MACOMB COMMUNITY UNIT SCHOOL DISTRICT #185
323 West Washington Street
Macomb, Illinois 61455
Web Site: www.macomb185.org

"Preparing Students for Success"

AGENDA

BOARD OF EDUCATION – Regular Meeting – April 20, 2020
Via Microsoft Office 365 Teams - 7:00 p.m.

NOTE: THIS MEETING WILL STREAM VIA FACEBOOK LIVE ON MACOMB 185 SCHOOLS FACEBOOK.

Macomb Community Unit School District #185 is subject to the requirements of the Americans with Disabilities Act of 1990, as well as Section 504 of the Rehabilitation Act of 1973. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to attend and/or participate, or who have questions regarding the accessibility of the meeting or the facilities, are requested to promptly contact the superintendent who is the ADA/Section 504 Coordinator at (309) 833-4161.

In setting its agenda, the Board attempts to link its items with the values and goals in the District’s overall Mission Statement, which you will find below. Specific parallels will often be noted on the agenda:

Mission Statement
Macomb Public Schools will prepare each of our students for a successful future.

Strategic Goals
Macomb CUSD 185 will:
- Provide a high quality, well-rounded, educational experience that engages, challenges, and supports each student.
- Recruit, develop, and retain highly qualified, educational staff who form positive and effective relationships with students to enhance learning.
- Be prudent stewards of our resources through intentional planning and budgeting.
- Provide and maintain high quality facilities and infrastructure that support a safe and nurturing learning environment.
- Provide focused, transparent leadership that builds relationships with students, families, and the community.

District Values
- Responsibility
  - We value our responsibility to ensure that our children become productive citizens.
- Learning
We value an education which challenges individuals, promotes exploration, encourages collaboration and inspires all to become life-long learners.

- Respect
  - We value integrity, honesty, and a respect for the ideas presented in the learning process and the environment in which they are presented.

- Safety
  - We value safety by creating an environment that protects and nurtures the individual.

- Service
  - We value service by giving back to our community.

- Equity
  - We value diversity within our District by supporting fair treatment and equal opportunity.

- Excellence
  - We value excellence in all that we do.

**Routine/Regular Business**

1. Call to Order – Ms. Jill Myers, Board President

2. Pledge of Allegiance – Ms. Myers

3. Roll Call – Ms. Lisa Mooney, Board Recording Secretary

4. Reception of Visitors – please watch the meeting livestreaming on Macomb 185 Schools Facebook and call 309-833-6224 when this agenda item is announced if you would like to address the Board.

5. Recognition of Students, Staff Members, and Community Members – Ms. Myers

5.1 The Board of Education recognizes Samantha Mattsey, daughter of Kate Michael-Mattsey and Doug Mattsey, for being selected Senior of the Month for the month of March 2020. Samantha participates in many school activities, including Ecology Club, Math Team, Scholastic Bowl, Rotary Interact, Thespians, Jazz Band, National Honor Society, Band (Pep, Concert, and Marching), Musical Pit Orchestra, construction, and stage crew. Community involvement is important to Samantha and she has participated in Karen Martin’s Suzuki School for violin, volunteered at the Macomb Arts Center and McDonough District Hospital, played in the Municipal Band, appeared in the WIU Summer Stage production of Oliver!, and has participated in volunteer activities through Ecology Club and Rotary Interact. She has earned the following honors: All State Orchestra Violinist, First Chair horn - junior year, Horn Section Leader, Best of Day for violin solo - junior year, National Honor Society, and Illinois State Scholar. Samantha has worked for Pioneer, for the WIU Soundstage production of Oliver!, as a pet sitter, and as a musician for the Monmouth Civic Orchestra. Her hobbies include reading, playing and listening to music, and True Crime. After graduation, Samantha plans to attend college (undecided) and earn her MD to become a Forensic Pathologist. She would
eventually like to work with the government to solve murders and cold cases.

5.2 The Board of Education recognizes Maggie Vallillo, daughter of Dorie and Chris Vallillo, for being selected Senior of the Month for the month of April 2020. Maggie has been involved in many school activities, including varsity volleyball and softball (4 years), Class Officer (Secretary – 4 years), and as a member of Student Council, Ecology Club, Spanish Club, and National Honor Society. She has earned the following honors: Academic All-Conference (4 years) for softball and volleyball, All Conference (volleyball), and High Honor Roll. Maggie’s community activities include serving as an RIS reader, and participating in the Trinity Lutheran Church Group, and she has worked at the YMCA, the Glenwood Pool Snack Shack, and as an umpire for the MCGSL minor league. Maggie enjoys playing piano, reading, spending time with friends and her dog, and photography. After she graduates from MHS, Maggie plans to attend Loyola University in Chicago to study accounting and business management.

This program is sponsored by the Mid-America National Bank, who established the program to recognize the accomplishments of outstanding junior students.

5.3 The Board of Education recognizes Annabel Herbert for being selected to sing the National Anthem at the IHSA State Basketball Tournament.

5.4 The Board of Education recognizes Sarah Stufflebeam for competing at the IHSA State Three Point Showdown.

6. Board Comments and Correspondence – Ms. Myers

7. Information Items – Dr. Twomey
   7.1 Construction Report
   7.2 District Update
   7.3 Amending the 2019-2020 Budget
   7.4 Spotlight

Goal: Community Relations

The Superintendent recommends approval of all action items

8. Consent Calendar – Ms. Myers
   8.1 Consider approval of minutes from the March 16, 2020 public hearing re: MacArthur Early Childhood Playground Repair P. 6
   8.2 Consider approval of minutes from the March 16, 2020 regular Board meeting P. 7-10
   8.3 Consider approval of minutes from the March 30, emergency Board meeting PP. 11

Goal: Communication
   8.4 Consider approval of the Treasurer’s Report P. 12
   8.5 Consider approval of Investment Report P. 13
8.6 Consider approval of Financial Approval Report PP.14-15
8.7 Consider approval of Monthly Board Report PP.16-32
8.8 Consider approval of Bills and Payroll PP.33-62
8.9 Consider approval of Financial Update on Life Safety Projects (.05 levy) P. 63
8.10 Consider approval of Financial Update on Life Safety Projects P. 64
8.11 Consider approval of Monthly Activity Account Reports PP.65-72
8.12 Consider approval of State Funding Update PP.73-75

**Goal: Funding**

9. Review and consider approval of the minutes from the closed meeting held during the March 16, 2020 regular meeting – Ms. Myers

10. Action Upon Personnel Recommendations – Ms. Myers

**Goal: Teacher Quality**

11. Old Business – Ms. Myers
11.1 Conduct second reading on proposed changes to Board policies, administrative procedures, and exhibits and consider approval of those changes – Ms. Myers

12. New Business – Ms. Myers

12.1 Discussion
   a. Conduct first reading on proposed changes to Board policies, administrative procedures, and exhibits – Jim La Prad and Jill Myers PP.76-322

12.2 Action Items

   b. Approve a resolution authorizing the administration to place the amended 2019-2020 District Budget on file for public inspection beginning May 14, 2020, and establishing June 15, 2020 as the date for the official public hearing on the 2019-2020 amended budget – Ms. Myers P. 323

   c. Approve IESA membership for the 2020-2021 school year – Ms. Myers

   d. Approve the lowest responsible bid for the MHS Fieldhouse construction project - Ms. Myers P. 324
Goal: Communication

13. Consider holding a closed meeting for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, pursuant to 5 ILCS 120/2(c)(1), collective negotiating matters, pursuant to 5 ILCS 120/2(c)(2), the purchase or lease of real property, pursuant to 5 ILCS 120/2(c)(5), student discipline, pursuant to 5 ILCS 120/2(c)(9), and pending or imminent litigation, pursuant to 5 ILCS 120/2(c)(11) – Ms. Myers

14. Approve increase for educational support personnel effective July 1, 2020 – Ms. Myers

15. Approve increase for administrators effective July 1, 2020 – Ms. Myers

16. Authorize the Superintendent to enter into preliminary talks regarding settlement of the lawsuit – Ms. Myers

17. Adjourn

The next regular meeting of the Board of Education is scheduled for Monday, May 18, 2020 at 7:00 p.m.
MINUTES
PUBLIC HEARING RE:
MacARTHUR EARLY CHILDHOOD CENTER PLAYGROUND REPAIR
MARCH 16, 2020
7:00 P.M.

Board President Jill Myers called the hearing to order in the C. T. Vivian Library at Macomb Jr./Sr. High School. Following the Pledge of Allegiance, roll was taken with the following members present: Kapale, Gray, Adams, Myers, and La Prad. Torrance and Thompson were absent.

Dr. Twomey explained the need for the project. The playground at MacArthur Early Childhood Center is bordered by a driveway and there is only a fence between the driveway and the playground. Following Inspection, the Illinois State Board of Education advised the District would need to install safety bollards between the driveway and the fence. The District will use Health Life Safety funds for the project, estimated at $31,620.00.

Dr. Twomey asked for comments and/or questions and, upon hearing none. President Myers declared the hearing closed at 7:02 p.m.

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President

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Date

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Secretary
MINUTES
REGULAR MEETING
BOARD OF EDUCATION
MACOMB C.U.S.D. #185
MARCH 16, 2020
7:03 P.M.

Following the public hearing regarding proposed work on the MacArthur Early Childhood Center playground to improve safety, Board President Jill Myers called the regular meeting of the Board to order in the C.T. Vivian Library at Macomb Jr./Sr. High School. Members Kapale, Gray, Adams, Myers, and La Prad were present. Members Torrance and Thompson were absent.

Due to the shelter-in-place order, there were no recognitions and no one was present to address the Board.

Member Myers shared information about the Administrative Round Table she attended. Topics discussed included the role of board members and administrators and the relationship between those groups; tips on retaining quality employees and steps to take when releasing employees; a review of cannabis rules in Illinois; a section about social media and employees; and, new school law for School Resource Officers. She also announced the March 31 Western Division Dinner meeting is cancelled.

Dr. Twomey shared the following information:

- Construction Report – construction at Edison will continue and the District will continue to take steps to get upcoming projects up and running.
- Macomb Education Foundation Grants: The MEF awarded grants to two teachers in the amount of $1761.58. Member Myers noted the MEF has adopted a new rolling deadline for grants to make it easier for teachers to apply.
- FOIA Requests:
  - Vincent Espinoza – Locallabs requesting MHS Grading Scale and all emails containing the word “trump” from the past 12 months.
  - DRG Holdings LLC – requesting the current transportation contract.
- Coronavirus – Dr. Twomey and administrators worked through the weekend to plan the District’s response to the shutdown. ARAMARK worked through the day to put together meals for delivery to families tomorrow morning. Program Assistants have volunteered to help load and deliver meals. The District will deliver meals Monday through Friday throughout the shutdown. Teachers used the day to create two weeks worth of materials for students to work on and called every parent to administer a needs survey regarding meals and technology. McDonough Telephone Cooperative is providing wifi for Prairieview and Wheeler Circle. Dr. Twomey extended thanks to MTC and John Curtis/Genesis Garden for their help and support, and expressed appreciation for all who assisted with meal delivery and came together to lay plans for the next two weeks.

Due to the shelter-in-place order, there was no Strategic Plan presentation.

Member Adams moved, and member La Prad seconded, to approve items 8.2-8.12 on the Consent Calendar, which included the following: Minutes from the February 24, 2020 regular Board meeting, Treasurer’s Report, Investment Report, Financial Approval Report, Monthly Board Report, Bills and Payroll, Financial Update on Life Safety Projects (.05 levy), Financial Update on Life Safety Projects (combined), Monthly Food Service Report, Monthly Activity Account Reports, and State Funding

Member Gray moved, and member La Prad seconded, to approve item 8.1 on the Consent Calendar, Minutes from the February 24, 2020 special Board meeting. Members voting “yes”: Kapale, Adams, Myers, and La Prad. Members voting “no”: none. Member Gray abstained. Motion carried.

Member La Prad moved, and member Gray seconded, to approve and hold indefinitely the minutes from the closed meeting held during the February 24, 2020 regular meeting. Members voting “yes”: Kapale, Gray, Adams, Myers, and La Prad. Members voting “no”: none. Motion carried.

Member Kapale moved, and member Adams seconded, to approve the following recommendations regarding personnel:

Certificated Staff:
Retirement:
  Roberta Keck, School Psychologist, Macomb Community Unit School District, requesting retirement under contract, Payment Upon Retirement Notification, effective end of the 2023-2024 school year. Sandra Taylor, Grade 3 Teacher, Lincoln Elementary School, requesting retirement under the 2016-2020 contract, Section A., Payment Upon Retirement Notification, effective end of the 2023-2024 school year.
Request for Leave:
  Jose Galvan, Social Studies Teacher, Macomb Junior High School, request for leave to begin March 16, 2020, and extend through April 24, 2020.
Employment:
  Carrie Dunseth, Grade 4 Teacher, Edison Elementary School, to be placed at Step 9, Bachelor’s Degree, on the salary schedule, effective 2020-2021 school term. (replaces Glaser)

Educational Support Staff:
Request for Leave:
  Melonie Icenogle, Program Assistant, Edison Elementary School, request for leave to begin March 16, 2020, and extend through April 24, 2020.
Employment:
  Alexandria Waters, Program Assistant, Lincoln Elementary School, up to 29 hours per week, student attendance days only, effective March 16, 2020. (replaces Kostreva)

Co-Curricular:
Resignation:
  Andrea Abarca, Cheer Coach, Macomb Junior High School, effective February 21, 2020.
  Sarah Wright, Assistant Girls Soccer Coach, Macomb Senior High School, effective February 13, 2020.
Employment:
  Emily Bollman, Assistant Girls Soccer Coach (Varsity), Macomb Senior High School, Level 6, shared stipend, effective 2019-2020 season.
  Jacob Bryan, Assistant Boys Track Coach, Macomb Senior High School, Level 6, shared stipend, effective 2020-2021 season.
  Noelle Flynn, Literacy Coach, Edison Elementary School, grant funded stipend, effective 2019-2020 school year.
  Cheryn Ramos, Literacy Coach, Edison Elementary School, grant funded stipend, effective 2019-2020 school year.
Kassidy Reever, Assistant Girls Softball Coach, Macomb Senior High School, Level 6, shared stipend, effective 2019-2020 season.
Allison Richter, Assistant Girls Track Coach, Macomb Junior High School, Level 8, shared stipend, effective 2020-2021 season.
Wendy Royer, Assistant Girls Softball Coach, Macomb Senior High School, Level 6, shared stipend, effective 2019-2020 season.
Tucker Stephens, Assistant Baseball Coach (FR), Macomb Senior High School, Level 6, shared stipend effective 2019-2020 season.
Monica Wright, Literacy Coach, Edison Elementary School, grant funded stipend, effective 2019-2020 school year.

Members voting “yes”: Kapale, Gray, Adams, Myers, and La Prad. Members voting “no”: none. Motion carried.

Member La Prad reported on the February 24, 2020 Board Policy Committee meeting. The committee reviewed policies, administrative procedures and exhibits and discussed proposed revisions and recommendations from the administrative team. The Board conducted first reading on proposed changes to the following policies, administrative procedures, and exhibits:

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The Board will conduct second reading and consider approval at its regular meeting in May.

Member Gray reported on the February 24, 2020 District Insurance Committee meeting. The committee reviewed the current Spec/Agg report, received information on this year’s open enrollment participation, which was 100%, and received a report on this year’s biometric screenings. The committee discussed the need for better participation overall, increased completion of the Health Risk Assessment, and the possibility of incentives and wellness challenges. It was also reported 66 employees participated in the pilot in-district flu shot program. The committee also received information on Health Reimbursement Accounts and a learned the changes to the prescription drug contributed to a $100,000 decrease in program expenses. The committee will meet again April 21 and May 12, 2020.

Member Gray moved, and member La Prad seconded, to approve IHSA membership for the 2020-2021 school year. Members voting “yes”: Kapale, Gray, Adams, Myers, and La Prad. Members voting “no”: none. Motion carried.

Member Kapale moved, and member Gray seconded, to release closed meeting minutes from meetings held January 8, 2020, and to continue to hold minutes from closed meetings held August 19, September 16, October 21, October 31, November 18, December 16, 2019, and January 23, 2020. Members voting “yes”: Kapale, Gray, Adams, Myers, and La Prad. Members voting “no”: none. Motion carried.

Member Adams moved, and member La Prad seconded, to approve destruction of audio recordings of the closed meeting held January 22, 2018, and to continue to hold audio recordings of closed meeting held December 18, 2017, February 26, March 19, April 16, and May 21, 2018. Members voting “yes”: Kapale, Gray, Adams, Myers, and La Prad. Members voting “no”: none. Motion carried. Audio recordings
recommended for destruction will be held until such time as the Board takes action directing they be destroyed.

Member Gray moved, and member Adams seconded, to adopt a resolution to install safety bollards for the playground at MacArthur Early Childhood Center, as recommended by the ISBE site visit report, and approve Health Life Safety Amendment #18 in the amount of $31,620.00 for the purpose of installing bollards between the parking lot and playground at MacArthur Early Childhood Center. Members voting “yes”: Kapale, Gray, Adams, Myers, and La Prad. Members voting “no”: none. Motion carried.

At 7:42 p.m., member La Prad moved, and member Myers seconded, to hold a closed meeting for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, pursuant to 5 ILCS 120/2(c)(1), collective negotiating matters, pursuant to 5 ILCS 120/2(c)(2), the purchase or lease of real property, pursuant to 5 ILCS 120/2(c)(5), student discipline, pursuant to 5 ILCS 120/2(c)(9), and pending or imminent litigation, pursuant to 5 ILCS 120/2(c)(11). Members voting “yes”: Kapale, Gray, Adams, Myers, and La Prad. Members voting “no”: none. Motion carried.

The Board returned to open session at 8:24 p.m.

Member Myers moved, and member Gray seconded, to ratify the proposed contract between Macomb C.U.S.D. #185 and the Macomb Education Association, effective with the first day of the 2020-2021 school year and including the last day before the first day of the 2024-2025 school year. Members voting “yes”: Kapale, Gray, Adams, Myers, and La Prad. Members voting “no”: none. Motion carried.

At 8:26 p.m., member Myers moved, and member Adams seconded, to adjourn. Motion carried by voice vote.

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President

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Date

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Secretary
MINUTES
EMERGENCY MEETING
BOARD OF EDUCATION
MACOMB C.U.S.D. #185
MARCH 30, 2020
11:30 A.M.

The Board of Education met virtually via Microsoft Office Teams for the purpose of considering temporarily transferring decision-making powers to the Superintendent. The meeting was streamed via Facebook Live on Macomb Schools 185 Facebook and a phone was available for members of the public to call in and address the Board during reception of visitors.

Board President Jill Myers called the meeting to order. Following the Pledge of Allegiance, roll was taken with the following members present: Kapale, Gray, Adams (telephonically), Torrance, Myers, Thompson, and La Prad.

There were no calls from the public to address the Board.

Dr. Twomey read the proposed resolution. He discussed the need for the resolution, explaining that his position on the McDonough County Emergency Council presents the potential for requests to dedicate District resources to the county emergency operation. Dr. Twomey advised he does not have authority to make those decisions (use of buildings, etc.) on his own and approvals must be given quickly. Most decisions would be related to EFOC, but there could also be decisions regarding academics, particularly the adjustment of graduation requirements for this year. Dr. Twomey advised the Board he is not completely comfortable with being given carte blanche authority regarding decisions affecting the District and would be amenable if the Board amended the resolution to require discussion with a Board officer prior to finalizing any decision. He also noted the Board could choose to hold an emergency meeting at any time to rescind the resolution or reverse any decision made. Members of the Board expressed their trust in Dr. Twomey and noted they want the District to support the community as much as possible.

Member Torrance moved, and member Myers seconded, to approve the proposed resolution. Members voting “yes”: Kapale, Gray, Adams, Torrance, Myers, Thompson, and La Prad. Member La Prad offered a friendly amendment to add language requiring the Superintendent to consult with a Board officer prior to making decisions not usually within the scope of his authority. Member Torrance moved, and member Myers seconded, to approve the resolution as amended. Members voting “yes”: Kapale, Gray, Adams, Torrance, Myers, Thompson, and La Prad. Members voting “no”: none. Motion carried.

At 12:03 p.m., member Thompson moved, and member Adams seconded, to adjourn. Motion carried by voice vote.

________________________________________
President

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Date

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Secretary
MACOMB SCHOOL DISTRICT #185

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Plus Investments: $18,000,000.00

Reconciliation: $41,292,967.83

Cash in Morton: $1,109,219.38
Cash in First Bankers Trust: $22,183,748.45
Plus Investments: $18,000,000.00

Total Cash & Investments as of March 2020: $41,292,967.83

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March 2020

Elizabeth Beck
Treasurer

Date: 4/17/2020
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Grand Revenue Totals: 36,410,256.00

Number of Accounts: 226

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Number of Accounts: 17

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Number of Accounts: 748

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Grand Total:

2,210,000.00 | 1,878,743.28 | 6,497,500.00 | 3,803,781.34 | 2,693,718.66

Number of Accounts: 4

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Grand Expense Totals: 673,845.00 583,474.08 645,356.00 361,985.44 283,370.56

Number of Accounts: 6

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Grand Total: 520,300.00 | 450,133.66 | 803,000.00 | 619,128.25 | 183,871.75

Number of Accounts: 7

*************** End of report ***************
EDUCATION FUND $3,000,000.00
OPERATIONS & MAINT $0.00
BOND & INTEREST FUND $0.00
TRANSPORTATION FUND $0.00
IMRF/SOCIAL SECURITY FUND $0.00
CAPITAL PROJECTS FUND $0.00
TORT FUND $0.00
WORKING CASH $0.00
FIRE PREVENTION & SAFETY $0.00

TOTAL PAYABLES $3,000,000.00

STATE OF ILLINOIS

COUNTY OF MCDONOUGH

WE, THE UNDERSIGNED, DO SOLEMNLY SWEAR THAT THE ABOVE CLAIMS FOR GOODS OR SERVICES RENDERED HAVE BEEN APPROVED FOR PAYMENT BY THE BOARD OF EDUCATION OF MACOMB COMMUNITY SCHOOL DISTRICT 185.

COUNTY OF MCDONOUGH
STATE OF ILLINOIS

__________________________  ____________________________
SECRETARY, BOARD OF EDUCATION  PRESIDENT, BOARD OF EDUCATION

DATE APPROVED
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1 Computer  
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**FUND SUMMARY**

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BOND & INTEREST FUND $0.00
TRANSPORTATION FUND $0.00
IMRF/SOCIAL SECURITY FUND $0.00
CAPITAL PROJECTS FUND $0.00
TORT FUND $0.00
WORKING CASH $0.00
FIRE PREVENTION & SAFETY $0.00

TOTAL PAYABLES $3,000,929.70

STATE OF ILLINOIS

COUNTY OF MCDONOUGH

WE, THE UNDERSIGNED, DO SOLEMNLY SWEAR THAT THE ABOVE CLAIMS FOR GOODS OR SERVICES RENDERED HAVE BEEN APPROVED FOR PAYMENT BY THE BOARD OF EDUCATION OF MACOMB COMMUNITY SCHOOL DISTRICT 185.

COUNTY OF MCDONOUGH
STATE OF ILLINOIS

______________________________  ________________________________
SECRETARY, BOARD OF EDUCATION  PRESIDENT, BOARD OF EDUCATION

DATE APPROVED
<table>
<thead>
<tr>
<th>Check Number</th>
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### FUND SUMMARY

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BOND & INTEREST FUND $0.00
TRANSPORTATION FUND $0.00
IMRF/SOCIAL SECURITY FUND $0.00
CAPITAL PROJECTS FUND $8,000,000.00
TORT FUND $0.00
WORKING CASH $0.00
FIRE PREVENTION & SAFETY $0.00

TOTAL PAYABLES $0.00

STATE OF ILLINOIS }

) )

COUNTY OF MCDONOUGH }


WE, THE UNDERSIGNED, DO SOLEMNLY SWEAR THAT THE ABOVE CLAIMS FOR GOODS OR SERVICES RENDERED HAVE BEEN APPROVED FOR PAYMENT BY THE BOARD OF EDUCATION OF MACOMB COMMUNITY SCHOOL DISTRICT 185.

COUNTY OF MCDONOUGH
STATE OF ILLINOIS

______________________________
SECRETARY, BOARD OF EDUCATION

______________________________
PRESIDENT, BOARD OF EDUCATION

DATE APPROVED
<table>
<thead>
<tr>
<th>Check Number</th>
<th>Vendor Name</th>
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**Fund Summary**

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OPERATIONS & MAINT $39,766.02
BOND & INTEREST FUND $0.00
TRANSPORTATION FUND $116,935.93
IMRF/SOCIAL SECURITY FUND $0.00
CAPITAL PROJECTS FUND $231,736.40
TORT FUND $37,224.50
WORKING CASH $0.00
FIRE PREVENTION & SAFETY $29,381.44

TOTAL PAYABLES $596,443.90

STATE OF ILLINOIS

COUNTY OF MCDONOUGH

WE, THE UNDERSIGNED, DO SOLEMNLY SWEAR THAT THE ABOVE CLAIMS FOR GOODS OR SERVICES RENDERED HAVE BEEN APPROVED FOR PAYMENT BY THE BOARD OF EDUCATION OF MACOMB COMMUNITY SCHOOL DISTRICT 185.

COUNTY OF MCDONOUGH
STATE OF ILLINOIS

SECRETARY, BOARD OF EDUCATION PRESIDENT, BOARD OF EDUCATION

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76 Computer Check(s) For a Total of 596,443.90
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0 Manual Checks For a Total of 0.00
0 Wire Transfer Checks For a Total of 0.00
0 ACH Checks For a Total of 0.00
76 Computer Checks For a Total of 596,443.90

Total For Manual, Wire Tran, ACH & Computer Checks 596,443.90
Less 0 Voided Checks For a Total of 0.00
    Net Amount 596,443.90
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WE, THE UNDERSIGNED, DO SOLEMNLY SWEAR THAT THE ABOVE CLAIMS FOR GOODS OR SERVICES RENDERED HAVE BEEN APPROVED FOR PAYMENT BY THE BOARD OF EDUCATION OF MACOMB COMMUNITY SCHOOL DISTRICT 185.

COUNTY OF MCDONOUGH
STATE OF ILLINOIS

________________________________________  __________________________________________
SECRETARY, BOARD OF EDUCATION            PRESIDENT, BOARD OF EDUCATION

DATE APPROVED
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**Fund Summary**

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**April 2020 Statement**

Open Date: 03/03/2020  
Closing Date: 04/01/2020

**U.S. Bank Business Card**  
185 MACOMB CUSD  
PATRICK M TWOMEY

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**Activity Summary**

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**Payment Options:**

- Mail payment coupon with a check  
- Pay online at usbank.com  
- Pay by phone: 1-866-485-4545  
- Pay at your local U.S. Bank branch

Please detach and send coupon with check payable to: U.S. Bank

**Payment Due Date:** 04/28/2020  
**New Balance:** $5,599.76  
**Minimum Payment Due:** $56.00

**Amount Enclosed:** $_________

**U.S. Bank**

P.O. Box 790409  
St. Louis, MO 63179-0409
### Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no Interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Skip the mailbox. Switch to e-statements and securely access your statements online. Get started at usbank.com/login.

### Transactions

#### Payments and Other Credits

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<th>Transaction Description</th>
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**TOTAL THIS PERIOD** $5,825.84CR

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<td>03/31</td>
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<td>REV PROV FR CR ONTIMETEL DIAL # 1888 DEBIT ADJUSTMENT</td>
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**TOTAL THIS PERIOD** $7,600.25

### Interest Charged

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<tr>
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<th>Transaction Description</th>
<th>Amount</th>
<th>Notation</th>
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<tbody>
<tr>
<td>03/20</td>
<td>INTEREST REVERSAL</td>
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**TOTAL INTEREST THIS PERIOD** $0.49CR
<table>
<thead>
<tr>
<th>Company</th>
<th>EXPENDITURES</th>
<th>Contracts</th>
<th>Total</th>
<th>Paid</th>
<th>Balance</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>(Started 94 Levy) Prior Contracts/Expenses</td>
<td>July 1994 - June 2017</td>
<td>$1,935,936.29</td>
<td>$1,935,936.29</td>
<td>$0.00</td>
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<td></td>
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</tbody>
</table>

**Other Expenditures**

| Bedwell Tree Service | Tree Removal | $44,000.00 | Nov 19 |
| MTC Communications | Security     | $690.56    | Nov 19 |
| MTC Communications | HS Security Video | $50,397.76 | Feb 20 |
| Middleton           | Fieldhouse Survey | $1,065.00  | Mar 20 |
| Middleton           | JSHS Video Security | $300.00    | Mar 20 |
| Middleton           | JSHS Intercom | $300.00    | Mar 20 |

$106,753.34

**Total Expenditures** $2,042,689.63

**Revenue**

(taxes, interest & reimbursement from 07 Bond Issue)

$2,959,911.53

**Carryover from Current Issue (LAF Bal)**

$5,000.00

**Total Revenue** $2,962,280.02

**Bank Balance** $940,570.39
### Prior Contracts and Expenditures

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<th>Company</th>
<th>Description</th>
<th>Contract Amount</th>
<th>Paid</th>
<th>Balance</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Laverdiere</td>
<td>JSHS Tennis Courts Bid</td>
<td>$317,500.00</td>
<td>$317,500.00</td>
<td>$317,500.00</td>
<td>April 19</td>
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<tr>
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<td>Payment 1</td>
<td></td>
<td>$3,600.00</td>
<td>$313,900.00</td>
<td>April 19</td>
</tr>
<tr>
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<td>Payment 2</td>
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<td>$234,511.49</td>
<td>$79,388.51</td>
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<td>$1,880.00</td>
<td>$81,268.51</td>
<td>July 19</td>
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<td>Payment 3</td>
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<td></td>
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<td>$319,380.00</td>
<td>$319,380.00</td>
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<tr>
<td>Laverdiere</td>
<td>Lincoln Edison/JSHS Bid</td>
<td>$58,817.00</td>
<td>$58,817.00</td>
<td>$55,817.00</td>
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<td>$11,475.20</td>
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<td></td>
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<td>$54,417.00</td>
<td>$54,417.00</td>
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<td>Environmental</td>
<td>Lincoln Gao Upgrade PO/NC</td>
<td>$84,800.00</td>
<td>$84,900.00</td>
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<td></td>
<td>Bid</td>
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<td>$32,504.03</td>
<td>$51,396.97</td>
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### Other Expenditures

<table>
<thead>
<tr>
<th>Company</th>
<th>Description</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middleton</td>
<td>JSHS/Edison/Linc</td>
<td>$1,954.66</td>
<td>Jan 20</td>
</tr>
<tr>
<td>Middleton</td>
<td>JSHS Tennis Courts</td>
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</tr>
<tr>
<td>MTC Communications</td>
<td>HS Video Security</td>
<td>$64,446.76</td>
<td>Feb 20</td>
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### Revenue

- **Interest**: $379,651.29
- **Total Revenue**: $13,454,651.29

### Bank Balance (Investments Included)

- **$0.00**
<table>
<thead>
<tr>
<th>Account Name</th>
<th>2019-2020</th>
<th>MacArthur Early Childhood Center</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td>Revenue</td>
</tr>
<tr>
<td><strong>CONVENIENCE FUNDS</strong></td>
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<tr>
<td>General Office Fund</td>
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<td>Teacher Fund</td>
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<td><strong>ACTIVITY ACCOUNTS</strong></td>
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<tr>
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<tr>
<td>KIWANIS (Birth Cert./Items for child)</td>
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<td>$0.00</td>
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<tr>
<td>GARDENS FOR STUDENTS</td>
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</tr>
<tr>
<td>HOMELESS STUDENTS NEEDS</td>
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04/01/20 KC
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<th>MacArthur Early Childhood Center</th>
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</tr>
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<tr>
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<td>$6,899.69</td>
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04/01/20 KC
Lincoln Elementary School Activity Funds 2019-2020  
July 1, 2019 - March 31, 2020

<table>
<thead>
<tr>
<th>Activity Accounts</th>
<th>Beginning Balance</th>
<th>Revenues</th>
<th>Expenditures</th>
<th>Balance</th>
</tr>
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<tbody>
<tr>
<td>Adopt A Classroom</td>
<td>$3,545.51</td>
<td>$1,480.00</td>
<td>$91.96</td>
<td>$4,933.55</td>
</tr>
<tr>
<td>Donations</td>
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<td>$100.00</td>
<td>$29.93</td>
<td>$1,016.73</td>
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<tr>
<td>Library &amp; Book Fair</td>
<td>$2,059.72</td>
<td>$5,286.74</td>
<td>$4,886.73</td>
<td>$2,459.73</td>
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<tr>
<td>Literacy</td>
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<td>$4,161.00</td>
<td>$544.00</td>
</tr>
<tr>
<td>Misc. Activity</td>
<td>$2,232.45</td>
<td>$709.50</td>
<td>$1,375.87</td>
<td>$1,566.08</td>
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<tr>
<td>PBIS</td>
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<td>$1,200.00</td>
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<tr>
<td>PE Needs</td>
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<td></td>
<td>$735.06</td>
</tr>
<tr>
<td>Pop &amp; Vending</td>
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<td>$55.60</td>
<td>$0.00</td>
</tr>
<tr>
<td>Student Needs</td>
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<td>$1,038.84</td>
<td>$332.45</td>
<td>$1,747.93</td>
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<tr>
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<tr>
<td>YMCA After School Program</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>$17,067.51</strong></td>
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<td>Activity Accounts</td>
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<td>Revenues</td>
<td>Expenditures</td>
<td>Balance</td>
</tr>
<tr>
<td>-----------------------------</td>
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</tr>
<tr>
<td>Adopt A Classroom</td>
<td>$3,545.51</td>
<td>$1,480.00</td>
<td>$91.96</td>
<td>$4,933.55</td>
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<tr>
<td>Donations</td>
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<td>$29.93</td>
<td>$916.73</td>
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<tr>
<td>Library &amp; Book Fair</td>
<td>$2,059.72</td>
<td>$3,147.74</td>
<td>$3,467.93</td>
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<tr>
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<td>$1,200.00</td>
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<td>PE Needs</td>
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<td>$735.06</td>
</tr>
<tr>
<td>Pop &amp; Vending</td>
<td>$55.60</td>
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<td>$55.60</td>
<td>$0.00</td>
</tr>
<tr>
<td>Student Needs</td>
<td>$1,041.54</td>
<td>$1,038.84</td>
<td>$332.45</td>
<td>$1,747.93</td>
</tr>
<tr>
<td>Sunshine Social Fund</td>
<td>$37.40</td>
<td>$2,025.00</td>
<td>$717.44</td>
<td>$1,344.96</td>
</tr>
<tr>
<td>YMCA After School Program</td>
<td>$1,519.47</td>
<td></td>
<td></td>
<td>$1,519.47</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$16,878.41</strong></td>
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<td><strong>$15,587.31</strong></td>
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### MACOMB JR/SR HIGH SCHOOL ACTIVITY FUNDS 2019-2020
### BALANCES FROM 7/1/19 THROUGH 3/31/2020

#### Convenience Accounts

<table>
<thead>
<tr>
<th>Account</th>
<th>07/01/19</th>
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<th>Disbursements</th>
<th>03/30/20</th>
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#### Trust & Agency Accounts

- Fellheimer Trust Grant: $150.70 (Balance: $150.70)
- HS Student Activity Accounts
  - Art Club: $330.96 (Balance: $162.41)

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Report submitted by Sue Ferguson  
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<th>YTD Expenditures Accum through March 31, 2020</th>
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Each month enter date of report and your initials as below:

4/3/2020

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SCHOOL BOARD

Powers and Duties of The School Board: Indemnification

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

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.

2. Formulating, adopting, and modifying District policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.

3.Employing a superintendent and other personnel, making employment decisions, dismissing personnel, *including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/*, and establishing an equal employment opportunity policy that prohibits unlawful discrimination.

4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.

5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.

6. Entering contracts using the public bidding procedure when required.

7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.

8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.

9. Approving the curriculum, textbooks, and educational services.

10. Evaluating the educational program and approving School Improvement and District Improvement Plans.

11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School, and student performance.

12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.

13. Establishing attendance units within the District and assigning students to the schools.

14. Establishing the school year.

15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.

16. Providing student transportation services pursuant to State law.

17. Entering into joint agreements with other School Boards to establish cooperative educational programs or provide educational facilities.
SCHOOL BOARD

Powers and Duties of The School Board

18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual School Board member must, if an allegation is raised to the member during an open or closed School Board meeting that a student is an abused child as defined in ANCRA the Act, direct or cause the School Board to direct the Superintendent or other equivalent school administrator to comply with the Act ANCRA's requirements concerning the reporting of child abuse.

19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

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

115 ILCS 5/., Ill. Educational Labor Relations Act.

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Code of Conduct), 2:140 (Communications to and From the Board), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facilities Management and Building Programs), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

Adopted 9-16-97
Revised 12-20-99
Revised 12-18-06
Revised 02-17-10
Revised 12-20-10
Revised 12-17-12
Revised 02-23-15
Revised 11-18-19

Revised
# SCHOOL BOARD

**Exhibit – Waiver and Modification Request Resource Guide**

<table>
<thead>
<tr>
<th>Waiver or Modification</th>
<th>Explanation, Special Considerations, and Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exemption(s) from Unfunded Mandates, 105 ILCS 5/22-60.</td>
<td>Applies to unfunded or under-funded: (1) mandates in the School Code enacted after 8-20-10, or (2) regulatory mandates promulgated by the Illinois State Board of Education (ISBE) and adopted by rule after 8-20-10, other than those promulgated with respect to 105 ILCS 5/22-60 or statutes already enacted on or before 8-20-10. Allows the District to petition its Regional Superintendent or a Suburban Cook County Intermediate Service Center, whichever is appropriate, to request exemption from implementing the mandate in school(s) in the next school year. Special Considerations 1. Whether the significance of the unfunded or under-funded mandate justifies the effort needed to seek an exemption, and 2. The advisability of simultaneously seeking a waiver or modification using Section 2-3.25g (see Explanation section in the row below). Resources: ISBE Rules and Waivers division at: <a href="http://www.isbe.net/Pages/Waivers.aspx">www.isbe.net/Pages/Waivers.aspx</a>, (217) 782-5270, or <a href="mailto:waivers@isbe.net">waivers@isbe.net</a>.</td>
</tr>
</tbody>
</table>

**School Code Mandates and ISBE Rules, 105 ILCS 5/2-3.25g, amended by P.A. 100-465; 23 Ill.Admin.Code §1.100(a)**

| Explanation | There are two options for the District (explanations are listed below each option): Option 1: Petition ISBE for a waiver of School Code mandates: ISBE forwards the petition for waiver to the Ill. General Assembly for consideration in its next-scheduled report. Option 2: Petition ISBE for one or more of the following: 1. A modification of the mandates in the School Code (this is different than asking for a waiver of mandates in the School Code). 2. A waiver of ISBE administrative rules. 3. A modification of ISBE administrative rules. For Option 1, a waiver of mandates in the School Code, the District must demonstrate that the waiver is necessary to: (a) stimulate innovation; (b) improve student performance; or (c) and address the mandate in a more effective, efficient, or economical manner. 105 ILCS 5/2-3.25g, amended by P.A. 100-465, and Ill.Admin.Code §1.100, list and describe mandates from which school districts may not seek a waiver or modification. Any previously-authorized waiver or modification concerning requirements for student performance data to be a significant factor in evaluation or for using the four-prescribed evaluation categories terminated on 9-1-14. ld. For Option 2, a modification of the mandates in the School Code and/or a waiver or modification of administrative rules, the District must demonstrate that: (1) it can address the intent of the rule or mandate in a more effective, efficient or economical manner; or (2) the waiver or modification is necessary to stimulate innovation or improve student performance. |

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## SCHOOL BOARD

### Exhibit – Waiver and Modification Request Resource Guide

<table>
<thead>
<tr>
<th>Waiver or Modification</th>
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<tbody>
<tr>
<td>Waivers/Modification of ISBE Rules and Modifications of School Code Mandates, 105 ILCS 5/2-3.25g, amended by P.A. 97-1025, eff. 1-1-2013.</td>
<td>The District must also provide certain notices as follows:</td>
</tr>
<tr>
<td></td>
<td>1. Publish a notice in a newspaper of general circulation within the District of the time, date, place, and general subject matter of a public hearing on the proposed waiver or modification request. This notice must be published at least seven days before the hearing.</td>
</tr>
<tr>
<td></td>
<td>2. If there is no newspaper published in the county, give notice in a secular newspaper published in an adjoining county having general circulation within the District. 715 ILCS 5/2, amended by P.A. 100-72, and 715 ILCS 5/5.</td>
</tr>
<tr>
<td></td>
<td>3. Post the time, date, place and general subject matter of the public hearing on the District's website at least 14 days before the hearing. 105 ILCS 5/2-3.25g.</td>
</tr>
<tr>
<td></td>
<td>Check the ISBE website listed below in the Special Considerations section for changes in notice requirements.</td>
</tr>
<tr>
<td></td>
<td><strong>Special Considerations</strong></td>
</tr>
<tr>
<td></td>
<td>The District must develop a plan supporting a waiver or modification request that meets the criteria in 105 ILCS 5/2-3.25g. See <a href="http://www.isbe.net/Pages/Overview-of-the-Waiver-Process.aspx">www.isbe.net/Pages/Overview-of-the-Waiver-Process.aspx</a>; 105 ILCS 5/2-3.25g; 23 Ill.Admin.Code §1.100.</td>
</tr>
<tr>
<td></td>
<td><strong>Resources</strong></td>
</tr>
<tr>
<td></td>
<td>ISBE rules at:</td>
</tr>
<tr>
<td></td>
<td>ISBE waivers at:</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.isbe.net/Pages/Waivers.aspx">www.isbe.net/Pages/Waivers.aspx</a>.</td>
</tr>
<tr>
<td></td>
<td>Waiver overview at:</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.isbe.net/Pages/Overview-of-the-Waiver-Process">www.isbe.net/Pages/Overview-of-the-Waiver-Process</a>.</td>
</tr>
<tr>
<td></td>
<td>Instructions at:</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.isbe.net/Pages/Waiver-Application.asp">www.isbe.net/Pages/Waiver-Application.asp</a>.</td>
</tr>
<tr>
<td></td>
<td>Application form at:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Physical Education, 105 ILCS 5/27-6, amended by P.A. 100-465.</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drivers Education, 105 ILCS 5/24.2 and 105 ILCS 5/2-3.25g, amended by P.A. 100-465.</td>
<td>See the Explanation section in the row above.</td>
</tr>
</tbody>
</table>

### Special Considerations

In addition to the Explanation section above:

1. **Physical education** is managed as a waiver of School Code mandates discussed in the Explanation section above. A waiver of this School Code mandate may be in effect for up to five years. Recent Legislative changes removed any cap applicable to renewal of waivers related to physical education.

2. **Driver education fee increases** require the District to include the proposed amount of the fee increase (a) in the public notice, and (b) on the
## SCHOOL BOARD

### Exhibit – Waiver and Modification Request Resource Guide

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Physical Education, 105 ILCS 5/27-6.</td>
<td>District’s website. 105 ILCS 5/2-3.25g (c-5), eff. 1-1-2013. Note: For a sample school district resolution to increase driver education fees, see 4:140-E3, Resolution to Increase Driver Education Fees.</td>
</tr>
<tr>
<td>Drivers Education, 105 ILCS 5/24.2 and 105 ILCS 5/2-3.25g, amended by P.A. 97-1025, eff. 1-1-2013.</td>
<td>Resources</td>
</tr>
<tr>
<td>Contracting out with a commercial driver training school (CDTS) to provide the course of study authorized under 105 ILCS 5/27-24.2, 105 ILCS 5/2-3.25g, amended by P.A. 97-1025, eff. 1-1-2013.</td>
<td>See the Resources section in the row above.</td>
</tr>
<tr>
<td>Holidays, 105 ILCS 5/24-2(b)</td>
<td>Explanation</td>
</tr>
<tr>
<td></td>
<td>Allows the District to hold school or schedule teachers’ institutes, parent-teacher conferences, or staff development on certain holidays without submitting a modification request to and obtaining approval from ISBE.</td>
</tr>
<tr>
<td></td>
<td>After a public hearing, the District may hold school or schedule teachers’ institutes, parent-teacher conferences, or staff development on:</td>
</tr>
<tr>
<td></td>
<td>1. The third Monday in January (Dr. Martin Luther King, Jr.’s Birthday);</td>
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<tr>
<td></td>
<td>2. February 12 (President Abraham Lincoln’s Birthday);</td>
</tr>
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<td></td>
<td>3. The first Monday in March (Casimir Pulaski Day);</td>
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<tr>
<td></td>
<td>4. The second Monday in October (Columbus Day); and/or</td>
</tr>
<tr>
<td></td>
<td>5. November 11 (Veterans Day).</td>
</tr>
<tr>
<td></td>
<td>Special Considerations</td>
</tr>
<tr>
<td></td>
<td>The Board must provide notice before the public hearing to both educators and parents/guardians with: (1) the time, date, and place of the hearing, (2) a description of the proposal, and (3) information that testimony from educators and parents/guardians will be taken about the proposal during the hearing.</td>
</tr>
<tr>
<td></td>
<td>The District must prepare a proposal for recognizing the person(s) honored by the holiday through instructional activities conducted on that day or, if the day is not used for student attendance, on the first school day preceding or following that day. The District may also consider aligning the proposal with Board policies 5:200, Terms and Conditions of Employment and Dismissal; 5:330, Sick Days, Vacation, Holidays, and Leaves; and 6:20, School Year Calendar and Day. Resources: See tab labeled Waivers and modifications no longer needed for legal school holiday requests, most parent-teacher conference schedules on ISBE’s website at: <a href="http://www.isbe.net/Pages/Modifications-of-the-School-Codes-and-Rules-of-the-State-Board.aspx">www.isbe.net/Pages/Modifications-of-the-School-Codes-and-Rules-of-the-State-Board.aspx</a></td>
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Exhibit – Waiver and Modification Request Resource Guide

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</thead>
</table>
| **Parent-Teacher Conferences (Attendance Calculation) Waivers:** 105 ILCS 5/18-8.05(F)(2)(d), repeated by P.A. 100-582, Prior to the repeal of 105 ILCS 5/18-8.05(F), Section 5/18-8.05(F)(s)(d)(1.5) specifically addressed Parent-Teacher Conferences. 105 ILCS 5/10-19.05(d), added by P.A. 101-12. | Explanation
Despite the repeal of 105 ILCS 5/18-8.05(f), the ISBE rules implementing it are still in effect at 23 Ill. Admin. Code §4.20(f). See §4.20(f) in policy 6.20, School Year Calendar and Day, for more information about ISBE’s response to this law’s repeal. Prior to its repeal, the law allowed flexible scheduling options for parent-teacher conferences without the need to submit a formal waiver request through ISBE to the Ill. General Assembly. The District was allowed to count a parent-teacher conference as a full-day under any of the following configurations:
1. A minimum of five clock-hours of parent-teacher conferences;
2. Both a minimum of two clock-hours of parent-teacher conferences held in the evening following a full day of student attendance, and a minimum of three clock-hours of parent-teacher conferences held on the day immediately following evening parent-teacher conferences; or
3. Multiple parent-teacher conferences held in the evenings following full days of student attendance, in which the time used for the parent-teacher conferences is equivalent to a minimum of five clock-hours.

Special Considerations
Any other options for counting parent-teacher conference as a full day of attendance not covered by the language above will require a waiver request to the General Assembly for its consideration.

Consult the Board Attorney about Parent-Teacher Conferences and flexible scheduling options in the context of P.A. 100-582.

Resources
See the tab labeled Waivers and modifications no longer needed for legal school holiday requests, most parent-teacher conference on ISBE’s website at: www.isbe.net/Pages/Modifications-of-the-School-Codes-and-Rules-of-the-State-Board.aspx

Adopted 1-20-04
Revised 12-19-05
Revised 12-18-06
Revised 01-23-08
Revised 02-23-11
Revised 04-18-11
Revised 12-17-12
Revised 03-17-14
Revised 10-16-17
Revised 06-18-18
Revised 05-20-19
Revised
SCHOOL BOARD

Vacancies on the School Board - Filling Vacancies

Vacancy

Elective office of a School Board member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent,
2. Resignation in writing filed with the Secretary of the School Board,
3. Legal disability,
4. Conviction of a felony, bribery, perjury, or other infamous crime, or of any offense involving a violation of official oath or of a violent crime against a child,
5. Removal from office,
6. The decision of a competent tribunal declaring his or her election void,
7. Ceasing to be an inhabitant of a particular area from which he or she was elected, if the residential requirements contained in The School Code are violated,
8. An illegal conflict of interest, or
9. Acceptance of a second public office that is incompatible with School Board membership.

Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within five days after its occurrence and shall fill the vacancy until the next regular school board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs within less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in The School Code. The Board shall fill the vacancy within 45-60 days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the School Board, the Board shall publicize it and accept résumés from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

LEGAL REF.: 105 ILCS 5/10-10 and 5/10-11.

CROSS REF.: 2.40 (Board Member Qualifications), 2.60 (Board Member Removal From Office), 2:120 (Board Member Development)

Adopted 9-16-97
Revised 6-15-98
Revised 12-20-99
Revised 10-16-00
Revised 10-15-07 NA
Revised 10-17-16
Revised
## SCHOOL BOARD

**Exhibit – Checklist for Filling Board Vacancy by Appointment**

The School Board fills a vacancy either by 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 Vacancies on the Board of Education, published by a committee of the Ill. Council of School Attorneys, and available at: [www.iassb.com/law/BoardVacancies.cfm](http://www.iassb.com/law/BoardVacancies.cfm).

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

<table>
<thead>
<tr>
<th>Guidelines</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>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.</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

- **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.**

<table>
<thead>
<tr>
<th>Guidelines</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| At a minimum, a candidate must meet the following:  
• Be a United States citizen  
• Be at least 18 years of age  
• Be a resident of Illinois and the District for at least one year immediately preceding the appointment  
• Be a registered voter  
• Not be a child sex offender  
• Not hold another 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.iassb.com/training/recruiting.cfm](http://www.iassb.com/training/recruiting.cfm).  
For guidance regarding conflict of interest and incompatible offices, see Conflict of Interest and Incompatible Offices FAQ (ICSA).  
**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), added by P.A. 100-800. |
| 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 | 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 5/11A-8 10-11). |
**SCHOOL BOARD**

**Exhibit – Checklist for Filling Board Vacancy by Appointment**

<table>
<thead>
<tr>
<th>Guidelines</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| among congressional townships in the district.  
• Meet all qualifications based upon the distribution of population among incorporated and unincorporated areas. |  |

- Decide who will receive completed vacancy applications.

<table>
<thead>
<tr>
<th>Guidelines</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 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 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.

<table>
<thead>
<tr>
<th>Announcement</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| The School District _____ Board Member Vacancy School District is accepting applications to fill the vacancy resulting from [reason for vacancy] of [former School Board member’s name].  
The individual selected will serve on the School Board from the date of appointment to [date].  
The School District [School District’s philosophy or mission statement].  
Applicants for the School Board vacancy must be: [School Board’s list of qualifications].  
Applicants should show familiarity with the Board’s policies regarding general duties and responsibilities of a School Board and a School Board member, including fiduciary responsibilities, conflict of interest, ethics and gift ban. The Board’s policies are available at [locations]. | The contents of a vacancy announcement, how it is announced, and were 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 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.  
See Board policy 1:30, School District Philosophy, for the District’s mission statement that is specific to the community’s goals.  
See checklist item titled Develop a list of qualifications for appointment of a person to fill the vacancy above.  
Listing this along with the Board’s list of qualifications assists candidates in understanding a School 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; 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. |
**SCHOOL BOARD**

**Exhibit – Checklist for Filling Board Vacancy by Appointment**

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<tr>
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</thead>
<tbody>
<tr>
<td>Applications may be obtained at [location and address and/or website] beginning on [date and time].</td>
<td>See action item titled Decide who will receive completed vacancy applications above.</td>
</tr>
</tbody>
</table>

- [ ] Publicize the vacancy announcement by placing it on the District's website, announcing it at a meeting, and/or advertising it in the local newspapers(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**

<table>
<thead>
<tr>
<th>Question</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why do you want to be a Board member?</td>
<td></td>
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<tr>
<td>What specific skills would you bring to the Board?</td>
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<tr>
<td>Please give specific examples of your ability in interpersonal relationships and teamwork.</td>
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</tr>
<tr>
<td>What do you see as the role of a School Board member?</td>
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</tr>
<tr>
<td>What have you done to prepare yourself for the challenges of being a School Board member?</td>
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</tr>
<tr>
<td>Please describe your previous community or non-profit experiences.</td>
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</tr>
<tr>
<td>What areas in the district would you like to see the Board strengthen?</td>
<td></td>
</tr>
<tr>
<td>What is your availability to meet the time, training commitments and other responsibilities required for school Board membership?</td>
<td></td>
</tr>
<tr>
<td>Describe what legacy you would like to leave behind.</td>
<td></td>
</tr>
</tbody>
</table>

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.


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).

<table>
<thead>
<tr>
<th>Interview Plan</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>In each interview, the Board President will:</td>
<td>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.</td>
</tr>
<tr>
<td>introduce Board members to the candidate at the beginning of the interview.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
**SCHOOL BOARD**

**Exhibit – Checklist for Filling Board Vacancy by Appointment**

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<tr>
<td>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 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.</td>
<td></td>
</tr>
</tbody>
</table>

☐ Fill vacancy by a vote during an open meeting of the Board before the 45 60th day (105 ILCS 5/10-10), amended by P.A. 101-67, eff. 1-1-20).

☐ 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.

<table>
<thead>
<tr>
<th>Announcement</th>
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</tr>
</thead>
<tbody>
<tr>
<td>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 School 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.</td>
<td>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.</td>
</tr>
</tbody>
</table>

☐ Administer the Oath of Office and begin orientation.
# SCHOOL BOARD

### Exhibit – Checklist for Filling Board Vacancy by Appointment

<table>
<thead>
<tr>
<th>Guidelines</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>See Board policy 2:80, Board Member Oath and Conduct.</td>
<td>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.</td>
</tr>
<tr>
<td>See Board policy 2:120, Board Member Development, and 2:120-E, Guidelines for Serving as a Mentor to a New School Board Member.</td>
<td>Orientation assists new Board members to learn, understand, and practice effective governance principles. See the IASB Foundational Principles of Effective Governance, available at: <a href="http://www.iasb.com/principles_popup.cfm">www.iasb.com/principles_popup.cfm</a>.</td>
</tr>
</tbody>
</table>

- Inform IASB of the newly appointed Board member’s name and directory information.

