Special Board Meeting

Monday, August 2, 2021 6:00 PM
Central 301 District Office, 275 South St, P.O. Box 396, Burlington, IL 60109

1. **MEETING CALL TO ORDER - President Gorman**
A. Roll Call
B. Approval of Agenda
2. **Pledge of Allegiance**
3. **PUBLIC OPEN FORUM**
A. Recognition of Visitors
B. Public Comments
4. **ACTION ITEMS**
A. Approval of Q Center contract for prom 2022
5. **INFORMATION ITEMS**
A. Central 301's Back-to School-Guidance
B. 2021-2022 Draft Budget Presentation
6. **EXECUTIVE SESSION**
A. Adjourn to Closed Session to hear information regarding:

The appointment, employment, resignation, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or against legal counsel for the public body to determine its validity [5 ILCS 120/2(c)(1)]. 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)]. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning the salary schedules for one or more classes of employees [5 ILCS 120/2(c)(2)]. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and it 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)]. The setting of price for sale or lease of property owned by the public body [5 ILCS 120/2(c)(6)].

7. **Open Session**
8. **Action Items from Closed Session**
A. Approve the Personnel Report
9. **Adjourn**

Q Center
1405 N. Fifth Avenue
St. Charles, IL 60504
(630) 377-3100 | qcenter.com

July 13, 2021

Central High School Prom 2022
Jeff Gorman
44W625 Plato Rd
Burlington, IL, 60140
PaySimple ID: 0422CHS022

Dear Jeff,

Thank you for your interest in Q Center for your event. This Letter of Agreement (the "Agreement") has been made on a first option tentative basis between Q Center LLC (the "Facility"), and Central High School Prom 2022. If a signed Agreement is not received by this date of August 10, 2021, the guest rooms and space will be released. These arrangements will be a definite commitment upon the signing of this Agreement by both parties. Any changes made to event requirements by Client may result in Facility revising the details of this Agreement.

EVENT NAME: Central High School Prom 2022
EVENT DATE: Friday, April 22, 2022

Client and Facility agree as follows:

FUNCTION SPACE
Based on your requirements, we have reserved function space as shown below;

Day	Date	Time	Event Class	Room	Setup	AGR	Guaranteed Facility Revenue
Friday	04/22/22	4:30 PM - 10:30 PM	Set up and Registration	North Reception	See Diagram	300–400	
Friday	04/22/22	6:30 PM - 10:30 PM	Dinner	Fox River Ballroom 2/3/4/5/6	See Diagram	300-400	**$25,000**

**Rates quoted above are non-commissionable, net rates and subject to applicable taxes. If Client organization is tax exempt, return an Illinois tax exempt certificate with the signed Letter or Agreement.*

- *Contracted Menu Proposal has been provided.*
- *$54 - $63 per person includes dinner and 4 hour self-serve Lemonade, Soft Drinks and Fruit Water*
- *Q Center will display decorative images on the ballroom screens to match the events theme and accent the room with colorful up-lighting*
- *White table linens and colored napkins and you may select from our in-house centerpieces*
- *Client will provide (1) chaperone for every 30 prom guests and will provide Police enforcement as added security for parking lot and ballroom and other areas as needed.*

These arrangements will be a definite commitment upon the signing of this Agreement by both parties. If this Agreement is not fully executed by August 10, 2021 all arrangements may be automatically released.

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GUARANTEED FACILITY REVENUE

"Guaranteed Facility Revenue" as specified in the table above is the anticipated Facility revenue based on the amount of reserved function space defined under this agreement. Guarantees can be achieved through Facility sales of the following: food, beverage, food/beverage service charge and Facility rentals.

Client will be charged for actual products and services provided or Guaranteed Facility Revenue as set forth above, whichever is greater. If the event is held, but Facility does not realize guaranteed revenue defined above, Client agrees to pay the Guaranteed Facility Revenue specified herein.

EQUIPMENT AND ROOM SET UP

Audiovisual equipment is available upon request and is subject to standard pricing and 22% service charge. Should extensive room set-ups or elaborate staging be required, Facility will charge Client for any associated additional labor and equipment costs. If equipment is required that exceeds Facility's inventory, Client agrees to pay the cost of renting the equipment including delivery charges and all applicable taxes. Client agrees to indemnify Facility for any damage caused to Facility's property as a result of drayage related to the Event, whether caused by Client, Client's agents, employees or contractors. Facility reserves the right to charge Client for any damage to Facility's equipment, displays or decoration inflicted by Client's guests, agents, employees or contractors.

