Monday, May 18, 2026
Committee of the Whole

To accommodate additional attendees, the meeting will also be held virtually via an expanded Zoom platform. All or a portion of the meeting is being video recorded for purpose of public broadcast.

Committee of the Whole, Music Room, C31 Cary Jr. High School, 2109 Crystal Lake Rd., Cary, IL 60013, 6:00 PM

1. **Organization**
   1.1. Call to Order
   1.2. Roll Call
2. **Acceptance of Agenda**
   Items for discussion may be added to the agenda at the start of the meeting at the request of the Superintendent or any Board Member upon majority approval of those members present.
3. **Community Input**
   Members of the public and District employees may take public comments at this time. Please identify yourself and limit your comments to 3 (three) minutes.
4. **Approval of Previous Meeting Minutes**
   April 20, 2026, Committee of the Whole Minutes
5. **Discussion Topics**
   5.1. Review of Bills
   5.2. Treasurer's Report
   5.3. Student Lunch Price for 2026-27
   5.4. Summer Construction Update
   5.5. District Salary Study
   5.6. Board Attending Illinois Association of School Boards Joint Annual Conference
   5.7. Review PRESS Plus Updates
6. **Adjournment**

Cary Community Consolidated School District 26
2115 Crystal Lake Road
Cary, IL 60013

Committee of the Whole Meeting Minutes, Monday, April 20, 2026
Generated by Laura Dorfler

1. Organization
1.1 Call to Order
Meeting was called to order at 6:00 pm by Mrs. Darling

1.2 Roll Call
Members Present: Jason Janczak, Mindy Hartman, Dee Darling, Stacey Sault, Julie Jette Bridgette Sanlon, Kathryn Potter
Members Absent: None

2. Acceptance of Agenda
2.1 Items for discussion may be added to the agenda at the start of the meeting at the request of the Superintendent or any Board Member upon majority approval of those members present. None

3. Community Input
3.1 Members of the public and District employees may make public comments at this time. Please identify yourself and limit your comments to 3 (three) minutes. None

4. Approval of Previous Meeting Minutes
4.1 March 9, 2026, Committee of the Whole Minutes. The minutes were not attached to the agenda. They will be approved at the Regular Board of Education meeting on April 27, 2026

5. Discussion Topics
5.1 Presentation on Bond Issuance & Parameters Resolution by PTMA
Mr. Shepherd introduced Tammie Schallmo with PTMA. Mrs. Schallmo provided a PowerPoint presentation and answered questions from the Committee. The presentation can be found on the agenda.

5.2 Review of Bills
Mr. Shepherd reviewed this month's bills and answered questions from the Committee. Committee agreed to move this item to the April 27, 2026, Regular Board of Education Meeting for approval.

5.3 Treasurer's Report
Mr. Shepherd reviewed this treasurer's report and answered questions from the Committee. Committee agreed to move this item to the April 27, 2026, Regular Board of Education Meeting for approval.

5.4 FY26 Amended Budget Update
Mr. Shepherd provided an update on the FY26 Amended Budget and answered questions from the Committee. Committee agreed to move this item to the April 27, 2026, Regular Board of Education Meeting for approval.

5.5 Food Service Contract Renewal
Mr. Shepherd reviewed the Food Service Contract Renewal and answered questions from the Committee. Committee agreed to move this item to the April 27, 2026, Regular Board of Education Meeting for approval.

5.6 Discussion to Change Meeting Dates for 2026-2027
Dr. Thomas reviewed meeting dates and discussed possibly changing the meeting date. The Committee discussed the options and would like to wait for the new administration team to discuss further.

6. Closed Session
6.1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. 5 ILCS 120/2(c)(1)

6.1 Collective negotiating matters between the public body and its employees or their representatives, deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2)

Dee Darling asked for a motioned to go into closed session.
Motion Made by Mindy Hartman and Seconded by Jason Janczak
Board Members Present: Mindy Hartman, Dee Darling, Stacey Sault, Julie Jette Bridgette Sanlon, Kathryn Potter, Jason Janczak
Discussion: None
Motion Carries

Open Session Ended: 6:41 p.m.
Closed Session Started: 6:47 p.m.
Closed Session Ended: 8:09 p.m.
Open Session Started: 8:09 p.m.

7. Return from Closed Session
Procedural: 7.1 No Action Taken

8. Adjournment

Mrs. Darling motioned to adjourn the meeting.
Motion made by Kathryn Potter and Seconded by Mindy Hartman
Voice Vote - All in Favor – Yes
Meeting adjourned at 8:10 p.m.

May 26, 2026		
Accounts Payable and Payroll Summary		
Date	Source	Amount
April 5th	Payroll	$640,707.78
April 20th	Payroll	$633,351.08
May	Accounts Payable	$902,199.32
April/May	Imprest	$113,656.99
May	P-Card	$4,554.82
		$2,294,469.99

Invoice Listing

CARY CMTY CONS SCH DIST 26N

Vendor	PO Number	Invoice Number	Batch	Description	Invoice Date	Check Number	Net Amount
4IMPRINT, INC.	0052600000000	15013752	526	Staff Recognition Gifts	04/29/2026	41963	1,200.44
						Total for 4IMPRINT, INC.:	**1,200.44**
ACHEY, ALEXANDER		2026 04 30	526	MILEAGE REIMBURSEMENT-APRIL 2026	04/30/2026	41964	34.80
						Total for ACHEY, ALEXANDER:	**34.80**
ACT NETWORK SOLUTIONS		36695	526A	SHADOW PROTECT RECOVERY MAY 2026	04/17/2026	9000004466	632.00
						Total for ACT NETWORK SOLUTIONS:	**632.00**
ALLIED FACILITY PARTNERS, LLC		APPLICATION 6	526A	CARY SOLAR	04/23/2026	9000004467	125,132.61
						Total for ALLIED FACILITY PARTNERS, LLC:	**125,132.61**
ANTHROMED BLOCKER INC.		26118	526	CONTRACTED SLP SERVICES-DP 03/30/2026-04/02/2026	04/09/2026	41965	2,793.32
ANTHROMED BLOCKER INC.		26119	526	CONTRACTED SLP SERVICES-CJH 03/30/2026-04/02/2026	04/09/2026	41965	2,667.31
ANTHROMED BLOCKER INC.		26263	526	CONTRACTED SLP SERVICES-CJH 04/07/2026-04/08/2026	04/16/2026	41965	1,443.22
ANTHROMED BLOCKER INC.		26266	526	CONTRACTED SLP SERVICES-CJH 04/07/2026-04/08/2026	04/16/2026	41965	2,578.40
ANTHROMED BLOCKER INC.		26436	526	CONTRACTED SLP SERVICES-DP 04/13/2026-04/17/2026	04/23/2026	41965	3,491.65
ANTHROMED BLOCKER INC.		26439	526	CONTRACTED SLP SERVICES-CJH 04/13/2026-04/17/2026	04/23/2026	41965	3,022.95
ANTHROMED BLOCKER INC.		26609	526	CONTRACTED SLP SERVICES-DP 04/20/2026-04/22/2026	04/30/2026	41965	1,722.55
ANTHROMED BLOCKER INC.		26612	526	CONTRACTED SLP SERVICES-CJH 04/20/2026-04/24/2026	04/30/2026	41965	3,267.45
						Total for ANTHROMED BLOCKER INC.:	**20,986.85**
ARGYROPOULOS, JACQUELINE		2026 04 16	526	REIMBURSEMENT-MUSICAL EXPENSES	04/16/2026	41966	36.90
						Total for ARGYROPOULOS, JACQUELINE:	**36.90**
AUTOZONE		02771781455	526	BLUE 36 ML THREAD	04/20/2026	41967	58.54
AUTOZONE		02771782820	526	ENGINE OIL FILTER AC	04/23/2026	41967	46.22
						Total for AUTOZONE:	**104.76**

Invoice Listing

CARY CMTY CONS SCH DIST 26N

Vendor	PO Number	Invoice Number	Batch	Description	Invoice Date	Check Number	Net Amount
BAILEY, JAIMIE		2026 04 29	526A	REIMBURSEMENT-CLASSROOM SUPPLIES	04/29/2026	9000004468	75.00
						Total for BAILEY, JAIMIE:	**75.00**
BARTH, CINDY		2026 03 13	526A	OTR/L 03/02/2026-03/13/2026	03/19/2026	9000004469	573.75
BARTH, CINDY		2026 03 20	526A	OTR/L 03/16/2026-03/20/2026	05/20/2026	9000004469	297.50
						Total for BARTH, CINDY:	**871.25**
BENCHMARK EDUCATION	0022600000000	597795	526	TItle III Supplies	05/24/2026	41968	3,762.00
						Total for BENCHMARK EDUCATION:	**3,762.00**
BLU PETROLEUM INC		SI-46911	526A	TRANSPORTATION FUEL	04/24/2026	9000004470	23,732.74
						Total for BLU PETROLEUM INC:	**23,732.74**
BORNEKOMOSA, JENNIFER		2026 05 01	526A	CONTRACTED VISION ITINERANT APRIL 2026	05/01/2026	9000004471	9,720.00
BORNEKOMOSA, JENNIFER		2026 05 01 MILEAGE	526A	MILEAGE REIMBURSEMENT APRIL 2026	05/01/2026	9000004471	21.24
						Total for BORNEKOMOSA, JENNIFER:	**9,741.24**
BRAXY SPEECH THERAPY PLLC		2606	526A	CONTRACTED SLP SERVICES 03/16/2026-03/31/2026	04/02/2026	9000004472	5,347.50
BRAXY SPEECH THERAPY PLLC		2612	526A	CONTRACTED SLP SERVICES 04/01/2026-04/15/2026	04/17/2026	9000004472	8,050.00
BRAXY SPEECH THERAPY PLLC		2614	526A	CONTRACTED SLP SERVICES 04/16/2026-04/30/2026	05/04/2026	9000004472	5,433.75
						Total for BRAXY SPEECH THERAPY PLLC:	**18,831.25**
CARRIE, ZOE		2026 04 30	526A	MILEAGE REIMBURSEMENT-APRIL 2026	04/30/2026	9000004473	33.06
						Total for CARRIE, ZOE:	**33.06**
CHICAGO METROPOLITAN FIRE PREVENTION CO.		IN00482646	526A	F/A MONITORING 04/01/2026-06/30/2026	04/01/2026	9000004474	90.75
CHICAGO METROPOLITAN FIRE PREVENTION CO.		IN00482842	526A	F/A MONITORING 04/01/2026-06/30/2026	04/01/2026	9000004474	90.75
CHICAGO METROPOLITAN FIRE PREVENTION CO.		IN00482843	526A	F/A MONITORING 04/01/2026-06/30/2026	04/01/2026	9000004474	90.75

Invoice Listing

CARY CMTY CONS SCH DIST 26N

Vendor	PO Number	Invoice Number	Batch	Description	Invoice Date	Check Number	Net Amount
CHICAGO METROPOLITAN FIRE PREVENTION CO.		IN00482844	526A	F/A MONITORING 04/01/2026-06/30/2026	04/01/2026	9000004474	90.75
CHICAGO METROPOLITAN FIRE PREVENTION CO.		IN00482845	526A	F/A MONITORING 04/01/2026-06/30/2026	04/01/2026	9000004474	90.75
CHICAGO METROPOLITAN FIRE PREVENTION CO.		IN00482847	526A	F/A MONITORING 04/01/2026-06/30/2026	04/01/2026	9000004474	90.75
CHICAGO METROPOLITAN FIRE PREVENTION CO.		IN00482848	526A	F/A MONITORING 04/01/2026-06/30/2026	04/01/2026	9000004474	90.75
				Total for CHICAGO METROPOLITAN FIRE PREVENTION CO.:			**635.25**
CINTAS CORPORATION NO. 2		4266557947	526	3X5 XTRAC MAT ONYX	04/20/2026	41969	59.53
CINTAS CORPORATION NO. 2		4267226582	526	SHIRT/M/WORKSHIRT/NAVY/SS - SZ PREM-RG2XL	04/27/2026	41969	35.00
CINTAS CORPORATION NO. 2		4267979897	526	3X5 XTRAC MAT ONYX	05/04/2026	41969	59.53
CINTAS CORPORATION NO. 2		4268821946	526	SHIRT/M/WORKSHIRT/NAVY/SS - SZ PREM-RG2XL	05/11/2026	41969	35.00
				Total for CINTAS CORPORATION NO. 2:			**189.06**
CITYWIDE BUILDING MAINTENANCE INC		56988	526A	EVENT COVERAGE-04/18/2026 BG	04/21/2026	9000004475	187.50
CITYWIDE BUILDING MAINTENANCE INC		57011	526A	WEEKEND EVENT COVERAGE 04/25/2026	04/27/2026	9000004475	393.75
CITYWIDE BUILDING MAINTENANCE INC		57243	526A	PORTER SERVICE SPEECH TOURNAMENT	05/05/2026	9000004475	148.00
				Total for CITYWIDE BUILDING MAINTENANCE INC:			**729.25**
CLOCWORKS INC		3933	526A	CARY SD MONTHLY ENERGY REPORTS	04/21/2026	9000004476	800.00
				Total for CLOCWORKS INC:			**800.00**
COMMUNITY MECHANICAL AND AUTOMATION LLC		3740	526A	CHILLER SERVICE	04/30/2026	9000004477	6,618.00
COMMUNITY MECHANICAL AND AUTOMATION LLC		3741	526A	CHILLER SERVICE	04/30/2026	9000004477	551.00

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Vendor	PO Number	Invoice Number	Batch	Description	Invoice Date	Check Number	Net Amount
COMMUNITY MECHANICAL AND AUTOMATION LLC		3742	526A	AHU SERVICE	04/30/2026	9000004477	1,040.00
COMMUNITY MECHANICAL AND AUTOMATION LLC		3743	526A	APRIL SERVICE CALLS	04/30/2026	9000004477	1,831.00
COMMUNITY MECHANICAL AND AUTOMATION LLC		3744	526A	APRIL SERVICE CALLS	03/30/2026	9000004477	160.00
COMMUNITY MECHANICAL AND AUTOMATION LLC		3745	526A	APRIL SERVICE CALLS	04/30/2026	9000004477	178.00
COMMUNITY MECHANICAL AND AUTOMATION LLC		3746	526A	APRIL SERVICE CALLS	04/30/2026	9000004477	1,744.00
COMMUNITY MECHANICAL AND AUTOMATION LLC		3747	526A	APRIL SERVICE CALLS	04/30/2026	9000004477	438.00
					Total for COMMUNITY MECHANICAL AND AUTOMATION LLC:		**12,560.00**
CONNECTIONS DAY SCHOOL		34345	526	TUITION MARCH 2026	03/31/2026	41970	5,387.20
CONNECTIONS DAY SCHOOL		34395	526	TUITION APRIL 2026	04/30/2026	41970	7,070.70
CONNECTIONS DAY SCHOOL		34396	526	TUITION APRIL 2026	04/30/2026	41970	7,070.70
CONNECTIONS DAY SCHOOL		34397	526	TUITION APRIL 2026	04/30/2026	41970	7,070.70
					Total for CONNECTIONS DAY SCHOOL:		**26,599.30**
CURRICULUM ASSOCIATES LLC	0022600000000	90954781	526A	Title I Phonics for Reading Quote #462052.1	04/30/2026	9000004478	1,806.66
CURRICULUM ASSOCIATES LLC	0022600000000	90954800	526A	Title I Phonics for Reading Quote #462052.1	04/30/2026	9000004478	1,892.82
					Total for CURRICULUM ASSOCIATES LLC:		**3,699.48**
DALEY, SHANNON		2026 04 15	526	REIMBURSEMENT-DELEGATES	04/15/2026	41971	40.96
					Total for DALEY, SHANNON:		**40.96**
DCG ROOFING SOLUTIONS, INC		5270	526A	ROOF LEAK REPAIRS-TO	04/07/2026	9000004479	175.00

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Vendor	PO Number	Invoice Number	Batch	Description	Invoice Date	Check Number	Net Amount
DCG ROOFING SOLUTIONS, INC		5274	526A	ROOF REPAIRS-DEERPATH	04/14/2026	9000004479	742.50
						Total for DCG ROOFING SOLUTIONS, INC:	**917.50**
DEMCO	1002600000000	7790386	526	Learning Center Bags	04/09/2026	41972	146.16
						Total for DEMCO:	**146.16**
EMS LINQ LLC		INV-12106	526A	ANNUAL HOSTING SERVICES 06/01/2026-05/31/2027	04/20/2026	9000004480	9,345.19
						Total for EMS LINQ LLC:	**9,345.19**
FOLLETT CONTENT SOLUTIONS LLC	1252600000000	722343B	526A	Learning Center Books-Engelmann	04/30/2026	9000004481	827.84
						Total for FOLLETT CONTENT SOLUTIONS LLC:	**827.84**
FOX RIVER GLASS & MIRROR INC		18537	526	CUSTOM THERMO UNITS-GLASS REPLACED	04/27/2026	41973	1,340.71
						Total for FOX RIVER GLASS & MIRROR INC:	**1,340.71**
FSS TECHNOLOGIES LLC		I-93144	526A	CENTRAL STATION MONITORING 05/01/2026-07/31/2026	04/16/2026	9000004482	726.00
						Total for FSS TECHNOLOGIES LLC:	**726.00**
GOPHER	1252600000000	IN513059	526	PE Supplies-VanAcker	04/30/2026	41974	1,305.24
						Total for GOPHER:	**1,305.24**
GORDON FLESCH COMPANY, INC.		IN15587382	526A	TONER, PAPER, & PRINTER SUPPLIES-BG	04/18/2026	9000004483	191.93
GORDON FLESCH COMPANY, INC.		IN15591708	526A	TONER, PAPER, & PRINTER SUPPLIES-AC	04/21/2026	9000004483	4,906.90
GORDON FLESCH COMPANY, INC.		IN15603806	526A	STAPLES P1-BG	05/01/2026	9000004483	196.00
GORDON FLESCH COMPANY, INC.		IN15606370	526A	STAPLE P1-OK	05/04/2026	9000004483	102.00
GORDON FLESCH COMPANY, INC.		IN15607612	526A	STAPLE P1-CJH	05/05/2026	9000004483	290.00
						Total for GORDON FLESCH COMPANY, INC.:	**5,686.83**
HENDERSHOT, JANET		2026 03 31	526A	MILEAGE REIMBURSEMENT-MARCH 2026	03/31/2026	9000004484	5.22
HENDERSHOT, JANET		2026 05 04	526A	MILEAGE REIMBURSEMENT-APRIL 2026	05/04/2026	9000004484	8.70
						Total for HENDERSHOT, JANET:	**13.92**

Invoice Listing

CARY CMTY CONS SCH DIST 26N

Vendor	PO Number	Invoice Number	Batch	Description	Invoice Date	Check Number	Net Amount
HODGES LOIZZI EISENHAMMER		69086	526A	LEGAL SERVICES-MARCH 2026	03/31/2026	9000004485	2,184.13
				Total for HODGES LOIZZI EISENHAMMER:			**2,184.13**
IL ASSOC OF SCHOOL BUS OFFICIALS		480148	526	IASB ACTIVE MEMBERSHIP DUES	05/01/2026	41975	7,535.00
				Total for IL ASSOC OF SCHOOL BUS OFFICIALS:			**7,535.00**
ILLINOIS ASSOC. OF SCHL BOARDS		481260	526	BOARDBOOK SUBSCRIPTION	05/01/2026	41976	8,875.00
				Total for ILLINOIS ASSOC. OF SCHL BOARDS:			**8,875.00**
J.W. CHICAGO		34695	526	TRANSPORTATION SERVICES 04/01/2026-04/10/2026	04/10/2026	41977	10,330.00
J.W. CHICAGO		34715	526	TRANSPORTATION SERVICES 04/13/2026-04/30/2026	04/28/2026	41977	29,896.00
				Total for J.W. CHICAGO:			**40,226.00**
KATHY EWING		6311	526	CARY SCHOOL DISTRICT JUNE 2, 2026	06/02/2026	41978	225.00
				Total for KATHY EWING:			**225.00**
KUBALA, WILLIAM		2026 05 01	526A	REIMBURSEMENT-CDL DRIVERS LICENSE FEE	05/01/2026	9000004486	30.00
				Total for KUBALA, WILLIAM:			**30.00**
LAKESHORE LEARNING MATERIALS, LLC	1352600000000	93750099	526A	PFA Materials	04/26/2026	9000004487	159.00
				Total for LAKESHORE LEARNING MATERIALS, LLC:			**159.00**
LANGTON GROUP		67346	526A	LANDSCAPE MAINTENANCE APRIL 2026	04/01/2026	9000004488	7,956.00
LANGTON GROUP		67465	526A	LANDSCAPE MAINTENANCE MAY 2026	05/01/2026	9000004488	10,608.00
LANGTON GROUP		67545	526A	LANDSCAPE CONSTRUCTION	05/07/2026	9000004488	480.00
				Total for LANGTON GROUP:			**19,044.00**
LANGUAGE LINE SERVICES		11915062	526	OVER THE PHONE INTERPRETATION	04/30/2026	41979	4.20
				Total for LANGUAGE LINE SERVICES:			**4.20**
LAUTERBACH & AMEN LLP		117659	526A	MARCH 2026-ACCOUNTING ASSISTANCE	04/17/2026	9000004489	875.00
				Total for LAUTERBACH & AMEN LLP:			**875.00**
LEARNWELL		INV311408	526	HOMEBOUND TUTORING	04/10/2026	41980	512.00

Invoice Listing

CARY CMTY CONS SCH DIST 26N

Vendor	PO Number	Invoice Number	Batch	Description	Invoice Date	Check Number	Net Amount
LEARNWELL		INV313313	526	04/07/2026-04/10/2026 HOMEBOUND TUTORING	04/17/2026	41980	576.00
LEARNWELL		INV314502	526	04/13/2026-04/17/2026 HOMEBOUND TUTORING 04/20/2026-04/24/2026	04/24/2026	41980	640.00
						Total for LEARNWELL:	**1,728.00**
MANTHEY, DENISE N.		2026 04 30	526	CONTRACTED SCHOOL PSYCHOLOGIST APRIL 2026	04/30/2026	41981	12,847.50
						Total for MANTHEY, DENISE N.:	**12,847.50**
MANUSOS GENERAL CONTRACTING INC		APPLICATION 5	526A	BRIARGATE RENOVATIONS	04/28/2026	9000004490	100,726.58
						Total for MANUSOS GENERAL CONTRACTING INC:	**100,726.58**
MARTIN, DAVID		2026 05 04	526A	MILEAGE REIMBURSEMENT APRIL 2026	05/04/2026	9000004491	284.20
						Total for MARTIN, DAVID:	**284.20**
MATTERHACKERS INC	0022600000000	MH260570	526A	Title IV Supplies	04/28/2026	9000004492	989.00
						Total for MATTERHACKERS INC:	**989.00**
MAXIM HEALTHCARE SERVICES HOLDINGS, INC.		V29868779	526	CONTRACTED SCHOOL RN MARCH 2026	04/08/2026	41982	10,969.20
						Total for MAXIM HEALTHCARE SERVICES HOLDINGS, INC.:	**10,969.20**
MCHENRY COUNTY REGIONAL		ROE-FRM-0492	526	APRIL 2026 FINGERPRINT/BACKGROUND REQUESTS	05/08/2026	41983	86.00
						Total for MCHENRY COUNTY REGIONAL:	**86.00**
MCHENRY COUNTY VISUAL COMMUNICATIONS, INC		2088-20880	526	HOT PINK NUMBER 29	04/27/2026	41984	37.44
						Total for MCHENRY COUNTY VISUAL COMMUNICATIONS, INC:	**37.44**
MCHENRY SCHOOL DISTRICT 15		D26-DEC 2025	526	HEARING ITINERANT SERVICES DECEMBER 2025	04/16/2026	41985	322.51
MCHENRY SCHOOL DISTRICT 15		D26-FEB 2026	526	HEARING ITINERANT SERVICES FEBRUARY 2026	04/16/2026	41985	440.89

Invoice Listing

CARY CMTY CONS SCH DIST 26N

Vendor	PO Number	Invoice Number	Batch	Description	Invoice Date	Check Number	Net Amount
MCHENRY SCHOOL DISTRICT 15		D26-JAN 2026	526	HEARING ITINERANT SERVICES JANUARY 2026	04/16/2026	41985	311.60
					Total for MCHENRY SCHOOL DISTRICT 15:		**1,075.00**
MENARD INC		53071	526A	WELDWOOD CONTACT CEMENT	04/08/2026	9000004493	79.95
MENARD INC		53527	526A	HARD HAT BLACK	04/16/2026	9000004493	30.54
MENARD INC		54552	526A	27X15X16 LARGE BOX	05/01/2026	9000004493	205.73
					Total for MENARD INC:		**316.22**
MIDWEST TRANSIT EQUIPMENT INC.		X106055245 01	526A	ANTENNA BUS BODY METAL	05/11/2026	9000004494	80.05
MIDWEST TRANSIT EQUIPMENT INC.		X106055329:01	526A	WINDOW, PASS SPLIT SASH	05/11/2026	9000004494	188.97
MIDWEST TRANSIT EQUIPMENT INC.		X106055180 01	526	SPARK PLUG	05/07/2026	9000004518	391.30
					Total for MIDWEST TRANSIT EQUIPMENT INC.:		**660.32**
MOSCATO, MELANIE		2026 04 30	526A	MILEAGE REIMBURSEMENT APRIL 2026	04/30/2026	9000004495	34.58
					Total for MOSCATO, MELANIE:		**34.58**
NELBUD SERVICES, LLC		47463181	526A	SPRINKLER RISER ANNUAL INSPECTION	04/24/2026	9000004496	1,364.95
NELBUD SERVICES, LLC		47463206	526A	WET SPRINKLER RISER ANNUAL INSPECTION	04/24/2026	9000004496	1,270.95
NELBUD SERVICES, LLC		47838319	526A	FIRE ALARM LABOR	04/23/2026	9000004496	234.95
NELBUD SERVICES, LLC		47930922	526A	FIRE ALARM LABOR	04/28/2026	9000004496	639.95
NELBUD SERVICES, LLC		47931423	526A	SPRINKLER LABOR	04/30/2026	9000004496	1,084.85
					Total for NELBUD SERVICES, LLC:		**4,595.65**
NETRIX LLC		CI-030040	526A	MONTHLY INVOICE-MAY 2026	05/06/2026	9000004497	2,470.16
NETRIX LLC	0042600000000	CSP-006967	526A	Microsoft 365 A3 Annual Billing	04/22/2026	9000004497	52,200.20
NETRIX LLC	0042600000000	DI-008571	526A	Redsky E911 Service Renewal	04/30/2026	9000004497	3,598.00
					Total for NETRIX LLC:		**58,268.36**
NEW CONNECTIONS ACADEMY		17455	526	TUITION APRIL 2026	04/30/2026	41986	7,786.38
					Total for NEW CONNECTIONS ACADEMY:		**7,786.38**

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NORTHWESTERN ILLINOIS ASSOC		260247	526	FY26 Q4 DHH PROGRAM TUITION	04/14/2026	41987	15,000.00
NORTHWESTERN ILLINOIS ASSOC		260277	526	FY26 Q4 QUARTERLY SERVICES	05/01/2026	41987	1,381.87
						Total for NORTHWESTERN ILLINOIS ASSOC:	**16,381.87**
OIL EQUIPMENT CO. INC		0383496-IN	526A	MONTHLY AB INSPECTION APRIL 2026	04/16/2026	9000004498	225.00
						Total for OIL EQUIPMENT CO. INC:	**225.00**
OPTUM		0001908260	526A	HSA MONTHLY MAINTENANCE FEE APRIL 2026	05/07/2026	9000004499	2.75
						Total for OPTUM:	**2.75**
ORGANICLIFE LLC SMART FOODSERVICE		1136020711340	526A	BREAKFAST-APRIL 2026	04/30/2026	9000004500	114,922.26
						Total for ORGANICLIFE LLC SMART FOODSERVICE:	**114,922.26**
PAHCS II/NORTHWESTERN MEDICINE		571625	526A	DRUG SCREEN, PHYSICAL, POST OFFER	03/31/2026	9000004501	162.00
PAHCS II/NORTHWESTERN MEDICINE		571650	526A	DRUG SCREEN-DOT PANEL	03/31/2026	9000004501	85.00
PAHCS II/NORTHWESTERN MEDICINE		571942	526A	DRUG SCREEN, PHYSICAL, POST OFFER	03/31/2026	9000004501	324.00
PAHCS II/NORTHWESTERN MEDICINE		571974	526A	DRUG SCREEN-DOT PANEL-PHYSICAL MRO FEE	03/31/2026	9000004501	225.00
PAHCS II/NORTHWESTERN MEDICINE		571990	526A	DRUG SCREEN-DOT PANEL	03/31/2026	9000004501	170.00
						Total for PAHCS II/NORTHWESTERN MEDICINE:	**966.00**
PARKLAND PREPARATORY ACADEMY INC		7608	526	TUITION APRIL 2026	04/30/2026	41988	5,299.56
PARKLAND PREPARATORY ACADEMY INC		7652	526	TUITION APRIL 2026	04/30/2026	41988	3,897.60
						Total for PARKLAND PREPARATORY ACADEMY INC:	**9,197.16**

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Vendor	PO Number	Invoice Number	Batch	Description	Invoice Date	Check Number	Net Amount
PEEWEE SPEECH THERAPY PLLC		PST-000017	526A	CONTRACTED SPEECH LANGUAGE SERVICES APRIL 2026	04/30/2026	9000004502	12,516.00
					Total for PEEWEE SPEECH THERAPY PLLC:		**12,516.00**
PETERSON, SUSAN		2026 04 30	526A	MILEAGE REIMBURSEMENT APRIL 2026	04/30/2026	9000004503	224.75
					Total for PETERSON, SUSAN:		**224.75**
PROCARE THERAPY		21425672	526A	CONTRACTED SCHOOL SLP 03/31/2026-04/02/2026	04/05/2026	9000004504	5,638.24
PROCARE THERAPY		21431356	526A	CONTRACTED SCHOOL SLP 04/07/2026-04/10/2026	04/12/2026	9000004504	6,702.11
PROCARE THERAPY		21436899	526A	CONTRACTED SCHOOL SLP 04/13/2026-04/17/2026	04/19/2026	9000004504	7,085.21
PROCARE THERAPY		21443252	526A	CONTRACTED SCHOOL SLP 04/20/2026-04/24/2026	04/26/2026	9000004504	6,666.73
					Total for PROCARE THERAPY:		**26,092.29**
QUALLS, KIM		2026 04 18	526	REIMBURSEMENT-RETIREMENTS	04/28/2026	41989	262.20
QUALLS, KIM		2026 04 20	526	REIMBURSEMENT-TEACH APPRECIATION WEEK	04/20/2026	41989	419.02
QUALLS, KIM		2026 04 23	526	REIMBURSEMENT-TEACHER APPRECIATION	04/23/2026	41989	139.91
QUALLS, KIM		2026 04 28	526	REIMBURSEMENT-RETIREMENTS	04/28/2026	41989	77.77
QUALLS, KIM		2026 05 04	526	REIMBURSEMENT-TEACH APPRECIATION SUPPLIES	05/04/2026	41989	340.63
QUALLS, KIM		2026 05 08	526	REIMBURSEMENT-RETIREE BREAKFAST	05/08/2026	41989	192.70
					Total for QUALLS, KIM:		**1,432.23**
READ TO THEM	1002600000000	17025827	526	One School One Book - Charlotte's Web	01/15/2026	41990	2,255.50
READ TO THEM	1152600000000	17025792	526	OBOS books	01/15/2026	41990	3,867.75
					Total for READ TO THEM:		**6,123.25**
ROOTS AUTISM SOLUTIONS		14023242	526A	REPORT WRITING, TEAM MEETINGS, OBSERVATIONS APRIL 2026	05/04/2026	9000004505	1,557.50
					Total for ROOTS AUTISM SOLUTIONS:		**1,557.50**
ROSCOE		1932810	526A	CUSTODIAL SUPPLIES	04/16/2026	9000004506	335.10
ROSCOE		1932811	526A	CUSTODIAL SUPPLIES	04/16/2026	9000004506	147.89
ROSCOE		1932812	526A	CUSTODIAL SUPPLIES	04/16/2026	9000004506	195.80
ROSCOE		1933620	526A	CUSTODIAL SUPPLIES-BG	04/23/2026	9000004506	168.04

