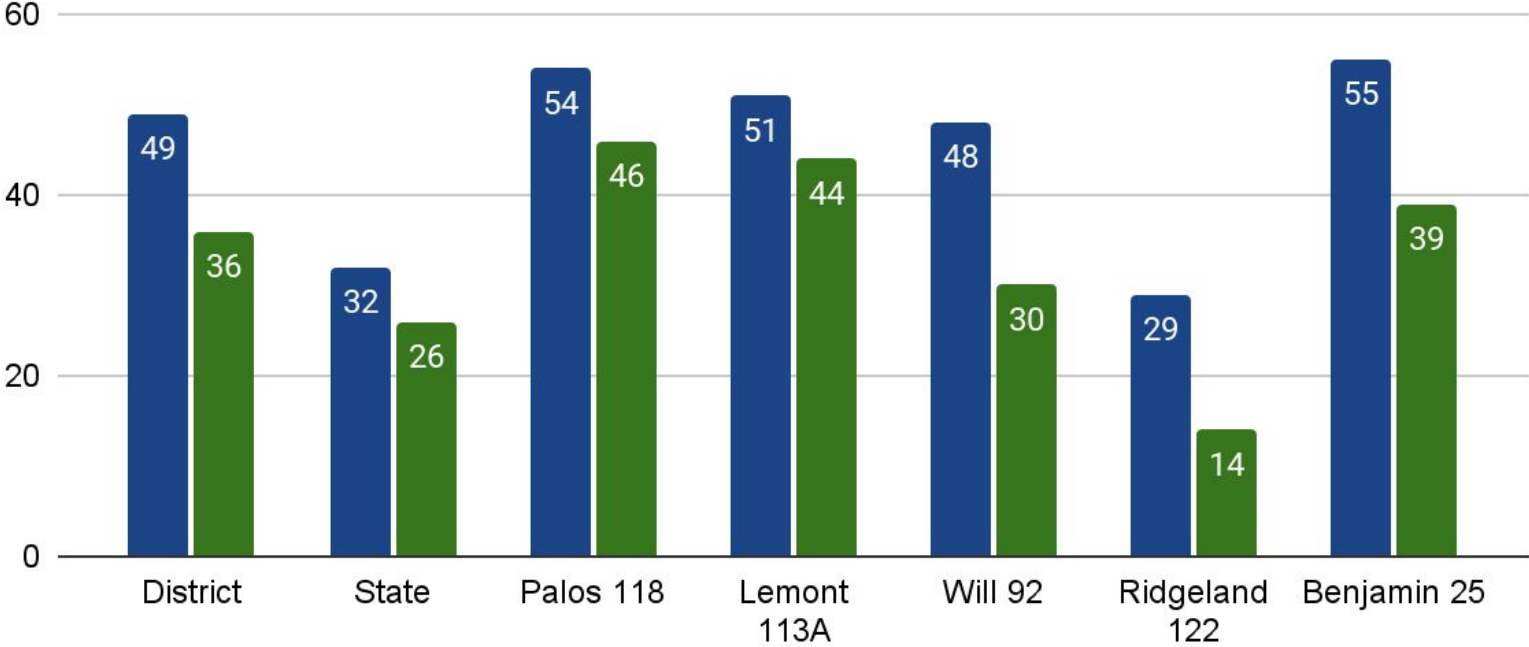
Percentage Meets & Exceeds	PHSD 128 Grades 3-8	STATE Grades 3-11
ALL	36%	26%

ELA 2019 vs ELA 2021 Proficiency



Math 2019 vs Math 2021 Proficiency

Math 2019 Math 2021



Proficiency

NEXT STEPS

Action Plan 2021-2022



Where do we go from here?

- Analyze student data and plan for **intensive small group instruction**
- Target **differentiated math instruction**
 - ESSER funded interventionist at IJHS
 - Title funded after school program at Chippewa
 - New core resource adoptions that provide appropriate tools (IJHS pilot; K-5 review)
- Implement **intensified curriculum** to address learning gaps
 - Priority learning targets
 - Grades 1-2 explicit phonics instruction
- Focus on **differentiation** strategies to increase student growth in reading
 - ESSER funded interventionist at IJHS (not filled)
 - Increased small group balanced literacy instruction
 - ESSER funded K-5 purchase of leveled text sets

Questions & Discussion

PFA TREASURER REPORT 11.18.21

Item	Plan	YTD Expenses
Spirit wear	\$1,000.00	
Membership	\$1,000.00	-\$439.87
Raffle	\$4,000.00	
Boo-Ingo	\$1,000.00	
Discount Cards	\$3,000.00	
School Kits	\$750.00	
Restaurant Nights	\$1,000.00	
	\$11,750.00	

Program	Budget	YTD Expenses
Teacher Supply	\$3,000.00	
IJHS Picnic	\$1,500.00	
Teacher Appreciation	\$1,500.00	
Graduation Flowers	\$500.00	
Party Fund	\$1,700.00	
Miscellaneous	\$350.00	
Rachels Challenge	\$1,500.00	
School Spending	\$20,950.00	\$1,493.72
	\$31,000.00	

Bank Balance as of 11.18.21

\$54,015.92

YTD Income	Profit / (Loss)
\$4,582.50	
\$2,840.00	\$2,400.13

\$7,422.50

YTD Income	Over / (Under) Budget
-------------------	------------------------------

SCHOOL SPENDING 2021-22 SCHOOL YEAR

AS OF 11.18.21

INDIAN HILL SCHOOL

FUNDS FOR THE YEAR \$ 4,190.00

Balance \$ 4,190.00

CHIPPEWA SCHOOL

FUNDS FOR THE YEAR \$ 6,285.00
Halloween craft \$ (493.72)
PBIS assembly \$ (750.00)

Balance \$ 5,041.28

NAVAJO SCHOOL

FUNDS FOR THE YEAR \$ 4,190.00

Balance \$ 4,190.00

INDEPENDENCE JR HIGH

\$6,285.00
Incentives Sept 2021 \$ (10.00)
I am patriot fund \$ (30.00)
I am patriot fund for the remainder of the year \$ (210.00)
Balance \$6,035.00

PALOS HEIGHTS SCHOOL DISTRICT 128

DECEMBER 2021

<u>GROSS PAYROLL</u>		
<u>NOVEMBER 1 THROUGH NOVEMBER 30, 2021</u>		541,102.05
<u>TRS</u>		38,028.43
<u>BOARD TRS SURCHARGE</u>		2,411.53
<u>THIS</u>		6,527.41
<u>IMRF, FICA, MEDICARE</u>		30,056.06
<u>TOTAL NOVEMBER PAYROLL, TRS, THIS, IMRF, FICA, MEDICARE</u>		618,125.48
<u>EDUCATION FUND</u>	<u>10</u>	46,949.49
<u>BUILDING FUND</u>	<u>20</u>	40,744.23
<u>TRANSPORTATION</u>	<u>40</u>	319.68
<u>CAPITAL PROJECTS</u>	<u>60</u>	148,916.12
<u>SPECIAL CHECKS -NOVEMBER</u>		54,988.89
 <u>TOTAL DECEMBER 2021 BILLS PAYABLE</u>		 291,918.41
 <u>TOTAL DECEMBER 2021 BILLS PAYABLE GROSS AND</u>		
<u>NOVEMBER 2021 PAYROLL, TRS, THIS, IMRF, FICA, MEDICARE</u>		910,043.89

PRESIDENT


SECRETARY

PALOS HEIGHTS SCHOOL DISTRICT 128 VOUCHER

Voucher No: 1096

Voucher Date: 12/08/2021

Prepared By:


Printed: 12/01/2021 10:16:47 AM

PALOS HEIGHTS SCHOOL DISTRICT 128 is hereby authorized to draw warrants against PALOS HEIGHTS SCHOOL DISTRICT 128 funds for the sum of \$236,929.52 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



PALOS HEIGHTS SCHOOL DISTRICT 128

Fund		Amount
10	EDUCATIONAL	\$46,949.49
20	OPERATIONS AND MAINTENANCE	\$40,744.23
40	TRANSPORTATION	\$319.68
60	CAPITAL PROJECTS	\$148,916.12
		<hr/> <hr/>
		\$236,929.52

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1096

12/08/2021

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
ACACIA ACADEMY		10.5.1912.670.0000.00.00.00 Check #: 0	SPEC ED K-12 PRIVATE TUITION	\$2,918.21
			Vendor Total:	\$2,918.21
ACME LOCK & KEY	2191	20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$272.00
			Vendor Total:	\$272.00
ACUTRANS		10.5.1800.300.0000.00.00.00 Check #: 0	BILINGUAL PROGRAMS - TRANSLATIONS	\$51.30
			Vendor Total:	\$51.30
AFFILIATED CUSTOMER SERVICE INC	8023	20.5.2540.323.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-MTCE	\$1,288.18
			Vendor Total:	\$1,288.18
ALLOY ARCHITECTURAL SOLUTIONS		20.5.2530.540.0000.00.00.00 Check #: 0	FACILITIES ACQ & CONST-SITE IMPRV & INFRA	\$6,225.00
			Vendor Total:	\$6,225.00
AMAZON CAPITAL SERVICES		10.5.1100.411.0000.00.10.00 Check #: 0	REG K-12 SUPPLIES COVID-19	\$29.97
		10.5.1100.411.0000.04.00.00 Check #: 0	K-12 - SUPPLIES - INDIAN HILL	\$267.51
		10.5.1205.411.0000.00.00.00 Check #: 0	SPEC ED K-12- SUPPLIES	\$104.60
		10.5.2130.411.0000.00.00.00 Check #: 0	HEALTH SERVICES- SUPPLIES	\$181.93
		10.5.2410.411.0000.04.00.00 Check #: 0	OFFICE OF PRINCIPAL - SUPPLIES INDIAN HILL	\$87.89

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1096

12/08/2021

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.2660.411.0000.00.00.00 Check #: 0	DATA PROCESSING SERVICES- SUPPLIES	\$189.89
			Vendor Total:	\$861.79
B-WELL WELLNESS EVENTS		10.5.2210.314.0000.00.00.00 Check #: 0	IMPROV OF INSTRUCT PROF SERV	\$1,150.00
			Vendor Total:	\$1,150.00
BATTERIES PLUS	22602	20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$571.18
			Vendor Total:	\$571.18
BLICK ART MATERIALS.	12599	10.5.1100.411.0000.02.00.00 Check #: 0	K-12 - SUPPLIES INDEPENDENCE	\$550.38
			Vendor Total:	\$550.38
CALL ONE_26923	26923	20.5.2540.340.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-COMM/AT&T	\$1,520.19
			Vendor Total:	\$1,520.19
CDW GOVERNMENT, INC._11767	11767	10.5.1100.411.0000.04.00.00 Check #: 0	K-12 - SUPPLIES - INDIAN HILL	\$220.80
			Vendor Total:	\$220.80
CENTER FOR RESPONSIVE SCHOOLS, INC.		10.5.2210.314.0000.01.00.00 Check #: 0	PROF SERV TRAINING/ASSEMBLY-CHIPPEWA	\$1,194.00
			Vendor Total:	\$1,194.00
CHALET FLORIST		10.5.2310.411.0000.00.00.00 Check #: 0	BOARD OF EDUCATION - SUPPLIES	\$100.94
			Vendor Total:	\$100.94