CONFIRMATION OF EVENT DETAILS

Client agrees to confirm event details with Facility a minimum of thirty (30) days prior to the Event date. Such details include menus, decoration, entertainment and beverage service. Confirmed details will be summarized in Banquet Event Orders (BEOs) prior to the start of Client's Event. BEOs are to be signed and approved by an authorized Client representative a minimum of fourteen (14) days prior to the start of the event date and will serve as part of this agreement.
Client agrees to inform Facility, in writing, of the exact number of people who will attend a minimum of 14 days prior to the event date. This number of guests will be secured and your guarantee count cannot be reduced.

RESPONSIBILITY FOR CHARGES

Client will be responsible for all charges on approved Banquet Event Orders (BEOs) and authorized service charges. Guests will be responsible for payment for their own full guest room charges, taxes, and incidental charges upon checkout.

CREDIT CARD BILLING

Subject to the terms and conditions of this Agreement, Facility will accept Credit Card Payments for all transactions. Facility shall honor without discrimination valid Cards properly tendered for use. For purposes of this Agreement, "Card" means credit card issued pursuant to the rules and regulations ("the Rules") of American Express, Diners Club International, Discover Card, MasterCard, VISA, or any "Card" for which the Facility provides Card processing.

All overnight guests will be required to provide a valid credit card upon check-in, so that incidental charges can be applied appropriately.

SERVICE CHARGES

A taxable charge equal to 21% (Reduced form 23%) of the total food and beverage will be added to the Master Account as a Service Charge. This Service Charge is not a gratuity and is the property of the Facility for the purpose of covering discretionary costs of the event.

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GROUP DEPOSITS

A non-refundable deposit equal of ($3,000) is required to hold space and is due with the signed Agreement. A Second Deposit of ($3,250) is due on October 1, 2021. A Third Deposit of ($12,500) is due on January 30, 2022 and a Fourth Deposit of ($6,250) is due February 21, 2022 - 60 days prior to the event date.

Final guest Guarantee and Final Payment are due Fourteen (14) days prior to the start of the event date based on the total anticipated charges as listed on approved BEOs. Friday, April 8, 2022.

The deposit may be paid by either check or credit card. If paying by check, please make the check payable to Q Center and mail it to Q Center, P.O. Box 390, St. Charles, IL 60174. If paying by credit card, please advise your catering manager and submit payment to this link http://payments.qcenter.com.

CANCELLATION POLICY

Client may cancel this Agreement only upon written notice to Facility. Cancellation date is determined by date written notification is received by Facility. The parties agree and understand that, in the event of a cancellation, our actual damages would be difficult to determine. Should the event be cancelled, the following charges and applicable taxes will apply:

More than 180 days before scheduled Event date	25% of the Guaranteed Facility Revenue
179 - 31 days before scheduled Event date	75% of the Guaranteed Facility Revenue
30 or fewer days before scheduled Event date	100% of all charges (including labor, service fees, rentals and taxes) for the greater of contracted or guaranteed guest count

** Cancellation charges are subject to applicable taxes*.

PRICE INCREASES

Due to unforeseen changes in market conditions between the signing of this Agreement and the Event Date, there may be increases in prices previously quoted. Facility will communicate any increases in writing to Client before the date of the event. Client will provide written confirmation of agreement to pay these increased prices. Alternatively, Facility will communicate in writing reasonable substitutions in menus and Client will provide written communication of agreement to accept such substitutions.

OVERTIME

Client agrees to begin the event promptly at the scheduled start time and agrees to have its guests and other persons vacate the event space at the end time listed on the final BEO. Client further agrees to reimburse Facility for any overtime wages or other expenses incurred by Facility as a result of Client's failure to comply with this regulation.