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ROSCOE		1934417	526A	CUSTODIAL SUPPLIES-CJH	04/30/2026	9000004506	335.10
ROSCOE		1934418	526A	CUSTODIAL SUPPLIES-DP	04/30/2026	9000004506	147.89
ROSCOE		1934419	526A	CUSTODIAL SUPPLIES-TO	04/30/2026	9000004506	195.80
ROSCOE		1935216	526A	CUSTODIAL SUPPLIES-BG	05/07/2026	9000004506	168.04
						Total for ROSCOE:	**1,693.66**
SHAW MEDIA		042633065	526	AMENDED BUDGET NOTICE	04/30/2026	41991	78.48
						Total for SHAW MEDIA:	**78.48**
SKYWARD, INC		0000244741	526	BUSINESS CORE (SAAS)	07/01/2026	41992	23,201.18
						Total for SKYWARD, INC:	**23,201.18**
SOARING EAGLE ACADEMY		24269	526A	APRIL 2026 TUITION	04/30/2026	9000004507	9,387.90
						Total for SOARING EAGLE ACADEMY:	**9,387.90**
SOLIANT		21425363	526A	CONTRACTED SCHOOL PSYCHOLOGIST 03/30/2026-04/02/2026	04/05/2026	9000004508	3,584.00
SOLIANT		21431485	526A	CONTRACTED SCHOOL PSYCHOLOGIST 04/7/2026-04/10/2026	04/12/2026	9000004508	3,584.00
SOLIANT		21437156	526A	CONTRACTED SCHOOL PSYCHOLOGIST 04/13/2026-04/17/2026	04/19/2026	9000004508	4,480.00
SOLIANT		21442582	526A	CONTRACTED SCHOOL PSYCHOLOGIST 04/20/2026-04/24/2026	04/26/2026	9000004508	4,144.00
						Total for SOLIANT:	**15,792.00**
SPHERO INC.	0022600000000	277957	526A	Blueprint Snap Kits	05/04/2026	9000004509	1,257.66
						Total for SPHERO INC.:	**1,257.66**
STREAMWOOD BEHAVIORAL		6670	526	INNOVATIONS ACADEMY MARCH 2026	03/31/2026	41993	5,599.80
STREAMWOOD BEHAVIORAL		6671	526	INNOVATIONS ACADEMY MARCH 2026	03/31/2026	41993	5,599.80
						Total for STREAMWOOD BEHAVIORAL:	**11,199.60**
SUMMIT SCHOOL		36876	526A	TUITION APRIL 2026	04/30/2026	9000004510	15,257.19
						Total for SUMMIT SCHOOL:	**15,257.19**

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THE BANCROFT SCHOOL INC		8226	526A	TUITION APRIL 2026	04/30/2026	9000004511	7,289.35
				Total for THE BANCROFT SCHOOL INC:			**7,289.35**
THE MASTER TEACHER	0052600000000	116811982	526	Cutting Boards for recognition gifts	04/21/2026	41994	841.55
				Total for THE MASTER TEACHER:			**841.55**
THE STEPPING STONES GROUP LLC		M0282073	526A	CONTRACTED SCHOOL PSYCHOLOGIST 03/31/2026-03/20/2026	04/03/2026	9000004512	8,147.36
THE STEPPING STONES GROUP LLC		M0283475	526A	CONTRACTED SCHOOL PSYCHOLOGIST 03/31/2026-04/10/2026	04/17/2026	9000004512	15,852.76
THE STEPPING STONES GROUP LLC		M0286136	526A	CONTRACTED SCHOOL PSYCHOLOGIST 04/14/2026-04/24/2026	05/01/2026	9000004512	16,774.72
				Total for THE STEPPING STONES GROUP LLC:			**40,774.84**
TRUENORTH EDUCATIONAL COOPERATIVE 804		770260326	526A	TUITION MARCH 2026	04/16/2026	9000004513	14,955.07
				Total for TRUENORTH EDUCATIONAL COOPERATIVE 804:			**14,955.07**
WALTE, SAMANTHA		2026 04 20	526A	REIMBURSEMENT-COURSE MEDU 635 OA1	04/20/2026	9000004514	1,436.00
WALTE, SAMANTHA		2026 04 20A	526A	REIMBURSEMENT-COURSE EL5023	04/20/2026	9000004514	867.00
WALTE, SAMANTHA		2026 04 28	526A	COURSE REIMBURSEMENT	04/28/2026	9000004514	1,435.00
				Total for WALTE, SAMANTHA:			**3,738.00**
WM J CCASSIDY TIRE & AUTO SUPPLY, LLC		906020518	526A	PASSENGER TIRE REPAIR	04/17/2026	9000004515	38.00
				Total for WM J CCASSIDY TIRE & AUTO SUPPLY, LLC:			**38.00**
WOODSTOCK COMMUNITY UNIT SCHOOL DIST 200		10177	526A	LIFE SKILLS MARCH 2026	04/27/2026	9000004516	15,908.00
				Total for WOODSTOCK COMMUNITY UNIT SCHOOL DIST 200:			**15,908.00**
ZONAR SYSTEMS INC.		INV696430	526	ZONAR ESSENTIALS 04/01/2026-06/30/2026	04/16/2026	41995	157.16
				Total for ZONAR SYSTEMS INC.:			**157.16**
ZOZOKOS, BLANCA		2026 04 14	526A	REIMBURSEMENT-MUSICAL EXPENSES	04/14/2026	9000004517	689.27
				Total for ZOZOKOS, BLANCA:			**689.27**

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Vendor	PO Number	Invoice Number	Batch	Description	Invoice Date	Check Number	Net Amount
REPORT							
Total Number of Batch Invoices:			0				0.00
Total Number of Open Invoices:			0				0.00
Total Number of History Invoices:			172				902,199.32
Total Number of Update in Progress Batch Invoices:			0				0.00
Total Number of Update in Progress Batch Reversal Invoices:			0				0.00
Total Number of Reversal History Invoices:			0				0.00
Total Number of Deleted History Invoices:			0				0.00
Total Number of Batch Reversal Invoices:			0				0.00
Total Number of Unsubmitted Invoices:			0				0.00
Total Number of Awaiting for Approval Invoices:			0				0.00
Total Invoices:			**172**				**902,199.32**

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ALFORD, AARON		APRIL 2026	5261A	SOCIAL WORK STIPEND APRIL 2026	04/30/2026	9000004008	1,000.00
					Total for ALFORD, AARON:		**1,000.00**
AMAZON CAPITAL SERVICES	0002600000000	1HVG-HQRG-M77F	4263A	Supplies/ Three Oaks	03/30/2026	9000003550	128.97
AMAZON CAPITAL SERVICES	0022600000000	1VMG-GWK3-3C6D	4263A	Deer Path LC Grant	04/02/2026	9000003550	163.79
AMAZON CAPITAL SERVICES	0022600000000	1HT9-7XNY-RWMN	4263A	MTSS Supplies	04/01/2026	9000003550	573.75
AMAZON CAPITAL SERVICES	0022600000000	1TK9-YCV4-3Q6X	4263A	MTSS Supplies	04/02/2026	9000003550	11.99
AMAZON CAPITAL SERVICES	0022600000000	1661-QKKD-F4WT	4263A	Gifted Class Supplies AC Office Supplies	04/08/2026	9000003550	77.49
AMAZON CAPITAL SERVICES	0022600000000	1WXD-9DCG-3TDX	4263A	Title III Supplies for Bergmann-6 Garcia-6 Adriana Puga-6	04/14/2026	9000003550	215.82
AMAZON CAPITAL SERVICES	0032600000000	1VTT-3L6Y-N9GP	4263A	HAND SANITIZER	03/10/2026	9000003550	142.45
AMAZON CAPITAL SERVICES	0032600000000	1DCT-4NT1-GFLT	4263A	OT, TLC, NURSE, SL SUPPLIES	03/26/2026	9000003550	318.08
AMAZON CAPITAL SERVICES	0032600000000	16WC-JYQH-PWPJ	4263A	fidgets, rewards and ipad case	03/25/2026	9000003550	96.55
AMAZON CAPITAL SERVICES	0032600000000	1XGQ-R1HJ-6VYR	4263A	OT SUPPLIES, TLC SUPPLIES, NURSE SUPPLIES	04/13/2026	9000003550	58.85
AMAZON CAPITAL SERVICES	0032600000000	1F1J-Q43H-6RGH	4263A	IPAD STAND	04/13/2026	9000003550	119.99
AMAZON CAPITAL SERVICES	0052600000000	1LPW-VR7Y-4JQG	4263A	march madness challenge for health coach	04/07/2026	9000003550	131.87
AMAZON CAPITAL SERVICES	1052600000000	1HTQ-GC47-YHTX	4263A	Odder: An Otter's Story (Picture Book)	04/12/2026	9000003550	332.54
AMAZON CAPITAL SERVICES	1052600000000	1FWN-XT63-DV9J	4263A	books for LC	04/08/2026	9000003550	256.01
AMAZON CAPITAL SERVICES	1252600000000	1KWK-4MLY-RR4X	4263A	Art Classroom Supplies-Cermak	04/12/2026	9000003550	840.57
AMAZON CAPITAL SERVICES	1252600000000	1CL3-RKCK-4GDH	4263A	Classroom supplies- Stinger	04/07/2026	9000003550	87.53

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Vendor	PO Number	Invoice Number	Batch	Description	Invoice Date	Check Number	Net Amount
AMAZON CAPITAL SERVICES	1252600000000	1T69-MHW3-HDPT	4263A	Classroom supplies-Monson	04/08/2026	9000003550	97.87
AMAZON CAPITAL SERVICES	1252600000000	1WDF-7NHK-6J6Y	4263A	Office Supplies-Dohrmann	04/13/2026	9000003550	148.96
AMAZON CAPITAL SERVICES	1352600000000	19VF-PDWC-YPHM	4263A	Title I Supplies	04/10/2026	9000003550	69.72
AMAZON CAPITAL SERVICES	1352600000000	13TH-L6QX-G6M9	4263A	Misc Supplies/Kjellman Stipend	03/20/2026	9000003550	164.50
AMAZON CAPITAL SERVICES	1352600000000	1DFD-VPWL-C4MC	4263A	Neal	04/13/2026	9000003550	14.98
AMAZON CAPITAL SERVICES	0002600000000	1TM3-RNRT-6HXX	5261A	Folding Chair Dolly with 360 Swivel Wheels	04/15/2026	9000004009	99.99
AMAZON CAPITAL SERVICES	0002600000000	114T-1D1M-PYPJ	5261A	Admin Supplies	04/25/2026	9000004009	245.04
AMAZON CAPITAL SERVICES	0002600000000	1DN3-96X9-3HXG	5261a	Admin Supplies	04/27/2026	9000004009	59.99
AMAZON CAPITAL SERVICES	0002600000000	1FWR-11X1-GPH1	5261A	Briargate Ice Maker Calendar	04/29/2026	9000004009	218.88
AMAZON CAPITAL SERVICES	0022600000000	1W4L-YMNW-DYPT	5261A	STEM Material	03/03/2026	9000004009	214.74
AMAZON CAPITAL SERVICES	0022600000000	11Y1-RPJV-MRVH	5261A	Briargate LC Grant	03/14/2026	9000004009	229.50
AMAZON CAPITAL SERVICES	0022600000000	1CWP-9KTF-KPKP	5261A	Briargate LC Grant	03/25/2026	9000004009	8.63
AMAZON CAPITAL SERVICES	0022600000000	1J7G-F79K-KGWW	5261A	Briargate LC Grant	03/21/2026	9000004009	66.53
AMAZON CAPITAL SERVICES	0022600000000	1GFH-MPPR-TY1Y	5261A	Title I Supplies	04/20/2026	9000004009	565.98
AMAZON CAPITAL SERVICES	0022600000000	1DQQ-HYX6-43YM	5261A	TItle III Supplies	04/22/2026	9000004009	123.47
AMAZON CAPITAL SERVICES	0022600000000	1NH6-69N7-YMW7	5261A	Office Supplies	04/17/2026	9000004009	64.54
AMAZON CAPITAL SERVICES	0022600000000	1HMR-VQ6R-X7PT	5261A	Title III Supplies	04/27/2026	9000004009	29.69
AMAZON CAPITAL SERVICES	0022600000000	1L3F-DYMH-C6NY	5261A	Title III Supplies-Espejo Merchan Kramer Supplies	04/22/2026	9000004009	52.85

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AMAZON CAPITAL SERVICES	0022600000000	1GKP-H9PW-GK9Y	5261A	Title III Supplies	04/28/2026	9000004009	163.83
AMAZON CAPITAL SERVICES	0022600000000	171W-W1LN-XMCJ	5261A	Title III Supplies	04/27/2026	9000004009	135.36
AMAZON CAPITAL SERVICES	0022600000000	171W-W1LN-XXYP	5261A	Title III Supplies	04/27/2026	9000004009	169.50
AMAZON CAPITAL SERVICES	0022600000000	1CPF-HY9R-4PGK	5261A	Title III Supplies	04/28/2026	9000004009	179.78
AMAZON CAPITAL SERVICES	0022600000000	1MXX-LJNF-1FK3	5261A	Title III Supplies	04/27/2026	9000004009	111.35
AMAZON CAPITAL SERVICES	0052600000000	1MKX-N6KL-JP6N	5261A	retirement cards	04/21/2026	9000004009	90.20
AMAZON CAPITAL SERVICES	0052600000000	11H6-RLTM-P7JD	5261A	Retirement Gifts for staff	04/25/2026	9000004009	640.14
AMAZON CAPITAL SERVICES	0052600000000	1PXR-FTTY-RFRC	5261A	Retirement Gifts for staff	04/29/2026	9000004009	459.93
AMAZON CAPITAL SERVICES	0052600000000	1PMP-TJVL-7W4R	5261A	Health Coach insentives	04/28/2026	9000004009	1,581.23
AMAZON CAPITAL SERVICES	1002600000000	13CW-T1V7-K6G7	5261A	Orders	03/29/2026	9000004009	569.20
AMAZON CAPITAL SERVICES	1002600000000	1FD6-HNRM-KT4G	5261A	Orders	03/31/2026	9000004009	200.07
AMAZON CAPITAL SERVICES	1002600000000	1KWW-YFFY-L1PH	5261A	Learning Center	04/11/2026	9000004009	9.33
AMAZON CAPITAL SERVICES	1002600000000	1RGT-QKGT-K69N	5261A	Learning Center	03/29/2026	9000004009	409.79
AMAZON CAPITAL SERVICES	1052600000000	1K93-YVLF-PTC6	5261A	Odder: An Otter's Story (Picture Book)	04/18/2026	9000004009	134.50
AMAZON CAPITAL SERVICES	1052600000000	1XMG-W1FV-3V7Y	5261A	A LLAMA IS NOT AN ALPACA	04/28/2026	9000004009	9.63
AMAZON CAPITAL SERVICES	1052600000000	1QDF-D3NV-3NG7	5261A	art and office supplies	04/21/2026	9000004009	381.12
AMAZON CAPITAL SERVICES	1052600000000	1R9X-4RTX-964R	5261A	(1000 Labels/500 Sheets)Labelebal Half Sheet Self Adhesive Shipping Labels for Laser & Inkjet Printers, 8.5" x 5.5" Shipping Mailing Labels, 2 Per Page Shipping Labels, 5 1/2 x...	04/21/2026	9000004009	159.76

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AMAZON CAPITAL SERVICES	1052600000000	11D4-CFR9-3YGY	5261A	PBIS Reward	04/28/2026	9000004009	50.52
AMAZON CAPITAL SERVICES	1152600000000	14R4-4F9N-9RP9	5261A	tech/wible/johnson	04/20/2026	9000004009	215.65
AMAZON CAPITAL SERVICES	1152600000000	13GY-XVDT-3CXY	5261A	Karina's pop up	04/22/2026	9000004009	48.97
AMAZON CAPITAL SERVICES	1252600000000	1MLY-VFQT-VKNL	5261A	Art Classroom Supplies-Cermak	04/19/2026	9000004009	216.84
AMAZON CAPITAL SERVICES	1252600000000	131H-P1XQ-9WVM	5261A	Dragon Store-Szczesny	04/23/2026	9000004009	189.46
AMAZON CAPITAL SERVICES	1252600000000	1P9R-TWWL-7JXP	5261A	IEP Room Supplies-Qualls	04/21/2026	9000004009	256.71
AMAZON CAPITAL SERVICES	1252600000000	1V99-FJ3L-WGR4	5261A	Genius Hour Folders-Wisser	04/27/2026	9000004009	72.18
AMAZON CAPITAL SERVICES	1352600000000	1JVK-VJP7-14WR	5261A	Bracelets/Misc PFA	04/27/2026	9000004009	298.96
AMAZON CAPITAL SERVICES	1352600000000	1XJN-W6L3-M161	5261A	Bracelets/Misc PFA	04/25/2026	9000004009	117.76
AMAZON CAPITAL SERVICES	1352600000000	1C6H-TG36-1LVN	5261A	Misc Supplies/PFA	04/24/2026	9000004009	398.68
						Total for AMAZON CAPITAL SERVICES:	**13,302.56**
APPLE INC C/O APPLE FINANCIAL SERVICES		50834537	4263A	APPLE COMPUTER EQUIPMENT	04/13/2026	9000003551	50,964.01
						Total for APPLE INC C/O APPLE FINANCIAL SERVICES:	**50,964.01**
AT&T		847462058204	4264	TELEPHONE SERVICE-04/13/2026-04/12/2026	04/13/2026	41949	3,246.12
						Total for AT&T:	**3,246.12**
AUDIO ENHANCEMENT INC	0072600000000	INV68756	4264A	XD Teacher Box with Teacher Pendant Microphone (2024) Room 6 Three Oaks	03/06/2026	9000004003	279.08
						Total for AUDIO ENHANCEMENT INC:	**279.08**
CARY GROVE COMPUTERS	0022600000000	8277	5261A	iPad Repairs	04/09/2026	9000004010	4,825.00
						Total for CARY GROVE COMPUTERS:	**4,825.00**
CLOCWORKS INC		3853	4263A	CLOCWORKS SYSTEM INSTALL	03/24/2026	9000003552	10,000.00
						Total for CLOCWORKS INC:	**10,000.00**
COMCAST BUSINESS		2026 04 19	5261	TELEPHONE SERVICE	04/19/2026	41956	258.90

Invoice Listing

CARY CMTY CONS SCH DIST 26N

Vendor	PO Number	Invoice Number	Batch	Description	Invoice Date	Check Number	Net Amount
				04/23/2026-05/22/2026			
						Total for COMCAST BUSINESS:	**258.90**
DAVIS, JIM III		1352	4264	TRACK MEET STARTER	04/16/2026	41950	130.00
						Total for DAVIS, JIM III:	**130.00**
DEMCO	1052600000000	7763728	4263	supplies for LC PLEASE PLACE THIS ORDER THANKS	02/12/2026	41938	364.60
DEMCO	1152600000000	7766865	4263	Items for Learning Center	02/19/2026	41938	345.66
DEMCO	1252600000000	7778133	4263	Learning Center supplies-Englemann	03/13/2026	41938	197.98
						Total for DEMCO:	**908.24**
DOHRMANN, ANITA		2026 05 06	5262	REIMBURSEMENT-STAFF LUNCH	05/06/2026	41962	391.93
						Total for DOHRMANN, ANITA:	**391.93**
FLUTTERBEE EDUCATION GROUP	1152600000000	INV128931	4264A	AXOLOTLS	03/13/2026	9000004004	20.97
FLUTTERBEE EDUCATION GROUP	1152600000000	INV130060	4264A	GIANT PANDAS	04/07/2026	9000004004	20.97
						Total for FLUTTERBEE EDUCATION GROUP:	**41.94**
IESA	1252600000000	2026 04 08	4263	2026-2027 Registration Fees	04/08/2026	41939	870.00
						Total for IESA:	**870.00**
JOSTENS	1252600000000	39330484	5261	Graduation Diplomas-	03/20/2026	41957	1,249.15
JOSTENS	1252600000000	38983417	5261	Graduation Gowns	02/26/2026	41957	4,044.60
						Total for JOSTENS:	**5,293.75**
LESSONPIX INC.	0032600000000	15760	4264	LESSONPIX RENEWAL FOR SPEECH STAFF	04/17/2026	41951	324.00
						Total for LESSONPIX INC.:	**324.00**
MARENGO-UNION ELEMENTARY CSD #165	1252600000000	2025/26	4263	Scholars Bowl	04/16/2026	41940	30.00
						Total for MARENGO-UNION ELEMENTARY CSD #165:	**30.00**
MARIANO`S		2026 05 06	5262	STAFF LUNCH	05/06/2026	41961	391.93
MARIANO`S		2026 05 06	5262	STAFF LUNCH	05/06/2026	41961	-391.93
						Total for MARIANO`S:	**0.00**
MCDONALD, DEBORAH A		2026 04 21	5261A	REIMBURSEMENT-WATER FOR MEETING	04/21/2026	9000004011	7.96
						Total for MCDONALD, DEBORAH A:	**7.96**

Invoice Listing

CARY CMTY CONS SCH DIST 26N

Vendor	PO Number	Invoice Number	Batch	Description	Invoice Date	Check Number	Net Amount
MENARD INC		52738	4264A	GLACIERMIST SPRING WATER	04/02/2026	9000004005	44.79
						Total for MENARD INC:	**44.79**
MIDWEST PBIS NETWORK	0032600000000	02/24/2026	4264	TIER 2 TEAM TRAINING FOR CHASE DOOLEY 2/24-26/2026	02/24/2026	41952	3,400.00
						Total for MIDWEST PBIS NETWORK:	**3,400.00**
NCS PEARSON INC.	0032600000000	31368224	4264	CELF AND CASL-2 FORMS JYOTI G OAK KNOLL	03/10/2026	41953	402.80
NCS PEARSON INC.	0032600000000	31304348	4264	SSIS SEL Q GLOBAL FOR MELISSA H BG	02/26/2026	41953	80.00
						Total for NCS PEARSON INC.:	**482.80**
NORTH AMERICAN CORP OF ILLINOIS LLC	0072600000000	E507611	4264	WIPER,HYDKNT,HD,X60,RL,14.25X12.5	04/09/2026	41954	93.67
						Total for NORTH AMERICAN CORP OF ILLINOIS LLC:	**93.67**
OPTUM		2026 04 13	4263W	EE FLEX DEP/MED PLAN	04/13/2026	8000000070	1,412.65
OPTUM		2026 04 20	4264W	EE FLEX DEP/MED PLAN	04/20/2026	8000000077	579.61
OPTUM		2026 04 27	5261W	EE FLEX DEP/MED PLAN	04/27/2026	8000000078	717.73
OPTUM		2026 05 04	5262W	EE FLEX DEP/MED PLAN	05/04/2026	8000000079	442.60
OPTUM		0001895589	5261A	HSA MONTHLY MAINTENANCE FEE MARCH 2026	04/07/2026	9000004012	8.25
						Total for OPTUM:	**3,160.84**
PEERLESS NETWORK, INC.		94463	4264A	TELEPHONE SERVICE 03/15/2026-04/14/2026	04/15/2026	9000004006	5,451.64
						Total for PEERLESS NETWORK, INC.:	**5,451.64**
SIEBERT AND SON'S ENTERPRISE LLC		1513	5262A	TREE TRIMMING-BG	03/05/2026	9000004465	1,200.00
						Total for SIEBERT AND SON'S ENTERPRISE LLC:	**1,200.00**
SYMMETRY ENERGY SOLUTIONS LLC		21638424	4263A	GAS/HEAT-BG MARCH 2026	04/09/2026	9000003553	6,867.76
						Total for SYMMETRY ENERGY SOLUTIONS LLC:	**6,867.76**
TURNEY, NICOLETTE		2026 04 07	4263	REIMBURSEMENT	04/07/2026	41941	132.00
						Total for TURNEY, NICOLETTE:	**132.00**
WEISS, EMILY		2026 04 13	4263A	COURSE REIMBURSEMENT-OL5364	04/13/2026	9000003554	450.00
						Total for WEISS, EMILY:	**450.00**

Invoice Listing

CARY CMTY CONS SCH DIST 26N

Vendor	PO Number	Invoice Number	Batch	Description	Invoice Date	Check Number	Net Amount
YOUR SISTER`S TOMATO LLC		2610	4264A	STAFF LUNCH	04/16/2026	9000004007	500.00
						Total for YOUR SISTER`S TOMATO LLC:	**500.00**

REPORT

Total Number of Batch Invoices:	0	0.00
Total Number of Open Invoices:	0	0.00
Total Number of History Invoices:	99	113,656.99
Total Number of Update in Progress Batch Invoices:	0	0.00
Total Number of Update in Progress Batch Reversal Invoices:	0	0.00
Total Number of Reversal History Invoices:	0	0.00
Total Number of Deleted History Invoices:	0	0.00
Total Number of Batch Reversal Invoices:	0	0.00
Total Number of Unsubmitted Invoices:	0	0.00
Total Number of Awaiting for Approval Invoices:	0	0.00
Total Invoices:	**99**	**113,656.99**

P Card Expenses						
Date	Vendor	Amount	Staff	Purpose of Purchase	Acct. #	Tax
3/13/2026	Chat GPT	$20.00	Block	Subscription	10 E 2410 4100 00 115	$0.00
3/31/2026	Walmart	$40.26	Block	Staff Meeting Snacks	10 E 2410 4100 00 115	$0.00
4/2/2026	Walmart	$89.46	Block	Snacks for Testing	10 E 2410 4100 00 115	$0.00
3/7/2026	Dunkin	$84.21	DeRoo	Job Fair Food	10 E 2640 4000 00 000 3999	$6.24
3/17/2026	Hobby Lobby	$846.23	DeRoo	Building Pictures	10 E 2640 4000 00 000 3999	$66.29
03/16/2026	Amazon	$510.95	Fitzsimons	Replacement Docks	10 E 2660 4000 00 000	$0.00
3/18/2026	Go Daddy	$382.65	Fitzsimons	Website Domain Renewal	10 E 2660 4000 00 000	$0.00
3/15/2026	Cricut	$95.88	Gippert	Subscription	10 E 1110 4100 00 105	$0.00
3/9/2026	Sec of State	$9.00	Kubala	Bus Permit Renewals	40 E 2550 6400 00 000	$0.00
3/9/2026	IL Tollway	$100.00	Kubala	Ipass Replenishment	40 E 2550 6400 00 000	$0.00
3/16/2026	IL Assoc of Pupil Transport	$50.00	Kubala	Workshop	40 E 2550 6400 00 000	$0.00
03/10/2026	Elgin Recycling	$8.00	Martin	Toner Recycling	20 E 2540 4100 00 000	$0.00
3/12/2026	Metra Mobile	$5.50	Martin	Train Pass for Workshop	10 E 2520 3320 00 000	$0.00
3/12/2026	Metra Mobile	$5.50	Martin	Train Pass for Workshop	10 E 2520 3320 00 000	$0.00
03/17/2026	Assoc Facilities Engineer	$400.00	Martin	Memberhip Fee	10 E 2540 4100 00 000	$0.00
3/24/2026	Menards	$425.40	Martin	Boxes for Three Oaks	20 E 2540 4100 00 115	$0.00
03/31/2026	Country Donuts	$48.84	Nass	Donuts	10 E 2900 4900 00 100	$0.00
3/10/2026	Hobby Lobby	$8.97	Qualls	Retirement Party Supplies	10 E 2900 4100 00 125	$0.00
3/10/2026	Hobby Lobby	$5.98	Qualls	Retirement Party Supplies	10 E 2900 4100 00 125	$0.00
3/19/2026	Breaking Bread	$21.07	Qualls	Staff Celebrations	10 E 2900 4100 00 125	$0.00
3/19/2026	Breaking Bread	$25.89	Qualls	Staff Lunch	10 E 2900 4100 00 125	$0.00
3/19/2026	Breaking Bread	$20.36	Qualls	Staff Lunch	10 E 2900 4100 00 125	$0.00
3/19/2026	Tony V's	$16.72	Qualls	Staff Lunch	10 E 2900 4100 00 125	$0.00
3/20/2026	Breaking Bread	$19.68	Qualls	Staff Lunch	10 E 2900 4100 00 125	$0.00
3/30/2026	ASBO	$1,055.00	Shepherd	Certificate of Excellence	10 E 2310 4100 00 000	$0.00
4/1/2026	Breaking Bread	$96.48	Shepherd	Lunch for Interviews	10 E 2320 4100 00 000	$0.00
3/20/2026	Domino's	$18.49	Shirley	Reward Pizza	10 E 2900 4100 00 000	$0.00
3/18/2026	Walmart	$13.40	Thomas	Bottled Water	10 E 2134 4100 00 000	$0.00
3/18/2026	Walmart	$73.50	Thomas	TLC Cooking	10 E 1205 4100 00 000 4620	$0.00
3/31/2026	Walmart	$57.40	Thomas	TLC Science/Planting	10 E 1205 4100 00 000 4620	$0.00

Cary Community Consolidated School District 26

FY 2026 Treasurer's Report

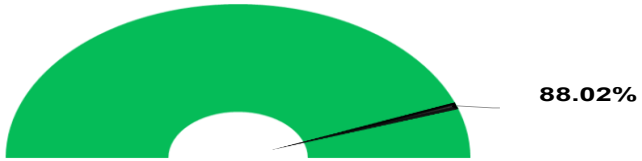
Month Ending April 30 2026

Revenue Summary

For the Period Ending April 30, 2026

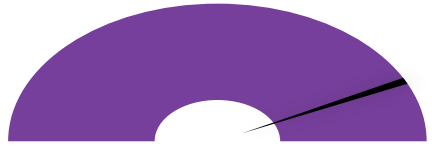
Educational | Operations and Maintenance | Transportation | IMRF/SS | Working Cash | Tort

Total Revenues (YTD)



Local Revenues (YTD)

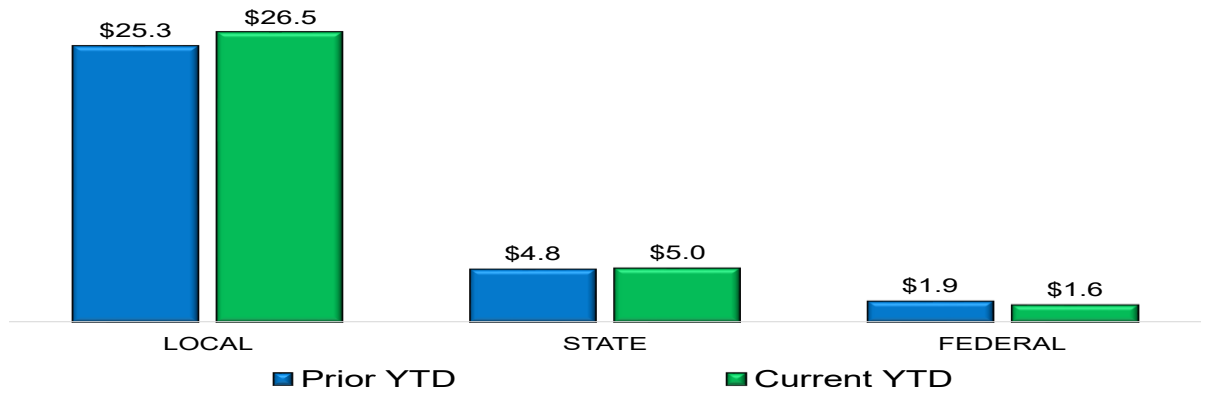
State Revenues (YTD)