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Adopted 10-19-09  
Revised 02-17-10  
Revised 10-18-10  
Revised 10-17-16  
Revised  

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SCHOOL BOARD

Board Member Conflict of Interest

No School Board member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contract with the District. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, Ethics and Gift Ban..

School Board members must annually file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act. Each School Board member is responsible for filing the statement by May 1 with the county clerk of the county in which the District’s main office is located.

Federal and State Grant Awards

No Board member shall participate in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/1) if he or she has a real or apparent conflict of interest. A conflict of interest arises when a Board member or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with a Board member that may compromise or impair the Board member's fairness and impartiality, including a member of the Board member's immediate family or household;

2. The Board member's business partner; or

3. An entity that employs or is about to employ the Board member or one of the individuals listed in one or two above.

50 ILCS 708/1, Grant Accountability and Transparency Act
50 ILCS 105/3
105 ILCS 5/10-9
2 C.F.R. §200.318(c)(1).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:120 Employee Ethics; Conduct; and Conflict of Interest)

Adopted 9-16-97
Revised 7-19-99
Revised 12-20-99
Revised 5-19-03
Revised 6-21-04
Revised 10-19-09
Revised 12-20-10
Revised 10-16-17

Revised_________
SCHOOL BOARD

Ethics and Gift Ban

Prohibited Political Activity
The following precepts govern political activities being conducted by District employees and School Board members:

1. No employee shall intentionally perform any "political activity" during any "compensated time", as those terms are defined herein.

2. No Board Member or employee shall intentionally use any District property or resources in connection with any political activity.

3. At no time shall any Board Member or employee intentionally require any other Board Member or employee to perform any political activity: (a) as part of that Board Member’s or employee’s duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation or personal time off.

4. No Board Member or employee shall be required at any time to participate in any political activity in consideration for that Board Member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any Board Member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

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

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

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

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.

2. Anything for which the Board Member or employee, or his or her spouse or immediate family member, pays the fair market value.

3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fund-raising event in support of a political organization or candidate.

4. Educational materials and missions.

5. Travel expenses for a meeting to discuss business.

6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the
SCHOOL BOARD

Ethics and Gift Ban

recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board Members or employees, or their spouses or immediate family members.

8. Food or refreshments not exceeding $75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. “Catered” means food or refreshments that are purchased ready to consume which are delivered by any means.

9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board Member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board Member or employee, and are customarily provided to others in similar circumstances.

10. Intra-governmental and inter-governmental gifts. “Intra-governmental gift” means any gift given to a Board Member or employee from another Board Member or employee, and “inter-governmental gift” means any gift given to a Board Member or employee from an officer or employee of another governmental entity.

11. Bequests, inheritances, and other transfers at death.

12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than $100.

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

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

Enforcement

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

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

Definitions

Unless otherwise stated, all terms used in this policy have the definition given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

Prohibited Political Activity

“Political activity” means:
SCHOOL BOARD

Ethics and Gift Ban

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.

7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

10. Preparing or reviewing responses to candidate questionnaires.

11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

12. Campaigning for any elective office or for or against any referendum question.

13. Managing or working on a campaign for elective office or for or against any referendum question.

14. Serving as a delegate, alternate, or proxy to a political party convention.

15. Participating in any recount or challenge to the outcome of any election.

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

"Prohibited source" means any person or entity who:

1. Is seeking official action by: (a) a Board Member, or (b) an employee, or by the Board Member or another employee directing that employee;

2. Does business or seeks to do business with: (a) the Board Member, or (b) with an employee, or with the Board Member or another employee directing that employee;

3. Conducts activities regulated by: (a) the Board Member, or (b) by an employee or by the Board Member or another employee directing that employee; or

4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board Member or employee.

5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
Ethics and Gift Ban

SCHOOL BOARD

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

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Board President shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. If the allegations concern the President, or the President is a witness or otherwise conflicted, the Vice President shall make the appointment. If the allegations concern both the President and Vice President, and/or they are witnesses or otherwise conflicted, the Board Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Board.

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

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

LEGAL REF.: 5 ILCS 430/, State Officials and Employees Ethics Act.
10 ILCS 5/9-25.1, Election Interference Prohibition Act

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:60 (Purchases and Contracts).
5:120 (Ethics)

Adopted 6-21-04
Revised 08-18-08
Revised 12-16-13
Revised __________
SCHOOL BOARD

Qualifications, Terms and Duties of Board Officers

The School Board officers are: President, Vice President, Secretary. These officers are elected or appointed by the Board at its organizational meeting.

President

The School Board elects a President from its members for a 2 two-year term. The duties of the President are:

1. Focus the Board meeting agendas on appropriate content and preside at all meetings;
2. Focus the Board meeting agendas on appropriate content
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President’s signature, including Board Minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members; and
11. Serve as or appoint the Board’s official spokesperson to the media, and
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The School Board elects a Vice President from its members for a 2 two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office’s duties.

A vacancy in the Vice Presidency is filled by a special Board election.

Secretary

The Board elects a Secretary for a 2 two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed $500 per year, as fixed by the Board at least 180 days before the beginning of the term.

The duties of the Secretary are to:

1. Keep meeting minutes for all Board meetings and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board’s official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Act as the local election official authority for the District;
SCHOOL BOARD

Qualifications, Terms and Duties of Board Officers

5. Arrange public inspection of the budget before adoption;
6. Publish required notices;
7. Sign official District documents requiring the Secretary's signature; and
8. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:
1. Assist the Secretary by taking minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

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

Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a one-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;

Qualifications, Terms and Duties of Board Officers

4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

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


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

Adopted 9-16-97
Revised 6-21-99
Revised 01-21-03
Revised 12-18-06
Revised 02-17-10
Revised 12-20-10
Revised 12-17-12
Revised 05-19-14

Revised
SCHOOL BOARD

Board Member Compensation; Expenses

School Board members provide volunteer service to the community and may not receive compensation for services, except that 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.

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board’s standardized estimated expense approval form. After spending expense advancements, Board members must use the Board’s standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, Board Member Development and other professional development opportunities that are encouraged by the School Code (see the Reimbursements and Purchase Orders subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

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
SCHOOL BOARD

Board Member Compensation: Expenses

on the Board’s standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process. Conference reimbursements must be submitted within 30 days of the conference completion date. If the conference is in June, expenses should be submitted before the end of the fiscal year, if possible.

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. Copies of airline tickets 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. Taxes, airport limousines, 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.
SCHOOL BOARD

Board Member Compensation: Expenses

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.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.
Local Government Travel Expense Control Act, 50 ILCS 150/.

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)

LEGAL REF.: 105 ILCS 5/10-22.32
Local Government Travel Expense Control Act, 50 ILCS 150/.

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)

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SCHOOL BOARD

Administrative Procedure - Superintendent Committees

The Superintendent or designee creates Superintendent or administrative committees as deemed necessary, makes all appointments, and directs all activities. A Superintendent or administrative committees reports to the Superintendent or administrator who directs its activities. The Superintendent or designee should consult the Board Attorney (a) concerning whether any of these committees must comply with the Open Meetings Act (OMA), and/or (b) to receive guidance for ensuring that the meetings either comply with OMA requirements or do not trigger OMA. Unless otherwise indicated, the listed Superintendent or administrative committees are optional:

Communicable and Chronic Infectious Disease Program Task Force

This task force assists in the development and review of a chronic and infectious disease program consistent with the District’s policies and State and federal laws and regulations, and reports directly to the Superintendent or designee. Appointments are made to the task force only if the Superintendent or designee determines that its input is desirable. See policies 5:40, General Personnel - Communicable and Chronic Infectious Disease; and 7:280, Students - Communicable and Chronic Infectious Disease.

Task force members include the Superintendent or designee, school medical advisor, a school nurse, and representatives from the School Board, local health department, PTA, the professional staff, and other employee groups.

Communicable and Chronic Infectious Disease Review Team

This review team monitors those employees and students who have a communicable and chronic infectious disease, and:

1. Reviews individual medical case histories.
2. Recommends the most appropriate educational setting for a student, which may include temporary removal from and return to the regular educational setting.
3. Recommends the most appropriate work setting for an employee; this may include retention in his/her present position, transfer to another position, or temporarily excused from or returned to his/her work assignment.

Team members include the District’s medical advisor, a school nurse, the Building Principal, and the Superintendent or designee.

The review team is guided by the Board’s policies, Illinois Dept. of Public Health rules and regulations, and all other applicable State and federal laws. It reports directly to the Superintendent or designee. See also policies 5:40, General Personnel - Communicable and Chronic Infectious Disease, and 7:280, Students - Communicable and Chronic Infectious Disease. The review team consults the employee’s or the student’s personal physician and local health department officials before making any recommendations.

The Communicable and Chronic Infectious Disease Review Team respects the privacy rights of each employee and student and takes such precautions as may be necessary to secure confidentiality.

Food Allergy Management Committee

This committee develops and implements the District’s Food Allergy Management Program and reports directly to the Superintendent or designee. It monitors the program for effectiveness and establishes a schedule for the Superintendent to report this information to the Board. See policy 7:285, Food Allergy Management Program, based upon the ISBE/IDPH Guidelines at: www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf. See also the modifiable Microsoft Work version of the ISBE/IDPH Guidelines at: www.isbe.net/Pages/Food-Allergy-Guidelines.aspx.

Committee members include District-level administrators, Building Principals, the District Safety Coordinator (see 4:170-AP1, Comprehensive Safety and Security Plan, Part C, District Safety Coordinator and Safety Team; Responsibilities), District 504 Coordinator (see policy 6:120, Education of Children with Disabilities), staff members, parents/guardians, community members, and students.
SCHOOL BOARD

Administrative Procedure - Superintendent Committees

Employee Drug Substance Abuse Prevention Committee

This committee makes recommendations directly to the Superintendent or designee regarding the issues of employee drug substance abuse, and resulting employee conduct standards:

1. Cooperates with community and State agencies on drug substance abuse programs.
2. Gathers information about drug substance abuse and suggests methods to disseminate it to employees staff.
3. Develops a support network that encourages employees to self-refer for treatment and suggests procedures for early identification and treatment.
4. Recommends procedures that would protect the privacy of employees while taking into consideration any directives from the Board’s to the Superintendent regarding the District’s obligation to provide a safe environment and to ensure high quality performance, which may include but not be limited to:
   a. Securing training for designated district employees to educate them to identify symptoms of being impaired by or under the influence of substances prohibited by policy. For guidance about what impaired by or under the influence of means, see:
      i. Footnote discussions in numbers five and six in policy 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition;
      ii. 625 ILCS 5/11-501.2 and 5/11-501.9, amended by P.A. 101-27 (chemical and other tests, validity, etc., a/k/a field sobriety tests);
      iii. 410 ILCS 705/10-50(d), added by P.A. 101-27 (an employer may consider an employee to be impaired or under the influence of cannabis if the employer has a good faith belief that an employee manifests specific articulate symptoms while working that decrease or lessen the employee’s performance of the duties or tasks of the employee’s job position, including symptoms of the employee’s speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery disregard for the safety of the employee or others, or in involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others) (Note: Consult the Board Attorney about identifying cannabis use)); and
   iv. Professional development opportunities in the area, e.g., local law enforcement agencies may be a place to begin.

b. Implementing a reasonable suspicion and/or drug testing program(s) to enhance the District’s ability to identify and discipline employees suspected of being impaired by and/or under the influence of prohibited substances. Note: Consult the Board Attorney before implementing any drug-testing program(s) or disciplining employees based upon the results of these programs. Drug testing will likely assist the District with the challenges of identifying cannabis-related issues, but the science behind impairment identification and behavioral testing for cannabis impairment is new and emerging.

c. Addressing expectations for employees in positions of leadership who are perpetually on call due to the nature of their positions and responsibilities.

d. Holding licensed educators to a higher standard than non-licensed employees due to their professional code of conduct expectations.

e. Holding employees working directly with students to a higher standard than employees not working directly with students.

5. Recommends a method to explicitly inform employees of the consequences of violating the District’s policy and the consequences of drug abuse.

6. Recommends best practices for discipline of employees who are suspected of or violating the District’s policy.

Committee members include the Superintendent or designee, the District’s medical advisor, and employee representatives from both professional and educational support personnel. The committee is guided by Board policies, administrative procedures, and relevant State and federal statutes. See policy 5:50, Drug- and Alcohol-Free Workplace; Tobacco Prohibition.
SCHOOL BOARD

Administrative Procedure - Superintendent Committees

Pandemic Planning Team
This team builds a strong relationship with the local health department and emergency medical agencies and uses their assistance to develop and implement a comprehensive pandemic influenza school action plan and build awareness of the final plan among staff, students, and community. See policy 4:180, Pandemic Preparedness, and procedure 4:180-API1- School Action Steps for Pandemic Influenza.

Team members may include one or two Board members, administrators, and staff members. It reports directly to the Superintendent or designee.

Sex Equity Committee
This committee supports the District's efforts to eliminate sexual harassment by advising the Superintendent or designee on prevention, intervention, and education. Committee members may include community representatives, District administrators, teachers, and students. See policies 5:10, Equal Employment Opportunity and Minority Recruitment; 5:20, Workplace Harassment Prohibited; 7:10, Equal Educational Opportunities; and 7:20, Harassment of Students Prohibited.

School Violence Prevention Team
This team builds awareness about and supports the development and implementation of the District's:

2. Anti-bullying program, when and as appropriate. See policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; and procedure 7:180-API1, Prevention, Identification, Investigation, and Response to Bullying and School Violence.

All Building Principals or their designees must be on this team. Other team members may include the District Safety Coordinator (see procedure 4:170-AP1, Comprehensive Safety and Security Plan, Part C, District Safety Coordinator and Safety Team; Responsibilities), law enforcement representatives, Board Attorney, District psychologist(s), mental health workers and/or social service agencies, faith leaders, community members, and students. It reports directly to the Superintendent or designee.

Title I Parent Advisory Committee
This committee is required if the District receives or desires to receive Title I funds. See policy 6:170, Title I Programs; procedure 6:170-AP1, E1, District-Level Parent and Family Engagement Compact; 20 U.S.C. §§6312(a)(1)(A), 6318(a)(2)(F). The committee supports the development and implementation of the District’s Title I plan. Its activities may include, at the Superintendent or designee’s directive:

1. Facilitating the active involvement of parents/guardians in their children’s academic success by such activities as coordinating Title I parent-teacher conferences, providing information to help parents/guardians assist their children, coordinating volunteer or paid participation by parents/guardians in school activities, and establishing a process to respond to parents/guardians’ inquiries and recommendations.
2. Distributing Title I Informational materials.
3. Consulting regarding the District’s Title I Plan.
4. Supporting the implementation of Board policy 6:170, Title I Programs.

Committee members include parents/guardians and family members of Title I children. It reports directly to the Superintendent or designee.

PERA (Performance Educational Reform Act) Joint Committee and the RIF (Reduction in Force) Joint Committee
Each committee listed below is required until its function has been fulfilled; each reports directly to the Superintendent or designee.

1. PERA joint committee. This mandatory committee develops a plan for incorporating data and indicators of student growth into the evaluation plan. The joint committee is “composed of equal representation selected by the district and its teachers, or where applicable, the exclusive bargaining representative of its teachers.” 105 ILCS 5/24A-4(b). If, within 180 calendar days of the committee’s first meeting, the committee does not
SCHOOL BOARD

Administrative Procedure - Superintendent Committees

reach agreement on the plan, the District must implement ISBE’s model evaluation plan with respect to the use of data and indicators on student growth. The amendment of an evaluation plan continues to be a mandatory subject of bargaining. This committee also agrees to the panel of qualified evaluators that reviews appeals of unsatisfactory performance ratings and determines the criteria for successful appeals. 105 ILCS 5/24A-5.5, added by P.A. 101-591.

2. RIF joint committee. This mandatory committee convenes annually to consider issues identified in the statute concerning the selection of teachers for layoff. 105 ILCS 5/24-12(c). On or before December 1 each year, the RIF joint committee must be established and must hold its first meeting. It is composed of individuals appointed by the Board and the teachers (or the exclusive bargaining representative of its teachers).

Concussion Oversight Team
The Concussion Oversight Team is required until its function has been fulfilled; it reports directly to the Superintendent or designee. State law requires the team to establish protocols for return-to-play and return-to-learn for students who have suffered a concussion or head injury during interscholastic athletic activities. See policy 7:305, Student Athlete Concussions and Head Injuries. 105 ILCS 5/22-80(d), added by P.A. 99-243 and amended by P.A.s 99-486 and 100-309. The Board must appoint or approve a Concussion Oversight Team. Section 22-80(d) identifies who must be on each Concussion Oversight Team. A physician, to the extent possible, must be on the team. If the school employs an athletic trainer and/or nurse, they must be on the team to the extent practicable. The team must include, at a minimum, one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the team. Other licensed health care professionals may be appointed to serve on the team. If it is not practicable for a physician, athletic trainer and/or nurse to be on the Team and other licensed health care professionals are not appointed to serve on the Team, the Team may be composed of only one person who need not be a licensed healthcare professional; however, that individual may not be a coach.

Wellness Committee
The Wellness Committee includes at least one representative from each of the following groups: parents, students, representatives of the school food authority, teachers of physical education, school health professionals, a member of the Board, school administrators, and members of the community. It reports directly to the Superintendent or designee. Individuals of this committee will participate in the development, implementation, periodic reviews, and updates of policy 6:50, School Wellness. 7 C.F.R. §210.31(d)(1).

Parent Advisory Committee
This committee convenes at the Superintendent’s or Superintendent designee’s request. The purpose of this committee is to disseminate information and to solicit parental input concerning various school related topics as determined by the Superintendent.

Adopted 05-16-16
Revised 06-18-18
Revised 05-20-19

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SCHOOL BOARD

Types of School Board Meetings

General

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein, as well as the Open Meetings Act. This shall include mailing meeting notification to news media that have officially requested them, and to others as approved by the School Board. Unless otherwise specified, all meetings are held in the media center at the Macomb Jr./Sr. High School. Board members may attend meetings via a telephone conference call and speaker telephone. Board policy 2:220, School Board Meeting Procedure, governs meeting and 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 1.05a 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 School 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 School 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 a regular meeting. Items not specifically on the agenda may still be considered during the meeting, but no action will be taken.

Closed Meetings

The School Board and School 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), amended by P.A. 101-459 99-646.

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).
SCHOOL BOARD

Types of School Board Meetings

5. 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)

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

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

8. 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 or public property. 5 ILCS 120/2(c)(8), amended by P.A. 99-235, eff. 1-1-16.

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

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

11. 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)

12. 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)

13. 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)

14. 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)

15. 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)(28).

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 School 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 School Board action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings
SCHOOL BOARD

Types of School Board 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 3 members of the School 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 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 School 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 practicable, 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 School Board Meetings), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

Adopted 9-16-97
Revised 11-20-00
Revised 5-20-02
Revised 01-21-03
Revised 6-21-04
Revised 12-19-05
Revised 12-18-06
Revised 02-17-10; Revised 05-21-12
Revised 12-17-12; Revised 05-16-16
Revised 12-12-16

Revised

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SCHOOL BOARD

School Board Meeting Procedure

Agenda

The Board 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 or explanation before School 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. Items submitted by School Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions on the agenda. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each School 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 policy 2:200, Types of School Board Meetings.

The Board President shall determine the order of business at regular School Board meetings. Upon consent of a majority of members present, the regular 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 School 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 purpose of determining whether a quorum is present. A vote of "abstain" or "present", or a vote other than "yea" or "nay", or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law.

The sequence for casting votes is rotated.

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

Minutes

The Recording Secretary shall keep written minutes of all School 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. School 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;
7. A record of all motions, including individuals making and seconding motions;
SCHOOL BOARD

School Board Meeting Procedure

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

At least semi-annually, in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The School Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

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 Recording Secretary. Open meeting minutes are available for inspection during regular office hours within 10 ten 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 any School Board member. Minutes from closed meetings are likewise available but only if the School 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 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 School Board or by court order.

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

Verbatim Record of Closed Meetings

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

School Board Meeting Procedure

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 School Board constitutes a quorum.

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

Rules of Order:

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order Newly Revised (10th Edition) as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open School 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, and 120/2.06
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16

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

Adopted 9-16-97
Revised 11-18-97
Revised 2-28-00
Revised 10-16-00
Revised 1-20-04
Revised 4-25-05
Revised 12-19-05
Revised 12-18-06
Revised 02-18-09; Revised 02-23-11
Revised 12-17-12; Revised 12-12-16

Revised
SCHOOL BOARD

Exhibit - Motion to Adjourn to Closed Meeting

Motion to Adjourn to Closed Meeting

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), amended by P.A. 101-459 99-646.

☐ 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-judicial 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).

☐ 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), amended by P.A. 99-235.

☐ 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)(28).
**SCHOOL BOARD**

Exhibit - Motion to Adjourn to Closed Meeting

Closed Meeting Roll Call:

<table>
<thead>
<tr>
<th>“Yeas”</th>
<th>“Nays”</th>
</tr>
</thead>
</table>

Motion: □ Carried  □ Failed

Adopted 05-21-12  
Revised 05-16-16  
Revised 12-12-16  
Revised __________
Administrative Procedures – Access to and Copying of District's Public Records

A. Legal Citations and Definitions

The legal requirements contained in this procedure are followed by a citation to the controlling statute. Citations in parenthesis indicate the location of a named law. For additional clarification regarding a requirement, the cited law should be reviewed.

Definitions are found in the Illinois Freedom of Information Act (FOIA) (5 ILCS 140/2). For easy reference, some definitions are re-printed in this procedure. The IASB reports on Ill. Public Access Counselor (PAC) opinions concerning FOIA are on its website at Recent Decisions Recent Court and Agency Decisions website, located at: www.iasb.com/law/courtdecisions.cfm.

B. FOIA Compliance

The District's Freedom of Information Officer (FOIA Officer) implements the Board policy (2:250, Access to District Public Records) and has the duties, without limitation, listed below:

1. Manages the District's compliance with FOIA including without limitation, performing the following duties specified in FOIA, 5 ILCS 140/3.5:
   a. Receives FOIA requests, ensures that the District responds to requests in a timely fashion, and issues responses to FOIA requests.
   b. Develops a list of documents or categories of records that will be immediately disclosed upon request. See 2:250-E2, Immediately Available Public Records and Web-Posted Reports and Records.
   c. Upon receiving a request for a public record, (a) notes the date the District received the written request; (b) computes the day on which the period for response will expire and makes a notation of that date on the written request; (c) maintains an electronic or paper copy of a written request, including all documents submitted with the request until the request has been complied with or denied; and (d) creates a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.

2. Identifies other staff members to assist with FOIA compliance and delegates specific responsibilities to them. These individuals may include the information technology specialist and department heads.

3. Informs and/or trains staff members concerning their respective responsibilities regarding FOIA. This includes explaining the requirement that all FOIA requests must be immediately forwarded to the FOIA Officer, including those that are received via email.

4. Successfully completes the annual training program developed by the Ill. Public Access Counselor (PAC) in the Ill. Attorney General's office. Each newly appointed FOIA Officer must successfully complete the training program within 30 days after assuming the position.

1 1 1
SCHOOL BOARD

Administrative Procedures – Access to and Copying of District’s Public Records

C. Availability and Posting Requirements

Full access to the District’s public records is available to any person as provided in FOIA. The FOIA Officer approves all requests for public records unless: (1) the requested material does not exist, (2) the requested material is exempt from inspection and copying by FOIA, or (3) complying with the request will be unduly burdensome after extending an opportunity to the requester to reduce the request to manageable proportions.

The FOIA Officer shall:

1. Prominently display at each administrative office and school, and post on the District website, if any, the following:
   a. A brief description of the District, and
   b. The methods for requesting information and District public records, directory information listing the FOIA Officer and where requests for public records should be directed, and any fees. 5 ILCS 140/4. This information must be copied and mailed if requested.

2. Maintain and make available for inspection and copying a reasonably current list of all types or categories of records under the District’s control. 5 ILCS 140/5. The list below contains the categories of records kept by the District; some of the records within these categories are exempt and, therefore, will not be disclosed in response to a FOIA request.
   a. Board governance, including without limitation, Board meeting calendar and notices, Board meeting agendas and minutes, Board policy
   b. Fiscal and business management, including without limitation, levy resolution and certificate of tax levy, audit, line-item budget, grant documents, account statements, accounts payable list, contracts, legal notices, bidding specifications, requests for proposals
   c. Personnel, including without limitation, employee contact information, salary schedules, staff handbook, collective bargaining agreements, personnel file material
   d. Students and instruction, including without limitation, accountability documents, calendars, student handbooks, learning outcomes, student school records

D. Fee Schedule

The FOIA Officer establishes a fee schedule (from time-to-time as appropriate) that complies with 5 ILCS 140/6, amended by P.A. 98-1129, including each of the following:

1. The fees, except when otherwise fixed by statute, must: (a) 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, and (b) not exceed that maximum fee amount set by FOIA.

2. Statutory fees applicable to copies of public records when furnished in a paper format are not applicable to those records when furnished in an electronic format.

3. No fee is charged for the first 50 pages of black and white, letter or legal sized copies furnished to a requester.

4. The fee for black and white, letter or legal sized copies shall not exceed 15 cents per page.

5. If the District provides copies in color or in a size other than letter or legal, the fee may not be more than its actual cost for reproducing the records.

6. A fee reduction is available if the person requesting the record states a specific purpose for the request and indicates that a fee reduction is in the public interest by having as its principal purpose the general public's
Administrative Procedures – Access to and Copying of District’s Public Records

health, safety, welfare, or legal rights and is not for the principal purpose of personal or commercial benefit. In setting the reduction’s amount, the FOIA Officer considers the amount of materials requested and the cost of copying them.

7. In accordance with 5 ILCS 140/6(a-5), if a voluminous request is for electronic records and the responsive records are:

   a. Not in a portable document format (PDF), the District charges up to $20 for not more than 2 two megabytes of data, up to $40 for more than 2 two but not more than 4 four megabytes of data, and up to $100 for more than 4 four megabytes of data.

   b. In a PDF, the District charges up to $20 for not more than 80 megabytes of data, up to $40 for more than 80 megabytes but not more than 160 megabytes of data, and up to $100 for more than 160 megabytes of data.

   c. In both a PDF and not in a PDF, the District separates the fees and charges the requester under both fee scales.

8. Unless the request is for a commercial purpose or a voluminous request, the costs of any search for and review of the records or other personnel costs associated with reproducing the records are not included in the fee calculation. 5 ILCS 140/6(a).

   * Section 6(a) states: “If a request is not a request for a commercial purpose or a voluminous request, a public body may not charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records.” (Emphasis added) This implies that a search and review fee may be charged when responding to a request for a commercial purpose or a voluminous request. However, Sec. 6(b) states that the search and review fee described in Sec. 6(f) may be charged only to someone making a commercial request. Sec. 6(f) contains the maximum amounts that may be charged for search and review but does not explain when they may be charged. The FOIA Officer will need to consult the Board Attorney.

When responding to a request for commercial purposes, as defined in 5 ILCS 140/2(c-10), the District charges:

   a. Up to $10.00 for each hour spent by personnel in searching for or retrieving a requested record or examining the record for necessary reductions. No fee is charged for the first eight hours spent by personnel in searching for or retrieving a requested record. 5 ILCS 140/6(f).

   b. The actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage company under contract with the District. 5 ILCS 140/6(f).

Someone making a voluminous request may be charged the fees as described above upon the FOIA Officer’s consult with the Board Attorney.

The FOIA Officer provides the requester with an accounting of all fees, costs, and personnel hours in connection with the request for public records under 7 and 8 above. 5 ILCS 140/6(a-5) and (f).

E. Response to FOIA Requests

The FOIA Officer must:

1. Comply with or deny a request for inspection or copying within five business days of receiving a records request, unless the time for response is extended. 5 ILCS 140/3. He or she may use forms prepared by the IH—Public Access Counselor PAC available at:
   foia.highcourtsevenement.net/foia_formssampleletters.aspx

2. Redact any and all exempt portion(s) of requested records containing both exempt and non-exempt material and release the remaining material. 5 ILCS 140/7.

3. Comply with the Personnel Record Revie...’ "RRA), 820 ILCS 40/, amended by P.A. 101-531.
SCHOOL BOARD

Administrative Procedures – Access to and Copying of District’s Public Records

a. The response to a request for a disciplinary report, letter of reprimand, or other disciplinary action depends on the age of the responsive record.

1) If the responsive record is more than four years old and is not related to an incident or an attempted incident of sexual abuse or severe physical abuse, the request must be denied unless the release is ordered in a legal action or arbitration. 5 ILCS 140/7.5(q); 820 ILCS 40/8, amended by P.A. 101-531.

2) If the responsive record is more than four years old and is related to an incident or an attempted incident of sexual abuse or severe physical abuse, the request cannot be denied. 820 ILCS 40/8, amended by P.A. 101-531.

3) If the responsive record is four years old or less, it must be disclosed (regardless of its nature) and the employee must be notified in writing (first class mail) or by email, if available, on or before the day any such record is released, unless notice is not required under the Personnel Record Review Act. 5 ILCS 140/7.5(q); 820 ILCS 40/7. A notice to the employee is not required if:
   • The employee specifically waived written notice as part of a written, signed employment application with another employer;
   • The disclosure is ordered to a party in a legal action or arbitration; or
   • Information is requested by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency.

b. A request for a performance evaluation(s) must be denied. 820 ILCS 40/11.

F. Extensions of Time to Respond

The District FOIA Officer may extend the time for a response for any of the reasons stated in 5 ILCS 140/3(e)(i-vii), quoted below:

(i) The requested records are stored in whole or in part at other locations than the office having charge of the requested records;

(ii) The request requires the collection of a substantial number of specified records;

(iii) The request is couched in categorical terms and requires an extensive search for the records responsive to it;

(iv) The requested records have not been located in the course of routine search and additional efforts are being made to locate them;

(v) The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of FOIA 5 ILCS 140/7 or should be revealed only with appropriate deletions;

(vi) The request for records cannot be complied with by the public body within the time limits prescribed by paragraph (c) of Section 3 of FOIA 5 ILCS 140/3(c) without unduly burdening or interfering with the operations of the public body; or

(vii) There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

If an extension of time for a response is needed, the FOIA Officer must perform one of the following actions within five business days after receipt of the request:

1. Notify the requester that the District is extending its time for response for no longer than 5 business days from the original due date, and identify the reason for the delay and the date on which a response will be made. 5 ILCS 140/3(e) and (f); or
SCHOOL BOARD

Administrative Procedures – Access to and Copying of District's Public Records

2. Confer with the requester in an attempt to reach an agreement on an extended compliance date. The agreement must be in writing. 5 ILCS 140/3(e).

G. Unduly Burdensome Requests

Before invoking the unduly burdensome exemption, the FOIA Officer must confer with the requester in an attempt to reduce the request to manageable proportions. 5 ILCS 140/3(e) and (g). A request may be unduly burdensome due, for example, to the request’s breadth. The FOIA Officer must explain to the requester in writing when a request continues to be unduly burdensome, specifying the reason why the request is unduly burdensome.

H. Requests for Commercial Purposes

A request is for commercial purposes, according to 5 ILCS 140/2(c-10), if:

[T]he use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a commercial purpose when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.

The FOIA Officer responds to a request that appears to be for commercial purposes pursuant to 5 ILCS 140/3.1 by:

1. Asking the requester to identify if the record is for a commercial purpose. See 2:250-E1, Written Request for District Public Records. It is unlawful for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the District. 5 ILCS 140/3.1(e).

2. Responding to a request for records to be used for a commercial purpose within 21 working days after receipt. The response must be one of the following: (a) provide an estimate of the time required by the District to provide the records and an estimate of the fees, which the requester may be required to pay in full before copying the requested documents; (b) deny the request pursuant to one or more of the exemptions; (c) notify the requester that the request is unduly burdensome and extend an opportunity to attempt to reduce the request to manageable proportions; or (d) provide the records requested.

3. Complying with a request, unless the records are exempt from disclosure, within a reasonable period considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes.

4. Collecting a fee as described in subsection D. above.

I. Managing Requests from a Recurrent Requester

A request is from a recurrent requester, according to 5 ILCS 140/2(g), if:

[A] person that, in the 12 months immediately preceding the request, has submitted to the same public body (i) a minimum of 50 requests for records, (ii) a minimum of 15 requests for records within a 30-day period, or (iii) a minimum of 7 requests for records within a seven day period. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered in calculating the number of requests made in the time period in this definition when the principal purpose of the requests is (i) to access and disseminate information concerning new and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.

For purposes of this definition, one request may identify multiple records to be inspected or copied.

The District complies with a request from a recurrent requester within a reasonable period considering the size and complexity of the record, unless the records are exempt from disclosure. 5 ILCS 140/3.2(c).
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Administrative Procedures – Access to and Copying of District's Public Records

The FOIA Officer responds to a request from a recurrent requester by:

1. Notifying the requester within five business days after receiving a request from a recurrent requester (5 ILCS 140/3.2(b)) that:
   1. The request is being treated as coming from a recurrent requester under 105 ILCS 140/2(g);
   2. The reasons the request is being treated as coming from a recurrent requester;
   3. The District will send an initial response within 21 business days after receipt of the request; and

   4. The proposed FOIA responses that may be asserted pursuant to 5 ILCS 140/3.2(a). These are the same responses that the District can provide within 21 business days after receipt of a request.

2. Responding within 21 business days after receipt of a recurrent request with one of the following (5 ILCS 140/3.2(a)):
   a. An estimate of the time required by the District to provide the records and an estimate of the fees, which the requester is required to pay in full before the District copies the requested documents;
   b. A denial pursuant to one or more of the exemptions;
   c. Notification that the request is unduly burdensome and extend an opportunity to attempt to reduce the request to manageable proportions; or
   d. The records as requested.

I. Managing Voluminous Requests

A voluminous request, according to 5 ILCS 140/2(h), means:

[A] request that:

i. Includes more than five individual requests for more than five different categories of records or a combination of individual requests that total requests for more than five different categories of records in a period of 20 business days; or

ii. Requires the compilation of more than 500 letter or legal-sized pages of public records unless a single requested record exceeds 500 pages. Single requested record may include, but is not limited to, one report, form, email, letter, memorandum, book, map, microfilm, tape, or recording.

According to 5 ILCS 140/2(h), a voluminous request “does not include a request made by news media and non-profit, scientific, or academic organizations if the principal purpose of the request is: (1) to access and disseminate information concerning news and current or passing events; (2) for articles of opinion or features of interest to the public; or (3) for the purpose of academic, scientific, or public research or education.”

The FOIA Officer responds to a voluminous request by:

1. Notifying the requester within five business days after receiving a voluminous request that:
   a. The District is treating the request as a voluminous request under Section 3.6 of the Freedom-of-Information Act (FOIA) 5 ILCS 140/3.6.
   b. The District is treating the request as voluminous for one of the following reasons:

      1) Includes more than five individual requests for more than five different categories of records or a combination of individual requests that total requests for more than five different categories of records in a period of 20 business days; or
SCHOOL BOARD

Administrative Procedures – Access to and Copying of District’s Public Records

2) Requires the compilation of more than 500 letter or legal-sized pages of public records unless a single requested record exceeds 500 pages.

c. The requester must respond to the District within ten business days after this response is sent. The requester must specify whether the requester would like to amend the request in such a way that the District will no longer treat the request as a voluminous request.

d. If the requester does not respond within ten business days or if the request continues to be a voluminous request following the requester response, the District will respond to the request and assess any fees the District charges pursuant to Section 6 of FOIA 5 ILCS 140/6.

e. The District has five business days after receipt of the requester’s response or five business days from the last day for the requester to amend the request, whichever is sooner, to respond to the request.

f. The District may request an additional ten business days to comply with the request.

g. The requester has the right to review the District’s determination by the public access counselor whose address and phone number follows:
   Public Access Counselor
   Office of the Attorney General
   500 S. 2nd Street
   Springfield, Illinois 62706
   Phone: 1-877-299-3642

h. If the requester fails to accept or collect the responsive records, the District will still charge the requester for its response pursuant to Section 6 of FOIA 5 ILCS 140/6 and the requester’s failure to pay will be considered a debt due and owing to the District and may be collected in accordance with applicable law.

2. Providing the requester ten business days from the date the District responded to amend the request in such a way that the District will no longer treat it as a voluminous request.

3. If a request continues to be a voluminous request following the requester’s reply or the requester fails to reply, responding within the earlier of five business days after the District receives the requester’s reply or five business days after the final day for the requester to reply to the District’s notification. The District’s response must:

   a. Provide an estimate of the fees to be charged, indicating whether the District requires the person to pay in full before the District copies the requested documents;
   b. Deny the request pursuant to one or more of the exemptions sent out in FOIA;
   c. Notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable proportions; or
   d. Provide the records as requested.

   The District may extend the time for responding by not more than five business days from the final date for the requester to reply to the District’s notification for any of the reasons provided in subsection Section 5 ILCS 140/3(e) of FOIA.

   The requester and District may agree in writing to extend the time for compliance for a period to be determined by the parties.

K. Denials

The FOIA Officer will deny a FOIA request for any of the exemptions in 5 ILCS 140/7 or 7.5. He or she will comply with 5 ILCS 140/9 by:
SCHOOL BOARD

Administrative Procedures – Access to and Copying of District’s Public Records

1. Providing the requester with a written response containing: (a) the reasons for the denial, including a detailed factual basis for the application of any exemption claimed; (b) the names and titles or positions of each person responsible for the denial; and (c) information about his or her right to review by the Public Access Counselor (include the address and phone number for the Public Access Counselor), and to judicial review under 5 ILCS 140/11, amended by P.A. 99-586.

2. Specifying the exemption claimed to authorize the denial and the specific reasons for the denial, including a detailed factual basis and a citation to supporting legal authority when the denial is based on the grounds that the records are exempt under 5 ILCS 140/7.

3. Retaining copies of all denial notices in a single central office file that is open to the public and indexed according to the type of exemption asserted and, to the extent feasible, according to the types of records requested. 5 ILCS 140/9(b).

L. Consultation with the Board Attorney
The FOIA Officer may consult with the Board Attorney, as needed, for legal advice concerning compliance with FOIA, including without limitation:

1. Responding to specific requests,
2. Communicating with the Office of the Ill. Attorney General or Public Access Counselor PAC, or
3. During any judicial proceeding.

LEGAL REF.: 5 ILCS 140/ Freedom of Information Act

Adopted 9-16-97
Revised 6-15-98
Revised 5-20-02
Revised 2-18-03
Revised 10-16-06
Revised 02-17-10
Revised 04-18-11
Revised 03-19-12
Revised 11-16-15
Revised 12-12-16
Revised
SCHOOL BOARD

Administrative Procedures – Protocols for Record Preservation and Development of Retention Schedules

Legal Citations
Each legal requirement in this procedure is followed by a citation to the controlling rule and/or statute. Citations in parenthesis indicate the location of a named law. For additional clarification regarding a requirement, the cited law should be reviewed.

<table>
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<tr>
<th>Actor</th>
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<tbody>
<tr>
<td>All Staff Members and Board Members</td>
<td>Maintain all records, as defined and required in the Illinois Local Records Act (LRA). No public record shall be destroyed except as allowed by the LRA. “Public record means any book, paper, map, photograph, born-digital electronic material, digitized electronic material, electronic material with a combination of digitized and born-digital 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 connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein.” 50 ILCS 205/3. Do not destroy any District record, no matter its form, if it is subject to a litigation hold. F.R.C.P. 37(e). 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 to not destroy any electronic records that might be relevant. The receipt of a litigation hold or preservation letter from the Board’s attorney requires all potentially relevant electronic information to be identified, located, and preserved. This includes all email, e-documents, the tapes and servers of discarded systems, and backup data stored elsewhere. Whenever disposing of materials containing personal information, render the personal information unreadable, unusable, and undecipherable. 815 ILCS 530/40, and 44 Ill.Admin.Code §4000.40(b). The Personal Information Protection Act (815 ILCS 530/) contains mandates for disposing of materials containing personal information (personal information is defined in 815 ILCS 530/5 as either of the following: (1) an individual’s first name or first initial and last name combined with any of the following data elements, when either the name or data elements are not encrypted/redacted or are encrypted/redacted but the keys to unencrypt/unredact or otherwise read the name or data elements have been acquired without authorization through a security breach: social security number, driver’s license number or State identification card number, financial account information, including; without limitation, credit- or debit-card numbers, medical information, health insurance information, or unique biometric data, including without limitation fingerprints); or (2) user name or email address, combined with a password or security question and answer that would permit access to an online account, when any of these data elements are not encrypted/redacted or are encrypted/redacted but the keys to unencrypt/unredact or otherwise read the data elements have been acquired without authorization through a security breach). The Ill. Attorney General is authorized to impose a fine and bring court action for noncompliance. 815 ILCS 530/40, amended by P.A. 99-503, eff. 1-1-17.</td>
</tr>
<tr>
<td>Superintendent</td>
<td>Assign the following activities to the Records Custodian and Head of Information Technology (IT): 1. Develop and maintain a protocol for preserving and categorizing District records; 2. Develop and maintain a record retention and destruction schedule; and 3. Develop protocols to implement a litigation hold.</td>
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## SCHOOL BOARD

**Administrative Procedures – Protocols for Record Preservation and Development of Retention Schedules**

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| Records Custodian and Head of IT | 1. Develop and maintain a protocol for preserving and categorizing District records.  
Develop and maintain a list of all District records organized in categories and subcategories, e.g., records relating to business, students, personnel, board meetings, etc. Align this list with the list of District records required by the Freedom of Information Act 5 ILCS 140/5.  
Paper records may be easier to locate than electronic records. Electronic records will potentially exist in all of the available clouds, servers, tapes, hard drives, computers, and similar types of electronic devices (e.g., laptops, tablets, smart phones, voicemail, etc.).  
Prepare a description of how District records stored by means of electronic data processing may be obtained in a form understandable to persons lacking computer knowledge. 5 ILCS 140/5; and—Digital Reproduction, 44 Ill.Admin.Code §4000.70, Digital Reproduction; and—Management of Electronic Records, 44 Ill.Admin.Code §4000.80, Management of Electronic Records.  
Such a description may include contact information for a person who can aid in obtaining records stored electronically.  
Provide for keeping only “records” and destroying non-records. Avoid filing non-record material with records. Determine what is a non-record, e.g., identical copies of documents maintained in the same file; extra copies of printed or processed materials (official copies of which are retained by the office); blank forms; and personal communications.  
The goal is to control excessive accumulation of material. Non-record material may be destroyed at any time. 50 ILCS 205/9.  
Absent a litigation hold, email must be retained only when it contains: (1) evidence of the District’s organization, function, policies, procedures, or activities, or (2) informational data appropriate for preservation. 50 ILCS 205/3. Email that is conversational, personal, or contains brainstorming may generally be deleted.  
A consistent email retention policy for use across the District ensures that the necessary emails are being retained and emails that are not required to be preserved are purged on a regular basis.  
Determine whether each sub-category of documents should be reproduced by photography 44 Ill.Admin.Code §4000.60), microphotographic and electronic microimaging processes 44 Ill.Admin.Code §4000.50), or digitized electronic format (44 Ill.Admin.Code §4000.70).  
Any public record may be reproduced in a microfilm or digitized electronic format and the analog/paper version destroyed, provided: (a) the records are reproduced on “a durable medium that accurately and legibly reproduces the original record in all details,” and “that does not permit additions, deletions, or changes to the original document images,” and if electronic, that are retained in a trustworthy manner so that the records . . . are accessible and usable for subsequent reference at all times when the information must be retained,” (b) the reproduction is retained for the prescribed retention period, and (c) the Local Records Commission is notified when the original record is disposed of and also when the reproduced record is disposed of. Local-Records Act, 50 ILCS 205/7. |
### SCHOOL BOARD

**Administrative Procedures – Protocols for Record Preservation and Development of Retention Schedules**

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<td>Records Custodian and Head of IT</td>
<td>Use this web link to the Illinois Secretary of State’s publication, Guidelines for Using Electronic Records (<a href="http://www.cyberdriveillinois.com/departments/archives/records_management/electrecs.html">www.cyberdriveillinois.com/departments/archives/records_management/electrecs.html</a>) and 44 Ill.Admin.Code §§4000. APPENDIX A Sustainable File Formats for Electronic Records – A Guide for Government Agencies (<a href="http://www.ilga.gov/commission/jcar/admicode/off/0000/ZZ9996BBR.html">www.ilga.gov/commission/jcar/admicode/off/0000/ZZ9996BBR.html</a>), 4000. APPENDIX b Reliable Storage Media for Electronic Records – A Guide for Government Agencies (<a href="http://www.ilga.gov/commission/jcar/admicode/044/04404000ZZ9996BBR.html">www.ilga.gov/commission/jcar/admicode/044/04404000ZZ9996BBR.html</a>) Identify and index the location of each category and sub-category of District records. Organize electronic record and data storage. The goal is to ensure that all documents, including electronically created ones, are retained for the required timeframes and are easy to retrieve and produce if necessary.</td>
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2. Develop and maintain a record retention and destruction schedule for submission to the Superintendent and eventually to the Local Records Commission. Prepare a list of public records that: (1) are not needed for current business, and (2) do not have sufficient administrative, legal, or fiscal value to warrant their further preservation. Stated differently, identify records that have no administrative, legal, or fiscal value, as this is the criteria the Commission uses to determine whether or not to authorize the records’ destruction.

Records that have no administrative, legal, or fiscal value may be destroyed according to provisions in the **LRA** Local-Records Act. 50 ILCS 205/10. Prepare a schedule for record destruction by identifying the length of time a record category or series warrants retention after it has been received or produced by the District. The ultimate goal is to obtain permission to destroy unnecessary public records. The Local Records Commission must approve the destruction of any public record. 50 ILCS 205/7, 44 Ill.Admin.Code Part 4000 (Local Records Commission for agencies comprising counties of less than 3,000,000 inhabitants); 44 Ill.Admin.Code Part 4500 (Local Records Commission of Cook County). See the Archives Department on the Secretary of State’s website: [www.cyberdriveillinois.com/departments/archives/databases/home.html](http://www.cyberdriveillinois.com/departments/archives/databases/home.html).

44 Ill.Admin.Code Part 4000.30 details the procedures for compiling and submitting lists and schedules of records for disposal. The School Code and other statutes (e.g., statutes of limitations) contain mandatory retention timelines. The Board’s attorney should be consulted.

The e-discovery rules provide a safe harbor for parties during a lawsuit that cannot provide information because it was destroyed as a result of routine practices. P.R.C.P. 37(e).

2. Develop protocols to implement a litigation hold. Understand what a litigation hold is. A litigation hold refers to the notification made by the Board's attorney telling the District to preserve all information that may be relevant...
## SCHOOL BOARD

### Administrative Procedures – Protocols for Record Preservation and Development of Retention Schedules

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<td>Records Custodian and Head of IT</td>
<td>to current or anticipated litigation. While it may occur anytime in the legal process, it will usually occur during discovery, the pretrial phase of a lawsuit designed to compel the exchange of information between parties. A litigation hold triggers the need to immediately suspend destruction of electronic and other records relevant to the current or potential claim. F.R.C.P. 37(e). Specify how to implement a litigation hold, i.e.:</td>
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<tr>
<td></td>
<td>• Who can trigger a litigation hold?</td>
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<td>• How is a litigation hold communicated?</td>
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<td>• Who should gather the records?</td>
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<td>• What records are subject to a litigation hold and who determines this?</td>
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<td>• In what format should records be gathered?</td>
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<td>• Where should records be gathered?</td>
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<td>Identify how to implement a litigation hold for all IT systems, including backup tapes, to ensure they are not deleted or overwritten as part of the normal tape rotation process.</td>
</tr>
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<td></td>
<td>Prepare a map of potentially relevant data and otherwise assist the Board’s attorneys in locating all potentially relevant information.</td>
</tr>
<tr>
<td>Superintendent</td>
<td>Submit new or revised record retention and destruction lists and schedules to the Local Records Commission for approval.</td>
</tr>
<tr>
<td></td>
<td>Disseminate the record retention schedule, along with instructions, to all affected staff members and School Board members.</td>
</tr>
<tr>
<td></td>
<td>Immediately inform the Records Custodian and Head of IT whenever a record must be preserved because: (1) it may be relevant to present or future litigation, or (2) the Board attorney has notified the District to preserve a record, including electronic information (litigation hold).</td>
</tr>
<tr>
<td></td>
<td>Authorize and/or order the destruction of District records after ensuring that the following steps have been performed:</td>
</tr>
<tr>
<td></td>
<td>1. The Local Records Commission approved a schedule for continuing authority to destroy District records after the expiration of the applicable period.</td>
</tr>
<tr>
<td></td>
<td>2. Any record is retained and removed from the disposal list if it is or may be evidence in litigation, or is otherwise subject to a litigation hold.</td>
</tr>
<tr>
<td></td>
<td>3. Thirty days prior to disposal or destruction of any records, regardless of physical format or characteristics, submit a Local Records Disposal Certificate to the Commission and dispose only after a copy of that certificate has been reviewed and approved by the Chairman and returned to the District. The original copy of that Local Records Disposal Certificate is kept in the files of the Commission, and the duplicate copy approved and returned by the Chairmen must be retained by the District. 44 Ill. Admin. Code § 4000.40(c) of the rules of the Downstate Local Records Commission and Section 4500.40(b c) of the rules of the Cook County Local Records Commission.</td>
</tr>
<tr>
<td></td>
<td>4. In the case of records with scheduled retention of less than one year, a single Local Records Disposal Certificate for more than one disposal event within a given year may be used. Local Records Disposal Certificates submitted with this intent must include a schedule of proposed records disposal in addition to the normally required...</td>
</tr>
</tbody>
</table>
SCHOOL BOARD

Administrative Procedures – Protocols for Record Preservation and Development of Retention Schedules

Superintendent

Information. The District must wait to dispose of records until receipt of approval from the Commission, as required in number 3, above. 44 Ill.Admin.Code §§Section 4000.40(e), of the rules of the Downstate Local Records Commission and Section 4500.40(e) of the rules of the Cook County Local Records Commission.

5. For records that have been damaged by water, fire, smoke, insects or vermin, mold or some other natural disaster that poses a health or safety risk to employees, the District may apply to the Commission for permission to dispose of those records ahead of their scheduled disposal date. The request must include a Local Records Disposal Certificate accompanied by the District’s explanation of why the records need early disposal. The Commission may grant the request only after physically reviewing the damaged records. 44 Ill.Admin.Code §§Section 4000.40(e) of the rules of the Downstate Local Records Commission and Section 4500.40(e) of the rules of the Cook County Local Records Commission.

Links to Web-based Record Management Resources:

Cook County Local Records Commission Meetings
Cook County Local Records Commission Rules (44 Ill Admin Code Title PART Part 4500)
Downstate Local Records Commission Meetings
Rules of the Downstate Local Records Commission (44 Ill Admin Code Title PART Part 4000)
Illinois School Student Records Act (105 ILCS 10), amended by P.A. 101-161, eff. 1-1-20.
Local Records Act (50 ILCS ACT 205)
Local Records Disposal Certificate

5 ILCS 140, Freedom of Information Act.
50 ILCS 205, Local Records Act.
105 ILCS 10, Ill. School Student Records Act.
815 ILCS 530/, Personal Information Protection Act
820 ILCS 40/1 et seq., Ill. Personnel Record Review Act.
44 Ill/Admin.Code Part 4000, Local Records Commission.
44 Ill/Admin.Code Part 4500, Cook County Local Records Commission.

Adopted 07-16-07
Revised 12-19-12
Revised 11-18-13
Revised 11-16-15
Revised 12-12-16
**SCHOOL BOARD**

**Exhibit – Immediately Available Public Records and Web-Posted Reports and Records**

The District’s Freedom of Information Officer designates the public records that are listed in this table as being immediately available to the public. The records that are asterisked are posted on the District’s website and may be immediately inspected, downloaded, printed, and/or copied. Any asterisked public record is also immediately available for inspection or copying upon request at the District’s administrative office during its regular business hours, provided any applicable fees are paid. Records not asterisked (*) will be provided within five business days as allowed by the Freedom of Information Act, provided any applicable fees are paid.