OUTSIDE FOOD AND BEVERAGE

All food and beverage must be supplied and prepared by Facility. In accordance with local and state liquor laws, no outside alcohol is permitted in any public area: lobby, restaurant/dining areas, lounges, outdoor space, meeting, and banquet facilities. Facility reserves the right to expel any guest who violates this law.
CLIENT INITIALS _____

OUTSIDE SERVICES, SUPPLIES AND EQUIPMENT

In the event Client desires to bring other parties ("Third Parties") to Facility for the purpose of providing goods or services of any kind, Client should notify Facility as soon as possible in advance of event start date. Facility will provide written policies and procedures for use of Facility by Third Parties. Client agrees to provide such document to Third Party and further agrees that any costs rising from the violation of the policies and procedures by Third Party shall be Client's responsibility and thus be added to the Master Account.

No audiovisual equipment may be brought into Facility without prior written notice of at least sixty (60) days before the event start date. In the event that Client brings its own equipment or an outside audiovisual vendor is engaged by Client to bring equipment, a service charge of twenty-two percent (22%) on the equipment rental price for similar equipment available from Facility will be charged. This fee covers the cost for Facility's on-site technicians to be on property to maintain Facility's systems and provide emergency support.

FIRE SAFETY

All room sets must be in compliance with the local, City of St. Charles Fire Department regulations pertaining to occupancy load, mandatory aisles and ceiling and fire exits. Any event which has vehicle displays, fog machines, fueled cooking demonstrations, laser, exhibits (including tabletop) or extensive productions with staging and props must have a certified permit from the local Fire Marshall obtained by the property. All associated fees for permits, floor plan approval and stand-by fire watch are Client's responsibility. Final approved copies of such permits must be received at least fourteen (14) days prior to the event. For the safety of persons and property, no fireworks or incendiary devices may be used indoors at the Facility.

Facility must adhere to all applicable fire codes for room capacities. Non-compliance with any fire code regulations my result in cancellation of Client event. Under these circumstances, Client will be charged the fees set forth above as "Guaranteed Facility Revenue" for event.

HEALTH AND WELLNESS

We have taken heightened measures with health and safety for you, other guests and our associates. It is critical and required that all guests follow all posted instructions while visiting Q Center. An enhanced risk of exposure to COVID-19 exists in any public place where people are gathering. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and individuals with underlying medical conditions are especially vulnerable. By visiting Q Center, the attendee and Client voluntarily assume all risks related to exposure to COVID-19 ("Loss"). The attendee and Client further agrees that neither Q Center LLC ("Q Center"), nor its members, owners, or employees ("Q Center Parties") shall be liable for any Loss, and hereby, for yourself, your heirs, executors and administrators, and assigns fully and forever release and discharge the Q Center Parties from any and all Loss, demands, claims, or damages, whether known, unknown, anticipated or otherwise arising out of or resulting from your visit to Q Center. The terms of this paragraph shall apply regardless of the nature of any claim asserted (including any form of negligence whether of Q Center or others, tort, strict liability or otherwise) and whether or not Q Center was advised of the possibility of the damage or loss asserted. This agreement shall be governed by Illinois law.

SECURITY

If mutually agreed upon by Client and Facility, Client will provide, at its expense, security personnel supplied by a reputable licensed guard or security agency doing business in Kane County, Illinois. The agency will be subject to Facility's prior written approval. Such security personnel may not carry weapons.

OUTDOOR EVENTS

Q Center abides by the noise ordinance of the city of St. Charles and all outdoor music must end at 10pm. Outdoor events must end by 11pm.

In the event of inclement weather which can include but is not limited to; thunderstorms; lightning; adverse conditions; tornado warning, wind chill lower than 55°, heat Index higher than 95° a final decision to change event to an indoor location will be required no later than 5:00pm the day prior to Event Date. This decision will be made

with the consultation of the client and facility contact. The ultimate decision will fall with the facility to ensure the safety and security of all attendees and event staff.

Q CENTER SMOKE-FREE POLICY

Q Center is a smoke-free facility including vaping tools and products. The Facility is smoke-free in all areas: lobby, guest rooms, restaurant, lounges, and meeting and banquet facilities. To protect the smoke-free environment, the Facility will post a $200 cleaning fee to the account of any overnight guest who smokes in his or her room. Facility reserves the right to expel any guest who continues to violate the smoke-free policy. Facility will also advise overnight guests upon check in of Facility's smoke free policy.