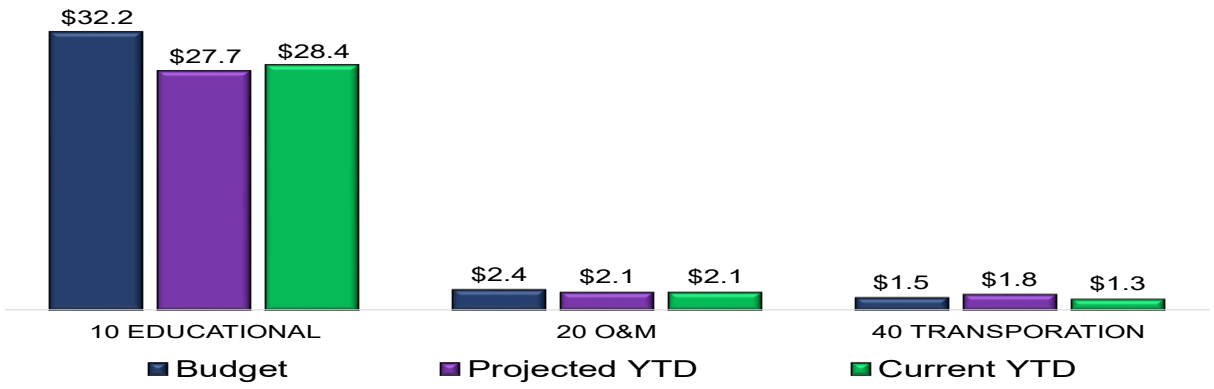
Top 10 Sources of Revenue YTD

Ad Valorem Taxes	$24,229,234
Unrestricted Grants-in-Aid	$3,812,817
Federal Special Education	$894,836
State Transportation Reimbursement	$751,641
Other Revenue from Local Sources	$556,774
Earnings on Investments	$525,516
Food Service	$387,627
Payments in Lieu of Taxes	$341,795
Textbook Income	$270,756
Food Service	$270,114
Percent of Total Revenues Year-to-Date	**98.74%**

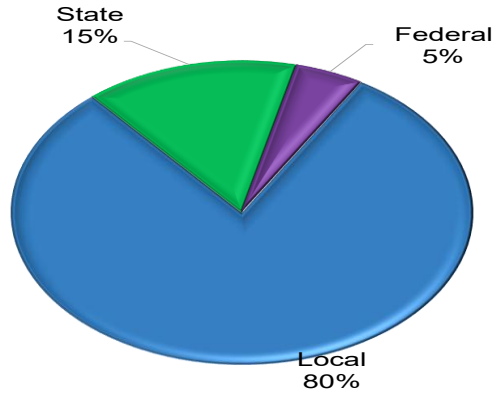
Revenues by Source (Millions)



Revenues by Major Fund (Millions)



YTD Revenues by Source



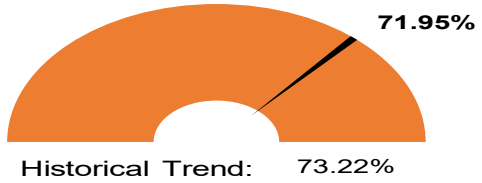
frontline Analytics

Expense Summary

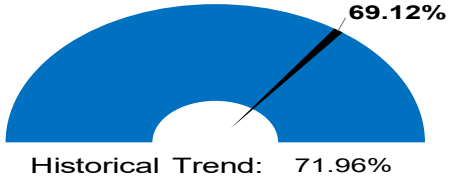
For the Period Ending April 30, 2026

Educational | Operations and Maintenance | Transportation | IMRF/SS | Working Cash | Tort

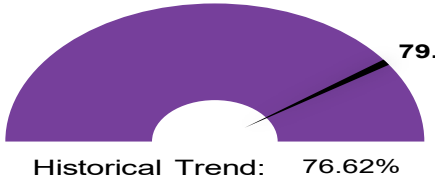
Total Expenses (YTD)



Salaries & Benefits (YTD)



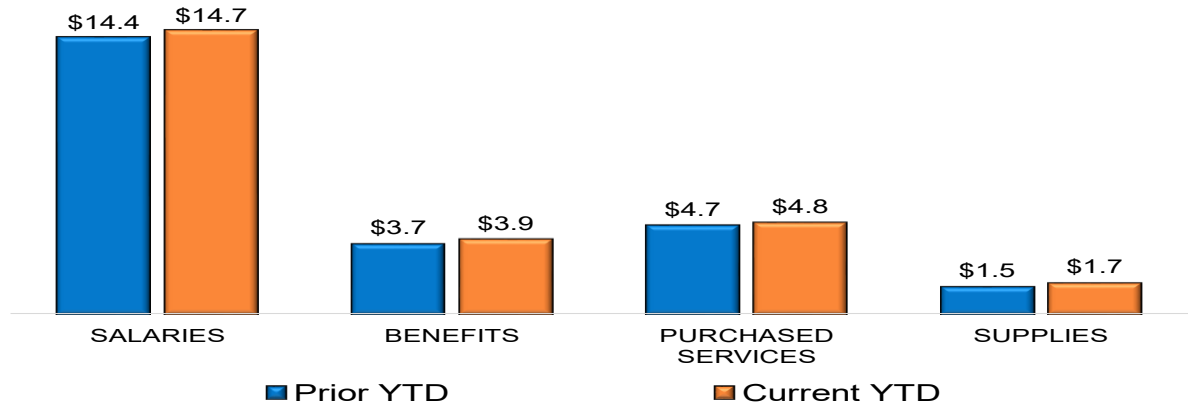
All Other Objects (YTD)



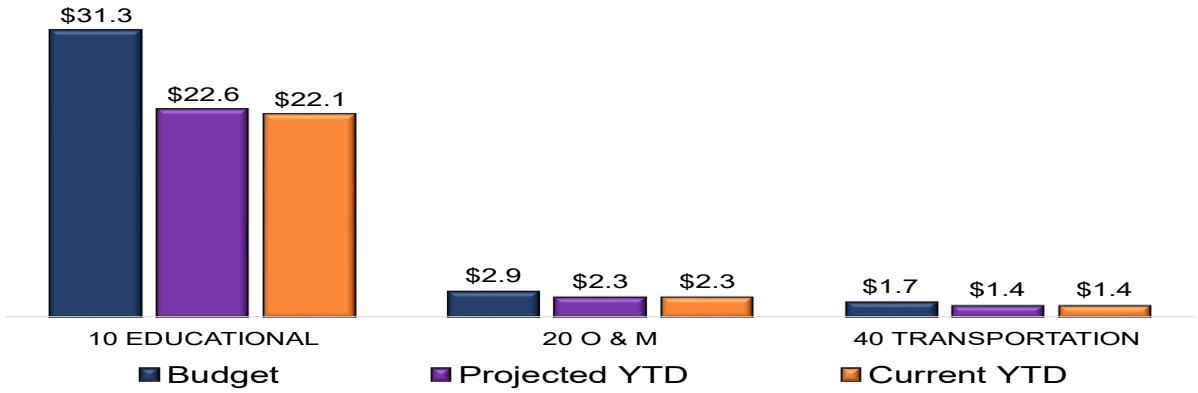
Top 10 Expenses YTD

Regular Programs	$7,765,426
Support Services - Business	$5,052,012
Special Education/Remedial Programs	$3,033,145
Support Services - Pupils	$2,106,323
Support Services - School Administration	$1,627,575
Support Services - Central	$1,529,021
Payments to Other Govt. Units (In-State)	$1,229,492
Support Services - Instructional Staff	$1,192,404
Bilingual Programs	$993,665
Support Services - General Administration	$900,508
Percent of Total Expenses Year-to-Date	**95.62%**

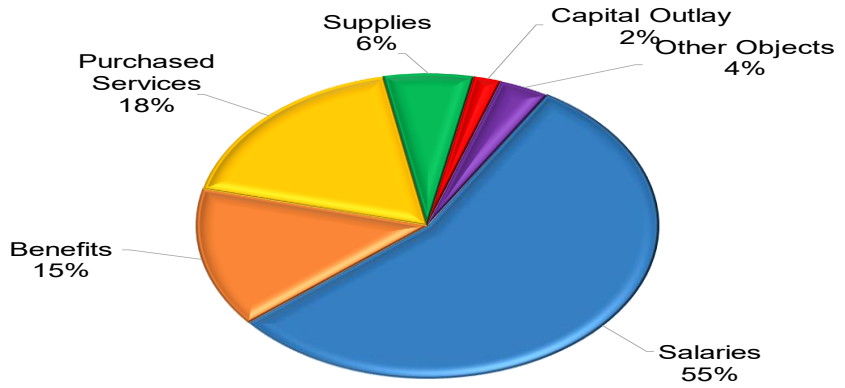
Expenditures by Object (Millions)



Expenses by Major Fund (Millions)



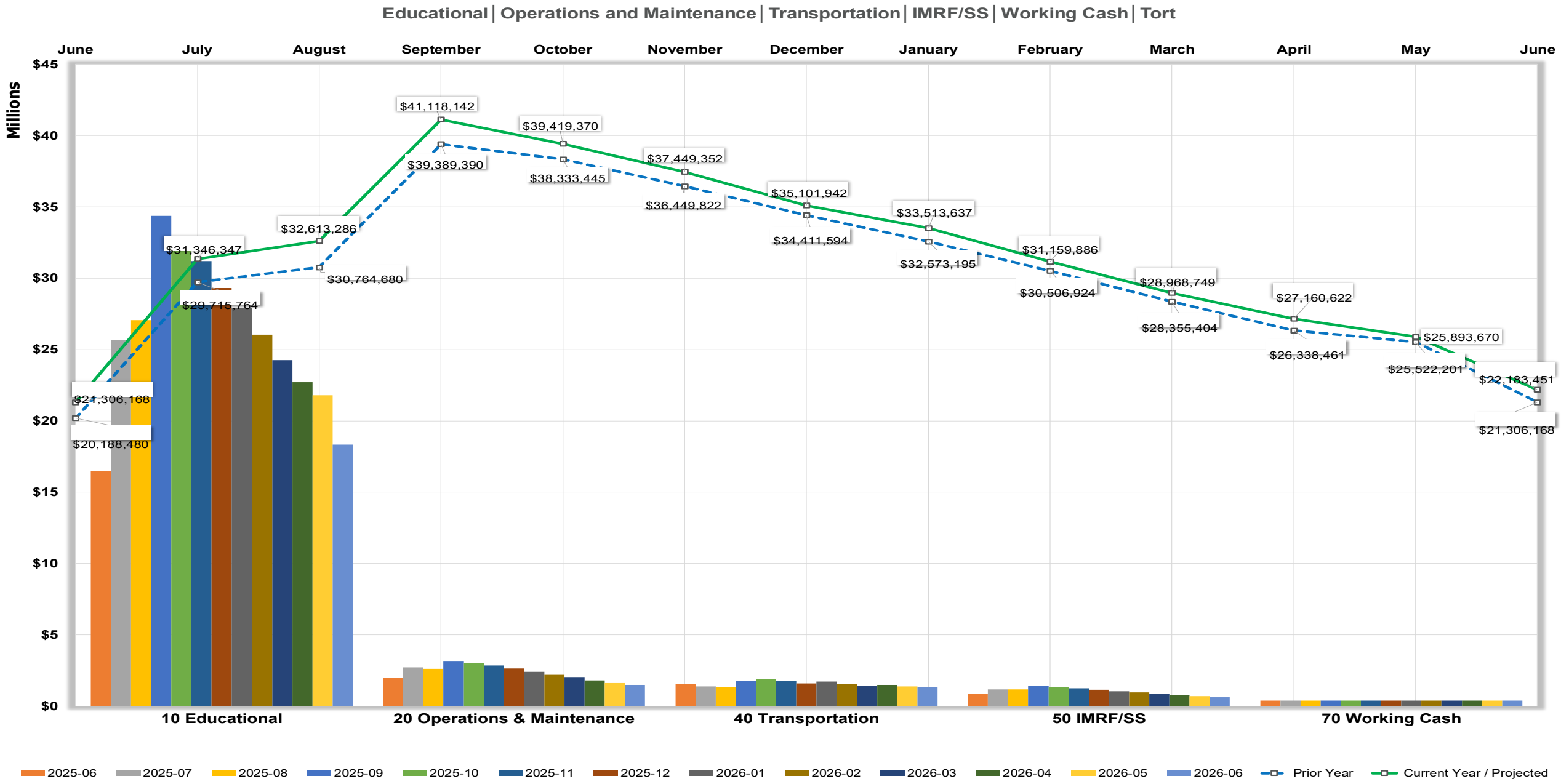
YTD Expenses by Object



frontline Analytics

Month-End Fund Balances

For the Period Ending April 30, 2026

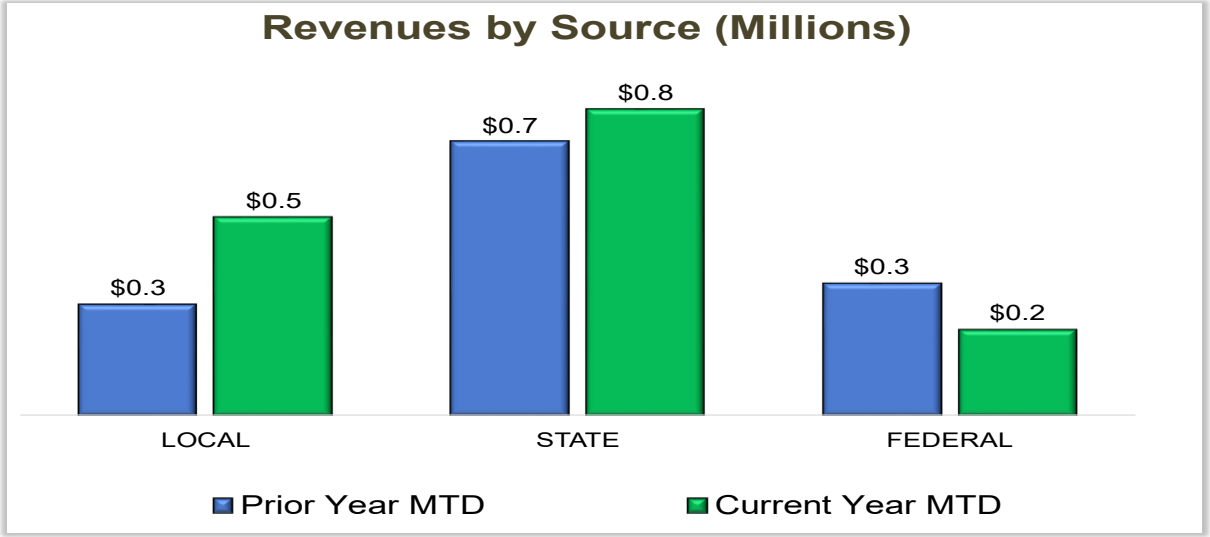


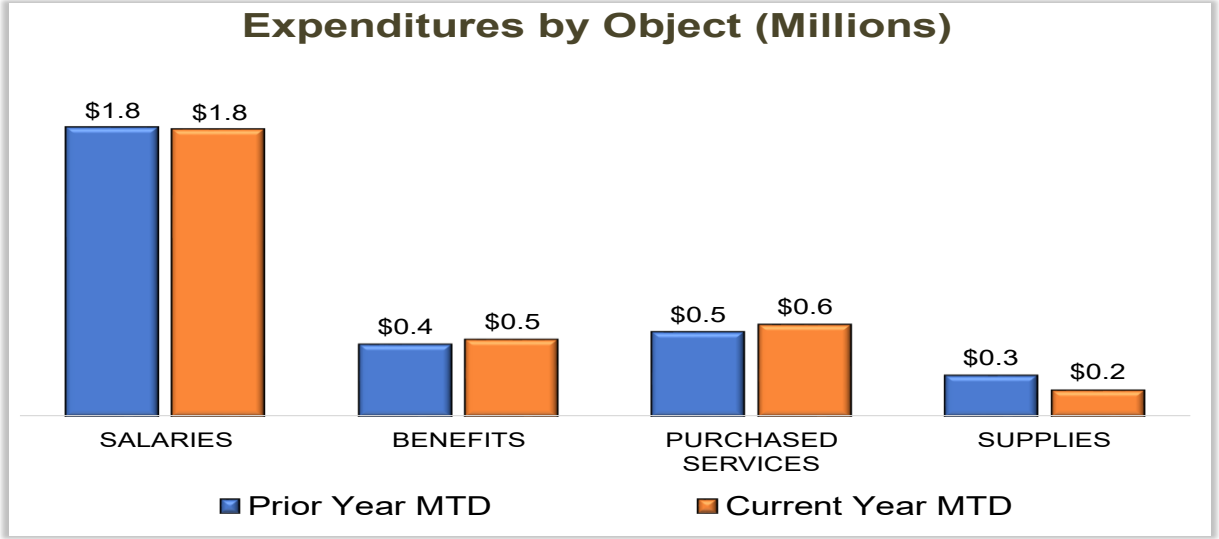
Frontline Analytics

Current Month Summary

For the Month Ending April 30, 2026

	Prior Year MTD	Current Year MTD	% Change	Educational	Operations & Maintenance	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Tort	Fire Prev. & Safety
REVENUES												
Local	$291,143	$521,040	*78.96%*	$471,526	$12,684	$324	$0	$0	$36,505	$0	$0	$0
State	717,100	803,800	*12.09%*	505,512	0	0	248,288	0	50,000	0	0	0
Federal	346,140	226,143	*(34.67%)*	226,143	0	0	0	0	0	0	0	0
Other	0	0		0	0	0	0	0	0	0	0	0
TOTAL REVENUES	**$1,354,383**	**$1,550,983**	***14.52%***	**$1,203,181**	**$12,684**	**$324**	**$248,288**	**$0**	**$86,505**	**$0**	**$0**	**$0**
EXPENDITURES												
Salaries	$1,772,316	$1,757,786	*(0.82%)*	$1,656,001	$16,239	$0	$85,547	$0	$0	$0	$0	$0
Benefits	443,416	473,544	*6.79%*	338,377	7,035	0	13,866	114,266	0	0	0	0
Purchased Services	520,447	565,591	*8.67%*	288,730	148,624	0	40,037	0	88,200	0	0	0
Supplies	254,229	166,268	*(34.60%)*	83,916	61,481	0	20,871	0	0	0	0	0
Capital Outlay	596,686	1,238,439	*107.55%*	258,241	0	0	157	0	980,041	0	0	0
Other Objects	84,326	119,408	*41.60%*	119,278	0	0	130	0	0	0	0	0
Non-Cap Equipment	4,788	17,848	*272.77%*	17,848	0	0	0	0	0	0	0	0
Termination Benefits	0	0		0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	**$3,676,208**	**$4,338,884**	***18.03%***	**$2,762,391**	**$233,379**	**$0**	**$160,608**	**$114,266**	**$1,068,241**	**$0**	**$0**	**$0**
SURPLUS / (DEFICIT)	**($2,321,825)**	**($2,787,902)**	***20.07%***	**($1,559,210)**	**($220,695)**	**$324**	**$87,680**	**($114,266)**	**($981,736)**	**$0**	**$0**	**$0**
SOURCES / (USES)												
Other Financing Sources	$0	$0		$0	$0	$0	$0	$0	$0	$0	$0	$0
Other Financing Uses	$0	($1,637)		($1,637)	$0	$0	$0	$0	$0	$0	$0	$0
TOTAL SOURCES / (USES)	**$0**			**($1,637)**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
SURPLUS / (DEFICIT)	**($2,321,825)**	**($2,787,902)**		**($1,560,847)**	**($220,695)**	**$324**	**$87,680**	**($114,266)**	**($981,736)**	**$0**	**$0**	**$0**
Beginning of Month Fund Balance	$32,851,726	$28,289,108	*(13.89%)*	$24,261,101	$2,034,288	$204,599	$1,402,763	$867,401	($884,241)	$403,196	$0	$0
End of Month Fund Balance	**$30,529,901**	**$25,499,569**	***(16.48%)***	**$22,700,255**	**$1,813,593**	**$204,923**	**$1,490,443**	**$753,135**	**($1,865,977)**	**$403,196**	**$0**	**$0**





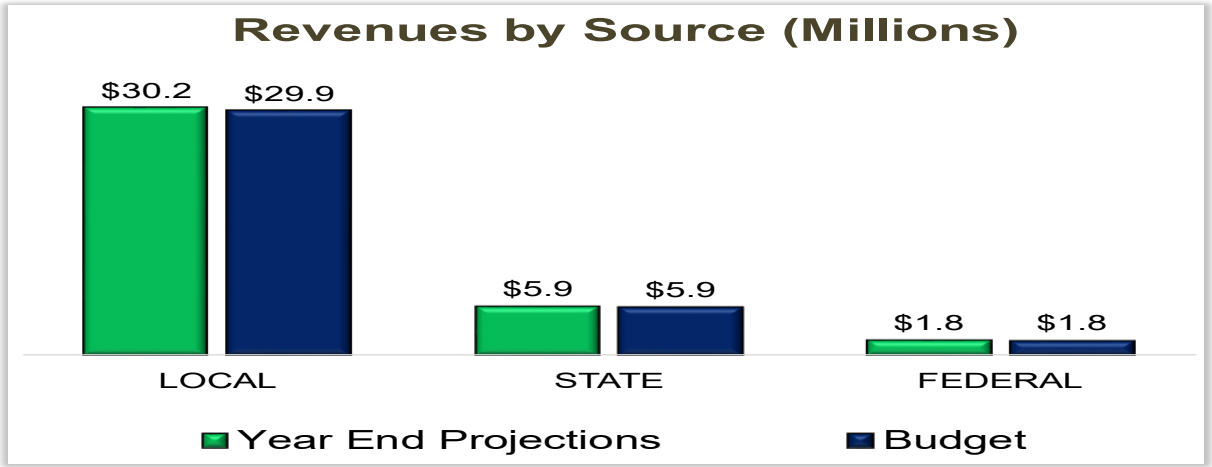
Frontline Analytics

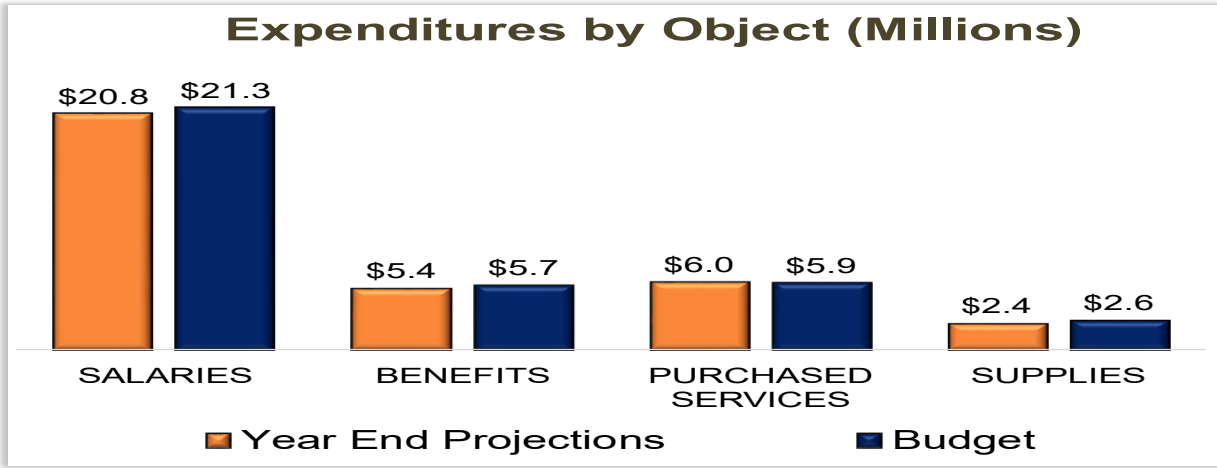
Year End Projections

For the Period Ending April 30, 2026

Educational | Operations and Maintenance | Transportation | IMRF/SS | Working Cash | Tort

	Prior Actuals YTD	Current Actuals YTD	Remaining Months Projections	Year End Projections	Current Budget	Variances Favorable (Unfavorable)
REVENUES						
Local	$25,265,503	$26,527,378	$3,696,967	$30,224,345	$29,924,345	$300,000
State	4,846,349	4,960,175	977,520	5,937,695	5,860,917	76,778
Federal	1,918,327	1,582,756	246,519	1,829,275	1,784,310	44,965
Other	0	0	0	0	0	0
TOTAL REVENUES	**$32,030,179**	**$33,070,309**	**$4,921,006**	**$37,991,315**	**$37,569,572**	**$421,743**
EXPENDITURES						
Salaries	$14,386,943	$14,730,920	$6,079,130	$20,810,050	$21,315,651	$505,601
Benefits	3,683,769	3,933,745	1,491,884	5,425,629	5,686,995	261,366
Purchased Services	4,650,225	4,800,685	1,180,942	5,981,627	5,925,132	(56,495)
Supplies	1,480,820	1,664,067	687,881	2,351,948	2,595,914	243,965
Capital Outlay	613,902	510,510	221,206	731,716	609,299	(122,417)
Other Objects	741,818	921,939	224,424	1,146,362	790,581	(355,781)
Non-Cap Equipment	31,951	28,031	12,710	40,741	31,000	(9,741)
Termination Benefits	0	0	0	0	0	0
TOTAL EXPENDITURES	**$25,589,428**	**$26,589,897**	**$9,898,177**	**$36,488,073**	**$36,954,572**	**$466,498**
SURPLUS / (DEFICIT)	**$6,440,750**	**$6,480,413**	**($4,977,171)**	**$1,503,242**	**$615,000**	**$888,241**
OTHER SOURCES / (USES)						
Other Financing Sources	($290,769)	($621,753)	($1)	($621,754)	($615,000)	($6,754)
Other Financing Uses	$0	($4,205)	$0	($4,205)	$0	($4,205)
TOTAL OTHER SOURCES / (USES)	**($290,769)**	**($625,958)**	**($1)**	**($625,959)**	**($615,000)**	**($10,959)**
SURPLUS / (DEFICIT)	**$6,149,981**	**$5,854,455**		**$877,283**	**$0**	**$877,282**
ENDING FUND BALANCE	**$26,338,461**	**$27,160,622**		**$22,183,451**	**$21,306,168**	**$877,283**





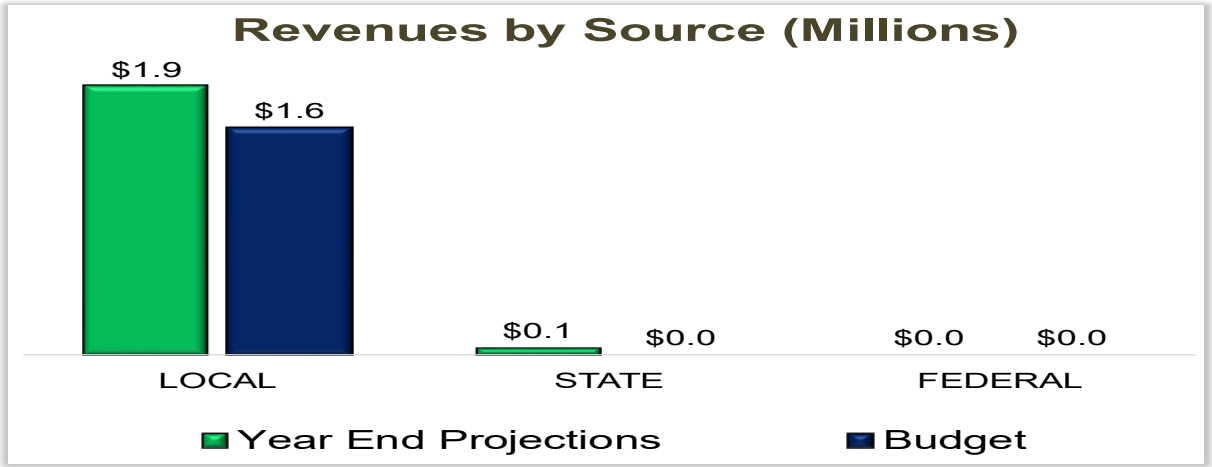
Frontline Analytics

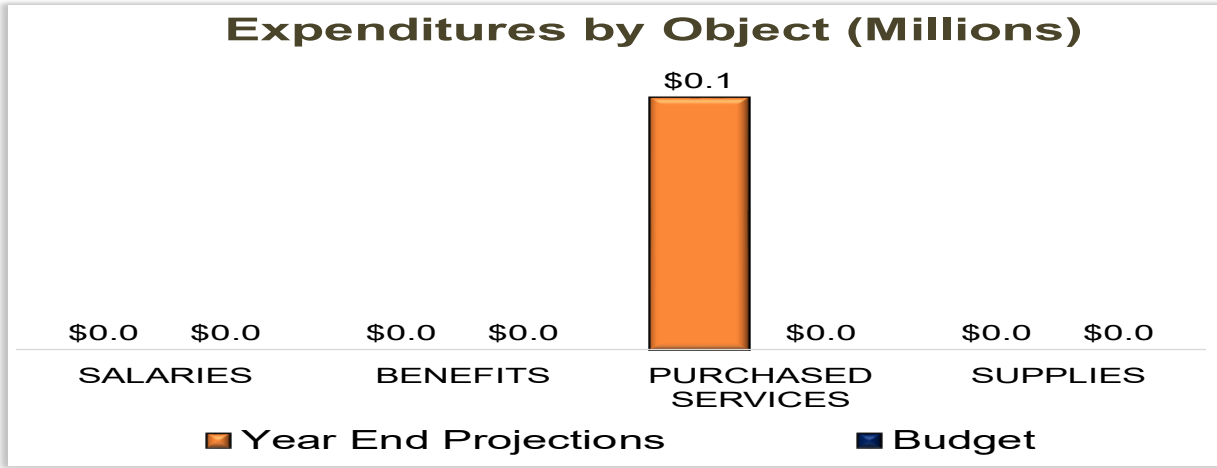
Year End Projections

For the Period Ending April 30, 2026

| Debt Service | Capital Projects

	Prior Actuals YTD	Current Actuals YTD	Remaining Months Projections	Year End Projections	Current Budget	Variances Favorable (Unfavorable)
REVENUES						
Local	$2,501,136	$1,656,190	$222,660	$1,878,850	$1,588,633	$290,217
State	50,000	50,000	0	50,000	0	50,000
Federal	0	0	0	0	0	0
Other	0	0	0	0	0	0
TOTAL REVENUES	**$2,551,136**	**$1,706,190**	**$222,660**	**$1,928,850**	**$1,588,633**	**$340,217**
EXPENDITURES						
Salaries	$0	$0	$0	$0	$0	$0
Benefits	0	0	0	0	0	0
Purchased Services	203,730	142,002	0	142,002	0	(142,002)
Supplies	0	0	0	0	0	0
Capital Outlay	1,530,758	7,300,724	2,809,688	10,110,412	12,500,000	2,389,588
Other Objects	2,552,485	2,060,704	148,430	2,209,135	2,053,633	(155,502)
Non-Cap Equipment	0	0	0	0	0	0
Termination Benefits	0	0	0	0	0	0
TOTAL EXPENDITURES	**$4,286,973**	**$9,503,430**	**$2,958,118**	**$12,461,548**	**$14,553,633**	**$2,092,084**
SURPLUS / (DEFICIT)	**($1,735,837)**	**($7,797,240)**	**($2,735,458)**	**($10,532,699)**	**($12,965,000)**	**$2,432,301**
OTHER SOURCES / (USES)						
Other Financing Sources	$5,815,769	$621,753	$102,500	$724,253	$615,000	$109,253
Other Financing Uses	$0	$0	$0	$0	$0	$0
TOTAL OTHER SOURCES / (USES)	**$5,815,769**	**$621,753**	**$102,500**	**$724,253**	**$615,000**	**$109,253**
SURPLUS / (DEFICIT)	**$4,079,933**	**($7,175,487)**		**($9,808,446)**	**($12,350,000)**	**$2,541,554**
ENDING FUND BALANCE	**$4,191,440**	**($1,661,053)**		**($4,294,012)**	**($6,835,566)**	**$2,541,554**