<table>
<thead>
<tr>
<th>Web-posted records and information</th>
<th>Web-posting statutory reference and special instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar or fiscal year</td>
<td>5 ILCS 120/2.02</td>
</tr>
<tr>
<td>*Public notice of each Board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded</td>
<td></td>
</tr>
<tr>
<td>*Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded</td>
<td></td>
</tr>
<tr>
<td>Note: For school districts that do not post board meeting notices and/or agendas on a website (because they do not have a website maintained by a fulltime staff member), the notice and agenda must be continuously available for public review during the entire 48-hour period preceding the meeting.</td>
<td></td>
</tr>
<tr>
<td>*Official open meeting minutes that are posted within ten 10 days of the Board’s approval and remain posted for at least 60 days</td>
<td>5 ILCS 120/2.06(b)</td>
</tr>
<tr>
<td>*Description of the District and its records including: Summary of the District’s purpose Functional subdivisions Total amount of operating budget Number and location of all of its separate offices Approximate number of full- and part-time employees (see also, salary and benefits information report for the Superintendent, administrators, and teachers, District’s Statement of Affairs) Identification and membership of the Board Brief description of the methods whereby the public may request information and public records Directory Information for the Freedom of Information Officer Address where requests for public records should be directed Fees</td>
<td>5 ILCS 140/4 The District must prominently post the list at each administrative office and make it available for inspection and copying.</td>
</tr>
</tbody>
</table>
### SCHOOL BOARD

#### Exhibit – Immediately Available Public Records and Web-Posted Reports and Records

<table>
<thead>
<tr>
<th>Web-posted records and information</th>
<th>Web-posting statutory reference and special instructions</th>
</tr>
</thead>
</table>
| *A hyperlink to an email address(es) for members of the public to communicate with members of the Board* | 50 ILCS 205/20.  
The hyperlink must be easily accessible from the District’s home page. |
| *Annual budget for current fiscal year, itemized by receipts and expenditures* | 105 ILCS 5/17-1.2. This may be accomplished using Ill. State Board of Education (ISBE) School District Budget Form (50-36) or the summary pages from it.  
The District must notify its students’ parents/guardians when the budget is web-posted along with its website address. |
| *District Report Card and a Report Card for each School (the Report Cards will be provided by ISBE by Oct. 31 each year)* | 105 ILCS 5/10-17a, amended by P.A.s 100-364, 100-448, 100-807, and 100-1121.  
Annually, no more than 30 calendar days after receiving the Report Cards from the State Superintendent, the District must: (1) present them at a regular Board meeting, (2) post them on the District’s website, (3) make them available to a newspaper of general circulation serving the District, and (4) upon request, send them home to parents/guardians. 105 ILCS 5/10-17a(5).  
The District also must send a written notice home to parents/guardians stating: (1) that the Report Cards are available on the website, (2) the website’s address, (3) that a printed copy will be sent upon request, and (4) the telephone number to request a printed copy.  
Id. |
| *Administrator and Teacher Salary and Benefits Report (itemized salary report for the Superintendent and all administrators and teachers); benefits includes without limitation vacation days, sick days, bonuses, annuities, and retirement enhancements* | 105 ILCS 5/10-20.47  
Annually on or before Oct. 1: (1) the information must be presented at a regular Board meeting and posted on the District’s website, and (2) after the Board meeting at which the information was presented, the Report must be provided to ISBE. |
| *Information regarding a Severance Agreement entered into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination.* | 50 ILCS 205/3c, added by P.A. 100-1040.  
Within 72 hours of Board approval, the District must post: (1) the name/title of person receiving payment under the severance agreement, (2) the amount of payment, (3) that the employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as applicable, and (4) the date, time, and location of the meeting at which the agreement was approved.  
Note: The Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2), added by P.A. 100-895, prohibits an employee of a school district with contract provisions for severance pay from receiving any severance if he or she is fired for misconduct by the board, which includes sexual harassment and/or discrimination. Id. at 415/5. For more discussion about the reconciling these laws, see fn 6 in policy 2:260, Uniform Grievance Procedure. |
### SCHOOL BOARD

**Exhibit – Immediately Available Public Records and Web-Posted Reports and Records**

<table>
<thead>
<tr>
<th>Web-posted records and information</th>
<th>Web-posting statutory reference and special instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>*A list of all contracts in excess of $25,000 and any contracts with an exclusive bargaining</td>
<td>105 ILCS 5/10-20.44. There is no statutory timeline for web posting.</td>
</tr>
<tr>
<td>representative.</td>
<td>Each year, in conjunction with the submission of the Statement of Affairs to ISBE, before Dec. 1, the District must submit to ISBE an annual report on all contracts over $25,000 awarded during the previous fiscal year.</td>
</tr>
<tr>
<td></td>
<td>105 ILCS 5/27-24.2, amended by P.A. 100-465. The District is required to web-post this document if it has a website. If the District has no website, it must make the contract available upon request.</td>
</tr>
<tr>
<td>Contract(s) with any commercial driver training school(s) for driver education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>105 ILCS 5/2-3.166, added by P.A. 99-443.</td>
</tr>
<tr>
<td>*Board policy, 7:290; Suicide and Depression Awareness and Prevention</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Annual Statement of Affairs</strong></td>
</tr>
<tr>
<td></td>
<td>105 ILCS 5/10-17. The District is not required to web-post this document. It must, annually by Dec. 1, submit the Statement to ISBE for posting on ISBE’s website, have copies of the Statement available in the main administrative office, and publish a summary of the Statement in a newspaper of general circulation published in the District.</td>
</tr>
<tr>
<td>*As an employer that participates in the Illinois Municipal Retirement Fund (IMRF), a compensation report for employees who have a total compensation that exceeds $75,000 per year; total compensation package means salary, health insurance, a housing allowance, bonuses, loans, vacation days granted, and sick days granted. As of PRESS Issue 102 (Oct. 2019), IASB has not received a response from the III. Attorney General’s office to its request for guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., TRS participants.</td>
<td>5 ILCS 120/7.3 The report must be posted within six business days after the District approves a budget. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</td>
</tr>
<tr>
<td>*As an employer that participates in the IMRF, a compensation report for employees who have a total compensation package that is equal to or in excess of $150,000 per year; total compensation package means payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted. As of PRESS Issue 100, IASB has not received a response from the III. Attorney General’s office to its request for guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., TRS participants.</td>
<td>5 ILCS 120/7.3 The report must be posted at least six days before the District approves an employee’s total compensation package that is equal to or in excess of $150,000. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</td>
</tr>
<tr>
<td>A description of activities to address intergroup conflict (an optional program authorized by Sec. 27-23.6)</td>
<td>105 ILCS 5/27-23.6(c)</td>
</tr>
</tbody>
</table>
## SCHOOL BOARD

### Exhibit – Immediately Available Public Records and Web-Posted Reports and Records

<table>
<thead>
<tr>
<th>Web-posted records and information</th>
<th>Web-posting statutory reference and special instructions</th>
</tr>
</thead>
</table>
| **Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment**  
*Information developed as a result of the evaluation and assessment of the bullying policy's outcomes and effectiveness** | 105 ILCS 5/10-20,69 (final citation pending), added by P.A. 101-418, eff. 1-1-20.  
The District must have an age-appropriate policy on sexual harassment (1) in the student handbook(s), (2) posted on the District's website, and (3) posted in any other area where policies, rules and standards of conduct are posted in each school. |
| **Board policy 7:20, Harassment of Students Prohibited, and age-appropriate explanations of its contents in student handbook(s)** | 105 ILCS 5/10-16a  
Requires the District to post on its website the names of all Board members who have completed professional development leadership training. The web-posting may be expanded to log all Board members' training and development activities.  
5 ILCS 120/1.05(b) and (c) require each Board member to complete training on the Open Meetings Act. After completing the training, each Board member must file a copy of their certificate of completion with the Board.  
105 ILCS 5/24-16.5  
Requires each Board member to complete a training program on performance evaluations before voting on a dismissal based on a performance evaluation pursuant to the Performance Evaluation Reform Act. |
| Names of Board members who have completed professional development leadership training |  |
| Immunization data reported to ISBE by each Nov. 15 | 105 ILCS 5/27-8.1  
By Dec. 1, the District must annually make the immunization data that it must report to ISBE each year publicly available. The data, not its format, must be identical to the data reported to ISBE. Boards have control over the method(s) used to make this data publicly available. One method is to instruct the reader to ask for the data directly from ISBE. |
| Information on mental health issues and local treatment resources | The Ill. House of Representatives encouraged this in HR 478 (5-31-15). |
| All reliable assessments, scored by entities other than the District, that are administered in each of the District's schools | 105 ILCS 5/22-82(b), added by P.A. 99-590.  
These must be made available to parents and/or guardians through the District's website or paper handouts. |

Adopted 5-20-02  
Revised 12-18-06
SCHOOL BOARD

Exhibit – Immediately Available Public Records and Web-Posted Reports and Records

Revised 02-17-10
Revised 02-23-11
Revised 12-17-12
Revised 06-15-15
Revised 05-16-16
Revised 12-12-16
Revised 06-18-18
Revised 05-20-19
Revised 11-18-19
SCHOOL BOARD

Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
6. Sexual harassment (State Officials and Employees Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
10. Curriculum, instructional materials, and/or programs;
13. Provision of services to homeless students;
16. Employee Credit Privacy Act, 820 ILCS 70/.

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

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

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

Uniform Grievance Procedure

For any complaint alleging bullying and/or cyber-bullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, Prevention of and Response to Bullying, Cyberbullying, Intimidation, and Harassment, in addition to any response required by the District. For any complaint alleging sexual harassment or other violation of Board policy 5:20, Workplace Harassment Prohibited, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, Uniform Grievance Procedure.

Investigation

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

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

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the School Board, which will make a decision in accordance with paragraph four of the following section of this Policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within five school business days after receiving the Complaint Manager’s report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. Mail as well as to the Complaint Manager. All decisions shall be based upon the preponderance of evidence standard.

Within 10 school business days after receiving the Superintendent’s decision, the Complainant or the accused may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 30 school business days, the School Board shall affirm, reverse, or amend the Superintendent’s decision or direct the Superintendent to gather additional information. Within five school business days of the Board’s decision, the Superintendent shall inform the Complainant and the accused of the Board’s action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager’s or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. Mail as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers

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

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers. The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Uniform Grievance Procedure

Nondiscrimination Coordinator:

Name: Superintendent of Schools
Address: 323 West Washington Street, Macomb, IL 61455
E-Mail: twomeyn@mcusd185.org
Telephone No. (309) 833-4161

Complaint Managers:

Name: F. Edward Fulkerson
Address: 1525 South Johnson St.
Macomb, IL 61455
E-Mail: fulkersone@mcusd185.org
Telephone No. (309) 837-2331

Name: Mrs. Velvet Taflinger
Address: 323 West Washington Street
Macomb, IL 61455
E-Mail: taflinger@mcusd185.org
Telephone No. (309) 833-4161

LEGAL REF.:
Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).
Illinois Genetic Information Privacy Act, 410 ILCS 513/.
Illinois Human Rights Act, 775 ILCS 5/.

CROSS REF.:
2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment),
5:20 (Sexual Harassment), 5:30 (Hiring Process and Criteria), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities),
7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Preventing Bullying, Intimidate, and Harassment), 7:310 (Restrictions on Publications: Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Complaints)
SCHOOL BOARD

Adopted 9-16-97; Revised 8-30-99
Revised 5-21-01; Revised 10-21-02
Revised 1-20-04; Revised 10-16-06
Revised 01-23-08; Revised 10-19-09
Revised 02-23-11; Revised 01-25-16
Revised 10-16-17; Revised 06-18-18
Revised 03-18-19
GENERAL SCHOOL ADMINISTRATION

Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

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:

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:

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

<table>
<thead>
<tr>
<th>Superintendent Contract Term Considerations for the Board</th>
<th>Explanation, Special Considerations, and Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duties</td>
<td>Does the Board enumerate the duties of the Superintendent in the employment contract?</td>
</tr>
<tr>
<td></td>
<td>1. Are the statutory duties of the Superintendent listed?</td>
</tr>
<tr>
<td></td>
<td>2. Has the Board incorporated policy references to the other duties related to the Superintendent's employment?</td>
</tr>
</tbody>
</table>

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GENERAL SCHOOL ADMINISTRATION

Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

[Table]

<table>
<thead>
<tr>
<th>Duties</th>
<th>Superintendent Contract Term Considerations for the Board</th>
<th>Explanation, Special Considerations, and Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time, Attention and Energy Clause</td>
<td>See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7.</td>
<td>How will the Board address outside activities of the Superintendent?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. How will the Board define outside activities?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Will the Board require approval/notification before the Superintendent engages in outside activities?</td>
</tr>
</tbody>
</table>

Employment and Compensation

[Table]

<table>
<thead>
<tr>
<th>Superintendent Contract Term Considerations for the Board</th>
<th>Explanation, Special Considerations, and Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration of Contract</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>If the duration is one year or less, then the contract need not reference goals or suspension of tenure.</td>
</tr>
<tr>
<td>Salary</td>
<td>Special Considerations for the Board may include:</td>
</tr>
<tr>
<td></td>
<td>1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises above six percent (prior to 7-1-18 (40 ILCS 5/15-155(g), amended by P.A. 101-10-587)) or three percent (40 ILCS 5/15-155-g-1), amended by P.A. 100-587) prior to retirement?</td>
</tr>
<tr>
<td></td>
<td>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 of $177,412 (P.A. 100-23 now makes school districts responsible for paying the actuarial cost of the pension benefits earned on the portion of a TRS member's salary that exceeds $177,412)?</td>
</tr>
<tr>
<td></td>
<td>3. Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)?</td>
</tr>
<tr>
<td></td>
<td>Items the Board may see the successful superintendent candidate request of it:</td>
</tr>
<tr>
<td></td>
<td>1. A fixed salary for each year of the contract.</td>
</tr>
<tr>
<td></td>
<td>2. A guaranteed minimum salary.</td>
</tr>
</tbody>
</table>
## GENERAL SCHOOL ADMINISTRATION

### Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

#### □ Employment and Compensation

<table>
<thead>
<tr>
<th>Superintendent Contract Term Considerations for the Board</th>
<th>Explanation, Special Considerations, and Resources</th>
</tr>
</thead>
</table>
| Severance Agreements                                     | The Government Severance Pay Act (GSPA), 5 ILCS 415/10, added by P.A. 100-895, eff. 1-1-19, requires the following contract provisions:  
  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?  
  Unforeseen pension reform issues? |

#### □ Conditions of Employment

<table>
<thead>
<tr>
<th>Superintendent Contract Term Considerations for the Board</th>
<th>Explanation, Special Considerations, and Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative License</td>
<td>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?</td>
</tr>
<tr>
<td>Criminal Background Check Law</td>
<td>105 ILCS 5/10-21.9, amended by P.A. 101-531. 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.</td>
</tr>
</tbody>
</table>
| 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 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. |
# Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

<table>
<thead>
<tr>
<th>Superintendent Contract Term Considerations for the Board</th>
<th>Explanation, Special Considerations, and Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Background Check Laws</td>
<td>820 ILCS 75/4. 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 (aka ban the box law).</td>
</tr>
<tr>
<td></td>
<td>820 ILCS 55/4. Ill. Right to Privacy in the Workplace Act (RPWA), prohibits employers from:</td>
</tr>
<tr>
<td></td>
<td>1. Requesting, coercing, or requiring any employee or prospective employee to provide a user name and password for any personal online account;</td>
</tr>
<tr>
<td></td>
<td>2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access to that individual's personal online account; and</td>
</tr>
<tr>
<td></td>
<td>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 SIs).</td>
</tr>
<tr>
<td></td>
<td>820 ILCS 70/4. 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.</td>
</tr>
<tr>
<td>Medical Examination</td>
<td>105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases.</td>
</tr>
<tr>
<td></td>
<td>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. Part 1630.2(v). See also PRESS sample policy 5:30, Hiring Process and Criteria, specifically SIs 18 and 19.</td>
</tr>
</tbody>
</table>
### Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

- **Evaluations and Goals**

<table>
<thead>
<tr>
<th>Superintendent Contract Term Considerations for the Board</th>
<th>Explanation, Special Considerations, and Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenure</td>
<td>Suspension of Tenure</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Continued Tenure</td>
</tr>
<tr>
<td></td>
<td>Superintendents serving multiple one year contracts may still accrue service toward and acquire tenure.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Board Goals and Indicators of Student Performance and Academic Achievement for the Superintendent</th>
<th>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:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. At minimum, addressed student performance and academic achievement (105 ILCS 5/10-23.8 states &quot;and other information as the Board may determine&quot;)?</td>
<td></td>
</tr>
<tr>
<td>2. Included them in the body of the employment contract? Or as an exhibit to it?</td>
<td></td>
</tr>
<tr>
<td>3. Set them to be:</td>
<td></td>
</tr>
<tr>
<td>a. Measurable and achievable, i.e., are they within the Superintendent’s control?</td>
<td></td>
</tr>
<tr>
<td>b. Objective, subjective or a combination of both?</td>
<td></td>
</tr>
<tr>
<td>3. Set a timeline for achievement, and if so is it on an:</td>
<td></td>
</tr>
<tr>
<td>a. Annual basis?</td>
<td></td>
</tr>
<tr>
<td>b. Prior to completion of the employment contract?</td>
<td></td>
</tr>
<tr>
<td>4. Set them as procedural, substantive, or a combination of both?</td>
<td></td>
</tr>
<tr>
<td>For more information about setting goals and indicators for superintendents regarding student performance and academic achievement, see:</td>
<td></td>
</tr>
<tr>
<td>IASB’s Field Services Catalog at:</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.iasb.com/pdf/fieldservicecatalog.pdf">www.iasb.com/pdf/fieldservicecatalog.pdf</a></td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
</tbody>
</table>
GENERAL SCHOOL ADMINISTRATION

Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

<table>
<thead>
<tr>
<th>Superintendent Contract Term Considerations for the Board</th>
<th>Explanation, Special Considerations, and Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Goals and Indicators of Student Performance and Academic Achievement for the Superintendent</td>
<td>performance, including academic achievement:</td>
</tr>
<tr>
<td>Setting District Goals and Direction (leads a board and superintendent to develop their own district-language for specific measurable, and attainable goals and indicators)</td>
<td>The Superintendent Evaluation Process (describes an effective method of holding the superintendent accountable)</td>
</tr>
<tr>
<td>The Board and its Superintendent (workshop assisting a board in developing an effective relationship with its superintendent).</td>
<td></td>
</tr>
<tr>
<td>Superintendent Evaluation</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>1. &quot;Direct, through policy, its superintendent in his or her charge of the administration of the school district;&quot; and</td>
</tr>
</tbody>
</table>
| | 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.iastb.com/training/superintendent-evaluation-process.pdf; |
| | IASB's Foundational Principles of Effective Governance, Principle 3. The board employs a superintendent, at: |
## GENERAL SCHOOL ADMINISTRATION

### Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

- **Expenses and Benefits**

<table>
<thead>
<tr>
<th>Superintendent Contract Term Considerations for the Board</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Superintendent Evaluation</td>
<td><a href="http://www.iasb.com/principles.cfm">www.iasb.com/principles.cfm</a>; stating “the board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy”.</td>
</tr>
</tbody>
</table>

#### Expenses

How will the Board address expenses 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.

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
## GENERAL SCHOOL ADMINISTRATION

### Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

- **Expenses and Benefits**

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<tr>
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</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>4. process. Will the Board address reimbursement for unused days?</td>
</tr>
<tr>
<td>Sick Leave/Days</td>
<td>Will the Board address sick days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</td>
</tr>
<tr>
<td>Professional Activities and Organizations</td>
<td>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:</td>
</tr>
<tr>
<td>Retirement</td>
<td>Will the Board address any type of payment(s) upon the Superintendent’s retirement? If yes, then:</td>
</tr>
</tbody>
</table>

### Professional Activities and Organizations

- **Memberships in Community Organizations**
  1. How many organizations will the Board allow the Superintendent to join?
  2. Which organizations will be allowed?
  What is the Board’s limit for the cost of dues to professional organizations?

### Retirement

- **Has the Board thoroughly examined and addressed:**
  1. Any consequences or other penalties to it?
  2. The impact of any prior salary increases?
  3. Potential pension reform issues?

- **Often, a successful superintendent candidate’s attorney has interest in the following issues:**
  1. Available post-retirement options available, e.g., payments for sick/vacation days, post-retirement insurance, longevity annuity payment, etc.

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?
  Will it contribute creditable earnings for TRS purposes?
### GENERAL SCHOOL ADMINISTRATION

**Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process**

- **□ Changes to the Superintendent’s Employment Contract**

<table>
<thead>
<tr>
<th>Superintendent Contract Term Considerations for the Board</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Non-Renewal at End of Contract</td>
<td>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?</td>
</tr>
<tr>
<td></td>
<td>1. Will there be a non-renewal notification date? Do both parties’ attorneys find it reasonable?</td>
</tr>
<tr>
<td></td>
<td>2. Will the Board require the Superintendent to remind it of the non-renewal date?</td>
</tr>
<tr>
<td></td>
<td>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?</td>
</tr>
<tr>
<td></td>
<td>Will the Board agree to language in the employment contract that would provide the Superintendent with a hearing upon non-renewal?</td>
</tr>
<tr>
<td>Renewal at End of Contract</td>
<td>Will the Board agree to a procedure for renewing the employment contract at its end? If yes, then:</td>
</tr>
<tr>
<td></td>
<td>1. What date would be the earliest that the Board could renew its employment contract with the Superintendent?</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Contract Extensions</td>
<td>Will the Board agree to allow for an extension of its employment contract during its term? If yes, then:</td>
</tr>
<tr>
<td></td>
<td>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?</td>
</tr>
<tr>
<td></td>
<td>2. Will the Board agree to extend a one-year contract when the Superintendent is not required to meet any goals?</td>
</tr>
<tr>
<td></td>
<td>See 105 ILCS 5/10-23.8.</td>
</tr>
<tr>
<td>Terminuses</td>
<td>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?</td>
</tr>
</tbody>
</table>
GENERAL SCHOOL ADMINISTRATION

Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

- Changes to the Superintendent’s Employment Contract

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</thead>
<tbody>
<tr>
<td>Terminations</td>
<td>1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement?</td>
</tr>
<tr>
<td></td>
<td>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?</td>
</tr>
<tr>
<td></td>
<td>3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other?</td>
</tr>
<tr>
<td></td>
<td>4. Will the Board terminate the employment contract for permanent disability of the Superintendent?</td>
</tr>
<tr>
<td></td>
<td>a. How will the Board define permanent disability in the contract?</td>
</tr>
<tr>
<td></td>
<td>b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or</td>
</tr>
<tr>
<td></td>
<td>c. Will the Board consider duration of absence; e.g., 90 days or exhaustion of sick leave, whichever is greater? See PRESS sample policy 5:180, Temporary Illness or Temporary Incapacity.</td>
</tr>
<tr>
<td></td>
<td>5. What standard will the Board use to terminate the employment contract for cause? Items to consider include:</td>
</tr>
<tr>
<td></td>
<td>a. Any conduct detrimental/prejudicial to the District;*</td>
</tr>
<tr>
<td></td>
<td>b. Just cause;</td>
</tr>
<tr>
<td></td>
<td>c. Sufficient to dismiss a tenured teacher;</td>
</tr>
<tr>
<td></td>
<td>d. Material breach of contract; or</td>
</tr>
<tr>
<td></td>
<td>e. Not arbitrary and capricious.</td>
</tr>
<tr>
<td></td>
<td>*50 ILCS 205/3c, amended by P.A. 100-1040, 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.</td>
</tr>
<tr>
<td></td>
<td>6. Will the Board agree to provisions for hearing and due process for the Superintendent?</td>
</tr>
<tr>
<td></td>
<td>7. How will the Board address death of its Superintendent during the duration of the employment contract?</td>
</tr>
<tr>
<td>Severance Pay</td>
<td>Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA,</td>
</tr>
</tbody>
</table>

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**GENERAL SCHOOL ADMINISTRATION**

**Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process**

- Changes to the Superintendent's Employment Contract

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</tr>
</thead>
<tbody>
<tr>
<td>Severance Pay</td>
<td>5 ILCS 415/10(a)(i), added by P.A. 100-895, eff. 1-1-19:</td>
</tr>
<tr>
<td></td>
<td>1. A restriction to an amount not exceeding 20 weeks of compensation; and</td>
</tr>
<tr>
<td></td>
<td>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, amended by P.A. 100-1040 limits sexual harassment or discrimination to instances when an employee is &quot;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.&quot; For more discussion about these laws, see fn 6 in policy 2:260, Uniform Grievance Procedure.</td>
</tr>
<tr>
<td>Liquidated Damages</td>
<td>Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract?</td>
</tr>
<tr>
<td></td>
<td>1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys?</td>
</tr>
<tr>
<td></td>
<td>If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?</td>
</tr>
<tr>
<td>Amendments</td>
<td>How will the Board and Superintendent agree to allow for amendments to the employment contract?</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Superintendent Contract Term Considerations for the Board</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Technical clauses (common in contracts)</td>
<td>If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent's attorney reviewed them?</td>
</tr>
<tr>
<td></td>
<td>1. Notice</td>
</tr>
<tr>
<td></td>
<td>2. Applicable law</td>
</tr>
<tr>
<td></td>
<td>3. Headings and numbers</td>
</tr>
<tr>
<td></td>
<td>4. Complete understanding, i.e., do the Board members and Superintendent share the same understanding of the various provisions written in the employment contract?</td>
</tr>
<tr>
<td></td>
<td>5. Counterparts</td>
</tr>
<tr>
<td></td>
<td>6. Effect of Policy Amendments</td>
</tr>
<tr>
<td></td>
<td>7. Severability</td>
</tr>
<tr>
<td></td>
<td>8. Advice of Counsel</td>
</tr>
</tbody>
</table>
# GENERAL SCHOOL ADMINISTRATION

**Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process**

- **Miscellaneous Issues**

<table>
<thead>
<tr>
<th>Superintendent Contract Term Considerations for the Board</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Board Obligations Under the Employment Contract</td>
<td>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.</td>
</tr>
<tr>
<td>Ongoing Monitoring of Each Party’s Compliance with the Contract</td>
<td>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?</td>
</tr>
<tr>
<td>Legislative Issues</td>
<td>How might pending pension reform legislation or other trending legislation affect the employment contract?</td>
</tr>
</tbody>
</table>

Adopted 03-18-19  
Revised 05-20-19
OPERATIONAL SERVICES

Identity Protection

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

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

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

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

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

Treatment of Personally Identifiable Information Under Grant Awards

The Superintendent ensures that the District takes reasonable measures to safeguard: (1) protected personally identifiable information, (2) other information that a federal awarding agency, pass-through agency or State awarding agency designates as sensitive, such as personally identifiable information (PII) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, sensitive information), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (50 ILCS 708/).

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

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

CROSS REF:
- 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)
OPERATIONAL SERVICES

Identity Protection

Adopted 04-18-11
Revised 11-18-13
Revised 10-16-17
Revised 06-18-18
Revised ______
## OPERATIONAL SERVICES

### Administrative Procedure - Protecting the Privacy of Social Security Numbers

Much of the District's collection, storage, use, and disclosure of social security numbers apply to employee records only. But limited exceptions may exist where a school district may need to ask students or their parents/guardians to provide social security numbers. When student social security numbers are involved, consult the board attorney about the intersection of the Identity Protection Act (5 ILCS 179/1), the Family Educational Rights and Privacy Act (20 U.S.C. §1232g), and the Ill. School Student Records Act (105 ILCS 10/1).

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<td>Superintendent and business manager, and their designees</td>
<td>Identify the approved purposes for collecting SSNs, including:</td>
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<td>1. Employment matters, e.g., income reporting to IRS and the IL Dept. of Revenue, tax withholding, FICA, and Medicare.</td>
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<td>2. Verifying enrollment in various benefit programs, e.g., medical benefits, health insurance claims, and veterans' programs.</td>
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<td>3. Filing insurance claims.</td>
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<td>4. Internal verification or administrative purposes.</td>
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<td>5. Other uses authorized and/or required by State law including, without limitation, in the following circumstances (5ILCS179/10(c)):</td>
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<td>a. Disclosing SSNs to another governmental entity if the disclosure is necessary for the entity to perform its duties and responsibilities;</td>
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<td>b. Disclosing a SSN pursuant to a court order, warrant, or subpoena; and</td>
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<td>c. Collecting or using SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, or to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act.</td>
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<td>Identify a method for documenting the need and purpose for the SSN before its collection. 5 ILCS 179/10(b)(1).</td>
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<td>Inform all employees of the District’s efforts to protect the privacy of SSNs. See Exhibit 4:15-E1, Letter to Employees Regarding Protecting the Privacy of Social Security Numbers.</td>
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<td>While State law does not specifically require this step, the law contains mandates applicable to all employees that they need to know. Moreover, this letter provides an opportunity to increase awareness of the confidential nature of SSNs.</td>
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<td>Maintain a written list of each staff position that allows or requires access to SSNs.</td>
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<td>The existence of a written list, even though not required, is important for recordkeeping and accountability purposes.</td>
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<td>Require that employees who have access to SSNs in the course of performing their duties be trained to protect the confidentiality of SSNs. 5 ILCS 179/35(a)(2).</td>
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<td>Direct that only employees who are required to use or handle information or documents that contain SSNs have access to such information or documents. 5 ILCS 179/35(a)(3).</td>
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<td>Require that SSNs requested from an individual be provided in a manner that makes the SSN easily redacted if the record is otherwise required to be released as part of a public records request. 5 ILCS 179/35(a)(4).</td>
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<td></td>
<td>Require that, when collecting SSNs or upon request a statement of the purpose(s) for which the District is collecting and using the SSN be provided. 5 ILCS 179/35(a)(5). See Exhibit 4:15-E2, Statement of Purpose for Collecting Social Security Numbers.</td>
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<td>Require that, when employees who are required to use or handle information or documents that contain SSNs learn of a breach, they:</td>
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## OPERATIONAL SERVICES

### Administrative Procedure - Protecting the Privacy of Social Security Numbers

<table>
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<th>Actor</th>
<th>Action</th>
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| Superintendent and business manager, and their designees | 1. Notify district administrators immediately, and  
Enforce the requirements in Board policy 4:15, Identity Protection, and this procedure. |
| Records Custodian and Head of Information Technology (IT) | Develop guidelines for handling social security numbers in electronic systems. These guidelines should address:  
1. The display of SSNs on computer terminals, screens, and reports;  
2. The security protocol for storing SSNs on a device or system protected by a password or other security system and for accessing SSNs that are included in part of an electronic database;  
3. The security protocol for deleting SSNs that are stored in electronic documents or databases; and  
4. Alternate mechanisms for integrating data other than the use of SSNs. |
| Staff Development Head | Design and execute a training program on protecting the confidentiality of SSNs for employees who have access to SSNs in the course of performing their duties.  
The training should include instructions on the proper handling of information that contains SSNs from the time of collection through the destruction of the information. 5 ILCS 179/35(a)(2). |
| Assistant Superintendents, Directors, Building Principals, and/or Department Heads | Require each staff member whose position allows or requires access to SSNs to attend training on protecting the confidentiality of SSNs.  
Instruct staff members whose position allows or requires access to SSNs to:  
1. Treat SSNs as confidential information.  
2. Never publicly post or display SSNs or require any individual to verbally disclose his or her SSN.  
3. Dispose of documents containing SSNs in a secure fashion, such as, by shredding paper documents and by deleting electronic documents as instructed by the IT Department.  
4. Use SSNs as needed during the execution of their job duties and in accordance with the training and instructions that they received.  
Instruct staff members whose position does not require access to SSNs to notify a supervisor and/or the IT Department whenever SSNs are found in a document or other material, whether in paper or electronic form. |
| Freedom of Information Officer | Redact every SSN before allowing public inspection or copying of records responsive to a FOIA request. 5 ILCS 179/15. |
| Employees | Do not collect, use, or disclose another individual’s SSN unless directed to do so by an administrator.  
If the employee is in a position that requires access to SSNs: Treat SSNs as confidential information and follow the instructions learned during training.  
If the employee is not in a position that requires access to SSNs: Notify his or her supervisor and/or the IT Department whenever the employee comes across a document or other material, whether in paper or electronic form, that contains a SSNs. |

Adopted 04-18-11  
Revised 10-17-16  
Revised 10-16-17  
Revised______

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OPERATIONAL SERVICES

Administrative Procedure – Treatment of Personally Identifiable Information Under Grant Awards

This procedure implements identification, handling, storage, access, disposal, and the overall confidentiality of personally identifiable information under grant awards in the subhead Treatment of Personally Identifiable Information Under Grant Awards in Board policy 4:15, Identity Protection. Use it when the District is a recipient of a federal grant award or State grant award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) and, as a result, must handle personally identifiable information (defined below) in its administration of the award.

Definitions

Personally identifiable information (PII) means information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is considered to be PII is available in public sources such as telephone books and public Web sites. This type of information is considered to be Public PII and includes, for example, first and last name, address, work telephone number, email address, home telephone number, and general educational credentials. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII (or protected personally identifiable information) whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual. 2 C.F.R. §200.79.

Protected personally identifiable information (Protected PII) is a subset of PII; it means an individual’s first name or first initial and last name in combination with any one or more types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother’s maiden name, criminal records, medical records, financial records, or educational transcripts. Protected PII does not include personally identifiable information that is required by law to be disclosed. 2 C.F.R. §200.82.

Safeguarding Requirement

GATA and 2 C.F.R. §200.303(e) require grant recipients to take reasonable measures to safeguard (1) protected personally identifiable information, (2) other information that the awarding or pass-through agency designates as sensitive, such as personally identifiable information, and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively referred to in this Procedure as sensitive information).

The Superintendent or designee will ensure that the District:

1. Implements reasonable security measures, such as physical and technological safeguards, for the protection of sensitive information that meets or exceeds industry standards designed to protect such information from unauthorized access, destruction, use, modification, or disclosure.

2. Complies with all applicable laws, such as the Identity Protection Act (5 ILCS 179/) (IPA), Personal Information Protection Act (815 ILCS 530/10) (PIPA) and Student Online Personal Protection Act (105 ILCS 85/27, added by P.A. 101-516, eff. 7-1-21) (SOPPA) in the event of a breach of sensitive information.

3. Notify, if appropriate, members of the school community impacted by a breach when notification is not specifically required by law.

4. Educates staff members involved in the administration of grants that in addition to federal regulation 2 C.F.R. §200.303(e) and the terms of a specific award, multiple laws may apply to personally identifiable information, depending upon the type of information/record including: IPA (5 ILCS 179/), PIPA (815 ILCS 530/), Family Educational Rights and Privacy Act, (20 U.S.C. 1232g), Ill. School Student Records Act (105 ILCS 16/), SOPPA (105 ILCS 85/), amended by P.A. 101-516, eff. 7-1-21, Personal Record Review Act (820 ILCS 40/), and Local Records Act (50 ILCS 205/3).

5. Consults with the Board Attorney as needed to ensure compliance.

Relevant Board Policies and Administrative Procedures for Handling of Sensitive Information

The following Board policies and procedures also address and govern the District’s identification, handling, storage, access, disposal, and overall confidentiality of certain types of sensitive information:
OPERATIONAL SERVICES

Administrative Procedure – Treatment of Personally Identifiable Information Under Grant Awards

1. 2:220, School Board Meeting Procedure, and Exhibit, 2:220-E8, School Board Records Maintenance Requirements and FAQs, address storage, access, and destruction of meeting minutes, including closed meeting minutes and verbatim recordings.

2. 2:250, Access to District Public Records, addresses providing access to public records in response to Freedom of Information Act requests and the preservation and destruction of public records under the Local Records Act. 2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules, also addresses the preservation and destruction of public records under the Local Records Act.

3. 4:15, Identity Protection, specifically requires the District to safeguard sensitive information under grant awards.

4. 4:80-AP1, Internal Controls Checklist, requires the District to protect assets, including technology and electronic systems from loss or misuse.

5. 5:120-AP2, Employee Conduct Standards, requires all District staff members to respect the confidentiality of student and personal records and other information covered by confidentiality agreements.

6. 5:130, Responsibilities Concerning Internal Information, requires all District employees to maintain the integrity and security of all internal information and the privacy of confidential records.

7. 5:150, Personnel Records, and 5:150-AP1, Personnel Records, address the identification, storage, and access to personnel records.

8. 6:235, Access to Electronic Networks, requires all users of the District's electronic networks to maintain the confidentiality of student information.

9. 6:235-AP1, Acceptable Use of District's Electronic Networks, requires all users of the District's electronic networks to take steps to safeguard their integrity and security.

10. 7:340, Student Records, along with 7:340-AP1, School Student Records, and 7:340-AP2, Storage and Destruction of School Student Records, address the District's legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records.

Disposal of Sensitive Information

When disposal of sensitive information is authorized by law and/or Board policy, the Superintendent or other administrator overseeing the administration of the grant award will ensure the District follows the disposal standard under the Personal Information Protection Act (815 ILCS 550/40) and renders the information unreadable, unusable, and undecipherable.

Training for Employees and Contractors

District employees and contractors responsible for the administration of a federal or State award for the District will receive training on the safeguarding of sensitive information.

The Superintendent or designee will ensure:

1. Employees receive training upon their assignment to perform work under the award and then on a bi-annual basis thereafter, until the award is concluded or an employee's involvement in the award is complete, whichever is earlier. The training shall include education on this procedure and the District's policies and procedures listed above that govern the District's handling of sensitive information for various types of information/records.

2. Documentation of employee training on the handling of personally identifiable information is maintained, including the dates(s) of the training and attendance/completion of the training.

3. District contractors performing work under the grant award regularly receive training from the District or other comparable training on the management of sensitive information.

Resources

III. State Board of Education –

OPERATIONAL SERVICES

Administrative Procedure – Treatment of Personally Identifiable Information Under Grant Awards

U.S. Dept. of Education –

Ill. Attorney General –
www.illinoisattorneygeneral.gov/consumers/hotline.html#dbreport.

Revised _______
OPERATIONAL SERVICES

Revenue and Investments

Revenue
The Superintendent or a designee is responsible for making all claims for property tax revenue, State Aid, special state funds for specific programs, federal funds, and categorical grants.

Investments
The Superintendent shall either appoint a Chief Investment Officer or serve as one. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

Investment Objectives
The objectives for the School District's investment activities are:

1. Safety of Principal. Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.

2. Liquidity. The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.

3. Rate of Return. The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.

4. Diversification. The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

Authorized Investments
The Chief Investment Officer may invest District funds in one or more of the following:

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.

2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.

The term "agencies of the United States of America" includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto; (b) the federal home loan banks and the federal home loan mortgage corporation; and (c) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
OPERATIONAL SERVICES

Revenue and Investments

4. Obligations of corporations organized in the United States with assets exceeding $500,000,000 if (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature not later than three years from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations and (c) no more than one-third of the public agency's funds may be invested in short term obligations of corporations.

5. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) of this subsection and to agreements to repurchase such obligations.

6. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.

7. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by such public agency or its governing authority.

8. Dividend-bearing share accounts, share certificate accounts or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principal office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.

9. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.


11. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued thereunder. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

Except for repurchase agreements of government securities that are subject to the Government Securities Act of 1986, as now or hereafter amended or succeeded, the District may not purchase or invest in instruments that constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instrument and the transaction meet the following requirements:

a. The securities, unless registered or inscribed in the name of the public agency, are purchased through banks or trust companies authorized to do business in the State of Illinois.
OPERATIONAL SERVICES

Revenue and Investments

b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a designated institution. The "custodial bank" is the bank or trust company, or agency of government, which acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.

c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank's computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.

d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.

e. The security interest must be perfected.

f. The District enters into a written master repurchase agreement which outlines the basic responsibilities and liabilities of both buyer and seller.

g. Agreements shall be for periods of 330 days or less.

h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.

i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the public agency. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District's claims to rights to those securities.

j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.

k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.

12. Any investment as authorized by the Public Funds Investment Act and Acts amendatory thereto. Paragraph 11 supercedes paragraphs 1-10 and controls in the event of conflict.

Except as provided herein, investments may be made only in banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.

Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last two sworn statements of resources and liabilities or reports of examination, which the institution is required to furnish to the appropriate state or federal agency. Each institution designated as a depository shall acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination, which it is required to furnish to the appropriate state or federal agency.
OPERATIONAL SERVICES

Revenue and Investments

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

The District may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution’s commitment to the community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and,
5. Any additional burden on the District’s resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, 30 ILCS 235/. The Superintendent or designee shall keep the Board informed of collateral agreements.

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District’s name and held by a third-party custodian. Safekeeping practices should qualify for the General Accounting Standards Board’s Statement 3, Category I, the highest recognized safekeeping procedures.

Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District’s investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio’s performance shall be measured by appropriate and credible industry standards for the investment type.

The School Board will determine, after receiving the Superintendent’s recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

Ethics and Conflicts of Interest

The School Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board Member Conflict of Interest policy 2:100. No District employee having influence on the District’s investment decision shall:

1. Have any interest, directly or indirectly, investments in which the District is authorized to invest.
OPERATIONAL SERVICES

Revenue and Investments

2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.

3. Receive, in any manner, compensation of any kind from any investments in which the agency is authorized to invest.

LEGAL REF.: 30 ILCS 235/,

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

Adopted 9-16-97
Revised 12-20-99
Revised 11-20-00
Revised 10-18-04
Revised 01-18-05
Revised 02-17-10
Revised 05-17-10
Revised 05-19-14
Revised 11-18-19

Revised
OPERATIONAL SERVICES

Purchases and Contracts

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

Standards for Purchasing and Contracting

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

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

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

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

1. Supplies, materials, or work involving an expenditure in excess of $25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, Facility Management and Building Programs.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1, et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of $1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21. The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the board by completing the necessary forms that must be attached to the District’s annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
8. Each contractor with the District is bound by each of the following:
   a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c)(6) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor’s employees from having direct, daily contact with one or more students if the employee was found guilty of an offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee’s sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District’s fingerprint-based criminal history records check on him or her.
   b. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools who begins providing services in the District after June 14, 2014, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the 1 5 7 and be
OPERATIONAL SERVICES

Purchases and Contracts

subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

The Superintendent or designee shall (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.


CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

Adopted 9-16-97
Revised 03-20-06
Revised 01-23-08
Revised 02-18-09
Revised 07-20-09
Revised 05-17-10
Revised 02-23-15
Revised 12-12-16
ADMINISTRATIVE PROCEDURES

Purchases

The Board Attorney shall be consulted, as needed, regarding legal requirements presented by the administrative procedure as well as before a contract is presented to the Board.

Requirements for Purchases and Contracts

A. Each of the following requirements describes the type of purchase and/or contract to which it applies; requirements in Sections B and C may also apply to a specific purchase or contract.

1. All purchases of goods or services must be made through the use of contracts or purchase orders, except for those purchases made from petty cash funds or the Imprint Fund, or as otherwise specifically authorized by the Superintendent.

2. Illinois Use Tax Act compliance (105 ILCS 5/10-20.21(b) and 35 ILCS 105):
   a. Persons bidding for and awarded a contract, and all affiliates of the person, must collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provision of the Illinois Use Tax Act.
   b. All bids and contracts must include: (1) a certification that the bidder or contractor is not barred from bidding for or entering into a contract, and (2) an acknowledgement that the School Board may declare the contract void if the certification is false.

3. All entities seeking to enter into a contract with the District must provide written certification to the District that it will provide a drug free workplace by complying with the Illinois Drug Free Workplace Act. All contractors must comply with the notification mandates and other requirements in the Illinois Drug Free Workplace Act, 30 ILCS 580. "Contractor" is defined in the Illinois Drug Free Workplace Act as "a corporation, partnership, or other entity with 25 or more employees at the time of letting the contract, or a department, division, or unit thereof, directly responsible for the specific performance under a contract of $5,000 or more."

4. Before soliciting bids or awarding a contract for supplies, materials, equipment, or services, a certified education purchasing contract that is already available through a State education purchasing entity (as defined in the Education Purchasing Program, Article 105 ILCS 5/28A of The School Code), may be considered as a bid. 105 ILCS 5/10-20.21(d).

5. All contracts must include provisions required by State or federal law, as applicable. Topics commonly requiring a provision include equal opportunity employment, prevailing wage, minimum wage, and performance bond.

6. The procurement of architectural, engineering, and land surveying services is governed by the Local Government Professional Services Selection Act, 50 ILCS 510/7, implemented by 2:170-AP, Administrative Procedure - Qualified Based Selection.

7. A list must be posted on the District's website, if any, of all contracts in excess of $25,000 and any contract with an exclusive bargaining representative must be posted on the website, if any, 105 ILCS 5/10-20.44(b).

8. Each contractor with the District must comply with 105 ILCS 5/10-21.9(f) and agree to: (a) not allow any of its employees to have direct, daily contact with one or more students if the employee was found guilty of any offense listed in 105 ILCS 5/10-21.9(c) or 5/21B-80(c); (b) prohibits any of its employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; (c) require each of its employees who will have direct, daily contact with one or more student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her; and (d) reimburse the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a contractor who will have direct, daily contact with a student(s). See 4:60-AP3, Criminal History Records Check of Contractor Employees.

9. Each contractor with the District must comply with 105 ILCS 5/24-5 and agree: (a) concerning each new employee who begins providing services in the District after June 16, 2004 who will have direct, daily contact with one or more student(s), to provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and (b) to require any new or existing employee who has and will have direct, daily contact with one or more student(s) to
ADMINISTRATIVE PROCEDURES

Purchases

complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

10. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(B-10) (food donations).

B. To the extent feasible, the following govern all purchases and/or the awarding of contracts for supplies, materials, or work, and/or contracts with private carriers for transporting students involving: (a) an expenditure of $25,000 or less, or (b) in an emergency, an expenditure in excess of $25,000, provided such expenditure is approved by three-quarters of the School Board. See 105 ILCS 5/10-20.21(a)(ix)(b) (3/4s of the Board must approve an emergency expenditure in excess of $25,000 when the bidding process is not used) and 5/29-6.1 (time limitations for transportation contracts).

1. Telephone quotations, verbal quotations, or catalog prices will be used to purchase materials which are needed urgently, or small quantity orders.

2. Written quotations will be used to purchase materials or services when time requirements allow. Whenever possible, quotations should be received from at least two potential competitors. The Superintendent or designee may negotiate with vendors at any time, including after receiving quotations.

C. The following govern all purchases and/or the award of contracts involving an expenditure in excess of $25,000 for supplies and materials or work, 105 ILCS 5/10-20.21(a).

1. Contracts will be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability, except contracts and purchases for:
   a. Services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
   b. Printing of finance committee reports and departmental reports;
   c. Printing or engraving of bonds, tax warrants and other evidences of indebtedness;
   d. Purchase of perishable foods and perishable beverages;
   e. Materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price;
   f. Maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
   g. Use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
   h. Duplicating machines and supplies;
   i. Fuel, including diesel, gasoline, oil, aviation, natural gas, or propane, lubricants, or other petroleum products. Natural gas when the cost is less than that offered by a public utility;
   j. Equipment previously owned by some entity other than the District itself;
   k. Repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed $50,000 and not involving a change or increase in the size, type, or extent of an existing facility;
   l. Goods or services procured from another governmental agency;
   m. Goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph; and;
   n. Emergency expenditures where such an emergency expenditure is approved by three-quarters of the members of the Board;
   o. Goods procured through an education master contract, as defined in the Education Purchasing Program, Article 105 ILCS 5/28A of The School Code; and
   p. Providing for the transportation of students, which contracts must be advertised in the same manner as competitive bids and awarded by first considering the bidder(s) most able to provide safety and comfort for the students, stability of service, and any other factors set forth in the request for proposal regarding quality of service, and then

2. Competitive Bidding Process:


ADMINISTRATIVE PROCEDURES

Purchases

a. An invitation for bids is advertised, where possible, by public notice at least ten days before the bid date in a newspaper published in the District, or if no newspaper is published in the District, in a newspaper of general circulation in the area of the District. 105 ILCS 5/10-20.21(a).

b. The following information should be included in the advertisement for bids:
   1. A description of the materials, supplies or work involved;
   2. Completion or delivery date requirements;
   3. Requirements for bids, bonds, and/or deposits;
   4. Requirements for performance and labor and material payment bonds;
   5. Date, time and place of the bid opening;
   6. The approximate time period between the opening of bids and the award of the contract; and
   7. Any other useful information.

c. If specifications are available, the advertisement for bids will describe where they may be obtained and/or inspected.

d. All bids must be sealed by the bidder. 105 ILCS 5/10-20.21(a).

e. A Board member or District employee opens the bids at a public bid opening at which time the contents are announced. 105 ILCS 5/10-20.21(a). With the exception of bids for construction purposes, bids may be communicated, accepted, and opened electronically. The following safeguards apply to an electronic bid opening (105 ILCS 5/10-20.21(a)):
   1) On the date and time of a bid opening, the primary person conducting the electronic bid process shall log onto a specified database using a unique username and password previously assigned to the bidder to allow access to the bidder's specific bid project number.
   2) The specified electronic database must be on a network that: (i) is in a secure environment behind a firewall; (ii) has specific encryption tools; (iii) maintains specific intrusion detection systems; (iv) has redundant systems architecture with data storage back-up, whether by compact disc or tape; and (v) maintains a disaster recovery plan.

f. Each bidder will be given at least three days' notice of the time and place of the bid opening. 105 ILCS 5/10-20.21(a).

g. Conduct that promotes deception and collusion during the bidding process is prohibited and may violate the Ill. Criminal Code, 720 ILCS 5/33E-1 et seq. Examples include interference with public contracting, bid-rigging, and acquisition or disclosure of bidding information by a public official.

3. Following the opening of bids, the Superintendent or designee (and Board Attorney, if needed) determines the lowest responsible bidder and verifies the bidder's qualifications. Contracts are awarded at a properly called open meeting of the School Board. If the Superintendent recommends a bidder other than the lowest bidder, the Superintendent will provide the Board with the factual basis for the recommendation in writing. The Board, if it accepts a bid from a bidder other than the lowest, records the factual basis for its decision in its minutes. A contract arises only when the Board votes to accept a bid, although written notice of the award will later be given to the successful bidder.

4. Notwithstanding the foregoing, the District is relieved from bidding when making joint purchases with other public entities in compliance with the Governmental Joint Purchasing Act, 30 ILCS 525/0.04).

30 ILCS 580/, Ill. Drug Free Workplace Act.
35 ILCS 105/, Ill. Use Tax Act
50 ILCS 510/, Local Government Professional Services Selection Act.

Adopted 09-16-97
Revised 07-18-05
Revised 03-20-06; Revised 02-18-08; Revised 05-17-10
Revised 12-20-10; Revised 12-17-12; Revised 02-23-15
Revised 12-12-16; Revised______
## OPERATIONAL SERVICES

### Administrative Procedure - Criminal History Records Check of Contractor Employees

<table>
<thead>
<tr>
<th>Actor</th>
<th>Actor</th>
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<tbody>
<tr>
<td>Firm contracting with the District, referred to herein as “contractor”</td>
<td>Prohibits any of the contractor’s employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 105 ILCS 5/10-21.9(c) or 5/21B-80(c), both amended by P.A. 99-667. Prohibits any of the contractor’s employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee’s sentence for the criminal offense. Requires each employee who will have direct, daily contact with student(s) to cooperate during the District’s fingerprint-based criminal history records check on him or her. 105 ILCS 5/10-21.9(f). Reimburses the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a contractor who will have direct, daily contact with student(s).</td>
</tr>
<tr>
<td>Superintendent or designee</td>
<td>Requires that the following paragraph be included in each contract with any firm whenever any employee of the firm will have direct, daily contact with one or more students. The contractor shall not send to any school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/10-21.9(c) and/or 5/21B-80(c), as amended from time to time, or who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. The contractor shall not send to any school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee’s sentence for the criminal offense. The contractor shall make every employee who will have direct, daily contact with one or more students available to the District for the purpose of submitting to a fingerprint-based criminal history records check. The check shall occur before any employee or agent is sent to any school building or school property. The contractor will reimburse the District for the cost of each check. The District must also provide a copy of the report to the individual employee of the contractor, but is not authorized to release it to the contractor. Additionally, at least quarterly, the contractor shall check if any of its employees or agents having direct, daily contact with one or more students is listed on the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. Completes the required forms to request a fingerprint-based criminal history record check on each contractor’s employee who will have direct, daily contact with one or more students. 105 ILCS 5/10-21.9(f). See 5:30-AP2, Investigations. Screens the individual’s name and address against the: (1) Illinois Sex Offender Registry, <a href="http://www.isp.state.il.us/sor/">www.isp.state.il.us/sor/</a>, and (2) the Violent Offender Against Youth Registry maintained by the Ill. Dept. of State Police (ISP), <a href="http://www.isp.state.il.us/cmvo/">www.isp.state.il.us/cmvo/</a>. Whenever a contractor sends an employee who will have direct, daily contact with a student(s) to the District for the first time, ASKS the contractor: 1. <strong>Will this employee be assigned to more than one school district?</strong> IF YES, 162 2. <em>Join the applicable Regional Superintendent to be responsible for</em></td>
</tr>
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**OPERATIONAL SERVICES**

**Administrative Procedure – Criminal History Records Check of Contractor Employees**

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<thead>
<tr>
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<tr>
<td>Superintendent or designee</td>
<td>obtaining a fingerprint-based criminal history records check and checking the Statewide Sex Offender Database for each such employee. The Regional Superintendent is required to promptly report to the District any information concerning the employee’s record of conviction and identification as a sex offender. 105 ILCS 5/10-21.9(f).</td>
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</tbody>
</table>

2. Has another Illinois school district already conducted a fingerprint-based criminal history records check on the employee within the last year? IF YES, may request a copy of it for that contractor's employee from the school district where the contractor's employee worked or works. The District may rely on a check done by another district within the last year. 105 ILCS 5/10-21.9(h).

Note: State law does not define “within the last year.”

Upon a request from any school, school district, community college district, or private school for a copy of a fingerprint-based criminal history records check for an employee of a contractor, FIRST determines if the District conducted the check within the last year. IF YES, provides a copy of it to the requesting entity. 105 ILCS 5/10-21.9(h).

Note: An immunity provision, contained in 20 ILCS 2635/7(A)(3), makes the District not liable to an individual for its reasonable actions taken in reliance on the individual’s Criminal History Records Information (CHRI) report. The District will lose the immunity if it was notified by the individual or by the ISP that the CHRI report is inaccurate or incomplete.

Cross reference and resource:
2. **Fingerprint-based Criminal History Records Information Check subhead** in 5:30-AP2, Investigations.

Adopted 11-17-14
Revised 12-12-16

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OPERATIONAL SERVICES

Administrative Procedure - Federal and State Award Procurement Procedures

In addition to the State legal requirements for purchases and contracts set forth in Board policy 4:60, Purchases and Contracts, and 4:60-API, Purchases, the following procedures apply to District procurement under federal awards and State awards governed by the Grant Accountability and Transparency Act (GATA).

Consult the Board Attorney regarding the legal requirements presented by this administrative procedure as well as before a contract is presented to the Board.

Code of Conduct

Board policies 2:100, Board Member Conflict of Interest, and 5:120, Employee Ethics; Conduct; and Conflict of Interest, contain standards of conduct covering conflicts of interest and governing the actions of board members and employees engaged in the selection, award, and administration of contracts.

General Procurement Standards

A. The District shall avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. Note: A conflict between this regulation’s requirements and the Illinois Criminal Code of 2012 may exist. See 720 ILCS 5/33E-2(1-5) and 5/33E-18 (prohibits bid stringing; violation is a Class 4 felony) and 720 ILCS 5/33E-3 (prohibits bid rigging, a Class 3 felony).

B. To foster greater economy and efficiency, the District may enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

C. The District may use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

D. The District may use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost. Note: A conflict between this regulation’s requirements and the Illinois Criminal Code of 2012 may exist. See 720 ILCS 5/33E-2(1-5) and 5/33E-18 (defines and prohibits bid stringing, a Class 4 felony).

E. The District shall only award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. Note: State law requires award to the “lowest responsible bidder.”

F. The District shall maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

G. The District may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Note: The Illinois Criminal Code of 2012 (720 ILCS 5/33E-9) requires approval of the Board or designee when a contract cost increases or decreases by $10,000, a/k/a change orders. If a change order will exceed the original contract price by 10%, it must be rebid.

H. The District shall be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements.

Competition

A. All procurement transactions shall be conducted in a manner providing full and open competition consistent with the standards of State law (105 ILCS 5/10-20.21) and policy 4:60, Purchases and Contracts, and this section. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Situations considered to be restrictive of competition include, but are not limited to:

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OPERATIONAL SERVICES

Administrative Procedure - Federal and State Award Procurement Procedures

1. Placing unreasonable requirements on firms in order for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding;
3. Noncompetitive pricing practices between firms or between affiliated companies;
4. Noncompetitive contracts to consultants that are on retainer contracts;
5. Organizational conflicts of interest;
6. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
7. Any arbitrary action in the procurement process.