RESPONSIBILITY

Every attendee at the Facility is responsible for his or her own behavior. All attendees must conduct themselves in a professional manner. Any damage inflicted to persons or property is the responsibility of the inflicting party, it being thereby understood and agreed that the Facility accepts no responsibility for any loss or damage of personal belongings.

RISK ALLOCATION

Client shall indemnify and hold harmless the Facility, its owner(s) and their personnel and agents (the "Q Center Parties"), from and against any claims, demands, loss damage or expense (including attorney's fees) relating to bodily injury or death of any person or damage to personal or real property arising out of negligent or willful acts or omissions of Client's employees, guests, agents, contractors or invitees during their stay at the Facility, except to the extent caused in equal part by the negligent or willful acts or omissions of any of the Q Center Parties or agents. The liability of the Q Center Parties shall in no event exceed the fees received hereunder nor shall there be liability for any special, consequential, incidental or exemplary damages or loss (nor any lost profits, savings or business opportunity).

FORCE MAJEURE

Neither party shall be liable for any delays or failures in performance due to circumstances beyond its reasonable control, including without limitation, weather, natural disasters, acts of terrorism or war, labor strikes or work stoppages, acts or omissions of third parties, damage to facilities or any casualty or unforeseen occurrence.

Force Majeure Events Impacting Travel or Authority to Host Meetings at the Center;

If, as a result of Acts of God, strikes, lock-out or labor difficulties (except for strikes, lock-outs or labor difficulties involving Client's employees, agents, and other representatives), explosions, sabotage, accident, riot, civil commotion, Acts of War, fire, epidemics, pandemics, or other circumstances beyond a party's control, eighty percent (80%) of Client's attendees scheduled to attend a Meeting are unable to travel to the Q Center (such as occurred in connection with the events arising out of the Covid-19 pandemic), or eighty percent (80%) or more Client's attendees scheduled to attend a Meeting are prohibited by local or national government from traveling to the Q Center, or if Client or Q Center is similarly prohibited by local or national government from hosting meetings at the Q Center through no fault of Client's or Q Center's own, the performance required by either party under this Agreement shall be excused.

ASSIGNMENT

This Agreement may not be assigned or otherwise transferred without the prior express written consent of the Facility.

NON-RECOURSE

Client agrees that Q Center LLC is solely responsible for all obligations under this agreement and no other entity, person, employee, member, corporate parent or affiliate will have any liability hereunder.

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USE OF NAME

The use of the Facility does not include any rights to use or reproduce the name or images of facilities or personnel of any of the Q Center Parties for the use of promotional or advertisement purposes. Client shall not use the name of any of the Q Center Parties in any external way, nor shall it record the images of facilities or personnel of any of the Q Center Parties for anything other than its own internal purposes without the express prior written consent of the Facility.

CHANGES, ADDITIONS, STIPULATIONS OR LINING OUT

All details of this Letter of Agreement are offered based on the information provided by the Client via RFP (request for proposal) and/or discussions about the Event. Any changes made to Event requirements by Client may result in Facility revising the details of this Letter of Agreement.

MISCELLANEOUS

This letter agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations and understandings, and can only be modified by a writing signed by Client and Facility. It shall also be binding upon, and shall inure to the benefit of, the parties hereto and their respective heirs, legal representatives, successors and assigns, and it shall be governed by the internal laws of the State of Illinois without regard to conflicts of law provisions.

SIGNATURE

In order to guarantee the arrangements outlined above for your event, please sign in the space provided and return with your deposit and *letter of tax exemption (required to waive the 8% sales tax).*
by August 10, 2021 Should the Agreement not be returned by the above date or should the Agreement be altered in any way, the Facility reserves the right to revise or possibly rescind the offer.

This Agreement, with exhibits (if any), constitutes the entire agreement between the parties, supersedes all other written and oral agreements between the parties concerning its subject matter, and may not be amended or changed unless done so in a writing signed by Facility and Client. Oral modifications to this written Agreement, even if allowed by local law, will not be considered binding.

The undersigned represent that they are authorized to sign and enter into this Agreement.
This Letter of Agreement is not effective until executed by both parties.