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1096

12/08/2021

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
CHICAGO FILTER SUPPLY		20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$1,311.52
			Vendor Total:	\$1,311.52
CHICAGO TRIBUNE MEDIA GROUP	23803	10.5.2310.351.0000.00.00.00 Check #: 0	BOARD OF EDUCATION -PRINT PUBLICATIONS	\$421.01
			Vendor Total:	\$421.01
CITY OF PALOS HEIGHTS	23899	20.5.2540.370.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-WATER/SEWER SERVICE	\$1,138.78
			Vendor Total:	\$1,138.78
CITY OF PALOS HEIGHTS	23899	20.5.2540.370.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-WATER/SEWER SERVICE	\$500.00
			Vendor Total:	\$500.00
COSME LANDSCAPE & MAINTENANCE, INC.		20.5.2530.530.0000.00.00.00 Check #: 0	FACILITIES ACQ & CONS - BLDGS & BLDG IMPRVMTS	\$2,000.00
			Vendor Total:	\$2,000.00
COUNTRY HOUSE RESTAURANT	11753	10.5.2560.315.0000.00.00.00 Check #: 0	FOOD SERVICES CONTRACTED SERVICES	\$400.00
		10.5.2560.490.0000.00.00.00 Check #: 0	FREE AND REDUCED LUNCHES	\$7,624.00
			Vendor Total:	\$8,024.00
COUNTY TREE SERVICE, INC.		20.5.2530.530.0000.00.00.00 Check #: 0	FACILITIES ACQ & CONS - BLDGS & BLDG IMPRVMTS	\$1,000.00
			Vendor Total:	\$1,000.00

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1096

12/08/2021

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
CRESTWOOD CUSTOM CABINETS				
		10.5.1100.410.4998.00.02.00 Check #: 0	K-12 SUPPLIES ESSER II	\$2,172.50
			Vendor Total:	\$2,172.50
CRYSTAL FINANCIAL CONSULTANTS, INC.				
		10.5.2310.314.0000.00.00.00 Check #: 0	BOARD OF EDUCATION -PROFESS SERVS/CONSULTANTS	\$1,225.00
			Vendor Total:	\$1,225.00
DCG ROOFING SOLUTIONS, INC.				
		60.5.2530.530.0000.00.00.00 Check #: 0	SITE AND BUILDING IMPROVEMENTS	\$144,240.00
			Vendor Total:	\$144,240.00
DURACO SPECIALTY TAPES, LLC				
	22585	10.5.1100.411.0000.01.00.00 Check #: 0	K-12 - SUPPLIES CHIPPEWA	\$601.25
			Vendor Total:	\$601.25
FRONTLINE TECHNOLOGIES GROUP				
		10.5.2660.314.0000.00.62.00 Check #: 0	DATA PROCESSING- TECHNOLOGY CONTRACT RENEWALS	\$2,305.34
			Vendor Total:	\$2,305.34
GEOCON PROFESSIONAL SERVICES				
		60.5.2530.530.0000.00.00.00 Check #: 0	SITE AND BUILDING IMPROVEMENTS	\$643.00
			Vendor Total:	\$643.00
HANDWRITING WITHOUT TEARS				
		10.5.1100.411.0000.04.00.00 Check #: 0	K-12 - SUPPLIES - INDIAN HILL	\$66.35
			Vendor Total:	\$66.35
IASBO				
	11541	10.5.2320.332.0000.00.00.00 Check #: 0	EXECUTIVE ADMIN -TRAVEL/CONF	\$340.00

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1096

12/08/2021

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
		20.5.2540.332.0000.00.00.00 Check #: 0	OPERATIONS/MAINTENANCE-TRAVEL/CONF	\$850.00
			Vendor Total:	\$1,190.00
ILLINOIS ASSOCIATION OF SCHOOL ADMINISTR	24117	10.5.2320.332.0000.00.00.00 Check #: 0	EXECUTIVE ADMIN -TRAVEL/CONF	\$2,750.00
			Vendor Total:	\$2,750.00
ILLINOIS SCHOOL BUS	242	40.5.2550.334.0000.02.00.00 Check #: 0	Athletic & Academic Conf. Buses	\$319.68
			Vendor Total:	\$319.68
INDIAN HILL SCHOOL	25566	10.5.1100.411.0000.00.00.00 Check #: 0	K-12 - SUPPLIES	\$171.37
			Vendor Total:	\$171.37
KRIHA BOUCEK LLC		10.5.2310.317.0000.00.00.00 Check #: 0	BOARD OF EDUCATION -LEGAL SERVICES	\$2,392.50
			Vendor Total:	\$2,392.50
LEAF		10.5.2660.360.0000.00.00.00 Check #: 0	DATA PROCESSING CAPITAL LEASE	\$2,367.00
			Vendor Total:	\$2,367.00
MEDIFY AIR LLC.		10.5.1100.411.0000.00.10.00 Check #: 0	REG K-12 SUPPLIES COVID-19	\$3,251.11
			Vendor Total:	\$3,251.11
MENARDS INC	1008	20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$236.27
			Vendor Total:	\$236.27

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1096

12/08/2021

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
MIDWEST PAPER RETRIEVER		20.5.2540.321.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-SANITATION SERVICES	\$95.00
			Vendor Total:	\$95.00
MOBILE MODULAR PORTABLE STORAGE		10.5.1100.411.0000.00.10.00 Check #: 0	REG K-12 SUPPLIES COVID-19	\$211.52
			Vendor Total:	\$211.52
NEXTERA ENERGY		20.5.2540.466.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-ELECTRICITY	\$8,349.64
			Vendor Total:	\$8,349.64
PALOS ACE HARDWARE	17607	20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$4.49
			Vendor Total:	\$4.49
PROVEN IT		10.5.2660.360.0000.00.00.00 Check #: 0	DATA PROCESSING CAPITAL LEASE	\$817.20
			Vendor Total:	\$817.20
PUBLIC CONSULTING GROUP	22516	10.5.2660.310.4620.05.00.00 Check #: 0	DATA PROCESSING IDEA GRANT	\$133.00
			Vendor Total:	\$133.00
Q-FIRST, INC.		60.5.2530.530.0000.00.00.00 Check #: 0	SITE AND BUILDING IMPROVEMENTS	\$4,033.12
			Vendor Total:	\$4,033.12
RELIABLE FIRE EQUIPMENT CO.	532	20.5.2540.323.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-MTCE	\$1,508.00

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1096

12/08/2021

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
			Vendor Total:	\$1,508.00
REPUBLIC SERVICES		20.5.2540.321.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-SANITATION SERVICES	\$698.63
			Vendor Total:	\$698.63
RIVERSIDE INSIGHTS		10.5.2230.411.0000.00.00.00 Check #: 0	ASSESSMENT AND TESTING- SUPPLIES	\$1,504.54
			Vendor Total:	\$1,504.54
SCHOOL SPECIALTY_2074	2074	10.5.1100.411.0000.01.00.00 Check #: 0	K-12 - SUPPLIES CHIPPEWA	\$182.04
			Vendor Total:	\$182.04
SCHOOLSIN		20.5.2540.540.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-NEW EQUIPMENT	\$2,755.20
			Vendor Total:	\$2,755.20
SCHOOLWIDE, INC.		10.5.1100.410.0000.01.00.00 Check #: 0	CONSUMABLES - CHIPPEWA	\$2,603.52
			Vendor Total:	\$2,603.52
SMITHEREEN EXTERMINATING COMPANY	4755	20.5.2540.323.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-MTCE	\$280.00
			Vendor Total:	\$280.00
SOUTH COOK ISC4	8028	10.5.2410.332.0000.00.00.00 Check #: 0	OFFICE OF PRINCIPAL -TRAVEL/CONF	\$210.00
			Vendor Total:	\$210.00
SOUTHWEST TOWN MECHANICAL SERVICES	15176			

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1096

12/08/2021

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
		20.5.2540.323.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-MTCE	\$711.00
			Vendor Total:	\$711.00
STABRAWA, LORETTA	4310	10.5.3700.310.4620.05.00.00 Check #: 0	CONTR LBSI SERV PAROCH LS IDEA	\$960.00
			Vendor Total:	\$960.00
STAPLES ADVANTAGE_12999	12999	10.5.1100.411.0000.00.00.00 Check #: 0	K-12 - SUPPLIES	\$438.23
		10.5.1100.411.0000.01.00.00 Check #: 0	K-12 - SUPPLIES CHIPPEWA	\$104.73
		10.5.2410.411.0000.02.00.00 Check #: 0	OFFICE OF PRINCIPAL-SUPPLIES-INDEPENDENCE	\$139.35
			Vendor Total:	\$682.31
SUNBELT STAFFING		10.5.2110.300.0000.00.00.00 Check #: 0	SOCIAL WORKER CONTRACTED SERVICES	\$6,327.75
			Vendor Total:	\$6,327.75
SYMMETRY ENERGY SOLUTIONS		20.5.2540.465.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-NATURAL GAS	\$463.73
			Vendor Total:	\$463.73
TWAN ENTERPRISES, LLC		20.5.2540.319.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-OTHER PROF/TECH SERVICES	\$3,150.00
			Vendor Total:	\$3,150.00
UNIQUE PRODUCTS		20.5.2540.323.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-MTCE	\$628.00
		20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$5,187.42

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1096

12/08/2021

Fiscal Year: 2021-2022


Vendor Remit Name	Vendor #	Account	Description	Amount
				Vendor Total: \$5,815.42
WOJCIECH KIERNOWSKI		10.5.1100.421.0000.00.00.00 Check #: 0	K-12 -DISTRICT REFUNDS	\$182.76
				Vendor Total: \$182.76
				Grand Total: \$236,929.52

End of Report

PALOS HEIGHTS SCHOOL DISTRICT 128 VOUCHER

Voucher No: 1095

Voucher Date: 11/17/2021

Prepared By: 

Printed: 12/01/2021 10:55:35 AM

PALOS HEIGHTS SCHOOL DISTRICT 128 is hereby authorized to draw warrants against PALOS HEIGHTS SCHOOL DISTRICT 128 funds for the sum of \$54,988.89 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



PALOS HEIGHTS SCHOOL DISTRICT 128

Fund		Amount
10	EDUCATIONAL	\$54,988.89
		<hr/> <hr/>
		\$54,988.89

SPECIAL CHECKS DRAWN IN NOVEMBER

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1095

11/17/2021

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
AMAZON CAPITAL SERVICES				
		10.5.1100.411.0000.00.10.00 Check #: 39678	REG K-12 SUPPLIES COVID-19	\$91.43
		10.5.1100.411.0000.01.00.00 Check #: 39678	K-12 - SUPPLIES CHIPPEWA	\$229.56
		10.5.1100.411.0000.03.00.00 Check #: 39678	K-12 -SUPPLIES - NAVAJO HEIGHTS	\$294.40
		10.5.1100.411.0000.04.00.00 Check #: 39678	K-12 - SUPPLIES - INDIAN HILL	\$30.98
		10.5.1205.411.0000.00.00.00 Check #: 39678	SPEC ED K-12- SUPPLIES	\$42.18
		10.5.2220.430.0000.03.00.00 Check #: 39678	EDUCATION MEDIA -LIBRARY BOOKS NAVAJO HEIGHTS	\$178.01
		10.5.2410.411.0000.04.00.00 Check #: 39678	OFFICE OF PRINCIPAL - SUPPLIES INDIAN HILL	\$15.75
			Vendor Total:	<u>\$882.31</u>
CHIPPEWA SCHOOL	8642			
		10.5.1100.411.0000.01.00.00 Check #: 39679	K-12 - SUPPLIES CHIPPEWA	\$74.58
			Vendor Total:	<u>\$74.58</u>
CPI				
		10.5.2210.314.4620.05.00.00 Check #: 39680	PROFESSIONAL DEV IDEA GRANT	\$1,199.00
			Vendor Total:	<u>\$1,199.00</u>
FOUR POINT O INC	15341			
		10.5.1100.314.4998.00.02.00 Check #: 39681	K-12 PROF SERV ESSER II	\$6,160.00
		10.5.1100.700.4998.00.02.00 Check #: 39681	K-12 NON CAP EQUIP ESSER II	\$45,395.00
			Vendor Total:	<u>\$51,555.00</u>
INDEPENDENCE JR HIGH	1820			