B. The District shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Note: State law may also encourage or discourage these preferences. Discuss these with the Board Attorney. See also Doyle Plumbing and Heating Co. v. Bd. of Educ., Quincy Pub. Sch. Dist. No. 172, 291 Ill. App. 3d 221 (4th Dist. 1997); Cardinal Glass v. Bd. of Educ. of Mendota Comm. Consol. Sch. Dist. 289, 113 Ill. App. 3d 442 (3rd Dist. 1983). Nothing in this section preempts State licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. Note: The Board must also follow the Local Government and Professional Services Selection Act (50 ILCS 510).

C. Procurement Transactions. All solicitations will:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured.
   a. Such description must not, in competitive procurements, contain features which unduly restrict competition.
   b. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.
   c. Detailed product specifications should be avoided if at all possible.
   d. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated.

2. Identify all requirements which offerors must fulfill and all other factors to be used in evaluating bids and proposals.

D. The District shall ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Note: State laws may conflict with this provision. See 105 ILCS 5/10-20.21 and 50 ILCS 510/.

E. The District shall not preclude potential bidders from qualifying during the solicitation period.

Methods of Procurement

The District shall use one of the following methods of procurement:

A. Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of $10,000, as may be amended from time to time. To the extent practicable, the District shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the Board considers the price to be reasonable. Note: See 105 ILCS 5/10-20.21 and policy 4:60, Purchases and Contracts.
OPERATIONAL SERVICES

Administrative Procedure - Federal and State Award Procurement Procedures

B. Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold of $250,000, as may be amended from time to time. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

C. Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. Note: 105 ILCS 5/10-20.21 requires “lowest responsible bidder.” The sealed bid method is the preferred method for procuring construction, if the conditions in 2 C.F.R. §200.320(c)(1) apply. If sealed bids are used, the requirements in 2 C.F.R. §200.320(c)(2) apply. Note: 105 ILCS 5/10-20.21 requires sealed bids.

D. Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the requirements in 2 C.F.R. §200.320(d) apply. Note: 105 ILCS 5/10-20.21 requires sealed bids.

E. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the circumstances in §200.320(f) apply. Note: 50 ILCS 510/ may conflict with this regulation.

Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms
The District shall take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

A. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;

B. Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;

C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;

D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises;

E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Dept. of Commerce; and

F. Requiring the prime contractor, if subcontractors are to be let, to take the affirmative steps listed in paragraphs (A) through (E) of this section.

Contract Cost and Price

A. The District shall perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-federal entity must make independent estimates before receiving bids or proposals.

B. The District shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor’s investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

C. Costs or prices based on estimated costs for contracts under the federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the District under Subpart E, Cost Principles, of 2 C.F.R. Part 200.

D. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.
OPERATIONAL SERVICES

Administrative Procedure - Federal and State Award Procurement Procedures

Federal Awarding Agency or Pass-Through Entity Review
The District shall make available, upon request of the federal awarding agency or pass-through entity (ISBE):

A. Technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition; and

B. Procurement documents (such as requests for proposals or invitations for bids, or independent cost estimates) for pre-procurement review when one or more of the circumstances in §200.324(b) apply.

Bonding Requirements

A. For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the federal awarding agency or pass-through entity may accept the bonding policy and requirements of the District provided that the federal awarding agency or pass-through entity has made a determination that the federal interest is adequately protected.

B. If such a determination has not been made, the minimum requirements shall be as follows:

1. A bid guarantee from each bidder equivalent to five percent of the bid price. The bid guarantee must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

2. A performance bond on the part of the contractor for 100 percent of the contract price. A performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

3. A payment bond on the part of the contractor for 100 percent of the contract price. A payment bond is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Contract Provisions

The District's contracts shall contain the applicable provisions described in Appendix II to 2 C.F.R. Part 200, Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

Adopted _______
OPERATIONAL SERVICES

Accounting and Audits

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

Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each School Board member and to the Superintendent.

The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report

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

Inventories

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

Capitalization Threshold

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

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) re 168 1 all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the
OPERATIONAL SERVICES

Accounting and Audits

Internal Revenue Service regulations regarding when to report an employee’s personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, Payment Procedures. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Board consistent with the annual budget. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board’s monthly list of bills indicating the recipient and including an explanation.

Control Requirements for Checks

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

Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District’s financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or imprudent employee action.

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

LEGAL REF.: 2 C.F.R. §200 et seq.
30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill.Adm.Code 7000 et seq.
23 Ill. Adm. Code, Part 100

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

Administrative Procedure - Inventory Management for Federal and State Awards

This procedure applies to property acquired by the District under federal grant awards or State grant awards governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/).

Definitions

Property - real or personal property. 2 C.F.R. §200.81.

Equipment - Tangible personal property (including information technology systems) having a useful life of more than one year and per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or $5,000. 2 C.F.R. §200.33

Supplies - All tangible personal property other than equipment. 2 C.F.R. §200.94

Acquisition Cost - The cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Acquisition costs for software includes those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the District’s regular accounting practices. 2 C.F.R. §200.2

Roles and Responsibilities

<table>
<thead>
<tr>
<th>Actor</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Manager and/or Designee</td>
<td><strong>Recordkeeping – 2 C.F.R. §200.313(d)(1) and (2)</strong></td>
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<tr>
<td></td>
<td>1. Ensures all equipment purchased with grant funds is identified and marked as such.</td>
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<td>2. Maintains an inventory list that includes the following:</td>
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<td>a. a description of the property</td>
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<td>b. a serial number or other identification number</td>
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<td></td>
<td>c. the source of funding for the property (including the Federal Award Identification Number (FAIN), if applicable)</td>
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<tr>
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<td>d. who holds title</td>
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<td>e. the acquisition date</td>
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<td>f. cost of the property</td>
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<td></td>
<td>g. percentage of federal or State participation in the cost of the property</td>
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<td></td>
<td>h. the location, use and condition of the property</td>
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<td></td>
<td>i. any ultimate disposition data including the date of disposal and sale price of the property.</td>
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<td>3. Takes a physical inventory of the property and reconciles the results with the records at least once every two years.</td>
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<td><strong>Maintenance and Safeguarding – 2 C.F.R. §200.313(d)(4)</strong></td>
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<tr>
<td></td>
<td>1. Budgets for and schedules regular maintenance of the equipment when it is recommended by the manufacturer and arranges for repair of equipment when economically feasible.</td>
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<td>2. Oversees implementation of the internal controls for the safeguarding of equipment and supplies required by 4:80-API, Internal Control Checklist.</td>
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<td>3. Reports (or receives reports, if so designated) any fraud, waste, or abuse of property in accordance with 4:80-AP2, Fraud, Waste, and Abuse Awareness Program.</td>
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</tbody>
</table>
OPERATIONAL SERVICES

Administrative Procedure - Inventory Management for Federal and State Awards

<table>
<thead>
<tr>
<th>Actor</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Manager and/or Designee</td>
<td>4. Investigates reports of property loss, damage, or theft. If appropriate, and in consultation with the Superintendent, makes a report to law enforcement for further investigation.</td>
</tr>
</tbody>
</table>

Title and Use -- 2 C.F.R. §200.313(a) and (c)

1. Ensures the equipment is used for the authorized purposes of the grant during the period of the grant, or until the property is no longer needed for the purposes of the project.

2. During the time that equipment is used on the project or program for which it was acquired, designates equipment available for use on other projects or programs currently or previously supported by the federal or State government, provided such use will not interfere with the work for which it was originally acquired, in the following order of priority:
   a. First preference is given to other programs or projects supported by the awarding agency that financed the equipment.
   b. Second preference is given to programs or projects under awards from other awarding agencies (in the case of federal awards, to activities under federal awards from other federal awarding agencies; this includes consolidated equipment for information technology systems).

3. If the equipment is to be used for non-federally or non-State-funded programs or projects, considers charging user fees. Any fees charged for equipment services acquired under an award must be equal to or greater than what private companies charge for equivalent services, unless specifically authorized by statute, for as long as the government retains an interest in the equipment.

4. Ensures that title to the property is not encumbered without the approval of the awarding agency.

Disposition -- 2 C.F.R. §200.313(e)

1. Unless the awarding agency requires an equipment transfer, when equipment acquired under an award is no longer needed for the original project or program or for any other activities supported by a federal or State awarding agency, requests disposition instructions from the awarding agency, if required by the terms and conditions of the award.

2. If an item of equipment has a current per unit fair market value of $5,000 or less, arranges for the retention, sale, or disposal of the equipment with no further obligation to the awarding agency. Notes the disposition of such items in the District's property records.

3. Except for awards exempted under 2 C.F.R. §200.312(b), or if the awarding agency fails to provide requested disposition instructions within 120 days, arranges for the retention or sale of items of equipment with a current per-unit fair-market value in excess of $5,000.

The awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the awarding agency may permit the District to deduct and retain from the agency share $500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.
OPERATIONAL SERVICES

Administrative Procedure - Inventory Management for Federal and State Awards

<table>
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<tr>
<td>Business Manager and/or Designee</td>
<td>4. If applicable, arranges for the transfer of title to the property to the federal or State government or to an eligible third party, provided that in such cases, the District is entitled to compensation for its attributable percentage of the current fair market value of the property.</td>
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<td>5. If the District is authorized or required to sell the property, ensures compliance with Board policy 4:80, Accounting and Audits, regarding the disposition of property, and follows proper sales procedures to ensure the highest possible return.</td>
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<td>6. For items of equipment with an acquisition cost of $5,000 or more:</td>
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<td>a. Obtains two signed bids from potential purchasers or two appraisals from authorized appraisers to determine the per unit current fair market value.</td>
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<td>b. If the per unit current fair market value is $5,000 or more, follows the procedures outlined in the Ill. State Board of Education's State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures to obtain ISBE's approval, available at: <a href="http://www.isbe.net/Documents/fiscal_procedure_handbk.pdf">www.isbe.net/Documents/fiscal_procedure_handbk.pdf</a>.</td>
</tr>
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<td>7. When appropriate, arranges for the trade-in of equipment to be replaced or sale of the property when acquiring replacement equipment. Proceeds from the trade-in or sale may be used to offset the cost of the replacement equipment.</td>
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<td>Note: If the District fails to take appropriate disposition actions, the awarding agency may direct the District to take disposition actions.</td>
</tr>
<tr>
<td>Staff Members Who Receive Equipment/Supplies as Part of Their Job Duties</td>
<td>Use the equipment/supplies for the purposes authorized by the grant during the grant period, or until the property is no longer needed for the purposes of the project.</td>
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<td>Properly use the equipment in accordance with the manufacturer's instructions.</td>
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<td>Produce the equipment/supplies when requested by the Business Manager or designee, whether for inventory, scheduled maintenance, repair, or other purposes.</td>
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<tr>
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<td>Take reasonable steps to prevent damage to equipment and supplies in accordance with 4:80-API, Internal Control Checklist.</td>
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<tr>
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<td>Report any fraud, waste, or abuse of property in accordance with 4:80-AP2, Fraud, Waste, and Abuse Awareness Program.</td>
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<td>Immediately report lost or stolen equipment/supplies to the Business Manager or designee.</td>
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<td></td>
<td>Return the equipment/supplies when requested by the Business Manager or designee or if it is no longer needed.</td>
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Revised _________
OPERATIONAL SERVICES

Administrative Procedure — Comprehensive Safety and Security Plan

Contents:
A. Safety- and Security-Related Administrative Procedures and Forms
B. Definitions
C. District Safety Coordinator and Safety Team; Responsibilities
D. Safety Team Meetings
E. Annual Safety Review
F. School Safety Drill Plan
G. School Emergency Operations and Crisis Response Plan (SEOCRPs)
H. Material to be Included in Each SEOCRP
I. Managing Communications During and About an Emergency or Crisis
J. Required Notices
K. Resources
Attachment A - School Emergency Operations and Crisis Response Plan Format

Attachment B – Alignment of Comprehensive Safety and Security Plan with Targeted School Violence Prevention Program

A. Safety and Security Related Administrative Procedures and Forms

Administrative material on school safety and security may be implemented under this plan, including, without limitation, any in the following list.

4:60-AP3 Criminal History Records Check of Contractor Employees
4:110-AP1 School Bus Post-Accident Checklist
4:110-AP3 School Bus Safety Rules
4:110-E Emergency Medical Information for Students Having Special Needs or Conditions Who Ride School Buses
4:160-AP Environmental Quality of Buildings and Grounds
4:170-AP1, E1 Accident or Injury Form
4:170-AP1, E2 Memo to Staff Members Regarding Contacts by Media About a Crisis
4:170-AP2 Routine Communications Concerning Safety and Security
4:170-AP2, E1 Letter to Parents/Guardians Regarding Student Safety
4:170-AP2, E2 Letter to Parents/Guardians Regarding Educational Programs About the Dangers of Underage Drinking
4:170-AP2, E3 Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers
4:170-AP4 National Terrorism Advisory System
4:170-AP5 Unsafe School Choice Option
4:170-AP6 Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED
4:170-AP6, E1 School Staff AED Notification Letter
4:170-AP6, E2 Notification to Staff and Parents/Guardians of CPR and AED Video

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OPERATIONAL SERVICES

Administrative Procedure — Comprehensive Safety and Security Plan

4:170-AP7 Targeted School Violence Prevention Program
4:170-AP7, E1 Threat Assessment Decision Tree
4:170-AP7, E2 Threat Assessment Documentation and Response
4:170-AP7, E3 Targeted School Violence Prevention and Threat Assessment Education
4:170-AP8 Movable Soccer Goal Safety
4:175-AP1 Criminal Offender Notification Laws; Screening
4:175-AP1, E1 Informing Parents/Guardians About Offender Community Notification Laws
4:180-AP1 School Action Steps for Pandemic Influenza
4:180-AP2 Pandemic Influenza Surveillance and Reporting
6:235-B4 Keeping Yourself and Your Kids Safe On Social Networks
6:235-E5 Children’s Online Privacy Protection Act
7:280-AP Managing Students with Communicable or Infectious Disease
7:290-AP Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program

B. Definitions
SEOCR is School Emergency Operations and Crisis Response Plan (formerly Emergency Operations Plan). Each school or facility has an SEOCR.

First responders are local law enforcement, fire department officials, emergency medical services personnel, and any other entity in the community that provides emergency assistance.

Incident means any event or occurrence that threatens the safety and security of individuals on school property or at school events.

District Safety Coordinator is the individual who manages the District’s safety and security efforts.

Safety Team is the Superintendent’s administrative committee that is responsible for its respective SEOCR. Each school or facility has a Safety Team.

SRO means school resource officer, defined as a law enforcement officer who has been primarily assigned to a school or school district under an agreement with a local law enforcement agency.

C. District Safety Coordinator and Safety Team; Responsibilities

The Superintendent appoints an administrator to be the District Safety Coordinator to manage the District’s safety and security efforts and serve as the District’s spokesperson during a crisis or emergency.

The Superintendent appoints members of a Safety Team for each school or facility, with input from the District Safety Coordinator and each school’s Building Principal. The Building Principal and SRO, if any, shall be members of the Safety Team.

The District Safety Coordinator and each school’s Safety Team are responsible for developing, implementing, and maintaining a SEOCR with the following objectives as explained in FEMA’s Guide to Developing High-Quality School Emergency Operations Plans (2013), at rams.ed.gov/docs/RFMS_K-12_Guide_508.pdf:

- Prevention, meaning the capabilities needed to avoid, deter, or stop an incident. Prevention requires the use of: (a) research-based principles of safety and security, (b) an ongoing analysis of data (e.g., incident and inspection reports, complaints, suggestions), and (c) an ongoing program for identifying and evaluating unreasonable risks.
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Administrative Procedure — Comprehensive Safety and Security Plan

- Protection, meaning the capabilities needed to secure schools against violence and manmade or natural disasters. Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.
- Mitigation, meaning the capabilities needed to reduce the likelihood or impact of an incident or emergency. Mitigation requires, among other things, high-quality training and instruction programs to execute and improve the SEOCR.
- Response, meaning the capabilities needed to stabilize an incident, save lives, establish a safe and secure environment, and facilitate the transition to recovery. Effective response requires, among other things, a clear, rapid, factual, and coordinated system of internal and external communication.
- Recovery, meaning the capabilities needed to restore the learning environment.

D. Safety Team Meetings

The District Safety Coordinator chairs the Safety Team meetings. The meetings are held as determined by the District Safety Coordinator. At least once annually, the Safety Team shall request the participation of first responders and the Board Attorney in a meeting to review and provide input. The following matters are suggested agenda items:

- Review the agenda and determine who will take meeting notes.
- Review the notes from the previous meeting.
- Discuss the status of previously submitted recommendations.
- Receive, review, and discuss individual and Safety Team committee reports and recommendations concerning one or more items below.
  1. Safety and security data from incidents, investigations, audits, etc.
  2. Recommendations received from stakeholders and first responders
  3. Emerging issues
  4. Status of the SEOCR
  5. Status of the safety and security communication system
  6. Status of training programs
  7. Status of programs to build awareness of, and support for, the SEOCR (contests, posters, drives, etc.)
- Clarify information and recommendations for a report to the Superintendent.
- Confirm the Safety Team meeting schedule and review upcoming meeting dates.

E. Annual Safety Review

The District Safety Coordinator facilitates the annual safety review meeting conducted by the School Board or its designee, as required by 105 ILCS 128/25, amended by P.A. 101-455, and 128/30. During the annual safety review, the law requires the School Board or its designee to “review each school building’s emergency and crisis response plans, protocols, and procedures, including procedures regarding the District’s threat assessment team, and each building’s compliance with the school safety drill programs.” If the school board uses a designee, it should preferably be someone other than the District Safety Coordinator to assure an unbiased audit. The District Safety Coordinator assists the Board or its designee to comply with annual review requirements, including without limitation, the completion of a report certifying that the review took place. See ISBE’s website for an annual review checklist and report at www.isbe.net/safety/guide.htm. The Open Meetings Act (OMA) allows the Board to enter closed session to discuss security procedures, school building
OPERATIONAL SERVICES

Administrative Procedure — Comprehensive Safety and Security Plan

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), amended by P.A. 99-235). Consult the Board Attorney for assistance with this OMA exception.

F. School Safety Drill Plan

The School Safety Drill Act (105 ILCS 128/, amended by P.A.s 100-996 and 101-455; eff. 1-1-19) and any implementing State administrative rules shall supersede this procedure in the event of a conflict.

The Building Principal shall keep the Superintendent or designee informed of when drills are scheduled and/or accomplished. ISBE’s fillable School Drill Documentation form for documenting the completion of minimum drill requirements may be used (see www.isbe.state.il.us/safety/pdf/91-02_school_drill_documentation.pdf).

Each academic year, each school building that houses students must conduct a minimum of:

1. Three school evacuation drills. These drills prepare students and personnel for situations that occur when conditions outside of a school building are safer than inside a school building. Evacuation may be necessary depending on the circumstances. They may include a fire, suspicious item or person, or incident involving a hazardous material, including but not limited to a chemical, incendiary, explosive, and bomb threat.

One of the three school evacuation drills requires the participation of the appropriate local fire department, unless waived as provided below. A date is selected according to the following timeline:

- No later than September 1 of each year, the local fire department or fire district must contact the Building Principal in order to make arrangements.
- No later than September 14 of each year, the Building Principal or designee and the local fire department or fire district may agree to waive the provisions concerning participation by the local fire department in a school evacuation drill.
- No later than September 15 of each year, each Building Principal or designee must contact the responding local fire official and propose to the local fire official four dates within the month of October, during at least two different weeks of October, on which to hold the drill. The fire official may choose any of the four available dates, and if he or she does so, the drill occurs on that date.
- Alternatively, the Building Principal or designee and the local fire official may, by mutual agreement, set any other date for the drill, including a date outside of the month of October.
- If the fire official does not select one of the four offered dates in October or set another date by mutual agreement, the school does not need to include the local fire service in one of its mandatory school evacuation drills.

After a drill in which the local fire service participated, the Building Principal should request certification from the local fire service that the school evacuation drill was conducted. Additional school evacuation drills for fire incidents may involve the participation of the appropriate local fire department. In addition, schools may conduct additional school evacuation drills to account for other evacuation incidents, including without limitation, suspicious items or bomb threats.

2. One school bus evacuation drill. This drill prepares students and school personnel for situations that occur when conditions outside of the bus are safer than inside the bus. Evacuation may be necessary,
OPERATIONAL SERVICES

Administrative Procedure — Comprehensive Safety and Security Plan

depending on the circumstances, in the event of a fire, suspicious items, and incidents involving hazardous materials. Schools may conduct additional bus evacuation drills.

In addition, instruction on safe bus riding practices should be provided for all students. See 4:110-AP3, School Bus Safety Rules.

3. One severe weather and shelter-in-place drill. This drill prepares students for situations involving severe weather emergencies or the release of external gas or chemicals. Severe weather and shelter-in-place drills must address and prepare students and school personnel for possible tornado incidents. Other drills shall be based on the needs and environment of particular communities, including severe weather (such as tornadoes, wind shears, lightning, and earthquakes), incidents involving hazardous materials, and incidents involving weapons of mass destruction.

4. One law enforcement drill. This drill addresses a school shooting incident and evaluates the preparedness of school personnel and students for situations calling for the involvement of law enforcement when there is an active threat or an active shooter within a school building. A law enforcement drill must occur no later than 90 days after the first day of each school year. This drill must be conducted: (a) according to the District’s emergency operations and crisis response plan(s), (b) on days and times when students are normally present in the school building, and (c) with the participation of all school personnel and students present at school at the time of the drill, except for those exempted at the discretion of administrators or school support personnel. The appropriate local law enforcement agency must observe administration of the drill. In addition, a law enforcement drill must meet each of the following criteria:

- During each calendar year, the appropriate local law enforcement agency contacts the Building Principal to request participation in the law enforcement drill. The Building Principal and the local law enforcement agency shall set, by mutual agreement, a date for the drill.
- The drill involves the onsite participation of the local law enforcement agency, provided that an agreeable date can be reached between the Building Principal and the local law enforcement agency. If the parties cannot reach an agreeable date, the school shall hold the drill without participation from the local law enforcement agency.
- After a drill in which local law enforcement participated, the Building Principal should request a certification from local law enforcement that the law enforcement drill was conducted. The local law enforcement agency shall also notify the school of any deficiencies noted during the drill.

The District Safety Coordinator, in cooperation with the Building Principal, shall encourage local law enforcement agencies to establish a school walk-through program. This program encourages local law enforcement officials to walk through school properties during their patrols with the goal of increasing security (school districts are encouraged, but not mandated, to do this by House Resolution 153 (98th General Assembly, 2013)).

G. School Emergency Operations and Crisis Response Plan (SEOCR)

Each Safety Team shall develop, implement, and maintain a SEOCR using the process below, as explained in FEMA’s Guide to Developing High-Quality School Emergency Operations Plans (2013), at rems.ed.gov/docs/REMS_K-12_Guide_508.pdf:

1. Develop a schedule and invite the participation of first responders.
2. Identify threats and hazards, assess risks, and prioritize threats and hazards.
3. Determine goals and objectives.
4. Develop, review, evaluate, and maintain the SEOCR.
OPERATIONAL SERVICES

Administrative Procedure — Comprehensive Safety and Security Plan

5. Share the SEOCR with stakeholders and train them. This includes, without limitation, having the SEOCR accessible in a digital format.


H. Material to be Included in Each SEOCR

Each school Safety Team annually gathers and/or renewes the following material for inclusion in the SEOCR:

1. **District-level Targeted School Violence Prevention Plan.** See Board policy 4:190, Targeted School Violence Prevention Program, and 4:190-AP1, Targeted School Violence Prevention Program.

2. **Building-level Threat Assessment Team procedures.** See 4:190-AP2, Threat Assessment Team (TAT).

3. Building evacuation protocol. The Building Principal or designee shall: (a) keep a comprehensive evacuation map - describing main and alternate routes - in the main office, (b) post signs containing main and alternate evacuation routes for each occupied area in a conspicuous place, preferably near the exit, (c) prepare evacuation plans for outdoor areas (playgrounds and stadiums), and (d) keep all staff informed of the evacuation plans.

4. Documents concerning safety drills. The Principal shall schedule, execute, and document safety drills as per the School Safety Drill Act (105 ILCS 128/1, amended by P.A.s 100-996 and 101-455, eff.1-1-19) and this procedure.

5. Maps and layouts, including (a) campus map, (b) building floor plan, (c) location of first aid kits, AEDs, and fire extinguishers, and (d) map or plan describing the areas to be used in the event of an emergency or crisis for triage, emergency helicopter landing, media center, non-victim students, and parents/guardians. The Safety Team or Principal shall annually give a copy of these to first responders.

6. A protocol to secure a list of people present in the building at any time.

7. Tornado response plan, including a map showing tornado wall locations (105 ILCS 128/25).

8. Carbon monoxide alarm or detector activation plans, protocols and procedures (105 ILCS 5/10-20.57, amended by P.A.s 99-496; and 430 ILCS 135/).

9. The safety equipment’s maintenance schedule and the person(s) responsible.

10. An emergency early dismissal protocol.

11. A plan for inviting warnings or tips, e.g., a hotline or website for individuals to make anonymous tips.

12. A protocol for student supervision in the event of an emergency or crisis.


16. Procedures on student illness and injuries at school and school events (23 Ill.Admin.Code §1.530(c)).

17. A plan for giving students instructions on safe school bus riding practices, including the operation and use of emergency doors and windows (as a means of escape), seat belts, and fire extinguisher (105 ILCS 128/20(b)). The District’s parent-teacher advisory committee, in cooperation with school
OPERATIONAL SERVICES

Administrative Procedure — Comprehensive Safety and Security Plan


18. Safety and security related administrative material. See section A, above.

19. *The location of any door security locking means and the use of the locking and unlocking means from within and outside the room(s) (105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-548).*

20. Other documents identified by the Safety Team.

I. Managing Communications During and About an Emergency or Crisis

The District Safety Coordinator, with assistance from the Safety Team, is responsible for compiling information and preparing communications concerning an emergency or crisis. The District Safety Coordinator serves as the spokesperson during a crisis or emergency. All District communications should come from this source to ensure accuracy, creditability, and compliance with laws granting confidentiality to student records.

The spokesperson shall follow best practices for spokespersons during an emergency or crisis and receive training on public relations. The Board Attorney serves as a resource to the spokesperson. The objective is:

- To provide the maximum amount of verified information to staff members, students' family members, and the media as quickly as possible,

All staff members are requested to refrain from spreading information about an emergency or crisis unless the information is from the District Safety Coordinator. All inquiries should be directed to the spokesperson.

Everyone in the school community can positively affect an emergency or crisis situation by:

1. Avoiding speculation as to the cause.
2. Avoiding allocation of blame.
3. Helping school and law enforcement officials gather the facts.
4. Sticking to the facts during discussions.
5. Deferring all media requests to the spokesperson.
6. Comforting and supporting each other.

J. Required Notices

A school staff member shall immediately notify the Building Principal when he or she:

1. Observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision. 105 ILCS 5/10-27.1A.

2. Has reason to suspect that any person on school grounds is or was involved in a drug-related incident. 105 ILCS 5/10-27.1B.

3. Observes an attack on any staff member or is subject to an attack. 105 ILCS 5/10-21.7.
OPERATIONAL SERVICES

Administrative Procedure — Comprehensive Safety and Security Plan

Upon receiving a report on any of the above, the Building Principal or designee shall immediately notify local law enforcement. See 3:60-E, Event Reporting and Notice Requirements for Building Principals Concerning School Safety and Security. In addition, he or she must notify the Superintendent and, within one to three days of the incident’s occurrence, one or both of them must notify the Ill. Dept. of State Police (ISP). Notification to the ISP may be accomplished using ISBE’s web-based School Incident Reporting System (SIRS) to report incidents electronically. SIRS is available at www.isbe.state.il.us/research/htmls/sch.incident.htm or by going to ISBE’s home page and accessing the District’s Web Application Security (IWAS) account.

K. Resources
Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center rem,s.ed.gov/toolbox.aspx
ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training Institute www.alicetraining.com/
Illinois Emergency Management Agency (IEMA) www2.illinois.gov/read/Pla6/Pages/default.aspx
Schools/Campus - Resources https://www2.illinois.gov/ready/plan/Pages/Schools.aspx
School Safety Information Sharing Program (SSISP) https://www2.illinois.gov/ready/plan/Pages/Schools.aspx
Illinois Terrorism Task Force jemhttps://www2.illinois.gov/jema/ITTF/Pages/default.aspx
www.nea.org/assets/docs/NEA%20School%20Crisis%202018.pdf
OPERATIONAL SERVICES

Administrative Procedure — Comprehensive Safety and Security Plan

Attachment A

School Emergency and Crisis Response Operations Plan Format

Basic Plan
1. Introductory Material
1.1 Promulgation Document and Signatures
1.2 Approval and Implementation
1.3 Record of Changes
1.4 Record of Distribution
1.5 Table of Contents
2. Purpose, Scope, Situation Overview, and Assumptions
2.1 Purpose
2.2 Scope
2.3 Situation Overview
2.4 Planning Assumptions
2.5 Concept of Operations
2.6 Organization and Assignment of Responsibilities
2.7 Direction, Control, and Coordination
2.8 Information Collection, Analysis, and Dissemination
2.9 Training and Exercises
2.10 Administration, Finance, and Logistics
2.11 Plan Development and Maintenance
2.12 Authorities and References

Functional Annexes

Note: This is not a complete list, but it is recommended that all SEOCRP’s include at least the following functional Annexes:

1. Communications
2. Evacuation
3. Shelter-in-Place
4. Lockdown
5. Accounting for All Persons
6. Reunification
7. Continuity of Operations (COOP)
8. Security
9. Recovery
10. Health and Medical

Threat- or Hazard-Specific Annexes

Note: This is not a complete list. Each school’s annexes will vary based on its hazard analysis.

1. Hurricane or Severe Storm
2. Earthquake
3. Tornado
4. Hazardous Materials Incident
5. Mass Casualty Incident
6. Active Shooter
7. Pandemic or Disease Outbreak
OPERATIONAL SERVICES

Administrative Procedure — Comprehensive Safety and Security Plan

Attachment B

Alignment of Comprehensive Safety and Security Plan with Targeted School Violence Prevention Program

SUPERINTENDENT
- Appoints District Safety Coordinator
- Appoints members of each School Safety Team
- Works with input from the District Safety Coordinator
- Develops and implements Targeted School Violence Prevention Program

DISTRICT LEVEL
Comprehensive Safety & Security Plan includes Targeted School Violence Prevention Program

District Safety Coordinator
- Manages the District's safety & security efforts
- Works with School Safety Team(s)

School Violence Prevention Team
- Develops Targeted School Violence Prevention Plan
- Oversees Threat Assessment Team(s)

BUILDING LEVEL
SEOCR
Incorporates Targeted School Violence Prevention Plan

School Safety Team(s)
- An administrative committee that works with the District Safety Coordinator to develop, implement, and maintain a SEOCR
- Includes the Building Principal and School Resource Officer(s), if any

Threat Assessment Team(s)
- A multi-disciplinary team led by the Building Principal
- Assesses and intervenes with individuals whose behavior may pose a threat to safety

Adopted 7-17-00; Revised 12-19-05
Revised 07-16-07; Revised 05-19-09
Revised 11-17-14; Revised 05-16-16
Revised 05-20-19; Revised
OPERATIONAL SERVICES

Administrative Procedure - Criminal Offender Notification Laws; Screening

Laws Protecting Students on School Grounds

The following list describes laws protecting students on school grounds from individuals convicted of serious crimes:

1. A child sex offender is prohibited from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present unless specifically permitted by statute (720 ILCS 5/11-9.3). See School Board policies 4:175, Convicted Child Sex Offender; Screening; Notifications; 8:30, Visitors to and Conduct on School Property; and administrative procedure 8:30-AP, Definition of Child Sex Offender.

2. Law enforcement must notify schools of offenders who reside or are employed in the county. See: (a) Sex Offender Community Notification Law, 730 ILCS 152/; as amended by P.A. 94-945, and (b) Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-154/105. These laws are hereafter referred to as “offender notification laws.” See also Board policy 4:175, Convicted Child Sex Offender; Screening; Notification.

3. The School Code (105 ILCS 5/10-21.9, 5/21B-5 and 5/21B-80) lists criminal offenses that disqualify an individual from District employment if the individual was convicted. 105 ILCS 5/20-21.9 requires any person hired by the District to submit to a fingerprint-based criminal history records check through (a) the Illinois Dept. of State Police (ISP) for an individual’s Criminal History Records Information (CHR) and (b) the Federal Bureau of Investigation’s (FBI) national crime information databases. The law also requires a school district to initially check two publicly available Illinois offender databases for each applicant being considered for hire, repeatedly at least once five every five years that an individual remains employed by the District, which are (a) the Statewide Sex Offender Registry, www.isp.state.il.us/sor/, and (b) the Statewide Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/soyr/. Obtaining the results of the fingerprint-based criminal history records check and review of the database registries is a complete criminal history records check as required by the School Code. See Board policy 5:30, Hiring Process and Criteria; administrative procedure 5:30-AP2, Investigations, and ISBE’s non-regulatory guidance document, Criminal History Records Information (CHR) and ISBE’s non-regulatory guidance document, Criminal History Records Information (CHR) Checks for Certified and Non-certified School Personnel, at www.isbe.net/pdf/guidance_chr.pdf.

Note: A District may also check the National Sex Offender Public Website Registry, www.nsopr.gov; however, the same information will likely appear in the information furnished by the FBI.

4. The provisions in The School Code described above also apply to employees of persons or firms holding contracts with a school district who have direct, daily contact with students, 105 ILCS 5/10-21.9(f). See administrative procedures 4:60-AP3, Criminal History Records Check of Contractor Employees; and 5:30-AP2, Investigations.

5. Being charged with attempting to commit, conspiring to commit, soliciting, or committing any offense listed in 105 ILCS 5/2B-80(6-5) results in the automatic suspension or revocation of the individual’s license until the individual’s criminal charges are adjudicated through a court of competent jurisdiction. If the individual is acquitted, his or her license or application shall be immediately reinstated.

6. Conviction of an offense listed in 105 ILCS 5/21B-80(c), results in the automatic suspension or revocation of the individual’s license. Conviction of an offense listed in 105 ILCS 5/21B-80(b), depending upon whether the individual’s sentence has been satisfactorily completed and seven years have passed since that date, may result in automatic suspension or revocation of the individual’s license.

7. The offender notification laws require law enforcement to ascertain whether a juvenile sex offender or violent offender against youth is enrolled in a school and, if so, to provide a copy of the registration form to the Building Principal and any guidance counselor designated by him or her. This registration form must be kept separately from any and all school records maintained on behalf of the juvenile sex offender. 4:175, Convicted Child Sex Offender; Screening; Notifications.

Receipt of Information from Law Enforcement

Offender Notification Laws: The Superintendent or designee shall notify the local law enforcement officials or county sheriff that he or she is the District’s official contact person for purposes of the offender notification laws. The Superintendent and/or Building Principal may at any time request information from law enforcement officials regarding child sex offenders or violent offenders against youth.
OPERATIONAL SERVICES

Administrative Procedure - Criminal Offender Notification Laws: Screening

The Superintendent will provide Building Principals and other supervisors with a copy of all lists received from law enforcement officials containing the names and addresses of sex offenders and violent offenders against youth.

The Building Principal or designee shall provide the lists to staff members in his or her building on a need-to-know basis, but in any event:

- A teacher will be told if one of his or her students, or a student’s parent/guardian, is on the list.
- The school counselor, nurse, social worker, or other school service personnel will be told if a student or the parent/guardian of a student for whom he or she provides services is on the list.

No person receiving a list shall provide it to any other person, except as provided in these procedures, State law, or as authorized by the Superintendent. Requests for information should be referred to the local law enforcement officials or State Police.

Juvenile Delinquency Adjudication Notifications: The Superintendent or designee shall contact the Juvenile Division of the County State’s Attorney Office(s) having jurisdiction over the District’s school(s) to discuss how the State’s Attorney shall inform the Superintendent or designee of any students adjudicated as delinquent minors for offenses that would be felonies and/or certain weapons offenses under the Criminal Code of 2012, 705 ILCS 405/5-9.01 (8). The Superintendent and/or designee(s) shall ensure the dissemination of such information is limited to the Building Principal and any guidance counselor designated by the Building Principal. Id.

Informing Staff Members and Parents/Guardians About the Law

Building Principals or their designees shall inform parents/guardians about the availability of information concerning sex offenders during school attendance and, if feasible, during parent-teacher conferences. See the Sex Offender Community Notification Law, 730 ILCS 152/101 et seq., as amended by P.A. 940994, eff.1/1/07. Information should be distributed about the Illinois Sex Offender Registry, www.isp.state.il.us/sor, and the Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/. Information may also be included in the Student Handbook. See the Sex Offender Community Notification Law, 730 ILCS 152/, and exhibit 4:175-AP1-E1, Informing Parents/Guardians About Offender Community Notification Laws.

Requests for additional information shall be referred to local law enforcement officials.

Screening Individuals Who Are Likely to Have Contact with Students at School or School Events

The law is silent with regard to screening volunteers and individuals in the proximity of a school. Screening is not the same as the School Code’s requirement to perform a fingerprint-based criminal history records check through (a) the ISP for an individual’s Criminal History Records Information (CHRI), and (b) the FBI’s national crime information databases. 105 ILCS 5/10-21.9.

Screening involves checking an individual’s name and address against the: (1) Ill. Sex Offender Registry, www.isp.state.il.us/sor/, and (2) the Violent Offender Against Youth Registry maintained by the State Police, www.isp.state.il.us/cmvo/. 105 ILCS 5/10-21.9(a-5), (a-6).

1. For employees and student teachers, the Superintendent or Building Principal(s) or designee:
   a. Completes the required forms to request the fingerprint-based criminal history records check; see 5:30-AP2, Investigations. 105 ILCS 5/10-21.9(a).
   b. Screens the individual’s name and address against the: (1) Illinois Sex Offender Registry, www.isp.state.il.us/sor/, and (2) the Violent Offender Against Youth Registry maintained by the State Police, www.isp.state.il.us/cmvo/. 105 ILCS 5/10-21.9(a-5), (a-6). This screening must be done for applicants being considered for hire and, if hired, repeatedly at least once every five years that an individual remains employed by the District.
OPERATIONAL SERVICES

Administrative Procedure - Criminal Offender Notification Laws; Screening

c. Reviews the lists of sex offenders and violent offenders against youth as the lists are received from law enforcement. If a match is found, the Superintendent immediately contacts the local police officials to confirm or disprove the match. The Superintendent immediately notifies the Board if a match is confirmed. The Board President will contact the Board Attorney and the Board will take the appropriate action to comply with State law that may include terminating the individual's employment.

d. May request the individual to authorize a clearance of his or her name through the Ill. Dept. Of Children and Family Services (DCFS) CANTS system. This check documents that the person does not have an indicated report or record on DCFS' registry of child abuse and/or neglect. 325 ILCS 5/11.1(a)(11) and (c). Clearances must be requested using the DCFS form at www.dhs.state.il.us/page.aspx?item=48125.

www.illinois.gov/dep/about/notices/Documents/ofy-689_authorization_for_background_check_for_programs_not_licensed_by_defc_(fillable).pdf If an indicated report by DCFS or by a child welfare agency of another jurisdiction is found, the Board must consider the individual’s status as a condition of employment. Contact the Board Attorney for guidance.

e. Notifies the State Superintendent of Education in writing within 15 business days when a fingerprint-based criminal history records check returns a conviction of a crime set forth in 105 ILCS 5/21B-80 or when a publicly available Illinois offender database check find a registration.

2. For students doing field or clinical experience other than student teaching, the Superintendent or Building Principal(s) or designee:
   a. May require the same fingerprint-based criminal history records check required of student teachers. The cost of this check will be reimbursed by the student seeking the experience.
   b. Performs the responsibilities listed in 1. b. & c., above.

3. For volunteers, see 6:250-AP, Securing and Screening Resource Persons and Volunteers. The Superintendent or Building Principal(s):
   a. May require the same fingerprint-based criminal history records check required of student teachers.
   b. Performs the responsibilities listed in 1. b. & c., above.

4. For contractors' employees, see 4:60-AP3, Criminal History Records Check of Contractor Employees; 5:30-AP2, Investigations.

5. For individuals in the proximity of a school or bus stop, the Building Principal(s) review(s) the lists of sex offenders and violent offenders against youth as they are received from law enforcement. The Building Principal or designee shall: (a) notify staff members according to the section of this procedure on Receipt of the Information from Law Enforcement, and (b) attempt to alter school bus stops and the route students travel to and from school in order to avoid contact with an individual on such a list.

CROSS REF: 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property)

ADMIN.PROC.: 4:60-AP3 (Criminal History Records Check of Contractor Employees), 4:175AP1-E1 (Informing Parents/ Guardians About Offender Community Notification Laws), 5:30-AP2 (Investigations), 6:250-AP (Securing and Screening Volunteers), 6:250-E (Volunteer Information Form and Waiver of Liability), 8:30-AP (Definition of Child Sex Offender), 8:30-E1 (Letter to Parent Regarding Visits to School by Child Sex Offenders), 8:30-E2 (Child Sex Offender's Request for Permission to Visit School Property)

Adopted 9-16-97
Revised 01-16-07
Revised 05-21-12; Revised 11-18-13
Revised 11-17-14; Revised 11-16-15
Revised 12-12-16; Revised
OPERATIONAL SERVICES

Administrative Procedure - Threat Assessment Team (TAT)

This procedure implements Threat Assessment Teams (TATs). TAT members are professional educators, mental health professionals, law enforcement professionals, and professionals from other disciplines as necessary who are trained in behavioral threat assessment. See p. 3 of 4:190-AP1, Targeted School Violence Prevention Program, for authority encouraging the establishment of TATs.

TATs function at the Building level, taking direction from the District-level School Violence Prevention Team. They address potential or developing threatening behavior exhibited not only by students, but from a broad range of individuals affecting the District environment, including:

- Students: current and former (and potentially prospective)
- Employees: current and former (and potentially prospective)
- Parents/guardians of students
- Persons who are (or have been) in relationships with staff or students
- Contractors, vendors or other visitors
- Unaffiliated persons

Customize this procedure to each TAT's building-specific needs, and use it in conjunction with 4:190-AP1, Targeted School Violence Prevention Program; 4:190-AP2, E1, Principles of Threat Assessment; 4:190-AP2, E2, Threat Assessment Documentation; 4:190-AP2, E3, Threat Assessment Key Areas and Questions; Examples; 4:190-AP2, E4, Responding to Types of Threats; and 4:190-AP2, E5, Threat Assessment Case Management Strategies. This procedure contains five sections as follows:

1. Glossary of Terms
2. TAT Formation, Development, and Responsibilities
3. Assessing and Classifying Threats
4. Responding to and Managing Threats
5. Reporting Threats to Outside Agencies

Glossary of Terms
Subject of Concern (Subject) -- an individual who has been identified to pose a threat of violence or serious harm to self/others.
Target -- an individual who is the intended target of the threat posed by the subject of concern.
Threat Assessment -- A fact-based process emphasizing an appraisal of observed (or reasonably observable) behaviors to identify potentially dangerous or violent individuals/situations, to assess them, and to manage/address them.

Threat Assessment Team (TAT) -- A multidisciplinary Building-level team lead by the Building Principal to perform specific threat assessments, that if available to serve, must include the following members: an administrator, a teacher, a school counselor, a school psychologist, a school social worker, and at least one law enforcement official.

TAT Triage Team -- Consists of at least two members of the TAT designated by the Building Principal to triage reported cases of threatening behavior. Screens cases to determine if sufficient resources exist to address concerns or if review and/or action by the full TAT is appropriate.

Types of Threats --
Low-Risk Threat: Subject/situation does not appear to pose a threat of violence or serious harm to self/others, and any exhibited issues/concerns can be resolved easily.
Moderate-Risk Threat: Subject/situation does not appear to pose a threat of violence or serious harm to self/others at this time, but exhibits behaviors that indicate a continuing intent and potential for future violence or serious harm to self/others, and/or exhibits other concerning behaviors that require intervention.
High-Risk Threat: Subject/situation appears to pose a threat of violence, exhibiting behaviors that indicate both a continuing intent to harm and efforts to acquire the capacity to carry out the plan, and may also exhibit other concerning behaviors that require intervention.
Imminent Threat: Subject/situation appears a clear and immediate threat of serious violence toward self/others that requires containment and action to proceed District's environment and/or identified or identifiable target(s), and may also exhibit other concerning behaviors that require intervention.
# Operational Services

## Administrative Procedure - Threat Assessment Team (TAT)

### TAT Formation, Development, and Responsibilities

Following are tasks to integrate TATs into the District's Targeted School Violence Prevention Plan.

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent or designee</td>
<td>Ensures TATs are trained in threat assessment by a threat assessment expert. Free statewide training is available through the Ill. School and Campus Safety Program, at: www2.illinois.gov/ready/plan/Pages/schools-training.aspx.</td>
</tr>
<tr>
<td>Building Principal</td>
<td>Selects TAT members with expertise in:</td>
</tr>
<tr>
<td></td>
<td>- School administration, e.g., a principal or other senior administrator from the school(s) covered by the TAT and human resource professionals;</td>
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<tr>
<td></td>
<td>- Instruction, e.g., a teacher or administrator with recent instructional experience;</td>
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<td></td>
<td>- Counseling, e.g., a school counselor, school psychologist and/or school social worker;</td>
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<td></td>
<td>- Law enforcement, e.g., a school resource officer;</td>
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<td></td>
<td>- Being a staff member in the building;</td>
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<tr>
<td></td>
<td>- Other community resource persons (as members or consultants as determined by the TAT).</td>
</tr>
<tr>
<td></td>
<td>Designates a TAT triage team. See 4:190-AP2, E2, Threat Assessment Documentation.</td>
</tr>
<tr>
<td></td>
<td>When a tip or concern is raised, activates the TAT and uses this procedure.</td>
</tr>
<tr>
<td>TAT</td>
<td>Receives education and seeks training resources, including 4:190-AP2, E1, Principles of Threat Assessment.</td>
</tr>
<tr>
<td></td>
<td>Receives threat assessment training by a threat assessment expert.</td>
</tr>
<tr>
<td></td>
<td>Commits to work collaboratively with each other, with other school staff, and (as appropriate) with community resource persons to support the safety of the school, its students, and its staff.</td>
</tr>
<tr>
<td></td>
<td>Actively, lawfully, and ethically communicates with each other, District administrators, and other school staff who have a need to know particular information to support the safety of the school, its students, and its staff.</td>
</tr>
<tr>
<td></td>
<td>Trains staff, students, parents/guardians, and other members of the school community to recognize and report possible threats by conducting presentations, broadly disseminating relevant information, and ensuring access to consultation from the TAT.</td>
</tr>
<tr>
<td></td>
<td>Identifies and trains members of the school community who can take reports of possible threats.</td>
</tr>
<tr>
<td></td>
<td>Effectively implements Board policy 4:190, Targeted School Violence Prevention Program.</td>
</tr>
</tbody>
</table>

### Assessing and Classifying Threats

When a threat is reported, the Building Principal and TAT assess and classify the threat using the criteria and process outlined below.

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
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<tbody>
<tr>
<td>Building Principal</td>
<td>Educates him/herself about types of threats.</td>
</tr>
<tr>
<td></td>
<td>Determines if an imminent threat exists. If an imminent threat exists, notifies law enforcement in accordance with 4:170-AP1, Comprehensive Safety and Security Plan, Part C Emergency Operations and Crisis Response Plan (SEOCRPP).</td>
</tr>
</tbody>
</table>
OPERATIONAL SERVICES

Administrative Procedure - Threat Assessment Team (TAT)

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>Building Principal and/or TAT Triage Team</td>
<td>If no imminent threat exists, or once an imminent threat is contained, triages threat (with the TAT Triage Team, if one is designated by the Building Principal) to determine if the full TAT must be involved. See 4:190-AP2, E2, Threat Assessment Documentation. Triage may include: Reviewing the threatening communication and/or behavior. Reviewing school and other records for any prior history or interventions with the individual(s) involved. Evaluating the threat in context so that the meaning of the threat and intent can be determined by, among other things, conducting timely and thorough interviews (as necessary) with the person(s) who reported the threat, the threat recipient(s)/target(s), other witnesses who have knowledge of the threat, and when reasonable, the subject of concern (subject) who allegedly engaged in the threatening communication and/or behavior. If the full TAT needs to be involved, convenes it as soon as possible.</td>
</tr>
<tr>
<td>TAT</td>
<td>Assesses the threat. See 4:190-AP2, E3, Threat Assessment Key Areas and Questions; Examples, for key questions to ask the person(s) who reported the threat, the threat recipient(s)/target(s), other witnesses, and the subject in order to assess the threat. Once the assessment is complete, classifies the threat using the following basic criteria: Documents the threat assessment and classification using 4:190-AP2, E2, Threat Assessment Documentation, and ensures that TAT documentation follows the acronym FORT: F Fair – sought to understand situations and give individuals an opportunity to be heard and understood; O Objective – sought information based on facts and observations of the case and not speculation or bias; R Reasonable – engaged in responses that were effective and proportionate to the situation; and T Timely – quickly and responsively addressed reports of threatening behavior.</td>
</tr>
</tbody>
</table>

Responding to and Managing Threats

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>TAT</td>
<td>Identifies appropriate responses to the threat based upon its level. See 4:190-AP2, E4, Responding to Types of Threats, for guidance on responses to each threat level. Develops, implements, and monitors an individualized, fact-based case management plan to intervene with, address, and reduce the threat by: Designating a TAT member as case manager to monitor the status of the subject and to notify the TAT of any change in status, response to interventions/referrals, or additional information that would be cause for reassessment and/or changes in interventions strategies; Assisting the subject, and any impacted staff or students, in accessing appropriate school and community-based resources for support and/or further intervention;</td>
</tr>
</tbody>
</table>
OPERATIONAL SERVICES

Administrative Procedure - Threat Assessment Team (TAT)

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>TAT</td>
<td>Appointing one or more TAT members to engage directly with the subject to prevent the subject from becoming isolated; and Using the least intrusive interventions and strategies that are sufficient, fair, and reasonable to address the concerns identified. See 4:190-AP2, E5, Threat Assessment Case Management Strategies, for interventions and strategies, including those that are subject-based, target-based, and environmental/systems-based. Documents this process and any case updates using 4:190-AP2, E2, Threat Assessment Documentation. Submits updates regularly, e.g., at least every 30 days, until the case is resolved and the subject no longer poses a threat to the school, its students, or its staff. Maintains documentation in accordance with Board policy, State records laws, and administrative procedures.</td>
</tr>
</tbody>
</table>

Reporting Threats to Outside Agencies

Following is the process to notify the Local Law Enforcement Agency (LLEA) and/or the Ill. Dept. of State Police (ISP) about certain types of threats:

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>Superintendent or designee</td>
<td>Reports to the LLEA batteries committed against teachers, teacher personnel, administrative personnel, or educator support personnel. 105 ILCS 5/10-21.7. Immediately notifies the LLEA and the ISP upon receiving a report from any school personnel regarding a verified incident involving: a. A firearm in a school or on school-owned or leased property. 105 ILCS 5/10-21.7A(c). Drugs in a school or on school-owned or leased property, including any conveyance owned, leased, or used by the school for the transport of students or school personnel. 105 ILCS 5/10-21.7B(b).</td>
</tr>
<tr>
<td>Building Principal</td>
<td>Reports to the LLEA threats to the safety and welfare of students and teachers by illegal use of drugs and alcohol, by illegal use or possession of weapons, or by gang activity. 105 ILCS 5/10-21.4a. Reports other threats to the LLEA as necessary and appropriate. Immediately notifies the LLEA upon receiving a report that any person has been observed in possession of a firearm on school grounds (other than a law enforcement official engaged in the conduct of his or her official duties). If the person found to be in possession of a firearm on school grounds is a student, the Building Principal or designee shall also immediately notify the student’s parent/guardian. 105 ILCS 5/10-21.7A(b). Reports directly to the ISP within 24 hours of a determination that a student or other person poses a clear and present danger to himself, herself, or others. 430 ILCS 66/105 and 405 ILCS 5/6-103.3; 20 Ill.Admin.Code §1230.120(b).</td>
</tr>
</tbody>
</table>

Adopted 11-18-19

Revised _____
GENERAL PERSONNEL

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; religion; creed; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic violence, or sexual violence, or gender violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical conditions, credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/1.

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

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District’s nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:
Name: Dr. Patrick M. Twomey - Superintendent
Address: 323 West Washington Street, Macomb, IL 61455
Email: twomeym@mcusd185.org
Telephone No.: (309) 833-4161

Complaint Manager:
Name: Mrs. Velvet Taflinger – Human Resources
Address: 323 West Washington Street,
Macomb, IL. 61455
Email: taflingerv@mcusd185.org
Telephone No.: (309) 833-4161

Mr. Ed Fulkerson – Asst. Principal
1525 South Johnson Street
Macomb, IL 61455
fulkersone@mcusd185.org
(309) 837-2331

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

Minority Recruitment

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

GENERAL PERSONNEL

Equal Employment Opportunity and Minority Recruitment

42 U.S.C. § 12111 et seq., Americans with Disabilities Act, Title I.
Ill. Constitution, Art. 1, §§17, 18, and 19
410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act.
410 ILCS 513/25, Genetic Information Protection Act.
775 ILCS 5/1-103, 5/2-102, 5/2-103, and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 260, Nursing Mothers in the Workplace Act.

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

Adopted 9-16-97
Revised 8-30-99
Revised 12-20-99
Revised 10-16-00
Revised 1-20-04
Revised 10-18-04
Revised 10-25-05
Revised 10-15-07
Revised 01-23-08
Revised 10-20-08
Revised 08-17-09NA
Revised 02-17-10
Revised 02-23-11
Revised 05-21-12
Revised 05-19-14
Revised 06-15-15
Revised 06-18-18
Revised
GENERAL PERSONNEL

Workplace Sexual Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual’s actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, or shall they engage in harassment or abusive conduct on the basis of an individual’s or other protected status identified in Board policy 5:10, Equal Employment Opportunity and Minority Recruitment. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, Harassment of Students Prohibited.

Sexual Harassment Prohibited

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

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

Making a Complaint

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

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

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, Uniform Grievance Procedure. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 5:20, Workplace Harassment Prohibited.