ACCEPTED AND AGREED TO:

Jeff Gorman Board President	Date
Christi Christides Senior Catering Sales Manager	Date
Kimberley Mercado Director of Operations	Date

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Menu Proposal for Central High School Prom April 22, 2022

Pricing Includes: 4 Hours Self-Serve: Lemonade, Soft Drinks, and Fruit Water

Dinner Service Selections:

- *Buffet Dinner $56: to include Mixed Greens Salad, Gluten Free Chicken Entrée, Pasta Entrée and Vegan Entrée served with appropriate Starch and Seasonal Vegetable, Artisan Rolls with Butter and Dessert Station with Cookies, Brownies and Mini Cupcakes and Seasonal Fruit.*

- *Buffet Dinner $63: to include Salad Bar, Gluten Free Chicken Entrée, Sirloin Steak, Vegetarian Pasta Entrée and Vegan Entrée served with appropriate Starch and Seasonal Vegetable, Artisan Rolls with Butter and Dessert Station with Cookies, Brownies and Mini Cupcakes and Seasonal Fruit.*

- *Plated Dinner $54 : Salad, Plated Gluten Free Chicken Entree or Vegetarian/Vegan Entrée served with appropriate Starch and Seasonal Vegetable, Artisan Rolls and Butter and Dessert*

Our Chef will accommodate allergy requests as needed. (Gluten Free, No Dairy, No Nuts)

Central 301 - Back-to-School Guidance

Summary

Over the past weeks, Central 301 has been working on back-to-school plans for the 2021-2022 school year. The district will continue to monitor and adjust operational protocols based on guidance from the Centers for Disease Control and Prevention (CDC), Illinois Department of Public Health (IDPH) and the Illinois State Board of Education (ISBE).

This guide outlines the educational plans and protocols in place for the 2021–2022 school year based on the current guidance of the CDC, IDPH, and ISBE. Due to the uncertainty of the pandemic, it is possible that the guidance of these organizations could change over the course of the school year.

The health and well-being of our students, families and staff is a top priority. For this reason, we have established layered COVID-19 prevention measures for when students and staff are in school. The remainder of this document outlines those layered precautions and protocols.



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Health & Wellness

Following guidance from the Illinois Department of Public Health, Illinois State Board of Education, and Centers for Disease Control and Prevention, Central 301 has developed health protocols to allow for a full return to in-person learning. A continued emphasis will be placed on mitigating efforts among students, staff, and visitors, which includes hand washing, ventilation, staying home when not feeling well, disinfecting high touch areas throughout the day and sanitization of buildings each evening.

The district continues to follow the guidance of the Centers for Disease Control and Prevention (CDC), which was adopted by the Illinois Department of Public Health (IDPH), and the Illinois State Board of Education (ISBE). Key elements of the CDC guidance include:

- The CDC recommends (July 27, 2021) universal indoor masking for **all** teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status.
- The CDC recommends that schools maintain at least 3 feet of physical distance between students within classrooms, when possible.
- Students, teachers, and staff should stay home when they have signs of not feeling well.
- COVID-19 prevention strategies remain critical to protect people, including students, teachers, and staff especially in areas of moderate-to-high community transmission levels.
- Localities should monitor community transmission to guide decisions on the level of layered prevention strategies (e.g., physical distancing, screening testing).

Close Contact and Confirmed COVID-19 Case Procedures



Central 301 will follow Kane County Health Department guidelines regarding isolation and quarantine. At this time, any asymptomatic, fully vaccinated individuals are not subject to contact tracing and do not need to quarantine following an exposure to a COVID-19 positive case. Within the classroom setting, any student who is masked and is 3 foot socially distanced, will not be quarantined as long as **all** students within the 3 foot social distance area are correctly masked.

- Staff members or parents of children who test positive for COVID-19 shall immediately notify Central 301 so that contact tracing can occur.
- Per Kane County Health Department, Central 301 will notify local county health officials of positive cases.
- As new guidance emerges, guidelines may change.

Guidance for Face Coverings

- The CDC recommends indoor masking* for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status.
- Face coverings are not required outside.
- Passengers and drivers must wear a mask* on school buses, per the CDC Order. Any student that comes to their bus stop without a mask **will not be allowed** to enter the bus and will be sent home.