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1095

11/17/2021

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.1100.411.0000.02.00.00 Check #: 39682	K-12 - SUPPLIES INDEPENDENCE	\$388.00
			Vendor Total:	\$388.00
TECHUNWRECK		10.5.2660.323.0000.00.00.00 Check #: 39683	DATA PROCESSING SERVICES-REPAIRS	\$890.00
			Vendor Total:	\$890.00
			Grand Total:	\$54,988.89

End of Report

Palos Heights School District 128

Fund Balances

Fiscal Year: 2021-2022

Month: November
 Year: 2021
 Fund Type:

Include Cash Balance
 FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>
10	EDUCATIONAL	\$6,439,680.92	\$3,820,776.08	(\$3,315,581.13)	\$0.00	\$6,944,875.87
11	STUDENT ACTIVITY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	OPERATIONS AND MAINTENANCE	\$1,121,529.82	\$345,624.64	(\$299,227.40)	\$0.00	\$1,167,927.06
30	DEBT SERVICE	\$761,828.08	\$418,980.22	\$0.00	\$0.00	\$1,180,808.30
40	TRANSPORTATION	\$502,253.14	\$193,673.18	(\$34,253.44)	\$0.00	\$661,672.88
50	MUNICIPAL RETIREMENT	\$101,406.42	\$76,101.05	(\$72,151.79)	\$0.00	\$105,355.68
55	SOCIAL SECURITY	\$137,876.25	\$78,715.53	(\$67,732.02)	\$0.00	\$148,859.76
60	CAPITAL PROJECTS	\$583,016.82	\$180.23	(\$1,387,556.30)	\$0.00	(\$804,359.25)
70	WORKING CASH	\$185,010.51	\$2,116.98	\$0.00	\$0.00	\$187,127.49
80	TORT IMMUNITY	\$4,618.62	\$5.72	\$0.00	\$0.00	\$4,624.34
90	LIFE SAFETY	\$47,695.51	\$611.62	\$0.00	\$0.00	\$48,307.13
Grand Total:		\$9,884,916.09	\$4,936,785.25	(\$5,176,502.08)	\$0.00	\$9,645,199.26

End of Report

Original:
 Amended:

ILLINOIS STATE BOARD OF EDUCATION
 School Business and Support Services Division
 217/785-8779

CERTIFICATE OF TAX LEVY

A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.

District Name Palos Heights School District	District Number 128	County Cook
---	-------------------------------	-----------------------

Amount of Levy

Educational	\$ <u>7,300,000</u>	Fire Prevention & Safety *	\$ <u>1,000</u>
Operations & Maintenance	\$ <u>810,000</u>	Tort Immunity	\$ <u>0</u>
Transportation	\$ <u>300,000</u>	Special Education	\$ <u>245,000</u>
Working Cash	\$ <u>1,000</u>	Leasing	\$ <u>1,000</u>
Municipal Retirement	\$ <u>180,000</u>		\$ <u>0</u>
Social Security	\$ <u>185,000</u>	Other	\$ <u>0</u>
		Total Levy	\$ <u>9,023,000</u>

* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

We hereby certify that we require:

the sum of 7,300,000 dollars to be levied as a special tax for educational purposes; and
 the sum of 810,000 dollars to be levied as a special tax for operations and maintenance purposes; and
 the sum of 300,000 dollars to be levied as a special tax for transportation purposes; and
 the sum of 1,000 dollars to be levied as a special tax for a working cash fund; and
 the sum of 180,000 dollars to be levied as a special tax for municipal retirement purposes; and
 the sum of 185,000 dollars to be levied as a special tax for social security purposes; and
 the sum of 1,000 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and
 the sum of 0 dollars to be levied as a special tax for tort immunity purposes; and
 the sum of 245,000 dollars to be levied as a special tax for special education purposes; and
 the sum of 1,000 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and
 the sum of 0 dollars to be levied as a special tax for _____; and
 the sum of 0 dollars to be levied as a special tax for _____; and
 on the taxable property of our school district for the year 2021

Signed this 8th day of Dec, 2021

 (President)

 (Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

Number of bond issues of said school district that have not been paid in full 1

(Detach and Return to School District)

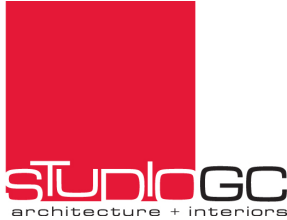
This is to certify that the Certificate of Tax Levy for School District No. 128, Cook County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2021 was filed in the office of the County Clerk of this County on 2021.

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total levy, as provided in the original resolution(s), for said purposes for the year 2021, is \$ _____.

 (Signature of County Clerk)

 (Date)

 (County)



223 West Jackson Boulevard
Suite 1200
Chicago, IL 60606
Phone: 312 253 3400
Fax: 312 253 3401

November 30, 2021

Merryl Brownlow, Ed. D.
Superintendent
Palos Heights School District 128
12809 S. McVickers Avenue
Palos Heights, IL 60463

RE: Roof Replacement at Navajo Heights
Project No. 21110

Dear Dr. Brownlow:

Bids for the above referenced project were received at 1:00 p.m. on Wednesday, November 3, 2021. There were seven (7) bidders of record; five (5) bids were received. A bid tabulation sheet is herein attached for your review.

The Bids were structured as follows:

- **Base Bid:** Remove and replace the existing metal roof, gutters and downspouts, including the roofs over the windows.
- **Alt. No. 2A:** Additional cost to wire brush, prime, and paint all existing gas piping.
- **Alt. No. 2B:** Additional cost to remove and replace the existing soffit and fascia panels above the existing windows.
- **Alt. No. 2C:** Additional cost to provide aluminum faced composite panels below the existing window units.
- **Alt. No. 2D:** Deduct in cost to revise the roofing over the windows to be flat metal in lieu of standing seam metal panels.

We have analyzed the bids and the qualifications of the bidders. DCG, who was the successful bidder for Chippewa last summer, submitted the lowest responsible bid. Based upon their bid and our experience with them this past summer, we recommend that the contract for the Roof Replacement at Navajo Heights be awarded to DCG Roofing Solutions, Inc. for the Base Bid amount of \$1,383,520 plus Alternates 2A, 2B, 2C and 2D, for a total bid amount of \$1,473,120.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Nikki D. Bridges, AIA, LEED-AP

Enclosure – Bid Tabulation

cc: Vicki Luczynski, StudioGC



223 W. Jackson Blvd., Suite 1200
 Chicago, IL 60606
 P: 312.253.3400

Client: Palos Heights School District #128
Project Name: Roof Replacement at Navajo Heights School
Project No.: 21110
Bid Date: Wednesday, November 3, 2021 @ 1:00 p.m.
Project Architect: Nikki Bridges

BID TAB WORKSHEET

Contractor	Total Bid Amount	Alternates				Addn #1	Bid Bond	Remarks
		Alt. No. 2A	Alt. No. 2B	Alt. No. 2C	Alt. No. 2D			
Adler Roofing 815-733-1200	NO BID							
Bee Liner Lean Services 708-515-7641	NO BID							
Bennett & Brosseau Roofing 630-549-0009	\$1,597,889.00	\$5,600.00	\$76,658.00	\$33,560.00	(\$9,000.00)	X	X	
DCG Roofing 630-514-9991	\$1,383,520.00	\$4,600.00	\$79,000.00	\$27,000.00	(\$21,000.00)	X	X	
Metalmaster 630-935-2032	\$1,537,923.00	\$3,390.00	\$98,830.00	\$24,774.00	(\$12,000.00)	X	X	
Riddiford Roofing 847-813-1137	\$1,479,300.00	\$5,200.00	\$94,000.00	\$29,500.00	(\$8,600.00)	X	X	
Wiesbrook Roofing 630-922-9050	\$1,454,384.00	\$11,795.00	\$95,056.00	\$23,902.00	(\$25,740.00)	X	X	

Alt. 2A: Wire brush, prime, and paint all existing gas piping to remain.

Alt. 2B: Remove and replace existing soffit and fascia panels above existing windows.

Alt. 2C: Provide aluminum faced composite panels within existing window units.

Alt. 2D: Revise roofing detail over existing window units to be flat metal in lieu of standing seam metal.

INTRODUCING THE

EQUITY

JOURNEY CONTINUUM



WHAT The Equity Journey Continuum is an informational tool to help districts view their data through the lens of equity. It identifies gaps in student achievement, opportunities, and supports by analyzing data that districts already collect and report to ISBE. The tool makes the data more useful for districts to improve outcomes for students. ISBE developed the tool using national research and examples from other states.

WHO **All public school districts**
Each district's data will place it along an equity continuum – from Step 1 (large gaps) to Step 4 (minimal gaps) – in the three areas of ISBE's strategic plan: student learning, learning conditions, and elevating educators.

WHEN **October 2022**
The Equity Journey Continuum is part of ISBE's strategic plan which was adopted in November 2020. ISBE developed the tool and conducted a pilot with diverse school districts from across the state in the summer of 2021. All districts will begin to preview their Equity Journey Continuum data in January 2022.

WHERE **Illinois Report Card**
The 2022 Illinois Report Card will include the Equity Journey Continuum. The District's Report Card will display the district's step level on each of the three broad categories of continuum. Only school districts will have full access to their full data behind the continuum.

WHY **Equity**
In Illinois, our public school system shows persistent and significant gaps in achievement between student groups. The Equity Journey Continuum will serve as a beacon to illuminate areas where a district may need to alter systems, increase access, add resources, or seek supports to ensure students from all backgrounds can achieve the same high standards.



EQUITY

JOURNEY CONTINUUM

DATA ELEMENTS



The Equity Journey Continuum analyzes data in three areas that are aligned to the ISBE Strategic Plan: Student Learning, Learning Conditions, and Elevating Educators. Each area includes a suite of data elements that, together, describe students' access to opportunities, resources, and supports.

Every data element in the continuum is measurable; valid and reliable; statewide; within the district's control; and already collected, verified, and reported to ISBE. The Equity Journey Continuum is an informational tool to help districts view their data through the lens of equity.