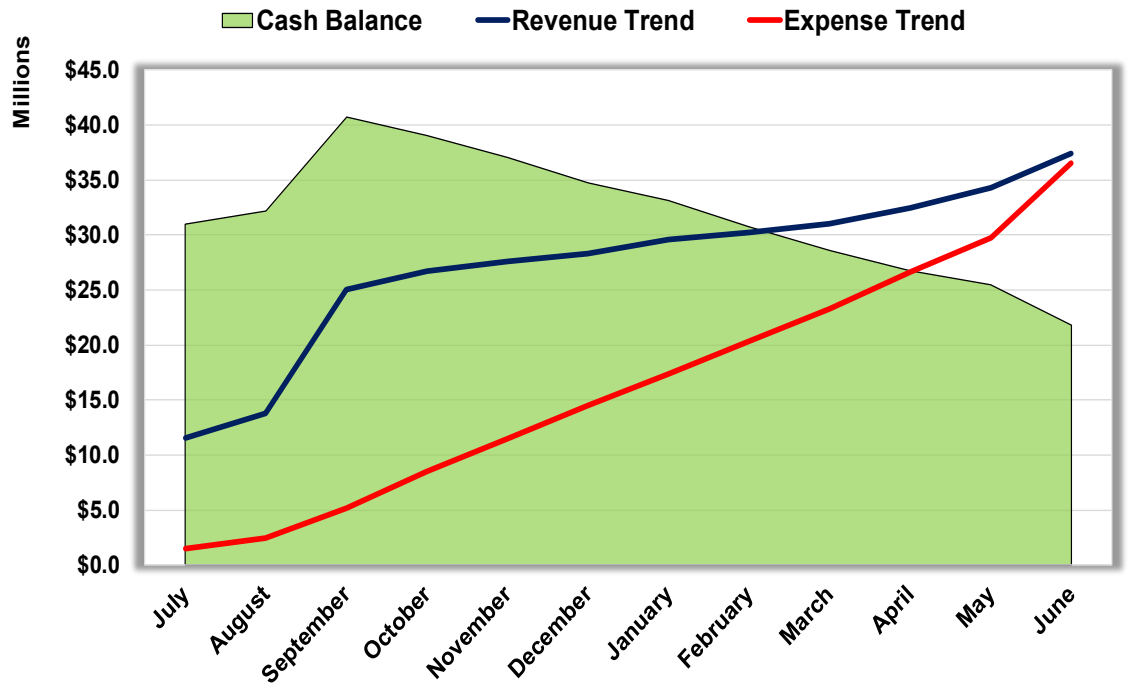
Frontline Analytics

2026 Cash Flow Projection

Educational | Operations & Maintenance | Transportation | Municipal Retirement/Social Security

	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	*May Projected*	*June Projected*	Year to Date Actual	*Year End Projected*
Cash Flow Summary														
Revenues (Cash In)	11,520,059	2,269,333	11,221,196	1,666,602	925,296	712,917	1,274,106	602,391	792,502	1,464,153	*1,872,478*	*3,048,528*	32,448,556	37,369,561
Expenditures (Cash Out)	1,479,880	1,002,394	2,716,340	3,365,374	2,895,314	3,060,327	2,862,411	2,956,142	2,983,639	3,272,280	*3,139,430*	*6,758,747*	26,594,101	36,492,278
Adjustments	0	0	0	0	0	0	0	0	0	0	*0*	*0*	0	0
Net Cash Flow	**$10,040,180**	**$1,266,939**	**$8,504,856**	**($1,698,772)**	**($1,970,018)**	**($2,347,411)**	**($1,588,304)**	**($2,353,751)**	**($2,191,137)**	**($1,808,127)**	***($1,266,952)***	***($3,710,219)***	**$5,854,455**	**$877,283**
Ending Cash Balance	**$30,943,151**	**$32,210,090**	**$40,714,946**	**$39,016,174**	**$37,046,156**	**$34,698,746**	**$33,110,441**	**$30,756,690**	**$28,565,553**	**$26,757,426**	***$25,490,474***	***$21,780,255***	**$26,757,426**	**$21,780,255**

Operating Fund Summary	
Fund 10 (Education)	$1,838,669
Fund 20 (Operations/Maintenance)	($501,484)
Fund 40 (Transportation)	($212,582)
Fund 50 (IMRF/Social Security)	($247,321)



frontline Analytics

Investments

Investments as of 4/30/2026						
Description	Settlement Date	Trade Date	Purchase Price	Principal	Maturity Date	Yield to Maturity
Third Coast	1/12/2026	1/12/2026	$ 246,500.00	$249,877.25	6/1/2026	3.57%
CD-Bank of Houston	8/4/2025	8/4/2025	$ 242,700.00	$249,773.54	5/1/2026	3.94%
CD-Oklahoma Capital	8/4/2025	8/4/2025	$ 242,900.00	$249,926.61	5/1/2026	3.91%
CD-Customers Bank	7/1/2025	7/1/2025	$ 240,300.00	$249,878.87	7/1/2026	3.98%
CD-First Nat. Bnk of Hutchinsc	7/1/2025	7/1/205	$ 240,400.00	$249,895.80	7/1/2026	3.95%
CD-Cornerstone Bank	7/1/2025	7/1/2025	$ 240,200.00	$249,865.65	7/1/2026	4.02%
CD-NorthEast	7/1/2025	7/1/2025	$ 240,400.00	$249,941.48	7/1/2026	3.97%
CD-Harmony Bank	7/1/2025	7/1/2025	$ 240,300.00	$249,896.35	7/1/2026	3.99%
CD-Royal Business Bank	7/1/2025	7/1/2025	$ 240,100.00	$249,920.48	7/1/2026	4.09%
CD - Western Alliance	12/4/2025	12/4/2025	$ 246,100.00	$249,945.41	5/4/2026	3.77%
CD- Bank of Versailles MO	2/3/2026	2/3/2026	$ 247,000.00	$249,841.93	6/1/2026	3.56%
CD- Cross River Bank	2/3/2026	2/3/2026	$ 247,100.00	$249,911.93	6/1/2026	3.52%
CD- ServisFirst Bank	2/3/2026	2/3/2026	$ 244,800.00	$249,865.20	9/1/2026	3.60%
CD-Gbank	2/3/2026	2/3/2026	$ 244,600.00	$249,780.23	9/1/2026	3.68%
CD - Bank Hapoalim BM	2/3/2026	2/3/2026	$ 244,900.00	$249,930.18	9/1/2026	3.57%
CD- Dundee Bank	2/3/2026	2/3/2026	$ 244,800.00	$249,859.82	9/1/2026	3.59%
CD - First ST Bank Trust	3/19/2026	3/19/2026	$ 245,200.00	$249,877.54	10/1/2026	3.55%
CD - Consumer Credit Union	3/19/2026	3/19/2026	$ 245,100.00	$249,884.22	10/1/2026	3.64%
CD - Cumberland Federal	3/19/2026	3/19/2026	$ 244,400.00	$249,911.25	11/2/2026	3.61%
CD-Barrinton Bank and Trust	3/19/2026	3/19/2026	$ 244,400.00	$249,911.45	11/2/2026	3.61%
CD - CFG Bank MD	3/19/2026	3/19/2026	$ 241,100.00	$249,833.85	3/19/2027	3.62%
CD - BOC Bank	12/4/2025	12/4/2025	$ 245,700.00	$249,878.76	5/4/2026	4.11%
CD - BOM Bank	12/4/2025	12/4/2025	$ 246,100.00	$249,894.52	5/4/2026/	4.19%
CD- Affinity Bank, Nat Assoc.	1/28/2025	1/28/2025	$ 235,400.00	$249,912.80	7/28/2026	4.12%
CD- Baxter Credit Union	1/28/2025	1/28/2025	$ 230,900.00	$249,842.84	1/28/2027	4.10%
CD- KS State Bank	1/28/2025	1/28/2025	$ 231,000.00	$249,849.80	1/28/2027	4.08%
CD-Signature BK of Arkansas	1/31/2025	1/28/2025	$ 249,333.33	$249,000.00	1/29/2027	4.08%
CD - First Bank of Richmond	2/5/2025	1/29/2025	$ 244,225.27	$244,000.00	8/5/2026	4.06%
CD - Morgan Stanley	2/5/2025	1/29/2025	$ 244,508.54	$244,000.00	8/5/2026	4.06%
CD- Bank of America	2/5/2025	1/29/2025	$ 244,508.54	$244,000.00	8/5/2026	4.06%
CD-North Alabama Bank	2/6/2025	1/29/2025	$ 244,280.53	$244,000.00	8/6/2026	4.07%
CD - Goldman Sachs Bank	2/4/2025	1/28/2025	$ 244,668.08	$244,000.00	2/4/2027	4.11%
CD - Morgan Stanley Pvt	2/5/2025	1/29/2025	$ 244,667.68	$244,000.00	2/5/2027	4.16%
LIQ Account Bal			$3,378,870.51	$ 3,378,870.51		
MAX Account Bal			$ 1,052,931.90	$ 1,052,931.52		
			$12,450,394.38	**$12,641,709.79**		

April 30, 2026			
Fund	LIQ	MAX	Total
Capital Improvement 2024	$0.26	$11,096,703.19	$11,096,703.45
$33457.84 earned in interest for April 2026			

Any Questions?

Introduction
School Lunch prices are established by the Board of Education each year designed to ensure that the program revenues at least cover the direct expenses of the school lunch program. The Paid Lunch Equity (PLE) is a requirement under Section 205 of the Healthy, Hunger-Free Kids Act Of 2010, for all schools with pricing programs that participate in the National School Lunch Program.

Background
The purpose of the PLE is to ensure paid meal prices are more equal with funds brought in from free and reduced-price meals reimbursements. The result is a food service program that brings in enough revenue to cover expenditures. The district is required to use the USDA pricing calculator when determining if a lunch rate increase is needed and should be completed annually. A waiver can be requested is the program is demonstrating to be self-funded without considering any federal funding

For the last three years, the District has been able to demonstrate it has ample resources on hand to cover costs of the program when not accounting for federal funding. That will not be the case for FY27 and as a result, the PLE tool was completed and determined student lunch prices will need to be raised by $0.10.

Financial Impact
The meal prices for the 2026-27 are listed below.

FY27 Lunch Rate $3.25
FY27 Breakfast Rate $1.80

Recommendation

Given the information above, Administration requests that the Board of Education approve the 2026-27 Meal Rates as presented at the Monday, May 26th, 2026 Regular Board of Education Meeting.

Cary 26
2026 Summer Projects
Update

PRESENTATION

CARY 26 SUMMER PROJECTS 2026

www.cary26.org

Cary 26
2026 Summer Projects
Update

BRIARGATE ELEMENTARY

-New solar panel system

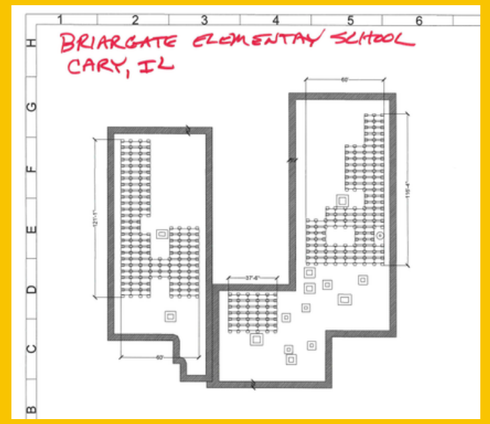
-Monument sign facelift

-Parking lot signs

Cary 26
2026 Summer Projects
Update

ENGAGE, EMPOWER, EXCEL

BRIARGATE ELEMENTARY



Cary 26
2026
Summer
Projects
Update

CARY JUNIOR HIGH SCHOOL

-Security upgrade to entry way glass.
-All entrances will get laminated glass.

- **Referendum Improvements**
- **Scheduled**
- **School Year 2027-2028**

DEER PATH ELEMENTARY SCHOOL

Planned Upgrades

New modern Fire Alarm Panel.
Audio Enhancements Epic System.
HVAC Optimizations Boiler and Chiller.
Security Upgrades. New Clock System.
LED Lights and ceiling tiles
New Flooring, Casework, Markerboard and Tackboard. Painting. Plumbing improvements. Flat Panel Monitors.
Laminated glass interior and exterior.
Exterior door replacements and select interior door replacements.

OAK KNOLL EARLY CHILDHOOD CENTER

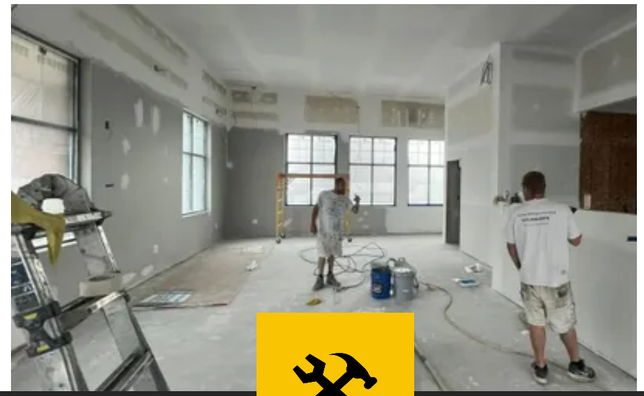
Oak Knoll will be installing all new Exterior Windows and a Solar Panel System

Cary 26
2026 Summer Projects Update

THREE OAKS ELEMENTARY SCHOOL

Security Upgrades

New Wireless Locks and laminated glass in the interior.



Select Interior Remodeling

Painting, Markerboard, Tackboard, and Flat Panel Monitors.

Courtyard Door and Frame Replacement

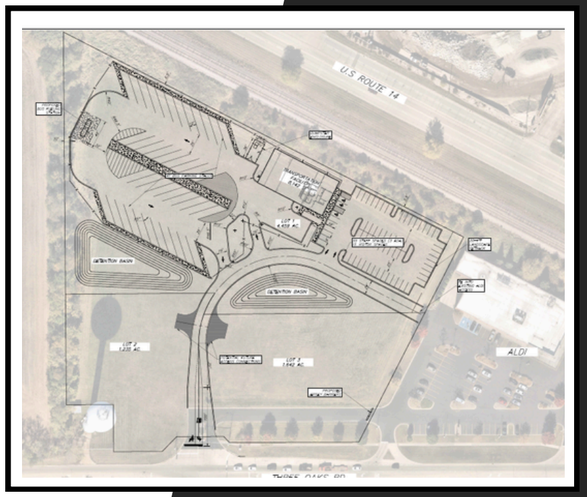
The courtyard windows and doors will be updated.

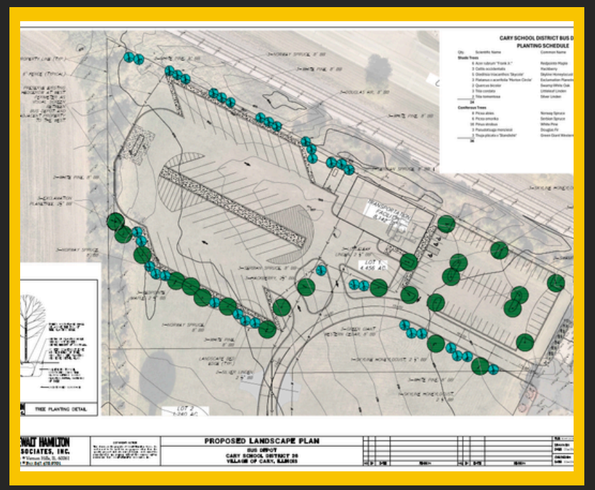
Cary 26
2026 Summer Projects
Update

ENGAGE, EMPOWER, EXCEL

TRANSPORTATION SITE

The Transportation Center Site is making great progress. Lots of pictures on our Construction Page on Cary26.org. Completion date is still scheduled for end of June. We will have a Grand Opening Ceremony.





QUESTIONS?

THANK YOU

For Your Attention

Cary School District 26

Gallagher Response to Request for Proposal

November 19, 2025

Mr. Erik Smetana, MBA, SPHR, SHRM-SCP, SWP
Managing Director & Practice Leader | Public Sector & Higher Education
314.494.4849 | Erik_HenrySmetana@ajg.com

Gallagher Benefit Services, Inc. | ajg.com
2850 Golf Road
Rolling Meadows, IL 60008

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Gallagher

Insurance | Risk Management | Consulting

Cover Letter

November 19, 2025

Cary School District 26
2115 Crystal Lake Rd.
Cary, IL 60013

Dear Colleague:

We appreciate the opportunity to present this proposal regarding the services Gallagher's Human Resources & Compensation Consulting practice can offer Cary School District 26 (the District). Gallagher is highly capable and qualified to work with the District based on our extensive experience with public sector organizations across the country. We would consider it a privilege to serve the District in this capacity.

We believe we will provide the District with the most diversely experienced project team of any consulting practice in the country, which enhances the solutions and recommendations we will provide on this engagement. The questions and perspective provided by our team ensure we anticipate any issues the District may face throughout this project, as well as the ongoing management of the updated classification and compensation system.

We have prepared the following proposal in response to your request. We appreciate having the opportunity to submit this proposal and look forward to assisting the District in this engagement.

Sincerely,

Erik Smetana, MBA, SPHR, SHRM-SCP, SWP
Managing Director & Practice Leader
314.494.4849 | Erik_HenrySmetana@ajg.com

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Organizational Overview

Value Proposition:

The ability to deliver comprehensively structured human capital solutions to clients is Gallagher's signature in the marketplace. At Gallagher, we want to know what makes your organization unique. We listen intently to learn about your culture and priorities and delve deeply into all the details that matter when balancing human capital needs with your bottom line. This single-minded focus on excellence — characterized by innovation and creativity — is the driving force behind every Gallagher engagement.

Company History:

Arthur J. Gallagher & Co. opened its doors for business in 1927 and is still "growing strong" because of a practiced ability to help clients think ahead. Founded by its namesake who was previously the leading producer for Chicago's largest insurance brokerage, Gallagher is now one of the world's largest human capital, insurance brokerage and risk management services firms. We have operations in 33 countries and extend our client-service capabilities to more than 90 countries through a global network of correspondent brokers and consultants. Since 1961, we have been helping clients overcome business barriers and create new opportunities to cost-effectively attract, retain, and productively engage the best performers in their field. Gallagher started trading on the NYSE under the symbol AJG in 1984.

Company Culture & Philosophy:

The ideals, principles and values embodied by the founder whose name still appears on our door are part of our corporate DNA. Gallagher's approach to business, cultivated through three generations of family leadership, has always centered on creating relationship value as true partners to our clients. Gallagher's interactions with you will be straightforward and candid. By earning the trust of our clients, we have sustained a reputation for ethics and a commitment to transparency that continues to contribute to our growth.

The high standards of conduct we have set for our external professional relationships are the same rules we follow internally. The Gallagher Way, a one-page document that outlines our 25 shared values, was written in 1984 but is just as culturally relevant today. It speaks to the value of relationships and several tenets set guidelines for ethical behavior. Gallagher combines innovative solutions, thoughtful advice and honest business practices to minimize risk and help fuel your success.

Talent Practice:

Gallagher's Talent practice empowers clients to **attract talent, manage staff, develop leaders**, and **reward success**—leveraging the power of Gallagher and wisdom of experience to produce an engaged and productive workforce. Tapping into expertise that spans the spectrum of human resources at every level, we can assemble flexible compensation and consulting solutions that improve efficiency and build bottom lines.

Our practice is a combination of some of the most respected names in human resources and compensation consulting. As we have grown in our services and reach, we have grown in our ability to serve our clients – this includes the acquisition and integration of talented firms, consultants, and advisors from Koff & Associates (2021) and Buck (2023). Bringing together experts from compensation, performance, compliance, data and analytics, survey, and leadership fields, Gallagher empowers clients with tools for the entire lifecycle of employment management.

With an experienced team of consultants located in offices across the United States and Canada, our services include:

HR & Organizational Effectiveness
Think of us as your strategic partner and an extension of your HR and organizational change team.

Compensation & Rewards
We strengthen the employer-employee relationship by designing equitable, competitive, and sustainable compensation and rewards programs.

Multinational Benefits & Mobility
As Global Connectors, we provide solutions for you to manage your multinational workforce in a compliant, coordinated, strategic, administratively efficient, and cost-effective way.

Communications
A global leader in employee communication, we set the industry standard for excellence and innovation

People Development & Insights
We help you understand your customers and your workforce to unlock value and performance.

Public Sector & Higher Education Consulting Practice:

Gallagher's public sector & higher education consulting practice **has completed more than 1,500 classification and compensation related studies for public entities, higher education, and similarly situated clients nationally.** We have extensive experience in developing and communicating compensation philosophy, designing and implementing market-aligned pay structures and career frameworks and developing job evaluation methods to maintain internal equity. We conduct benchmark analyses, including conducting custom tailored salary surveys (if needed), and recommend appropriate administrative and procedural guidelines to maintain the compensation system. We ensure that our clients comply with applicable laws and regulations, such as the Fair Labor Standards Act (FLSA), the Americans with Disabilities Act (ADA), and Equal Employment Opportunity (EEO) standards and have pay systems that are appropriate for their organization and market strategy.

We have served our clients for more than 40 years across an array of strategic and value-adding HR services with **classification, compensation, and pay equity as our core specialties**.

We have a strategic alliance with the Public Sector Human Resources Association (PSHRA), the National Public Employers Labor Relations Association (NPELRA), and the Colleges and Universities Professional Association for Human Resources (CUPA - HR) and have conducted a series of training seminars/workshops on compensation, classification, job evaluation, strategic HR, and employee benefits management throughout the nation in conjunction with these organizations. Gallagher Benefit Services also focuses on the higher education market. Our consultants have demonstrated leadership in the compensation and strategic HR fields by completing training and certifications from WorldatWork, ERI, HRCI, Human Capital Institute, SHRM, and others in addition to serving as instructors and presenters for ICMA, CUPA-HR, NAPO, WorldatWork, NACO, NPELRA, PSHRA and other regional and national associations. Our thought leadership has been published and/or highlighted in *University Business, PSHRA News, American City and County, TalentCulture, Public Management, TLNT, Corporate Report Ventures, ERE, Corporate Board Member, Benefits Planner*, and others.

As your Trusted Advisor we have additional information for your consideration based on your current focus.

You can expect a trusted advisor in Gallagher, not just a vendor focusing on only one aspect of your HR offerings. While there are numerous vendors that can provide HR consulting, our subject matter expertise is brought to life in the way we partner with our public sector entities and is what truly sets Gallagher apart. Our consulting style is proactive and collaborative. We strive to provide you with relevant information and partner with you to support informed decisions and anticipate the future. As experts in providing a broad spectrum of human resource and talent management capabilities our experience has shown us that many public sector entities conducting a compensation project may also need support in these key areas:

HR & Organizational Effectiveness

Think of our team both as a strategy partner, and as an **extension of your HR team** – providing expertise and additional capacity aligned with your specific HR needs, including strategic advisory, one-off projects, and fractional on-going HR solutions.

Here are some of the ways we can provide support:

- HR Policy Development
- Compliance
  - I-9 Reviews & Revisions, ACA Reporting & Compliance, Local, State & Federal Laws, Fair Labor Standards Act (FLSA) Compliance
- Career Transition Services
- Recruiting Services
- Payroll & HRIS Technology Services
  - Managed Payroll Solutions, Interim Emergency Support, State Tax Registrations, Year-End Support
- HR Technology Selection and Implementation
- Organizational Change Management
- HR Support
  - People Operations (Policies, Handbooks, JDs, Leave, Workplace Investigations)

Communication

You may encounter some cases that require communication such as sharing outcomes and findings of your needs assessment. Our award-winning Communications Practice is a global leader in employee communications.

We **will increase your business performance** by amplifying the entire employee experience through world leading employee communications.

Let us help you with:

- Benefits (Total Wellbeing) Communications
- **Compensation Communication**
- **Reward Communication**
- Retirement Communication
- **Internal Communication (IC)**
- Audit and Insight – Communication Effectiveness
- Organizational Change Communication
- Digital (Communication) Experience
- **Employee Value Proposition (EVP) Development and Communication**
- Personalized Portals
- Non-personalized portals
- Decision-support tools

We welcome the opportunity to further explore how we can partner with you in these critical areas.

Project Staffing

Our team of specialists and experts brings a proven track record of designing and executing comprehensive compensation strategies, performing complex classification analyses, evaluating pay equity to ensure fair, competitive structures, and delivering high-value strategic HR advisory services. Many of our professionals have served as practitioners within the very sectors we support, granting us unique insight into real-world operational challenges. We combine rigorous data analytics, industry best practices, and innovative thinking to craft customized, forward-looking solutions aligned with each organization's strategic HR goals. By drawing from hands-on experience and leveraging an in-depth understanding of market trends, we help our clients both meet current standards and proactively prepare for an ever-evolving talent landscape.

Gallagher fosters a commitment of excellence, professionalism, integrity, collaboration, and urgency to each of our clients. With each unique client, Gallagher combines these principles to deliver client services customized, specifically to meet your needs. Your Gallagher consulting team has years of experience consulting to public sector clients, including those with unionized and represented employees with a significantly diverse employee workforce with organizations nationwide, including a long history of serving Illinois cities, counties, and public bodies - we have worked with more than 1,000 public sector and higher education clients over the past decade. Each member of Gallagher's public sector compensation consulting practice has achieved one or more of the following certifications and/or degrees:

- Certified Compensation Professional from WorldatWork
- Compensation Analyst Credential from Economic Research Institute
- IPMA-SCP from the Public Sector Human Resources Association
- PHR and/or SPHR from the Human Resources Certification Institute
- SHRM-CP and/or SCP from the Society for Human Resource Management
- SWP and HCS from the Human Capital Institute
- Master's degree or above, in Human Resources, Business Administration, and/or Organizational Psychology

PROJECT LEADERSHIP & LEADERSHIP SUPPORT

ERIK SMETANA, MBA, MFA, SHRM-SCP, SPHR, SWP, HCS, Managing Director & Practice Leader - *25+ years of experience*
Erik manages operations and leads Gallagher's public sector & higher education Human Resources & Compensation Consulting practice. Erik's 25-plus-year work history has led him to serve in various diverse roles across human resource management, particularly in compensation and benefits, talent management and organizational development, people analytics, and employee relations and policy development. Erik has extensive experience in private and public sectors, working with an eclectic mix of dynamic organizations, including Fortune 500 companies across multiple industries, international not-for-profit organizations, membership associations, media outlets (e.g., NPR and NBC affiliates), institutions of higher education and research, and others. Before joining Gallagher, he served as the enterprise-wide Deputy CHRO and business unit CHRO with the University of Missouri System and with Vanderbilt University as the Executive Director of People & Engagement, leading, designing, and implementing compensation, employee learning, talent acquisition, and people-focused programs and initiatives.

As a consultant, Erik has been **engaged in more than 250 client projects with organizations ranging from cities and counties to state agencies to tribal nations and more including school districts, colleges and universities, special districts and authorities,** and other sector aligned entities in the provision of *compensation, classification, pay equity, organizational assessment, leadership coaching, performance management, and other strategic HR advisory services*.

ZAK SHTULBERG, Senior Consultant & Project Operations Lead - *15+ years of experience*
Since starting as an HR consulting intern at Buck (now Gallagher) in 2012, Zak has been mission-driven and passionate about collaboration with clients and partners on transformative people, compensation, and other HR initiatives that improve the lives of employees and their communities. Projects have spanned a broad spectrum, including compensation strategy design, change management and communications, workforce planning, project management, analytics and technology enablement, and organization design, among many others. With both internal and external partners, he is recognized for blending strategic and technical advice with innovative analytics and technology and has grown as a trusted partner and subject matter expert in HR and compensation. Prior to starting his career, he earned a Bachelor of Science in Industrial and Labor Relations from Cornell University.

TRACY MORRIS, MBA, SHRM-CP, Senior Consultant & Systems Optimization Lead - *15+ years of experience*
Tracy has more than a decade of experience working in the strategic HR space with significant public sector HR and compensation consulting. Tracy holds a bachelor's degree in applied economics and a Master of Business Administration, both from Texas Tech University, and she is a SHRM Certified Professional (SHRM-CP). She serves clients as a project manager, thought leader, and advisor – additionally, she supports and manages our process improvement and optimization efforts to ensure each of our clients has an experience that meets their needs and exceeds their expectations.

CHRISTINE NICHOLS, Operations Support Specialist - *30+ years' experience*
Christine joined Gallagher in 2023, bringing more than 30 years' experience in Operations Support to the practice. Prior to joining Gallagher, she worked in the private sector for a Global staffing company. In her role as Operations Support for the practice, Christine ensures that all administrative processes across the team run efficiently and effectively, providing seamless client experience from proposal to project closure. She plays an integral part in the contract review process, follows up on client invoices & vendor payments, pulls data from a variety of internal & external systems and coordinates communications with other Gallagher departments. Christine is responsible for managing all RFPs, web inquiries & client referrals to the practice. She also handles all the scheduling of internal & external meetings for the practice, as well as review & audit of practice expenses.

SHARI FALLON, PHR, SHRM-CP, Senior Consultant & Project Manager - *25+ years of experience*
Prior to joining Gallagher, Shari worked for Cornell University as a Senior Compensation & Workforce Analytics Consultant for 24 years. In her role at Cornell University, Shari was responsible for providing expertise and consultation to campus constituents and resolving conflicts among functional areas to support best practice standards. She developed and designed the institutional foundation for assessing, delivering, and applying workforce planning analytics, advancing HR interests and shared responsibility in the consistency of practice across recruiting, compensation, staffing patterns, performance management, training, and transaction processing. Prior to Cornell, she worked in Human Resources for Retail and Health organizations. Shari has a bachelor's degree in political science/history from the College of St. Rose in Albany, NY, and is certified as a Professional in Human Resources from the Society of Human Resource Management.

CATHERINE THORP, Senior Consultant & Project Manager - *25+ years of experience*
Ms. Thorp holds a Bachelor of Business Administration degree in Management from the University of Mary Hardin-Baylor. Before joining Gallagher, Catherine worked as a Senior Compensation Manager at Dun & Bradstreet and in roles ranging from analyst to senior manager at McLane Company, Inc. Catherine has applied her compensation knowledge in market analysis, salary structure design, pay equity, career competencies, strategic planning, system integration, and process optimization. Catherine will complete her CCP in 2023.

JAIME PARKER, Senior Consultant & Project Manager - *15+ years of experience*
Jaime has 15 years of experience in Higher Education with 7.5 of those years in compensation and organizational effectiveness. Prior to joining Gallagher, she worked at Kansas State University in Human Capital Services, and in the Office of Institutional Effectiveness. Before her career in Higher Education, Jaime worked in the Banking Industry as a Banking Center Manager and Customer Service Manager. Jaime is a graduate of Kansas State University with a bachelor's degree in accounting.

PROJECT STAFF SUPPORT

SHILOH VENABLE, Consultant II & Client Liaison - *15+ years of experience*
Shiloh Venable is a consultant in Gallagher's Human Resources & Compensation Consulting practice, specializing in the Public Sector and Higher Education service line. She brings more than 15 years of experience in human resources, learning and development, and program management across corporate, nonprofit, and higher education environments. Prior to joining Gallagher, Shiloh served as a learning & development manager at NXP Semiconductors, where she led global leadership development initiatives. She also held roles in nonprofit program management and student affairs at several universities, where she managed complex projects that supported staff and student growth. Shiloh holds a bachelor's degree in human resource development and a master's degree in education administration, both from Texas A&M University. In 2025, she received her Compensation Analyst Credential (CAC) from the Economic Research Institute (ERI). She is also a certified Professional in Human Resources (PHR).

CHARMAIN KOHLER, Consultant II & Client Liaison - *10+ years of experience*
Charmain has over 25 years of human resources experience in a variety of roles and industries. She has a bachelor's degree in business administration with a concentration in Management from Saginaw Valley State University. Prior to joining Gallagher, she was the Senior Compensation Analyst at Numotion and at Saginaw Chippewa Indian Tribe of Michigan. Her professional experience also includes 10 years as a Human Resources Consultant in higher education.

MARY GAUTHE, MBA, SHRM-CP, Senior Associate Consultant - 5+ *years of experience*
Mary has five years of experience from Louisiana State University, where she served as a Compensation Consultant within the University's Central HR unit. She holds a bachelor's degree in management with a concentration in Human Resources from Nicholls State University and a master's degree in leadership and human resource development from Louisiana State University. For the past two years, Mary has served as an Associate Consultant within the PSHE team.

CARISSA MARTO, MA in I/O Psychology, Associate Consultant - *5+ years of experience*
Carissa has a bachelor's degree in psychology from Anderson University (SC) and a master's degree in industrial & organizational psychology from Middle Tennessee State University. Prior to joining Gallagher, she held project-based roles working in performance and promotional assessments related to test design.