*All face coverings must meet school dress code guidelines in terms of logos, images, and language.

Guidance for Classrooms

All Classrooms

- The CDC recommends indoor masking for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status.
- Promote social distancing of three-feet spacing between students, if possible.
- Encourage hand washing (all levels) and the use of hand sanitizer (middle school/high school) frequently.
- Sanitize and disinfect classrooms daily.
- Maximize school ventilation systems to provide a safe environment.

- ***Pre-Kindergarten (PK) - 5 and Specials***
    - Schedule/coordinate restroom and hand washing breaks throughout the day.
    - School supplies can be shared between students and staff (e.g., physical education, art supplies, etc.).
    - Students will move to specials throughout the day. Some services may take place in the classroom when feasible.
    - Libraries will be open for service.
    - Teachers shall provide assigned seating for students for the purpose of contact tracing.
    - Teachers will denote if a student is not properly wearing a mask.
    - During outdoor activities such as physical education, classroom activities, etc., no mask is required.

- **Grades 6–12 Classrooms and Electives**
    - Students will move between classrooms throughout the day.
    - Teachers shall provide assigned seating for students for the purpose of contact tracing.
    - Teachers will denote if a student is not properly wearing a mask.
    - Encourage hand washing/disinfecting hands throughout the day.
    - Supplies may be shared between students and staff (e.g., physical education, lab materials, art supplies, etc.).
    - During outdoor activities such as physical education, classroom activities, etc., no mask is required.

Guidance for Common Areas

- Cafeterias/restrooms/hallways, main office
    - Wear a face mask when not eating or drinking and in all other areas.
    - Clean cafeteria and high touch areas frequently and between uses throughout the day.

Health Screenings

Only students and staff who are healthy should report for in-person learning. Students will not be penalized for missing school and are encouraged to stay home when not feeling well. **Students and staff with any of the following symptoms must remain home.**

- Onset of cough
- Diarrhea
- Fatigue from unknown cause
- Fever
- Onset of moderate to severe headache
- Known close contact with a person who has been diagnosed with COVID-19, if unvaccinated
- Muscle or body aches from unknown cause
- Vomiting
- Onset of loss of taste or smell
- Shortness of breath or difficulty breathing
- Sore throat

Any student or staff member who begins to exhibit any symptoms listed above must report to the school nurse. Students will remain in the quarantine area until a parent or guardian picks the student up or until an alternative transportation home is arranged. Staff will supervise the quarantine area until the student is able to leave.

Per CDC guidelines, students and staff who have symptoms of infectious illness, such as influenza (flu) or COVID-19, should stay home and be referred to their healthcare provider for testing and care.

- Staying home when sick is essential to keep infections out of schools and prevent spread to others.
- Any individuals, regardless of vaccination status, must quarantine after a recent exposure to a positive COVID-19 person if symptomatic.
- If a student becomes sick at school, see What to do if a Student Becomes Sick or Reports a New COVID-19 Diagnosis at School.

Per CDC guidelines, students and staff who are asymptomatic but have been exposed as a close contact should follow these guidelines:

- Non-fully vaccinated individuals must quarantine after a recent exposure to a positive COVID-19 person.
- Fully vaccinated individuals do not need to quarantine or get tested after exposure.

Personal Protective Equipment (PPE) & Face Coverings

The CDC guidance which was adopted by IDPH and the ISBE recommends indoor masking for **all** teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status.

Central 301 understands physical distancing will not be possible for all circumstances. **Face coverings are expected to be worn inside school buildings and on school buses, except while eating.** All district employees are expected to wear masks at all times when inside the school building. Students who refuse to follow masking instructions are subject to disciplinary action as outlined in the parent-student handbook.