DATA ELEMENTS



Student Learning

- KIDS Readiness
- Assessment: IAR, SAT, and DLM
- English Learner Progress to Proficiency and Former EL Performance in English Language Arts Coursework
- Eighth-Graders Passing Algebra I
- Adjusted Cohort 4-Year Graduation Rates
- Advanced Academic Programs
- Eighth-Graders Enrolled in Algebra I



Learning Conditions

- Expulsion Rates
- Out-of-School Suspension Rates
- In-School Suspension Rates
- Site-Based Expenditure Reporting
- Climate Survey: Supportive Environment Ratings
- Climate Survey: Teacher Response Rates
- Student Attendance
- Climate Survey: Student Response Rates
- Climate Survey: Parent Response Rates
- Climate Survey: Parent Involvement Ratings
- Climate Survey: Involved Families Ratings
- Climate Survey: Influence on Decision Ratings
- Climate Survey: Teacher-Parent Trust Ratings



Elevating Educators

- Educator and Student Demographics
- Administrator and Student Demographics
- Principal 6-Year Turnover
- Teacher Experience/Education and Student Demographics
- Teacher Evaluation and Student Demographics
- Teacher Out-of-Field and Student Demographics



Illinois School Bus Company
Alpha School Bus Company

2100 Clearwater Drive
Phone: (708)560-9840

Suite 250

Oak Brook, Illinois 60523
Fax: (708)560-0661

November 12, 2021

Dr. Merryl B. Brownlow, Ed.D
Superintendent
Palos Heights School District #128
12809 S. McVickers Avenue
Palos Heights, IL 60463

Dear Dr. Brownlow;

As a follow up to our conversation concerning your transportation contract, I wanted to provide you with a written proposal for contract pricing for the 2022/2023 school year. Below I have listed some of the areas in our business that have affected our costs since we last discussed pricing.

LABOR

Attracting and hiring good quality school bus drivers almost seem impossible. The Nationwide shortage is continuing and we do not see it getting better anytime soon. In April of 2021 we began an aggressive hiring campaign. We raised driver rates 9.0% for the start of the 2021/2022 school year. From April through August 2021 we only received 25-30% of the applications that we received for the same time frame of 2019. We were hopeful that after September 6th (date extra unemployment stimulus ended), our applications would increase. They have not.

Besides our on-going recruiting efforts we will be increasing our driver rates between 8.0-10.0% in order to attract more applicants for the 2022/2023 school year.

We will be increasing our para-professional rates as well. In order to attract good quality applicants we will be increasing the starting rate another 8.0% for the start of the 2022/2023 school year.

LIABILITY INSURANCE

We did renew our coverage until July 2022 and received an average of 30% increase. For our primary lines of insurance (AL, GL, WC) we received an 8.0% increase but for our Excess Liability we received a 35.0% increase. He is saying the excess is so high due to many claims from fires/floods/trucking accidents and not much completion due to other companies not willing to take on the excess market. Excess for us is the levels that protect all from about \$10MM to

Dr. Merryl B. Brownlow

November 12, 2021

Page 2 of 3

\$27MM. The excess increase is really driving our overall increase. Although liability insurance is about 6.0% of our overall cost, a 30% increase has a big impact.

COST OF VEHICLES

Due to our significant reduced operations from COVID-19 we were forced to defer our bus purchases for the 2020/2021 and 2021/2022 school years, and as a result we will need to replace approximately 7-10% of our fleet. We are hopeful bus manufacturers can secure materials to meet our demand. New buses cost about \$90,000 each.

CONSUMER PRICE INDEX (C.P.I.)

The all items C.P.I. has been 5.0-5.4% the last 3 months. The last couple of years the C.P.I. was 1.0-2.0%. For a school bus contractor the C.P.I. rate that mostly reflects our business is Private Transportation. That rate was 17.8% for September-2021.

FUEL

Diesel engines have not been reliable so we began purchasing alternate fuel engines (propane and gasoline). These engines are better for the environment and we have had improved maintenance records so far. Our entire fleet is 60% diesel engines, 15% propane and 25% gas. I thought it would be best to compare September 2019 vs. September 2021. September 2019 is representative of prices prior to the pandemic.

	<u>Bio-Diesel</u>	<u>Propane</u>	<u>Gas</u>
September '19	\$2.66	\$1.19	\$2.45
September '21	\$3.13	\$2.01	\$2.95

Propane engines get about 3-4 miles/gal while diesel and gas engines get about 6-7 miles/gal. Diesel and gas prices are up about 18-20%, where propane is up 68%.

SCHOOL CALENDAR

The Contractor shall provide all transportation services in accordance with the District's academic calendar as adopted by the Board, including provisions for holidays, institute days, and early/late dismissals. Once adopted by the Board, the district shall furnish the Contractor with a tentative District calendar for the following year; subsequent amendments will be furnished to the Contractor in a timely fashion and the contractor shall comply with any such changes.

At a minimum, except as stipulated in Pandemic, the District will pay the Contractor for routes normally run for one-hundred-seventy-five (175) school days each school year, excluding charters or other ancillary services, and irrespective of the number of snow days or emergency days that may have been used.

PANDEMIC (Force Majeure)

In the event of an Pandemic in which the Board chooses, or is compelled, to close schools or implement remote learning for more than one week, whereby some or all students do not require any daily transportation to school, the Board shall pay the Contractor either:

- a. Eighty Percent (80%) of the then daily amount for routes normally run, should the Board desire the Contractor to keep the employees performing work under this Contract (e.g. drivers, aides, mechanics, etc.) employed. Such payments are to compensate the Contractor for wages and certain fixed costs and shall not include any profit realized by the Contractor. The Contractor shall provide sufficient documentation to the Board establishing that the respective employees have not been furloughed, have not otherwise been separated from employment, and were paid by Contractor at a rate not less than their normal daily wages and benefits.
- b. Thirty-Seven Percent (37%) of the then daily amount for routes normally run. Such payments are to compensate Contractor for certain fixed costs and shall not include any overhead or profit realized by the Contractor. If the Board elects this option, the Contractor may furlough employees performing work under this Contract. If the Board elects to pay the 37% amount and Contractor furloughs employees, Contractor may be excused from performance if it cannot get its employees to return to work in a timely manner.

DISMISSAL TIMES

Navajo School is the first school to dismiss in the afternoon. Illinois School Bus will ensure that all route buses will be parked and in place by 2:25pm so the students can load the buses prior to 2:35pm.

Illinois School Bus will also work with the District on balancing the bus counts so that all routes have similar lengths of time.

Based on all of the above, we are asking for a 9.0% increase for all price categories for 2022/2023. (see enclosed)

ILLINOIS SCHOOL BUS CO, INC.

PALOS HEIGHTS SCHOOL DISTRICT 128



Thomas M. O'Sullivan
Vice President, Contracts & Bids

By: _____

Title: _____

TMO/mm

Date: _____

Mission Statement

Our primary goal is to transport the youth of today in a safe, efficient and friendly environment

Illinois School Bus Company
Regular Education Transportation Proposal for 2022/2023
for Palos Heights School District 128

	<u>2021/2022</u>	<u>2022/2023</u>
Cost of one-way trip from home to school for a 71 Passenger bus	<u>\$61.25</u>	<u>\$66.76</u>
Cost of one-way trip from school to home for a 71 Passenger bus	<u>\$61.25</u>	<u>\$66.76</u>
[This includes early dismissal bus]		
Cost of one-way trip from home to school for a 90 Passenger bus	<u>\$ N/A</u>	<u>\$ N/A</u>
Cost of one-way trip from school to home for a 90 Passenger bus	<u>\$ N/A</u>	<u>\$ N/A</u>
[This includes early dismissal bus]		
* Cost of athletic trips [minimum 3 hours] and field trips [minimum 3 hours] for the first 3 hours	<u>\$159.84</u>	<u>\$174.24</u>
* Cost of athletic trips/field trips – after 3 hours per ¼ hour	<u>\$13.32</u>	<u>\$14.52</u>
* Cancellation Fee for athletic trips/field trips that are cancelled less than 24 hours prior to the start of the trip	<u>\$63.04</u>	<u>\$68.70</u>

FIELD TRIPS 2021/2022: \$159.84 minimum charge for three hours plus \$13.32 per 1/4 hour thereafter or \$2.66 per mile, whichever is greater, plus parking and tolls, if applicable. Charter trips that are cancelled less than 24 hours prior to the start of the trip are subject to a \$63.04 cancellation fee. Trips that involve bus work between 2:00 - 3:30pm on weekdays, which prevent them from being available for school routes, will be subject to a \$58.83 per bus surcharge. Trips to Chicago airports now require a \$54.00 Chicago Airport Tax.

FIELD TRIPS 2022/2023: \$174.24 minimum charge for three hours plus \$14.52 per 1/4 hour thereafter or \$2.90 per mile, whichever is greater, plus parking and tolls, if applicable. Charter trips that are cancelled less than 24 hours prior to the start of the trip are subject to a \$68.70 cancellation fee. Trips that involve bus work between 2:00 - 3:30pm on weekdays, which prevent them from being available for school routes, will be subject to a \$62.25 per bus surcharge. Trips to Chicago airports now require a \$54.00 Chicago Airport Tax.

**ALPHA SCHOOL BUS COMPANY
TRANSPORTATION PROPOSAL (2022/2023) FOR
PALOS HEIGHTS SCHOOL DISTRICT 128**

	<u>Cost/One way Trip</u>	
	<u>2021/22</u>	<u>2022/23</u>
Special Education (AM & PM)	\$161.17	\$175.68

FIELD TRIPS 2022/2023

\$169.56 minimum charge for three (3) hours plus \$14.13 per ¼ hour thereafter or \$2.82 per mile, whichever is greater, plus parking and tolls, if applicable. Charter trips that are cancelled less than 24 hours prior to the start of the trip are subject to a Sixty-Four Dollars and Eighty-Five Cents (\$64.85) cancellation fee. Trips that involve bus work between 2:00pm and 3:30pm on weekdays, which prevent them from being available for school routes, will be subject to a Sixty-Two Dollars and Fifty Cents (\$62.50) per bus surcharge. Trips to Chicago Airports now require a \$54.00 Chicago Airport Tax.



Midwest Information Office

Search Midwest Region

[Midwest Home](#)

[Midwest Geography](#)

[Midwest Subjects](#)

[Midwest Archives](#)

[Contact Midwest](#)

[Bureau of Labor Statistics](#) > [Geographic Information](#) > [Midwest](#) > [CPI Summary](#)

Midwest Consumer Price Index Card

- Current and archived PDF versions of this Midwest CPI Summary page are now available at www.bls.gov/regions/midwest/cpi-summary. (The tables below are updated several hours before the PDF version and the regional and local area news releases).