The District’s current Nondiscrimination Coordinator and Complaint Managers are:
GENERAL PERSONNEL

Workplace Sexual Harassment Prohibited

Nondiscrimination Coordinator:
Name
Address
Telephone No.
Email

Superintendent of Schools
323 West Washington Street, Macomb, IL 61455
(309) 833-4161
twomeym@mcusd185.org

Complaint Managers:
Name
Address
Telephone No.
Email

Mrs. Velvet Taflinger – Human Resources
323 W. Washington, Macomb, IL 61455
(309) 833-4161
taflingerv@mcusd185.org

Mr. Ed Fulkerson – Assistant Principal
323 W. Washington, Macomb, IL 61455
(309) 833-4161
fulkersone@mcusd185.org

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge. Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District’s duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Enforcement

A violation of this policy may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

Retaliation Prohibited

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

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

Workplace Sexual Harassment Prohibited

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

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq., implemented by 29 C.F.R. § 1604.11
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., implemented by 34 C.F.R. § 1604.11
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).
Ill. Human Rights Act, 775 ILCS 5/2-101(E) and (E-I), and 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and, 5/5-102.2.
56 Ill.Admin.Code Parts 2500, 2510, 5210, and 5220
Sangamon County Sheriff’s Dept. v. Ill. Human Rights Com’n, 233 Ill.2d 12 (Ill., 2009).
Vance v. Ball State University, 133 S.Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

Adopted 9-16-97
Revised 8-30-99
Revised 10-16-00
Revised 10-18-04
Revised 10-15-07
Revised 08-17-09NA
Revised 05-17-10
Revised 12-16-13
Revised 06-18-18
Revised 03-18-19

Revised
GENERAL PERSONNEL

Administrative Procedure - Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation

State and federal law prohibit harassment on the basis of an individual's actual or perceived race, religion, national origin, sex (including pregnancy), sexual orientation, age, citizenship status, disability, or other protected status, as identified in Board policy 5:10, Equal Employment Opportunity and Minority Recruitment. For the purpose of this procedure, sexual harassment includes harassment on the basis of sexual orientation, which means actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity.

The person charged with conducting the internal harassment investigation must ascertain (1) if the alleged conduct occurred; (2) if the conduct was unwelcome; (3) if the harassing conduct was based on any protected status of the complainant; and (4) whether the harassment created a hostile environment in that it was so severe or pervasive as to affect a term or condition of the complainant’s employment: had the purpose or effect of subsequently interfering with the individual’s work performance or creating an intimidating, hostile, or offensive work environment. The questions that follow are designed to help the investigator uncover this evidence. The questions below serve as a general sample; they are not all-inclusive and the exact questions must be designed for the specific allegations in each case.

Did the alleged conduct occur?
Investigators should consider a number of factors in evaluating whether the complained of conduct occurred, such as:

1. The level of detail provided by the complainant/witness;
2. The consistency within and between the witness’ statement(s)
3. The consistency between the witness’ statements and those of other witnesses;
4. Corroborating witnesses and other evidence;
5. Body language/eye contact of the witness (Note: the manner of a complainant’s body language/eye contact during an interview may be attributable to the complainant’s discomfort, rather than a lack of truthfulness);
6. The existence of a pattern of similar past behavior/harassment complaints involving the alleged harasser;
7. Does the witness have reason to be untruthful, such as a personal stake in the outcome?

Is the conduct complained of unwelcome?

"Unwelcome conduct" is that verbal or physical conduct which the employee did not solicit or incite and that which the employee regarded as undesirable or offensive. The Equal Opportunity Employment Commission (EEOC) evaluates the issue of welcoming in a case-by-case basis, considering the totality of the circumstances. The wise investigator will do the same.

Below are sample questions that can be used to formulate actual questions for this part of the investigation.

1. Who is the alleged harasser? What is his/her name? Is he/she a co-worker or a supervisor?
2. Is the conduct complained of physical, verbal, and/or committed using an electronic device, such as through e-mail, text message, or a social networking website? Obtain relevant details for each incident (the Five W’s: Who, What, Where, When and Why).
3. If physical, describe with specificity the nature of the physical conduct. Describe all locations on complainant’s body that were touched and indicate when, how often, how the complainant was approached, who witnessed the physical conduct and where was the complainant when the conduct took place. Did the physical conduct involve an injury? Is possession of the complainant’s property involved, and, if
GENERAL PERSONNEL

Administrative Procedure - Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation

so, what was the property, what was the nature of the injury, when did it happen, and where is the property now?

4. If the unwelcome conduct was verbal, what was stated, when, how often, where were the parties when the statements were made, and who witnessed the statements being made?

5. If the conduct was committee using an electronic device, e.g., through e-mail, text message, or social networking website, what was state, where, when, how often, who saw it?

6. Did the complainant or any witnesses retain any evidence of the offensive conduct such as a picture, email message, text message, or video or audio recording?

7. Was a complaint or protest made to anyone employed by the District or to anyone else? If so, to whom did the complainant complain, when was the complaint made, what was stated therein, and were there any witnesses to this or these complaints?

8. What was the complainant’s response to the conduct? Did the complainant tell the alleged harasser to stop? Did the complainant complain to others about the alleged harasser’s behavior? Did the complainant ask co-workers, supervisors or managers to make the harassment stop? If so, obtain all relevant details (the Five W’s).

9. Did the complainant engage in any conduct with the alleged harasser that could have encouraged his/her behavior? If so, what was the conduct, when and where did it occur, how often and who witnessed it?

10. Did the complainant make the alleged harasser aware at the point when the conduct became unwelcome? If so, when, how this was done, what was communicated to the alleged harasser, and were there any witnesses?

11. Did the complainant complain about the harassment to the alleged harasser, his/her supervisors, other managers or others? If so, when were the complaints made, what was said, who was present, and what was the response to each complaint?

12. If no prior complaints about the alleged harassment were made, why not?

13. What other actions, if any, did the complainant take to indicate to the alleged harasser that his/her conduct was unwelcome?

14. If they lack knowledge about the harassment, did co-workers, supervisors or managers notice any changes in charging party’s behavior at work or in the alleged harasser’s treatment of the charging party?

15. Has the alleged harasser been accused of harassment by other employees? If so, when, and were the allegations investigated? If so, what was the result of the investigation, and what was management’s response, i.e., what remedy was imposed?

Did the work environment become hostile?

To ascertain whether unwelcome conduct creates an unlawful “hostile environment”, the major inquiry is whether the conduct had the effect of unreasonably interfering with an individual’s performance or creates an intimidating, hostile, or offensive working environment. In the sexual harassment context, trivial or annoying conduct such as sexual flirtation or innuendo or vulgar language would prof 196 establish a hostile environment. The challenged conduct must substantially affect the work environment of a reasonable person for a violation to be found.
GENERAL PERSONNEL

Administrative Procedure - Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation

Consider the following additional questions for this part of the inquiry:

1. What effect, if any, did the alleged harassment have upon the complainant’s ability to perform the complainant’s job?

2. What effect, if any, did the alleged harassment have upon the complainant’s mental or physical health or well-being? Was medical treatment or therapy sought?

3. Even if the alleged harassment had little or no effect on the complainant’s work performance or well-being, is there evidence, e.g., verbal or written comments, that the alleged harasser intended his or her conduct to have that effect?

4. Additional question for sexual harassment complaints: What was the sexual character of the work environment before the complainant entered the environment? Were sexual comments and actions common? If so, what types, when did they occur? Who was involved? Supervisors? Co-workers?

5. Did the character of the workplace change after complainant joined the workplace? If so, how? What was complainant’s behavior? How did the alleged harasser and other co-workers or supervisors respond to complainant’s behavior?

6. Was the complaint of verbal or physical behavior directed at persons other than complainant? If so, who were they? What conduct was directed towards them, when, how frequently, who was present, where did it occur and who witnessed it? How did these persons react to the physical or verbal conduct?

7. Did the alleged harasser single out the charging party? If so how, when, where, and why?

8. Did others join in perpetrating the harassment? If so, who? What was done, when, where, who witnessed the conduct, and were others harassed too?

9. If the complained of conduct was verbal, what were the remarks? Were they hostile and derogatory? What was the frequency and context of the comments? Were the parties inside or outside of the workplace when the comments were made?

10. Was the alleged harassment observed by supervisors, managers, or other co-workers? If so, by whom, when, where, and what was observed?

11. Was the alleged harassment observed by former employees or others outside the workplace? If so, by whom, when, where, and what was seen?

Was the harassment committed by a supervisor?
The employer will be held responsible for acts of harassment committed by the employee’s supervisor, meaning someone who was authorized by the employer to have authority over the complainant’s terms and conditions of employment. To investigate harassment committed by the complainant’s supervisor, include questions such as the following:

1. What conduct is the supervisor accused of? When, where, how often did it occur, and who observed?

2. Was the supervisor authorized to grant or deny tangible job benefits to the complainant? If so, what was the scope of that authority and what 1977 tends evidence it? If not, were the supervisor’s recommendations concerning the complainant’s terms and conditions of employment typically or routinely followed?
GENERAL PERSONNEL

Administrative Procedure - Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation

Was the harassment quid pro quo (do this for that)?

An employer will be held responsible for acts of quid pro quo sexual harassment, meaning that tangible job benefits were either (1) conditioned on submitting to sexual favors, or (2) denied because of the complainant's rejection of a sexual advance or request for sexual favors. Quid pro quo-type harassment can also occur in other contexts, such as religious discrimination, for example, if a person is required to abandon or alter his or her religious practice as a condition of employment.

1. How was the complainant's employment affected by the alleged harassment? Was he/she denied a salary increase, a promotion, a job transfer, etc.? If so, when?

2. Was the complainant treated differently from similarly situated employees in regard to the denied salary increase, promotion, job transfer, etc.? If so, who was treated differently by this same supervisor?

3. What other management employees were involved in decisions to grant or deny the tangible job benefit(s) to the complainant? Did they have knowledge of the sexual conduct?

Adopted 9-16-97
Revised 10-15-07
Revised 12-16-13
Revised 03-18-19

Revised
GENERAL PERSONNEL

Hiring Process and Criteria

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

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, or any other person necessary to the hiring decision, or for purposes of clarifying the information, the Ill. Dept. of State Police and/or Statewide Sex Offender Database.

Each newly hired employee must complete an U.S. Citizenship and Immigration and Naturalization 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 Section 105 ILCS 5/21B-80 of The School Code 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 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 a 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's current or previous employers about wage or salary history, including benefits or other compensation.
Hiring Process and Criteria

6. 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.

7. The District provides equal employment opportunities to all persons. See policy 5:10, Equal Employment Opportunity and Minority Recruitment.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an licensed advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, 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, or an licensed advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, 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 School Board will pay the expenses of any such examination.

Orientation Program

The District’s staff will provide an orientation program for new employees to acquaint them with the District’s policies and procedures, their 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.

20 ILCS 2630/3.3, Criminal Identification Act
Americans with Disabilities Act, 42 U.S.C. § 12112, 29 C.F.R. Part 1630
Employee Credit Privacy Act, 820 ILCS 70/.
Right to Privacy in the Workplace Act, 820 ILCS 55/.
Immigration Reform and control act, 8 U.S.C. § 1324 a et seq.

Dul dulao 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)


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), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Educational Support Personnel – Duties and Qualifications) 2:00
GENERAL PERSONNEL

Hiring Process and Criteria

Revised 03-19-07
Revised 02-17-10
Revised 02-23-11
Revised 05-21-12
Revised 12-17-12
Revised 05-19-14
Revised 02-23-15
Revised 12-12-16
Revised 05-20-19

Revised
GENERAL PERSONNEL

Administrative Procedure - Interview Questions

Anti-discrimination laws affect all steps of the employee hiring process. Knowledge of the characteristics on which these laws prohibit inquiry is especially critical when conducting interviews. Any employer that asks applicants to record video interviews and uses artificial intelligence analysis of the applicant-submitted videos must comply with the Artificial Intelligence Video Interview Act, 820 ILCS 42/, added by P.A. 101-260, eff. 1-1-20. Sloppy interview practices can result in the appearance of illegal discrimination or even actual discrimination.

Interviewers should avoid seeking information that will not be used to make an employment decision. Assume that a rejected applicant may believe that all information acquired was used. The District, if challenged, must explain why it asked for the information a very difficult task when the information involves race, sex, religion, age, disability, etc. Information needed for insurance, tax, social security, or similar purposes should be obtained after employment. The following list of protected characteristics may not be complete because of the rapidly changing nature of discrimination laws.

<table>
<thead>
<tr>
<th>Protected Status</th>
<th>Do not ask</th>
<th>Permissible to ask</th>
</tr>
</thead>
<tbody>
<tr>
<td>Race and color</td>
<td>What race are your parents?</td>
<td>Are you legally authorized to work in the United States?</td>
</tr>
<tr>
<td>Alienage, Ancestry, National Origin, Nationality, and Citizen Status (provided the individual is authorized to work in the U.S.)</td>
<td>In what country were you born?</td>
<td>What languages do you read, speak, or write fluently?</td>
</tr>
<tr>
<td></td>
<td>Are you living with someone?</td>
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<tr>
<td></td>
<td>Would your spouse move with you if you got this position?</td>
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<tr>
<td></td>
<td>What is your maiden name?</td>
<td></td>
</tr>
<tr>
<td>Gender, Including Parent and Pregnancy Status</td>
<td>What are your future family plans?</td>
<td>Is there anything that would interfere with regular work attendance?</td>
</tr>
<tr>
<td></td>
<td>Are you pregnant?</td>
<td>Are you available to work overtime?</td>
</tr>
<tr>
<td></td>
<td>Do you have children? What are their ages?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Do you have child care?</td>
<td></td>
</tr>
<tr>
<td>Sexual orientation, including actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity</td>
<td>Do you have a spouse or partner – which?</td>
<td>How do you feel about supervising a diverse workplace?</td>
</tr>
<tr>
<td>Religion or Creed</td>
<td>What religious holidays do you celebrate?</td>
<td>We need you to work on [insert days]. What days are you available to work those days?</td>
</tr>
<tr>
<td>Age</td>
<td>When do you plan to retire?</td>
<td>What are your long-term career goals?</td>
</tr>
<tr>
<td></td>
<td>When do you plan to collect your pension?</td>
<td></td>
</tr>
<tr>
<td>Military Status</td>
<td>Will you miss work because you are a member of a U.S. Reserve unit, such as Army Reserve or Marine Corps Reserve, or a member of a National Guard unit?</td>
<td>How does your military training or experience prepare you for this job?</td>
</tr>
<tr>
<td>Unfavorable discharge from military service</td>
<td>Under what circumstances were you discharged from the service?</td>
<td></td>
</tr>
</tbody>
</table>
**GENERAL PERSONNEL**

**Administrative Procedure - Interview Questions**

<table>
<thead>
<tr>
<th>Arrest Record</th>
<th>Have you ever been arrested? Spent time in jail?</th>
<th>Have you ever been convicted of attempting to commit, conspiring to commit, soliciting, or committing any crime in the following list? (1) any sex offense or nonviolent drug offense, as defined in Section 21B-80(a) of the School Code, (2) first degree murder or a Class X felony, or (3) any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses. 105ILCS 5/21B-80, amended by P.A. 101-531.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conviction that is not on the School Code's list of disqualifying convictions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Job Opportunities for Qualified Applicants Act, 820 ILCS 75/, added by P.A. 98-774, eff. 1-1-2015, prohibits an employer from asking about a criminal record until the employer determines that the applicant is qualified for the position; however, this does not apply when employers are required to exclude applicants with certain criminal convictions from employment. Thus, school employers should limit their requests for criminal convictions to job-disqualifying convictions.

<table>
<thead>
<tr>
<th>Use of lawful products during non-working hours</th>
<th>Do you smoke or use tobacco products during non-working hours? Do you consume alcoholic beverages during non-working hours?</th>
<th>Have you been disciplined by an employer for violating its rules forbidding the use of alcohol or tobacco products?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Genetic Information</th>
<th>What were the results of any diagnostic, predictive, or presymptomatic genetic testing that you've had?</th>
<th>See section on disability below.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Whether applicant has ever filed a claim or received benefits under the Illinois Workers' Compensation Act or Workers' Occupational Diseases Act</th>
<th>Have you ever filed a claim or received benefits under the Illinois Worker's Compensation Act or Workers' Occupational Disease Act?</th>
<th></th>
</tr>
</thead>
</table>

| Credit history/report, unless the Employee Credit Privacy Act permits a satisfactory credit history to be a job requirement, such as the position's duties include custody of or unsupervised access to cash or marketable assets valued at $2,500 or more. 820 ILCS 70/10(b). | Unless specifically permitted, do not ask: Do you have a good credit score? Have you been denied a credit card within the last 5 years? Have you ever filed bankruptcy? | How long have you lived at your current address?                                                                                                                                                         |
GENERAL PERSONNEL

Administrative Procedure - Interview Questions

<table>
<thead>
<tr>
<th>Wage or salary history, including benefits or other compensation, unless: the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer. 820 ILCS 112/10, amended by P.A. 101-177. For further discussion see fn 19 in policy 5:30, Hiring Process and Criteria.</th>
<th>What is your current wage/salary? What was your previous wage/salary? What benefits or other compensation do you currently receive? What benefits or other compensation did you previously receive? What was your highest paid position? This position pays $X; is that more or less than what you are making now?</th>
<th>This position provides the following wage/salary, benefits, and compensation; [insert details]. Does that meet your expectations? What are you looking for in terms of wage/salary, benefits, and other compensation for this position?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victim of domestic violence or being protected under an order of protection</td>
<td>Have you ever requested a restraining order or order of protection against your spouse or other person?</td>
<td></td>
</tr>
</tbody>
</table>

Disability

Inquiries that are likely to elicit information about a disability, before a bona fide job offer is made, are prohibited. Inquiries about the ability to perform job functions that do not ask about disabilities are permissible.

<table>
<thead>
<tr>
<th>Protected Status</th>
<th>Do not ask</th>
<th>Permissible to ask</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability</td>
<td>Have you had any recent illnesses or operations? Do you have AIDS? Do you have asthma? Do you have a disability which would interfere with your ability to perform the job? How many days were you sick last year? Have you ever filed for Workers' Compensation? Have you ever been injured on the job? How much alcohol do you drink each week? Have you ever been treated for alcohol problems? Have you ever been treated for mental health problems? What prescription drugs are you currently taking?</td>
<td>Can you perform the functions of this job (essential and/or marginal), with or without reasonable accommodation? Please describe/demonstrate how you would perform these functions (essential and/or marginal). Have you ever been disciplined (oral or written reprimand, suspension or termination) for attendance violations or problems? Are you a current user of illegal drugs? Do you have the required licenses to perform this job?</td>
</tr>
</tbody>
</table>
GENERAL PERSONNEL

Administrative Procedure - Investigations

Immigration Investigation

All newly hired employees must complete section one of the U.S. Citizenship and Immigration and Naturalization Services Form I-9 (Form I-9) no later than three business days following their first working day (Immigration Reform and Control Act, 8 U.S.C. §1324a, 8 C.F.R. §274a.2). www.uscis.gov/i-9. If an individual is unable to provide the required documents to complete it, the individual may present a receipt for the application of the required documents within three days of the hire. The individual must then present the required documents within 90 days of the hire. The Superintendent or designee completes section two of the Form I-9 and confirms the employee's information.

If the Employment Eligibility Verification System (E-Verify) is used to complete Form I-9, the Superintendent or designee will review the Ill. Dept. of Labor's website and its E-Verify factsheet, available at: www.uscis.gov/e-verify/what-e-verify. See, the Ill. Dept. of Labor Right to Privacy in the Workplace Act, 820 ILCS 55/12.

The completed Form I-9 shall be maintained in a file separate from other personnel records in order to prevent unauthorized review of personnel files. The Form I-9 shall be retained for a period of three years after the date of hire or one year after individual employment is terminated, whichever is later.

Fingerprint-based Criminal History Records Information Check (105 ILCS 5/10-21.9), amended by P.A.s 101-72 and 101-531)

A fingerprint-based criminal history records information check must be initiated prior to employment, but the District may permit the individual to be hired and begin employment pending its outcome. See Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel, at: www.isbe.net/pdf/guidance_chr.pdf.

A complete criminal history records check pursuant to 105 ILCS 5/10-21.9 consists of:

1. Fingerprint-based checks through (a) the Ill. State Dept. of Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the Federal Bureau of Investigation (FBI) national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (Pub.L. 109-248),
2. *A check of the Ill. Sex Offender Registry (see the Sex Offender Community Notification Law, 730 ILCS 152/et seq.), and
3. *A check of the Murderer and Violent Offender Against Youth Registry (see the Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-105).

*These checks must be conducted by the District or the Regional Superintendent once every five years that an individual remains employed by the District. 105 ILCS 5/21.9(a-5), (a-6), amended by P.A. 101-531.

See also policy 4:175, Convicted Child Sex Offender; Screening; Notifications, and administrative procedure 4:175-AP1, Criminal Offender Notification Laws; Screening. Important: 20 ILCS 2630/5.2 outlines how an individual may petition to have an arrest record expunged by the arresting authority and the records of the arrest sealed by the circuit court clerk. It also details offenses for which an individual cannot have his or her conviction sealed.

Note: The following criminal history records check guides are also available:
1. Guide to Understanding Criminal History Record Check Information is available at: www.isp.state.il.us/docs/5-727.pdf

The following individuals are responsible for the actions listed:
Applicant - Each applicant for employment in any position (except bus drivers employed by a private student transportation contractor and substitute teacher) must provide a written authorization for a complete criminal history records check at the time he or she submits the...
GENERAL PERSONNEL

Administrative Procedure - Investigations

Individual Student Teaching or beginning a required internship - Each individual student teaching or beginning a required internship must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees) prior to participating in any field experiences in the District. See 105 ILCS 5/10-21.9(g), amended by P.A. 101-531.

Applicant for Bus Driver — Each applicant for a bus driver position must complete the application required by the Secretary of State for a school bus driver permit (obtained from the District) and submit it to the District along with the necessary fingerprint submission as required by the ISP to conduct a fingerprint-based criminal history records checks. The Superintendent or designee will conduct a pre-employment interview with the prospective school bus driver candidates, distribute school bus driver applications and medical forms, and submit the applicant's fingerprint cards to the ISP. The Superintendent or designee will certify in writing to the Secretary of State that all pre-employment conditions have been successfully completed, including the successful completion of a criminal history records check as required by State law. The applicant must present the certification to the Secretary of State at the time of submitting the school bus driver permit application. See 625 ILCS 5/6-106.1, amended by P.A. 101-458, eff. 1-1-20; 92 Ill.Admin.Code 1035.

Superintendent or designee — Note: Add any additional steps to efficiently receive a complete criminal history records check.

1. Fingerprint-Based Criminal History Records Check:
   For all applicants, the Superintendent or designee completes the required form to request the criminal history records checks from an appropriate ISP or LiveScan vendor. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the School Board President shall ensure that these checks are completed. This may include submitting the applicant's name, sex, race, date of birth, social security number, fingerprint images, and other identifies to the ISP and FBI on the forms prescribed by each agency.

   The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, will provide the applicant with a copy of the ISP and FBI reports. Required by 105 ILCS 5/10-21.9(b), amended by P.A. 101-531.

   The Superintendent or designee, or the Regional Superintendent, notifies the State Superintendent of Education in writing within 15 business days when a CHRII returns a conviction of a crime set forth in 105 ILCS 5/21B-80, 105 ILCS 5/21B.9(e), amended by P.A. 101-531.

   Note: For substitute teachers, superintendents will need to ensure that their districts perform these checks. Contact the board attorney and/or ISBE regarding the validity of a certificate of authorization, if a substitute teacher presents one. From 01-01-11 through 7-1-2011, the Regional Superintendent of Schools or Suburban Cook County Intermediate Service Center, whichever is appropriate, was allowed to issue certificates of authorization to substitute teachers. Issuance of a certificate of authorization was proof that the substitute teacher applicant had met all of the requirements to substitute teach in the educational service region; i.e., a fingerprint-based criminal history records check, a physical examination, and a negative tuberculin test. Because P.A. 97-607 deleted certificates of authorization, substitute teachers no longer receive them because they no longer exist. For these substitute teachers who did receive them, there is not an answer to the question of whether their certificates of authorization are still valid. Attorneys in the field suggest looking for an expiration date on the certificate of authorization. If the document has no expiration date, it is likely invalid because the document no longer exists. If there is an expiration date, then the document is likely valid until the date listed.

   For individuals student teaching or beginning a required internship, the Superintendent or designee ensures that the individual completes the required forms, authorizations, and provides payment to the District for the costs of completing a complete criminal history records check prior to student teaching or beginning a required internship (105 ILCS 5/10-21.9(g), amended by P.A. 101-531, and policy 5:260, Student Teachers). For more information also ISBE's non-regulatory guidance document, Criminal History Records Information (CHRII) checks for Certified and Non-certified School Personnel, available at: www.isbe.net/pdf/guidance_chr.pdf.
GENERAL PERSONNEL

Administrative Procedure - Investigations

2. Screen of the statewide offender databases upon hire and every five years thereafter that an individual remains employed by the District. 105 ILCS 5/21.9(a-5), (a-6), amended by P.A. 101-531. The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, performs a screen for each applicant:
   a. The Statewide Sex Offender Registry, www.isp.state.il.us/sor, as authorized by the Sex Offender Community Notification Law, 730 ILCS 152/101 et seq., and

The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, notifies the individual if he or she is identified in the database as a sex offender. Required by 105 ILCS 5/10-21.9(a-5), (a-6) and (b), amended by P.A. 101-531.

The Superintendent or designee, or the Regional Superintendent, notifies the State Superintendent of Education in writing within 15 business days, when a database screen finds a registration for an individual licensed by ISBE. 105 ILCS 5/21.96, amended by P.A. 101-531.

ISP or FBI – The ISP and FBI furnish records of convictions (until expunged), pursuant to the District’s request, to the Board President. Note: The ISP and FBI must “furnish, pursuant to a fingerprint-based criminal history records check, records of convictions, until expunged, to the president of the school board…” See 105 ILCS 5/10-21.9(a) and (g), amended by P.A. 102-531. 20 ILCS 2630/3.3, added by P.A. 100-718, establishes authority for the ISP to collect fees from the District if it wishes to participate in a Federal Rap Back Service. Rap Back Service is a capability of the FBI’s Next Generation Identification (NGI) system that provides authorized agencies notification of criminal activity and, in limited cases, of civil activity, that occurs after the initial processing and retention of criminal or civil transactions, e.g., an initial fingerprint-based criminal history records check. The Board may determine that it wants to participate. Participation includes ISP submitting fingerprints that the District orders to the FBI Rap Back Service to be retained for the purpose of being searched by future submissions to the FBI Rap Back Service. For a student teacher, the report shall be returned to the Superintendent or designee (see ISBE’s non-regulatory guidance document, Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel, at www.isbe.net/pdf/guidance_chr.pdf)

Board President – The School Code requires the Board President to keep a conviction record confidential. The information may only be shared between the Board President, the Superintendent or designee, Regional Superintendent (if the check was requested by the District), State Superintendent of Education Schools, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for clarification purposes, the ISP and/or Statewide Sex Offender Database. See 105 ILCS 5/10-21.9(b), amended by P.A. 101-531 and 105 ILCS 5/21B-10. For further discussion about the practical implementation issues for the Board President to ensure that a fingerprint-based criminal history records information check and other database screens are initiated and completed prior to employment, see fn 11 in 5:30, Investigation.

Regional Superintendent/Suburban Cook County Intermediate Service Center – The Superintendent or designee may require the applicant to authorize the Regional Superintendent, or Suburban Cook County Intermediate Service Center, whichever is appropriate, to conduct the check when an applicant is (1) seeking employment in more than one District simultaneously as (a) a substitute teacher, (b) a concurrent part-time employee, and/or (c) educational support personnel, or (2) the employee works for a contractor holding contracts with more than one district. The Regional Superintendent, or Suburban Cook County Intermediate Service Center, whichever is appropriate, also performs a check of the Statewide Sex Offender Registry, www.isp.state.il.us/sor, as authorized by the Sex Offender Community Notification Law (730 ILCS 152/115 and the Violent Offender Against Youth Registry www.isp/state.il.us/cmvo/, as authorized by the Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-154A/105). See 105 ILCS 5/10-21.9(a-5), (a-6), and (b), amended by P.A. 101-72.

Contractors – The above requirements for a 207 criminal history records checks apply to all employees or agents of contractors who have direct daily contact with students (105 ILCS 5/10-21.9(f). Every contractor with the District shall:
GENERAL PERSONNEL

Administrative Procedure - Investigations

(1) make every employee or agent who will have direct daily contact with students submit to a complete criminal history records check, (2) agree to a contract provision that it will make those employees available to the District for the criminal history records check, and (3) submit payment for the costs of the check(s) to the District.

Note: The provisions in 105 ILCS 5/10-21.9(f) and (g), amended by P.A. 101-531, apply to contractor's employees who have "direct, daily contact with students." To be comprehensive and to eliminate uncertainty, this procedure and policy 4:175, Convicted Child Sex Offender; Screening; Notifications, may require a criminal history records check on all employees of contractors who may work in any school building or on school property. Whether the District uses the comprehensive language or the direct language from the School Code, the District not the contractor must perform the background checks. Contractors are not authorized under any State or federal law to: (1) conduct the required criminal history background checks, or (2) see the employee's criminal history furnished by the ISP and the FBI. All contracts should also require the contractor to purchase insurance to cover misconduct by their employees and/or an indemnification clause.

Additionally, the Superintendent or designee should check insurance coverage to determine whether employees of contractors are covered. See also policy 4:175, Convicted Child Sex Offender; Screening; Notifications, and administrative procedure 4:60-AP3, Criminal History Records check of Contractor Employees, for the responsibilities of contractors. Last, if the District has received, within the last year, information that concerns the record of conviction and identification of a sex offender of any contractors' employees, the district must provide the information to another school, or school district that requests it (105 ILCS 5/10-21.9(h)). For more information, see ISBE's non-regulatory guidance document, Criminal History Records Information (CHR1) Checks for Certified and Non-certified School Personnel, available at: www.isbe.net/pdf/guidance_chri.pdf. Unless notified by the individual named in a criminal history records information (CHRI) request or by the ISP that he information furnished in a CHRI report is inaccurate or incomplete, the District cannot be liable for damages to any person to whom the CHRI pertains for actions it reasonably took in reliance on the accuracy and completeness of CHRI report (20 ILCS 2635/7(A)(3)).

District - The School District complies with 105 ILCS 5/10-21.9, amended by P.A.s 101-72 and 5/21B-80, amended by P.A. 101-531. It will not knowingly employ a person, or allow a person to work or student teach/complete a required internship (105 ILCS 5/21.9(g)) on school grounds, who:

1. Has been convicted of any one or more of the following offenses, until seven years following the end of the sentence for the criminal offense:
   a. Those defined in the Cannabis Control Act, 720 ILCS 550/1, except: 720 ILCS 550/4(a), 550/4(b), 550/4(c), 550/5(a), 550/5(b) (each amended by P.A. 100-27), and any offense for which the holder of a license is placed on probation under the provisions of 550/10 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
   b. Those defined in the III. Controlled Substances Act, 720 ILCS 570/100 et seq, except: any offense for which the holder of a license is placed on probation under the provisions of 570/410 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
   c. Those defined in the Methamphetamine Control and Community Protection Act, 720 ILCS 646/1, except: any offense for which the holder of a license is placed on probation under the provisions of 646/70 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
   d. Any attempt to commit any of the offenses listed in (a)-(c) of this section.
   e. Any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in Illinois, would have been punishable as one or more of the offenses listed in (a)-(d) of this section.

2. Has been convicted of committing or attempting to commit any one of the following offenses:
   a. Attempting to commit, conspiring to commit, soliciting, or committing first-degree murder or any Class X felony.
   b. Attempting to commit, conspiring to commit, soliciting, or committing any sex offense. Sex offense means any offense defined in:
GENERAL PERSONNEL

Administrative Procedure - Investigations

i. Sections 11-6 and 11-9 through 11-9.5, inclusive, and 11-30 (if punished as a Class 4 felony) of the Criminal Code of 1961 or the Criminal Code of 2012;

ii. Sections 11-14.1 through 11-21, inclusive, of the Criminal Code of 1961 or the Criminal Code of 2012;

iii. Sections 11-23 (if punished as a Class 3 felony), 11-24, 11-25, and 11-26 of the Criminal Code of 1961 or the Criminal Code of 2012; and

iv. Sections 11-1.20, 11-1.30, 11-1.40, 11-1.50, 11-1.60, 12-4.9, 12-13, 12-14, 12-14.1, 12-15, 12-16, 12-32, 12-33, 12C-45, and 26-4 (if punished pursuant to 26-4(d)(4) or (5)) of the Criminal Code of 1961 or the Criminal Code of 2012.

c. Any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in Illinois, would have been punishable as one or more of the foregoing offenses.

3. Has been found to be the perpetrator of sexual or physical abuse of any minor less than 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987.

Reporting New Hires

The Superintendent or designee shall timely file an IRS form W-4 or IDES New Hire Reporting Form for each newly hired employee with the III. Dept. of Employment Security. See 820 ILCS 405/1801.1. When the applicant is a successful superintendent candidate who has been offered employment by the Board the Board President shall ensure either the retiring Superintendent or designee performs this task.

Adopted 9-16-97
Revised 11-18-97
Revised 6-15-98
Revised 12-20-99
Revised 11-20-00
Revised 6-21-04
Revised 01-18-05
Revised 12-19-05
Revised 01-16-07
Revised 02-23-11
Revised 05-21-12
Revised 11-18-13
Revised 05-19-14
Revised 12-12-16
Revised 05-20-19

Revised
GENERAL PERSONNEL

Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being on call for the District:

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

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

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

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

As a condition of employment, each employee shall:

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

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

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

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

2 1 0
GENERAL PERSONNEL

Drug- and Alcohol-Free Workplace: E-Cigarette, Tobacco, and Cannabis Prohibition

6. Remind employees that policy 6:60, Curriculum Content, requires the District to educate students, depending on their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

E-Cigarette, Tobacco, and Cannabis Prohibition

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

Tobacco shall have the meaning provided in 105 ILCS 5/section 10-20.5b of the School Code.

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

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

District Action Upon Violation of Policy

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

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

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

Disclaimer

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

  Compassionate Use of Medical-Marijuana Pilot Program, 410 ILCS 130/6
  Controlled Substances Act, 21 U.S.C. § 812; 21 C.F.R. § 1308.11 - 1308.15
  Americans with Disabilities Act, 42 U.S.C. § 12114
  30 ILCS 580/, Drug-Free Workplace Act,
  105 ILCS 5/10-20.5b
  410 ILCS 82/, Smoke Free Illinois Act.
  410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
  410 ILCS 705/1-1, et seq., Cannabis Regulation and Tax Act.
  720 ILCS 675, Prevention of Tobacco Use by Persons Under 21 Years of Age and Sale and Distribution of Tobacco Products Act, §22.20.
GENERAL PERSONNEL

Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

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

Adopted 9-16-97
Revised 7-17-00
Revised 10-15-07
Revised 04-18-11 NA
Revised 11-18-13
Revised 03-17-14
Revised 01-25-16

Revised
GENERAL PERSONNEL

Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (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. The District is not responsible for losses due to an employee’s own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District’s negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advances, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee 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, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board’s expense regulations. Expense advancement requests must be submitted to the Superintendent or designee on the District’s standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District’s standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board’s expense regulations. Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District’s standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District’s standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process. Conference reimbursements must be submitted within 30 days of the conference completion date. If the conference is in June, expenses should be submitted before the end of the fiscal year, if possible.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, Use of Credit and Procurement Cards.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board’s expense regulations may only be approved 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.

Registration

2 1 3

When possible, registration fees will be paid by the District in advance.
GENERAL PERSONNEL

Expenses

Travel
The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. 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. Copies of airline tickets must be attached to the expense form.

2. 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.

3. 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.

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

5. Taxis, airport limousines, or other local transportation costs.

Meals
Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging
Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses
Employees 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.

LEGAL REF.: 50 ILCS 150/, Local Government Travel Expense Control Act
105 ILCS 5/10-22.32.
820 ILCS 115/9.5, Ill. Wage Payment and Collection Act

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)
GENERAL PERSONNEL

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability shall: (1) immediately report or cause a report to be made to the Illinois Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 800/25-ABUSE (1-800-252-2873)(within Illinois); or 1-217-524-2606 (outside Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by the DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student’s parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement. Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused or Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

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

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

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

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

All District employees shall:

1. Before beginning employment, sign the Acknowledgement of Mandated Reporter Status form provided by DCFS and the Superintendent or designee shall ensure that the signed forms are retained.

2. Complete mandated reporter training as required by law within one-year three months of initial employment and at least every five three years after that date.

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

Alleged Incidents of Sexual Abuse: Investigations

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

If a District employee reports an alleged 215 sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children’s Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.
GENERAL PERSONNEL

Abused and Neglected Child Reporting

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

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

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a certificate holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the certificate holder.

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

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

LEGAL REF.: 105 ILCS 5/10-21.9
20 ILCS 1305/1-1 et seq., Department of Human Services Act
20 ILCS 2435/.
325 ILCS 5/, Abused and Neglected Child Reporting Act


Adopted 9-16-97
Revised 06-19-06
Revised 01-16-07
Revised 02-18-09
Revised 02-17-10
Revised 02-23-11
Revised 03-19-12
Revised 03-17-14
Revised 06-18-18
Revised______
GENERAL PERSONNEL

Employee Ethics: Conduct and Conflict of Interest

Professional and Appropriate Conduct
All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, all District employees, Board members and others. In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Statement of Economic Interests
The following employees must file a "Statement of Economic Interests" as required by Illinois Governmental Ethics Act:
1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of $1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement

Ethics and Gift Ban
Board policy 2:105, Ethics and Gift Ban, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority
In accordance with Section 22-5 of the School code, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/7) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:
1. Any person that has a close personal relationship with an employee that may compromise or impair the employee’s fairness and impartiality, including a member of the employee’s immediate family or household.
2. An employee’s business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

as defined by 2 C.F.R. §200.318(e)(4). Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, Ethics and Gift Ban.

Outside Employment
Employees shall not engage in any other employment or in any private business during regular working hours and such other times as are necessary to fulfill appropriately assigned duties.

Incorporated by reference: 5:120-E (Exhibit – Code of Ethics for Illinois Educators)
GENERAL PERSONNEL

Ethics; Conduct; and Conflict of Interest

LEGAL REF.: U.S. Constitution, First Amendment
2 C.F.R. §200.318(c)(1)
5 ILCS 430/, State Officials and Employee Ethics Act.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 135, Local Governmental Employees Political Rights Act.
105 ILCS 5/10-22.39 and 5/22-5
325 ILCS 5/, Abused and Neglected Child Reporting Act.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968)

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:100 (Staff Development Program)
GENERAL PERSONNEL

Administrative Procedure – Employee Conduct Standards

Professional and ethical behavior is expected of all District staff members. The standards listed below serve as a notice of expected conduct. The standards are intended to protect the health, safety, and general welfare of students and employees, ensure the community a degree of accountability within the School District, and define misconduct justifying disciplinary action, up to and including dismissal. The listed standards are not a complete list of expectations and, depending on the factual context, an employee may be disciplined for conduct that is not specifically listed. The conduct standards apply to all District employees to the extent they do not conflict with an applicable collective bargaining agreement; in the event of a conflict, the provision is severable and the applicable bargaining agreement will control. In addition, each educator must comply with 5:120-B, Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education (ISBE)(23 Ill.Admin.Code Part 22).

All school employees shall:

1. Exhibit positive examples of preparedness, punctuality, attendance, self-control, language, and appearance.

2. Exemplify honesty and integrity. Violations of this standard include but are not limited to falsifying, misrepresenting, omitting, or erroneously reporting the professional qualifications of oneself or another individual or information submitted in connection with job duties or during the course of an official inquiry/investigation.

3. Maintain a professional relationship with all students, both in and outside the school and attend all in-service trainings on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel (105 ILCS 5/10-22.39). Violations of this standard include but are not limited to: (a) committing any act of child abuse or cruelty to children; (b) willfully or negligently failing to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/); (c) engaging in harassing behavior; (d) soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student; and (e) furnishing tobacco, alcohol, cannabis, or any other illegal/authorized substance, including e-cigarettes, to any student or allowing a student under his or her supervision to consume use tobacco, alcohol, cannabis (including medical cannabis unless the student is authorized to be administered a medical cannabis infused product by the school employee pursuant to Ashley’s Law), or any other illegal/authorized substance.

4. Maintain a safe and healthy environment, free from being impaired by and/or under the influence of prohibited substances to ensure high quality performance for the District and its students. The use of illegal drugs and/or abuse and misuse of alcohol, drugs, and other lawful products while on District premises or while performing work for the District diminishes the District’s credibility and ability to educate students about drug and substance abuse prevention pursuant to Board policy 6:60, Curriculum. Violations of this standard include, but are not limited to, engaging in any of the prohibited activities listed in the District’s drug and alcohol-free workplace policy. Examples include using or being impaired by or under the influence of illegal drugs; abusing, misusing, and/or being impaired by or under the influence of alcohol, drugs, and/or other lawful products when performing work for the District when impairment is detectable regardless of when and/or where the use occurred; and/or using or being impaired or under the influence of or possessing medical cannabis in a school bus or on school grounds.

5. Maintain a safe and healthy environment, free from harassment, intimidation, bullying, cyberbullying, hazing, substance-abuse, and violence, and free from bias and discrimination. Violations of this standard include but are not limited to: (a) using alcohol or illegal or unauthorized substances when on school property or at school-sponsored events, or whenever engaged in job responsibilities; (b) using or possessing medical cannabis in a school bus or on school grounds; (c) unless specifically permitted by the Firearm Concealed Carry Act, carrying a firearm on or into any District controlled building, real property, or parking area, or any transportation vehicle paid for in whole or in part with public funds; (b) failing to report suspected cases of child abuse or neglect; or of gender harassment; (c) knowingly failing to report hazing to supervising educational authorities or, in the event of death or great bodily harm, to law enforcement; and (d) failing to appropriately respond to a witness or reported incident of student-on-student bullying, cyberbullying, harassment, hazing, or teen dating violence.

GENERAL PERSONNEL

Administrative Procedure – Employee Conduct Standards

7. Document contains numerous examples of actions that violate test security; actions that must not be part of test preparation; actions that must not occur during test administration; and actions that must be avoided when reporting test results.

8. Honor the public trust when entrusted with public funds and property by acting with a high level of honesty, accuracy, and responsibility. Violations of this standard include but are not limited to: (a) misusing public or school-related funds; (b) failing to account for funds collected from students or parents/guardians; (c) submitting fraudulent requests for reimbursement of expenses or for pay; (d) committing District or school funds with personal funds or checking accounts; and (e) using school property without the approval of the supervising school official.

9. Maintain integrity with students, colleagues, parents/guardians, community members, and businesses concerning business dealings and when accepting gifts and favors. Violations of this standard include but are not limited to soliciting students or parents/guardians to purchase supplies or services from the employee or to participate in activities that financially benefit the employee without fully disclosing the interest.

Respect the confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements. Violations of this standard include but are not limited to: (a) disclosing confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results, unless disclosure is required or permitted by law; and (b) disclosing confidential information restricted by State or federal law.

10. Demonstrate conduct that follows generally recognized professional standards and attend all in-service trainings on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel (105 ILCS 5/10-22.39). Unethical conduct is any conduct that impairs the employee's ability to function professionally in his or her employment position or a pattern of behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

11. Comply with all State and federal laws and rules regulating public schools, and Board policies, including but not limited to: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Sexual Harassment), 5:30 (Hiring Process and Criteria), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:60 (Expenses), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Ethics), 5:130 (Responsibilities Concerning Internal Information), 5:140 (Solicitations By or From Staff), 5:170 (Copyright), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:230 (Maintaining Student Discipline), 5:280 (Duties and Qualifications), 5:290 (Employment Termination and Suspensions), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Cyberbullying, Intimidation, and Harassment), 7:190 (Student Discipline), 7:340 (Student Records), and 8:30 (Visitors to and Conduct on School Property).

Conviction of any employment disqualifying criminal offense listed in Section 105 ILCS 5/10-21.9 or 5/21B-80 of The School Code will result in dismissal.

Before disciplinary action is taken, the supervisor will conduct a fair and objective investigation to determine whether the employee violated a standard or other work rule and the extent that any violation impacts educational or operational activities, effectiveness, or efficiency. Discipline must be appropriate and reasonably related to the seriousness of the misconduct and the employee's record. Any applicable provision in a contract, bargaining agreement, or State law will control the disciplinary process.

Adopted 10-15-07
Revised 02-17-10
Revised 03-17-14
Revised 02-23-15

2 2 0
PERSONNEL

General Personnel - Personnel Records, Maintenance, and Access

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District’s administrative office, under the Superintendent’s direct supervision.

Access to personnel records is available as follows:
1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent. No one else may have access to
2. an employee’s personnel files and personal information except for—(1) a supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access, or
(2) Anyone having who has the respective employee’s written consent may have access
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, Access to District Public Records.

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee’s job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

LEGAL REF.: 745 ILCS 46/10
820 ILCS 40/4 et seq.
23 Ill. Admin. Code § 1.660

CROSS REF.: 2:250 (Access to District’s Public Records), 7:340 (Student Records)

Adopted 9-16-97
Revised 10-16-06
Revised 02-18-09
Revised _____
ADMINISTRATIVE PROCEDURES

General Personnel - Personnel Records - Maintenance - Access

Applicant Records
Records for a successful employment applicant are maintained with the individual’s employment records. Records for unsuccessful employment applicants are maintained for no less than two years from the application date. Applicant records include the following if received by the District:
- employment application forms
- transcripts
- previous work experience
- references
- such other relevant information as the District desires of applicants for screening purposes

Personnel Records
Personnel records for all employees include:
- Pre-employment records, including verification of past employment dates of employment
- valid certificate and/or evidence of required credentials for services being performed
- records maintained pursuant to Internal Revenue Service regulations
- criminal background investigation history and report
- form I-9 required under the Immigration Reform and Control Act
- payroll information and deductions, including all records required to be kept by 5:35-AP2, Employee Records
  Required by the Fair Labor Standards Act (29 C.R.F. §§516.2 and 516.3)
- records maintained for the Illinois Teachers’ Retirement System or the Illinois Municipal Retirement System
- credit release information
- sick leave, leaves of absence, personal leave, vacation data (where appropriate)
- salary schedule data
- relevant health and medical records, including the verification of freedom from tuberculosis required by the School Code (105 ILCS 5/24-5)
- personnel documents that have been or are intended to be used in determining an employee’s qualification for promotion, transfer, discharge, or disciplinary action
- supervisory evaluations
- promotions
- awards received
- disciplinary actions
- letter of resignation or retirement
- notice of discharge
- notification that an employee is the subject of an Ill. Dept. of Children and Family Services (DCFS) investigation pursuant to the Abused and Neglected Child Reporting Act and any report to DCFS made or caused to be made by a District employee concerning another employee; this record will be deleted if DCFS informs the District that the allegations were unfounded.
- any additional information the District deems to be relevant

In addition to the above, personnel records for professional personnel include:
- Valid certificate for services being performed
- Copies of official transcripts required by the School Code (105 ILCS 5/24-23)
- Transcripts of graduate work completed
- Verification of past teaching experience, if any
- Record of in-service work completed
- Acknowledgement of mandated reporter status

Employment records will be maintained permanently for all District employees and former employees unless the Local Records Commission’s approval is obtained to dispose of them.
ADMINISTRATIVE PROCEDURES

General Personnel - Personnel Records - Maintenance - Access

Restrictions on Information that May Be Kept
The District will not gather or keep a record of an employee’s associations, political activities, publications, communications, or nonemployment activities, unless the employee submits the information in writing or authorizes the District in writing to keep or gather such records. However, the District may gather or keep records in an employee’s personnel file concerning (1) activities or associations with individuals or groups involved in the physical, sexual, or other exploitation of a minor, or (2) activities occurring on the District’s premises or during the employee’s working hours that—(4) interfere with the performance of the employee’s duties or activities, or those of other employees, regardless of when and where occurring, (2) that constitute criminal conduct or may reasonably be expected to harm the District’s property, operations or educational process, or programs, or (3) that could, by the employee’s actions, cause the District financial liability. 820 ILCS 40/9, amended by P.A. 101-531.

Access to Employee Records and Correction Requests
An employee is granted access to his or her personnel records according to provisions in the Personnel Record Review Act (PRRA), 820 ILCS 40/10 and any relevant provisions in an applicable collective bargaining agreement. Except for the documents described in 820 ILCS 40/10 of the Review Act, an employee is granted access to his or her personnel records at least 2 two times in a calendar year at reasonable intervals. Unless otherwise indicated in an applicable bargaining agreement, access to the employee’s personnel records will be according to the following guidelines:
1. The employee must submit a written inspection request to the Superintendent or the Superintendent’s designee.
2. The Superintendent or designee will provide the employee the opportunity for inspection within 7 working days after the request. If such deadline cannot reasonably be met, the District will have an additional 7 days to comply.
3. The employee will inspect the personnel record at the District’s administrative office during normal working hours or at another time mutually convenient to the employee and the Superintendent or designee.
4. Inspection of personnel records will be conducted under the supervision of an administrative staff member.
5. Neither an employee nor his designated representative will have access to records that are treated as exceptions in the Illinois Personnel Record Review Act (PRRA) discussed below.
6. The employee may copy material maintained in his personnel record. Payment for record copying will be based on the District’s actual costs of duplication.
7. The employee may not remove any part of his or her personnel records from his or her file or may not remove any part of his or her personnel records from the District’s administrative office.
8. Should the employee demonstrate his or her inability to inspect his or her personnel records in person, the District will mail a copy of the specific record(s) upon written request.
9. Should the employee be involved in a current grievance against the District or involved in any other contemplated proceedings against the District, the employee may designate in writing a representative who has the authority to inspect the personnel records under the same rights as the employee.
10. If the employee disagrees with any information contained in the personnel record, a removal or correction of that information may be mutually agreed upon by the District and employee. If agreement cannot be reached, the employee may submit a written statement explaining his or her position. The District will attach the employee’s statement to the disputed portion of the personnel record and the statement will be included whenever that disputed record is released to a third party as long as the disputed record is part of the employee’s personnel file. Inclusion of any written statement attached to the disputed record in an employee’s personnel file without any further comment or action by the District will not imply or create any presumption that the District agrees with the statement’s contents.

Requests by Third Parties
The Board Attorney shall be consulted whenever a subpoena or court order requests personnel record information. Any other request for personnel information by a third party will be treated as a FOIA request and immediately forwarded to the School District’s Freedom of Information Officer (see 2:250-AP1, Access to and Copying of District Public Records). Concerning a request for a disciplinary report, 2 2 3 reprimand, or other disciplinary action:
ADMINISTRATIVE PROCEDURES

General Personnel - Personnel Records - Maintenance - Access

1. If the responsive record is more than four years old and is not related to an incident or an attempted incident of sexual abuse or severe physical abuse, access will be denied unless the release is ordered in a legal action or arbitration. 5 ILCS 140/7.5(q); 820 ILCS 40/8, amended by P.A. 101-531.

2. If the responsive record is more than four years old and is related to an incident or an attempted incident of sexual abuse or severe physical abuse, the request cannot be denied. 820 ILCS 40/8, amended by P.A. 101-531.

3. If the responsive record is 4 four years old or less, access will be granted (regardless of its nature). The District will provide the employee with written notice or through electronic mail, if available, on or before the day any such record is released, unless notice is not required under the Personnel Record Review Act. 5 ILCS 140/7.5(q); 820 ILCS 40/7 and 40/8, amended by P.A. 101-531.

4. The employee will not be informed if the employee has specifically waived written notice as part of a written, signed employment application with another employer; the disclosure is ordered to a party in a legal action or arbitration; or information is requested by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency.

A FOIA request for a performance evaluation will be denied. Required by 820 ILCS 40/11, 5 ILCS 140/7.5(q) amended by P.A. 98-1483.

Before replying to a request from a third party, the District will review the requested records and delete or redact material that is protected from disclosure. Required by 820 ILCS 40/8, amended by P.A. 101-531.

Restriction on Employee Access

Section 10 of the Personnel Record Review Act The PRRA, 820 ILCS 40/10, provides that the right of the employee or the employee’s designated representative to inspect his or her personnel records does not extend to:

1. Letters of reference for that employee.
2. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of or the entire test document.
3. Materials relating the employer’s staff planning, such as matters relating to the District’s development, expansion, closing or operational goals, where the materials relate to or affect more than one employee, provided, however, that this exception does not apply if such materials are, have been or are intended to be used by the employer in determining an individual employee’s qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual employee’s discharge or discipline.
4. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person’s privacy.
5. Records relevant to any other pending claim between the District and employee that may be discovered in a judicial proceeding.
6. Investigatory or security records maintained by the District to investigate criminal conduct by an employee or other activity by the employee that could reasonably be expected to harm the District’s property, operations, or education process or programs, or could by the employee’s activity cause the District financial liability, unless and until the District takes averse personnel action based on information in such records.

Complying with Requirements in the Abused and Neglected Children Reporting Act

The Superintendent will execute the requirements in ANCRA the Abused and Neglected Child Reporting Act whenever a District employee makes a report to DCFS involving another District employee’s conduct. This includes performing the following tasks (325 ILCS 5/4 and 820 ILCS 40/13):

1. Disclose to any school district requesting information concerning a current or former employee’s job performance or qualifications the fact 2 2 4 or she was the subject of another employee’s report to DCFS. Only the fact that a District employee made a report may be disclosed.
ADMINISTRATIVE PROCEDURES

General Personnel - Personnel Records - Maintenance - Access

2. Inform the District employee who is or has been the subject of such a report that the Superintendent will make the disclosure as described above.

3. Delete the record of such a report if DCFS informs the District that the allegation was unfounded.

LEGAL REF.: 5 ILCS 140, Freedom of Information Act.
325 ILCS 5/4 and 5/7.4, Abused and Neglected Child Reporting Act.
820 ILCS 40/1-et seq., Personnel Record Review Act
23 Ill. Admin. Code § 1:660

Adopted 9-16-97
Revised 06-19-06
Revised 02-18-09
Revised 04-18-11
Revised _______
PERSONNEL

Professional Personnel - Terms and Conditions of Employment and Dismissal

The School Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board’s goal of having a highly qualified, high performing staff.

School Year
Teachers shall work according to the school calendar adopted by the School Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days. Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers’ institutes, parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski’s birthday); the second Monday in October (Columbus Day); and November 11 (Veterans’ Day).

School Day
Teachers are required to work the school day adopted by the School board. Teachers employed for at least four hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer. The District accommodates employees who are nursing mothers according to the provisions in State and federal law.

Salary
Teachers shall be paid according to the salaries fixed by the School Board, but in no case less than the minimum salary provided by the School Code. Teachers shall be paid monthly on a 10 or 12-month basis.