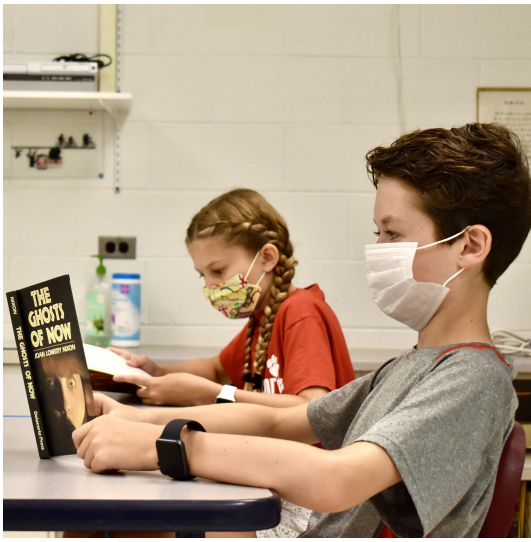
Social & Physical Distancing

Central 301 has developed procedures to establish three (3) feet of physical distance from other persons as much as possible. This expectation pertains to students and staff members in all areas and settings when feasible. Classrooms have been set up to have students face the same direction, and be properly socially distanced (three feet) whenever feasible.

Visitors

The CDC guidelines recommend indoor masking for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status. No visitor will be allowed to enter the school office without a mask.

Instruction



Central 301 has developed instructional plans to allow for a full return to in-person learning, while holding the health and safety of our students and community to the highest regard. We understand that students may enter the upcoming school year with learning gaps or social emotional learning needs. Teachers will use targeted assessments, interventions, and differentiated instruction to help students close gaps in their learning. Additionally, teachers will spend additional time at the beginning of the school year focusing on relationship building to ensure all students feel emotionally safe coming back to school.

Canvas

All grades (EC-12) will be utilizing our learning management system (LMS), Canvas, as their primary launchpoint for management of classroom learning and communication between teachers and students/parents. This will create a single access point for fluid communication relevant to daily classroom learning materials at each grade level. Through the LMS, Canvas, students/families may receive daily communications, check-in for updated materials, monitor classroom lessons and receive updates on deadlines and important announcements. This LMS, Canvas, will be used as a mechanism to communicate daily expectations for students in the event they are out for quarantine due to exposure (unvaccinated students) and/or illness at the 6-12 grade level. At the pre-K through 5th grade levels, Canvas can be utilized for the same purpose; however, as an additional layer of support for our younger students, a liaison between home and school will be provided for students who are home due to quarantine exposure or illness.

Common Communication Structure

Common communication structures are imperative to ensure that parents and students have a clear and consistent way of accessing and interacting with their learning experiences.

- Learning experiences will be posted for the week via Canvas through a “Week-at-a-Glance”. Additionally, detailed information may be posted through Canvas modules. The “Week-at-a-Glance” will provide the learning targets for the day, daily classroom activities, homework/projects and assignments that are due for the day.
- For students out on quarantine or illness, the coordination of pick-up/drop off of materials will occur at the building level and will be clearly communicated between teachers, principals and families.
- General school-wide communications will continue to be shared through the weekly Principal’s message.

Extracurricular Activities

At this time, all extracurricular activities are occurring according to schedules established by the athletic director and coaches/advisors. All students must wear masks while participating inside schools; however, when outside masks may be removed. We will continue to follow guidelines provided by the IHSA, IESA, the Illinois Department of Public Health, and the Illinois State Board of Education for any changes. Due to the increased exhalation of some athletics/activities, recommended screening will be implemented on an "opt-in" basis.

Elgin Community College Dual Credit Courses

Students enrolled in dual-credit courses that normally take place at the Elgin Community College campus will be required to attend classes according to the Elgin Community College schedule.

Music & Theater Courses

Music-related education will follow the most current CDC guidance, adopted by the IDPH and the ISBE, for student and staff safety measures. Theater students will participate in performances following ISBE and national performance guidelines. Due to the increased exhalation of band, chorus and theatre, recommended screening will be implemented on an "opt-in" basis.

Physical Education, Gymnasiums, Playgrounds, & Locker Rooms

Physical activity supports students' overall health and helps reduce stress and anxiety. Whenever feasible and weather permitting, we will encourage outdoor physical education (PE) activities that allow for removal of masks. If the gymnasium is used, CDC recommends indoor masking for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status. Locker room use will resume with the 2021-2022 school year.

Social Emotional Learning (SEL)

Social emotional learning (SEL) and overall emotional health of our students, staff and community is important. Teachers will continue to implement the District's SEL curriculum with an intentional focus on student's emotional health and relationships. Support for struggling students will be provided by social workers, psychologists, and counselors as needed.