Consumer Price Index for All Urban Consumers (CPI-U) for the U.S. and Midwest Region, not seasonally adjusted (1982-84=100 unless otherwise noted)

Item	United States City Average			Midwest Region		
	Index	Percent change to Sep 2021 from		Index	Percent change to Sep 2021 from	
	Sep 2021	Sep 2020	Aug 2021	Sep 2021	Sep 2020	Aug 2021
All items	274.310	5.4	0.3	255.709	5.7	0.2
All items (other base) ⁽¹⁾	821.710			416.052		
Food and beverages	280.452	4.5	0.8	268.655	5.2	1.0
Food	281.506	4.6	0.8	268.772	5.5	1.0
Food at home	262.695	4.5	1.1	245.802	5.6	1.1
Cereals and bakery products	292.069	2.7	1.1	272.023	2.4	0.4
Meats, poultry, fish, and eggs	293.217	10.5	1.7	286.760	10.5	2.1
Dairy and related products	231.973	0.6	0.8	211.399	2.9	0.4
Fruits and vegetables	315.428	3.0	0.6	281.599	5.4	-0.2
Nonalcoholic beverages and beverage materials	184.490	3.7	1.2	177.459	7.4	1.5
Other food at home	225.141	3.1	1.0	209.631	3.7	1.5
Food away from home	310.996	4.7	0.5	306.560	5.3	0.9
Alcoholic beverages	264.980	2.8	0.3	265.691	2.3	0.7
Housing	283.744	3.9	0.5	251.165	5.1	0.6
Shelter	337.451	3.2	0.3	297.995	3.8	0.3
Rent of primary residence	351.255	2.4	0.4	299.054	3.5	0.4
Owners' equiv. rent of residences ⁽²⁾	345.824	2.9	0.4	303.666	3.4	0.4
Owners' equiv. rent of primary residence ⁽²⁾	345.840	2.9	0.4	303.582	3.4	0.5
Fuels and utilities	266.559	8.2	0.9	251.492	9.9	1.4
Household energy	221.196	9.6	1.0	206.169	11.9	1.7
Energy services	225.160	8.5	0.8	213.068	10.9	1.6
Electricity	229.831	5.2	0.3	215.015	0.8	-0.1
Utility (piped) gas service	207.290	20.6	2.5	195.943	34.2	4.6
Furnishings and operations	133.462	5.1	1.0	126.694	8.2	1.2
Apparel	123.406	3.4	1.8	112.764	1.6	2.7
Transportation	236.373	16.6	-0.8	230.233	16.6	-0.9
Private transportation	236.655	17.8	-0.6	229.930	17.7	-0.7
New and used motor vehicles ⁽³⁾	117.947	15.0	-1.3	117.280	14.1	-1.2
New vehicles	160.244	8.7	1.0	154.600	10.2	1.1
Used cars and trucks	190.207	24.4	-3.7	190.025	24.3	-3.9
Motor fuel	279.367	42.0	0.3	277.264	45.6	0.1
Gasoline (all types)	278.338	42.1	0.3	276.092	45.8	0.1
Unleaded regular ⁽⁴⁾	272.929	43.3	0.3	269.348	46.7	0.1
Unleaded midgrade ⁽⁴⁾⁽⁵⁾	300.146	37.6	0.3	318.098	41.0	0.2

Footnotes

(1) Other base: United States City Average, 1967=100; Midwest Region, December 1977=100 base.

(2) Index is on a December 1982=100 base.

(3) Index on a December 1997=100 base.

(4) Special index based on a substantially smaller sample.

(5) Indexes on a December 1993=100 base.

(6) For the Midwest region, indexes on a December 1977=100 base.

Note: Index applies to a month as a whole, not to any specific date.

Midwest region includes Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.



To: Dr. Merryl Brownlow, Superintendent, Palos Heights School District 128

From: Robert Berger, Team Leader

Date: November 22, 2021

Dear Dr. Brownlow and Staff:

On behalf of the South Cook Intermediate Service Center—Region 7, I wish to thank you and your staff for your assistance and cordial hospitality during our recent Health/Life Safety visit. The pride taken in maintaining your facilities was well-evidenced. Dave Adamonis and the staff are to be commended on their extraordinary daily efforts.

Attached you will find a copy of the FY 22 South Cook Intermediate Service Center's Health/Life Safety report, which is the follow-up to our exit conference with Mr. Adamonis. We hope that you will share these findings with your Board of Education, appropriate staff members, and district architect.

Although several of the items mentioned in this report may have been corrected immediately during the on-site visit, these items are included so that you may share the findings with all staff in all school locations, even those with fewer citations or recommendations.

The pride in your facilities, the staff care, and the great work you are doing for the students of your community were clearly evident. We hope to provide even more support and assistance in these endeavors. Should you have any suggestions or comments on how we may improve this process, please do not hesitate to contact us.



To: Dr. Merryl Brownlow, Superintendent, Palos Heights School District 128
From: Velda Lloyd, Health/Life Safety Director, and Robert Berger, Team Leader
Date: November 22, 2021
Re: 2021-2022 Health/Life Safety Report

This report gives a general view of the adequacy and efficiency of school buildings used for instruction, per 23 Ill Admin Code, Health/Life Safety Code for Public Schools in Illinois, Section 180.

Palos Heights District 128 was inspected on November 18, 2021, as required by Section 2-14.21 of the School Code, by the ISC team of Robert Berger, Thomas Beaver, and Thomas Walsh. The district staff that assisted the team included Dave Adamonis and the building custodians.

This is a report of the violations observed. If any of these violations is remediated by **December 07, 2021**, please report this information to us. If no reply is received by the due date, then this report will become the final report.

DISTRICT ADMINISTRATION CENTER and INDIAN HILL SCHOOL

~~ There are no violations to report at this building.

Note, however, that there remains the question of whether or not carbon monoxide detectors should be installed in areas fed by the roof-top heating units. The district should check with its architect and engineers to determine HVAC design specifications and the necessity of installing detectors.

CHIPPEWA SCHOOL

<u>Glossary #</u>	<u>Location</u>	<u>Description of Problem</u>
95	Multiple classrooms/offices	Paper hung on glass vision panels makes them unusable to first responders who may need to visually inspect the rooms.



200 Electrical room Combustible materials cannot be stored in mechanical rooms.

Comments: Evacuation maps can be re-printed and color markings added to make them more readable. Signage can be added to custodial, storage, and other doors, identifying spaces for the benefit of first responders.

NAVAJO HEIGHTS SCHOOL

<u>Glossary #</u>	<u>Location</u>	<u>Description of Problem</u>
6	Maintenance room	An illuminated exit sign should be installed above the door which exits to the exterior of the building.
8	Maintenance room	Flammable liquids (baseboard stripper) should be stored in a fire-proof locker.
71	Boiler room	Combustibles (paper products) cannot be stored in a boiler room.
189	Media Center	An occupancy load signage should be posted.

INDEPENDENCE JUNIOR HIGH SCHOOL

<u>Glossary #</u>	<u>Location</u>	<u>Description of Problem</u>
8	S.T.E.M. Lab	Household-type cleaners should not be accessible to students.
16	Custodial office and electrical room	Fire extinguisher tags have expired.
25	Media Center and corridor	Circuit breaker panel doors are unlocked.
200	Electrical room	Combustible materials (cardboard boxes) cannot be stored in a mechanical room.

Comment: Signage can be added to some doors to identify their use for the benefit of first responders.



SUMMARY

Notations about previous violations:

- The report from FY 21 did not note any violations in any of the buildings. Items noted this year may be considered relatively minor in significance.
- Continuous monitoring is necessary to ensure on-going full compliance.

Recommendation:

- Teacher-provided lamps, small appliances, and other electrical devices are present in some offices and classrooms. Although the code requires only that they be plugged directly into a wall outlet, the district may wish to consider a policy prohibiting them due to an inability to ensure the safe operation of such items.

Final Comments:

- The inspection team would like to thank the district for its assistance and cooperation throughout the process.
- District 128 schools are safe, clean, attractive, and conducive to teaching and learning. They may serve as a source of pride to students, staff, and the community.

To access the checklist on the ISBE website:

Go to http://www.isbe.net/construction/health_safety/html/handbook.htm. The checklist is found in Chapter Two (on page II-4 of the glossary).

School Buildings must be maintained in full and continual compliance. Please initiate appropriate corrective action. If, after review with your architect or engineer, you wish to appeal a citing or have any questions, please contact Velda Lloyd at vlloyd@s-cook.org or (708) 754-6600. A summary of this report is filed annually in Springfield with the Illinois State Board of Education as required by law.



To: Velda Lloyd, Health/Life Safety Director and Robert Berger, Team Leader

From: Kim Anoman, Business Manager, Palos Heights School District 128

Date: December 1, 2021

Re: Remedies for the Health Life Safety Inspection on November 18, 2021

The following are our remedies for the violations that were found during our inspection on November 18, 2021.

District Administration Center and Indian Hill School

There are no violation to report at this building

Chippewa School

Glossary #95 Multiple classrooms/office

Paper hung on glass vision panels makes them unusable to first responders who may need to visually inspect the rooms. **Papers have been removed from panels and employees will be notified that this is not allowed.**

Glossary #200 Electrical Room

Combustible materials cannot be stored in mechanical rooms. **All combustible materials have been removed.**

Comment: Evacuation maps can be re-printed and color markings added to make them more readable. Signage can be added to custodial, storage and other door identifying spaces for the benefit of first responders. **In the process of completing the added signage to doors and looking into evacuation maps so they are more readable, plan to complete by year end 2022.**



Navajo Heights School

Glossary #6 Maintenance Room

An illuminated exit sign should be installed above the door which exits to the exterior of the building. **This scope of work is already scheduled with our architects to be completed summer of 2022.**

Glossary #8 Maintenance Room

Flammable liquids (baseboard stripper) should be stored in a fire-proof locker. **Item has since been placed in the fire proof locker.**

Glossary #71 Boiler Room

Combustibles (paper products) cannot be stored in a boiler room. **Paper products will be removed to a more viable location.**

Glossary #189 Media Center

An occupancy load sign should be posted. **Sign is in the process of being posted by Dec 10th.**

Independence Jr High School

Glossary #8 STEM Lab

Household-type cleaners should not be accessible to students. **Staff member has been told and cleaners are in a locked container.**

Glossary #16 Custodial office and electrical room

Fire extinguisher tags have expired. **In the process of calling Reliable Fire to have these replaced by Dec 31st.**

Glossary #25 Media Center and corridor

Circuit breaker panel doors are unlocked. **Doors have been locked.**

Glossary #200 Electrical room

Combustible materials (cardboard boxes) cannot be stored in a mechanical room. **Items are being moved to a more viable location.**

Comment: Signage can be added to some doors to identify their use for the benefit of first responders. **We have started to the process of adding signage to doors and will complete by end of school year June 2022.**

Document Status: Draft Update

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. Organizing the Board after each consolidated election 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 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 a Superintendent and other personnel, 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 establishing an equal employment opportunity policy that prohibits unlawful discrimination.
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 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.

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/](#), Ill. 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), 2:140 (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), 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

2:105 Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by District employees and Board of Education members:

1. No employee shall intentionally perform any "political activity" during any "compensated time," as those terms are defined herein.
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of ~~his or her~~ official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy.

Limitations on Receiving Gifts

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee shall intentionally solicit or accept any "gift" from any "prohibited source," as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or ~~his or her~~ spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to a Board member or employee from another Board member or employee, and "inter-governmental gift" means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under [26 U.S.C. §501\(c\)\(3\)](#).

Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, [5 ILCS 430/1-5](#).

"*Political activity*" means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, "compensated time" includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

"*Prohibited source*" means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or

6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

Pursuant to the State Officials and Employees Ethics Act ([5 ILCS 430/70-5](#)), members of the Board and other elected officials are encouraged to promptly report claims of sexual harassment by a Board member. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. If the official feels comfortable doing so, he or she should directly inform the individual that the individual's conduct or communication is offensive and must stop.

Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board President or Superintendent. If the report is made to the Superintendent, the Superintendent shall promptly notify the President, or if the President is the subject of the complaint, the Vice President. Reports of sexual harassment will be confidential to the greatest extent practicable.

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Superintendent shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. The investigator shall prepare a written report and submit it to the Board.

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board.

The Superintendent will post this policy on the District website and/or make this policy available in the District's administrative office.