Assignments and Transfers
The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, assignments shall be made based on the District’s needs and best interests, employee qualifications, and employee desires.

School Social Worker Services Outside of District Employment
School social workers may not provide services outside of their District employment to any student(s) attending school in the District. School social worker has the meaning stated in 105 ILCS 5/14-1.09a.

Dismissal
The District will follow State law when dismissing a teacher.

Evaluation
The District’s teacher evaluation system will be conducted under the plan developed pursuant to State law. On an annual basis, the Superintendent will provide the Board with a written report which outlines the results of the District’s teacher evaluation system.


CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)
PERSONNEL

Professional Personnel - Terms and Conditions of Employment and Dismissal

Revised 4-25-05
Revised 04-18-11
Revised 03-19-12
Revised 03-17-14
Revised 06-18-18
Revised 05-20-19
EDUCATIONAL SUPPORT PERSONNEL

Administrative Procedure - Drug and Alcohol Testing For School Bus and Commercial Vehicle Drivers

The District's drug and alcohol testing program shall apply to all individuals in positions that require a commercial driver's license and those that require an Illinois school bus driver permit. This includes casual, intermittent, or occasional drivers, leased drivers and independent owner-operator contractors, as well as full-time, regularly employed drivers. The Superintendent or designee will identify which positions are covered by various provisions of this procedure.

Pre-Employment Tests

A pre-employment drug test shall be required of an applicant only after he/she has been offered the position.

Drug tests shall be conducted before the first time a driver performs any safety-sensitive function for the District.

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work until he/she is relieved from work and all responsibility for performing work.

Exceptions may be made for drivers who have participated in the drug testing program required by law within the previous 30 days, provided that the District has been able to make all verifications required by law.

Pre-employment testing shall be required of employees returning to work after a layoff period if the employee was removed from the random test pool. If the employee remains in the random testing pool, additional testing shall not be necessary.

Controlled Substance Use

Drivers shall inform their supervisors if at any time they are using a drug that their physician has prescribed for therapeutic purposes. Drivers using a Schedule I controlled substance cannot perform safety-sensitive functions. Drivers using a non-Schedule I controlled substance may continue to perform safety-sensitive functions only if a licensed medical practitioner who is familiar with the driver's medical history has advised the driver that the substance will not adversely affect his/her ability to safely operate a commercial motor vehicle. If the District has actual knowledge that a driver has used a controlled substance it shall not permit the driver to perform or continue to perform a safety-sensitive function.

Pre-Duty Use of Alcohol

No driver shall perform safety-sensitive functions within 4 four hours after using alcohol. If the District has actual knowledge that a driver has used alcohol within 4 four hours, it shall not permit the driver to perform or continue to perform safety-sensitive functions.

On-Duty Use of Alcohol

No driver shall use alcohol while performing safety-sensitive functions. If the District has actual knowledge that a driver is using alcohol while performing safety-sensitive functions, it shall not permit the driver to perform or continue to perform safety-sensitive functions.

Post-Accident Tests

Alcohol tests shall be conducted as soon as practicable on any surviving driver:

1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or

2. Who receives a citation within eight hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
   a. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident 2 2 8
EDUCATIONAL SUPPORT PERSONNEL

Administrative Procedure - Drug and Alcohol Testing For School Bus and Commercial Vehicle Drivers

b. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

Controlled substance tests shall be conducted as soon after an accident as practicable on any surviving driver:
1. who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or
2. who receives a citation within 32 hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
   a. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
   b. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention.

No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two hours following the accident or if a drug test is not administered within 32 hours following the accident, the District shall prepare and maintain records explaining why the test was not conducted. Tests will not be given if not administered within 8 hours after the accident for alcohol or within 32 hours for drugs.

Tests conducted by authorized federal, State, or local officials shall fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the District. Breath and blood tests meet the requirements of alcohol testing. A urine test meets the requirements of a controlled substances test

Random Tests

Alcohol and drug tests shall be conducted on a random basis at unannounced times throughout the year. The number of random alcohol and drug tests shall be at least equal to those required by federal regulations. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made. Tests for alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions.

Employees on work due to leaves, vacation, and layoffs shall be informed that they remain subject to random testing. Employees drawn for such testing shall be notified and tested as soon as practicable after they return to duty.

Probable Cause Tests (Applicable to School Bus Driver Permit Holders)

A driver who has received a Uniform Traffic Ticket while in control of a school bus or any other vehicle owned or operated by or for the District, when the vehicle is being used over a regularly scheduled route for the transportation of persons enrolled as students in grade 12 or below, in connection with any activity of the District, may be tested for alcohol. To justify an alcohol test, a police officer must have probable cause to believe that the driver has consumed any amount of an alcoholic beverage based upon evidence of the driver’s physical condition or other first hand knowledge of the police officer.

Upon receipt of a law enforcement officer’s sworn report that the test result was positive or that the driver refused to be tested, the Secretary of State will notify both the permit holder and the District of the sanction (sanction is effective on the 46th day following the date notice was given).
EDUCATIONAL SUPPORT PERSONNEL.

Administrative Procedure - Drug and Alcohol Testing For School Bus and Commercial Vehicle Drivers

Reasonable Suspicion Tests (Applicable to School Bus Driver Permit Holders)

An alcohol or drug test shall be conducted if a supervisor or District official trained in accordance with law has reasonable suspicion that a driver has violated the District’s alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver’s appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the supervisor or District official who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two hours following a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why the alcohol test was not promptly administered. If an alcohol test is not administered within eight hours following a determination of reasonable suspicion, the District shall cease attempts to administer the alcohol test and shall state in the record the reasons for not administering the test. Notwithstanding the absence of a reasonable suspicion alcohol test, no driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while he or she is under the influence of or impaired by alcohol.

A supervisor or District official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his/her observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

The Superintendent or designee shall ensure that an employee under reasonable suspicion is transported to the designated collection or testing site.

The Superintendent or designee shall notify the Secretary of State, in a manner and form prescribed by the Secretary, of the result of a reasonable suspicion test when: (i) the test indicates an alcohol concentration greater than 0.00; (ii) the test indicates a positive result on a National Institute on Drug Abuse five-drug panel utilizing the federal standards set forth in 49 C.F.R. 40.87; or (iii) when a driver refuses testing. The notification to the Secretary must be submitted within 48 hours of the refusal of testing or the employer’s receipt of the test results.

Commercial Driver’s License Drug and Alcohol Clearinghouse Checks for all CDL Drivers

Beginning 1-6-20, prior to employment, the District will conduct a full query of the Federal Motor Carrier Safety Administration’s Drug and Alcohol Clearinghouse to obtain information about the driver’s eligibility under federal rules to perform a safety-sensitive function. For current employees, the District will, at least annually, conduct a limited query of the Clearinghouse for each driver. If information exists in the Clearinghouse about the individual driver, the District will conduct a full query within 24 hours to determine the driver’s eligibility under federal rules to perform any safety-sensitive function. If the District fails to conduct a full query within 24 hours, it will not allow the driver to continue to perform any safety-sensitive function until it conducts the full query and confirms that the driver may perform such functions.

Enforcement for non-School Bus Driver Permit Holders

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. If the District has actual knowledge that a driver has an alcohol concentration of 0.04 or greater it shall not permit the driver to perform or continue to perform safety-sensitive functions.

Federal law requires that any driver who refuses to submit to a post-accident, random, reasonable suspicion test, or follow-up test as described below, shall not perform or continue to perform safety-sensitive functions. The District shall not permit a driver who refuses to submit to such test to perform or continue to perform safety-sensitive functions.
EDUCATIONAL SUPPORT PERSONNEL

Administrative Procedure - Drug and Alcohol Testing For School Bus and Commercial Vehicle Drivers

A driver who is tested and found to have an alcohol concentration of 0.02 or greater, but less than 0.04 may not perform or continue to perform safety-sensitive functions, including driving a commercial motor vehicle, until the start of the driver’s next regularly scheduled duty period, but not less than 24 hours after the test was administered.

A driver who tests positive for drugs or an alcohol concentration of 0.04 or greater shall be subject to District disciplinary action up to and including dismissal.

A driver who violates District prohibitions related to drugs and alcohol shall receive from the District the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee shall be evaluated by a substance abuse professional (SAP) who shall determine what help the driver needs in resolving such a problem. Any SAP who determines that a driver needs assistance shall not refer the driver to a private practice, person, or organization in which he/she has a financial interest, except under circumstances allowed by law.

An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a SAP to determine that he/she has properly followed the prescribed rehabilitation program.

If an employee is permitted to return to the performance of safety-sensitive functions, the District will not allow, require, permit or authorize the driver to operate a commercial motor vehicle during any period in which the District determines that a driver is not in compliance with the return-to-duty requirements, after the occurrence of any of the following events:

1. The driver receives a positive, adulterated, or substituted drug test result.
2. The driver receives an alcohol confirmation test result of 0.04 or higher alcohol concentration
3. The driver refuses to submit to a test for drugs or alcohol required by federal regulations.
4. The driver used alcohol prior to a post-accident alcohol test.
5. An employer has actual knowledge that a driver has:
   a. Used alcohol while performing safety-sensitive functions;
   b. Used alcohol within four hours of performing safety-sensitive functions; or
   c. Used a controlled substance.

Return-to-Duty Tests for Non-School Bus Driver Permit Holders

If a driver who has violated the District’s drug or alcohol prohibition is returned to performing safety-sensitive duties, a drug or alcohol test shall be conducted.

The District shall not allow employees whose conduct involved drugs to return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result. The District shall not allow employees whose conduct involved alcohol to return to duty in a safety-sensitive function until the return-to-duty alcohol test indicates an alcohol concentration of 0.02 or less.

Follow-up Tests for Non-School Bus Driver Permit Holders

A driver who violates the District’s drug or alcohol prohibition and is subsequently identified by a SAP as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the SAP in accordance with the law.

The District must carry out the substance abuse professional’s follow-up testing requirements.

Follow-up testing shall consist of at least 6 six tests in the first 12 months following the driver’s return to duty. Testing shall not occur beyond 60 months from the 231 he driver’s return to duty. The substance abuse professional may terminate the follow-up testing if he/she determines that the employee has successfully demonstrated compliance.
EDUCATIONAL SUPPORT PERSONNEL

Administrative Procedure - Drug and Alcohol Testing For School Bus and Commercial Vehicle Drivers

Maintenance Records for Non-School Bus Driver Permit Holders

Employee drug and alcohol test results and record shall be maintained under strict confidentiality and released only in accordance with the law. Upon written request, a driver shall receive copies of any records pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug or alcohol tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

Enforcement for School Bus Driver Permit Holders

In Illinois, a person whose privilege to possess a school bus driver permit has been canceled under 625 ILCS 6-106.1a is not eligible for restoration of the privilege until the expiration of 3 years from the effective date of the cancellation if the person has refused or failed to complete a test or tests to determine blood alcohol concentration, or has submitted to testing with a blood alcohol concentration of more than 0.00.

The Illinois Secretary of State must suspend a school bus driver permit for a period of 3 years upon receiving notice that the holder refused to submit to an alcohol or drug test as required by Section 6-106.1c or has submitted to a test required by that Section that disclosed an alcohol concentration of more than 0.00 or disclosed a positive result on a National Institute on Drug Abuse five-drug panel, utilizing federal standards set forth in 49 C.F.R. 40.87.

A driver who tests positive for drugs or is found to have an alcohol concentration of greater than 0.00 shall have their employment terminated.

Notifications

Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the District’s policy and regulations for meeting those requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify all of the following:

1. The person designated by the District to answer drivers’ questions about the materials;
2. The categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382;
4. Specific information concerning driver conduct that is prohibited by Part 382;
5. The circumstances under which a driver will be tested for drugs and/or alcohol under Part 382, including post-accident testing under §382.303(d);
6. The procedures that will be sued to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct driver, including post-accident information, procedures and instructions required by §382.303(d);
7. The requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382;
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. The consequences for drivers four 2 3 2 e violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation, and treatment;
EDUCATIONAL SUPPORT PERSONNEL

Administrative Procedure - Drug and Alcohol Testing For School Bus and Commercial Vehicle Drivers

10. The consequences for drivers who do not hold a school bus driver permit found to have an alcohol concentration of 0.02 or greater but less than 0.04;

11. The consequences for drivers who hold a school bus driver permit found to have an alcohol concentration over 0.00;

12. The effects of drugs and alcohol on an individual’s health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver’s or a coworker’s); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management; and

13. Other legal requirements, District policies, and disciplinary consequences related to the use of alcohol and drugs.

Each driver shall sign a statement certifying that he/she has received a copy of the above materials.

Before any driver operates a commercial motor vehicle, the District shall provide him/her with post-accident procedures that will make it possible to comply with post-accident testing requirements.

Before drug and alcohol tests are preformed, pursuant to 49 C.F.R. §382, the District shall inform drivers that the tests are required by these regulations.

The District shall notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of his/her employment application.

The District shall notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The District shall also tell the driver which controlled substance(s) were verified as positive.

Adopted 10-16-00
Revised 05-21-12
Revised 06-18-18

Revised
PERSONNEL

Educational Support Personnel - Termination and Suspensions

There are three forms of employment termination: resignation, involuntary termination, and retirement. The following procedures are applicable.

Routine Procedures for All Terminations

Exit Interview

The employee's supervisor is encouraged to conduct an exit interview with all terminating employees.

The purpose of an exit interview shall be to give the employee an opportunity to discuss freely his or her reasons for termination; to obtain information and views from employees to help the District improve policies, procedures, and working conditions and reduce employee turnover; and to provide the employee with information about his or her benefits.

Resignation and Retirement

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/.

Reduction In Force and Recall

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsources non-instructional services) and 10-23.5 (procedures) of the School code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.
PERSONNEL

Educational Support Personnel - Termination and Suspensions

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct, or pending a dismissal hearing whenever, in the Superintendent’s judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay (1) when the employee is exempt from the overtime provisions of the federal wage and hour laws, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
   a. A suspension with pay; or
   b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended. A suspension of an employee having a protected property rights in continued employment requires a notice and hearing.

LEGAL REF.:  5 ILCS 430, et seq.
105 ILCS 5/10-23.5 and 5/10-22.34c
325 ILCS 5/7.4(c-9).
820 ILCS 105/4A


Adopted 9-16-97
Revised 6-15-98
Revised 01-23-08
Revised 02-18-09
Revised 12-20-10
Revised 11-16-15
Revised 06-18-18

Revised
PERSONNEL

Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves

Sick Leave

All educational support personnel who participate in the Illinois Municipal Retirement Fund and/or fall under Section 24-6 of the School Code will receive 10 days of sick leave per school year. For every month of work after 9 months, sick leave shall accrue at 1 day per month. There shall be no maximum placed on the number of sick leave days accumulated.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after 3 days absence for personal illness or 30 days for birth 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 chiropractic physician licensed under the Medical Practice Act, (3) an licensed advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advance practice registered nurse to perform health examinations, (4) a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, or (5) 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 3 days for personal illness, the District shall pay the expenses incurred by the employee. Sick leave shall not be taken for any reason other than stated above.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Macomb School District #185 allows an unlimited accumulation of days of unused sick leave for support staff. This provision allows support employees to take advantage of the provisions of House Bill 202 which grants retiring Illinois Municipal Retirement Fund members a maximum of one year of pension service credit for unpaid, unused sick leave at the rate of 1/20 of a month for each full day of sick leave accumulated under an established sick leave plan which is available to all employees or a class of employees.

1. If an employee does not serve the full term of his yearly contract, the absence allowed with pay shall be prorated in proportion to the time served.

2. Members of the “immediate family or household” shall include: parents; spouse; brothers; sisters; children; grandparents; grandchildren; corresponding in-laws, and legal guardians.

Twelve-month employees receive thirteen (13) days sick leave per year.

Unused personal leave days shall accumulate as sick leave at the end of each school year.

Vacation

All employees on a twelve-month contract or work year earn vacation time except an employee on leave of absence. All twelve-month educational support personnel shall be granted 10 vacation days annually for the first 9 years of employment, 15 vacation days annually beginning with the 10th year of employment, and 20 vacation days annually beginning with the 15th year of employment. The date for commencing an earned vacation shall be the same as in Policy 5:300.
PERSONNEL

Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves

A first-year employee shall be eligible for 5 days’ vacation after 6 months’ employment completed on or before June 30. Any unused portion of this vacation time will be added to the first two-week vacation for which that employee is eligible. Vacation is to be taken in the 15 calendar months following the year in which it is earned according to the employee’s job description. Vacation time must be forfeited at the end of the 15 calendar month period following the period in which it is earned. Vacation time may not be carried over without the consent of the Superintendent.

Educational support personnel must have permission from their immediate supervisor before using vacation days. The Superintendent may require vacations to be scheduled or to be taken at a designated time so the effectiveness of work will not be unduly hampered.

In the case of the termination or resignation of an employee after a minimum of 12 consecutive months, the accumulated vacation time will be prorated and added to the employee’s final paycheck.

Holidays

Unless the District has a waiver or modification of The School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a holiday listed below, Educational Support employees will not be required to work on:

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<thead>
<tr>
<th>New Year’s Day</th>
<th>Memorial Day</th>
<th>Veterans’ Day*</th>
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<tbody>
<tr>
<td>Martin Luther King Jr.’s Birthday</td>
<td>Independence Day</td>
<td>Presidents’ Day</td>
</tr>
<tr>
<td>Abraham Lincoln’s Birthday</td>
<td>Labor Day</td>
<td>Thanksgiving Day</td>
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<tr>
<td>Casimir Pulaski’s Birthday</td>
<td>Columbus Day</td>
<td>Christmas Day</td>
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*When Veteran’s Day falls on a school day, then the day after Thanksgiving is the replacement holiday. When November 11 falls on a Saturday or Sunday, Veteran’s Day will be observed on the following Monday.

A holiday will not cause a deduction from an employee’s time or compensation. In the case of an emergency or for the continued operation and maintenance of school facilities or property, the District may require educational support personnel to work on a legal school holiday. Such employees shall receive from their supervisor notice that their presence is required in the School District on a legal school holiday.

Personal Leave

Full-time educational support personnel have two paid personal leave days per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Supervisor three (3) work days before the requested dates. The employee may use a personal leave day without the full three (3) day notice or before a vacation period, or a District-wide In-service, Parent-Teacher Conference, Institute or similar District-wide day, for emergency purposes only. Requests for emergency use of personal leave days shall be requested in writing stating the nature of the emergency and are subject to the approval of the Superintendent or designee.

2. No personal leave will be granted the day before or day after a vacation period for the purposes of extending a vacation which would include Thanksgivings: winter, spring, and summer break.

3. No personal leave will be granted on District-wide In-service, Parent-Teacher Conference, Institute, or similar District-wide days.
PERSONNEL

Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves

4. Personal leave may not be used in increments of less than one-half day.

5. Personal leave is subject to any necessary replacement's availability.

6. Personal leave may not be used when the employee's absence would create an undue hardship.

7. The Supervisor may ask the reason for the leave, but may not deny the employee's request for any reason other than the restrictions indicated above.

8. Each employee is granted two (2) personal leave days per year, non-accumulative. If any days are unused, they will be added to the employee's accumulated sick leave.

Leave to Serve as a Trustee of the Illinois 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 105 ILCS 5/24-6.3.

IMRF Benefits for Activated Reservists

The School Code requires school districts to continue paying the salary of any district employee in the reserves or the Illinois National Guard who is called to active duty as the result of an order of the President. This salary continuation includes health insurance and any other benefits the employee was receiving at the time he/she was called up. The salary will be offset by the military pay, i.e., the District will require the employee to turn over his or her military pay to the District. The District will report the gross salary before the offset to IMRF. The School Code provision is found at 105 ILCS 5/10-20.7b.

Leave for Service in the Military and General Assembly

Educational support personnel receive military and General Assembly leaves on the same terms and conditions granted professional staff.

Voluntary Leaves for Service in the Military and General Assembly

Voluntary leaves for military service may be granted without pay to employees who desire to return to employment in a similar capacity at a time mutually agreed upon.

Each approved military leave shall be of the shortest possible duration required to meet the purpose of the leave. Military leaves without pay for not more than one (1) year may be granted to employees according to the following conditions:

1. Voluntary Military Leaves Without Pay – Advance Requests

   Written requests for voluntary military leave without pay should be made at least two (2) months before the leave is desired, subject to approval by the Board.

2. Voluntary Military Leaves Without Pay – Dates of Leave

   Dates of departure and return must be mutually acceptable to the employee and the administration and determined prior to any final action on the request.

3. Voluntary Military Leaves Without Pay – Insurance
PERSONNEL

Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves

Employees on such leave may continue insurance benefits if they reimburse pro-rata costs of benefits for which they apply.

4. Voluntary Military Leaves Without Pay – Waiver of Conditions

The Board may waive the above restrictions at its discretion.

Bereavement Leave

Educational support personnel receive bereavement leave on the same terms and conditions granted professional staff.

1. In the case of death of an immediate family member, as defined in The School Code, an employee will be permitted to take a bereavement leave of four (4) days without the loss of pay. This bereavement leave will not be subtracted from sick leave.

2. If at any time in connection with the death of a family member it would necessitate taking more than four (4) days for bereavement leave, any time beyond four (4) days would be subtracted from the individual’s accumulated sick leave.

3. The Superintendent may grant additional bereavement leave at the Superintendent’s sole and exclusive discretion, in cases of need, upon written application by the employee.

4. If an emergency need exists after all bereavement days are used, the employee may request compensatory days subject to the discretion of the Superintendent.

School Visitation Leave

An eligible educational support staff member is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee’s child, if the conference or activity cannot be scheduled during non-work hours. The employee must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick and disability leave.

Commemorative Holidays

The School District shall observe commemorative holidays as designated in The School Code of Illinois. On such days the teachers and students shall devote a portion of the school day to study and honor the person or occasion which is the subject of the commemorative holiday. The School Board may from time to time designate a regular school day as a commemorative holiday.

Leave of Absence with Pay - Temporary Illness or Temporary Disability

Temporary illness or temporary disability is defined by the School Board as follows: Any illness or other capacity of ill-being which renders an employee physically and/or mentally unable to perform assigned duties. During the period of disability, the employee shall be entitled to use accumulated sick leave benefits. However, income received from other sources (worker’s compensation, District paid insurance programs, etc.) shall be deducted from the District’s compensation liability to the employee, where the District contributed any monies to the plan or program upon which disability provides benefits. When income: $239 or less than District’s fund is received by the employee due to his/her temporary disability, the District shall be only responsible for the remaining salary owed the employee. The intent of the
PERSONNEL

Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves

District is that in no case shall the employee who is temporarily disabled receive more than 100 percent of his/her gross salary.

If an employee who is temporarily disabled received no District funds, no sick leave benefits will be deducted. If an employee who is temporarily disabled receives District funds, sick leave benefits will be deducted on a pro-rata basis. Those insurance plans privately purchased by the employee to which the District does not contribute are not applicable to this policy.

After three months from the time the disability is established, such disability shall be considered a permanent disability. Once the time period for temporary illness or temporary disability has been exhausted, the School Board may begin dismissal proceedings subject to the provisions of The School Code of Illinois.

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

Any educational support staff member may take an unpaid leave from work who: (1) is a victim of domestic violence, or sexual violence, or gender violence, or (2) has a family, or household member who is a victim of domestic violence, or sexual violence, or gender violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, an employee is entitled to a total of 12 work weeks of 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 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.)

LEGAL REF.: 20 ILCS 1805/30.1 et seq.
165 ILCS 5/10-20.7b, 5/24-2, and 5/24-6, 6.1, 6.2, 6.3, 5/24-13, and 6/24-13.1
320 ILCS 61/, Service Member Employment and Reemployment Rights Act
820 ILCS 147, School Visitation Rights Act
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave Act)
INSTRUCTION

Curriculum Content

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

1. In kindergarten through grade 8, subjects include (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. Beginning with the 2020-2021 school year, in grades 6, 7, or 8, student must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.

2. In grades 9 through 12, subjects include (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. History, American government and, for students entering the 9th grade in the fall of 2016 and each year after one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, and (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.

4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.

5. In grades kindergarten through 12, age appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, Access to Electronic Networks, and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.

6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include examples of behaviors that violate policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment.

7. In all schools, citizenship values must be taught, including (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
INSTRUCTION

Curriculum Content

8. In all grades, physical education must be taught, including taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students’ knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see 6:310, Credit for Alternative Courses and Programs, and Course Substitution, and 7:260, Exemption from Physical Education.

9. In all schools, health education must be taught, including (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.

10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e), if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.

11. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy including consumer debt and installment purchasing; budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.

12. In all schools, conservation of natural resources must be taught, including (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.

13. In all schools, United States (U.S.) history must be taught, including (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forcible removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people of the U.S. and Illinois, and (g) Illinois history.

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

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
INSTRUCTION

Curriculum Content

15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.

16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.

17. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.

18. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.

19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

20. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.: 5 ILCS 465/3 and 465/3a.  
20 ILCS 2605/2605-480.  
625 ILCS 5/6-408.5  
23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

ADMIN.PROC.: 6:60-AP (Comprehensive Health Education Program)
ADMINISTRATIVE PROCEDURES

Comprehensive Health Education Program

The major educational areas of the District's comprehensive health education program are described below.

1. In all elementary and secondary school the health program shall include human ecology and health; human growth and development; the emotional, psychological, physiological, hygienic and social responsibilities of family life (including, in grades 6 through 12, instruction about both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS); prevention and control of disease, and course material and instruction to advise students of the Abandoned Newborn Infant Protection Act. The program shall include information about cancer, including without limitation, types of cancer, signs and symptoms, risk factors, the importance of early prevention and detection, and information on where to go for help.

2. In grades pre-K through 12, age appropriate sexual abuse and assault awareness and prevention education shall be included in a child sexual abuse prevention program. Through grade 5, the comprehensive health education program will provide one to four age-appropriate instructional sessions per school year to instruct students to (a) recognize and report sexual abuse, and (b) focus on methods to reduce students’ vulnerability to sexual abuse.

3. The grades 6-12 health program shall include the prevention, transmission and spread of AIDS, public and environmental health, consumer health, safety education and disaster survival, mental health and illness, personal health habits, alcohol, drug use, and abuse including the medical and legal ramifications of alcohol, drug, and tobacco use, abuse during pregnancy, emphasis that sexual abstinence is a responsible and positive decision, tobacco, nutrition and dental health.

4. The following areas may also be included in the curricula: basic first aid (including cardiopulmonary resuscitation and the Heimlich maneuver); in grades 6-8, video training on cardiopulmonary resuscitation and how to use an automated external defibrillator; heart disease; diabetes; stroke; the prevention of child abuse, neglect, domestic violence, and suicide; and age appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12.

5. In secondary schools, the program shall include: (1) cardiopulmonary resuscitation (CPR) training from a nationally recognized certifying organization, e.g., American Heart Association or American Red Cross, and (2) how to use an AED.

6. In grades 5-12, the health program shall include instruction on alcohol and drug abuse, including the consequences.

7. In grades K-8, students should be provided with age-appropriate information about the dangers of drug abuse. The District’s educational program shall offer drug education units that are integrated into the curricula and are designed to promote effective methods for the prevention and avoidance of drug and substance abuse.

8. In grades 7-12, the program shall include the prevention of abuse of anabolic steroids. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students participating in these programs.

9. The family life and sex education program shall be developed in sequential pattern and related in depth and scope to the students' physical, emotional and intellectual maturity level. Family life courses offered in grades 6-12 shall include the information regarding the alternatives to abortion and information regarding the prevention, transmission and spread of AIDS, and the meaning of consent to sexual activity. Course content shall be age-appropriate.

Class sessions which deal exclusively on sexuality may be conducted separately for males and females.
ADMINISTRATIVE PROCEDURES

Comprehensive Health Education Program

10. The health program in grades K-8 shall include annual instruction on the danger of and how to avoid abduction as part of the District's regular curriculum. Students shall be given, as appropriate, information on child sexual abuse.

11. Students shall be provided parenting education in grades 6 through 12.

12. Students shall be provided safety education in all grades. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

13. All students shall receive age-appropriate instruction on motor vehicle safety and litter control.

14. Students in grades 9 or 10 shall receive instruction on donations and transplants of organs/tissue and blood.

No student shall be required to take or participate in any class or course on AIDS, or family life instruction, sex abuse, or organ/tissue transplantation, if his or her parent/guardian submits a written objection to the Building Principal. Parent(s)/guardian(s) of students in grades kindergarten through 8 shall be given at least 5 days written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty.

Parents/guardians shall be provided the opportunity to preview all print and non-print materials used for instructional purposes.


Adopted 9-16-97
Revised 12-14-98
Revised 12-17-01
Revised 01-20-04
Revised 12-19-05
Revised 01-16-07
Revised 02-18-09
Revised 05-19-09
Revised 02-17-10
Revised 12-17-12
Revised 11-18-13
Revised 03-17-14
Revised 06-15-15
Revised 05-20-19
Revised __________
INSTRUCTION

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law the Illinois State Board of Education rule(s) governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified will begin no later than five school days after receiving a written statement from: (1) a physician's written statement licensed to practice medicine in all its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education service will be determined by the student's individual education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or miscarriage.

Periodic conferences shall be held between appropriate school personnel, parents/guardians, and hospital staff to coordinate course work and hasten the student's return to school.

LEGAL REF.: 105 ILCS 5/10-19.05(e), 5/10-22.6a, 5/14-13.01, and 5/18-4.5.
23 IllAdmin.Code §§1.520, 1.610, and 226.300

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity).

Adopted 9-16-97
Revised 12-18-06
Revised 05-19-09
Revised 04-18-11
Revised 03-19-12
Revised 11-17-14
Revised 06-18-18
Revised 11-17-14
INSTRUCTION

Administrative Procedure - District Annual Report Card Required by Every Student Succeeds Act (ESSA)

Districts must disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students, including: (a) student achievement on academic assessments (designated by category), (b) graduation rates, district performance, teacher qualifications, and (c) other required information required by Section 20 U.S.C. §6311(h)(2)(C) of ESSA.

District Annual Report Card

The Illinois State Board of Education (ISBE) will ensure that the District:

1. Collects the appropriate data for its annual report card, including:
   a. ISBE’s State Report Card Information (see ISBE Annual Report Card Requirements in 20 U.S.C. §6311(h)(1)(C) subhead, below) disaggregated in the same manner as ISBE is required to present it, as that information applies to the District and each of its schools, including:
      i. Information that shows how students in the District achieved on the academic assessments described in 20 U.S.C. §6311(b)(2) (high quality Illinois Assessments) compared to students in the State as a whole (20 U.S.C. §6311(h)(2)(C)(i));
      ii. Information that shows how each student in each of the District’s Schools achieved on the academic assessments described in described in 20 U.S.C. §6311(b)(2) (high quality Illinois Assessments) compared to students in the State as a whole (20 U.S.C. §6311(h)(2)(C)(ii)); and
      iii. Any other information that the District determines is appropriate and will best provide parents, students, and other members of the public with information regarding the progress of each school in the District, whether or not such information is included in the annual ISBE report card (20 U.S.C. §6311(h)(2)(C)(iii)).

2. Excludes “results on the Illinois academic assessments in reading and mathematics in grades 4 and 8 of the National Assessment of Educational Progress, compared to the national average of such results (20 U.S.C. §6311(h)(1)(C)(xii)).”


The following text is a direct copy of 20 U.S.C. §6311(h)(1)(C)(i)-(xiv), amended by Pub. L. 115-224; it states that Illinois’ report card shall include the following information:

(i) A clear and concise description of the State's accountability system under subsection (c), including--
   (I) The minimum number of students that the State determines are necessary to be included in each of the subgroups of students, as defined in subsection (c)(2), for use in the accountability system;
   (II) The long-term goals and measurements of interim progress for all students and for each of the subgroups of students, as defined in subsection (c)(2);
   (III) The indicators described in subsection (c)(4)(B) used to meaningfully differentiate all public schools in the State;
   (IV) The State's system for meaningfully differentiating all public schools in the State, including--
      (aa) The specific weight of the indicators described in subsection (c)(4)(B) in such differentiation;
      (bb) The methodology by which the State differentiates all such schools;
      (cc) The methodology by which the State differentiates a school as consistently underperforming for group of students described in section (c)(4)(C)(iii), including the time period used by the State to determine consistent underperformance; and
INSTRUCTION

Administrative Procedure - District Annual Report Card Required by Every Student Succeeds Act (ESSA)

(dd) The methodology by which the State identifies a school for comprehensive support and improvement as required under subsection (c)(4)(D)(i);

(V) The number and names of all public schools in the State identified by the State for comprehensive support and improvement under subsection (c)(4)(D)(i) or implementing targeted support and improvement plans under subsection (d)(2); and

(VI) The exit criteria established by the State as required under clause (i) of subsection (d)(3)(A), including the length of years established under clause (i)(II) of such subsection.

(ii) For all students and disaggregated by each subgroup of students described in subsection (b)(2)(B)(xi), homeless status, status as a child in foster care, and status as a student with a parent who is a member of the Armed Forces (as defined in section 101(a)(4) of Title 10) on active duty (as defined in section 101(d)(5)(B) of such title), information on student achievement on the academic assessments described in subsection (b)(2) at each level of achievement, as determined by the State under subsection (b)(1).

(iii) For all students and disaggregated by each of the subgroups of students, as defined in subsection (c)(2), and for purposes of subclause (II) of this clause, homeless status and status as a child in foster care--

(I) Information on the performance on the other academic indicator under subsection (c)(4)(B)(ii) for public elementary schools and secondary schools that are not high schools, used by the State in the State accountability system; and

(II) High school graduation rates, including four-year adjusted cohort graduation rates and, at the State's discretion, extended-year adjusted cohort graduation rates.

(iv) Information on the number and percentage of English learners achieving English language proficiency.

(v) For all students and disaggregated by each of the subgroups of students, as defined in subsection (c)(2), information on the performance on the other indicator or indicators of school quality or student success under subsection (c)(4)(B)(v) used by the State in the State accountability system.

(vi) Information on the progress of all students and each subgroup of students, as defined in subsection (c)(2), toward meeting the State-designed long term goals under subsection (c)(4)(A), including the progress of all students and each such subgroup of students against the State measurements of interim progress established under such subsection.

(vii) For all students and disaggregated by each subgroup of students described in subsection (b)(2)(B)(xi), the percentage of students assessed and not assessed.

(viii) Information submitted by the State educational agency and each local educational agency in the State, in accordance with data collection conducted pursuant to section 3413(c)(1) of this title, on--

(I) Measures of school quality, climate, and safety, including rates of in-school suspensions, out-of-school suspensions, expulsions, school-related arrests, referrals to law enforcement, chronic absenteeism (including both excused and unexcused absences), incidences of violence, including bullying and harassment; and

(II) The number and percentage of students enrolled in--

(aa) Preschool programs; and

(bb) Accelerated coursework to earn postsecondary credit while still in high school, such as Advanced Placement and International Baccalaureate courses and examinations, and dual or concurrent enrollment programs.
INSTRUCTION

Administrative Procedure - District Annual Report Card Required by Every Student Succeeds Act (ESSA)

(ix) The professional qualifications of teachers in the State, including information (that shall be presented in the aggregate and disaggregated by high-poverty compared to low-poverty schools) on the number and percentage of-

(I) Inexperienced teachers, principals, and other school leaders;

(II) Teachers teaching with emergency or provisional credentials; and

(III) Teachers who are not teaching in the subject or field for which the teacher is certified or licensed.

(x) The per-pupil expenditures of Federal, State, and local funds, including actual personnel expenditures and actual nonpersonnel expenditures of Federal, State, and local funds, disaggregated by source of funds, for each local educational agency and each school in the State for the preceding fiscal year.

(xi) The number and percentages of students with the most significant cognitive disabilities who take an alternate assessment under subsection (b)(2)(D), by grade and subject.

(xii) Results on the State academic assessments in reading and mathematics in grades 4 and 8 of the National Assessment of Educational Progress carried out under section 303(b)(3) of the National Assessment of Educational Progress Authorization Act (20 U.S.C. 9622(b)(3)), compared to the national average of such results.

(xiii) Where available, for each high school in the State, and beginning with the report card prepared under this paragraph for 2017, the cohort rate (in the aggregate, and disaggregated for each subgroup of students defined in subsection (c)(2)), at which students who graduate from the high school enroll, for the first academic year that begins after the students' graduation--

(I) In programs of public postsecondary education in the State; and

(II) If data are available and to the extent practicable, in programs of private postsecondary education in the State or programs of postsecondary education outside the State.

(xiv) Any additional information that the State believes will best provide parents, students, and other members of the public with information regarding the progress of each of the State's public elementary schools and secondary schools, which may include the number and percentage of students attaining career and technical proficiency (as defined by section 113(b) of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2323(b)) and reported by States only in a manner consistent with section 113(e) of such Act (20 U.S.C. 2323(e)) meeting State determined levels of performance for core indicators, as defined by section 113(b)(3)(A) of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2323(b)(3)(A)), and reported by States only in a manner consistent with section 113(b)(3)(C) of such Act (20 U.S.C. 2323(b)(3)(C)).

LEGAL REF.: 20 U.S.C. §6311(b)(1)(C) and (b)(2)(C).

Pub. L. 115-224, Strengthening Career and Technical Education for the 21st Century Act

Adopted 12-12-16

Revised _____
INSTRUCTION

Extended Instructional Programs

The District may offer the following programs in accordance with State law and the District’s educational philosophy, subject to the availability of adequate funding:

1. Nursery schools for children between the ages of 2 and 7 6 years.


3. Child Care and Training Center for pre-school children and for students whose parents work.

4. Model day care services program in cooperation with the State Board of Education.

5. Tutorial program.

6. Adult education program.

7. Outdoor education program.

8. Summer school, whether for credit or not.

9. Independent study, whether for credit or not.

10. Support services and instruction for students who are, or whose parents/guardians are, chemically dependent.

11. Activities to address intergroup conflict.

12. Volunteer service credit program.

13. Vocational academy.

14. Advanced vocational training and/or career education program.


CROSS REF.: 6:310 (Credit for Alternative Courses and Programs, and Course Substitutions), 6:320 (High School Credit for Proficiency)
INSTRUCTION

Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for

1. Completing all District graduation requirements that are in addition to the State requirements, as noted in the MIHS Student Handbook.

2. Completing all courses as provided in The School Code, 105 ILCS 5/27-22;

3. Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule.23 Ill.Admin.Code &l.440;

4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance; and

5. Participating in State assessments that are required for graduation by the School Code, 105 ILCS 5/2-3.64a-5(c).

6. Beginning with the 2020-2021 school year, filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for

1. Maintaining a description of all course offerings that comply with the above graduation requirements;

2. Notifying students and their parents/guardians of graduation requirements;

3. Developing the criteria for #4 above; and

4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.

5. Taking all other actions needed or necessary to implement this policy.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

Certificate of Completion

A student with a disability who has an individualized education program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.
INSTRUCTION

Graduation Requirements

Veterans-of-World-War-II, the Korean Conflict, or the Vietnam Conflict Service Member Diplomas

Upon application, The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict will be awarded a diploma, provided that he or she: (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

105 ILCS 70/, Educational Opportunity for Military Children Act.

CROSS REF.: 6:30 (Organization of Instruction), 6:300-E (Application for a Diploma for Veterans of WWII or the Korean Conflict), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted 9-16-97
Revised 6-10-02
Revised 12-15-03
Revised 01-18-05
Revised 02-22-05
Revised 01-23-06
Revised 11-19-07
Revised 02-18-09
Revised 02-17-10
Revised 02-23-11
Revised 06-15-15
Revised 10-17-16
Revised 06-18-18

Revised 252
INSTRUCTION

Exhibit – Application for a Diploma for a Service Member Killed in Action or for Veterans of WWII, the Korean Conflict, or the Vietnam Conflict

Complete and submit to the Superintendent.

Please print:

Name ____________________________ Phone ____________________________

Address ____________________________ Apt. # __________ Birth Date __________

City ____________________________ State __________ Zip Code __________

The Applicant is requesting a high school diploma and attests that he or she meets the following criteria as established by Board policy:

1. Served in the U.S. Armed Forces during World War II, or the Korean Conflict, or the Vietnam Conflict.

   Please check one of the following:
   
   ☐ World War II: December 7, 1941 – September 2, 1945 December 31, 1946, including the induction period of September 16, 1940 – December 6, 1941.

2. Left high school in order to serve in the U.S. Armed Forces.
3. Resided within an area currently within the School District at the time he or she withdrew from high school.
4. Has not received a high school diploma or a GED (high school equivalency).

Applicant’s Name (printed) ____________________________ Signature ____________________________ Application Date __________

For Service Members Killed in Action

The applicant is requesting a high school diploma on behalf of a service member who was killed in action and attests that the deceased service member meets each of the following criteria as established by Board policy:

1. Was killed in action while performing active military duty with the U.S. Armed Forces.
2. Left high school in order to serve in the U.S. Armed Forces.
3. Resided within an area currently within the School District at the time he or she withdrew from high school.
4. Has not received a high school diploma or a GED (high school equivalency).

Applicant’s Name (printed) ____________________________ Signature ____________________________ Application Date __________

Adopted 6-10-02; Revised 07-16-07
Revised 02-17-10; Revised
INSTRUCTION

Exhibit - State Law Graduation Requirements

The School Code, 105 ILCS 5/27-22, amended by P.A. 101-464, eff. 1-1-20 98-885, P.A. 99-434, and P.A. 99-485 (states that the requirements in P.A. 99-434 are applicable beginning with students entering the 9th grade in the 2016-2017 school year), and 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-180, eff. 6-1-20, contains the following course requirements for a student in Illinois to receive a high school diploma. Other graduation requirements, including additional course requirements, if any, are contained in School Board policy 6:300, Graduation Requirements. For guidance in offering the coursework necessary to meet the State graduation requirements, see the Illinois State Board of Education, State Graduation Requirements, Guidance Document (2012), available at: www.isbe.net/Documents/grad_require.pdf.

State Law Graduation Requirements
105 ILCS 5/27-22

Sec. 27-22. Required high school courses.

(a) - (d) are not listed because their dates have passed.

(e) As a prerequisite to receiving a high school diploma, each pupil entering the 9th grade in the 2008-2009 school year or a subsequent school year must, in addition to other course requirements, successfully complete all of the following courses:

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content, and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content. A mathematics course that includes geometry content may be offered as an integrated, applied, interdisciplinary, or career and technical education course that prepares a student for a career readiness path.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government and, beginning with pupils entering the 9th grade in the 2016-2017 school year and each school year thereafter, at least one semester must be civics, which shall help young people acquire and learn to use the skills, knowledge, and attitudes that will prepare them to be competent and responsible citizens throughout their lives. Course content shall focus on government institutions, the discussion of current and controversial issues, service learning, and simulations of the democratic process.
6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.

(f) The State Board of Education shall develop and inform school districts of standards for writing-intensive coursework.

(f.5) If a school district offers an Advanced Placement computer science course to high school students, then the school board must designate that course as equivalent to a high school mathematics course and must denote on the student’s transcript that the Advanced Placement computer science course qualifies as a mathematics-based, quantitative course for students in accordance with subdivision (3) of subsection (c) of this Section.

(g) This amendatory Act of 1983 does not apply to pupils entering the 9th grade in 1983-1984 school year and prior school years or to students with disabilities whose course of study is determined by an Individualized Education Program.

This amendatory Act of the 94th General Assembly does not apply to pupils entering the 9th grade in the 2004-2005 school year or a prior school year or to students with disabilities whose course of study is determined by an Individualized Education Program.
INSTRUCTION

Exhibit - State Law Graduation Requirements

(b) The provisions of this Section are subject to the provisions of Section 27-22.05 [substitutions for required courses].

105 ILCS 5/22-85

(final citation pending), added by P.A. 101-180, eff. 6-1-20

Sec. 22-85, Graduation requirements: Free Application for Federal State Aid.

(a) Beginning with the 2020-2021 school year, in addition to any other requirements under this Code, as a prerequisite to receiving a high school diploma from a public high school, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

(1) File a Free Application for Federal Student Aid with the United States Department of Education or, if applicable, an application for State financial aid.

(2) On a form created by the State Board of Education, file a waiver with the student’s school district indicating that the parent or guardian or, if applicable, the student understands what the Free Application for Federal Student Aid and application for State financial aid are and has chosen not to file an application under paragraph (1).

(b) Each school district with a high school must require each high school student to comply with this Section and must provide to each high school student and, if applicable, his or her parent or guardian any support or assistance necessary to comply with this Section. A school district must award a high school diploma to a student who is unable to meet the requirements of subsection (a) due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements under this Code and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver under subsection (a).

(c) The State Board of Education may adopt rules to implement this Section.

Adopted 10-17-16
Revised

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INSTRUCTION

Exhibit – Form for Exemption from Financial Aid Application Completion

This form is to be used to document a parent/guardian or student’s exemption from the State law requirement to file, as a prerequisite to receiving a high school diploma, a Free Application for Federal Student Aid (FAFSA), an application for State financial aid, or an Ill. State Board of Education (ISBE) waiver form. Return a copy of the completed form to the parent/guardian or student, and keep a copy in the student’s file.

Completed by Student’s parent/guardian or Student, if 18 years or older or legally emancipated.

Student’s Name: ____________________________________________

Address: ____________________________________________________

School: _____________________________________________________

Grade: ______________________________________________________

I am unable to file a FAFSA (or application for State financial aid) or an ISBE waiver from the requirement to file such an application because of the following:

________________________________________________________________________

________________________________________________________________________

Completed by High School Principal
Extenuating circumstances exist and the Student is exempt from the requirement to file a FAFSA (or other State financial aid application):

☐ Yes ☐ No, exemption denied

(Complete next portion only if the answer above is “Yes”)

I attest that the District has made the following good faith efforts to assist the Student’s parent/guardian or Student in filing an application or a waiver from this requirement:

________________________________________________________________________

________________________________________________________________________

The student has met all other graduation requirements to receive a diploma.

☐ Yes, exemption approved ☐ No, exemption denied

______________________ ________________________
High School Principal Signature Date

Adopted _______
INSTRUCTION

Credit for Alternative Courses and Programs, and Course Substitutions

Alternative Courses

Consideration for obtaining HS credit through an alternative pathway other than a Macomb High School course offering may be considered in the following situations:
1. Credit Recovery
2. Scheduling Conflict
3. Curriculum Enhancement

A maximum of 4 units of credit may be counted toward the requirements for a student's high school diploma.

It is the student's responsibility to provide proof of passing grade.

Grades earned in these courses will not be used to compute grade point averages except in the following instance:
- Should a student obtain a grade and credit from a class offered alternatively but that same class was offered at MHS, then that class grade will be counted [and in the case of AP coursework, weighted] in GPA calculation. For a course to fall into this category and be used for weighted status and GPA calculation, it had to be offered and a class taught at MHS during the student's entry year into high school.

Criteria for application consideration

Consideration for alternative courses will utilize the following criteria:
1. The proposed course is offered by an institution accredited/approved by the North-Central Association of Colleges and Secondary Schools Higher Learning Commission or the Illinois State Board of Education.
2. The student assumes responsibility for all fees; and
3. The Building Principal approves the course in advance

Credit Recovery

An MSHS student who fails a course may make up the failed credit in one of the following ways:
1. Retake the MHS class when it is offered again, or
2. Enroll and successfully complete an MHS approved comparable course through the Illinois Virtual High School, or
3. Enroll and successfully complete a summer school course offered by an institution accredited by the North Central Association of Colleges and Secondary Schools, or
4. Upon recommendation from the MHS academic review team, enroll and successfully complete a comparable course through the ROE At-Risk program.
5. It is the student's responsibility to provide proof of passing grades.
6. Grades earned in these courses will not be used to compute grade point average.
7. The student and/or his/her family are responsible for all fees and supplies for the class.
8. The Building Principal approves the course in advance

Scheduling Conflicts

When a junior or senior has completed his/her registration and identified seven requests and three alternate courses [10 total], a scheduling conflict exists when all seven class periods cannot be filled through the initial scheduling process. In those cases where a viable course substitution is unavailable, a student may complete his/her schedule through one of the following alternatives:
1. Enroll and successfully complete a course through the Illinois Virtual High School.
INSTRUCTION

Credit for Alternative Courses and Programs, and Course Substitutions

2. Enroll and successfully complete a dual credit course through a college/university with which MHS has a partnering agreement.
3. When available enroll and successfully complete a HS course from a HS with whom MHS has a reciprocal curriculum delivery agreement [distance learning delivery system].
4. Any fees associated with these classes are the responsibility of the student and/or his/her family.
5. The Building Principal approves the course in advance.

Curriculum Enhancement

A junior or senior in good academic standing who has the need/desire to extend his/her academic study of a subject beyond that which is offered by MHS may do so by enrolling in and passing coursework as outlined below:

1. Illinois Virtual High School, or
2. A college or university with whom Macomb High School has a partnering agreement.
   A. Any fees associated with these classes are the responsibility of the student and/or his/her family.
   B. It is the student's responsibility to provide proof of passing grades.
   C. Dual Credit: Consideration for elective or GPA eligibility high school credit is limited to the courses identified and approved by Macomb High School
3. The Building Principal approves the course in advance
4. Any and all fees associated with these courses are the responsibility of the student and/or his/her family.

Alternative Programs

Exchange Programs

An exchange student will be granted a diploma if he/she completes the criteria toward the requirements for a student's high school graduation.

Macomb 185 District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal. International study course work not meeting District requirements will be placed in the student's permanent record as an international study experience.

Foreign Language Courses

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the Illinois State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The HS Principal will require a student seeking foreign language credit to successfully complete a foreign language proficiency examination. A maximum of 2 units of credit may be counted toward the student's requirements for graduation.

Military Service

The Board of Education may accept military service experience as credit toward graduation provided the student making the request has a recommendation from the U. S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request. A maximum of 2 units of credit may be counted toward the student's requirements for graduation.
INSTRUCTION

Credit for Alternative Courses and Programs, and Course Substitutions

Vocational Education Apprenticeship Programs

Students participating in apprenticeships through the Area Vocational Center may earn credit toward education for work-related training received at associated facilities and agencies.

Course Substitutions

Vocational Coursework
A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses provided:
1. The HS Principal approves the substitution and the vocational or technical education course is completely described in MHS curriculum materials along with its relationship to the required course
2. The student’s parent/s/guardian/s request and approve the substitution in writing on forms provided by the District.

Physical Education Waiver - Junior or Senior Standing

A student in grades 11 or 12 may submit written request to the HS Principal to be excused from physical education courses. The Superintendent or his/her designee shall maintain records showing the criteria set forth in this policy were applied to the student’s individual circumstances. The criteria by which a waiver of a physical education course will be considered are:
1. Enrollment in a marching band program;
2. Ongoing participation in an interscholastic athletic program;
3. Enrollment in academic classes which are required for admission to an institution of higher learning; or
4. Enrollment in academic classes which are required for graduation from high school, provided that failure to take such classes will prevent the student from graduating.

Students must return to their physical education class upon the completion of marching band season and/or interscholastic athletic program season for which the waiver was granted. Physical education classes will be divided into quarter credits for students granted a waiver so that they can earn up to ¼ credit when returning.

A waiver will be denied if a student is requesting a study hall or already has a study hall. The waiver may be granted if the student has no study hall and is requesting one or if the student is requesting to take an academic class in place of physical education.

Special Education

A student requiring adaptive physical education must receive that service in accordance with the student's Individualized Education Program/Plan (IEP).

A student who is eligible for special education may be excused from physical education courses when:
1. He or she is in grades 3-12, and his or her IEP requires that special education support and services be provided during physical education time, and the student's parent/guardian agrees or the IEP team makes the determination.
2. He or she has an IEP and is participating in an adaptive athletic program outside of the school setting, and the parent/guardian documents the student’s participation as required by the Superintendent or designee.
INSTRUCTION

Credit for Alternative Courses and Programs, and Course Substitutions

The agreement or determination must be made a part of the individualized education program.


110 ILCS 277; Dual Credit Quality Act

CROSS REF: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:320 (High School Credit for Proficiency), 7:260 (Exemption from Physical Activity).

Adopted 9-16-97
Revised 10-16-00
Revised 01-21-03
Revised 11-17-03
Revised 01-20-04
Revised 01-23-06
Revised 01-16-07
Revised 07-16-07
Revised 09-15-08
Revised 02-17-10 NA
Revised 05-20-2013
Revised 03-17-14

Revised
STUDENTS

Harassment of Students Prohibited

Bullying, Cyberbullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, cyberbully 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; ancestry; age; religion; physical or mental disability; gender identity; gender-related identity or expression; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, cyberbullying, 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

Sexual harassment of students is prohibited. Any person, including a District employee or District agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or

2. has the purpose or effect of:

   a. substantially interfering with a student's educational environment;
   b. creating an intimidating, hostile, or offensive educational environment;
   c. depriving a student of educational aid, benefits, services, or treatment; or
   d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint: Enforcement

Students are encouraged to report claims or incidences of bullying, cyberbullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, Abused and Neglected Child Reporting, in addition to any response required by this policy. Another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action.
STUDENTS

Harassment of Students Prohibited

Nondiscrimination Coordinator:
Name: Dr. Patrick M. Twomey
Address: 323 West Washington Street, Macomb, IL 61455
Telephone No.: (309) 833-4161

Complaint Managers:
Name: Mrs. Velvet Taflinger
Address: 323 W. Washington, Macomb, IL 61455
Telephone No.: (309) 833-4161
Name: Mr. Ed Fulkerson
Address: 323 W. Washington, Macomb, IL 61455
Telephone No.: (309) 833-4161

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as by including it in the appropriate handbooks:

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.