Approach to the Project

Our practice takes a thoughtful and collaborative approach to all our client engagements, where we work to ensure our efforts are ones which demonstrate how the Public Sector & Higher Education practice **C.A.R.E.S.** - collaborate/consult, advise/assess, recommend/resource, engage/endorse, and strategize/serve - about our clients and their needs. To that end, our project approach starts with our process and client communications.

Our extensive experience has resulted in a comprehensive understanding of the scope of work described by the District. Additionally, we understand the importance of this study as one of many strategies to address current human resources issues and appreciate the delicate nature of public sector spending. Below are some key considerations we have in this type of project, followed by our approach to the areas identified by the District, our detailed work plan, and the estimated project timeline.

Key Considerations:

Leadership Support: Effective compensation reform requires consistent, visible leadership commitment at multiple organizational levels. We establish a leadership accountability structure that includes executive sponsors, department champions, and implementation teams with clearly defined roles. Leaders must actively communicate the program's importance, address concerns directly, and visibly support the process through each phase. We provide leaders with focused messaging tools and data points to effectively advocate for changes. Without this multi-level support structure, even technically sound compensation systems often encounter significant resistance during implementation.

Internal Fairness and Equity: Our approach balances external market competitiveness with internal equity through comprehensive job analysis techniques. We conduct detailed comparisons across job families, reporting relationships, and responsibility levels to ensure logical compensation relationships. This includes specialized analysis of career progression paths and appropriate differentials between supervisory and non-supervisory roles. We implement specific methodologies to address compression issues, particularly between long-service employees and new hires with market-driven starting salaries. Our process identifies and remedies historical inequities while establishing defensible rationales for pay differences based on skills, responsibilities, and performance factors.

Appropriate Timelines: We develop realistic project schedules based on organizational complexity and resources. This includes adequate time for comprehensive job documentation, employee input, leadership review cycles, and implementation planning. A typical comprehensive compensation project requires 6+ months for proper execution, including 2-3 months for thorough job analysis, 1-2 months for market research, and 2-3 months for implementation planning, noting that this work may happen concurrently across the life of the engagement. Accelerated timelines often compromise data quality and stakeholder buy-in, leading to implementation challenges and future rework. We establish appropriate checkpoints and quality controls to ensure thoroughness while maintaining momentum.

Data-Driven with Human Oversight: Our methodology combines rigorous data collection with expert interpretation. We utilize multiple validated market sources appropriate for your sector, geographic region, and organizational characteristics. All job matches undergo multi-level validation checks to ensure accurate comparisons. This empirical foundation is then contextualized through structured consultant review panels that consider institutional history, strategic priorities, and unique operational factors as shared and iterated by our clients. We document both the data-driven recommendations and any exceptions to provide a clear, defensible audit trail. This balanced approach ensures decisions are not rigidly algorithmic while maintaining system integrity.

Clear and Consistent Communication: We develop compensation structures and classification frameworks with inherent clarity, using straightforward job leveling frameworks, transparent progression criteria, and consistent application of compensable factors. Communication materials are tailored to different stakeholder needs—executive summaries for leadership, detailed implementation guides for HR professionals, and practical explanation tools for managers and employees. We create accessible resources explaining compensation philosophy, range structure, placement methodology, and future growth opportunities. Systems are designed with straightforward administration requirements that do not require specialized expertise for day-to-day management.

Compression Planning and Analysis: Our implementation approach includes detailed financial modeling that identifies potential compression scenarios before placement decisions are finalized. We analyze the distribution of current salaries against proposed ranges to identify employee clusters and gaps requiring special attention. Implementation options are developed with multi-year cost projections, including various phasing alternatives to balance budget constraints with equity requirements. Special focus is given to departments with significant longevity differences and areas with recent hiring at market rates. This proactive approach prevents creating new inequities while addressing existing compression issues within available resources.

Our Approach:

Comprehensive Job Documentation Review

Our methodical approach to position documentation begins with a thorough review of the District's existing job descriptions to ensure both internal consistency and regulatory compliance. This analysis includes:

- Documentation Structure Assessment
  Systematic evaluation of job descriptions through our 15-point documentation checklist, assessing critical elements including essential functions, ADA compliance language, FLSA classification support, and competency requirements.
- Functional Accuracy Verification
  Application of our validation process to ensure documentation reflects actual work performed. For positions where current documentation (job descriptions or other supporting materials) lacks sufficient clarity or detail, we may implement our Job Analysis Questionnaire (JAQ) methodology. This targeted approach uses our structured JAQ format to capture essential job elements more accurately than traditional methods. The JAQ process is selectively applied only where existing documentation fails to clearly define:
  - Work complexity and decision-making authority
  - Technical skill requirements and application
  - Supervisory/management responsibilities
  - Problem-solving requirements and organizational impact
  - Minimum qualification requirements
- Regulatory Compliance Review
  Application of our compliance checklist to ensure job documentation satisfies requirements across multiple regulatory frameworks, including ADA, EEOC, FLSA, and other applicable laws. This process identifies specific compliance gaps and develops appropriate language solutions.

Internal Equity Assessment

Our internal equity methodology uses analytical techniques to ensure position valuation reflects organizational priorities:

- Job Evaluation System Review
  Assessment of the District's current job evaluation methodology to determine effectiveness and alignment with organizational values. Based on this assessment, we will either:
  - Refine the existing methodology to improve consistency and validity
  - Implement our factor-based evaluation system, customized to the District's specific requirements
- Position Value Analysis
  Application of the selected job evaluation methodology across all positions, using a standardized approach to ensure consistent application of factors:
  - Multiple-reviewer approach to minimize subjective bias
  - Consistency checking across organizational units
  - Identification and resolution of internal equity issues
  - Development of clear rationales for evaluation decisions

- Equity Validation Process
  Implementation of our three-level validation approach to ensure evaluation outcomes reflect genuine job value rather than historical patterns:
  - Horizontal equity checks across functional areas
  - Vertical equity review within career paths
  - Cross-organizational comparison against similar position families

Market Comparison Analysis
Our market analysis methodology combines multiple data sources to create a comprehensive competitive assessment:

- Benchmark Position Selection
  Identification of benchmark positions (typically 60-65% of job classifications), mapping, and communication of process to ensure:
  - Representation across all major job families and levels
  - Focus on positions with reliable and abundant market data
  - Inclusion of mission-critical and hard-to-fill positions
  - Coverage of positions with known compensation challenges
  - Consistency and understanding of roles relative to Gallagher's benchmark mapping process
- Comprehensive Market Data Collection
  Multi-source data approach combining:
  - Published survey data from industry-specific and general compensation surveys
  - Custom survey data collected from selected competitor organizations
  - Current labor market information on compensation trends
- Total Rewards Analysis
  Complete competitive assessment including:
  - Base compensation positioning relative to defined market
  - Variable pay practices and prevalence
  - Benefits package evaluation and competitiveness leveraging Gallagher's industry-leading National Benchmark Survey data
  - Work arrangement flexibility and other non-monetary elements
  - Employer/employee cost-sharing analysis for benefits programs

Compensation Structure Development
Our compensation structure development process transforms market and internal data into an integrated framework that supports organizational objectives:

- Structure Design
  Development of grade and range structures through data analysis:
  - Analysis of market data to establish market-responsive relationships
  - Integration of internal equity requirements into structure design
  - Modeling of various structure options (typically 2-3 alternatives)
  - Review of position distribution across proposed structures
- Position Placement
  Allocation of positions to appropriate grades based on:
  - Internal equity values established through job evaluation
  - Market position requirements for critical job families
  - Organizational design considerations and reporting relationships
  - Career progression pathway requirements
- Implementation Analysis
  Financial analysis to evaluate implementation approaches:
  - Individual employee placement modeling based on defined criteria
  - Development of up to three implementation scenarios
  - Compression/inversion identification and remediation planning

System Sustainability Plan
Our approach ensures the District can maintain and evolve the compensation system independently:

- Comprehensive Documentation & System Integration
  Development of system documentation and transfer of data in formats compatible with the District's HRIS system, enabling smooth integration with existing technology.
- Administrative Knowledge Transfer
  Implementation of our training approach:
  - Thorough training for HR staff on system maintenance
  - Development of administrative tools and decision support materials
  - Creation of position evaluation guides and procedures
  - Establishment of ongoing monitoring and adjustment processes
- Long-term Maintenance Planning
  Development of a sustainable maintenance approach:
  - Annual review methodology and timeline
  - Market monitoring recommendations and data sources
  - Position evaluation guidelines for new or changed positions
  - Budget planning guidance for annual structure adjustments

Our final deliverable will include a comprehensive report detailing methodologies, findings, and recommendations, along with all necessary implementation tools and documentation. This deliverable will provide the District with both immediate implementation guidance and long-term direction for compensation management.

Work Plan:

The work plan proposed is designed to provide the flexibility necessary to attract, retain, and motivate employees to provide quality services and ensure the system is not an administrative and/or costly burden to the District now or in the future. Gallagher has integrated the Scope of Services into our phased approach and deliverables to address the District's requests. All phases will require that designated the District - team members and Gallagher have ongoing status meetings to explain the process, review the project's progress, review draft materials, address questions, and discuss next steps.

The phased work plan is as follows:

PHASE 1: STRATEGIC ALIGNMENT, PROJECT INITIATION, & STUDY ADMINISTRATION

Our engagement begins with a comprehensive strategic alignment phase designed to establish clear governance structures and critical success parameters:

- **Executive Strategy Session / Preliminary Meeting**
  - Facilitate session with executive leadership
  - Confirmation of organizational priorities and talent philosophy
  - Alignment of compensation strategy with business objectives
  - Risk assessment and mitigation planning
  - Finalization of project scope parameters

- **Project Governance Implementation**
  - Establishment of steering committee and working team
  - Definition of roles, responsibilities, and decision-making authority
  - Implementation of our proprietary communication matrix
  - Configuration of project management platform with milestone tracking
  - Development of risk management and escalation protocols

- **Current State Diagnostic**
  - Comprehensive documentation collection and review
  - In-depth assessment of existing compensation philosophy
  - Evaluation of current classification architecture
  - Gap analysis against industry best practices
  - Identification of critical improvement opportunities
  - Diagnostic findings presentation to project team

- **Stakeholder Engagement Planning**
  - Development of multi-level communication strategy
  - Creation of employee communication materials
  - Configuration of feedback collection mechanisms
  - Establishment of change management protocols
  - Finalization of communication timeline

- **Employee Orientation Sessions**
  - Delivery of employee information sessions
  - Distribution of project overview materials
  - Q&A facilitation with consistent messaging
  - Expectation setting for participation requirements
  - Initial feedback collection

Virtual Meetings are included. On-site visits are available at an additional cost to the District.

PHASE 2: COMPENSATION, BENCHMARKING & MARKET ANALYSIS

Our data-driven approach combines deep market knowledge with sophisticated analytical techniques:

- **Market Analysis Strategy Development**
  Gallagher will map organizational roles to standard market benchmarks, based on work performed and not simply internal titling, to ensure consistency and accuracy of market data. This process includes discussion and integration of details regarding hard-to-fill, high turnover, and unique scenarios within the client organization to ensure informed decisions regarding the benchmarking process.
  - Strategic identification of appropriate labor markets and peer organizations
  - Development of data collection strategy
  - Determination of aging factors and effective dates
  - Selection of published survey sources
  - Identification of custom survey participants

- **Custom Market Intelligence Gathering**
  - Development of custom survey instrument
  - Participant recruitment and confirmation
  - Survey distribution to identified participants
  - Technical support for participants
  - Data collection monitoring
  - Follow-up for non-respondents
  - Data validation and quality review
  - Compilation of custom survey results
  - Supplemental data-mining to ensure sufficient data resources for analysis

- **Published Survey Data Collection**
  - Extraction of relevant data from published sources
  - Normalization of data across sources
  - Application of geographic differentials
  - Implementation of aging factors
  - Compilation of comprehensive market dataset
  - Quality assurance review

- **Advanced Data Analytics**
  - Integration of custom and published data sources
  - Statistical validation of integrated dataset
  - Outlier identification and handling
  - Application of regression analysis for market line determination
  - Competitive positioning analysis
  - Internal equity assessment
  - Pay compression diagnosis

- **Compensation Structure Engineering**
  - Development of pay structure alternatives (typically 2-3 options)
  - Range modeling with various spread and overlap scenarios
  - Alignment of structure with classification architecture
  - Testing of structure against current positions
  - Financial impact modeling of alternatives
  - Structure refinement based on testing results
  - Finalization of recommended structure

PHASE 3: IMPLEMENTATION STRATEGY, FINAL REPORTS, & SUSTAINABILITY PLANNING

Our approach ensures successful implementation and long-term program sustainability:

- **Financial Impact Analysis**
  - Individual employee placement modeling
  - Aggregate financial impact calculation
  - Development of implementation scenarios (typically 3)

- **Implementation Strategy Development**
  - Creation of phased implementation timeline
  - Development of exception handling protocols
  - Red-circle/green-circle treatment policies
  - Communication planning for rollout

- **Policy and Procedure Development**
  - Comprehensive compensation policy documentation
  - Administrative procedure development
  - Authority matrix creation
  - Process flow documentation
  - Recommendation for governance structure
  - Ongoing maintenance protocols

- **Toolkit Creation and Knowledge Transfer**
  - Development of position evaluation tools
  - Creation of manager decision-support resources
  - Design of employee education materials
  - Development of training curriculum
  - Delivery of administrator training (2 sessions)

- **Executive Presentation and Finalization**
  - Preparation of executive presentation materials
  - Delivery of executive briefing session
  - Facilitation of decision-making on implementation approach
  - Finalization of deliverables based on executive input
  - Delivery of all project materials and tools
  - Project close-out and transition to ongoing support

PHASE 4: POST-PROJECT SUPPORT & OPTIONAL ONGOING SERVICES

- **Implementation Support** (Up to 10 hours of direct support for the 6 months following project closure)
  - Technical assistance during the initial rollout
  - Advisory support for complex situations
  - Resolution of emergent issues
  - Refinement of tools based on initial usage
  - Documentation of lessons learned
  - Development of long-term sustainability recommendations

- **Ongoing Support Services (Optional)**
  - The consultant will offer ongoing support services throughout the year, including job evaluation, market pricing, job description development, trend data analysis, and related activities on an ad-hoc basis. The typical turnaround time for ad-hoc requests is two to four business days, depending on the nature and volume of the requests. These services are often provided after completing larger projects to aid in implementing and maintaining the outcomes and deliverables of the initial engagement.

Project Timeline

The following is an estimate to complete each phase by month. We will discuss the details of each phase during Phase 1 and identify specific deadlines for the project at that time. We will conduct frequent conference calls with the District to ensure the schedule is monitored throughout the project. In today's world, speed is particularly important. However, given the significance of this project, it is just as important for the District officials, department heads, and employees to have sufficient time to review and approve the recommendations of Gallagher and to ensure proper communications occur. We have prepared a timeline to ensure the District has the work products in an expeditious manner. Our phases run concurrently; in that we do not wait until the full completion of a phase to begin another phase. We are prepared to commence the work within two weeks of receiving your authorization to proceed.

5 months total, phases may overlap

PHASE 1: STRATEGIC ALIGNMENT, PROJECT INITIATION, & STUDY ADMINISTRATION	
Milestone	**Timeframe**
Executive Strategy Session / Preliminary Meeting	1 Month
Project Governance Implementation	
Current State Diagnostic	
Stakeholder Engagement Planning	
Employee Orientation Sessions	
PHASE 2: COMPENSATION, BENCHMARKING & MARKET ANALYSIS	
Milestone	**Timeframe**
Market Analysis Strategy Development	3 Months
Custom Market Intelligence Gathering	
Published Survey Data Collection	
Advanced Data Analytics	
Compensation Structure Engineering	
PHASE 3: IMPLEMENTATION STRATEGY, FINAL REPORTS, & SUSTAINABILITY PLANNING	
Milestone	**Timeframe**
Financial Impact Analysis	1 Month
Implementation Strategy Development	
Policy and Procedure Development	
Toolkit Creation and Knowledge Transfer	
Executive Presentation and Finalization	
PHASE 4: POST-PROJECT SUPPORT & OPTIONAL ONGOING SERVICES	
Milestone	**Timeframe**
Implementation Support	*Up to 10 hours of direct support for the 6 months following project closure*

References

Contact names and phone numbers are listed for each project. These projects are relevant to demonstrating our ability to meet the needs of the District and show considerable experience in developing compensation systems for a variety of public sector organizations. Our references can attest to the timeliness, quality, and responsiveness of the services we provide, our understanding of job classification and pay equity, and our knowledge of legal issues, such as the ADA and FLSA, and our expertise in working with public organizations and sensitive personnel issues. The projects listed below were completed by members of your project team and within similar timeframes to what the District is requesting.

FLORENCE 1 SCHOOLS | *319 South Irby Street, Florence, SC 29506*
Nathaniel Marshall, Chief Personnel Officer, 843.673.1105, Nathaniel.Marshall@fls.org

In 2021, we provided FSD1 with compensation assistance. We worked to adjust the five teacher salary scales and assisting FSD1 in moving to the overall minimum Bachelor Step 0 to 40,000, 43,000, and 45,000.

CHARLESTON COUNTY SCHOOL DISTRICT | *75 Calhoun Street, Charleston, SC 29401*
Bill Briggman, Executive Director of HR, 843.937.6380, bill_briggman@charleston.k12.sc.us

We were retained by this district to conduct a comprehensive classification, compensation and performance management project covering approximately 6,000 employees. The project included a complete job analysis, new job descriptions, the application of a job evaluation system and conducting a nationwide salary and benefits survey.

PRINCE WILLIAM PUBLIC SCHOOL DISTRICT | *14715 Bristow Rd., Manassas, VA 20112*
Joseph P. Makolandra, Director of Benefits and Compensation, 703.791.8568, MakolaJ@pwcs.edu

In 2022 and 2023, PWPSD contracted with Gallagher conducted a classification and compensative study for the school's employees in grades 15-23. The study included updating position descriptions, job evaluation, and a custom market study.

MILWAUKEE PUBLIC SCHOOLS | *5525 W. Vliet Street, Milwaukee, WI 53208*
Adria Maddaleni, Chief Human Resource Officer, 414.475.8342, rivaad@milwaukee.k12.wi.us

In 2022, MPS contracted with Gallagher to perform a Classification and Compensation Review.

CHARLOTTE-MECKLENBURG SCHOOLS | *1901 Herbert Spaugh Ln, Charlotte, NC 28208*
Patricia Rocca, Compensation Director, 980.344.0256, pat.rocca@cms.k12.nc.us

We recently worked with the District to conduct a compensation study of over 150 jobs and established internal equity with a formal job evaluation method.

BOSTON PUBLIC SCHOOLS | *2300 Washington Street, Roxbury, MA 02119*
Lisa Skehill Maki, Director of Labor Relations, 617.635.1577, lmaki@bostonpublicschools.org

In 2018, BPS contracted with Gallagher to perform a compensation audit study for the 380 managerial positions. The study included two major phases: Market pricing for identified positions and pay equity review regarding race, sex, and age.

Additional references and/or case studies are available upon request to support client decision-making.

Cost Proposal

We believe that our methodology and implementation success rate is attributable to the significantly greater level of contact we have with employees, employee representation, management, and the governing body. The time we commit to working with employees (orientations and briefings, meetings with employees via personal interviews, sharing of compensation survey data, etc.) results in significantly greater buy-in throughout the process.

It has been our experience that the time, money, and resources invested in stakeholder communication throughout the study are time, money, and resources saved during implementation. Our goal is to conduct each study the right way the first time.

To create efficiency and cost savings for our clients, as well as operating as green an organization as possible, we often conduct our studies virtually. Our cost proposal assumes that all meetings and presentations will be conducted virtually/remotely and no onsite travel to the District offices will occur. Should the District desire onsite meetings, our per diem cost for onsite meetings based on travel time and market rate travel cost are outlined below. Our fees to conduct the study outlined above (including out-of-pocket expenses) will be $29,225. The table below outlines the price per phase.

Phase	Fees
PHASE 1: Strategic Alignment, Project Initiation, & Study Administration *Includes virtual meetings and ongoing project management meetings throughout.* *On-site meetings are available at an additional cost**	**Teaching Only: $22,975** **Staff Only: $20,550** **Both Staff and Teaching (discounted fee): $29,225**
PHASE 2: Compensation, Benchmarking & Market Analysis	
PHASE 3: Implementation Strategy, Final Reports, & Sustainability Planning *Includes virtual meeting; On-site meetings are available at an additional cost **	
PHASE 4: Post-Project Support & Optional Ongoing Services	**$0**; annualized ongoing support services available
TOTAL COST (Including all tasks) will not exceed: $29,225	

**On-site meetings are available at an additional cost.*

***Should the District request Gallagher to update/write job descriptions, those services will be priced separately since we are unable to determine the number that will be required. Pricing would be $550 per job description and is in addition to the "Total Cost" identified above. Based on volume, this rate may be discounted.*

Our study costs are directly derived from estimating the number of hours needed to perform the work and the level of the consultant charged with performing the work. Gallagher typically bills monthly up to the maximum of each deliverable. Please note, as phases sometimes run concurrently, a phase may not be completed at the time it is billed. All expenses are included in this quote.

Should the District wish to have additional on-site presentation days or meetings, the estimated cost would be $4,000 per day. Any change to the scope of the assignment (beyond what is described above) as well as other work requested beyond this assignment will be billed based on our hourly rates unless we mutually agree on a fixed fee for the additional work.

Optional Ongoing Services:

Service	Fees
Ongoing Ad-Hoc Review *Includes job evaluation, single role market pricing, and job description development, classification review, PDQ/JAQ review*	**$13,500* per annum** for up to 25 requests**
Annual Trend Memo *Includes market and sector movement memorandum to inform annual budget planning, structure adjustments, and understanding of market trends*	**$3,500 per annum****
Market Benchmarking Tool (Gallagher CompSight) *Includes client access to cloud-based market benchmarking tool and the development/facilitation of an annual custom survey to provide real-time market data to the client organization in between large-scale studies*	**$45,000 per annum (includes tool and survey)*****

**price may be modified (up or down) based on anticipated client volume*
***annual cost discounted by $1,000 and held flat (i.e., no rate increases) for multi-year (2 or more) service agreements*
****annual cost discounted to $34,500 per annum for multi-year (2 or more) service agreements*

Hourly Rates:

Role	Rate
Associate Consultant	$250
Consultant	$375
Senior Consultant	$455
Principal	$495
Managing Director	$550

Contractual Considerations

The Parties expressly agree that this Agreement allows for cooperative procurement. Any public body (health or educational) may utilize this Agreement if authorized by Gallagher in writing. Participation in this cooperative procurement is strictly voluntary. If authorized by Gallagher in writing, this Agreement may be extended to certain entities to purchase certain services provided by Gallagher at fees in accordance with this Agreement (each, a "Participating Entity"). Participating Entities will purchase services directly from Gallagher by and through this Agreement as if it were the named 'Client' hereunder. Gallagher shall look to the Participating Entity and the Participating Entity shall look to Gallagher in the event of invoicing, payments, and/or contractual disputes in accordance with the terms set forth herein. The named Client, nor any other Participating Entity, shall be held jointly and severally liable for any costs or damages in the event of a dispute between Gallagher and that Participating Entity. By entering into this Agreement, no Participating Entity is precluded from other agreements or competitive processes, as the case may arise.

Additionally, each Party or its Affiliates may execute a Statement of Work pursuant to this Agreement with the other Party or any of such other Party's Affiliates, and each such Statement of Work will form a separate contract between the signatory parties thereto. Where the parties to a Statement of Work are an Affiliate of Gallagher or Client, unless context dictates otherwise, references within any provisions of this Agreement to "Gallagher" or "Company" that are incorporated into such Statement of Work shall, for the purposes of that Statement of Work, be construed as a reference to Gallagher's or Client's respective Affiliate that is the signatory to such Statement of Work. "Affiliate" as it relates to a Party means any entity that Controls, is Controlled by, or is under common Control with such Party. "Control" means the ability, whether directly or indirectly, to direct the affairs of another by means of ownership, contract or otherwise.

Gallagher is pleased to submit this proposal to the District. While this proposal is not meant to constitute a formal offer, acceptance, or contract, notwithstanding anything to the contrary contained in the proposal, Gallagher is submitting this proposal with the understanding the parties would negotiate and sign a contract containing terms and conditions that are mutually acceptable to both parties.

* * * * *

Thank you for this opportunity to offer our services. Please feel free to contact us at any time if you have any questions or require additional information. We look forward to hearing from you soon.

Sincerely,

Erik Smetana, MBA, SPHR, SHRM-SCP, SWP
Managing Director & Practice Leader
314.494.4849 | Erik_HenrySmetana@ajg.com

Agreement

After having reviewed the proposal prepared by Gallagher for Consultant Services for

Cary School District 26
Cary, IL

We, the undersigned, being the authorized officers of our respective organizations, do hereby indicate our acceptance in principle and our general intent to proceed with the following project(s):

- ❑ Compensation Study - Teaching Only: $22,975
- ❑ Compensation Study - Staff Only: $20,550
- ❑ Compensation Study - Both Staff and Teaching (discounted fee): $29,225

We both understand that the total price is firm for all project components outlined in this proposal. Gallagher will invoice the organization as indicated in the Cost Proposal section included in this proposal, and a schedule of payments is outlined. Upon execution, this proposal becomes a Project Assignment.

Being duly authorized officers of our respective corporations, we agree to the terms specified in this proposal.

Gallagher Benefit Services, Inc.

By: Date: November 19, 2025

Erik Smetana, Managing Director & Practice Leader

Cary School District 26
Cary, IL

By: _____ Date: _____

Authorized Signee

Appendix 1: Publications & Conference Presentations

Over the past 36 months, your Gallagher Public Sector & Higher Education consultants have actively contributed to the discourse through a variety of publications and conference presentations. These efforts underscore our commitment to thought leadership and our dedication to advancing industry practices. This section highlights our key publications and presentations, showcasing our expertise and the value we bring to our clients and partners.

K-12 Emerging Trends & Risks for this School Year (Webinar)
Arthur J. Gallagher & Co. | July 23, 2025

Navigating What's Next: Revenue, Risk, and the Future of College Athletics (Webinar)
Arthur J. Gallagher & Co. | May 8, 2025

FMLA Bootcamp: Leave Management Trends, Paid Time Off & Sick Banks (Webinar)
myBenefits Channel | April 24, 2025

How Student-Athlete Pay Can Boost Students, Sports, and Institutional Success
Arthur J. Gallagher & Co. - News & Insights | February 26, 2025

Shaping the Journey to Fair Pay for Student Athletes
Arthur J. Gallagher & Co. - News & Insights · Jan 15, 2025

Competitive Compensation Structures for Higher Ed Institutions and Systems
CUPA-HR presentation | September 2024

Public Sector: Trends in Compensation & HR
Public Sector HR Association (PSHRA) - Virginia Chapter - State Conference | September 24, 2024

How a Compensation Philosophy Can Boost Employee Engagement in the Public Sector
Arthur J. Gallagher & Co. - News & Insights Jul 2, 2024

Driving Public Sector Excellence: The Power of Job Architecture and Career Frameworks
Arthur J. Gallagher & Co. - News & Insights | May 2, 2024

Promoting Excellence and Pay Equity: The Benefits of Merit Pay in Higher Education
Arthur J. Gallagher & Co. - News & Insights·| April 8, 2024

Recruitment and Retention Opportunities within the Public Sector & Public Safety
National Association of Police Organizations - Retirement & Benefits Symposium | January 29, 2024

How a Coaching Leadership Style Unleashes Human Potential at Work
TalentCulture | Jan 16, 2024

Does Your HR Strategy Leverage Organizational Competencies
TalentCulture | June 23, 2023

Workforce and Succession Planning Can Help Stem Higher Education Employee Turnover
Arthur J. Gallagher & Co. - News & Insights · May 15, 2023

Looking Beyond the "Great Resignation" and Planning for a Great Future
International Public Management Association for Human Resources (IPMA-HR) | September 27, 2022

Leverage Compensation Strategies to Attract and Retain Top Public Talent (Conference Presentation)
IPMA-HR Central Region Conference, ICMA

Leverage a Holistic People Strategy to Help Higher Education Employers Face the Future with Confidence
Arthur J. Gallagher & Co. - News & Insights | July 15, 2022

Prepare Now for FLSA Rule Changes Coming Soon
Arthur J. Gallagher & Co. - News & Insights | March 15, 2022

Appendix 2: FLSA Compliance Methodology

Our 7-Point FLSA Compliance Methodology provides a structured, defensible approach to determining the appropriate exemption status of each position within your organization. This systematic framework goes beyond basic salary thresholds to ensure proper classification according to the most current Department of Labor regulations and case law interpretations.

1. Salary Basis Assessment

- Evaluation of compensation structure against current FLSA minimum salary requirements
- Analysis of pay practices for compliance with salary basis test requirements
- Review of compensation delivery methods and frequency
- Assessment of permissible and impermissible deductions
- Identification of salary basis vulnerabilities and remediation recommendations

2. Primary Duty Analysis

- Quantitative time allocation analysis across job functions
- Relative importance assessment of exempt vs. non-exempt functions
- Freedom from direct supervision evaluation
- Comparative wage differential analysis between positions
- Documentation of primary duty determination rationale

3. Discretion & Independent Judgment Evaluation

- Assessment against standardized regulatory factors for independent judgment
- Analysis of authority to formulate, affect, interpret, or implement policies/practices
- Documentation of decision-making authority and constraints
- Evaluation of consequences of decisions and recommendations
- Comparison against DOL examples and precedents for similar positions as appropriate

4. Exemption-Specific Testing

- Targeted assessment against relevant exemption criteria:
  - Executive exemption: supervision, hiring/firing authority analysis
  - Administrative exemption: administrative vs. production work distinction
  - Professional exemption: specialized education/expertise requirements
  - Computer professional: systems analysis and programming function review
  - Outside sales: customer location and sales activity documentation
- Application of relevant regulatory interpretations and case law precedents

5. Industry-Specific Considerations

- Application of industry-specific exemptions and requirements
- Analysis of specialized rules for educational institutions, government entities, healthcare, etc.
- Review of collective bargaining implications, if applicable
- Assessment of state-specific requirements that exceed federal standards
- Documentation of industry-specific compliance rationale

6. Documentation Alignment

- Job description language assessment for exemption supportability
- Identification of documentation vulnerabilities
- Development of compliant descriptive language
- Creation of audit trail documenting exemption determination process
- Alignment of job documentation with actual duties performed

7. Risk Assessment & Mitigation Planning

- Comprehensive evaluation of misclassification risk by position
- Financial impact analysis of potential misclassification
- Prioritization of positions requiring classification changes
- Development of implementation timeline for required changes
- Creation of monitoring protocols for ongoing compliance

This methodology ensures that all exemption determinations are made systematically, consistently, and in accordance with current regulatory requirements. Our approach has been validated through successful implementation with hundreds of clients and has withstood scrutiny in DOL audits and legal challenges

Appendix 3: Job Description Review & Analysis Process

Systematic evaluation of job descriptions through our 15-point documentation checklist, assessing critical elements including essential functions, ADA compliance language, FLSA classification support, and competency requirements.

1. **Strategic Role Alignment**
   Validate that the role supports the institution's mission, strategic priorities, and organizational structure.

2. **Position Title Benchmarking**
   Assess title consistency with internal hierarchies and external market comparators.

3. **Organizational Context**
   Clearly define reporting lines, supervisory scope, and cross-functional interfaces.

4. **Essential Duties and Responsibilities**
   Articulate core functions using outcome-based language that reflects operational impact.

5. **ADA-Compliant Language**
   Ensure inclusion of physical and cognitive requirements with appropriate accommodation language.

6. **FLSA Classification Justification**
   Provide documented rationale for exempt/non-exempt status based on duties and salary thresholds.

7. **Minimum Qualifications**
   Specify baseline education, experience, and certifications required for role entry.

8. **Preferred Qualifications**
   Identify additional attributes that enhance performance or succession potential.

9. **Competency Mapping**
   Align behavioral and technical competencies with institutional competency models.

10. **Work Environment and Conditions**
    Describe physical demands, work setting, and any unique environmental factors.

11. **Work Schedule Expectations**
    Clarify standard hours, flexibility, travel, and remote/hybrid eligibility.