LEGAL REF.:

[105 ILCS 5/22-90 \(final citation pending\)](#), [PRESSPlus1](#)

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

[10 ILCS 5/9-25.1](#), Election Interference Prohibition Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

PRESSPlus Comments

PRESSPlus 1. [105 ILCS 5/22-90 \(final citation pending\)](#), added by P.A. 102-327, bans high school guidance counselors from intentionally soliciting or accepting gifts from a *prohibited source*, narrowly defined as "any person who is employed by an institution of higher education or is an agent or spouse of or an immediate family member living with a person employed by an institution of higher education." Exceptions exist for certain circumstances, e.g., gifts from a relative or based on a personal friendship. A guidance counselor does not violate this law if he or she promptly takes reasonable action to return the gift to the prohibited source or donates the gift or an amount equal to its value to a tax exempt charity. **Issue 108, November 2021**

Document Status: Draft Update

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 two-year term. The duties of the President are to:

1. reside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at ~~his or her~~ discretion;
5. Represent the Board on other boards or agencies; **their**
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act; [PRESSPlus1](#)
10. Administer the oath of office to new Board members; ~~and~~
11. Appoint the Board's official spokesperson to the media; ~~and~~
12. 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, is completed for the Superintendent; [PRESSPlus2](#)

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

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

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a Secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the

office. A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

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

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

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

Treasurer

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

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

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

LEGAL REF.:

[5 ILCS 120/7](#) and [420/4A-106](#).

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, [5/10-21.9](#), and [5/17-1](#), and [5/21B-85](#).

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

PRESSPlus Comments

PRESSPlus 1. Updated to reflect changes to 5 ILCS 120/7, amended by P.A. 101-640, permitting public bodies to meet remotely without a quorum physically present at the meeting location during a public health emergency. **Issue 108, November 2021**

PRESSPlus 2. 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

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,~~ and (beginning in the fall of 2023) trauma-informed practices for students and staff within the first year of ~~his or her~~ **the** first term. PRESSPlus1
2. 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.
3. 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 maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.

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 School Boards.

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

2:220 Board of Education Meeting Procedure

Agenda

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

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

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

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

Voting Method

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

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

Any Board member may include a written explanation of his or her vote in the District file containing individual Board member statements; the explanation will not be part of the minutes.

Minutes

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

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

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

At least semi-annually Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) decides determines which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a semi-annual review. ^{PRESSPlus1} The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session.

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

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

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

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

Verbatim Record of Closed Meetings

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

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

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

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

Quorum and Participation by Audio or Video Means

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

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

No Physical Presence of Quorum and Participation by Audio or Video: Disaster Declaration

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

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use the most recent edition of Robert's Rules of Order: Newly Revised (11th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

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

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording

equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.:

[5 ILCS 120/2a](#), [120/2.02](#), [120/2.05](#), [120/2.06](#), and [120/7](#).

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

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

PRESSPlus Comments

PRESSPlus 1. Required by 5 ILCS 120/2.06(d), amended by P.A. 102-653. If a board is unable to conduct the review every six months, it must do so as soon after as is practicable, taking into account the nature and meeting schedule of the board. A board may also conduct the review more frequently. For the sake of brevity and to align with the closed meeting exception in 5 ILCS 120/2(c)(21) that continues to refer to a public body's *semi-annual* review of its closed session minutes, this policy's exhibits use the term *semi-annual*, even though that term was removed from 5 ILCS 120/2.06(d). **Issue 108, November 2021**

Recommend as presented with gender pronoun edits if applicable

Document Status: Draft Update

2:220-E1 Exhibit - Board Treatment of Closed Meeting Verbatim Recordings and Minutes

The following procedures govern the verbatim audio recordings and minutes of Board of Education meetings that are closed to the public.

Actor	Action
<p><i>Before any Board meeting:</i></p> <p>Superintendent or designee</p>	<p>Arranges to have an audio recording device <u>with adequate storage capacity</u> with extra recording tapes <u>PRESSPlus1</u> and a back-up audio recording device in the Board meeting room during every Board meeting regardless of whether a closed meeting is scheduled.</p> <p>The Board may close a portion of a public meeting without prior notice; it cannot, however, have a closed meeting unless it can record the session.</p>
<p><i>Before a closed meeting:</i></p> <p>Board President or presiding officer (<u>#3 and #4 may be delegated to the Board Secretary or Recording Secretary</u>)</p>	<p>On the closed meeting date: (1) convenes an open meeting, (2) requests a motion to adjourn into closed meeting making sure the reason for the meeting is identified in the motion, (3) takes a roll call vote, (4) <u>ensures</u> asks that the minutes record the vote of each member present and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting (<u>5 ILCS 120/2a</u>), and (5) adjourns the open meeting.</p>
<p><i>Before a closed meeting:</i></p> <p>Superintendent or Board Secretary</p>	<p>Immediately before a closed meeting, tests and activates the audio recording device.</p>
<p><i>During a closed meeting:</i></p> <p>Board President or presiding officer</p>	<p>Convenes the closed meeting stating:</p> <p style="padding-left: 40px;">Seeing a quorum of the Board of Education gathered today, ___ date, at ___ o'clock, at ___ location, for the purpose of holding a closed meeting in order to confidentially discuss ___, I call the meeting to order. In order to record who is present, I request that each individual state his or her name and position with the District.</p> <p>Limits discussion to the topics that were included in the motion to go into a closed meeting.</p> <p>The failure to immediately call a person out-of-order who strays from the purposes included in the motion may result in an appearance of acquiescence. This responsibility to call a person out-of-order falls on each Board member in the event of the President's failure.</p> <p>Once the closed meeting is finished, announces a return to an open meeting or adjournment, and states the time.</p>
	<p>For Verbatim Recordings:</p> <p>Takes possession of the audio recording of the closed meeting and labels it with identification information, specifically the date and items discussed.</p> <p>Adds the identification information contained on the audio recording's label to a cumulative list of closed meeting recordings.</p> <p>As soon as possible, puts the recording of the closed meeting in the previously identified secure location for storing recordings of closed meetings.</p> <p>Upon request of a Board member:</p> <ol style="list-style-type: none"> 1. Provides access to the verbatim recordings minutes at a reasonable time and place without disrupting District operations; 2. Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District: <ol style="list-style-type: none"> a. A records secretary, b. An administrative official of the public body, or

<p><i>After a closed meeting:</i> Superintendent, Recording Secretary, or Board Secretary</p>	<p>c. Any elected official of the public body; and</p> <p>3. Logs the access to the recordings in 2:220-E7, <i>Access to Closed Meeting Minutes and Verbatim Recordings</i>.</p> <p>For Closed Meeting Minutes:</p> <p>Prepares written closed meeting minutes that include:</p> <ul style="list-style-type: none"> • The date, time, and place of the closed meeting • The Board members present and absent • A summary of discussion on all matters proposed or discussed • The time the closed meeting was adjourned <p>Upon request of a Board member:</p> <ol style="list-style-type: none"> 1. Provides access to the closed session minutes at a reasonable time and place without disrupting District operations; 2. Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District: <ol style="list-style-type: none"> a. A records secretary, b. An administrative official of the public body, or c. Any elected official of the public body; and 3. Logs the access in 2:220-E7, <i>Access to Closed Meeting Minutes and Verbatim Recordings</i>.
<p><i>After a closed meeting:</i> Board of Education</p>	<p>Approves the previous closed meeting minutes at the next open meeting.</p>
<p><i>In preparation for the semi-annual review:</i> PRESSPlus2 Superintendent or designee</p>	<p><u>Every six months, p</u> Prepares a recommendation concerning the continued need for confidential treatment of <u>all of the Board's</u> closed meeting minutes; includes this recommendation in the packet for the meeting in which the Board will conduct its semi-annual review.</p> <p>This step is in preparation of the Board's meeting to decide whether the need for confidential treatment of specific closed meeting minutes continues to exist.</p> <p>If the Board wants to discuss closed meeting minutes in closed session, places "review of unreleased closed meeting minutes" on a closed meeting agenda.</p> <p>Places "result of Board's review of unreleased closed meeting minutes" as an item on a subsequent open meeting agenda.</p>
<p><i>In preparation for the semi-annual review:</i> Individual Board members</p>	<p>Before the meeting in which the Board will conduct its semi-annual review, examines the material supplied by the Superintendent.</p> <p>Individual Board members should consider: (1) the Superintendent's recommendation, (2) the recommendation of the Board Attorney, (3) other Board members' opinions, (4) the minutes themselves, and/or (5) whether the minutes would be exempted from public disclosure under the Illinois Freedom of Information Act.</p>
<p><i>During the semi-annual review:</i> Board of Education</p>	<p>The Board decides in open session whether: (1) the need for confidentiality still exists as to all or part of closed meeting minutes, or (2) the minutes or portions thereof no longer require confidential treatment and are available for public inspection.</p> <p>The Board may have an earlier meeting in closed session to discuss the continued need for confidential treatment.</p>
<p><i>After the semi-annual review:</i> Superintendent or designee</p>	<p>Re-labels and re-files closed meeting minutes as appropriate.</p>
<p><i>Monthly:</i> Board President</p>	<p>Adds "destruction of closed meeting audio recording" as an agenda item to an upcoming open meeting.</p>

<i>Monthly:</i> Board of Education	Approves the destruction of particular closed meeting recording(s) that are at least 18 months old and for which approved minutes of the closed meeting already exist.
---------------------------------------	--

LEGAL REF.:

5 ILCS 120/, Open Meetings Act ~~1 et seq.~~

DATED: January 11, 2017

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement in response to a 5-year review. **Issue 108, November 2021**

PRESSPlus 2. Required by 5 ILCS 120/2.06(d), amended by P.A. 102-653. *Semi-annual* means every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the board. **Issue 108, November 2021**

Document Status: Draft Update

2:220-E5 Exhibit - Semi-Annual Review of Closed Meeting Minutes

Logging and Review Process

Step 1. The Board Secretary or Recording Secretary maintains a log of the closed meeting minutes that are unavailable for public inspection. The meeting minutes are logged according to the reason the Board held the closed meeting. 2:220-E6, *Log of Closed Meeting Minutes*.

Step 2. The Board meets in closed session to review the log of unreleased closed meeting minutes. The Board or Recording Secretary brings a copy of all unreleased closed meeting minutes and, if requested, allows Board members to review the actual minutes. The Board identifies which closed meeting minutes or portions thereof no longer need confidential treatment. Use *Report Following the Board's Semi-Annual Review of Closed Meeting Minutes*, below.

Step 3. At least semi-annually (every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the Board), in an open meeting, the Board takes action to release for public inspection those minutes, or portions thereof, no longer needing confidential treatment. Use *Action to Accept*, below. Closed meeting minutes will not be released for public inspection if confidential treatment is needed to protect the public interest or the privacy of an individual, including: (1) student disciplinary cases or other matters relating to an individual student, and (2) personnel files and employees' and Board members' personal information. 5 ILCS 120/2.06(d), amended by P.A. 102-653, PRESSPlus1

Step 4. The Board or Recording Secretary: (1) updates the log of unreleased closed meeting minutes to remove any minutes that the Board made available for public inspection; (2) makes a notation on any applicable closed meeting minutes of the Board's action to release it or a portion of it for public inspection; (3) continues to log new closed meeting minutes that the Board has not released for public inspection (2:220-E6, *Log of Closed Meeting Minutes*), and (4) maintains logs for access to closed session minutes pursuant to 5 ILCS 120/2.06(e), amended by P.A. 99-515.