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 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 discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: Title IX of the Educational Amendments, 20 U.S.C. § 1681 et seq.
34 C.F.R. Part 106
775 I.L.C.S 5/1-101, et seq.
23 Ill. Admin. Code § 1.240 and Part 200
West v. Derby Unified Sch Dist No. 260, 206 F.3d 1358 (10th Cir. 2000)

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Sexual Harassment), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Cyberbullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline, 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted 9-16-97
Revised 8-30-99
Revised 12-20-99
Revised 10-16-00
Revised 05-21-08
Revised 02-18-09
Revised 08-17-09NA
Revised 02-17-10; Revised 12-20-10
Revised 02-23-15; Revised 06-18-18
Revised
STUDENTS

Administrative Procedure – Harassment of Students Prohibited

The intent of this procedure is to (1) inform the Building Principal of specific steps to prevent harassment of students, and (2) inform staff members of the appropriate response to allegations of harassment. See the U.S. Dept. of Education (DOE) pamphlet, Sexual Harassment: It's Not Academic, at: ed.gov/about/offices/list/ocr/docs/oershpa.html

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
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<tbody>
<tr>
<td>Building Principal or</td>
<td>Informs staff members and students that the District prohibits harassment of students.</td>
</tr>
<tr>
<td>Designee</td>
<td>Distributes or references Board policy 7:20, Harassment of Students Prohibited, and Board policy 2:260, Uniform Grievance Procedure, using various methods. Takes measures to prevent harassment of students, which may include:</td>
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<tr>
<td></td>
<td>1. Conducts regular harassment awareness training for all school staff, including administrators, teacher, and guidance counselors, and ensures all new employees are trained.</td>
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<td>2. Conducts regular age-appropriate harassment awareness training for students.</td>
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<td>3. Establishes discussion groups in which students can discuss what constitutes harassment and how to respond to it in the school setting.</td>
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<td>4. Surveys students to determine if harassment is occurring at the school.</td>
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<td>5. Conducts regular harassment awareness training for parent(s)/guardian(s).</td>
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<td>6. Works with parent(s)/guardian(s) and students to develop and implement age-appropriate, effective measures for addressing harassment.</td>
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<td>7. Determines when extra supervision and precaution should be taken, such as when: two or more students seem to be in conflict with each other; there have been previous incidents of harassment, sexual assaults, threats, or bullying around perceived sexual orientation; or a specific student has had prior disciplinary violations.</td>
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<td>8. Has a process in place to: (1) inform all relevant staff members who are responsible for supervising a student with a history of violent or sexually inappropriate behavior, and (2) keep the student constantly supervised.</td>
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<td>9. Regularly trains staff regarding: (1) their classroom and non-classroom supervisory responsibilities, e.g., during a school-sponsored event, before and after school, while students wait for the school bus, between classes, during lunch, and at recess, (2) behaviors that may be an indicator of sexual or physical violence against another student, and (3) what to do when they observe an unusual and disruptive student.</td>
</tr>
<tr>
<td></td>
<td>10. Identifies areas in the school building that are isolated, e.g., restrooms, locker rooms, hallways while classes are in session, stairwells, and empty rooms, and takes extra steps to make them safe.</td>
</tr>
<tr>
<td></td>
<td>11. Immediately notifies the police and relevant parents/guardians when an assault or attempted assault has occurred.</td>
</tr>
</tbody>
</table>
# STUDENTS

## Administrative Procedure – Harassment of Students Prohibited

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Discrimination Coordinator or Complaint Managers</td>
<td>Thoroughly and promptly investigates allegations of harassment by:</td>
</tr>
<tr>
<td></td>
<td>1. Distributing Board policies 2:260, Uniform Grievance Procedure, and 7:20, Harassment of Students Prohibited, to any person upon request;</td>
</tr>
<tr>
<td></td>
<td>2. Following Board policies 2:260, Uniform Grievance Procedure, and 7:20, Harassment of Students Prohibited;</td>
</tr>
<tr>
<td></td>
<td>3. Notifying a student’s parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is present; and</td>
</tr>
<tr>
<td></td>
<td>4. Keeping the complaining parents/guardians informed of any investigation’s progress; and</td>
</tr>
<tr>
<td></td>
<td>5. Keeping confidential all information about an investigation and the statements of students and other witnesses. The Superintendent shall be kept informed of an investigation’s progress, unless the Superintendent is the subject of the complaint. If a complaint contains allegations involving the Superintendent, the Board President shall be kept informed of an investigation’s progress.</td>
</tr>
<tr>
<td>All District Staff Members</td>
<td>Immediately report to the Ill. Dept. of Children and Family Services any situation that provides you with reasonable cause to believe that a child may be an abused child or a neglected child. Promptly notify the Superintendent and Building Principal that you made a report. If a report contains allegations involving the Building Principal, only notify the Superintendent.</td>
</tr>
</tbody>
</table>

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### Investigation

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator 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.

The District shall investigate alleged harassment of student when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

### Alleged Incidents of Sexual Abuse

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 but not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, Abused and Neglected Child Reporting, in addition to any response required by this administrative procedure.
STUDENTS

Administrative Procedure - Student Transfers To and From Non-District Schools

Annual Review
The Superintendent or designee reviews this procedure to ensure it is consistent with applicable State and federal laws.

Legal Citations
The legal requirements contained in this procedure are followed by a citation to the controlling rule and/or statute. Citations in parenthesis indicate the location of a named law. For additional clarification regarding a requirement, the cited law should be reviewed.

Guidance Documents
The following non-regulatory guidance list provides more information:

2. Dear Colleague Letter: School Enrollment Procedures, (OCR 05/08/14), www2.ed.gov/about/offices/list/ocr/letters/colleague-201405.pdf;
3. Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents (revised 05/08/14), www2.ed.gov/about/offices/list/ocr/docs/qa-201405.pdf; and

Transferring In

<table>
<thead>
<tr>
<th>Steps</th>
<th>Requirements and Actions That Must Be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance with admission eligibility prerequisites in State law and Board policy</td>
<td>All students seeking admission shall meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by State law and Board policy on admissions, See Board Policy 7:50, School Admissions and Student Transfers to and From Non-District Schools.</td>
</tr>
<tr>
<td>Compliance with Missing Children Records Act and Missing Children Registration Law</td>
<td>The Building Principal or designee of the school into which the student is transferring shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student’s birth certificate. 325 ILCS 55/5(b); 20 Ill.Admin.Code §1290.60(a).</td>
</tr>
</tbody>
</table>

If the person enrolling a student fails to comply with the above requirement, the Building Principal or designee shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the matter will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, refer the case.

The Building Principal or designee shall immediately report to the local law enforcement authority and the Ill. Dept. of State Police (ISP) any affidavit explaining the inability to produce a copy of the birth certificate that appears inaccurate or suspicious in form or content 325 ILCS 50/5 and 55/5(b).

The Building Principal or designee shall, within 14 days after enrolling a transfer student, request directly from the student’s previous school a certified copy of the student’s record 23 Ill.Admin. Code §375.75(b); § 325 ILCS 50/5(c).
STUDENTS

Administrative Procedure - Student Transfers To and From Non-District Schools

Transferring In (continued)

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Compliance with the Good Standing Requirement</strong></td>
<td>The parent(s)/guardian(s) of a student who is transferring from an Illinois public school shall ensure that a completed Good Standing Form from that school arrives at the school into which the student is transferring. 105 ILCS 5/2-3.13a. The Good Standing Form ISBE Form 33-78, available at: <a href="http://www.isbe.net/recognition/pdfs/33-78_student_transfer.pdf">www.isbe.net/recognition/pdfs/33-78_student_transfer.pdf</a>, indicates whether the student's medical records are current and whether the student is currently being disciplined by a suspension or expulsion 105 ILCS 5/2-3.13a(b). If the student is transferring from any private school (whether located in Illinois or not) or any non-Illinois public school, the parent(s)/guardian(s) shall certify in writing that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring 105 ILCS 5/2-3.13a(b). The Building Principal or designee shall deny admittance to any student who was suspended or expelled for any reason from any public or private school in this or any other state until the student completes the entire term of the suspension or expulsion. 105 ILCS 5/2-3.13a(a). The Superintendent or designee may, upon the request of the parent(s)/guardians(s), place the student in an alternative school program established under the School Code. 105 ILCS 5/2-3.13a(a); 5/10-22.6, amended by P.A.-97-495. Note: Amend this paragraph as necessary to be consistent with board policy (see fn 14, policy 7:50, School Admissions and Student Transfers To and From Non-District Schools and policy 7:190, Student Discipline).</td>
</tr>
<tr>
<td><strong>Compliance with The School Code and the Illinois School Student Records Act</strong></td>
<td>If a request has not been made, the Building Principal shall request academic transcripts and medical records from the student's former school. The Building Principal or designee shall enroll a student whose former school transferred an unofficial record of grades in lieu of the student's official transcript of scholastic records pursuant to 105 ILCS 5/2-3.13a(a) and 23 Ill.Admin.Code §375.75(i) 105 ILCS 10/8.1. Out-of-state transfer students, including children of military personnel, may use unofficial transcripts for admission to a school until official transcripts are obtained from the student's last school district. 105 ILCS 5/10-8.1(a) &amp; 105 ILCS 70/32, added by P.A.-98-679. Simultaneous with the enrollment of a child of active duty military personnel, the Building Principal or designee shall request the child's educational records from his or her former school. 105 ILCS 70/32, added by P.A.-98-679.</td>
</tr>
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STUDENTS

Administrative Procedure - Student Transfers To and From Non-District Schools

Transferring In (continued)

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</thead>
<tbody>
<tr>
<td>Compliance with laws concerning education of homeless children</td>
<td>The Building Principal or designee shall immediately enroll a homeless child even if the child is unable to produce records normally required for enrollment, in accordance with Board policy 6:140, Education of Homeless Children and 6:140-AP, Education of Homeless Children 42 U.S.C. §11432(g)(3)(C)(i) and (McKinney Homeless Assistance Act), and 105 ILCS 45/120. The Building Principal or designee must immediately contact the school last attended by the child to obtain relevant academic and other records. 42 U.S.C. §11432(g)(3)(C)(ii), and 105 ILCS 45/1-10.</td>
</tr>
<tr>
<td>Other admission steps</td>
<td>Building Principal or designee shall make the class or grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school's recommendations. When parent(s)/guardian(s) of a student eligible for special education present an copy of the student's current individualized education program (IEP) to a new school, the student must be placed in a program in accordance with described in the IEP. 105 ILCS 5/10-20.42A 105 ILCS 10/8.1(c); 23 Ill.Admin.Code §226.50(a)(1). If the school does not receive a copy of the student's current IEP or a verbal or written confirmation of the requirements of that IEP from the previous school district when the student is presented for enrollment, the student must be placed in a setting that the District believes will meet the student's needs until a copy of the current IEP is obtained or a new IEP is developed. 23 Ill.Admin.Code §226.59(a)(2). The Building Principal or designee shall administer 6:160-E1, a Student Home Language Survey, to each student entering the District's schools for the first time. 23 Ill.Admin.Code §228.15(a). ISBE provides Sample Home Language Surveys that are available in English and 29 other languages under the Home Language Surveys tab at: <a href="http://www.isbe.net/Pages/Screening-for-English-Language-Proficiency.aspx">www.isbe.net/Pages/Screening-for-English-Language-Proficiency.aspx</a>. If the Building Principal or designee did not send a request for records to the student’s former school or school district, he or she shall send a notification to the school or school district from which the student transferred documenting that the student has enrolled in the school. 105 ILCS 5/2-3.13a(c); 23 Ill.Admin.Code §375.75(e). The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. P.A. 99-30 repealed 105 ILCS 5/22-65; this language is not contained in 105 ILCS 70/. All course, program, extracurricular, graduation and other placements from the student's former school shall be initially honored if the District has those options, and spaces available. 105 ILCS 70/35; added-by-P.A.-98-673. For Districts that collect biometric information: The Building Principal or designee shall notify the student and the student's parent(s)/guardian(s) of their rights with respect to the collection, distribution, and retention 267 metric information in accordance with the Student Biometric Information Collection subhead in Board policy 7:340, Student Records, 105 ILCS 5/10-20.40; and 23 Ill.AdminCode §375.30(a).</td>
</tr>
</tbody>
</table>
### STUDENTS

**Administrative Procedure - Student Transfers To and From Non-District Schools**

**Transferring Out**

<table>
<thead>
<tr>
<th>Steps</th>
<th>Requirements and Actions That Must Be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Step</td>
<td>The parent(s)/guardian(s) of a student shall notify the Building Principal of their intent, pay outstanding fees or fines, sign a release form authorizing the release of student records, and return all school-owned property.</td>
</tr>
</tbody>
</table>

**Compliance with the Illinois School Student Records Act**

After receiving a request to transfer school student records, the Building Principal or designee of the transferring school must provide written notice of the nature and substance of the information to be transferred and the opportunity to inspect, copy, and challenge the record 23 Ill.Admin.Code §§375.70(a) and 375.75(b).

The Building Principal or designee of the transferring school must, within 10 days of the notice of the student's transfer, forward a copy of the student's school record to the student's new school. 105 ILCS 10/8.1(b); 23 Ill.Admin.Code §375.75(c), (h). Each school must forward written information relative to the grade levels, subjects and record of academic grades achieved, current mathematics and language arts placement levels, health records and a most current set of standardized test reports. However, if the student has unpaid fines or fees and is transferring to a public school located in Illinois or any other state, an official record of the student's grades will be sent in lieu of the student's official transcript of scholastic records. 105 ILCS 5/2-3.13a(a), 23 Ill Admin.Code §375.75(i).

For children of active duty military personnel, if official educational records cannot be released to a student for the purpose of transferring, the Building Principal or designee shall prepare and furnish a complete set of unofficial educational records to the extent feasible. 105 ILCS 70/32(a), added by P.A. 98-673.

The Building Principal or designee shall, within 10 days after the student has paid all of his or her outstanding fines and fees and at the school's own expense, forward an official transcript of the scholastic records as defined in 23 Ill.Admin.Code §375.75(f); 105 ILCS 5/2-3.13a(a).

The Building Principal shall notify the parent(s)/guardian(s) and the student of the destruction schedule for the student's permanent and temporary school records and of his or her right to request a copy of those records. 105 ILCS 10/4(h), amended by P.A. 101-161, eff. 1-1-20; 23 Ill Admin.Code §375.40(c).

If within 150 days after a student leaves a school, the school has not received a request for the student's record, or been presented with other documentation that the student has enrolled in another school, the student is counted in the school's and District's calculation of its annual dropout rate 105 ILCS 5/2-3.13a(c); 23 Ill Admin.Code §375.75(f)(d).

**Compliance with requirements for destruction of biometric information (if applicable)**

The Building Principal or designee of the transferring school shall, within 30 days, ensure the destruction of any biometric information collected in accordance with the Student Biometric Information Collection subhead in 7:340, Student Records.

No biometric information shall be transferred to another school district in which a student has enrolled. 105 ILCS 5/10-20.40; 23 Ill Admin.Code §375.70(a)(2). Destruction of a student’s biometric information is not subject to authorization by the appropriate Local Record Commission 50 ILCS 205/7. 105 ILCS 5/10-20.40(d); 23 Ill Admin.Code §375.40(c).

**Compliance with the Missing Children Records Act and Missing Children Registration Law**

The Building Principal or designee of the transferring school must send the student's records within 10 days of receipt of the request, unless the record has been flagged pursuant to the Missing Children's Records Act and/or Missing Children Registration Law; if flagged, the copy shall not be forwarded and the requested school must notify the local law enforcement authority and the State Police of...
STUDENTS

Administrative Procedure - Student Transfers To and From Non-District Schools

Transferring Out (continued)

| Compliance with the Missing Children Records Act and Missing Children Registration Law | ISP the request. 325 ILCS 55/5 and 50/5. If the Dept. of State Police ISP notifies a school of a current or former student's disappearance, the school must flag the student's record so that whenever information regarding the record is requested, the school can immediately report the request to the Dept. of State Police ISP. |
| Compliance with the Good Standing Requirement | The Building Principal or designee of the transferring school shall send to the school in which the student will or has enrolled a completed Good Standing Form (ISBE Form 33-78 available at: www.isbe.net/recognition/pdf/33-78_student_transfer.pdf), and, if a transferring student is currently suspended or expelled, indicate: 105 ILCS 5/2-3.13a(a):
   1. The date and duration of the suspension or expulsion, and
   2. Whether the suspension or expulsion is for knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act 20 U.S.C. §892+ 7961 et seq., for knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis, or for battering a staff member of the school. |
| Compliance with the Illinois Domestic Violence Act | If a child transferring to another school is a "protected person" under an order of protection, the petitioner may request the Building Principal or designee to provide written notice of the order of protection, along with a certified copy of the order, to the institution to which the child is transferring. 750 ILCS 60/222(d).

The Building Principal or designee shall respond to the above request by providing, within 24 hours of the transfer or sooner if possible, written notice of the order of protection, along with a certified copy of the order, to the institution to which the child is transferring. 750 ILCS 60/222. |
| Compliance with requirements for tracking transfer | The Superintendent and Building Principal, or their designee, shall count a student as a dropout in the calculation of a school's and District's annual student dropout rate unless the school or district to which a student transferred sends notification that the student has enrolled in the transferee school or school district. 105 ILCS 52-3.13a(c); 23 Ill.Admin.Code §375.75(e). |

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act
105 ILCS 5/2-3.13a, and 5/10-20.40. 10/8-1, 45/4-20, and 70/.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 45/, Education for Homeless Children Act.
105 ILCS 70/, Educational Opportunity for Military Children Act.
325 ILCS 50/, Missing Children Records Act.
325 ILCS 55/, Missing Children Registration Law.
20 Ill.Admin.Code §1290.60(a)
23 Ill.Admin.Code Part 375, Student Records. §370.70 and §375.75
STUDENTS

Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law, including, but not limited to, ensuring that before a law enforcement office, school resource officer, or other school security person detains and questions on school grounds, a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
   a. Notify or attempt to notify the student’s parent/guardian and document the time and manner in writing;
   b. Make reasonable efforts to ensure the student’s parent/guardian is present during questioning or, if they are not present, ensure that school employees (including but not limited to, a school social worker, psychologist, nurse, guidance counselor, or any other mental health professional) are present during the questioning; and
   c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

LEGAL REF.:  105 ILCS 5/10-20.64, 5/22-85 (final citation pending)
55 ILCS 80/, Children’s Advocacy Center Act
325 ILCS 5/1, Abused and Neglected Child Reporting Act.
725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

CROSS REF.:  5:90 (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

Adopted 9-16-97
Revised 5-17-04
Revised 11-19-07
Revised 10-17-16

Revised
STUDENTS

Prevention of and Response to Bullying, Cyberbullying, Intimidation, and Harassment

Bullying, cyberbullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7).

Bullying includes cyber-bullying and means any severe, aggressive, or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student’s person or property.
2. Causing a substantially detrimental effect on the student’s physical or mental health.
3. Substantially interfering with the student’s academic performance.
4. Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students’ behavioral health needs in order to keep students in school.
STUDENTS

Prevention of and Response to Bullying, Cyberbullying, Intimidation, and Harassment

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District’s goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.

2. Bullying is contrary to State law and the policy of this District. However, nothing in the District’s bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article 1 of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator: Complaint Managers:
Patrick M. Twomey F. Edward Fulkerson Velvet Taflinger
323 West Washington Street 1525 S. Johnson Street. 323 West Washington Street
Macomb, IL 61455 Macomb, IL 61455 Macomb, IL 61455
twomeym@ncusd185.org fullkerson@ncusd185.org taflingerv@ncusd185.org
309-833-4161 309-837-2331 309-833-4161

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
STUDENTS

Prevention of and Response to Bullying, Cyberbullying, Intimidation, and Harassment

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
   a. The frequency of victimization;
   b. Student, staff, and family observations of safety at a school;
   c. Identification of areas of a school where bullying occurs;
   d. The types of bullying utilized; and
   e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
   a. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
   b. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
   c. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
   d. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
   e. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and uses for school-provided transportation.
   f. 7:190, Student Discipline. This policy prohibits and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging of other students to engage in such conduct.
STUDENTS

Prevention of and Response to Bullying, Cyberbullying, Intimidation, and Harassment

g. 7:310, Restrictions on Publications. This policy prohibits students from and provides consequences for: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

h. 7:310, Restrictions on Publications: Elementary Schools, and 7:315, Restrictions on Publications: High Schools. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 405 ILS 49/, Children’s Mental Health Act.


Adopted 01-23-08
Revised 02-17-10
Revised 12-20-10
Revised 12-16-13
Revised 05-19-14
Revised 02-23-15
Revised 06-18-18
Revised

2 7 4
STUDENTS

Administrative Procedure - Guidelines for Investigating Sexting and Sextortion Allegations

Establishing procedures with local law enforcement agencies and State’s attorneys to investigate allegations of sexting protects the District, its staff and its students from the broad legal implications that sexting and sextortion allegations present. This administrative procedure contains three sections:

1. Glossary of Terms
2. Preparation of Guidelines for Investigating Sexting and Sextortion Allegations
3. Investigation and Management of Sexting and Sextortion Allegations

Glossary of Terms

Electronic device: any type of electronic communication device, defined at 705 ILCS 405/3-40(a). It includes, but is not limited to, a wireless telephone, personal digital assistant, or a portable or mobile computer, that is capable of transmitting images or pictures. This includes cellular telephones (see www.thesaurus.com, listing cellular and wireless telephones as synonyms). For more discussion, see fn 3 in 7:190 - AP5, Electronic Devices - Student Handbook.

Sexting: a portmanteau word of sex and texting with no clear definition. It is commonly explained as the act of sending sexually explicit photos, images, or messages electronically, primarily by mobile phone or the internet. It also includes:

1. Indecent visual depictions, which means a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the unclothed or transparently clothed genitals, pubic area, buttocks, or, if such person is female, a fully or partially developed breast of the person (705 ILCS 405/3-40(a) (enacted to provide for enforcement officials an alternative to bringing child pornography charges against minors in possession of indecent visual depictions through placing them under the supervision of juvenile courts), or

2. Non-consensual dissemination of private sexual images, which is a crime that is committed when a person:
   (1) intentionally disseminates an image of another person:
       (A) who is at least 18 years of age; and
       (B) who is identifiable from the image itself or information displayed in connection with the image; and
       (C) who is engage in a sexual act or whose intimate parts are exposed, in whole or in part; and
   (2) obtains the image under circumstances in which a reasonable person would know or understand that the image was to remain private; and
   (3) knows or should have known that the person in the image has not consented to the dissemination (720 ILCS 5/11-23.5, added by P.A. 98-1138).

3. Any minor under age 17 who knowingly electronically transmits materials depicting nudity or other sexual conduct is subject to a Class B misdemeanor, punishable by up to 6 months in jail and a $1,500 fine. If you are under 17 and you knowingly request another minor to sext for you, you can be charged with a Class A misdemeanor, punishable by up to one year in jail and a $2,500 fine. If you post the image on the internet or a website for at least 24 hours with the intent of injuring another’s reputation or causing emotional distress. The charge stiffens to a Class 4 felony, punishable by imprisonment for 1 to 3 years.

4. In Illinois, a person commits the offense of child pornography by videotaping or photographing anyone he or she should know is under the age of 18 and who is engage in any sexual act or in any pose involving lewd exhibition of unclothed or transparently clothed genitals, pubic area, buttocks, or female breast.

5. There is no exception for taking pictures of oneself. Thus, a 17-year-old who snaps his or her own picture has technically created child pornography, a Class 1 felony with a mandatory fine of between $2,000 and $100,000 and at least four years in prison.

Sextortion: a portmanteau word of sex and extortion with no clear definition. Sextortion is extortion with a twist. Instead of extorting money or materials goods from a victim, a sextortionist extracts sexual favors from the victim or entices them to send lewd photos of themselves by using intimidation, fear, and blackmail. 720 ILCS 5/11-20.1(4).
**STUDENTS**

**Administrative Procedure - Guidelines for Investigating Sexting and Sextortion Allegations**

**Preparation of Guidelines for Investigating Sexting and Sextortion Allegations**

This section identifies best practices to create guidelines for investigating sexting and extortion allegations at the District-wide level. The Superintendent should discuss this procedure with local law enforcement agencies and State’s attorneys to minimize the potential legal implications for students and administrators that managing sexting and sextortion in school present. Customize the procedure to each District’s specific needs.

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<tr>
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<tbody>
<tr>
<td>Superintendent or designee</td>
<td>Convene a meeting with the Board attorney, local law enforcement agencies, and State’s attorney to determine best practices and procedures for investigating sexting and extortion in the District. Use the Investigation and Management of Sexting and Sextortion Allegations section (see below) as a template for discussion at the meeting and customize it to meet local considerations as necessary. Ask the Board attorney to provide direction about searching student owned electronic devices in Step 2: Isolate Evidence / Confiscate Device in the Investigation and Management of Sexting and Sextortion Allegations section (see below). Searching electronic devices involves Fourth Amendment search and seizure and the federal Stored Communication Act (SCA) (18 U.S.C. §2701) issues. Generally asking for permission, calling the parents to come and look through the phone, or getting a warrant solves this issue. Note: See Searching and Seizing Computers and Obtaining Electronic Evidence Manual (Sept. 2009), Chapter 3, The Stored Communications Act, available at: <a href="http://www.justice.gov/sites/default/files/criminal-civil/cips/legacy/2015/01/14/ssmanual2009.pdf">www.justice.gov/sites/default/files/criminal-civil/cips/legacy/2015/01/14/ssmanual2009.pdf</a> and Orin S. Kerr, A User’s Guide to the Stored Communications Act, and a Legislator’s Guide to Amending It, George Washington Law Review (Aug. 2004), available at: courses.ischool.berkeley.edu/205/s10/readings/week10/kerr-storedcomm.pdf. Identify and list all State’s attorneys and local law enforcement agencies with jurisdiction over the District’s boundaries. Provide this list to all Building Principals in the District. Provide the local State’s attorney offices and law enforcement agencies with an annual list of school buildings and the names of each building’s administrators that are located within their jurisdictions. Invite local State’s attorney offices and law enforcement agencies to meet with District school officials to provide input on how the District should manage sexting and sextortion. Add an agenda item about sexting and sextortion to a Parent Teacher Advisory Committee meeting (see policy 2:150, Committees). Include information from discussions with State’s attorneys and local law enforcement about the issue. Discuss local considerations for: 1. Disciplinary actions and consequences in response to sexting and sextortion; and 2. Sexting and sextortion education and prevention efforts. Consider adding information about the negative consequences of sexting to the District’s sex education curriculum. See, U.S. Dept. of Justice (DOJ) Guide titled Citizen’s Guide to United States Federal Child Exploitation and Obscenity Laws, available at:</td>
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## STUDENTS

### Administrative Procedure - Guidelines for Investigating Sexting and Sextortion Allegations

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<td>Consider adding the above resources to 7:190-AP6, E1, Exhibit-Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting and Sextortion.</td>
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<td>Convene a meeting with Building Principals to inform them of the District’s Investigation and Management of Sexting Allegations procedures (see below).</td>
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<td></td>
<td>Raise awareness of and increase educational opportunities about sexting and sextortion as necessary. Follow the Parent Teacher Advisory Committee’s recommendations for providing sexting and sextortion education and prevention efforts. Invite the local State’s attorney and local law enforcement to participate in the District’s education and prevention efforts.</td>
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<tr>
<td>Building Principals</td>
<td>Educate building staff members about the procedures for Investigation and Management of Sexting and Sextortion Allegations (see below).</td>
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<td></td>
<td>Follow the Investigation and Management of Sexting and Sextortion Allegations.</td>
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### Investigation and Management of Sexting and Sextortion Allegations

This section relies upon the Building Principal or designee to manage several practical and legal implications when conducting sexting and sextortion allegation investigations.

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<tr>
<th>Actor</th>
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<tr>
<td>Building Principal or designee</td>
<td>Step 1: Investigate</td>
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<td>Determine where actions took place.</td>
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<td>Contact parents/guardians of all students involved.</td>
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<td>Contact the Superintendent and request permission to contact the Board Attorney.</td>
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<td></td>
<td>Step 2: Isolate Evidence / Confiscate Device</td>
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<td></td>
<td>NEVER transfer or store depictions on personal or school electronic devices to minimize accusations of possession of child pornography. (See 625 720 ILCS 5/11-20.1 et seq. 720 ILCS 5/11-23.5, added by P.A. 98-1138 (provides an exception on transfer of an image for a lawful purpose), and 18 U.S.C. §§2251, 2252, and 2252A). Also see the U.S. Dept. of Justice DOJ’s Child Exploitation and Obscenity Section discussing child pornography issues, available at:</td>
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## Administrative Procedure - Guidelines for Investigating Sexting and Sextortion Allegations

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<tr>
<th>Actor</th>
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<tbody>
<tr>
<td>Building Principal or designee</td>
<td><a href="http://www.justice.gov/criminal-ceos">www.justice.gov/criminal-ceos</a>.</td>
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Contact the Board Attorney for guidance to determine whether to involve local law enforcement or manage the situation within the District’s disciplinary policy. See Joshua D. Herman, Criminal Law. Sexting: It’s No Joke, It’s a Crime. Illinois Bar Journal, Volume 98, No. 4, P. 192 at fn 42 (published April 2010), online at: [www.isba.org/lbj/2010/04/criminallaw](http://www.isba.org/lbj/2010/04/criminallaw), (quoting an attorney in the Illinois Attorney General’s High Tech Crimes Bureau who advises school administrators to immediately confiscate devices with such material on them and report the incident to law enforcement immediately, stating that possession of a sext message that is child pornography is no different than possessing a “kilo of cocaine.”)

Follow board policy 7:140, Search and Seizure and 7:150-AP, Agency and Police Interviews.

Follow the Board Attorney’s direction regarding searches of student owned technological devices. See Preparation of Guidelines for Investigating Sexting and Sextortion Allegations (above).

Step 3: Follow the reporting requirements of Board policy 5:90, Abused and Neglected Child Reporting, when applicable

A sexted image may constitute child abuse depending upon the visual depiction or image, the ages of the individuals involved, and other circumstances. See 325 ILCS 5/3 and 705 ILCS 405/2-3 (2) which includes sex offenses defined at 720 ILCS 5/1-1 et seq. School personnel are granted broad immunities against civil and criminal claims for filing reports in good faith, even if the report is unfounded. In contrast, school personnel who willfully fail to report may be guilty of a Class A misdemeanor (325 ILCS 5/4) and face suspension of their teaching certificates (105 ILCS 5/21B-75, amended by P.A. 101-531).

Step 4: Determine appropriate disciplinary actions for all students involved in the incident

Evaluate disciplinary options. Remember that a student who forwards sexts of himself or herself likely expected the depiction to remain private.

As a result, consider the social stigma, bullying, harassment, and severe embarrassment issues involved in the issue.

Provide an equivalent discipline to all students involved in the creation, dissemination and storage of the sexted image, whenever possible.

See Sorenson, Vitale, and Haase, Sexting at School: Lessons Learned the Hard Way. National School Board Association, Council of School Attorneys’ Inquiry & Analysis, fn 40 (published February 2010) discussing several sex equality claims against school districts for punishing students differently when they are involved in the same incident.

For situations that may require unequal punishment, contact the Superintendent so that he or she may consult the Board Attorney.

Step 5: Prej 278 in to prevent harassment and bullying of involved students
### STUDENTS

**Administrative Procedure - Guidelines for Investigating Sexting and Sextortion Allegations**

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<tr>
<td>Building Principal or designee</td>
<td>Remind the students and their parents/guardians of the Board policies 7:20, Harassment of Students Prohibited; 7:180, Preventing Bullying, Cyberbullying, Intimidation and Harassment; and 7:185, Teen Dating Violence Prohibited.</td>
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<tr>
<td></td>
<td>Instruct involved students not to harass anyone involved in the sexting incident and keep the issues confidential.</td>
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<td></td>
<td>Consider involving the social worker or guidance counselor, if available, in the process to assist students.</td>
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<tr>
<td></td>
<td>Follow 7:180, Preventing Bullying, Cyberbullying, Intimidation and Harassment, for students who violate the policy.</td>
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Adopted 12-20-10
Revised 02-22-16
STUDENTS

Administrative Procedure – Student Discipline Guidelines

The intent of these guidelines is to enhance school climate, improve school discipline practices, and ensure that students are disciplined without discrimination on the basis of race, color, national origin, gender, disability, or other protected status. Data collected from Ill. school districts on student discipline is available at www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx.

Recordkeeping
1. Develop and implement a District-wide uniform discipline referral form that documents each of the following:
   - Student name
   - Identity of staff member making referral
   - Date and time of incident
   - Location of incident
   - Description of incident
   - Description of interventions attempted prior to incident
   - Description of the incident’s effect on other students and/or the learning environment
   - Parent/guardian contact made (when, how, and by whom)

2. Maintain each of the following data related to student discipline referrals:
   - Race/ethnicity of the student referred for discipline
   - Gender of the student referred for discipline
   - Disability status of the student referred for discipline
   - Basis for the referral
   - Identity of the staff member making referral
   - Race of the staff member making referral
   - Gender of the staff member making referral
   - Basis for imposing or not imposing discipline
   - Description of discipline imposed, if any, and the rationale for its selection
   - Whether the referral was made to the school resources officer (SRO) or law enforcement
   - Basis for making the referral to the SRO or law enforcement (if applicable)
   - Whether there were any criminal charges filed as a result of the student’s misconduct
   - If the student received an exclusionary consequence (out-of-school suspension or expulsion) for his/her misconduct, whether the student was offered any academic or behavior support services, and, if so, which support services

Periodic Review and Self-Monitoring

Review the following on a periodic basis and at least annually:

1. Discipline-related District policies and procedures
   a. Such policies may include:
      - 7:20, Harassment of Students Prohibited
      - 7:70, Attendance and Truancy
      - 7:130, Student Rights and Responsibilities
      - 7:140, Search and Seizure
      - 7:150, Agency and Police Interviews
      - 7:160, Student Appearance
      - 7:165, School Uniforms
      - 7:170, Vandalism
      - 7:180, Preventing Bullying, Intimidation, and Harassment
      - 7:185, Teen Dating Violence Prohibited
      - 7:190, Student Behavior

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Administrative Procedure – Student Discipline Guidelines

7:200, Suspension Procedures
7:210, Expulsion Procedures
7:220, Bus Conduct
7:230, Misconduct by Students With Disabilities
7:240, Conduct Code For Participants in Extracurricular Activities
7:250, Student Support Services
7:310, Restrictions on Publications

b. This review should:
   • Include input from all members of the school community (administrators, staff, students, parents/guardians, volunteers and community members). Such input may be obtained through school climate surveys, school forums, and the District’s parent-teacher advisory committee (established per 105 ILCS 5/10-20.14) and the behavior interventions committee for student with disabilities (established per 105 ILCS 5/14-8.05).
   • Ensure policies and procedures (e.g., an individual school’s conduct code) have clear definitions of prohibited student conduct, especially those entailing the subjective exercise of discretion.
   • Attempt to incorporate alternative disciplinary measures into Board policies and procedures.
   • Implement a system of Positive Behavioral Interventions and Support (PBIS) or, if PBIS has been implemented, analyze and monitor its effectiveness and ways to improve it.

2. Discipline data

   a. Data review should analyze each of the following:
      • Number of referrals by teacher/staff member.
      • Race/ethnicity/gender/disability status of referred students by teacher/staff member.
      • Overall percentage of student disciplinary referrals by race/ethnicity, gender, and disability status versus the overall percentage of said student groups in the school and District.
      • Overall percentage of student disciplinary referrals for a specific offense (i.e. tardy, dress code violation) by race/ethnicity, gender, and disability status versus the overall percentage of said student groups in the school and District.
      • Overall percentage of student disciplinary referrals resulting in an exclusionary consequence by race/ethnicity, gender, and disability status versus the overall percentage of said student groups in the school and District.
      • Overall percentage of student disciplinary referrals resulting in a referral to law enforcement by race/ethnicity, gender, and disability status versus the overall percentage of said student groups in the school and District.
      • Comparison of discipline imposed for the same or similar offense for students of different races/ethnicities, gender, and disability statuses.

   b. Compare the District’s student discipline data with the data from other school districts. As required by 105 ILCS 5/2-3.162, by Oct. 31 annually, ISBE prepares a report on student discipline from data collected from all Ill. school districts. The report includes data on the issuance of out-of-school suspensions, expulsions, and removals to alternative settings in lieu of another disciplinary action, disaggregated by race and ethnicity, gender, age, grade level, whether a student is an English learner, incident type, and discipline duration. It is available at www.isbe.net/research/htmls/eov_report.htm. According to section 2-3.162:
      1) Beginning with the 2017-2018 school year, school districts that are identified in the top 20% of any of the metrics for 3 consecutive years must submit a plan identifying its strategies to reduce the use of exclusionary disciplinary practices or racial disproportionality or both, if applicable.
      2) The plan must be approved by the school board and posted on the district’s website. Within one year after being identified, the school district must submit to ISBE and post on the district’s website a progress report describing the plan’s implementation and the results achieved.

   c. According to section 105 ILCS 5/2-3.162:
STUDENTS

Administrative Procedure – Student Discipline Guidelines

1) School districts that are identified in the top 20% of any of the metrics for three consecutive years must submit a plan identifying its strategies to reduce the use of exclusionary disciplinary practices or racial disproportionality or both, if applicable.

2) The plan must be approved by the school board and posted on the district’s website. Within one year after being identified, the school district must submit to ISBE and post on the district’s website a progress report describing the plan’s implementation and the results achieved.

d. If there are any red flags resulting from the data analysis, the discipline committee should meet to determine if there are comparably effective alternative practices or policies that would meet the school’s stated educational goal with less of a burden or adverse impact on the disproportionately affected group.

Training

1. Annually train all District staff and school-based law enforcement on each of the following:
   a. The District’s discipline-related policies and procedures, including which behaviors fall into categories of misconduct defined therein so that there is consistency in application.
   b. How to apply school discipline policies, procedures, and practices in a fair and equitable manner so as not to disproportionately impact students of color, students of a particular ethnicity, students of a particular gender, students with disabilities, or at-risk students.
   c. Effective classroom management strategies, recognizing that the removal of students from the classroom is to be used as a last resort.
   d. How to engage students and support positive behavior, including through any PBIS program implemented in the District.
   e. Classroom management techniques and resources available to staff who are having difficulty with classroom management.
   f. The role that school-based law enforcement is expected to play in the discipline process, including when it is or is not appropriate to refer a student to school-based law enforcement.

2. Provide ongoing professional development on the adverse consequences of exclusion and justice system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates to administrators, teachers, staff, school board members, and SROs.

Notice

Annually notify students and parents/guardians of the District’s discipline-related policies and procedures.

1. Use varied communication methods, such as student handbooks, District or school websites, posters, classroom instruction, assemblies, etc.

2. Ensure such notice is provided in an age-appropriate, easily understood manner.

3. Ensure such notice is provided in multiple languages.

4. Explain to students:
   a. The District’s discipline-related policies and procedures, including which behaviors fall into categories of misconduct.
   b. Their particular school’s discipline-related procedures and conduct codes, including which behaviors fall into categories of misconduct.
   c. Behavior expectations.
   d. Resources and support services available to students.

Collaboration with Law Enforcement

1. Annually train SROs on the District’s discipline-related policies and procedures (if applicable).

2. Review the District’s reciprocal reporting agreement with local law enforcement agencies to determine if revisions are necessary.
STUDENTS

Administrative Procedure – Student Discipline Guidelines

3. Develop and enter into a memorandum of understanding (MOU) with local law enforcement agencies. The MOU should clearly define law enforcement’s role in the District’s schools. Follow an existing MOU and suggest modifications as the need arises.

Resource

Dear Colleague letter, issued by the Civil Rights Division of the U.S. Dept. of Justice and the Office for Civil Rights of the U.S. Dept. of Education at: www2.ed.gov/about/offices/list/ocr/letters/colleague-201401-title-vi.pdf.

Note: These guidance documents were rescinded by a joint Dear Colleague letter dated 12-21-18, at www2.ed.gov/about/offices/list/ocr/letters/colleague-201812.pdf.

Civil Rights Data Collection at: www2.ed.gov/about/offices/list/ocr/data.html?src=rt.

ISBE Data Analysis of Expulsions, Suspensions, and Truants by District at: www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx

Adopted 11-17-14
Revised 09-19-16
Revised 05-20-19
Revised
# STUDENTS

## Administrative Procedure - Student Re-Engagement Guidelines

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<td><strong>Building Principal and/or Dean of Students or designee(s), student's teacher</strong></td>
<td>Determine on a case-by-case basis whether a re-engagement conference and/or a re-engagement plan is/are appropriate.</td>
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School boards must adopt a policy on the re-engagement of students who are returning from an exclusionary discipline or an alternative school. 105 ILCS 5/10-22.6(b-25), amended by P.A. 99-456, eff. 9-15-2016. See 7:190, Student Behavior.

While neither a re-engagement conference nor a re-engagement plan is mandatory, one or both will advance "supporting the student's ability to be successful in school following a period of exclusionary discipline," from Board policy 7:190, Student Behavior.

As appropriate:

1. Initiate and schedule a re-engagement conference with the suspended or expelled student and the student's parent(s)/guardian(s) for a time soon after the student is excluded. If the student is expelled, a second re-engagement conference may be needed before the student's scheduled return date.

2. Develop a re-engagement plan for each student who is returning from an exclusionary discipline. The plan may address each of the following, as determined on a case-by-case basis:

   a. Appropriate and available support services, if any, during the period of exclusionary discipline. For students who are suspended out-of-school for longer than 4 days (5-10 days), districts are required to: (1) provide "appropriate and available support services" during the period of their suspension, (2) determine what are the "appropriate and available support services," and (3) document whether such services are to be provided or whether there are no "appropriate and available support services." 105 ILCS 5/10-22.6(b-25), amended by P.A. 99-456, eff. 9-15-2016. Districts may refer students who are expelled to "appropriate and available support services." 105 ILCS 5/10-22.6(b-25), amended by P.A. 99-456, eff. 9-15-2016.

   b. Provisions for a suspended student to continue work during an out-of-school suspension or makeup academic credit, such as completing academic work; taking tests or exams; or enrolling in an alternative education program. Districts are required to do this for students who are suspended; it is optional whether to give expelled students this opportunity. 105 ILCS 5/10-22.6(b-30), amended by P.A. 99-456, eff. 9-15-2016.

   c. Academic and behavioral re-engagement strategies and interventions, such as the following:

   1) A plan for the student to receive tutoring (during school, after school, at an alternative site, etc.).

   2) Regularly scheduled and/or impromptu meetings with counseling, guidance, or other staff members.

   3) Steps to prevent future misconduct, such as avoiding certain other students and/or situations.

   4) An 284 schedule.
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Administrative Procedure - Student Re-Engagement Guidelines

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| Building Principal and/or Dean of Students or designee(s), student's teacher | 5) A communication plan between the school and the student and his or her parent(s)/guardian(s).  
6) Completion of identified behavioral assessments, with the consent of the parent/guardian, and/or a safety plan where appropriate. |

3. Identify community resources that may help the student, such as mental health and behavioral support services and academic supports. Note: 20 ILCS 1705/76, added by P.A. 101-45, requires the Ill. Dept. of Public Health to create and maintain an online database and resource page on its website that contains mental health resources specifically geared toward school social workers, school counselors, parents, teachers, and school support personnel. See the database at: www.dhs.state.il.us. Also, the Ill. Public Aid Code, 305 ILCS 5/5-5.23g, amended by P.A. 101-461, eff. 7-1-20, requires the Ill. Dept. of Healthcare and Family Services to restructure the Family Support Program (formerly known as the Individual Care Grant program) to enable early treatment of youth, emerging adults, and transition-age adult with a serious mental illness or serious emotional disturbance.

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| Parent(s)/Guardian(s), Student, and Building Principal or Dean of Students, or designee(s) | If scheduled, attend the re-engagement conference during which the following occurs:  
1. Help the student understand why he or she was suspended or expelled.  
2. Review the re-engagement plan, if any, and make adjustments as needed.  
3. Engage in Identified community resources that may help the student, such as mental health and behavioral support services and academic supports. |

Adopted 09-19-16
Revised
STUDENTS

Detention and Suspension Procedures

Detention

After-school detention may be used with a student as a corrective disciplinary measure, provided that the student's parents/guardian have been notified by the Building Principal.

Students who are detained after school shall be supervised by the teacher who detains them or by the Building Principal or by the Building Principal's designee.

Detention for any given day is limited to sixty (60) minutes.

Students are expected to sign all referral slips as an acknowledgment that they have received the discipline notice.

This policy becomes effective and replaces the policy on Suspension Procedures on the first student attendance day of the 2016-2017 school year.

Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.

2. Students are supervised by licensed school personnel.

3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

The Superintendent shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.

2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and conference shall follow as soon as practicable.

3. Any attempted phone call to the student's parent(s)/guardian(s).

4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
   a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
   b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
   c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
   d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
   e. Depending upon the length of the out-of-school suspension, include the following applicable information:
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Detention and Suspension Procedures

i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
   a) A threat to school safety, or
   b) A disruption to other students' learning opportunities.

ii. For a suspension of 4 or more school days, an explanation:
   a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
   b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
   c) That the student's continuing presence in school would either:
      i) Pose a threat to the safety of other students, staff, or members of the school community, or
      ii) Substantially disrupt, impede, or interfere with the operation of the school.
   iii) For a suspension of 5 or more school days, the information listed in section 4.e.i., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.

6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (c) in number 4, above.

LEGAL REF.:    Goss v. Lopez, 95 S.Ct. 729 (1975)
                Sileck v. Oak Park River-Forest High School, 807 F. Supp. 73 (N.D. Ill., E.D., 1992)
                105 Ill.2d 510-22.6(b)

CROSS REF.:    5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior),
                7:220 (Bus Conduct)

Adopted 9-16-97
Revised 11-18-97
Revised 6-21-99
Revised 11-19-07
Revised 12-20-10
Revised 09-19-16

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Administrative Procedure - Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program

The Superintendent or designee, at the District level, or the Building Principal or designee, at the building level, is responsible for implementing the Board’s goals of increasing awareness and prevention of depression and suicide. The Superintendent and/or Building Principal(s) may want to assign Student Support Committees as established under 7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Needs, to assist them with the implementation of these goals. Use other locally available resources that may not be listed below to determine the best implementation methods.

Listed below are the six policy implementation components of Ann Marie’s Law, 105 ILCS 5/2-3.166(c), amended by P.A.s 99-443 and 99-642, that are required to be included in Board policy 7:290, Suicide and Depression Awareness and Prevention. Each component lists specific implementation steps, along with any applicable sample PRESS policies, administrative procedures and/or exhibits, available State and/or federal resources, and examples if available. The Ill. State Board of Education (ISBE) has created the Illinois Youth Suicide Prevention Toolkit: A Reference for Administrators, Counselors, Teachers, and Staff at: www.isbe.net/Pages/Suicide-Prevention.aspx, and provides other resources at the same website to guide the District in the Implementation of policy 7:290, Suicide and Depression Awareness and Prevention. The resources listed in this procedure, and any information provided in the hyperlinks, should be confirmed with the Board Attorney before the Superintendent, Building Principal, or Student Support Committees apply them to a specific situation in the District.

Policy Implementation Components of Ann Marie’s Law

1. Awareness and Prevention Education Protocols for Students and Staff (105 ILCS 5/2-3.166(c)(2)).

   a. For students, review 6:60, Curriculum Content, requiring health education for developing a sound mind and a healthy body and 7:250, Student Support Services, requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability.


   b. For staff, review, 5:100, Staff Development, discussing in-service training and citing required teacher institute training concerning the warning signs of suicidal behavior, and assess incorporating information from the following resources:


      Preventing Suicide: A Toolkit for High Schools (SAMHSA Toolkit), Chapter 4: Staff Education and Training including Tools, pp. 111 through 123 at: www.store.samhsa.gov/product/Preventing Suicide A Toolkit for High-Schools/SMA12-4669.

     III. State Board of Education (ISBE) recommended guidelines and educational materials for training and professional development and ISBE recommended resources containing age-appropriate educational materials on youth suicide and awareness, if available on ISBE’s website pursuant to Ann Marie’s Law (105 ILCS 5/2-3.166(b)(2), amended by P.A.s 99-443 and 99-642).

2. Methods of Prevention, Early Identification, and Referral (105 ILCS 5/2-3.166(c)(3)).

   For staff review: 5:100, Staff Development Program, discussing required behavioral training for school personnel; 6:60, Curriculum Content (see above for description); 7:250, Student Support Services (see above for description); and 7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Needs, establishing Student Support Committees to identify, prevent, and refer for students services with mental health challenges.
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a. For staff assess incorporating information from the following resources:

SAMHSA Toolkit at: store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669.
Chapter 4: Staff Education and Training including Tools, pp. 111-123.
Chapter 7: Screening, and Resources: Staff Education and Screening including Tools, pp. 157-171.
ISBE recommended guidelines and educational materials for training and professional development and ISBE-recommended resources containing age-appropriate educational materials on youth suicide awareness; if available on ISBE’s website pursuant to Ann Marie’s Law (105 ILCS 5/2-3.163(b)(2)(B), amended by P.A. 99-443).
Illinois Suicide Prevention Strategic Plan at:
www.dph.illinois.gov/topics-services/prevention-wellness/suicide-prevention
state.il.us/about/chronic/Suicide_Prevention_Plan_Jan-08.pdf.
Free online training for public schools in recognizing students exhibiting psychological distress is provided in Illinois by the Illinois Youth Suicide Prevention Project, Illinois Department of Public Health, available at illinoiscom.com/.
Sample policy (procedures) on youth suicide prevention are available from The Trevor Project at:
www.thetrevorproject.org/pages/modelschoolpolicy
Risk and Protective Factors for Suicide available at:

b. Review and train staff on appropriate identification procedures (see example below):

Identification of the At-Risk Student

Note: A more detailed procedure may be developed with the aid of the resources in 2.c., above.

(1) An employee having any reason to believe a student is considering or threatening suicide is to contact the Building Principal and District social worker/counselor.

(2) The social worker/counselor or Building Principal will meet with the student.

(3) The social worker/counselor will call the student’s parent(s)/guardian(s) and arrange a meeting. All calls and meetings with parent(s)/guardian(s) will be documented and a copy of the documentation sent by certified mail to the parent(s)/guardian(s).

(4) The social worker/counselor will suggest to the parent(s)/guardian(s) that the State or community mental health agency be contacted. This suggestion shall be a part of the documentation sent to the parent(s)/guardian(s). A student should never be left alone if an employee reasonably believes the student is in imminent risk of suicide. An employee should immediately contact the student’s parent(s)/guardian(s).

3. Methods of Intervention; Emotional or Mental Health Safety Plans for At-Risk Students (105 ILCS 5/2-3.1663(c)(4)).

a. Review policies 6:65, Student Social and Emotional Development, incorporating student social and emotional development into the District’s educational program as required by the goals and benchmarks of the III. Learning Standards and 405 ILCS 49/15(b); 6:270, Guidance and Counseling Program, requiring the District to have guidance counseling available to implement the protocols directed in 7:250, Student Support Services; and 7:250-AP, Protocol for Responding to Students with Social, Emotional, or Mental Health Needs, requiring protocols for responding to students with social, emotional, or mental health needs that impact learning ability as required by the Children’s Mental Health Act of 2003, 405 ILCS 49/.
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b. Train staff pursuant to 105 ILCS 5/10-22.24b, which allows school counseling services to be used for suicide issues and intervention.

c. Assess incorporating information from the following resources:

  Illinois Youth Suicide Prevention Toolkit: A Reference for Administrators, Counselors, Teachers and Staff,

  Chapter 6: Student Programs including Tools, pp. 139-156.
  Resources: Getting Started, pp. 177-182; Staff Education and Training, pp. 186-192; and Student Education and Skill-Building, pp. 194-204.

  ISBE recommended guidelines and educational materials for training and professional development and ISBE-recommended resources containing age-appropriate educational materials on youth suicide and awareness, if available on ISBE’s website pursuant to Ann Marie’s Law (105 ILCS 5/2-3.166(b)(2)(B), amended by P.A. 99-443 and 99-642).

  Illinois Suicide Prevention Strategic Plan at:
  www.idph.state.il.us/about/chronic/Suicide_Plan_Jan-08.pdf.

4. Methods of Responding to a Suicide Attempt (105 ILCS 5/2-3.1663(c)(5)).

a. Review policies listed above in number 3.a.

b. Assess incorporating information from the following resources:

  Illinois Youth Suicide Prevention Toolkit: A Reference for Administrators, Counselors, Teachers and Staff,
  SAMHSA Toolkit at: store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669.

  Chapter 3: After a Suicide including Tools, pp. 92-109. (some material adaptable to a suicide attempt)
  Resources: Crisis Response Postvention, pp. 182-185.

  After a Suicide: A Toolkit for Schools (ISBE Toolkit) at:
  www.sprc.org/sites/default/files/migrate/library/AfterSuicideToolkitforSchools.pdf

  ISBE-recommended guidelines and educational materials for training and professional development and ISBE-recommended resources containing age-appropriate educational materials on youth suicide and awareness, if available on ISBE’s website pursuant to Ann Marie’s Law (105 ILCS 5/2-3.166(b)(2)(B), amended by P.A. 99-443 and 99-642).

5. Reporting Procedures (105 ILCS 5/2-3.166(c)(6)).

a. Review 6:270, Guidance and Counseling Program, providing a counseling program that the Superintendent may designate as responsible for development of the District’s depression awareness and suicide prevention program procedures; 7:250, Student Support Services, identifying District support services that will be ultimately responsible for properly implementing the reporting procedures; and 7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Needs, establishing Student Support Committees for purposes of identifying, preventing and referring for services students with mental health needs.

b. Assess incorporating information from the following resources:
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_**Illinois Youth Suicide Prevention Toolkit: A Reference for Administrators, Counselors, Teachers and Staff, Module 2: Guidelines: Modifying Intervention Protocols – Crafting a Procedure for Students Exhibiting Warning Signs and for a Student Suicide, pp. 31-34, at: www.isbe.net/Pages/Suicide-Prevention.aspx.**_


Chapter 2: Protocols for Helping Students at Risk of Suicide: Tools 2.B.3-6 (pp. 70-72), 2.C (p. 79) and 2.D (pp. 70-81).

ISBE recommended guidelines and educational materials for training and professional development and ISBE recommended resources containing age-appropriate educational materials on youth suicide and awareness, if available on ISBE’s website pursuant to Ann Marie’s Law (105 ILCS 5/2-3.166(b)(2)(B), amended by P.A. 99-443 and 99-642).

- Review appropriate identification procedures (see example below):

  **Documentation Regarding the At-Risk Student**
  Note: A more detailed procedure may be developed with the aid of the resources in 5.b., above.

  1. District employees shall take notes on any conversations that involve or relate to the at-risk student. The notes shall become a part of a written report to the Building Principal.
  2. Conversations that involve or relate to the at-risk student shall be confirmed in writing with the other party(s).
  3. The Superintendent shall receive a copy of all reports and documentation regarding the at-risk student.
  4. The social worker/counselor shall prepare a report of the situation for the student’s records.

- Provide training for staff regarding identification procedures that the District will implement.