12. **Performance Metrics and KPIs**
    Define success measures and how performance will be evaluated.

13. **Technology and Tools Utilized**
    List key systems, platforms, and tools essential to the role.

14. **Review Cadence and Governance**
    Establish a schedule for periodic review and stakeholder accountability.

15. **Documentation and Version Control**
    Maintain audit-ready records with version history and approval tracking.

Appendix 4: Additional Services

We are confident we have provided our most cost-effective and best approach. We have included all products and services which are necessary to provide innovation as well as the functional capabilities proposed in our response. We take pride in our creativity and track record in developing innovative solutions to compensation and benefit issues. We spend considerable time and effort researching and exploring trends and technical issues to develop and test approaches not usually considered by other consulting firms that help inform innovative compensation program solutions.

While we will train the District in its use of the recommended compensation system to ensure the District is able to answer questions and maintain the system long-term. The following services are optional and may be provided in the future:

General Consulting and Strategic Advisory Services

Billed hourly, rate varies based on level of consulting required; dependent on scope of engagement may be billed on a fixed fee basis

Includes the provision of consulting and advisory services focused on areas of human resources, compensation and classification, and related areas. Typically conducted to help develop strategic and operational approaches, support leadership decision making, or to review and/or assess current approaches and processes (e.g., performance assessment, etc.) compensation decisions (e.g. review pay decision – not facilitate a review/study – for HR leader) as a neutral third-party.

Leadership Coaching

Billed hourly, rate varies based on level of consulting required; billed on a fixed fee basis for ongoing client engagements

Facilitated dialogues with leaders regarding leadership and management approach, strategic thinking and style, communications approach, and other related topics to further enhance the individual's leadership presence, ability, and perspectives.

Strategic Planning Facilitation

Billed hourly plus related expenses, rate varies based on level of consulting required

Facilitated leadership discussion to outline, identify, and develop strategic roadmaps affecting the direction and approach of an organization over a defined period (i.e. 3 to 5 years) to include operational and strategic imperatives, articulation and definition of employment value proposition, and understanding linkages to organizational outcomes/priorities.

Succession Planning

Billed on a fixed fee basis based on particulars of the study

A review of current leadership and organizational staff as well as identification of talent gaps/needs. Typically, it includes working sessions (N dependent on size of organization) to assess existing staffing mix, organizational fit and other success factors, as well as proficiency in current role and progress toward next level of role and advancement readiness. Deliverables include a memorandum summarizing our findings, conclusions, and recommendations.

Process Design & Re-Engineering

Billed on a fixed fee basis based on particulars of the study

Includes a review of selected processes and practices, assessment of components (value add vs. value waste vs. value neutral but necessary), mapping of revised processes and as appropriate development of updated standard operating procedures documentation (SOPs).

Organizational Effectiveness Assessment

Billed on a fixed fee basis based on particulars of the study

Includes a review and in-depth assessment of organizational practices, structures, and operational alignment, often across multiple working units, to determine opportunities for organizational design, operational and strategic priorities, modification of mission/vision and/or how the organization delivers on those items, and to identify opportunities that may increase effectiveness and efficiency. Deliverables include a memorandum summarizing our findings, conclusions, and recommendations.

Span of Control Assessment

Billed on a fixed fee basis based on particulars of the study

Includes a review and in-depth assessment of organizational spans and layers, often across multiple working units, to determine opportunities for organizational redesign, modification of degrees of separation to senior leadership, and to identify opportunities that may increase effectiveness and efficiency. Deliverables include a memorandum summarizing our findings, conclusions, and recommendations.

Reclassification Review

Billed per title

Includes a review of job information through analysis of existing or new job description or Position Description Questionnaire, follow-up with HR, supervisor, or employee as appropriate to ensure understanding, and then development of memo recommendation. Deliverables include a memorandum summarizing our findings, conclusions, and recommendations.

Job Description Development

Billed per title

Leveraging an updated Position Description Questionnaire, Gallagher confirms the need of creation of new classification, and confirmation with client, and writing of new classification.

Market pricing

Billed per title

Client provides job information in current or new job description, Position Description Questionnaire, and Gallagher collects market data from published survey ($400) and develops market pricing worksheets and memo on the process. If the client needs market data from the local market (like custom survey), Gallagher will research or conduct individual survey, and collect market data from published survey sources to develop the market pricing worksheet and a detailed memo on the process.

Annual Adjustments and Trend Data

Billed per scope of request

Collection of market salary trend data from published survey sources or local market trend data with development of a memo on process and recommendations associated to any structural adjustments.

Executive Compensation Study (Public Sector, Higher Education, Non-Healthcare NPOs)

Billed on a fixed fee basis based on particulars of the study

Comprehensive review of executive compensation and perquisites to facilitate compensation committee decision-making and confirm reasonability of pay packages. This may include but is not limited to research and analysis of market data, industry data (IPEDs, 990, etc.), and others to review or recommend a going-forward approach for affected executives. This type of study is recommended as an annual study.

Pay Equity Study

Billed on a fixed fee basis based on particulars of the study

Comprehensive review, but not limited to actions including, performing a series of statistical tests to determine if there are any pay differences between gender and protected groups that are statistically significant. We will determine whether these differences can be explained by a factor other than gender, race, or age. Statistical analyses will be performed in accordance with standard, professionally accepted methods and those methods that are recognized by the Equal Employment Opportunity Commission (EEOC). Deliverables typically include general pay breakdowns to assess the pay levels and representation for each breakout identified, perform statistical analysis to identify systemic issues, and provide detailed comparisons where necessary. This type of study is recommended as a triennial study.

Performance Management/Assessment Study

Billed on a fixed fee basis based on particulars of the study

Includes the review of existing programs and approaches, stakeholder feedback collection, development of tools and resources and recommendations, and as appropriate custom peer surveying to identify and leverage best practices across region, industry (e.g. higher education), peer cohorts, role type that are supportive of the strategic and operational imperatives of the client to support employee engagement, performance management, and culture. This type of study is recommended as necessary, based on the particulars and needs of the client.

Compensation and Classification Audit

Billed on a fixed fee basis based on particulars of the study

An external review of current market data collection, data sources, job matches, and salary structures. Audit delivery will validate existing processes or result in recommended alternative approaches leveraging the available data. This type of study is recommended as necessary, based on particulars and needs of the client, often coinciding with internal structure changes or revisions.

Change Management

Billed on a fixed fee basis based on particulars of the study

An assessment of current change management practices and communications approaches related to organizational change to identify opportunities for enhancement, additionally as appropriate to the organizational need, training related to managing and facilitating organizational change and the development of communications tools and resources to support change may be developed and delivered to better ensure success and revised internal practices.

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Gallagher is pleased to submit this proposal to you. While this proposal is not meant to constitute a formal offer, acceptance, or contract, notwithstanding anything to the contrary contained in the proposal, Gallagher is submitting this proposal with the understanding the parties would negotiate and sign a contract containing terms and conditions that are mutually acceptable to both parties.

This material was created to provide accurate and reliable information on the subjects covered by should not be regarded as a complete analysis of these subjects. It is not to provide specific legal, tax or other professional advice. The services of an appropriate professional should be sought regarding your individual situation.

Consulting and insurance brokerage services to be provided by Gallagher Benefit Services, Inc. and/or its affiliate Gallagher Benefit Services (Canada) Group Inc. Gallagher Benefit Services, Inc., a non-investment firm and subsidiary of Arthur J. Gallagher & Co., is a licensed insurance agency that does business in California as “Gallagher Benefit Services of California Insurance Services” and in Massachusetts as “Gallagher Benefit Insurance Services.

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2:125 Board Member Compensation; Expenses

Board Member Compensation Prohibited

Board of Education members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. No later than approval of the annual budget and when necessary, the Superintendent will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the District's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

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

Reimbursements and Purchase Orders

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

Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

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

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:

    a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
    b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the

cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.

c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.

d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.

e. Taxis, airport limousines, ride sharing or other local transportation costs.

3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

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

LEGAL REF.:

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

30 ILCS 708/, Government Accountability and Transparency Act.

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

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of

Credit and Procurement Cards), 5:60 (Expenses)

ADOPTED: January 27, 2025

Cary CCSD 26

PRESS Plus Revisions to Policies – March 2026

Number and Title	Revision Descriptions	Recommended Action	Board Action
2:70-E, Exhibit – Checklist for Filing Board Vacancies by Appointment	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
2:80-E, Exhibit - Board Member Code of Conduct	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
2:120-E2, Exhibit Website Listing of Development and Training Completed by Board Members	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
2:125-E1, Exhibit Board Member Expense Reimbursement Form	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
2:125-E2, Exhibit Board Member Estimated Expense Approval Form	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
2:125-E3, Exhibit Resolution to Regulate Expense Reimbursements	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
2:140-E, Exhibit Guidance for Board Member Communications, Including Email Use	Exhibit being moved to Policy Manual	Accept PRESS from Issue 121	
2:200, Types of School Board Meetings	The policy, Cross References, and footnotes are updated. The policy is updated with minor style changes. The footnotes are updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2.07(a), added by P.A. 104-438, prohibiting public bodies from holding regular or special meetings on an election day, and for continuous improvement. An option regarding the posting location for special meetings is	Accept PRESS Plus Answers Required	

	added to footnote 19. A minor title correction is made to 2:210, Organizational School Board Meetings, in the Cross References.		
2:220, School Board Meeting Procedure	The policy, Cross References, and footnotes are updated. The policy and footnotes are updated in response to OMA, 5 ILCS 120/7(a), adding performance of active military duty as a service member as a reason a board member may attend a meeting remotely, and for continuous improvement. A Cross Reference to 2:110, Qualifications, Term, and Duties of Board Officers, is added.	Accept PRESS Plus Answers Required	
2:220-E1, Exhibit Board Treatment of Closed Meeting Verbatim Recordings and Minutes	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
2:220-E2, Exhibit Motion to Adjourn to Closed Meeting	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
2:220-E3, Exhibit Closed Meeting Minutes	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
2:220-E4, Exhibit Open Meeting Minutes	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
2:220-E5, Exhibit Semi-Annual Review of Closed Meeting Minutes	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
2:220-E8, Exhibit Board of Education Records Maintenance Requirements and FAQ	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	

2:220-E9, Exhibit Requirements for No Physical Presence of Quorum and Partnership by Audio or Video During Disaster Declaration	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
2:240-E1, Exhibit PRESS Issue Updates	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
2:240-E2, Exhibit Developing Local Policy	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
2:250, Access to District Public Records	The policy, Legal References, and footnotes are updated. The policy and footnotes are updated in response to: 1. Freedom of Information Act (FOIA), 5 ILCS 140/3, amended by P.A. 104-438, requiring requests for public records be made in the body of an e-mail, and permitting public bodies to ask a requester to verify that they are a person; 2. FOIA, 5 ILCS 140/2, amended by P.A 104-438, revising the definition of public record to exclude junk mail; and 3. Continuous improvement. The Legal References are updated for continuous improvement.	Accept PRESS Plus	
3:40-E, Exhibit Checklist for the Superintendent Employment Contract Negotiation Process	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
4:130-E Exhibit, Free and Reduced-Price Food Services, Meal Charge Notifications	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors	The policy, Legal References, and footnotes are updated in response to the repeal of 105 ILCS 5/27-13.2, by P.A. 104-391, which formerly required districts to give parents/guardians of students in grades K-8 prior written notice of sexual abuse	Accept PRESS Plus	

	prevention instruction. The Legal References and footnotes are updated in response to 105 ILCS 5/27-215 and 5/27-1015, both renumbered by P.A. 104-391. The policy and footnotes are also updated for continuous improvement.		
5:20-E Exhibit Resolution to Prohibit Sexual Harassment	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
5:30, Hiring Process and Criteria	The policy and footnotes are updated in response to the Public Funds Investment Act, 30 ILCS 235/8, amended by P.A. 104-92, eff. 1-1-26, addressing deposit requirements for financial institutions subject to the Ill. Community Reinvestment Act. Continuous improvement updates are also made to the footnotes.	Accept PRESS Plus	
5:250, Leaves of Absence	The policy, Legal References, and footnotes are updated in response to the Family Neonatal Intensive Care Leave Act, 820 ILCS 157/, added by P.A. 104-259, eff. 6-1-26, allowing employees to take a specified amount of unpaid leave if their child is a patient in a neonatal intensive care unit. The policy and footnotes are also updated for continuous improvement.	Accept PRESS Plus Answers Required	
5:330, Sick Days, Vacation, Holidays, and Leaves	The policy, Legal References, and footnotes are updated for the reasons stated in 5:250, Leaves of Absence, above.	Accept PRESS Plus	
6:65, Student Social and Emotional Development	The policy, Legal References, and footnotes are updated for continuous improvement. The footnotes are also updated in response to 105 ILCS 5/27-1080, renumbered by P.A. 104-391.The Cross References are updated due to the renaming of 7:150, Agency and Law Enforcement Requests Police Interviews.	Accept PRESS Plus	
6:145, Migrant Students	The policy, Cross References, and footnotes are updated in response to a five-year review. The footnotes are also updated in response to 105 ILCS 5/22-105 (final citation pending), added by P.A. 104-288, requiring schools to protect the integrity of school learning environments for all children so that no parent is discouraged from sending and no child is discouraged from attending school, including from the threat of	Accept PRESS Plus	

	immigration enforcement on a school campus.		
6:170, Title I Programs	The policy, Legal References, Cross References, and footnotes are updated. The policy and footnotes are updated to more closely align with federal statutes and guidance and terminology used by ISBE, and to ensure compatibility with the U.S. Dept. of Education's revised non-regulatory guidance. The Legal References and Cross References are updated for continuous improvement.	Accept PRESS Plus	
6:208-E, Exhibit Class Size and Class Size Considerations	Exhibit being moved to Policy Manual	Accept PRESS No change from Jan. 2025 Approval	
7:20, Harassment of Students Prohibited	The Legal References and footnotes are updated in response to 105 ILCS 5/22-110, renumbered by P.A. 104-391. The footnotes are also updated for continuous improvement.	Accept PRESS Plus Remove Brian DeRoo and add Belinda Quinones	
7:185, Teen Dating Violence Prohibited	The policy, Legal References, and footnotes are updated. The policy and footnotes are updated for continuous improvement. The Legal References and footnotes are also updated in response to 105 ILCS 5/27-240, renumbered by P.A. 104-391.	Accept PRESS Plus	
7:220, Bus Conduct	The policy, Legal References, and footnotes are updated in response to a five-year review. The Legal References are updated with minor style changes.	Accept PRESS Plus 5yr Review	
7:230, Misconduct by Students with Disabilities	The policy, Legal References, and footnotes are updated in response to a five-year review. The Legal References are updated with a minor style change.	Accept PRESS Plus 5yr Review	
7:280, Communicable and Chronic Infectious Diseases	The Legal References and footnotes are updated in response to a five-year review. The Legal References are updated with a minor style change.	Accept PRESS Plus 5yr Review	
7:300, Extracurricular Athletics	The policy, Legal References, and footnotes are updated for continuous improvement. The footnotes are also updated in response to an IHSA website update.	Accept PRESS Plus	
8:90, Parent Organizations and Booster Clubs	The policy and footnotes are updated in response to a five-year review.	Accept PRESS Plus 5yr Review	

Document Status: Draft Update - New To District

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

New/Unpublished Section

The School Board fills a vacancy by either appointment or election. The Board uses this checklist for guidance when it must fill a vacancy by appointment. Some items contain guidelines along with explanations. For more information, see *Answers to FAQs: Vacancies on the Board of Education*, published by a committee of the Ill. Council of School Attorneys (ICSA), and available at: www.iasb.com/law/vacancies.cfm.[C1]

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

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

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

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

Guidelines	Explanation
At a minimum, a candidate must meet the following qualifications: • Be a United States citizen • Be at least 18 years of age • Be a resident of Illinois and District for at least one year immediately preceding the appointment • Be a registered voter • Not be a child sex offender • Not hold an incompatible public office • Not have a prohibited interest in any contract with the District • Not be a school trustee • Not hold certain types of prohibited State or federal employment	While the School Code does not expressly set forth eligibility requirements for appointment to a Board vacancy, the Board may want to use the qualifications for elected Board members listed in 105 ILCS 5/10-3 and 5/10-10. For guidance discussing other qualifications that the Board may want to consider, see IASB's *Recruiting School Board Candidates*, available at: www.iasb.com/training/recruiting.cfm For guidance regarding conflict of interest and incompatible offices, see *Answers to FAQs Regarding Conflict of Interest and Incompatible Offices* (ICSA), available at: www.iasb.com/IASB/media/Documents/COI_FAQ.pdf.

When additional qualifications apply, the following items may be included in the Board's list of qualifications: • Meet all qualifications based upon the distribution of population among congressional townships in the district. • Meet all qualifications based upon the distribution of population among incorporated and unincorporated areas.	Board members of some community unit school districts may be subject to historical residential qualifications based on the distribution of population among congressional townships in the district or between the district's incorporated and unincorporated areas. 105 ILCS 5/10-11. **Note:** If a vacancy for an area of residence remains unfilled, a board must submit a proposition at the next general election for the election of a board member at large. 105 ILCS 5/10-10.5(c).

☐ **Decide who will receive completed vacancy applications.**

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

☐ **Create the Board member vacancy announcement.**

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

Applications may be obtained at [*location and address and/or website*] beginning on [*date and time*]. Completed applications may be turned in by [*time and date*] to [*name and title of person receiving applications*].	See action item titled *Decide who will receive completed vacancy applications* above.

☐ **Publicize the vacancy announcement by placing it on the District's website, announcing it at a meeting, and/or advertising it in the local newspaper(s).**

☐ **Accept and review applications from prospective candidates (see Decide who will receive completed vacancy applications above).**

☐ **Contact appropriate applicants for interviews (see Decide who will receive completed vacancy applications above).**

☐ **Develop interview questions.**

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

☐ **Conduct interviews with candidates (interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(3)).**

Interview Plan	Explanation

In each interview, the Board President will: Introduce Board members to the candidate at the beginning of the interview. Describe the Board's interview process, selection process, and ask the candidate if he or she has questions about the Board's process for filling a vacancy by appointment. Describe the District's philosophy or mission statement. Describe the vacancy for the candidate by reviewing the: (1) qualifications, and (2) general duties and responsibilities of the Board and the Board members, including fiduciary responsibilities, conflict of interest, ethics and gift ban, and general Board member development. Begin asking the interview questions	The Board President will lead the Board as it interviews prospective candidates. See Board policy 2:110, *Qualifications, Term, and Duties of Board Officers*. The president presides at all meetings. 105 ILCS 5/10-13. The Board may also want to consider allowing an equal amount of time for each interview.

that the Board developed. Ask the candidate whether he or she has any questions for the Board. Thank the candidate and inform the candidate when the Board expects to make a decision and how the candidate will be contacted regarding the Board's decision.	

☐ **Fill vacancy by a vote during an open meeting of the Board before the 60th day (105 ILCS 5/10-10).**

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

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

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

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

Guidelines	Explanation
See Board policy 2:80, *Board Member Oath and Conduct*.	Each individual, before taking his or her seat on the Board, must take an oath in substantially the form given in 105 ILCS 5/10-16.5.
See Board policy 2:120, *Board Member Development*, and exhibit 2:120-E1, *Guidelines for Serving as a Mentor to a New School Board Member*.	Orientation assists new Board members to learn, understand, and practice effective governance principles. See the IASB Foundational Principles of Effective Governance, available at: www.iasb.com/principles_popup.cfm.

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

Cary CCSD 26

PRESSPlus Comments

C1. This exhibit is recommended to be included in the Board policy manual.

Document Status: Draft Update - New To District

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

New/Unpublished Section

As a member of my local School Board, I will do my utmost to represent the public interest in education by adhering to the following standards and principles:[C1]

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

PRESSPlus Comments

C1. This exhibit is recommended to be included in the Board policy manual.

Document Status: Draft Update - New To District

2:120-E2 Exhibit - Website Listing of Development and Training Completed by Board Members

New/Unpublished Section

District webmaster: Post this template (including the explanatory paragraphs) on the District's website and update the table as information is provided.[C1]

Each Illinois Board of Education member who is elected or appointed to fill a vacancy of at least one year's duration must complete State-mandated *professional development leadership training* (PDLT) and *Open Meetings Act* (OMA) training. State-mandated training is also required for board members who want to vote upon a dismissal based upon the *Performance Evaluation Reform Act*. For additional information, see Board policy 2:120, *Board Member Development*.

The following table contains State-mandated training requirements and other professional development activities that were completed by each Board member. When the Illinois Association of School Boards (IASB) provided the training, the acronym "IASB" follows the listed activity.

Name	Development and Training Activity and Provider	Date Completed

IASB is a voluntary organization of local boards of education dedicated to strengthening the Illinois public schools through local citizen control. Although not a part of State government, IASB is organized by member Boards of Education as a private not-for-profit corporation under authority granted by Article 23 of the School Code. The vision of IASB is excellence in local Board of Education governance supporting quality public education.

For more information regarding IASB and its programs, visit www.iasb.com.

Cary CCSD 26

PRESSPlus Comments

C1. This exhibit is recommended to be included in the Board policy manual.

Document Status: Draft Update - New To District

2:125-E1 Exhibit - Board Member Expense Reimbursement Form

New/Unpublished Section

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the Board of Education. Please print and attach receipts for all expenditures. **Use of this form is required by 2:125-E3, *Resolution to Regulate Expense Reimbursements*.** *Please print.*[C1]

Name: _____Title/Office: _____

Travel Destination: _____Purpose: _____

Departure Date: _____Return Date: _____

Receipts attached Request Date: _____

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

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

Actual Expense Report

*Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, board members will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 2:125, *Board Member Compensation; Expenses*.

Auto Travel Allowance: per mile

Date	Auto Mileage Miles	Auto Mileage Cost	Transp. Expenses	Lodging	Meals or Per Diem Bkfst	Meals or Per Diem Lunch	Meals or Per Diem Dinner	Other Item	Other Cost	Daily Total

Subtotal	
Advances	-
TOTAL (*a negative amount indicates refund due from Board member*)	$

_____ _____

Submitting Board Member's Signature Date

_____ _____

Superintendent Signature Date

Board of Education Action: Approved Denied

Approved in Part Exceeds Maximum Allowable Amount

Grant Funding Source (if applicable):_____

Comments: _____

_____

_____

_____

_____

Cary CCSD 26

PRESSPlus Comments

C1. This exhibit is recommended to be included in the Board policy manual.

Document Status: Draft Update - New To District

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

New/Unpublished Section

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

Name: _____Title/Office: _____

Travel Destination: _____Purpose: _____

Departure Date: _____Return Date: _____

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

Travel is grant-related* (specify grant):

Purchase Order Requested Purchase Order #: _____

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

Voucher Amount: _____

Estimated Expense Report

Auto Travel Allowance: _____ per mile

***Grant-related travel only**: Except for mileage and other transportation expenses, expense reimbursement/per diem is only allowed if on official travel status for 12 hours or more. If lodging at or below the applicable rate cannot be identified, please indicate below and attach at least three quotes for review.

Date	Auto Mileage Miles Cost		Transp. Expenses	Lodging	Meals or Per Diem Bkfst Lunch Dinner			Other Item Cost		Daily Total

Total										$

_____ _____

Submitting Board Member's Signature Date

_____ _____

Superintendent Signature Date

Board of Education Action: Approved Denied

Approved in Part Exceeds Maximum Allowable Amount

Grant Funding Source (if applicable):_____

Comments: _____
_____
_____
_____

_____

Cary CCSD 26

Document Status: Draft Update - New To District

2:125-E3 Exhibit - Resolution to Regulate Expense Reimbursements

New/Unpublished Section

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants Boards of Education other powers that are not inconsistent with their duties;[C1]

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/) provides that the Board of Education shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*;

WHEREAS, based upon the School District's budget and other financial considerations, the Superintendent has recommended to the Board a maximum allowable reimbursement amount of $*5,000* for Board members and District staff;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation (50 ILCS 150/10 and 20);

WHEREAS, submitted expenses that exceed the Board's maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists (50 ILCS 150/10 and 15);

WHEREAS, all Board member expenses must be approved by a roll call vote at an open meeting of the Board (50 ILCS 150/15);

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*.

2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed $*5,000*, effective on *July 29, 2024* until the Resolution is rescinded or replaced by the Board.

3. Supersedes its previously adopted *Resolution to Regulate Expense Reimbursements* as of the effective date in paragraph two above.

4. Requires use of Board exhibits 2:125-E1, *Board Member Expense Reimbursement Form*; 2:125-E2, *Board Member Estimated Expense Approval Form*; 5:60-E1, *Employee Expense Reimbursement Form*; and 5:60-E2, *Employee Estimated Expense Approval Form*.

5. May approve expenses that exceed the Board's maximum allowable reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.

6. Must approve its members' expenses by a roll call vote at an open meeting.

Attested by: Board President

Attested by: Board Secretary

Cary CCSD 26

PRESSPlus Comments

C1. This exhibit is recommended to be included in the Board policy manual.

School Board

Exhibit - Guidance for Board Member Communications, Including Email Use [1]

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

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Note: *Public records* stored by board members on personal devices (i.e., texts) or personal email accounts pose significant logistical and administrative challenges for public record preservation and certain FOIA requests. It is therefore a best practice for board members to utilize District-issued devices or District-issued email addresses for electronic communications that qualify as public records under the Freedom of Information Act (FOIA) or the Local Records Act (LRA). For that reason, the examples in this guidance focus primarily on board member email use and District-issued devices.

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

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a do not reply all/forward alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."** Alternatively, the Superintendent may blind carbon copy (bcc) all other board members (preventing them from replying to all) and include a similar alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. To prevent replies or forwards to the group, all board members are blind carbon copied on this email. Only reply to the sender."**

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2. Board members are permitted to discuss any topicmatter other thanexcept District business with each other, whether in person or by telephone, or email, text, or other electronic means, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone, or email, text, or other electronic means, that relates to District business but is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone, or email, text, or other electronic means.

The footnotes should be removed before the material is used.

[1] This exhibit is not a substitute for legal advice. Use it after having a discussion with the board attorney. To prevent over-loading the District's servers with email messages, the District can annually seek authority from the Local Records Commission to dispose of "all District-wide electronic correspondence" for a year at a time. These types of records are generally not needed in the transaction of current District business, and they generally do not have sufficient administrative, legal, or fiscal value to warrant preservation. The board attorney should also be consulted on all legal issues involving the Open Meetings Act (OMA) and record retention.

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Stated another way, a Board member may discuss District business in person or by telephone, ~~or~~ email, text, or other electronic means with only one other Board member at a time. ~~However,~~

4.5. ~~A~~a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls, ~~or~~ emails, texts, or other electronic communications to, Board members individually.

6. A Board member should include a do not reply all/forward alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."** Alternatively, the board member may bcc the other board members and include a similar alert to the other board members, such as **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. To prevent replies or forwards to the group, all board members are blind carbon copied on this email. The recipient should not reply to it or forward it to another individual."**

~~5.~~7. Board members should not forward email received from another Board member.

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

An electronic communication must be disclosed if it is a public record as defined by FOIA, unless a specific exemption applies. A *public record* is any recorded information "pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body." 5 ILCS 140/2, amended by P.A. 104-438. Public records do not include *junk mail*. Junk mail includes unsolicited commercial electronic communications sent to the District that it does not respond to. Id. Email or other electronic communications sent or received by an individual Board member may be, depending on the content and circumstances, subject to disclosure as a public record (unless a FOIA exemption is applicable).

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

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

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

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

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:
   a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or work would not be a public record. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate OMA and, thus, are subject to disclosure during proceedings to enforce OMA.

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

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

When Must Electronic Communications Be Retained?

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

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

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Document Status: Draft Update - New To District

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

New/Unpublished Section

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

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

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a *do not reply/forward* alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender.**"

2. Board members are permitted to discuss any matter except District business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.

3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.

4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way, a Board member may discuss District business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls or emails to, Board members individually.

5. A Board member should include a *do not reply/forward* alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: "**BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual.**"

6. Board members should not forward email received from another Board member.

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

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

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

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

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

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

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

7. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.

8. An electronic communication pertaining to public business that is:

    a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or

work would not be a public record. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate OMA and, thus, are subject to disclosure during proceedings to enforce OMA.

b. Sent and/or received by an individual Board member on a District-issued device or District-issued email address **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.

c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a District-owned device or server **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.

d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough members to constitute a majority or more of a Board-quorum **will be a public record** and subject to FOIA. The electronic communication is in the District's possession.

e. Either sent to or from a Board member's personal electronic device during a Board meeting **will be a public record** and subject to FOIA. The electronic communication is in the District's possession because Board members were functioning collectively as a public body.

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

<u>When Must Electronic Communications Be Retained?</u>

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

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

Document Status: Draft Update

BOARD OF EDUCATION

2:200 Types of Board of Education Meetings

General

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held at Cary Junior High School. Board policy 2:220, *Board of Education Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1).
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or

ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).

4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5).
6. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
7. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
8. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
9. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
10. Student disciplinary cases. 5 ILCS 120/2(c)(9).
11. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
12. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
13. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
14. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
15. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
16. 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).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote.

No final Board action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any three members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office Q1 at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.:

5 ILCS 120/, Open Meetings Act.

5 ILCS 140/, Freedom of Information Act.

105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks), 8:30 (Visitors to and Conduct on School Property)

~~ADOPTED: January 27, 2025~~

Questions and Answers:

***Required Question 1. Some attorneys find the Open Meetings Act's (OMA's) posting requirements for special meetings to be unclear and recommend that a board post notices and agendas of such meetings at the district's main office *and* at the location where the meeting is to be held. Consult the board attorney for guidance on this issue and ensure that posting practices align with this policy and administrative procedure 2:200-AP, *Types of School Board Meetings*. Posting at the meeting location promotes greater transparency.

Does the Board post notices and agendas for special meetings at the location where the meeting is to be held, in addition to posting at the district's main office? If yes, note that this policy may require posting in the same manner for reconvened and rescheduled meetings, in alignment with OMA.

- No (Default)
- Yes (IASB will revise this sentence after "the District's main office" to add "and the location where the meeting is to be held")

Document Status: Draft Update

BOARD OF EDUCATION

2:220 Board of Education Meeting Procedure

Agenda

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

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Any Board member may submit suggested agenda items to the Board President for his or her consideration for an upcoming meeting. District residents may suggest inclusions for the agenda. Discussion items suggested by District residents[PRESSPlus1] may be added to the agenda upon unanimous approval of those Board members present. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent or designee 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 [Q1] 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.

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) 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.* 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 the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the District website within ten 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 close to the Board's regular meeting location.

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

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

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

Quorum and Participation by Audio or Video Means

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

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, (3) a family or other emergency, ~~or~~ (4) unexpected childcare obligations, or (5) performance of *active military duty* as a *service member*.PRESSPlus2 If a member wishes to attend a meeting by video or audio means, he or she must notify the Superintendent or designee at least 2 hours before the meeting unless advance notice is impractical. The Superintendent or designee 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.

Live Streaming and Video Recording of Board Meetings

To provide access to Board of Education meetings, the District will live stream Regular Board of Education Committee Meetings, Regular Board Meetings, and Special or Emergency Board Meetings. A link to video recordings of each Board meeting will be posted to the District's website within 48 hours of the actual meeting when possible. A link to the recordings shall remain posted on the District's website for a minimum of 18 months following the actual meeting. The District will not be required to maintain the video records in archive longer than the 18 months which the videos are being posted.

The Board-approved written minutes will continue to be the official record of the meeting. The video recording of any Board Meeting produced by the District is the exclusive property of the District to be used at the Board's discretion and may not be reproduced, redistributed, or re-broadcasted without administration approval. While it is the Board's intent to broadcast video recorded Board meetings in their entirety, the Board, at its discretion, may discontinue the video recording at any time if the video recording becomes impractical due to equipment malfunction, operator unavailability, or if the video recording is creating any impediment to conducting the meeting in an orderly fashion. The Board meeting shall continue pursuant to Board Policy and Open Meeting Act requirements.

The agenda for each Board Meeting shall contain a notification that all or a portion of the meeting is being video recorded for purpose of public broadcast. At the discretion of the Board, the broadcast of a particular Board Meeting may contain a notification disclaiming responsibility for statements made by those in attendance at the meeting.