Operations

Facilities



All custodial/maintenance staff have been trained on mitigation measures for disinfecting and sanitizing. These procedures include sanitation efforts using certified EPA products in both low/high contact areas such as countertops, door handles, handrails, light switches, and restroom fixtures.

Building custodians and cleaning personnel will conduct daily sanitation and disinfection. An EPA-approved cleaner will be used for disinfection along with standard cleaning protocols. All frequently touched surfaces will be cleaned on a regular basis. Restrooms, hallways, cafeterias, and high-touch common areas will be cleaned throughout the day. Electrostatic disinfection devices will be used every evening to disinfect classrooms, offices and common areas of the schools. Soft surfaces such as carpets will be cleaned daily.

Cleaning schedules have been created and implemented for all facilities and equipment. Extra sanitation efforts will occur for high-traffic/common areas, including entryways, foyers, hallways, main offices, restrooms, and stairwells.

Food Services

Food service areas have reverted back to normal use. Students should wear a mask when not eating or drinking. Areas where students consume meals will be thoroughly cleaned and disinfected between groups.

- Food service personnel will use appropriate PPE, including gloves and face coverings, while preparing and distributing food.
- Student lunch boxes are allowed.
- Hand hygiene will be promoted prior to and after eating a meal or consuming any food items.

Health Offices

All school health offices will follow the CDC guidelines which were adopted by the IDPH and the ISBE. All general health issues will go back to normal procedures.

Before and After School Childcare Programs

All before and after school childcare programs will follow the CDC guidance which was adopted by IDPH and the Department of Children and Family Services (DCFS) guidance for licensed child care facilities.

Human Resources



The contents of the Back-to-School document are subject to change when formal guidance by the CDC or mandates are issued by the proper authorities (ISBE, IDPH, IHSA, etc.). All employees will need to be flexible during this pandemic, which will require cooperative, collaborative, flexible, and creative problem solving.

Illness Monitoring

Central 301 will follow the guidelines established by the CDC and adopted by the IDPH and ISBE. Continual monitoring of student and staff absenteeism will occur through collaboration of those taking absence reports and school nurses/school health staff. Employees and families will be expected to report specific symptoms and exposures when reporting absences.

Central 301 will inform the community of outbreaks per local and State Health Department guidelines while maintaining student and staff confidentiality rights.

Staff Return Plan

The district is expecting all staff to return to work fully masked when inside the building. An employee's request for a special accommodation(s) will need to be provided to the Central 301 Human Resources Department for review. Please note that medical documentation or other official documentation will be required in order to consider any requests for medical exemptions for mask wearing.

Absences which are more than 3 days will require a doctor's note.

Staffing Level

The district will monitor staffing levels within each building to ensure optimal operations for teaching and learning. In the event that staff absences hinder the ability to maintain optimal operations, the district will consider all options to support student learning. There is currently a shortage of substitute teachers, but the district will attempt to make available substitutes in all employee categories to fill vacancies and/or absences that could be a result of the COVID-19 health precautions. Should the staffing level fall below what is necessary for optimal operations, a building may be closed for student learning. Staff will be expected to attend that day and serve in other buildings as substitutes if necessary.

Communications

Communication Methods



Throughout the 2021–22 school year, Central 301 will use the following communication methods to keep stakeholders updated on changes regarding all protocols:

- Central 301 Back-to-School Guidance
- Central 301 social media (Facebook, Twitter)
- Phone and email alerts

All parents/guardians who wish to receive communication should make sure email addresses and phone numbers are up to date in the Skyward Student Information System.

Quick Contacts

- **My student, or someone my student has been in close contact with, tests positive for COVID-19:** Contact your school office/nurse.
- **I am a staff member who tests positive for COVID-19, or who has been in close contact with someone who tests positive for COVID-19:** Contact your building principal or supervisor.
- **Transportation questions:** Central 301 Director of Transportation Pam Porto, pam.porto@central301.net, 847-464-6052.
- **Tech Support:** Staff should continue to open Helpdesk tickets when support is needed. Parents and students should email devices@central301.net when support is needed. In-school Chromebook exchanges are handled in the main office at the elementary schools and in the library at the middle/high schools. During school hours parents may call 224-777-5051 and leave a message if nobody is able to answer.