Report Following the Board's Semi-Annual Review of Closed Meeting Minutes

The Board of Education met on _____ in closed session to conduct its semi-annual review of closed meeting minutes that have not been released for public inspection.

The closed meeting minutes, or portions thereof, from the following dates no longer require confidential treatment: *(insert closed meeting dates)*

The need for confidentiality still exists as to all remaining closed meeting minutes to protect an individual's privacy or the District's interests.

Action to Accept the Board's Semi-Annual Review of Closed Meeting Minutes

Open meeting date:
Motion to approve the Board's semi-annual review of unreleased closed meeting minutes and to release for public inspection those minutes, or portions thereof, that the Board identified as no longer needing confidential treatment made by:
Motion seconded by:
Action: <input type="checkbox"/> Passed <input type="checkbox"/> Failed

DATED: January 11, 2017

PRESSPlus Comments

PRESSPlus 1. For the sake of brevity and to align with the closed meeting exception in 5 ILCS 120/2(c)(21) that continues to refer to a public body's *semi-annual* review of its closed session minutes, this exhibit use the term *semi-annual*, even though that term was removed from 5 ILCS 120/2.06(d). **Issue 108, November 2021**

Recommend as presented with gender pronoun edits if applicable

Document Status: Draft Update

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

The purpose of this log is to facilitate the Board's semi-annual review of closed meeting minutes. Semi-annual means every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the board. 5 ILCS 120/2.06(d), amended by P.A. 102-653, PRESSPlus1 See 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*.

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

Closed Session Held to Discuss:	Dates of Closed Sessions		
Specific employee(s), specific independent contractors, specific volunteers, or District legal counsel; however, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1) , amended by P.A. 101-459.			
Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2) .			
Selection of a person to fill a vacancy on the Board. 5 ILCS 120/2(c)(3) .			
Evidence or testimony presented in a hearing where authorized by law. 5 ILCS 120/2(c)(4) .			
Purchase or lease of real property. 5 ILCS 120/2(c)(5) .			
Setting of a price for sale or lease of District property. 5 ILCS 120/2(c)(6) .			
Sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7) .			
Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger. 5 ILCS 120/2(c)(8) .			
Student disciplinary cases. 5 ILCS 120/2(c)(9) . <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>			
Any matter involving an individual student. 5 ILCS 120/2(c)(10) . <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>			
Litigation, when an action against, affecting, or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 5 ILCS 120/2(c)(11) .			
Establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool. 5 ILCS 120/2(c)(12) .			
Self-evaluation, practices and procedures or professional ethics, when meeting with an IASB representative. 5 ILCS 120/2(c)(16) .			
Minutes of meetings lawfully closed, whether for purposes of approval or semi-annual review. 5 ILCS 120/2(c)(21) .			
Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29) .			

PRESSPlus 1. For the sake of brevity and to align with the closed meeting exception in 5 ILCS 120/2(c)(21) that continues to refer to a public body's *semi-annual* review of its closed session minutes, this exhibit use the term *semi-annual*, even though that term was removed from 5 ILCS 120/2.06(d). **Issue 108, November 2021**

Recommend as presented with gender pronoun edits if applicable

Document Status: Draft Update

2:260 Uniform Grievance Procedure

one

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if ~~he or she~~ **one** 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. §2000ff](#) *et seq.*
16. Employee Credit Privacy Act, [820 ILCS 70/](#)

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. 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 forego any informal suggestions and/or attempts to resolve it 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

oneself

A person (hereinafter Complainant) who wishes to avail ~~him or herself~~ **oneself** 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 parent(s)/guardian(s). 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 individual's

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~~ parents/guardians 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,~~ 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

the

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 PRESSPlus1 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 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:

Merryl Brownlow

12809 S. McVickers Avenue, Palos Heights, IL 60463

mbrownlow@palos128.org

708-597-9040

Complaint Managers:

Merryl Brownlow

12809 S. McVickers Avenue, Palos Heights, IL 60463

mbrownlow@palos128.org

708-597-9040

Kevin Kirk

6610 W. Highland Drive, Palos Heights, IL 60463

kkirk@palos128.org

708-448-0737

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), 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

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*, [PRESSPlus1](#). 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 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. 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

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 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 March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

LEGAL REF:

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

[23 Ill.Admin.Code §§1.310](#), [1.705](#), and [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 \(Employment Termination and Suspensions\)](#), [PRESSPlus1](#)

ADOPTED: March 09, 2016

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

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 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 the Superintendent may assign, that are consistent with the Building Principal's education and training.

Each Building Principal and Assistant Principal 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

4:60 Purchases and Contracts

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

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

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

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

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, [105 ILCS 5/10-20.21](#), unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with [105 ILCS 5/19b-1 et seq.](#)
4. Third party non-instructional services must comply with [105 ILCS 5/10-22.34c](#).
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with [105 ILCS 5/10-20.21\(b-5\)](#). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with [105 ILCS 5/10-20.21\(b-10\)](#).
7. The purchase of paper and paper products must comply with [105 ILCS 5/10-20.19c](#) and Board policy 4:70, *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:
 - a. In accordance with [105 ILCS 5/10-21.9\(f\)](#): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in [105 ILCS 5/10-21.9\(c\)](#) and [5/21B-80\(c\)](#) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in [5/21B-80\(b\)](#) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
 - b. In accordance with [105 ILCS 5/24-5](#): (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 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), 4:70 (Resource Conservation), 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. **Issue 108, November 2021**

Document Status: 5-Year-Review - Needs Review

4:120 Food Services

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with School Board policy 6:50, *School Wellness*.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

LEGAL REF.:

Russell B. National School Lunch Act, [42 U.S.C. §1751](#) *et seq.*

Child Nutrition Act of 1966, [42 U.S.C. §1771](#) *et seq.*

[7 C.F.R. Parts 210](#) and [220](#), Food and Nutrition Service.

[105 ILCS 125/](#).

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

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

ADOPTED: March 09, 2016

Recommend as presented with gender pronoun edits if applicable

Palos Heights School District 128 \ SECTION 4 - OPERATIONAL SERVICES \

Document Status: Draft Update

4:160 Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds.

Pesticides

Restricted use pesticides will not be applied on or within 500 feet of school property during normal school hours. [PRESSPlus1](#) Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, [225 ILCS 235/](#), and the Lawn Care Products Application and Notice Act, [415 ILCS 65/](#).

Coal Tar Sealant [PRESSPlus2](#)

Beginning on 1-1-23, before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

LEGAL REF.:

[105 ILCS 5/10-20.17a; 5/10-20.48.](#)

29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).

29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.

20 ILCS 3130/, Green Buildings Act.

~~[105 ILCS 5/10-20.17a; 5/10-20.48.](#)~~

105 ILCS 135/, Toxic Art Supplies in Schools Act.

105 ILCS 140/, Green Cleaning School Act.

225 ILCS 235/, Structural Pest Control Act.

[415 ILCS 60/14, Illinois Pesticide Act.](#)

415 ILCS 65/, Lawn Care Products Application and Notice Act.

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

[820 ILCS 255/](#), Toxic Substances Disclosure to Employees Act. (*inoperative*)

[23 Ill.Admin.Code §1.330.](#)

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

PRESSPlus Comments

PRESSPlus 1. The Illinois Pesticide Act (415 ILCS 60/14 3.F., amended by P.A. 102-548) makes it unlawful to apply a restricted use pesticide on or within 500 feet of school property during normal hours, except for whole structure fumigation, and if the pesticide application information listed on the pesticide label is more restrictive than the law, then the more restrictive provision applies. *Normal school hours* means Monday through Friday from 7 a.m. until 4 p.m., excluding days when classes are not in session. The statute prohibits restricted pesticide applications during *normal hours* but defines *normal school hours*. This policy uses normal school hours. *State Restricted Pesticide Use* is defined as any pesticide use which the Director (Ill. Dept. of Agriculture or his or her authorized representative) determines, subsequent to public hearing, that an additional restriction for that use is needed to prevent unreasonable adverse effects. **Issue 108, November 2021**

PRESSPlus 2. 410 ILCS 170(a)(1)-(4), added by P.A. 102-242, eff. 1-1-23, requires schools to provide written or telephonic notification to employees and parents/guardians of students prior to any application of a coal tar-based sealant product or a high polycyclic aromatic hydrocarbon sealant product. Written notifications must: (1) be included in newsletters, bulletins, calendars, or other correspondence currently published by the district (this is the only prong of written notice that is permissive); (2) be given at least 10 business days before

the application and should identify the intended date and location of the application of the coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant; (3) include the name and telephone contact number for the school or day care center (if the district has one) personnel responsible for the application; and (4) include any health hazards associated with coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product, as provided by a corresponding safety data sheet.

Districts may want to include numbers (3) and (4) in their student handbooks. 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. **Issue 108, November 2021**

Document Status: Draft Update

4:170 Safety

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act ([105 ILCS 128/](#)):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement **lockdown** drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, ~~or~~ school support personnel, **or a parent/guardian.** [PRESSPlus1](#)

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act ([105 ILCS 128/](#)) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE). ([29 Ill.Admin.Code Part 1500](#)).

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the

IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the ISBE.
2. Any student who is a victim of a violent criminal offense, as defined by [725 ILCS 120/3](#), that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

LEGAL REF.:

[105 ILCS 5/10-20.2](#), [5/10-20.57](#), [5/18-12](#), and [5/18-12.5](#).

105 ILCS 128/, School Safety Drill Act, implemented by 29 Ill.Admin.Code Part 1500.

[210 ILCS 74/](#), Physical Fitness Facility Medical Emergency Preparedness Act.

[225 ILCS 320/35.5](#), Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 128/20(c), amended by P.A. 102-395. While 105 ILCS 128/20(c) uses both *lockdown drill* and *walk-through lockdown drill*, the terms are synonymous. For brevity, this material uses the term *lockdown drill*. Schools must (1) notify parents/guardians in advance of any lockdown drill that involves student participation, and (2) allow parents/guardians to exempt their child(ren) from participating for any reason. For students who do not participate in the lockdown drill, districts must provide alternative safety education and instruction related to an active threat or active shooter event. For students who do participate in the lockdown drill, districts must allow them to ask questions related to it.

Law enforcement may only run an active shooter simulation, including simulated gun fire drills, on school days when students are not present. 105 ILCS 128/20(c)(5)-(8), added by P.A. 102-395. **Issue 108, November 2021**

Recommend as presented with gender pronoun edits if applicable

Palos Heights School District 128 \ SECTION 4 - OPERATIONAL SERVICES \

Document Status: Draft Update

4:175 Convicted Child Sex Offender; Screening; Notifications

Persons Prohibited on School Property without Prior Permission

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board of Education, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing ~~his or her~~ presence in school.

their

Screening

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. The Board President shall ensure that these checks are completed for the Superintendent. ~~He or she~~ shall take appropriate action based on the result of any criminal background check and/or screen. PRESSPlus1 **The President** PRESSPlus2

Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

LEGAL REF.:

20 U.S.C. §7926, Elementary and Secondary Education Act.

20 ILCS 2635/, Uniform Conviction Information Act.

720 ILCS 5/11-9.3, Criminal Code of 2012.

730 ILCS 152/, Sex Offender Community Notification Law.

730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:30 (Hiring Process and Criteria), 5:260 (Student Teachers), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: January 10, 2018

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 Investigations in policy 5:30, Hiring Process Criteria. Issue 108, November 2021

PRESSPlus 2. When a criminal sexual offense is committed or alleged to have been committed by a district employee or contractor, law

enforcement shall immediately transmit a copy of the criminal history record information relating to the investigation of the offense/alleged offense to the superintendent. This transmission will occur either upon the superintendent's request or, if the law enforcement agency knows the offender/alleged offender is employed by a district, automatically. 725 ILCS 191/15, added by P.A. 102-652. See sample administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

Recommend as presented with gender pronoun edits if applicable

Document Status: Draft Update

5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; PRESSPlus1 use of lawful products while not at work; being a victim of domestic violence, sexual violence, ~~or~~ gender violence, or any other crime of violence; PRESSPlus2 genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for ~~his or her~~ status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because ~~he or she~~ they: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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.