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, 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, Open Meetings Act.

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 Board of Education Meetings), 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

~~ADOPTED: January 27, 2025~~

Questions and Answers:

***Required Question 1. Does the Board take a roll call vote on *all* action items?

- No (Default)
- Yes (IASB will replace this paragraph with the following sentence: The Board shall take a roll call vote on all matters requiring its action, including but not limited to, all questions involving the expenditure of money and all questions involving the closing of a meeting to the public.)

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 121, March 2026**

PRESSPlus 2. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/7(a), amended by P.A. 104-438. OMA borrows the definition for *active military duty* from the Service Member Employment and Reemployment Act, 330 ILCS 61/1-10. 5 ILCS 120/7(a), amended by P.A. 104-438. It means any full-time military service regardless of length or voluntariness, including, but not limited to, annual training, full-time National Guard Duty, and State active duty. 330 ILCS 61/1-10. *Service member* means a resident of Illinois who is a member of any component of the U.S. Armed Forces or the National Guard of any state, D.C., a commonwealth, or territory of the U.S. **Issue 121, March 2026**

Document Status: Draft Update - New To District

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

New/Unpublished Section

The following procedures govern the verbatim audio recordings and minutes of School Board meetings that are closed to the public.[C1]

Actor	Action
Before any Board meeting: Superintendent or designee	Arranges to have an audio recording device with adequate storage capacity and a back-up audio recording device in the Board meeting room during every Board meeting regardless of whether a closed meeting is scheduled. 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.
Before a closed meeting: Board President or presiding officer (#3 and #4 may be delegated to the Board Secretary or Recording Secretary)	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) ensures 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 (5 ILCS 120/2a), and (5) adjourns the open meeting.
Before a closed meeting: Superintendent or Board Secretary	Immediately before a closed meeting, tests and activates the audio recording device.

During a closed meeting: Board President or presiding officer	Convenes the closed meeting stating: 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. Limits discussion to the topics that were included in the motion to go into a closed meeting. 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. Once the closed meeting is finished, announces a return to an open meeting or adjournment, and states the time.

After a closed meeting: Superintendent, Recording Secretary, or Board Secretary	**For Verbatim Recordings:** Takes possession of the audio recording of the closed meeting and labels it with identification information, specifically the date and items discussed. Adds the identification information contained on the audio recording's label to a cumulative list of closed meeting recordings. As soon as possible, puts the recording of the closed meeting in the previously identified secure location for storing recordings of closed meetings. Upon request of a Board member: 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: 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 to the recordings in 2:220-E7, *Access to Closed Meeting Minutes and Verbatim Recordings*. **For Closed Meeting Minutes:** Prepares written closed meeting minutes that include: • 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 Upon request of a Board member:

	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: 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, *Access to Closed Meeting Minutes and Verbatim Recordings*.
After a closed meeting: School Board	Approves the previous closed meeting minutes at the next open meeting.
In preparation for the semi-annual review: Superintendent or designee	Every six months, prepares a recommendation concerning the continued need for confidential treatment of all of the Board's closed meeting minutes; includes this recommendation in the packet for the meeting in which the Board will conduct its semi-annual review. 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. If the Board wants to discuss closed meeting minutes in closed session, places "review of unreleased closed meeting minutes" on a closed meeting agenda. Places "result of Board's review of unreleased closed meeting minutes" as an item on a subsequent open meeting agenda.

In preparation for the semi-annual review: Individual Board members	Before the meeting in which the Board will conduct its semi-annual review, examines the material supplied by the Superintendent. 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.
During the semi-annual review: School Board	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. The Board may have an earlier meeting in closed session to discuss the continued need for confidential treatment.
After the semi-annual review: Superintendent or designee	Re-labels and re-files closed meeting minutes as appropriate.
Monthly: Board President	Adds "destruction of closed meeting audio recording" as an agenda item to an upcoming open meeting.
Monthly: School Board	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.

Cary CCSD 26

PRESSPlus Comments

C1. This exhibit is recommended to be included in the Board policy manual.

Document Status: Draft Update - New To District

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

New/Unpublished Section

Motion to Adjourn to Closed Meeting[C1]

Date:	Time:
Location:	

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

☐ The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1).

☐ Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).

☐ The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).

☐ Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. 5 ILCS 120/2(c)(4).

☐ Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5), added by P.A. 103-311.

☐ The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).

☐ The setting of a price for sale or lease of property owned by the District. 5 ILCS 120/2(c)(6).

☐ The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).

☐ Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).

☐ Student disciplinary cases. 5 ILCS 120/2(c)(9).

☐ The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).

☐ Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).

☐ The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool of which the District is a member. 5 ILCS 120/2(c)(12).

☐ Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16).

☐ Discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).

☐ Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

Closed Meeting Roll Call:

"Yeas"	"Nays"

Motion: ☐ Carried ☐ Failed

Cary CCSD 26

PRESSPlus Comments

C1. This exhibit is recommended to be included in the Board policy manual.

Document Status: Draft Update - New To District

2:220-E3 Exhibit - Closed Meeting Minutes

New/Unpublished Section

Date:_____ **Time:**_____
_____ _____

Location:_____
_____

Name of person(s) taking and recording the minutes:_____
_____

Name of person presiding:_____
_____

Members in attendance:

1.
2.
3.
4.
5.
6.
7.

Members absent:

1.
2.
3.

Summary of the discussion on all matters (as specified in the vote to close the meeting):

_____
___

_____
___

Basis for the finding that litigation is probable or imminent, if applicable (5 ILCS 120/2(c)(11)):

_____
___

_____
___

Time of adjournment or return to open meeting:_____

The School Board, during its semi-annual review of closed session minutes, has decided these minutes no longer need confidential treatment. 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.*

These minutes are available for public inspection as of:_____ .

(Date)

Document Status: Draft Update - New To District

2:220-E4 Exhibit - Open Meeting Minutes

New/Unpublished Section

Meeting Minutes Protocol[C1]

1. Meeting minutes are the permanent record of the proceedings during a School Board meeting. All Board action must be recorded in the minutes; thus, the minutes focus on Board action.
2. The minutes only include information provided at the meeting. Information may not be corrected or updated in the minutes unless it was discussed at the meeting.
3. Minutes include a summary of the Board's discussion on an agenda topic; the minutes do not state what is said verbatim. The minutes do not repeat the same point made by different individuals. If appropriate, the minutes include a brief background and an explanation of the circumstances surrounding an issue discussed. The minutes do not include the names of Board members making specific points during discussion. Requests from individual Board members to include their vote or an opinion in the minutes are handled according to Board policy 2:220, *School Board Meeting Procedure.*
4. The minutes include the topic of reports that are made to the Board including reports from the Superintendent or a Board committee. Written reports are filed with the minutes but do not become part of the minutes.
5. The minutes note when a member is not present for the entire meeting due to late arrival and/or early departure.
6. Although items may be considered by the Board in a different order than appeared on the agenda, items in the minutes are generally recorded in the same order as they appeared on the agenda. When a meeting is reconvened on a different date, the minutes must describe what happened on each meeting date.
7. The minutes should be recorded in an objective tone. Answers and explanations, rather than questions, are recorded. Writing style, including choice of words and sentence structure, is at the discretion of the individual recording the minutes.
8. The minutes include individuals' names who speak during the meeting's public participation segment as well as the topics they address. All written documents presented at a Board meeting are filed with the minutes but do not become part of the minutes.
9. The following template generally governs meeting minutes.

Open Meeting Minutes

Date: _____	Time: _____
Location: _____	
Type of meeting: ☐ Regular ☐ Special ☐ Reconvened or rescheduled ☐ Emergency	
Name of person taking the minutes: _____	
Name of person presiding: _____	
Members in attendance: 1. 2. 3. 4. 5. 6. 7.	Members absent: 1. 2. 3. Members in attendance remotely (by audio or video conference): 1. 2. 3.

Approval of Agenda

List any items removed from the consent agenda:
Motion made by: _____
Motion:☐ To approve
☐ To add items as follows: *(No action may be taken on new agenda items.)*
Motion seconded by: _____
Action:☐ Passed ☐ Failed

Approval of Previous Meeting Minutes *(Needed only if this item is not on the consent agenda.)*

Minutes from the Board meeting held on: _____
Motion made by: _____
Motion:☐ To approve
☐ To approve subject to incorporation of the following amendment(s):
Motion seconded by: _____
Action:☐ Passed ☐ Failed

Approval of Items on Consent Agenda *(Delete if the Board does not use a consent agenda.)*

Summary of discussion:
Motion to approve the consent agenda made by: _____
Motion seconded by: _____
Roll Call: (*Needed when consent agenda contains an item involving the expenditure of money.)*

"Yeas"	"Nays"
Action: ☐ Passed ☐ Failed	

Public Comments *(Reproduce this section for each individual making a comment.)*

The following individual appeared and commented on the topic noted below: *(Include the title of any documents presented to the Board.)*

Name: _____
Topic: _____

Remaining Agenda Items *(Reproduce this section for each agenda item.)*

Agenda item: _____	
Summary of discussion:	
Motion made by: _____	
Motion to: _____	
Motion seconded by: _____	
Action: ☐ Passed ☐ Failed	
(If a roll call vote occurred, record the vote of individual Board members.)	
"Yeas"	"Nays"

If Applicable, Approval of Motion to Adjourn to Closed Meeting *(Insert exhibit* 2:220-E2*, Motion to Adjourn to Closed Meeting.)*

Approval of Motion to Adjourn

Motion to adjourn made by: _____
Motion seconded by: _____
Action: ☐ Passed ☐ Failed
Time of adjournment: _____

Post-Meeting Action

Date minutes approved: _____
Date minutes were available for public inspection: _____
Date minutes were posted on District website: _____

Cary CCSD 26

PRESSPlus Comments

C1. This exhibit is recommended to be included in the Board policy manual.

Document Status: Draft Update - New To District

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

New/Unpublished Section

Logging and Review Process[C1]

Step 1. The Board Secretary or Recording Secretary maintains a log of the closed meeting minut inspection. The meeting minutes are logged according to the reason the Board held the c *Meeting Minutes*.

Step 2. The Board meets in closed session to review the log of unreleased closed meeting minut brings a copy of all unreleased closed meeting minutes and, if requested, allows Board m Board identifies which closed meeting minutes or portions thereof no longer need confide *Board's Semi-Annual Review of Closed Meeting Minutes,* below.

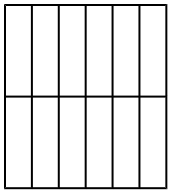
Step 3. At least semi-annually (every six months, or as soon after as is practicable, taking into ac the Board), in an open meeting, the Board takes action to release for public inspection tho longer needing confidential treatment. Use *Action to Accept*, below. Closed meeting minu inspection if confidential treatment is needed to protect the public interest or the privacy o disciplinary cases or other matters relating to an individual student, and (2) personnel files personal information. 5 ILCS 120/2.06(d), amended by P.A. 102-653.

Step 4. The Board or Recording Secretary: (1) updates the log of unreleased closed meeting min Board made available for public inspection; (2) makes a notation on any applicable closed release it or a portion of it for public inspection; (3) continues to log new closed meeting m for public inspection (2:220-E6, *Log of Closed Meeting Minutes*), and (4) maintains logs fo pursuant to 5 ILCS 120/2.06(e).

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

The School Board 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:☐ Passed☐ Failed

Cary CCSD 26

PRESSPlus Comments

C1. This exhibit is recommended to be included in the Board policy manual.

School Board

Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings

The Board must allow its duly elected officials or appointed officials filling a vacancy of an elected office access to closed session minutes and verbatim recordings. 5 ILCS 120/2.06(e). The following subheads implement the logistics of granting this access.

Note: *If the board wishes to mirror the statutory language, replace checkboxes below with:* "☐Records Secretary; ☐ Administrative official of the public body; and ☐ Any elected official of the public body."

Access to Closed Meeting Minutes

Duplicate this section for each grant of access to closed meeting minutes.

Date: _____ Time: _____ Storage Location: _____

Name of person(s) responsible for storing the closed meeting minutes: _____

☐ **Access granted**

Date access occurred: _____ Start time: _____ End time: _____

Requesting Board member's name *(Please print)*

In the presence of: *(Check appropriate box and insert name.)*

☐ Recording Secretary _____
☐ Superintendent or designated administrator _____
☐ Elected Board member _____

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Bd. of Police Commissioners, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the closed session minutes not yet released to the public could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

_____ _____

Requesting Board Member Signature Date

Verbatim Recording Access

Duplicate this section for each grant of access to verbatim recordings.

Date: _____ Time: _____ Storage Location: _____

Name of person(s) responsible for storing the verbatim recording: _____

☐ **Access granted**

Date access occurred: _____ Start time: _____ End time: _____

Requesting Board member's name *(Please print)*

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In the presence of: *(Check appropriate box and insert name.)*

☐ Recording Secretary _____
☐ Superintendent or designated administrator _____
☐ Elected Board member _____

☐ **Access denied** ☐ **Access unavailable.** Verbatim recording requested is older than 18 months and was destroyed pursuant to 5 ILCS 120/2.06(c).

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Bd. of Police Commissioners, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the closed session verbatim recordings could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

_____ _____

Requesting Board Member Signature Date

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Document Status: Draft Update - New To District

2:220-E8 Exhibit - Board of Education Records Maintenance Requirements and FAQs

New/Unpublished Section

Open Meetings Act[C1]

The Open Meetings Act (OMA) requires public bodies to "keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording." 5 ILCS 120/2.06(a). Minutes must include, but are not limited to: (1) the date, time, and place of the meeting; (2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and (3) a summary of discussion on all matters proposed, deliberated, or decided, and record of any votes taken. Id.

The remainder of Section 2.06 addresses the approval of open meeting minutes, the treatment of verbatim recordings of closed meetings, the semi-annual review of closed meeting minutes, the confidential nature of closed meeting minutes, and the right of persons to address public officials under rules established and recorded by the public body. The requirements of Section 2.06, as well as OMA requirements pertaining to Board agendas, are included in policy 2:220, *School Board Meeting Procedure*.

Exhibit 2:220-E3, *Closed Meeting Minutes,* provides a sample template for keeping closed meeting minutes that incorporates the requirements of Section 2.06 of OMA. It also includes an area to designate if the Board has determined, pursuant to Section 2.06(d), that the closed meeting minutes no longer need confidential treatment.

Exhibit 2:220-E4, *Open Meeting Minutes,* contains a protocol for open meeting minutes that incorporates the requirements of Section 2.06 of OMA. It also provides a sample template for keeping open meeting minutes.

Exhibit 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes,* contains a process for implementing the semi-annual review of closed meeting minutes, and exhibit 2:220-E6, *Log of Closed Meeting Minutes*, is designed to facilitate this semi-annual review

(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.

Exhibit 2:220-E9, *Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration*, contains a process for compliance with 105

ILCS 120/7(e), added by P.A. 101-640, when a board is meeting without a physical quorum present at the meeting location during a disaster declaration related to public health concerns.

Local Records Act

The Local Records Act (LRA) provides that public records, including "any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connections with the transaction of public business and preserved or appropriate for preservation by such agency or officer" must be preserved unless the State Local Records Commission has given permission to destroy those records. 50 ILCS 205/3 and 7. Board records, including agendas, meeting packets and meeting minutes, fall into this definition.

Public bodies located in Cook County must work with the Local Records Commission of Cook County to determine how long they must retain public records. Public bodies located outside of Cook County must work with the Downstate Local Records Commission to determine how long they must retain public records.

Policy 2:250, *Access to District Public Records,* contains a subhead entitled **Preserving Public Records** which provides as follows:

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

See the sample policy, 2:220, *School Board Meeting Procedure,* for all relevant footnotes. Also see administrative procedure 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules,* for recommendations regarding school district records retention protocols and links to web-based record management resources.

Open Meeting Minutes

Are we required to approve them?	Must they be semi-annually reviewed?	May we release them to the public?	May we destroy them?

Yes, within 30 days or at the next subsequent meeting, whichever is later. *A public body shall approve the minutes of its open meeting within 30 days after that meeting or at the public body's second subsequent regular meeting, whichever is later.* 5 ILCS 120/2.06(b).	No. Unlike the closed meeting requirement, OMA does not contain semi-annual review requirements for open meeting minutes.	Yes, must within 10 days after minutes are approved. *The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the public body. Beginning July 1, 2006, at the time it complies with other requirements of this subsection, a public body that has a website that the full-time staff of the public body maintains shall post the minutes of a regular meeting of its governing body open to the public on the public body's website within 10 days after the approval of the minutes by the public body. Beginning July 1, 2006, any minutes of meetings open to the public posted on the public body's website shall remain posted on the website for at least 60 days after their initial posting.* 5 ILCS 120/	No. There is no OMA provision permitting the destruction of open meeting minutes, and **they must be preserved unless the State Local Records Commission has given permission to destroy them**. If a public body would like to destroy open meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would approve of their destruction.

		2.06(b).	

Open Meeting Verbatim Recordings

Are we required to approve them?	Must they be semi-annually reviewed?	May we release them to the public?	May we destroy them?

No. OMA does not require public bodies to approve verbatim recordings of open meetings.	No. Unlike the closed meeting requirement, OMA does not require public bodies to keep verbatim recordings of open meetings, *unless* the public body is meeting without the physical presence of a quorum during a disaster declaration related to public health concerns. 5 ILCS 120/7(e). OMA does not contain semi-annual review requirements for open meeting verbatim recordings.	Yes. Unlike the closed meeting requirement, OMA does not require public bodies to keep verbatim recordings of open meetings, *unless* the public body is meeting without the physical presence of a quorum during a disaster declaration related to public health concerns. 5 ILCS 120/7(e). If a public body makes verbatim recordings of open meetings, then such recordings are subject to public disclosure pursuant to the Freedom of Information Act. 5 ILCS 140/.	Open meeting verbatim recordings made of meetings held without the physical presence of a quorum of a public body during a disaster declaration related to public health concerns may be destroyed after 18 months if prerequisites are met. (See Closed Meeting Verbatim Recordings subhead, below). *[P]ublic bodies holding open meetings under this subsection (e) must also keep a verbatim record of all their meetings in the form of an audio or video recording. Verbatim records made under this paragraph (9) shall be made available to the public under, and are otherwise subject to, the provisions of Section 2.06.* 5 ILCS 120/7(e)(9). In all other cases, if a public body would like to destroy open

			meeting verbatim recordings, then it must comply with the LRA and work with its Local Records Commission.

Closed Meeting Minutes

Are we required to approve them?	Must they be semi-annually reviewed?	May we release them to the public?	May we destroy them?

Yes. OMA does not directly state public bodies are required to approve closed meeting minutes, nor does it set a time frame for such approval. However, OMA Section 2.06(d) requires public bodies to meet at least semi-annually to "review minutes of all closed meetings." 5 ILCS 120/2.06(d). Moreover, OMA Section 2.06(c) specifically allows the destruction of closed meeting verbatim recordings only if certain conditions are met, one of which is that "the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section." 5 ILCS 120/2.06(c)(2). Both of these tasks would be difficult to achieve if closed meeting minutes were not first approved.	Yes. *Each public body shall periodically meet to review all existing minutes of all prior closed meetings (this includes records from all time that the board has been in existence). Meetings to review minutes shall occur every 6 months, or as soon thereafter as is practicable, taking into account the nature and meeting schedule of the public body. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.* 5 ILCS 120/2.06(d),	Yes, if prerequisites are met. *Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.* 5 ILCS 120/2.06(f).	No. There is no OMA provision permitting the destruction of closed meeting minutes, and **they must be preserved unless the State Local Records Commission has given permission to destroy them**. In addition: *No minutes of meetings closed to the public shall be removed from the public body's main office or official storage location, except by vote of the public body or by court order.* 5 ILCS 120/2.06(f). If a public body would like to destroy closed meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely,

One practice is to approve closed meeting minutes within the same time frame that open meeting minutes are approved – within 30 days of the meeting or at the next subsequent meeting, whichever is later.	amended by P.A. 102-653.		however, that the Local Records Commission would approve of their destruction.

Closed Meeting Verbatim Recordings

Are we required to approve them?	Must they be semi-annually reviewed?	May we release them to the public?	May we destroy them?

No. OMA does not require approval of closed meeting verbatim recordings.	No. OMA does not require semi-annual review of closed meeting verbatim recordings.	Possibly but unlikely. *Unless the public body has made a determination that the verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than one brought to enforce this Act.* 5 ILCS 120/2.06(e). But see *Kodish v. Oakbrook Terrace Fire Protection Dist.* (235 F.R.D. 447 (N.D. Ill. 2006), where a federal district court ordered that closed meeting verbatim recordings be disclosed to the Plaintiff in discovery because his primary claim was brought under federal law.	Yes, after 18 months if prerequisites are met. *The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after: 1.) the public body approves the destruction of a particular recording; and 2.) the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section. 5 ILCS 120/2.06(c).* In addition: *No verbatim recordings shall be recorded or removed from the public body's main office or official*

			storage location, except by vote of the public body or by court order. 5 ILCS 120/2.06(e).

PRESSPlus Comments

C1. This exhibit is recommended to be included in the Board policy manual.

Document Status: Draft Update - New To District

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

New/Unpublished Section

Use this exhibit to document the Board's and/or its committee(s)'s (5 ILCS 120/1.02) processes to comply with the requirements of the Open Meetings Act (OMA) when a board and/or its committee(s) must meet during a disaster declaration related to a public health emergency/concern, and the meeting will have no physical presence of a quorum and participation by audio or video.[C1]

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

Consult the Board Attorney for guidance.

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

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

Insert Disaster Declaration or Executive Order number [_____] or attach to this document.

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

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

☐ Yes; it is an emergency meeting, and I:

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

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

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

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

b. Move to Step 2, below.

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

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

a. Ensured that at least one Board member, the Board Attorney, or the Superintendent was physically present at the regular meeting location (5 ILCS 120/7(e)(5)), and
b. Verified that members of the public who were present could hear all discussion and testimony and all votes of the members of the Board. 5 ILCS 120/7(e)(4).
c. Move to Step 3, below.

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

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

> *Insert a link to the meeting notice or attach a copy of the notice or refer to above if already attached to this document (see above).*
>
> *Include this written determination on the Board/committee's published notice and agenda for the audio or video meeting, and in the meeting minutes.*

d. Move to Step 3, below.

Step 3. During the meeting, I:

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

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

☐ Ensured that any interested member of the public has access to contemporaneously hear all discussion, testimony, and roll call votes. 5 ILCS 120/7(e)(4).

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

1. Announced themselves present (5 ILCS 120/7(e)(3)), and
2. Verified that they could hear one another and all discussion and testimony. Id.

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

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

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

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

"Yeas"	"Nays"

Motion: ☐ Carried ☐ Failed

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

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

The text below may be used for the actual report.

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

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

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

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

Completed By: _____

Title: _____

Cary CCSD 26

PRESSPlus Comments

C1. This exhibit is recommended to be included in the Board policy manual.

Document Status: Draft Update - New To District

2:240-E1 Exhibit - PRESS Issue Updates

New/Unpublished Section

This exhibit is for **PRESS** subscribers. For subscribers to **PRESS Plus**, IASB's full-maintenance policy update service, the **PRESS Plus** Online User Guide and video tutorials, available at www.iasb.com/policy-services-and-school-law/policy-services/press-plus/, provide further guidance.[C1]

Actor	Action
Superintendent	Manages the process for the Board to receive **PRESS** updates to policies. Requests review of recommended revisions by the Board Attorney, as appropriate. Manages the Board's compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and full Board include discussion and list action to consider, adopt, implement, or revise Board policies and Board exhibits. Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks. Communicates all policy and administrative procedure revisions or adoptions, as appropriate, to staff members, parents, students, and community members.
Superintendent or Superintendent's Secretary	Updates the District's *Roster* as follows: 1. Go to www.iasb.com and click on the **Member Login** button. 2. Log in using your email address and password. If you do not know your password, use the "forgot your password?" link. 3. At the bottom of your Profile page, click on **Districts You Manage** and then the District name. 4. Review and verify or change the District's existing records. Ensure that all current board members, administrators, and anyone else on staff who needs access to **PRESS** Online are listed with their current email addresses. For detailed roster management instructions, see www.iasb.com/IASB/media/Documents/rostermanagementinstructions.pdf.

Designated support staff	Logs in to **PRESS** Online as follows: 1. Go to www.iasb.com and click on the **Member Login** button. 2. Log in using your email address and password. If you do not know your password, use the “forgot your password?" link. 3. Under “**Quick Links**,” click “**PRESS Login**.” To each member of the Policy Committee, full Board, and/or other interested school official, emails or otherwise distributes the following: 1. **PRESS Update Memo**; 2. **PRESS** video tutorial link at: www.iasb.com/policy-services-and-school-law/policy-services/press-policy-reference-education-subscription-serv/; 3. Committee worksheets (showing tracked changes in redline); and 4. Current District policy in relevant areas. As appropriate, includes new and revised policies in the Board meeting packets. After a policy is adopted or revised, updates the District’s policy manual master electronic file and adds or updates adoption dates. Archives previous version of revised policy. Follows District process for updating paper and online manuals. Considers distributing the **PRESS Update Memo** to Building Principals.

Policy Committee (or Full Board)	Considers each **PRESS** update. Reviews all footnote changes. Decides which changes require Board discussion and which are appropriate as consent agenda items. Policies or policy revisions may be appropriate for a consent agenda when providing for legal compliance; updating legal references; correcting substantive grammar, spelling, or punctuation; or clarifying pre-existing policy language. Presents recommendations regarding **PRESS** updates to the Board at a regularly scheduled meeting.
Full Board	Conducts a first reading of the policies that are recommended for adoption or revision. Policies may be adopted after a first reading when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. During the next regular meeting, conducts a second reading. A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings. After the second reading, consider and take action to approve the policies at a duly convened open meeting.
Assistant Superintendents, Directors, Building Principals, and supervisory employees	Reads the **PRESS Update Memo** (if applicable) and adopted policies, follows the Superintendent's process for updating administrative procedures, and makes necessary changes to employee and student handbooks within their assigned building(s).
Anyone	For further clarification, view the online tutorial for **PRESS**, available at www.iasb.com/policy-services-and-school-law/policy-services/press-policy-reference-education-subscription-serv/.

PRESSPlus Comments

C1. This exhibit is recommended to be included in the Board policy manual.

Document Status: Draft Update - New To District

2:240-E2 Exhibit - Developing Local Policy

New/Unpublished Section

Actor	Action
Anyone (Superintendent, School Board member, staff, parent, student, community member, or Board Attorney)	Brings a concern that may necessitate a new policy or a current policy's revision to the attention of the School Board.[C1]
Superintendent	Confers with the Board Attorney as appropriate. Manages the Board's compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and full Board include discussion and list actions to consider, adopt, implement, or revise Board policies and Board exhibits. Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks. Communicates all policy and administrative procedure revisions or adoptions as appropriate to staff members, parents, students, and community members.

Policy Committee (or Full Board)	**First**, answers these questions to decide whether new policy language is needed: 1. Does the IASB Policy Reference Manual provide guidance? 2. Is the request something that should be covered in policy (i.e., Board work), or is it something that should be covered in an administrative procedure (i.e., staff work)? 3. Is it already covered in Board policy? Checks for policies that cover similar or connected topics. Tools such as search engines, Tables of Contents, cross references, and indexes at **PRESS** Online can be used to identify relevant policy numbers to check for in the Board's policy manual. **Second**, uses a 3-step process to draft new policy language: 1. Frames the question and discusses the topic. 2. Requests the Superintendent to provide research, including appropriate data, and input from others, such as those who may be affected by the policy and those who will implement the policy. 3. Drafts or requests the Superintendent or Board Attorney to draft language addressing the concern that aligns with the Board's mission, vision, goals, and objectives. **Third**, decides whether the new language should be included in an existing policy or added as a new policy. Assigns any new policy an appropriate location and number. The **PRESS** coding system reserves policy numbers ending in a '0' and '5' for **PRESS** material. Locally developed Board policies should use policy numbers ending in 2, 4, 6, or 8.

Full Board	Conducts a first reading of the policy that is recommended for adoption or revision. Policies may be adopted after a first reading when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. During the next regular meeting, conducts a second reading. A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings. After the second reading, consider and take action to approve the policy at a duly convened open meeting.
Designated support staff	After a policy is adopted or revised, updates the District's policy manual master electronic file and adds or updates adoption dates. Archives previous version of revised policy. Follows District process for updating paper and online manuals.
Assistant Superintendents, Directors, Building Principals, and supervisory employees	Reads adopted policies, follows the Superintendent's process for updating administrative procedures, and makes necessary changes to employee and student handbooks within their assigned building(s).

PRESSPlus Comments

C1. This exhibit is recommended to be included in the Board policy manual.

Document Status: Draft Update

BOARD OF EDUCATION

2:250 Access to District Public Records

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

Freedom of Information Officer

The Superintendent shall serve as the District's Freedom of Information Officer and assumes all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees, but the delegation shall not relieve the Superintendent of the responsibility for ~~the~~ responsibility for the delegated action ~~that was delegated~~.

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District. The District's public records do not include *junk mail*.PRESSPlus1

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. Email requests must include the entirety of the request within the body of the email and not as an attachment or hyperlink.PRESSPlus2 The Superintendent or designee shall instruct District employees to immediately forward any request for inspection and copying of a public record to the District's Freedom of Information Officer or designee.

Responding to Requests

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

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; ~~or~~
3. Complying with the request would be unduly burdensome;~~.~~
4. The request would require the District to open electronically attached files or hyperlinks to view

or access details of a request. In that case, the requester shall be notified within five business days that the entirety of the electronic request must appear within the body of the electronic submission; or

5. The District has a reasonable belief that the request was not submitted by a person, and the requester fails to verify orally or in writing that they are a person within 30 days of the District's request for such verification.PRESSPlus3

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

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

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

Fees

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

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

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

Provision of Copies and Access to Records

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

Many public records are immediately available from the District's website including, but not limited to,

the process for requesting a public record. The Freedom of Information Officer shall direct a requester to the District's website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy.

Preserving Public Records

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

LEGAL REF.:

5 ILCS 140/, Illinois Freedom of Information Act.

50 ILCS 205/, Local Records Act.

105 ILCS 5/10-16 and 5/24A-7.1.

820 ILCS 40/11, Personnel Record Review Act.

820 ILCS 130/5, Prevailing Wage Act.

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

~~ADOPTED: January 27, 2025~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Freedom of Information Act (FOIA), 5 ILCS 140/2, amended by P.A 104-438. *Junk mail* means any unsolicited commercial mail or commercial electronic communication sent to a district and not responded to by a district. **Issue 121, March 2026**

PRESSPlus 2. Updated in response to FOIA, 5 ILCS 140/3(c), amended by P.A. 104-438. **Issue 121, March 2026**

PRESSPlus 3. Updated in response to FOIA, 5 ILCS 140/3(j), added by P.A. 104-438. **Issue 121, March 2026**

Document Status: Draft Update - New To District

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

New/Unpublished Section

The School Board hires and employs the Superintendent. The Superintendent shall be in charge of the administration of the schools under the direction of the Board, through its policies. See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7. As an effective employer, the Board must develop and maintain a productive relationship with the Superintendent. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent, at:** www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/.[C1]

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

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

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

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

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

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

☐ **Power and Duties of the Superintendent**

Superintendent Contract Term Considerations for the Board	**Explanation, Special Considerations, and Resources**
Duties	Does the Board enumerate the duties of the Superintendent in the employment contract? 1. Are the statutory duties of the Superintendent listed? 2. Has the Board incorporated policy references to the other duties related to the Superintendent's employment? See 105 ILCS 5/10-21.4 and 105 ILCS 5/ 10-16.7.
Full-time, Attention and Energy Clause	How will the Board address outside activities of the Superintendent? 1. How will the Board define *outside activities*? 2. Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract? 3. Will the Board require approval/ notification before the Superintendent engages in outside activities?

☐ **Employment and Compensation**

Superintendent Contract Term Considerations for the Board	**Explanation, Special Considerations, and Resources**
Duration of Contract	A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure. No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See 105 ILCS 5/10-23.8. If the duration is one year or less, then the contract need not reference goals or suspension of tenure.