6. Resources and Contact Information (105 ILCS 5/2-3.166(c)(7)).

a. Illinois suicide prevention organizations and State contacts at: www.sprc.org/states/illinois:

Jennifer L. Martin, Injury Prevention Coordinator (at time of publication)
535 West Jefferson, 2nd Floor
Springfield, IL 62761
Jennifer.L.Martin@illinois.gov
(217) 558-4081

Patricia Reedy, Chief Social Worker, Division of Mental Health, Illinois Department of Human Services (at time of publication)
401 South Clinton Street
Chicago, IL 60607
Patricia.Reedy@illinois.gov
(312)-814-1656
Steve Moore, J.D., Co-Chair, Illinois Suicide Prevention Alliance Board member (at time of publication)
Smoore200400@yahoo.com
(312) 391-8056

b. Primary implementation resources for 7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program:

_**Illinois Youth Suicide Prevention Toolkit: A Reference for Administrators, Counselors, Teachers and Staff, at: www.isbe.net/Pages/Suicide-Prevention.aspx.**_

ISBE Toolkit at:
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ISBE Suicide Prevention at: www.isbe.net/Pages/Suicide-Prevention.aspx.
ISBE recommended guidelines and educational materials for training and professional development and ISBE-recommended resources containing age-appropriate educational materials on youth suicide and awareness, if available on ISBE’s website pursuant to Ann Marie’s Law (105 ILCS 5/2-3.166(b)(2)(B)), amended by P.A.s 99-443 and 99-642).

Illinois Suicide Prevention Strategic Plan at:

idph.state.il.us/about/chronic/Suicide_Prevention_Plan-Jan-08.pdf,

c. Other available resources:

Altman, Lawrence, How Schools Should Respond to Student with Mental Health Issues. National School Board Association, Council of School Attorneys' Inquiry & Analysis (published October 2015) discussing best practices for school district responses to student mental health issues, including Section 504, Title IX, and IDEA obligations, available at:


American Foundation for Suicide Prevention, Illinois Chapter at:

afsp.org/local-chapters/find-your-local-chapter/afsp-illinois www.afsp.org/chapter/afsp-illinois/

The Ill. Department of Human Services is required by 20 ILCS 1705/76, added by P.A. 101-45, eff. 1-1-20, to develop an online database of mental health resources geared toward school counselors, parents, and teachers at:


National Suicide Prevention Lifeline at: www.suicidepreventionlifeline.org.

Sexual Orientation, Gender Identity and Youth Suicide at:


The Suicide Prevention Resource Center (SPRC) (www.sprc.org) has an Illinois-specific site at:

www.sprc.org/states/illinois.

The Suicide Resource Center has an awareness public prevention pilot program titled It Only Takes One at:

www.itonlytakesone.org.

Adopted 11-19-07
Revised 05-16-16
Revised 05-20-19
Revised ___
ADMINISTRATIVE PROCEDURE

Administrative Procedure – School Student Records

This procedure implements policy 7:340, Student Records. It contains a Table of Contents and lettered Sections.

A. Legal Citations and Definitions
B. School Student Records Defined
C. Eligible Students Accorded the Rights of Parent/Guardian
D. Official Records Custodians
E. Maintenance of School Student Records
F. Retention and Destruction of School Student Records
G. Social Security Numbers
H. Access to School Student Records
I. Record of Release
J. Orders of Protection
K. Parenting Plans
L. Transmission of Records for Transfer Students
M. Directory Information
N. Student Record Challenges

Sections

A. Legal Citations and Definitions

The legal requirements contained in this procedure are followed by a citation to the controlling rule and/or statute. Citations in parenthesis indicate the location of a named law. For additional clarification regarding a requirement, the cited law should be reviewed.

Definitions are found in the Ill. School Student Records Act and the Ill. State Board of Education (ISBE) rules. 105 ILCS 10/2; 23 Ill.Admin.Code §375.10. For easy reference, some definitions are re-printed in this procedure.

The release of confidential information given by a student to a therapist (e.g., school counselor or psychologist) is not included in these procedures but is governed by the Mental Health and Developmental Disabilities Confidentiality Act (MHDDCA), 740 ILCS 110/.

B. School Student Records Defined

School Student Record means any writing or other recorded information concerning a student and by which a student may be individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored. 105 ILCS 10/2(d).

Special Education Records means school records that relate to identification, evaluation, or placement of, or the provision of a free and appropriate public education to, students with disabilities under the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.) and Article 14 of the School Code. These records include the report of the multidisciplinary staffing conference on which placement or nonplacement was based and all records and audio recordings in any format relating to special education placement hearings and appeals. 23 Ill.Admin.Code §375.10.

A school student record does not include any of the following:

1. Writings or other recorded information kept in a school staff member's sole possession that is destroyed not later than the student's graduation or permanent withdrawal, and is not accessible or revealed to any other person except a temporary substitute teacher. 105 ILCS 10/2(d).
2. Information maintained by law enforcement professionals working in the school. 105 ILCS 10/2(d).
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3. Video or other electronic recordings created and maintained by law enforcement professionals working in the school or for security or safety reasons or purposes, provided the information was created at least in part for law enforcement or security or safety reasons or purposes. This includes, without limitation, electronic recordings made on school buses, as defined in the exemption from the criminal offense of eavesdropping in 720 ILCS 5/14-3. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials for disciplinary or special education purposes regarding a particular student. 23 Ill.Admin.Code §375.10. Note: For districts and schools that do not have a designated law enforcement unit, consult the Board Attorney regarding designating an employee to serve as the law enforcement unit in order to maintain the security camera and determine the appropriate circumstances in which the school would disclose recorded images.

4. Any information, either written or oral, received from law enforcement officials pursuant to 105 ILCS 5/22-20 concerning a student less than the age of 17 years who has been arrested or taken into custody. 23 Ill.Admin.Code §375.10.

C. Eligible Students Accorded the Rights of Parent/Guardian

All rights and privileges concerning school student records that are accorded to parents/guardians become exclusively those of the student when the student reaches 18 years of age, graduates from high school, marries, or enters military service, whichever occurs first. 105 ILCS 10/2(g). Such students are called eligible students in this procedure.

D. Official Records Custodians

Each Building Principal is designated the Official Records Custodian for his or her respective school and has the duties, without limitation, listed below.

1. Is responsible for the maintenance, care, and security of all school student records, whether or not the records are in his or her personal custody or control, and shall take all reasonable measures to protect school student records through administrative, technical, and security safeguards against risks, such as unauthorized access, release, or use. 105 ILCS 10/4(a) and (b); 23 Ill.Admin.Code §35.40(g).

2. Reviews student temporary records at least every 4 years, or upon a student’s change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information. The records review is required in any given school year at the time a student first changes attendance centers within the District, but it does not need to be conducted if the student enrolls in a different attendance center later in that same school year. 23 Ill.Admin.Code §375.40(b).

3. When notified by the Dept. of Children and Family Services (DCFS), purges DCFS’s final finding report from the student’s record and returns the report to DCFS. If a school has transferred the report to another school as part of the transfer of the student’s records, the sending school shall forward a copy of the DCFS’s request to the receiving school. 325 ILCS 5/8.6.

4. Manages requests to access school student records.

5. Transfers a certified copy of the records of students transferring to another school and retains the original records.

6. Provides all required notices to parents/guardians and students, including without limitation, each of the following:
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a. Upon initial enrollment or transfer to the school, notification of rights concerning school student records; the notification may be delivered by any means likely to reach parents, including direct mail or email, delivery by the student to the parent, or incorporation into a student handbook. 23 Ill.Admin.Code §375.30.

b. Annual notification of information that is considered to be directory information and of the procedures to be used by parents/guardians to request that specific information not be released. 23 Ill.Admin.Code §375.80.

c. Notification to secondary students and their parents/guardians that they may opt out of the disclosure of students’ names, addresses, and telephone listings to military recruiters and institutions of higher learning by submitting a written request that such information not be released without prior written consent of the parent/guardian. 20 U.S.C. §7908.

d. Notification of their right to a hearing to challenge any entry in the school student records (except for academic grades) and Official Records Custodian’s name and contact information. 23 Ill.Admin.Code §375.90.

e. Upon a student’s graduation, transfer, or permanent withdrawal, notification of the destruction schedule for the student’s permanent and temporary school student records and of their right to request a copy through: (1) the school’s parent or student handbook, (2) publication in a newspaper published in the district or, if no newspaper is published in the district, in a newspaper of general circulation within the district, (3) U.S. mail delivered to the last known address of the parent/guardian or student, or (4) other means provided notice is confirmed to have been received, e.g., hand delivery, return receipt, or read receipt email. 105 ILCS 10/4(h); 23 Ill.Admin.Code §375.40(c).

7. Takes all action necessary to assure that school personnel are informed of the provisions of the School Student Records Act. 105 ILCS 10/3(c).

8. Performs all actions required of the District described in this procedure and the laws governing school student records.

The Building Principal may delegate any of these duties to an appropriate staff member but shall remain responsible for the duty’s execution.

B. Maintenance of School Student Records 105 ILCS 10/2; 23 Ill.Admin.Code §375.10.

The District maintains two types of school records for each student: a permanent record and a temporary record.

The student permanent record shall consist of the following and only the following:

1. Basic identifying information, including the student’s name and address, birth date and place, gender, and the names and addresses of the student’s parent(s)/guardian(s)
2. Evidence required by the Missing Children’s Records Act (325 ILCS 50/5(b)(1)).
3. Academic transcripts, including grades, graduation date, and grade level achieved; as applicable, and if allowed by District policy, scores received on college entrance examinations if that inclusion is requested in writing by an eligible student or the student’s parent/guardian; the unique student identifier assigned and used by ISBE’s Student Information System (23 Ill.Admin.Code §1.75.); as applicable, designation of an Advanced Placement computer science course as a mathematics-based, quantitative course for purposes of meeting State graduation requirements set forth in 105 ILCS 5/27-22; as applicable, designation of the student’s achievement of the State Seal of Biliteracy, awarded in accordance with 105 ILCS 5/2-3.157 and 23 Ill.Admin.Code §1442, as applicable, designation of the student’s achievement of the State Commendation Toward Biliteracy, awarded in accordance with 23 Ill.Admin.Code §1.442(c); and as applicable, designation
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of the student's achievement of the Global Scholar Certification, awarded in accordance with 105 ILCS 5/2-3, 167 and 23 Ill.Admin.Code §1443.

4. Attendance record.

5. Health record, defined by ISBE rule as "medical documentation necessary for enrollment and proof of having certain examinations, as may be required under Section 27-8.1 of the School Code".

6. Record of release of permanent record information that contains the information listed in Section I Record of Release, below.

7. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12) 105 ILCS 5/2-3.64a-5.

ISBE rule provides that if not maintained in the temporary record, the permanent record may include:

1. Honors and awards received

2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations

No other information shall be placed in the permanent record.

The student temporary record contains all information not required to be kept in the student permanent record and must include:

1. Record of release of temporary record information that contains the information listed in Subsection I, Record of Release, below

2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)

3. Completed home language survey (23 Ill.Admin.Code §228.15(d).)

4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction

5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act 325 ILCS 5/8.6) shall be placed in the student record (23 Ill.Admin.Code §375.40(f).)

6. Health-related information, defined by ISBE rule as "current documentation of a student's health information, not otherwise governed by the MHDDCA or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, documentation regarding a student athlete's and his or her parent's acknowledgment of the District's concussion policy adopted pursuant to 105 ILCS 5/10-20.53), and other health-related information that is relevant to school participation (e.g., nursing services plan, failed screenings, yearly sports physical exams, inter-hospital health histories for sports)”.

7. Accident report, defined by ISBE rule as "documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request."

8. Any documentation of a student's transfer, including records indicating the school or school district to which the student transferred (23 Ill.Admin.Code §375.75(e).)
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9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement. 105 ILCS 10/4; 23 Ill.Admin.Code §1.445.

10. Information contained in related service logs maintained by the District for a student with an individualized education program under 105 ILCS 5/14-8.02f(d), 105 ILCS 10/2(f), amended by P.A. 101-515.

The temporary record may also consist of:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student’s education

F. Retention and Destruction of School Student Records

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. 105 ILCS 10/4(e). The temporary record is maintained for at least five years after the student transfers, graduates, or permanently withdraws. 105 ILCS 10/4(f). Individuals adding information to a student’s temporary record must include their name, signature, and position and the date the information was added. 105 ILCS 10/4(d). Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the eligible student. 23 Ill.Admin.Code §375.40(d).

Be sure to provide notice pursuant to 105 ILCS 10/4(h), amended by P.A. 101-161, eff. 1-1-20, as noted in D(6)E, above.

G. Social Security Numbers

School officials, with limited exceptions, may not require students or their parents/guardians to provide social security numbers. 5 ILCS 179/, Identity Protection Act. The collection and retention of social security numbers shall be in accordance with Board policy 4:15, Identity Protection.

H. Access to School Student Records

The phrase “access to a school student record” means any release or disclosure of information from a student’s school record, whether or not any record is copied, and should be broadly interpreted. Access in all cases is limited to the designated portion of the record to which the consent or statutory authority applies.
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Neither the District nor any of its employees shall release, disclose, or grant access to information found in any school student record except under the conditions set forth in the Ill. School Student Records Act. 105 ILCS 10/6. Absent a court order, school officials do not provide educational records to the Immigration Customs Enforcement.

The Building Principal shall grant access to school student records as detailed below. The Building Principal shall consult with the Superintendent and, if authorized, the Board Attorney concerning any questions.

Access to Parent/Guardian or Eligible Student

1. A student’s parent(s)/guardian(s) or eligible student, or designee, are entitled to inspect and copy information in the student’s school record; a student less than 18 years old may inspect or copy information in his or her permanent school record. 105 ILCS 10/5. A request to inspect or copy school student records shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 10 business days after the receipt of such a request. 105 ILCS 10/5(c), amended by P.A. 100-532. The District may extend this timeline by up to five additional business days if one or more of these six reasons applies. The response to an access request for a special education student’s records shall include those school student records located in the special education office.

   a. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
   b. The request required the collection of a substantial number of specified records;
   c. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
   d. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
   e. The request for records cannot be complied with by the school district within the time limits prescribed by subsection (c) without unduly burdening or interfering with the operations of the school district; or
   f. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district among two or more components of a public body or school district having a substantial interest in the determination or in the subject matter of the request. 105 ILCS 10/5(c-5), amended by P.A. 100-532.

The District and the person making the request may also agree in writing to extend the timeline for response.

Id. The response to an access request for a special education student’s records shall include those school student records located in the special education office.

2. The parent(s)/guardian(s) or the District may request a qualified professional to be present to interpret the student’s records. 105 ILCS 10/5(b). If the District makes the request, it is responsible for securing and bearing the cost of the professional’s presence.

3. Unless the District has actual notice of a court order or a notice of a parenting plan under the Ill. Marriage and Dissolution of Marriage Act, indicating otherwise:

   a. Divorced or separated parents/guardians with and without parental responsibility (formerly custody) are both permitted to inspect and copy the student’s school student records. 750 ILCS 5/602.11, amended by P.A. 99-763.

   b. The Building Principal shall send copies of the documents listed below to both divorced or separated parents/guardians at either’s request. 105 ILCS 5/10-21.8.

      1) Academic progress reports or records
      2) Emotional and physical health reports
      3) Notices of school initiated parent-teacher conferences
      4) School calendar regarding the student
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5) Notices about open houses, graduations, and other major school-sponsored events including student-parent/guardian interaction

4. The school will deny access to a student’s school records to a parent against whom an order of protection (OP) was issued if the OP prohibits the parent from inspecting or obtaining such records pursuant to the Domestic Violence Act of 1986 or the Code of Criminal Procedure of 1963. See the Ill. Marriage and Dissolution of Marriage Act, 750 ILCS 5/602.11(a), amended by P.A. 99–763, and 750 ILCS 60/214(b)(15), and 222(f). Also see Orders of Protection, below.

5. Parent(s)/guardian(s) or the student shall not be granted access to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which were placed in the records prior to 1-1-75, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements. 105 ILCS 10/5(e).

Access With Consent of Parent/Guardian or Eligible Student

1. Access will be granted to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student, stating to whom the records may be released, the information or record to be released, and the reason for the release. 105 ILCS 10/6(a)(8); 23 Ill.Admin.Code §375.70(e). Whenever the District requests the consent to release records, the Building Principal shall inform the parent(s)/guardian(s) or eligible student in writing of the right to inspect, copy, and challenge their contents and to limit such consent to designated portions of the records. 105 ILCS 10/6(a)(8).

2. Access to any record that is protected by the MHDDCA, specifically that of a therapist, social worker, psychologist, nurse, agency, or hospital that was made in the course of providing mental health or developmental disabilities services to a student, will be granted according to the consent requirements contained in MHDDCA. 740 ILCS 110/4 and 5.

Access Without Notification to or Consent of Parent/Guardian or Eligible Student

1. District employees or officials of the (ISBE) will be granted access, without parental/guardian consent or notification, when a current, demonstrable, educational or administrative need is shown. Access in such cases is limited to the satisfaction of that need. 105 ILCS 10/6(a)(2). Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest. 105 ILCS 10/6(a)(2).

2. Access will be granted, without parental/guardian consent or notification, to the official records custodian of another school within Illinois or an official with similar responsibilities of a school outside Illinois, in which the student has enrolled, or intends to enroll, upon the request of such official or student. 105 ILCS 10/6(a)(3).

3. Access will be granted, without parental/guardian consent or notification, to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent/guardian can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. 105 ILCS 10/6(a)(4).

4. The District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student’s school records without notice to or the consent of the student’s
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parent(s)/guardian(s). 20 U.S.C. §1232(g)(j), as added by the Sec. 507 of the U.S.A. Patriot Act of 2001. An ex parte order is an order issued by a court of competent jurisdiction without notice to an adverse party.

5. A Serious Habitual Offender Comprehensive Action Program (SHOCAP) committee member will be granted access, but only to the extent that the release, transfer, disclosure, or dissemination is consistent with the Family Educational Rights and Privacy Act (FERPA). 105 ILCS 10/6(a)(10) allows disclosure to SHOCAP committee members who are “state and local officials and authorities” as those terms are used in the federal FERPA. This federal law does not define “state and local officials and authorities;” rather, it limits when disclosure may be made to such officials and authorities.

6. Juvenile authorities will be granted access when necessary for the discharge of their official duties upon their request before the student’s adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. Juvenile authorities means: (a) a circuit court judge and court staff members designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court-appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having court-ordered custody of the child; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court. 105 ILCS 10/6(a)(6.5).

7. Military recruiters and institutions of higher learning will be granted access to secondary students’ names, addresses, and telephone listings, unless the student’s parent/guardian submits a written request that such information not be released without the prior written consent of the parent/guardian. Military recruiters and institutions of higher learning have access to students’ names, addresses, and phone numbers even if the District does not release directory information. 20 U.S.C. §7908. For more information, see 7:340-AP1, E3, Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information; 7:340-AP1, E4, Frequently Asked Questions Regarding Military Recruiters Access to Students and Student Information. ISBE Military Recruitment Access Reminder, announced in State Superintendent Smith’s Weekly Message, 11-27-18, at www.isbe.net/Documents/Military-Access-Reminder.pdf. The requirements in this paragraph #7 apply only if the District receives funds under the Elementary and Secondary Education Act. Id.

Access Without Consent of, but With Notification to, Parent/Guardian or Eligible Student

1. Access will be granted pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order’s terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. 105 ILCS 10/6(a)(5). Parents of students who are named in a court order or parenting plan shall be deemed to have received the required written notice. The Building Principal shall respond to the order no earlier than 5 school days after its receipt in order to afford parents/guardians the opportunity to review, inspect, and challenge the records if the parents choose to do so. 23 Ill.Admin.Code §375.70(d).

For the purposes of these procedures, a court order is a document signed by a judge. A subpoena issued by a court clerk, an attorney, or an administrative agency official shall not be considered a court order unless signed by a judge. 23 Ill.Admin.Code §375.40(a).

2. Information may be released without parental consent, in connection with an articulable and significant threat to the health or safety of a student or other individuals, to appropriate persons if the knowledge of the requested information is necessary to protect the health or safety of the student or other individuals. The
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Building Principal shall make this decision taking into consideration the seriousness of the threat, the need for such records to meet the emergency, whether the persons to whom such records are released are in a position to deal with the emergency, and the extent to which time is of the essence in dealing with the emergency. 105 ILCS 10/6(a)(7); 23 Ill.Admin.Code §375.60. The Building Principal shall notify the parent(s)/guardian(s) or eligible student, no later than the next school day after the date that the information is released, of the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.

3. The District will grant access as specifically required by federal or State statute, provided the individual complies with the requirements in 23 Ill.Admin.Code §375.70(b). 105 ILCS 10/6(a)(6). Prior to granting access, the Building Principal shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. 105 ILCS 10/6(b); 23 Ill.Admin.Code §375.70. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release relates to more than 25 students, a notice published in the newspaper is sufficient.

The District charges $.35 per page for copying information from a student’s records. No parent/guardian or student shall be precluded from copying information because of financial hardship. 23 Ill.Admin.Code §375.50. Note: The ISBE rule allows a school to “charge the actual cost for providing a copy of school student records or any portion of such records to parents and students upon request for such copies, provided that such costs shall not exceed $.35 per page.” 23 Ill.Admin.Code §375.50.

I. Record of Release

Except as provided below, a record of all releases of information from school student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. 105 ILCS 10/6(c). This record shall be maintained for the life of the school student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, Building Principal, or other authorized person. The record of release shall include each of the following:

1. The nature and substance of the information released;
2. The name and signature of the official records custodian releasing such information;
3. The name and capacity of the requesting person and the purpose for the request;
4. The date of release; and
5. A copy of any consent to a release

No record of a disclosure is maintained when records are disclosed according to the terms of an ex parte court order. 20 U.S.C. §1232(g)(j)(4).

J. Orders of Protection

Upon receipt of a court OP that prohibits a Respondent’s access to records, the Building Principal shall file it in the temporary record of a student who is the protected person under the OP. No information or records shall be released to the Respondent named in the OP. 750 ILCS 60/222(f).

K. Parenting Plans

Upon receipt of a parenting plan under the Ill. Marriage and Dissolution of Marriage Act (750 ILCS 5/ amended by P.A. 99-90 and 99-763), the Building Principal shall file it in the temporary record of a student who is the subject of the parenting plan.

L. Transmission of Records for Transfer Students 105 ILCS 10/6(a)(3); 23 Ill.Admin.Code §§375.70 and 375.75.
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The Building Principal shall:

1. Upon the student’s request or that of the official records custodian of another school in which the student has enrolled or intends to enroll, transfer a certified copy of the student’s record (that is, the student’s permanent and temporary record) to the official records custodian of the appropriate school and retain the original records. See policy 7:50, School Admissions and Student Transfers To and From Non-District Schools.

2. Determine if the school or special education office has any record that is protected by MHDDCA concerning the transferring student, specifically a record or report made by a therapist, social worker, psychologist, nurse, agency, or hospital that was made in the course of providing mental health or developmental disabilities services. If so, ask the appropriate person as identified in 740 ILCS 110/4 whether to send the record protected by MHDDCA to the new school and, if yes, obtain a written consent for disclosure as provided in 740 ILCS 110/5.

   This requirement does not apply to special education records and reports that are related to the identification, evaluation, or placement of, or the provision of a free and appropriate public education to, students with disabilities. 23 Ill. Admin. Code §375.10.

3. Provide the parent/guardian or eligible student prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge it. If the parent’s/guardian’s address is unknown, notice may be served upon the official records custodian of the requesting school for transmittal to the parent/guardian. This service is deemed conclusive, and 10 calendar days after this service, if the parents/guardians make no objection, the records may be transferred to the requesting school.

4. Destroy any biometric information collected and do not transfer it to another school district.

5. Retain the original records in accordance with the requirements of 105 ILCS 10/4.

6. Maintain any documentation of the student’s transfer, including records indicating the school or school district to which the student transferred, in that student’s temporary record.

If the student has unpaid fines, fees, or tuition charged pursuant to 105 ILCS 5/10-20.12a and is transferring to a public school located in Illinois or any other state, the Building Principal shall 23 Ill. Admin. Code §375.75(i):

1. Transfer the student’s unofficial record of student grades in lieu of the student’s official transcript of scholastic records. The unofficial record of student grades means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer. These records shall also include the school’s name and address, the student’s name, the name and title of the school official transmitting the records, and the transmittal date.

2. Within 10 calendar days after the student has paid all of his or her unpaid fines or fees and at this District’s own expense, forward the student’s official transcript of scholastic records to the student’s new school.

The Principal shall include the following information with the transferred records if the student is transferring to another public school located in Illinois or any other state and at the time of the transfer is currently serving a term of suspension or expulsion for any reason: 105 ILCS 5/2-3.13a; 23 Ill. Admin. Code §375.75(i).

1. The date and duration of the period of any current suspension or expulsion; and

2. Whether the suspension or expulsion is for, (a) knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act (20 U.S.C. §8924/7961 et seq.); (b) knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or (c) battering a school staff member.

M. Directory Information 23 Ill. Admin. Code §375.80
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Administrative Procedure – School Student Records

The School may release certain directory information regarding students, except that a student’s parent(s)/guardian(s) may prohibit the release of the student’s directory information. Directory information is limited to:

1. Name
2. Address
3. Grade level
4. Birth date and place
5. Parents'/guardians' names, addresses, electronic mail addresses, and telephone numbers
6. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
7. Academic awards, degrees, and honors
8. Information in relation to school-sponsored activities, organizations, and athletics
9. Major field of study
10. Period of attendance in school

No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion, or fundraising, without the prior, specific, dated, and written consent of the parent or eligible student (see 765 ILCS 1075/30). 23 Ill.Admin.Code §375.80. The following shall not be designated as directory information: (a) an image on a school security video, or (b) student social security number or student identification or unique student identifier. Id.

The notification to parents/guardians and students concerning school student records will inform them of their right to object to the release of directory information. See 7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records.

N. Student Record Challenges

Parents/guardians have the right to a hearing to challenge the accuracy, relevancy, or propriety of any entry in their student’s school records, exclusive of academic grades and references to expulsions or out-of-school suspensions, if the challenge is made at the time the student’s school student records are forwarded to another school to which the student is transferring. 105 ILCS 10/7; 23 Ill.Admin.Code §375.80. A request for a hearing should be submitted to the Superintendent and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. The following procedures apply to a challenge: Id. The Superintendent or designee will invite the parent(s)/guardian(s) to an initial informal conference, within 15 school days of receipt of the request for a hearing.

1. If the challenge is not resolved by the informal conference, formal procedures shall be initiated. The Superintendent will appoint a hearing officer, who is not employed in the attendance center in which the student is enrolled.

2. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parent(s)/guardian(s) and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.

3. At the hearing each party shall have the right to:
   a. Present evidence and to call witnesses;
   b. Cross-examine witnesses;
   c. Counsel;
   d. A written statement of any decision and the reasons therefore; and
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e. Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.

4. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer’s decision. However, a typewritten transcript is not required in an appeal.

5. The written decision of the hearing officer shall, no later than ten school days after the conclusion of the hearing, be transmitted to the parent(s)/guardian(s) and the School District. It shall be based solely on the information presented at the hearing and shall be one of the following:

a. To retain the challenged contents of the school student record;
b. To remove the challenged contents of the school student record; or
c. To change, clarify or add to the challenged contents of the school student record.

6. Any party has the right to appeal the decision of the local hearing officer to the Regional Superintendent or appropriate Intermediate Service Center, within 20 school days after the decision is transmitted. The parent(s)/guardian(s), if they appeal, shall so inform the school and within ten 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question, and any other pertinent materials to the Regional Superintendent or appropriate Intermediate Service Center. The school may initiate an appeal by the same procedures.

7. The final decision of the Regional Superintendent or appropriate Intermediate Service Center may be appealed to the circuit court of the county in which the school is located.

8. The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute. 105 ILCS 10/7(d).

The Illinois Marriage and Dissolution of Marriage Act, 750 ILCS 5/.
Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/.

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Revised 06-18-18
Revised 03-18-19

Revised
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Exhibit - Notice to Parents and Students of Rights Concerning a Student's School Records

Upon the initial enrollment or transfer of a student to the school, the school must notify the student and the student's parent(s)/guardian(s) of their rights concerning school student records. This notification may be distributed by any means likely to reach parent(s)/guardian(s).

The contact information for each School's Official Records Custodian follows:

This notice contains a description of your and your child's rights concerning school student records.

A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The District maintains two types of school records for each student: a permanent record and a temporary record.

The permanent record includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s).
2. Evidence required under the Missing Children's Records Act. 325 ILCS 50/5(b)(1).
3. Academic transcripts, including grades, graduation date, and grade level achieved; the unique student identifier assigned and used by the Ill. State Board of Education Student Information System (SIS); as applicable, designation of an Advanced Placement computer science course as a mathematics-based quantitative course for purposes of meeting State graduation requirements set forth in School Code Section 105 ILCS 5/27-22; as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with School Code Section 105 ILCS 5/2-3.157; as applicable, designation of the student's achievement of the State Commendation toward Biliteracy; and as applicable, designation of the student's achievement of the Global Scholar Certification, awarded in accordance with School Code Section 105 ILCS 5/2-3.167.
4. Attendance record.
5. Health record defined by the Ill. State Board of Education (ISBE) as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code".
6. Record of release of permanent record information in that includes each of the following:
   a. The nature and substance of the information released
   b. The name and signature of the official records custodian releasing such information
   c. The name and capacity of the requesting person and the purpose for the request
   d. The date of release; and
   e. A copy of any consent to a release
7. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12). 105 ILCS 5/2-3.64a-5.
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Exhibit - Notice to Parents and Students of Rights Concerning a Student's School Records

If not maintained in the temporary record, the permanent record may include:

1. Honors and awards received.
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record is kept in the student temporary record and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records.
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8).
3. Completed home language survey.
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act 325 ILCS 5/8.6) shall be placed in the student record.
6. Health-related information, defined by the ISBE as “current documentation of a student’s health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs, e.g., glucose readings, long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports”.
7. Accident report, defined by the ISBE as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request.”
8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred.
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement.
10. Information contained in related service logs maintained by the District for a student with an individualized education program under 105 ILCS 5/14-8.02(f)(d).

The temporary record may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations

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Exhibit - Notice to Parents and Students of Rights Concerning a Student's School Records

7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973
12. Verified reports or information from non-educational persons, agencies or organizations of clear relevance to the student's education

The Family Educational Rights and Privacy Act (FERPA) and the Ill. School Student Records Act (ISSRA) afford parents/guardians and students over 18 years of age (eligible students) certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days after the date the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District may extend the response timeline to 15 business days in accordance with ISSRA. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student. 105 ILCS 5/10-22.3e, 105 ILCS 10/5a; 750 ILCS 60/214(b)(15).

2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal or the official records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or ISSRA authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney,
STUDENTS

Exhibit - Notice to Parents and Students of Rights Concerning a Student's School Records

auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge (1) academic grades or (2) references to expulsions or out-of-school suspensions

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least five years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/guardian's child.
Throughout the school year, the District may release directory information regarding its students, limited to:

Name
Address
Grade level
Birth date and place
Parent(s)/guardian(s)' names, addresses, electronic mail addresses, and telephone numbers
Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications such as yearbooks, newspapers, or sporting or fine arts programs.
Academic awards, degrees, and honors
STUDENTS

Exhibit - Notice to Parents and Students of Rights Concerning a Student's School Records

Information in relation to school-sponsored activities, organizations, and athletics
Major field of study
Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above
information by delivering a written objection to the Building Principal within 30 days of the date
of this notice. No directory information will be released within this time period, unless the
parent/guardian or eligible student is specifically informed otherwise.

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising,
promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as
applicable; and no image on a school security video recording shall be designated as directory information.

6. The right to request that military recruiters or institutions of higher learning not be granted access to your
secondary school student’s name, address, and telephone numbers without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their
request, access to secondary school students’ names, addresses, and telephone numbers, unless the student’s
parent/guardian, or a student who is 18 years of age or older, submits a written request that the information not be
released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this
option, notify the Building Principal where your student is enrolled for further instructions.

7. The right contained in this statement: No person may condition the granting or withholding of any right,
privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of
any information from a student's temporary record which such individual may obtain through the exercise of any
right secured under State law.

8. The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the District to
comply with the requirements of FERPA.
The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Adopted 12-14-98
Revised 7-17-00
Revised 5-21-01
Revised 01-21-03
Revised 10-20-03
Revised 06-19-06
Revised 12-17-12
Revised 12-16-13
Revised 05-16-16
Revised 12-12-16
Revised 06-18-18
Revised 03-18-19

Revised
## STUDENTS

**Administrative Procedure – Storage and Destruction of School Student Records**

This procedure should be used with 7:340-AP1, School Student Records, which is annotated with citations to controlling statutes.

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent or Designee</td>
<td>Develop and implement a process to systematically digitize or microfilm school student records.</td>
</tr>
<tr>
<td></td>
<td>Any public record may be reproduced in a microfilm or digitized electronic format and the paper version destroyed, provided: (a) the records are reproduced on “a durable medium that accurately and legibly reproduces the original record in all details,” and “that does not permit additions, deletions, or changes to the original document images;” and (b) the Local Records Commission is notified when the original record is disposed of and also when the reproduced record is disposed of. Local Records Act, 50 ILCS 205/7.</td>
</tr>
<tr>
<td></td>
<td>See the Illinois Secretary of State’s publication, Guidelines for Using Electronic Records at: <a href="http://www.cyberdriveillinois.com/department/archives/record-management/electrecs.html">www.cyberdriveillinois.com/department/archives/record-management/electrecs.html</a></td>
</tr>
<tr>
<td></td>
<td>Develop and implement a uniform process for storing school student records to ensure that:</td>
</tr>
<tr>
<td></td>
<td>1. Each student's permanent record will be kept for 60 years after the student transfers, withdraws, or graduates.</td>
</tr>
<tr>
<td></td>
<td>2. Each student's temporary record will be kept for 5 years after the student transfers, withdraws, or graduates.</td>
</tr>
<tr>
<td></td>
<td>Submit to the Local Records Commission a schedule for continuing authority to destroy school student records after the expiration of the applicable period.</td>
</tr>
</tbody>
</table>

| Official Records Custodian for each School (usually the Building Principal) | Send any material for a student transferring into the District that is neither a permanent or temporary record to the parent/guardian, or student who is 18 years of age or older, with the indication that the District does not include that material in school student records. |
|                                                                           | Store school student records according to the uniform process developed by the Superintendent or designee. |
|                                                                           | Transfer school student records as follows: |
|                                                                           | 1. For a student transferring within the District, send originals of all permanent and temporary records. |
|                                                                           | 2. For a student transferring to an out-of-District elementary or secondary school, follow the section in 7:340-AP1, School Student Records, on Transmission of Records for Transfer Students. Send a copy and retain the original of all permanent and temporary records and notify the Special Education Department of the transfer. |
|                                                                           | Provide a destruction schedule notice to the parents/guardians of students who transferred, graduated, or withdrew, or students who are 18 years of age or older. Notice may be provided through: (1) the school's parent or student handbook, (2) publication in a newspaper published in the District or, if no newspaper is published in the district, in a newspaper of general circulation within the District (3) U.S. mail delivered to the last known address of the parent/guardian or student, or (4) other means provided notice is
**STUDENTS**

**Administrative Procedure – Storage and Destruction of School Student Records**

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Records Custodian for each School (usually the Building Principal)</td>
<td>confirmed to have been received, e.g., hand delivery, return receipt, or read receipt mail. 105 ILCS 10/4(b), amended by P.A. 101-161, eff. 1-1-20. See 7:340-AP2, E1, Letter Containing Schedule for Destruction of School Student Records. Retain a copy for the school’s record. Authorize and/or order the destruction of District records after ensuring that the following steps have been performed: 1. The Local Records Commission approved a schedule for continuing authority to destroy school student records after the expiration of the applicable period. 2. Any record is retained and removed from the disposal list if it is or may be evidence in litigation, or is otherwise subject to a litigation hold. 3. A Local Records Disposal Certificate was sent to the Local Records Commission, Illinois State Archives, 60 days before the disposal date and an approved copy was returned. 44 Ill.Admin. Code 4000.40(b) 44 Ill.Admin.Code 4500.40(b).</td>
</tr>
</tbody>
</table>

Web-based Record Management Resources:

- **Cook County Local Records Commission Meetings at:**
  

- **Cook County Local Records Commission Rules (44 Ill Admin Code Title Part 4500) at:**
  
  www.ilga.gov/commission/car/admincode/044/04404500sections.html

- **Downstate Local Records Commission Meetings at:**
  

- **Rules of the Downstate Local Records Commission (44 Ill Admin Code Title 4000) at:**
  
  www.ilga.gov/commission/jcar/admincode/044/04404000sections.html

- **Illinois School Student Records Act (105 ILCS 10) at:**
  
  www.ilga.gov

- **Local Records Act (50 ILCS 205) at:**
  
  www.ilga.gov

- **Local Records Disposal Certificate at:**
  

Adopted 12-17-12
Revised 10-16-17

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STUDENTS

Exhibit - Letter Containing Schedule for Destruction of School Student Records

Use this to comply with the Illinois School Student Records Act notification requirements before any school student record is destroyed, or information deleted from it. 105 ILCS 10/4(h), amended by P.A. 101-161, eff. 1-1-20. Store in the school’s or Building Principal’s office.

Student’s Name: ____________________________________________

Parent/Guardian’s Name(s): ____________________________________________

School: ________________________________

This notice contains the destruction schedule for your or your student child’s school records as required by rule of the Illinois State Board of Education, 23 Ill.Admin.Code 375.40(c).

As you or your child is permanently withdrawing, transferring, or graduating from this School District, you are notified of the schedule below for destruction of the school records. This schedule complies with the Illinois School Student Records Act requirements that (1) temporary records be retained for at least five years after a student’s transfer, withdrawal, or graduation, and (2) permanent records be retained for at least 60 years after a student’s transfer, withdrawal, or graduation. 105 ILCS 10/4(e) and (f). The parent(s)/guardian(s), or the student if he or she is at least 18 years of age at the time of the request, may request a copy of a record at any time prior to the date of destruction listed below.

Temporary records will be destroyed no earlier than: ____________________________  (Date)

Permanent records will be destroyed no earlier than: ____________________________  (Date)

(Check all notification methods used.)


☐ Newspaper publication, dated _______________________ (month, date, and year). 105 ILCS 10/4(h)(ii).

☐ Mailed to last known address on this __________ day of __________, 20__ , by ________________________ to the above named parent/guardian, or to the student if he or she is 18 years of age. 105 ILCS 10/4(h)(iii) ef

☐ Hand delivered on this __________ day of __________, 20__, by ________________________ to the above named parent(s)/guardian(s), or the student if he or she is at least 18 years of age. 105 ILCS 10/4(h)(iv).

Sincerely,

Building Principal

Adopted 12-17-12; Revised 06-18-18; Revised _________
COMMUNITY RELATIONS

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property – District and school buildings, grounds, and parking areas, vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned event.

Visitor – Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal’s office and receive permission to remain on school property. All visitors must sign a visitors’ log, show identification, and wear a visitor’s badge while on campus. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, and friends, and/or community members are invited onto school property, or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials’ instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher’s conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student’s special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike matter, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. With one exception, a license to carry a firearm does not permit an individual to carry a concealed firearm on or into any building, real property, and or parking area under control of an elementary or secondary school, or any bus paid for in whole or part with public funds (430 ILCS 66/65(a). That exception is as follows:
   However, an individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to carry a concealed firearm within a vehicle into a parking area controlled by a school or District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area.
4. Damage or threaten to damage another’s property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impailed by or under the influence of an alcoholic beverage, cannabis, or other unlawful product, or illegal drug.
9. Be present when the person’s alcoholic beverage, cannabis, or other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, Administering Medicines to Students, implementing Ashley’s Law.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school 1313 at any time for purposes other than those that are lawful and authorized by the School Board.
COMMUNITY RELATIONS

Visitors to and Conduct on School Property

13. Operate a motor vehicle (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

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

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or

2. Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during duty-free times of such employees.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification. Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.
COMMUNITY RELATIONS

Visitors to and Conduct on School Property

105 ILCS 5/10-20.5b, 5/22-33, 5/24-24, and 5/24-25, and 5/27-23.7(a)
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program Act.
430 ILCS 66/, Firearms Concealed Carry Act.
410 ILCS 705/, Cannabis Tax and Regulation Act.
720 ILCS 5/11-9.3

CROSS REF.: 4:170 (Safety), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities), 8:50 (Visitors to the Schools)

Adopted 9-16-97
Revised 10-16-00
Revised 01-21-03
Revised 4-25-05
Revised 12-19-05
Revised 01-16-07
Revised 05-21-08
Revised 05-17-10
Revised 12-20-10
Revised 03-17-14
Revised 05-19-14
Revised 05-16-16
Revised 12-12-16

Revised
SCHOOL COMMUNITY RELATIONS

Administrative Procedure - Parental Involvement

Building Principals shall advocate effective, comprehensive family involvement in education that will promote parents/guardians becoming active partners in education. Building Principals shall, at least once every semester, provide a written report to the Superintendent on parental involvement programs and efforts in their buildings. This administrative procedure identifies opportunities for parental involvement.

The District or school provides notices to parents/guardians on the following topics (list may not be exhaustive):

- Public hearing on holding school or scheduling teachers' institutes, parent-teacher conferences, or staff development on certain holidays. 105 ILCS 5/24-2(b).
- Free and reduced-price food service. 7 C.F.R. §245.5; 23 Ill.Admin.Code §305.10(c).
- Fee waiver. 23 Ill.Admin.Code §1.245.
- Applications of pest control and/or lawn care products. 225 ILCS 235/10.3, 415 ILCS 65/3.
- Parental school visitation rights. 820 ILCS 147/25.
- Child's placement in English language learner programs. 105 ILCS 5/14C-4.
- Major school-sponsored events, including parent-teacher conferences, given to non-custodial parents. 105 ILCS 5/10-21.8.
- Unexplained absence from school of a student in K-8 (within two hours). 105 ILCS 5/26-3b.
- Graduation requirements, particularly when a student's eligibility for graduation may be in question. 23 Ill.Admin.Code §1.440(e).
- A student's suspension and/or expulsion. 105 ILCS 5/10-22.6.
- Electronic audio and/or visual recording devices if located on school buses. 720 ILCS 5/14-3(m).
- Physician who prescribes District's supply of epinephrine auto-injectors is protected from liability, with limited exceptions. 105 ILCS 5/22-30(c).
- Availability of the District report card. 105 ILCS 5/10-17a(5).
- District's intent to withdraw from a special education joint agreement, if applicable. 105 ILCS 5/10-22.31, amended by P.A. 101-164.

See also:

6:170-AP2, Notice to Parents Required by Elementary and Secondary Education Act, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act
7:190-E2, Student Handbook Checklist
7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

State laws have created parental involvement opportunities on the following topics:

Students Records

Parents/guardians have many rights concerning their student's school records, including the right to access the records (105 ILCS 10/5); the right to challenge the content (105 ILCS 10/7); and a non-custodial parent has the right to receive copies of school correspondence and reports (105 ILCS 5/10-21.8).

Parent-Teacher Advisory Committees

The School Board establishes a parent-teacher advisory committee(s) on student discipline and behavior interventions for special education students. 105 ILCS 5/10-20.14 and 5/14-8.05(c).

Curriculum Involvement


If a parent/guardian objects, the student is not required to take sex education classes or courses. 105 ILCS 5/27-9.1, 5/27-9.2, and 110/3.
SCHOOL COMMUNITY RELATIONS

Administrative Procedure - Parental Involvement

A parent/guardian has the right to examine instructional materials to be used in sex education classes or courses. 105 ILCS 5/27-9.1(a-5), 527-9.2, and 110/3.

The Board determines the instructional program with involvement of parents/guardians. 23 Ill.Admin.Code §1.410.

The District must consult with parent/guardian on an individual remediation plan for students demonstrating a proficiency level comparable to the average pupil performance one grade or more below current placement. 105 ILCS 5/2-3.64(b).

The District must notify parents/guardians of graduation requirements and when a student’s eligibility for graduation may be in question. 23 Ill.Admin.Code §1.440(e).

The Board may use parent/guardian volunteers as: (1) assistants under the immediate supervision of a certificated teacher (105 ILCS 5/10-22.34); (2) supervisors, chaperones, or sponsors for non-academic activities (105 ILCS 5/10-22.34a); and (3) guest lecturers or resource persons under the immediate supervision of a certificated teacher (105 ILCS 5/10-22.34b).

Upon a parent/guardian’s request, a student must be released for religious instruction or observance. 105 ILCS 5/26-1(5).

The District must post the school report card on its website and, upon request, send it to parents/guardians. If the District does not maintain a website, the report card must be sent to parents/guardians without request. The District must send a written notice home to parents/guardians stating: (1) that the report card is available on the website; (2) the website address; (3) that a printed copy will be sent upon request; and (4) the telephone number to call to request a printed copy. 105 ILCS 5/10-17a.

Conferences and Hearings

The District must notify parents/guardians and consult with them and keep them involved with the education and placement of their child with disabilities. 20 U.S.C. §1414 and 1415; 34 C.F.R. §300.322, 501, 503, 504, 507 and 508; 105 ILCS 5/14-1 et seq., 23 Ill.Admin.Code §§226,500, 510, 520, 530 and 610.

If applicable, the District must notify all parents/guardians of students with disabilities residing in the District of its intent to withdraw from the special education joint agreement and hold a public hearing to review the District's plan for educating students after the withdrawal. 105 ILCS 5/10-22.3I, amended by P.A. 101-164.

Parents/guardians have the right to an unpaid leave from work to attend educational or behavioral conferences. 820 ILCS 1477, et seq.

The District may use 2 days for parent-teacher conferences and may add more days to the teacher work year subject to collective bargaining. 105 ILCS 5/3-11.


A hearing with the parents/guardians must precede a student’s expulsion. 105 ILCS 5/10-22.6(a).

Report on Parental Involvement

Parental involvement must be included in the school report card. 105 ILCS 5/10-17a.

The following Board policies provide opportunities for parental involvement:

Section 2 - School Board
2:150 Committees
2:250 Uniform Grievance Procedure

Section 4 - Operational Services
4:10 Fiscal and Business Management
4:110 Transportation
4:130 Free and Reduced-Price Food Services
4:140 Waiver of Student Fees
4:160 Environmental Quality of Buildings and Grounds
4:170 Safety
SCHOOL COMMUNITY RELATIONS

Administrative Procedure - Parental Involvement

Section 5 - Personnel
5:230 Maintaining Student Discipline

Section 6 - Instruction
6:60 Curriculum Content
6:120 Education of Children with Disabilities
6:140 Education of Homeless Children
6:145 Migrant Students
6:150 Home and Hospital Instruction
6:160 English Learners
6:170 Title I Programs
6:180 Extended Instructional Programs
6:190 Extracurricular and Co-Curricular Activities
6:235 Access to Electronic Networks
6:270 Guidance and Counseling Program
6:280 Grading and Promotion
6:300 Graduation Requirements
6:310 Credit for Alternative Courses and Programs, and Course Substitutions
6:340 Student Testing and Assessment Program

Section 7 - Students
7:15 Student and Family Privacy Rights
7:20 Harassment of Students Prohibited
7:30 Student Assignment and Intra-District Transfer
7:40 Nonpublic School Students, Including Parochial and Home-Schooled Student
7:50 School Admissions and Student Transfers to and from Non-District Schools
7:60 Residence
7:70 Attendance and Truancy
7:80 Release Time for Religious Instruction/Obsession
7:90 Release During School Hours
7:100 Health and Dental Examinations, Immunizations, and Exclusion of Students
7:165 School Uniforms
7:170 Vandalism
7:180 Prevention and Response to Bullying, Cyberbullying, Intimidation, and Harassment
7:185 Teen Dating Violence Prohibited
7:190 Student Behavior
7:200 Suspension Procedures
7:210 Expulsion Procedures
7:230 Misconduct by Students with Disabilities
7:240 Conduct Code for Participants in Extracurricular Activities
7:250 Student Support Services
7:260 Exemption from Physical Education
7:270 Administering Medicines to Students
7:275 Orders to Forego Life-Sustaining Treatment
7:280 Communicable and Chronic Infectious Disease
7:283 Food Allergy Management Program
7:290 Adolescent Suicide Awareness and Prevention Programs
7:300 Extracurricular Athletics
7:305 Student Athlete Concussions and Injuries
7:340 Student Records
SCHOOL COMMUNITY RELATIONS

Administrative Procedure - Parental Involvement

Section 8 - Community Relations
8:30 Visitors to and Conduct on School Property
8:90 Parent Organizations and Booster Clubs
8:95 Parental Involvement

School-level parental involvement programs include:

1. Keeping parents/guardians thoroughly informed about their child’s school and programs.
   Develop and distribute a comprehensive student handbook.
   Distribute information to parents/guardians on their school visitation rights.
   Promote open houses.
   Promote parent/guardian-teacher conferences.
   Provide progress reporting and report cards, and keep parents/guardians informed when their child is not adequately progressing and there is a likelihood he or she may be retained.
   Publish newsletters.
   Sponsor financial information nights.

2. Encouraging involvement in their child’s school and education.
   Support and encourage parents/guardians volunteer opportunities.
   Work with the PTO to promote parents/guardians volunteer opportunities.
   Develop and use outreach programs to community groups and organizations.

3. Establishing effective two-way communication between all parents/guardians and District personnel.
   Monthly Building Principal coffees.
   Work with PTO leadership to ensure parental input.
   Train personnel to collaborate with families of diverse backgrounds, including backgrounds that might impede parental participation, e.g., illiteracy or language difficulty.

4. Seeking the advice of parents/guardians on school governance issues and methods to fulfill the District’s educational mission.
   Work with PTO leadership to ensure parental input.
   Establish a school-community advisory committee to identify, consider, and discuss educational problems and issues.

5. Informing parents/guardians how they can assist their children’s learning
   Provide information to parents/guardians about activities they can do at home.
   Provide programs on how to establish a home environment that supports learning and appropriate behavior.
   Implement a homework-hotline.

Adopted 9-16-97
Revised 01-21-03
Revised 10-15-07
Revised 11-18-13
Revised 12-12-16

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COMMUNITY RELATIONS

Exhibit - Letter Notifying Parents of School Visitation Rights

On District Letterhead
Date

Dear Parents/Guardians:

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work to attend necessary educational or behavioral conferences at their child's school. Please review the following copy of this Act to determine if you are entitled to a school visitation leave.

Sincerely,

Superintendent

***************************************************************************
SCHOOL VISITATION RIGHTS ACT
820 ILCS 147

147/1. Short title
This Act may be cited as the School Visitation Rights Act.

147/5. Policy
The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

147/10. Definitions
As used in this Act:

(a) "Employee" means a person who performs services for hire for an employer for:
    1. at least 6 consecutive months immediately preceding a request for leave under this Act; and
    2. an average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months.

"Employee" includes all individuals meeting the above criteria but does not include an independent contractor.

(b) "Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or a nonprofit organization.

(c) "Child" means a biological, adopted or foster child, a stepchild or a legal ward of an employee and who is enrolled in a primary or secondary public or private school in this State or a state which shares a common boundary with Illinois.

(d) "School" means any public or private primary or secondary school or educational facility located in this State or a state with a common boundary with Illinois.
COMMUNITY RELATIONS

Exhibit - Letter Notifying Parents of School Visitation Rights

(c) "School administrator" means the principal or similar administrator who is responsible for the operations of the school.

147/15. School conference and activity leave

(a) An employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or classroom activities academic meetings related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours; however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employer must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.

(b) Nothing in this Act requires that the leave be paid.

(c) For regularly scheduled, non-emergency visitations, schools shall make time available for visitation during regular school hours and evening hours.

147/20. Compensation

An employee who utilizes or seeks to utilize the rights afforded by this Act may choose the opportunity to make up the time so taken as guaranteed by this Act on a different day or shift as directed by the employer. An employee who exercises his rights under this Act shall not be required to make up the time taken, but if such employee does not make up the time taken, such employee shall not be compensated for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. Employers shall make a good faith effort to permit an employee to make up the time taken for the purposes of this Act. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would require the payment of wages on an overtime basis. Notwithstanding any other provision of this Section, if unpaid leave under this Act conflicts with the unreduced compensation requirement for exempt employees under the federal Fair Labor Standards Act, an employer may require an employee to make up the leave hours within the same pay period.

147/25. Notification

The State Superintendent of Education shall notify each public and private primary and secondary school of this Act. Each public and private school shall notify parents or guardians of the school's students of their school visitation rights. The Department of Labor shall notify employers of this Act.

147/30. Verification

Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to the employer. The State Superintendent and the Director of the Department of Labor shall suggest a standard form of documentation of school visitation to schools for use as required by this Section. The standard form of documentation shall include, but not be limited to, the exact time and date the visitation occurred and ended. Failure of a parent or guardian to submit the verification statement from the school to his or her employer within 2 working days of the school
COMMUNITY RELATIONS

Exhibit - Letter Notifying Parents of School Visitation Rights

visitation subjects the employee to the standard disciplinary procedures imposed by the employer for unexcused absences from work.

147/35. Employee rights

A. No employee shall lose any employee benefits, except as provided for in Section 20 of this Act, for exercising his or her rights under this Act. Nothing in this Act shall be construed to affect an employer's obligation to comply with any collective bargaining agreement or employee benefit plan. Nothing in this Act shall prevent an employer from providing school visitation rights in excess of the requirements of this Act. The rights afforded by this Act shall not be diminished by any collective bargaining act or by any employee benefit plan.

B. An employer may not terminate an employee for an absence from work if the absence is due solely to the employee's attendance at a school conference, behavioral meeting, or academic meeting, as provided in Section 15.

147/40. Applicability

This Act applies solely to public and private employers that employ at least 50 or more individuals in Illinois, and to their employees.

147/45. Violation

Any employer who violates this Act is guilty of a petty offense and may be fined not more than $100 for each offense.

147/49. Limits on leave

No employer that is subject to this Act is required to grant school visitation leave to an employee if granting the leave would result in more than 5% of the employer's work force or 5% of an employer's work force shift taking school conference or activity leave at the same time.

Adopted 9-16-97
Revised 11-19-07

Revised
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN by the Board of Education of School District No. 185 in the County of McDonough, State of Illinois, that an amended budget for said School District for the fiscal year beginning July 1, 2019, will be on file and conveniently available for public inspection online at www.maeomb185.org from and after 8:30 a.m. on the 14th day of May 2020.

NOTICE IS FURTHER HEREBY GIVEN that a public hearing on the amended budget will be held at 7:00 p.m. on the 15th day of June 2020, in the C.T. Vivian Library at Macomb Jr./Sr. High School, 1525 South Johnson Road, Macomb, Illinois, in this School District No. 185. If the shelter-in-place order is still in effect, public comment will be taken telephonically.

Dated this 20th day of April 2020.

Secretary, Board of Education of School District No. 185 in the County of McDonough, State of Illinois
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