Nondiscrimination Coordinator:

Merryl Brownlow

12809 S. McVickers Avenue, Palos Heights, IL 60463

mbrownlow@palos128.org

708-597-9040

Complaint Managers:

Merryl Brownlow

12809 S. McVickers Avenue, Palos Heights, IL 60463

mbrownlow@palos128.org

708-597-9040

Kevin Kirk

6610 W. Highland Drive, Palos Heights, IL 60463

kkirk@palos128.org

708-448-0737

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

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

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. §206\(d\)](#), Equal Pay Act.

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §701](#) *et seq.*, Rehabilitation Act of 1973.

[38 U.S.C. §4301](#) *et seq.*, Uniformed Services Employment and Reemployment Rights Act (1994).

[42 U.S.C. §1981](#) *et seq.*, Civil Rights Act of 1991.

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964; [29 C.F.R. Part 1601](#).

[42 U.S.C. §2000ff](#) *et seq.*, Genetic Information Nondiscrimination Act of 2008.

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964.

[42 U.S.C. §2000e\(k\)](#), Pregnancy Discrimination Act.

[42 U.S.C. §12111](#) *et seq.*, Americans with Disabilities Act, Title I.

[Ill. Constitution, Art. I](#), §§17, 18, and 19.

[105 ILCS 5/10-20.7](#), [5/10-20.7a](#), [5/10-21.1](#), [5/10-22.4](#), [5/10-23.5](#), [5/22-19](#), [5/24-4](#), [5/24-4.1](#), and [5/24-7](#).

[410 ILCS 130/40](#), Compassionate Use of Medical Cannabis Program Act.

[410 ILCS 513/25](#), Genetic Information Privacy Act.

[740 ILCS 174/](#), Ill. Whistleblower Act.

775 ILCS 5/1-103, [5/2-101](#), 5/2-102, [5/2-103](#), [5/2-103.1](#), [5/2-104\(D\)](#) and 5/6-101, Ill. Human Rights Act.

[775 ILCS 35/](#), Religious Freedom Restoration Act.

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

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

[820 ILCS 75/](#), Job Opportunities for Qualified Applicants Act.

[820 ILCS 112/](#), Ill. Equal Pay Act of 2003.

[820 ILCS 180/30](#), Victims' Economic Security and Safety Act.

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

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**

PRESSPlus 2. *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 provision 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

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.

Employees are encouraged to promptly report information regarding violations of this policy. Employees may choose to report to a person of the employee's same gender. Every effort should be made to file such 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:

Merryl Brownlow

12809 S. McVickers Avenue, Palos Heights, IL 60463

mbrownlow@palos128.org

708-597-9040

Complaint Managers:

Merryl Brownlow

Kevin Kirk

12809 S. McVickers Avenue, Palos Heights, IL 60463

6610 W. Highland Drive, Palos Heights, IL 60463

mbrownlow@palos128.org

kkirk@palos128.org

708-597-9040

708-448-0737

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).

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**

Recommend as presented with gender pronoun edits if applicable

Document Status: Draft Update

5:30 Hiring Process and Criteria

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

No individual will be employed who has been convicted of a criminal offense listed in [105 ILCS 5/21B-80\(c\)](#). [PRESSPlus1](#)

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

Job Descriptions

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

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

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, appropriate Intermediate Service Center, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, ~~or for purposes of clarifying the information,~~ the Ill. Dept. of State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. [PRESSPlus2](#) The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

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

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

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

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

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The

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

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

Orientation Program

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

LEGAL REF.:

42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.

15 U.S.C. § 1681 et seq., Fair Credit Reporting Act.

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

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/21B-10, 5/21B-80, 5/21B-85, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-5.

20 ILCS 2630/3.3, Criminal Identification Act.

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

820 ILCS 70/, Employee Credit Privacy Act.

Americans with Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630.

Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), , 4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

PRESSPlus Comments

PRESSPlus 1. For additional information regarding implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656 (employment decisions based on conviction records), see footnotes 5 and 6 of the sample policy, available at **PRESS** Online by logging in at www.iasb.com. Footnote 5 is updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/2-103.1(c), added by P.A. 101-656, with a discussion regarding application of the IHRA's *interactive assessment* requirement for disqualifying offenses listed in 105 ILCS 5/21B-80, and footnote 6 is updated in response to Ill. Dept. of Human Rights (IDHR) guidance for implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656, at: www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/21B-85, amended by P.A. 102-552, requires a board to provide prompt written notice to the board of trustees of the Teachers' Retirement System of the State of Illinois (TRS) when it learns that any teacher has been convicted of a felony offense (which provides for a sentence of death or imprisonment for one year or more). The notice to TRS is limited to (1) the name of the license holder, (2) fact of conviction, (3) name and location of the court in which the conviction occurred, and (4) the assigned case number from the court. **Issue 108, November 2021**

Recommend as presented with gender pronoun edits if applicable

Document Status: Draft Update

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 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 Board policy respecting a drug-and alcohol-free workplace; and
2. Notify ~~his or her~~ the 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.

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:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, 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 ~~has~~ the meaning provided in 105 ILCS 5/10-20.5b.

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

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

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*.

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.

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), 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**

Recommend as presented with gender pronoun edits if applicable

Document Status: Draft Update

5:90 Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child ~~or, for a student aged 18 through 21, an abused or neglected individual with a disability,~~ shall: (1) immediately report or cause a report to be made to the Ill.Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

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

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

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

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

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

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors, and boundary violations as required by law and policy 5:100, Staff Development Program. ~~PRESSPlus1~~ ^{PRESSPlus1} ~~The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.~~

Alleged Incidents of Sexual Abuse: Investigations

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

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

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

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing ~~When the Superintendent he or she~~ has reasonable cause to believe that a license holder committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the District, ~~he or she shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged~~ **the Supt.** ~~was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child.~~ The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

Special School Board Member Responsibilities

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

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

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, Powers and Duties of the Board of Education; Indemnification. [PRESSPlus2](#)

LEGAL REF:

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

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

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

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

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

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 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), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

PRESSPlus Comments

PRESSPlus 1. *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610. For additional *Erin's Law* requirements and definitions, see policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; and 6:60, *Curriculum Content*. See also the footnotes of these policies at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/21B-85(a) and (b), amended by P.A. 102-552. Because felony charges often arise out of abuse and neglect investigation, this board duty is listed here for convenience. See policy 2:20, *Powers and Duties of the School Board; Indemnification* for more information. **Issue 108, November 2021**

School District 128
Financial Summary Report - All Funds
NOVEMBER 2021

	Current YTD	Current Budget	(Over)/Under Budget	% of Budget	Prior YTD November-20	Prior Budget	(Over)/Under Budget	% of Budget	Prior YTD vs. Current YTD
BEGINNING BALANCE	\$9,883,213.00				\$11,212,496.83				
REVENUES									
Real Estate Taxes 1100	\$4,253,498.64	\$9,394,346.00	\$5,140,847.36	45%	\$4,182,881.50	\$8,753,804.00	\$4,570,922.50	48%	\$70,617.14
Other Local Sources 1000	\$171,251.38	\$457,100.00	\$285,848.62	37%	\$112,960.00	\$541,618.79	\$428,658.79	21%	\$58,291.38
General St Aid 3001	\$218,800.00	\$601,701.00	\$382,901.00	36%	\$218,552.00	\$601,011.42	\$382,459.42	36%	\$248.00
Other State 3000	\$119,548.53	\$176,394.00	\$56,845.47	68%	\$95,050.58	\$232,317.27	\$137,266.69	41%	\$24,497.95
Federal 4000	\$173,686.70	\$367,034.00	\$193,347.30	47%	\$262,972.75	\$342,205.00	\$79,232.25	77%	(\$89,286.05)
ESSER Grants	\$0.00	\$735,000.00	\$735,000.00	0%	\$0.00	\$0.00	\$0.00	n/a	\$0.00
TOTAL REVENUES	\$4,936,785.25	\$11,731,575.00	\$6,794,789.75	42%	\$4,872,416.83	\$10,470,956.48	\$5,598,539.65	47%	\$64,368.42
EXPENDITURES									
Salaries 100	\$2,271,703.76	\$6,806,232.00	\$4,534,528.24	33%	\$2,165,519.70	\$5,726,296.71	\$3,560,777.01	38%	\$106,184.06
Benefits 200	\$589,842.17	\$1,741,203.00	\$1,151,360.83	34%	\$560,237.33	\$1,419,813.56	\$859,576.23	39%	\$29,604.84
Purchased Services 300	\$399,383.91	\$1,288,943.00	\$889,559.09	31%	\$378,645.81	\$1,064,279.00	\$685,633.19	36%	\$20,738.10
Supp/Materials 400	\$309,013.79	\$708,106.00	\$399,092.21	44%	\$246,018.14	\$470,785.00	\$224,766.86	52%	\$62,995.65
Capital Outlay 500	\$1,397,662.15	\$2,085,580.00	\$687,917.85	67%	\$323,740.03	\$1,052,500.00	\$728,759.97	31%	\$1,073,922.12
Out of Dist Tuition 670	\$117,937.11	\$350,000.00	\$232,062.89	34%	\$52,486.32	\$451,976.00	\$399,489.68	12%	\$65,450.79
Other 600	\$10,940.45	\$892,500.00	\$881,559.55	1%	\$13,801.17	\$910,500.00	\$896,698.83	2%	(\$2,860.72)
Non-Capitalized Equip 700	\$76,347.00	\$117,244.00	\$40,897.00	65%	\$1,798.00	\$41,000.00	\$39,202.00	4%	\$74,549.00
Termination Benefits 800	\$0.00	\$0.00	\$0.00	n/a	\$0.00	\$0.00	\$0.00	n/a	\$0.00
TOTAL EXPENDITURES	\$5,172,830.34	\$13,989,808.00	\$8,816,977.66	37%	\$3,742,246.50	\$11,137,150.27	\$7,394,903.77	34%	\$1,430,583.84
LIABILITES	(\$286,449.17)				(\$236,284.70)				
TOTAL FUND BALANCE	\$9,647,167.91				\$12,342,667.16				
TOTAL LIAB & FUND BALANCE	\$9,360,718.74				12,106,382.46				
CAPITAL PROJECTS	\$1,387,556.30				303,373.83				
EXCLUDING CAPITAL PROJECTS	8,259,611.61				12,039,293.33				
TOTAL LIAB & FUND BALANCE EXCLUDING CAPITAL	7,973,162.44				11,803,008.63				