Salary	Special Considerations for the Board may include: 1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises above six percent (40 ILCS 5/15-155(g)) prior to retirement? 2. What is the *cost shift* implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor's statutory salary? School districts are responsible for paying the actuarial cost of the pension benefits earned on the portion of a TRS member's salary that exceeds the governor's statutory salary. The governor's annual salary is published by TRS at: www.trsil.org/employers/payments/contribution-rates_earnings-limitations. 3. Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)? Items the Board may see the successful superintendent candidate request of it: 1. A fixed salary for each year of the contract. 2. A guaranteed minimum salary. 3. Compensation increases.

Severance Agreements	Any contract that contains a condition of severance pay must include the following provisions required by the Government Severance Pay Act (GSPA), 5 ILCS 415/10: 1. A restriction to an amount not exceeding 20 weeks of compensation; and 2. A prohibition for any severance if the Superintendent is fired for *misconduct* by the Board. See the *Severance Pay* row under the Changes to the Superintendent's Employment Contract subhead below for a definition of what misconduct means in the context of this law.
Teachers Retirement System (TRS) & Teacher Health Insurance (THIS)	How does the Board want to address: 1. Pension contributions (TRS-THIS)? 2. Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation? 3. Unforeseen pension reform issues?

☐ **Conditions of Employment**

Superintendent Contract Term Considerations for the Board	**Explanation, Special Considerations, and Resources**
Administrative License	Does the Board want to require the successful superintendent candidate to guarantee that as the future Superintendent of the District, he or she has and will maintain the appropriate licensure throughout the employment contract?
Criminal Background Check Law	105 ILCS 5/ 10-21.9. See also PRESS sample policy 5:30, *Hiring Process and Criteria*, and the subhead entitled Fingerprint-based Criminal History Records Information Check in administrative procedure 5:30-AP2, *Investigations*.

Sexual Misconduct Related Employment History Review Law	105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. See also PRESS sample policy 5:30, *Hiring Process and Criteria* and PRESS sample administrative procedure 5:30-AP3, *Sexual Misconduct Related Employment History Review (EHR)*.

Other Background Check Laws	Does the Board want to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9 and sexual misconduct related employment history review required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23 and discussed above? If yes, consult the Board Attorney and consider the following laws: 15 U.S.C. § 1681 et seq., Federal Fair Credit Reporting Act (FCRA), is a federal law that regulates the gathering and use of information about consumers by third party *consumer reporting agencies*, including credit information,

	criminal background, driving record, personal characteristics/ reputation, etc. The law requires consumer reporting agencies to comply with certain procedural notice requirements when gathering information from a consumer. 820 ILCS 75/, Ill. Job Opportunities for Qualified Applicants Act, prohibits employers from inquiring about an applicant's criminal history until the application has been determined qualified and notified that he/she has been selected for an interview (a/k/a *ban the box* law). 820 ILCS 55/, Ill. Right to Privacy in the Workplace Act (RPWA), prohibits employers from: 1. Requesting, coercing, or	

	requiring any employee or prospective employee to provide a user name and password for any personal online account; 2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access to that individual's personal online account; and 3. Taking an adverse employment action against an individual (including refusal to hire) based on that individual's	

		use of a lawful product off District property during nonworking hours, i.e., tobacco, cannabis, or alcohol. (Note: RPWA allows employers to regulate employees' use of those lawful products that impair an employee's ability to perform the employee's assigned duties. See policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*, and its f/ns).	

	820 ILCS 70/, Ill. Employee Credit Privacy Act, prohibits employers from inquiring into an individual's credit history or taking action against an employee based such history unless a satisfactory credit history is a *bona fide occupational requirement*, which is further defined in the statute. The job descriptions of superintendents generally meet this standard because they: (1) describe a managerial position that involves direction of school districts; (2) include signatory power over more than $100; and (3) involve having access to confidential and financial information. Note: Any one of these grounds alone is sufficient.

Medical Examination	105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases. The Americans with Disabilities Act allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. 42 U.S.C. §12112(d)(4). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113;

	29 C.F.R. §1630.2(r). See also PRESS sample policy 5:30, *Hiring Process and Criteria*, specifically f/ns 25 and 26.
Tenure	Suspension of Tenure With multi-year contracts and multi-year extensions, superintendents waive their rights to tenure in a school district, but no previously acquired tenure may be lost. Continued Tenure Superintendents serving multiple one year contracts may still accrue service toward and acquire tenure. See 105 ILCS 5/10-23.8 and the *Duration of Contract* row in the Employment and Compensation checkbox, above.

☐ **Evaluations and Goals**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources

Board Goals and Indicators of Student Performance and Academic Achievement for the Superintendent	105 ILCS 5/10-23.8 requires each performance-based contract to include the goals and indicators of student performance and academic improvement determined and used by the Board to measure the performance and effectiveness of the Superintendent and other information as the Board may determine. Regarding its goals and indicators, has the Board: 1. At minimum, addressed student performance and academic achievement (105 ILCS 5/10-23.8 states “and other information as the Board may determine”)? 2. Included them in the body of the employment contract? Or as an exhibit to it? 3. Set them to be: a. Measurable and achievable, i.e., are they within the Superintendent’s control? b. Objective, subjective or a combination of both? 4. Set a timeline for achievement, and if so is it on an: a. Annual basis? b. Prior to completion of the employment contract? 5. Set them as procedural, substantive, or a combination of both? For more information about setting goals and indicators for superintendents regarding student performance and academic achievement, see:

	www.iasb.com/conference-training-and-events/training/workshops/ Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for school boards to hold their superintendents accountable for district performance, including academic achievement: *Setting District Goals and Direction* (leads a board and superintendent to develop their own district language for specific measurable, and attainable goals and indicators) *The Superintendent Evaluation Process* (describes an effective method of holding the superintendent accountable)

Superintendent Evaluation	Once the Board has developed its goals and indicators (as discussed immediately above), 105 ILCS 5/10-20, 5/10-23, and 5/10-23.8 require the Board to: 1. "Direct, through policy, its superintendent in his or her charge of the administration of the school district;" and 2. Evaluate the superintendent in his or her "administration of school board policies and his or her stewardship of the assets of the district." How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators? Does the Board state when it will evaluate the successful superintendent candidate upon the goals and indicators that it set? Note: Some districts do not consider the superintendent evaluation to be a *one-time event* and put an on-going process into place. Contrast other districts, which depending upon their preferences, generally find the best time of year to evaluate is in the winter or early springtime. Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent's evaluation process? What evaluation instrument will be used? How will the evaluation be documented? Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate?

	Is the evaluation instrument the Board will use tied to its goals and indicators of student performance and academic improvement and other information as the Board may determine? For more information about best practices when planning for and evaluating the Superintendent, see: *The Superintendent Evaluation Process* at: www.iasb.com/iasb/media/documents/superintendent-evaluation-process.pdf; IASB's *Foundational Principles of Effective Governance*, Principle 3. The board employs a superintendent, at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/; stating "the board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy."

☐ **Expenses and Benefits**

Superintendent Contract Term Considerations for the Board	**Explanation, Special Considerations, and Resources**
Expenses and Allowances	How will the Board address expenses and allowances in its employment contract negotiations with the successful superintendent candidate? Business 1. What standard will the Board use, e.g., reasonable, itemized, etc.? 2. Will the Board designate the Board President or another individual to review and/or approve the Superintendent's expenses? Transportation Will the Board reimburse travel? If yes, what types of travel will the board reimburse? Some transportation topics that successful superintendent candidates request discussion about include: 1. Vehicle insurance reimbursement(s) 2. Vehicle repair reimbursement(s) 3. A travel allowance only at either a set amount or the District's per mile rate 4. A vehicle 5. Out-of-district travel

Insurance	Will the Board address insurance in its employment contract negotiations with the successful superintendent candidate? Some items successful superintendent candidates request include: 1. Insurance contributions as part of a Cafeteria Plan, or in the alternative, the Board paying the premiums. 2. Specific insurance coverages from the Board, such as health, dental, vision, life, disability, etc.
Vacation	Will the Board address vacation days in its employment contract negotiations with the successful superintendent candidate? If yes, then: 1. How many days? 2. Will vacation days accumulate? And, if so, how? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking a vacation? If yes, describe the process. 4. Will the Board address reimbursement for unused days? 5. Will vacation days need to be used for days off during winter or spring breaks?

Sick Leave/Days	Will the Board address sick days in its employment contract negotiations with the successful superintendent candidate? If yes, then: 1. Will sick leave be limited to annual sick leave days in the District's teachers' contract or will a different amount be provided? 2. How will sick day accumulation be addressed? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking or upon returning from a sick day? If yes, describe the process.
Professional Activities and Organizations | Memberships in Community Organizations	Will the Board address memberships in professional activities/organizations and/or community organizations its employment contract negotiations with the successful superintendent candidate? If yes, then: 1. How many organizations will the Board allow the Superintendent to join? 2. Which organizations will be allowed? 3. What is the Board's limit for the cost of dues to professional organizations?

Retirement	Will the Board address any type of payment(s) upon the Superintendent's retirement? If yes, then: 1. Has the Board thoroughly examined and addressed: a. Any consequences or other penalties to it? b. The impact of any prior salary increases? c. Potential pension reform issues? 2. Often, a successful superintendent candidate's attorney has interest in the following issues: a. Available post-retirement options available, e.g., payments for sick/vacation days, post-retirement insurance, longevity annuity payment, etc. b. Whether a potential retirement payment will be properly creditable for TRS purposes. Note: Ultimately, only TRS has the authority to determine creditability.

Annuities and Other Deferred Compensation	Will the Board address any type of annuities and other deferred compensation issues? If yes, then: 1. Will it offer such compensation in addition to the Superintendent's agreed-upon salary? 2. Will it contribute creditable earnings for TRS purposes?

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

Superintendent Contract Term Considerations for the Board	**Explanation, Special Considerations, and Resources**
Non-Renewal at End of Contract	How will the Board and successful superintendent candidate agree to address orderly end to the employment contract when the Board chooses not to renew it? 1. Will there be a non-renewal notification date? Do both parties' attorneys find it reasonable? 2. Will the Board require the Superintendent to remind it of the non-renewal date? 3. Will there be any agreement to a clause for an automatic one-year renewal if the Board fails to provide end-of-contract non-renewal notification? 4. Will the Board agree to language in the employment contract that would provide the Superintendent with a hearing upon non-renewal?

Renewal at End of Contract	Will the Board agree to a procedure for renewing the employment contract at its end? If yes, then: 1. What date would be the earliest that the Board could renew its employment contract with the Superintendent? 2. What criteria will the Board base its renewal upon? For example, some boards base renewal upon superintendents achieving their stated goals and indicators of student performance and academic improvement and other information they required.
Contract Extensions	Will the Board agree to allow for an extension of its employment contract during its term? If yes, then: 1. Will the Board agree to extend it during its term if the Board determines that the Superintendent successfully met all of the Board's stated goals and indicators of student performance and academic improvement and other information it required? 2. Will the Board agree to extend a one-year contract when the Superintendent is not required to meet any goals? See 105 ILCS 5/10-23.8.

Terminations	If the successful superintendent candidate accepts employment with the Board and becomes the Superintendent, how will the Board outline the grounds and procedures for terminating the Superintendent's employment during the contract's term? 1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement? 2. Will the Board allow retirement to be an appropriate reason for terminating its employment contract with the Superintendent? And if so, will the Board require reasonable notice from its Superintendent? 3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other? 4. Will the Board terminate the employment contract for permanent disability of the Superintendent? a. How will the Board define permanent disability in the contract? b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or c. Will the Board consider duration of absence; e.g., 90-days after exhaustion of available leave, whichever is greater?

	See PRESS sample policy 5:180, *Temporary Illness or Temporary Incapacity*. 5. What standard will the Board use to terminate the employment contract for cause? Items to consider include: a. Any conduct detrimental/ prejudicial to the District;* b. Just cause; c. Sufficient to dismiss a tenured teacher; d. Material breach of contract; or e. Not arbitrary and capricious. *50 ILCS 205/3c, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964. See Severance Pay row directly below. 6. Will the Board agree to provisions for hearing and due process for the Superintendent? 7. How will the Board address death of its Superintendent during the duration of the employment contract?

Severance Pay	Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA, 5 ILCS 415/ 10(a)(1): A restriction to an amount not exceeding 20 weeks of compensation; and A prohibition for any severance if the Superintendent is fired for *misconduct* by the Board. This law defines misconduct to include sexual harassment and/or discrimination. But 50 ILCS 205/3c limits sexual harassment or discrimination to instances when an employee is "found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964." For more discussion about these laws, see f/n 6 in policy 2:260, *Uniform Grievance Procedure*.
Liquidated Damages	Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract? 1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys? 2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?

Amendments	How will the Board and Superintendent agree to allow for amendments to the employment contract?

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

Superintendent Contract Term Considerations for the Board	**Explanation, Special Considerations, and Resources**
Technical clauses (common in contracts)	If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent's attorney reviewed them? 1. Notice 2. Applicable law 3. Headings and numbers 4. Complete understanding, i.e., do the Board members and Superintendent share the same understanding of the various provisions written in the employment contract? 5. Counterparts 6. Effect of Policy Amendments 7. Severability 8. Advice of Counsel

☐ **Miscellaneous Issues**

Superintendent Contract Term Considerations for the Board	**Explanation, Special Considerations, and Resources**
Board Obligations Under the Employment Contract	Do all members of the Board understand the District's obligations under the employment contract and what not complying with them will mean to the District? Specifically, are Board members aware of the Board's specific obligations regarding: 1. The Superintendent Evaluation 2. Goal setting 3. Required notifications/actions by each party prior to termination of the employment contract
Ongoing Monitoring of Each Party's Compliance with the Contract	Are the Board and Superintendent actually complying with the terms of the employment contract? Has the Board Attorney explained how the Board should monitor compliance with the employment contract?
Legislative Issues	How might pending pension reform legislation or other trending legislation affect the employment contract?

PRESSPlus Comments

C1. This exhibit is recommended to be included in the Board policy manual.

Document Status: Draft Update - New To District

4:130-E Exhibit - Free and Reduced-Price Food Services; Meal Charge Notifications

New/Unpublished Section

On District letterhead, website, in student handbook, newsletters, bulletins, and/or calendars[C1]

Date:

To: Parents/Guardians, Students, and Staff

Re: Eligibility and Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services*, and 4:140, *Waiver of Student Fees*. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, *Free and Reduced-Price Food Services*. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

LEGAL REF.:

Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296).

7 C.F.R. §245.5.

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

23 Ill.Admin.Code Part 305, School Food Service.

Cary CCSD 26

PRESSPlus Comments

C1. This exhibit is recommended to be included in the Board policy manual.

Document Status: Draft Update

OPERATIONAL SERVICES

4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) ~~grooming~~ behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:

    a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
    b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.

2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:

    a. A definition of prohibited grooming behaviors and employee-student boundary violations pursuant to policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;
    b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; and
    c. How to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.

3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and employee-student boundary violations with evidence-informed educational information that also includes:

a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;
b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and
c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.

4. ~~Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.~~PRESSPlus1

LEGAL REF.:

105 ILCS 5/10-23.13, 5/22-85.5, and 5/27-1015~~9.1a, and 5/27-13.2~~.PRESSPlus2

105 ILCS ~~110/3~~5/27-215, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

~~ADOPTED: January 27, 2025~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to the repeal of 105 ILCS 5/27-13.2, by P.A. 104-391. **Issue 121, March 2026**

PRESSPlus 2. The Legal References are updated in response to 105 ILCS 27/1015 and 27/215, both renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update - New To District

5:20-E Exhibit - Resolution to Prohibit Sexual Harassment

New/Unpublished Section

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;[C1]

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

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

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

THEREFORE, BE IT RESOLVED, by the Board of Education of A-C Central Community Unit School District 262, Cass, Sangamon, Menard, & Morgan Counties, Illinois, as follows:

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

knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

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

Adopted this __ day of **,** ____.

Attested by: Board President

Attested by: Board Secretary

Cary CCSD 26

PRESSPlus Comments

C1. This is recommended to live in the Board policy manual.

Document Status: Draft Update

General Personnel

5:30 Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Education policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

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

Job Descriptions

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

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

Investigations

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

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

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80 or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant

for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

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

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

Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving *direct contact with children or students*, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

Physical Examinations

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

For employees not covered by a current applicable bargaining agreement:

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.[PRESSPlus1]

Orientation Program

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

For employees not covered by a current applicable bargaining agreement:

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.:

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

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

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

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

20 ILCS 2630/3.3, Criminal Identification Act.

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

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 112/, Equal Pay Act of 2003.

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

~~ADOPTED: January 27, 2025~~

PRESSPlus Comments

PRESSPlus 1. Consult the board attorney if a staff member requests more than one physical

examination to obtain a second opinion. **Issue 121, March 2026**

Document Status: Draft Update

Professional Personnel

5:250 Leaves of Absence

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave, Sabbatical Leave, Personal Leave, Leave of Absence Without Pay, Child-Rearing Leave, Leaves for Service in the Military

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

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Family Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 *et seq.*) to take family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of a covered family member, which includes an employee's child, stepchild, spouse,PRESSPlus1 domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the covered family member, (3) grieving the death of the covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

The leave must be completed within 60 days after the date on which the employee received notice of the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Family Bereavement Leave Act. This policy does not create any right for an employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act.

Child Extended Bereavement Leave

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, if the District employs 250 or more employees on a full-time basis, an employee is entitled to a total of 12 weeks of unpaid leave within one year after the employee notifies the District of the loss. An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence,

sexual violence, gender violence, or any other crime of violence or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence, or any other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance, and to grieve and attend to matters necessitated by the death of a family or household member who is killed in a crime of violence, without suffering adverse employment action.

The Victims' Economic Security and Safety Act (VESSA) governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, and subject to any exceptions in VESSA, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 *et seq*.).

Leaves to Serve as an Officer Trustee, or Representative of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) up to twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3, (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2, and (4) up to 10 days of paid leave per school term for teachers elected to represent a statewide teacher association in federal advocacy work in accordance with 105 ILCS 5/24-3.5.

COVID-19 Paid Administrative Leave

When applicable, paid administrative leave related to COVID-19 will be granted to eligible employees in accordance with State law.

Family Neonatal Intensive Care Leave[PRESSPlus2]

An unpaid leave from work is available to any staff member whose child[PRESSPlus3] is a patient in a neonatal intensive care unit (NICU) in accordance with the requirements of the Family Neonatal Intensive Care Leave Act. If the District employs at least 51 employees, an employee is entitled to a total of 20 days of unpaid leave while a child of the employee is a patient in a NICU. [Q1] The District may require reasonable verification of the employee's child's length of stay in a NICU.[PRESSPlus4]

LEGAL REF.:

105 ILCS 5/10-20.83, 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.

10 ILCS 5/13-2.5, Election Code.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

820 ILCS 147/, School Visitation Rights Act.

820 ILCS 154/, Family Bereavement Leave Act.

820 ILCS 156/, Child Extended Bereavement Leave Act.

820 ILCS 157/, Family Neonatal Intensive Care Leave Act.

820 ILCS 180/, Victims' Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

~~ADOPTED: January 27, 2025~~

Questions and Answers:

***Required Question 1. A district that employs 50 or fewer employees may substitute the following sentence: “If the District employs at least 16 but not more than 50 employees, an employee is entitled to a total 10 days of unpaid leave while a child of the employee is a patient in a NICU.” 820 ILCS 157/10, added by P.A. 104-259, eff. 6-1-26. A district that employs 15 or fewer employees is not subject to the requirements of 820 ILCS 157/. If the district employs 15 or fewer employees, it may choose to delete this subhead.

How many employees are employed by the district, including part-time workers?

- ○ 51 or more full- or part-time employees. (Default)
- ○ 50 or fewer full- or part-time employees. (IASB will substitute the following sentence: "If the District employs at least 16 but not more than 50 employees, an employee is entitled to a total 10 days of unpaid leave while a child of the employee is a patient in a NICU.”)

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. A covered family member includes a spouse under 105 ILCS 154/5. **Issue 121, March 2026**

PRESSPlus 2. Updated in response to 820 ILCS 157/, added by P.A. 104-259, eff. 6-1-26. This leave is separate from FMLA leave, and an employer must allow the employee to take the leave in addition to FMLA leave. The term *employee* includes part-time workers. **Issue 121, March 2026**

PRESSPlus 3. *Child* means an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. **Issue 121, March 2026**

PRESSPlus 4. An employer may not request confidential information protected by the Health Insurance Portability and Accountability Act or other law when asking for reasonable verification. Consult the board attorney for guidance on acceptable forms of verification. **Issue 121, March 2026**

Document Status: Draft Update

Educational Support Personnel

5:330 Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

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

For employees not covered by a current applicable bargaining agreement:

Full or part-time educational support personnel who work at least 600 hours per year receive 12 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The Superintendent or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and

for taking custody of the child or accepting the child in need to foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Vacation

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

For employees not covered by a current applicable bargaining agreement:

Refer to ESP Handbook.

Holidays

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

For employees not covered by a current applicable bargaining agreement:

Refer to ESP Handbook.

Personal Leave

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

For employees not covered by a current applicable bargaining agreement:

Refer to ESP Handbook.

Leave to Serve as a Trustee of the Ill. Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with State law.

Leave for Service in the Military

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

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leave for Service in the General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
4. Family Bereavement Leave.
5. Child Extended Bereavement Leave.
6. Leave to serve as an election judge.
7. COVID-19 Paid Administrative Leave.
8. Family Neonatal Intensive Care Leave.[PRESSPlus1]

LEGAL REF.:

105 ILCS 5/10-20.7b, 5/10-20.83, 5/24-2, 5/24-6, and 5/24-6.3.

10 ILCS 5/13-2.5, Election Code.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Family Bereavement Leave Act.

820 ILCS 156/, Child Extended Bereavement Leave Act.

820 ILCS 157/, Family Neonatal Intensive Care Leave Act.

820 ILCS 180/, Victims' Economic Security and Safety Act.

School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); *Elder v. Sch. Dist. No.127 1/2*, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

Adopted: July 28, 2025

PRESSPlus Comments

PRESSPlus 1. Updated in response to 820 ILCS 157/, added by P.A. 104-259, eff. 6-1-26. See policy 5:250, *Leaves of Absence*, for important information about this leave. **Issue 121, March 2026**

Document Status: Draft Update

INSTRUCTION

6:65 Student Social and Emotional Development

Social and ~~e~~Emotional ~~L~~Learning[PRESSPlus1] (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Ill. Learning Standards. The Ill. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social- awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age- and- culturally appropriate classroom instruction, and District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Ongoing ~~S~~staff professional development and ~~training~~support to promote students' SEL development. ~~This may include providing all personnel with age-appropriate academic and SEL and how to promote it.~~
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.

7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

LEGAL REF.:

~~Children's Mental Health Act,~~ 405 ILCS 49/, Children's Mental Health Act.

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

~~ADOPTED: January 27, 2025~~

PRESSPlus Comments

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 121, March 2026**

Document Status: Draft Update

INSTRUCTION

6:145 Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District in accordance with federal law.

This program will:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State and federal educational programs, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant ~~children~~students[PRESSPlus1] with full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet.
4. Provide, to the extent feasible:

    a. Advocacy and outreach programs to migrant children and their families, including helping such children and families gain access to other education, health, nutrition, and social services,
    b. Professional development programs, including mentoring, for District staff,
    c. Family literacy programs, and
    d. The integration of information technology into educational and related programs.

5. P~~rovide p~~rograms activities, and procedures for the engagement of parents/guardians and family members of migrant students in an understandable format and language.

Migrant Education Program for Parent/Guardian and Family Member Engagement

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.:

20 U.S.C. §6318.

20 U.S.C. §6391 *et seq.*, Education of Migratory Children.

34 C.F.R. §200.81 *et seq.*

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

~~ADOPTED: January 27, 2025~~

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 121, March 2026**

Document Status: Draft Update

INSTRUCTION

6:170 Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parent and Family Engagement

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level ~~compacts~~plans. PRESSPlus1

District-Level Parent and Family Engagement Plan~~Compact~~

The Superintendent or designee shall develop a District-Level Parent and Family Engagement Plan~~Compact~~ (District Plan) according to Title I requirements. This~~e~~ District Plan ~~Level Parent and Family Engagement Compact~~ shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the District Plan~~Compact~~ is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parent and Family Engagement Plan~~Compact~~

Each Building Principal or designee shall develop a School-Level Parent and Family Engagement Plan~~Compact~~ (School Plan) according to Title I requirements. This School Plan ~~Level Parent and Family Engagement Compact~~ shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the School Plan~~Compact~~ is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Incorporated
by Reference: 6:170-AP1, E1 (District-Level Parent and Family Engagement Plan~~Compact~~) and

6:170-AP1, E2 (School-Level Parent and Family Engagement Plan~~Compact~~)

LEGAL REF.:

~~Title I of the Elementary and Secondary Education Act,~~ 20 U.S.C. §§6301-6514, Title I of the Elementary and Secondary Education Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

~~ADOPTED: January 27, 2025~~

PRESSPlus Comments

PRESSPlus 1. To comply with the Elementary and Secondary Education Act (ESEA), a board must incorporate by reference the district's exhibits 6:170-AP1, E1, *District-Level Parent and Family Engagement Plan*, and 6:170-AP1, E2, *School-Level Parent and Family Engagement Plan*. These exhibits, which
have both been renamed to more closely align with federal statutes and guidance and terminology used by ISBE, contain all legally required components and are compatible with sample templates contained in the U.S. Dept. of Education's non-regulatory guidance titled Parent and Family Engagement (2025), at: www.ed.gov/media/document/parent-and-family-engagement-guidance-2025-109202.pdf.

Districts receiving a Title I, Part A allocation that are required to submit proof of parent and family engagement (PFE) compliance to the Ill. State Board of Education (ISBE) as part of their FY 2027 Consolidated District Plan (CDP) will need to submit this adopted policy and both exhibits 6:170-AP1, E1 and 6:170-AP1, E2. **Please note that the plans must be customized to reflect the district's actual Title I parent and family engagement activities.** At the end of March, ISBE will offer a recorded webinar on CDPs that will include additional information on Title I requirements. **Issue 121, March 2026**

Document Status: Draft Update - New To District

6:208-E Exhibit - Class Size & Class Consideration

New/Unpublished Section

The Superintendent shall work closely with Building Principals in establishing a reasonable teacher‑student ratio in each building, in consideration of the following:

- Physical space
- Instructional process
- Available resources
- Developmental age
- Classroom composition

Board of Education Recommended Class Size Guidelines:

Kindergarten	20-24
First Grade	20-24
Second Grade	20-24
Third Grade	23-26
Fourth Grade	23-26
Fifth Grade	25-28
Sixth Grade	25-28
Seventh Grade	28-32
Eighth Grade	28-32

Considerations: The administration considers the following items when determining a reasonable teacher-student ratio.

Physical Space: The amount of physical space needed is dependent upon the instructional age of the child. More physical space is needed at the lower elementary levels because of the different modes that the instruction takes place, i.e. circle time on the floor, seat time, and learning stations. Upper-level students generally need less space.

Instructional Process: Instruction processes change as students develop and grow. Lower elementary instruction is more experience-driven while upper elementary instruction is more teacher-directed and conceptual.

Available Resources: The availability of resources, materials, services, and personnel can limit options in instructional groupings and clustering of students for instruction and support.

Developmental Age: The ability of a student to work and learn independently with less teacher direction is determined by the student's developmental age. Students at the lower elementary age need more teacher direction than students in the upper grade level. Students in the lower grade levels also have a much shorter attention span than students in the upper grade levels.

Classroom Composition: Our priority in determining class size will continue to be based on the capacity of the teacher to meet the needs of the students in the classroom. The learning needs of the students in a particular class and the ability of the teacher to meet those needs may require a smaller teacher-student ratio or the addition of a teacher aide.

Document Status: Draft Update

STUDENTS

7:20 Harassment of Students Prohibited

No person, including a ~~School~~ District employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational 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. See Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Grievance Procedure.* The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.

Nondiscrimination Coordinator

Dr. Jennifer Thomas
2115 Crystal Lake Road
jennifer.thomas@cary26.org
224-357-5100

Title IX Coordinator

Dr. Jennifer Thomas
2115 Crystal Lake Road
jennifer.thomas@cary26.org
224-357-5100

Complaint Manager

Complaint Manager

Dr. Jennifer Thomas
2115 Crystal Lake Road
jennifer.thomas@cary26.org
224-357-5100

Mr. Brian DeRoo
2115 Crystal Lake Road
brian.deroo@cary26.org
224-357-5100

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager. Any employee who fails to promptly comply 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 an educational 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 Title IX Coordinator or designee shall consider whether action under Board policy 2:265, *Title IX Grievance Procedure, should be initiated.*

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged student harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited,* the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, 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 Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected

abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy 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 District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure, and* 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.:

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

29 U.S.C. §791 *et seq.*, Rehabilitation Act of 1973; 34 C.F.R. Part 104.

42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/22-110, 5/26A, and 5/27-1~~, and 5/27-23.7~~. PRESSPlus1

775 ILCS 5/1-101 *et seq.*, Illinois Human Rights Act.

23 Ill.Admin.Code §1.240 and Part 200.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

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

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular

Activities), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

Adopted: June 30, 2025

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/22-110, renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update

STUDENTS

7:185 Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, ~~the term~~ *teen dating violence* occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:

    a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.

    b. 2:265, *Title IX Grievance Procedure*. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.

    c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).

    d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:

    a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

    b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.

3. Incorporates age-appropriate instruction in grades 7 and 8, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational

program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated
by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

105 ILCS 5/27-240~~110/3.10~~.PRESSPlus1

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

~~ADOPTED: January 27, 2025~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/27-240, renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Review and Monitoring

SECTION 7 - STUDENTS

7:220 Bus Conduct

All students must follow the District's *School Bus Safety Rules*.[C1]

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in Board of Education policy 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall

be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

LEGAL REF.:

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

105 ILCS 5/10-20.14, 5/10-22.6, and 10/.

720 ILCS 5/14-3(m).

23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records)

~~ADOPTED: January 27, 2025~~

Cary CCSD 26

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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

Issue 121, March 2026

Document Status: Review and Monitoring

SECTION 7 - STUDENTS

7:230 Misconduct by Students with Disabilities

Behavioral Interventions[C1]

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board of Education will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

LEGAL REF.:

Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.

Gun-Free Schools Act, 20 U.S.C. §7151 *et seq.*

34 C.F.R. §§300.101, 300.530 - 300.536.

105 ILCS 5/10-22.6 and 5/14-8.05.

23 Ill.Admin.Code §226.400.

Honig v. Doe, 108 S.Ct. 592 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)

~~ADOPTED: January 27, 2025~~

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 121, March 2026

Document Status: Review and Monitoring

SECTION 7 - STUDENTS

7:280 Communicable and Chronic Infectious Disease

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Board of Education's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.[C1]

LEGAL REF.:

105 ILCS 5/10-21.11.

23 Ill.Admin.Code §§ 1.610 and 226.300.

77 Ill.Admin.Code Part 690.

20 U.S.C. §1400 *et seq.*, Individuals With Disabilities Education Improvement Act of 2004.

29 U.S.C. §794(a), Rehabilitation Act of 1973, Section 504.

~~ADOPTED: January 27, 2025~~

Cary CCSD 26

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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

Issue 121, March 2026

Document Status: Draft Update

STUDENTS

7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by an insurance PRESSPlus1 policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance ~~plan~~policy.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parents/guardians must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about ~~the~~ Board~~'s concussion~~ policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.:

105 ILCS 5/10-20.30~~,~~ and 5/22-80~~, and 25/2~~. PRESSPlus2

23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Athlete Concussions and Head Injuries), 7:340 (Student Records)

Adopted: July 28, 2025

PRESSPlus Comments

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 121, March 2026**

PRESSPlus 2. The Legal References are updated. **Issue 121, March 2026**

Document Status: Draft Update

COMMUNITY RELATIONS

8:90 Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine ~~District~~Board PRESSPlus1 policy, the Board of Education welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, ~~or~~ a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.: 8:80 (Gifts to the District)

~~ADOPTED: January 27, 2025~~

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 121, March 2026**