

AGENDA
The First Meeting of the Month of April
of the Board of Education of Township High School District 214
on Thursday, April 16, 2020
at 7:00 p.m.

The Board of Education meeting will not be conducted in person in the typical manner and, instead, will be conducted remotely for the express purpose of protecting public health and in compliance with directives as allowed by Illinois Executive Order 2020-07 to avoid public gatherings.

The Board of Education meeting will be conducted via an electronic video-conferencing application known as Zoom. Information regarding access to the audio recording of the Board of Education meeting is available on the District's website, www.d214.org.

Public comments on non-agenda items and on Action Items will be accepted prior to the meeting via submission to the following email: rinn.knoepfle@d214.org. Submissions must be received by 10:00 a.m. on Thursday, April 16, 2020, must include the sender's name and should follow the decorum standards for public comment. During the public participation portion of the meeting, the Superintendent will read the emails.

- I. CALL TO ORDER
President Petro
- II. ROLL CALL
Mrs. Knoepfle
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF MINUTES
Regular Meeting of March 19, 2020
Closed Session Meeting of March 19, 2020
- V. SUPERINTENDENT'S REPORT
Freedom of Information Act Report
NSSEO Update
- VI. PUBLIC COMMENTS

Please send any public comments for any non-agenda items and for any Action Items to rinn.knoepfle@d214.org by 10:00 a.m. on Thursday, April 16, 2020 to be read at the Board meeting.
--

- VII. BOARD MEMBER UPDATES

VIII. CONSENT CALENDAR

- 2020-050 Accounts Payable
- 2020-051 Personnel Transaction Report
- 2020-052 Destruction of Closed Meeting Audio Recordings
- 2020-053 District 214 Serious Safety Hazard Review
- 2020-054 Hopeful Beginnings Contract for 2020-21 School Year
- 2020-055 IHSA Membership Renewal
- 2020-056 Concert Attire & Marching Band Uniforms for BGHS – Bid
- 2020-057 Student Accident Insurance 2020-21
- 2020-058 Title I Schoolwide Waivers
- 2020-059 District Physical Education T-Shirts - Bid
- 2020-060 2020-21 Capital Projects Program - Bids
- 2020-061 2020-21 Capital Projects Program - Bids
- 2020-062 Board of Education Policy Revisions – PRESS Edition
- 2020-063 Food and Nutrition Service Employee Salary Schedule 2020-21

IX. ACTION ITEM (The public may comment on each item after Board discussion.)

- 2020-064 2020-21 NSSEO Budget

X. CLOSED SESSION

- 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;
- Student disciplinary cases. 5ILCS 12/2(c)(9);
- Collective negotiating matters between the district and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5ILCS 120/2(c)(2).

XI. RECONVENE IN OPEN MEETING

Immediately following the Closed Session, the Board of Education will reconvene in Open Session and may take action deemed necessary as a result of the Closed Session discussions.

- 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;

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

XII. ADJOURNMENT

MINUTES

The Minutes of the First Regular Meeting
of the Month of March of the Board of Education
Township High School District 214 held on March 19, 2020
at the Forest View Educational Center,
2121 S. Goebbert Road, Arlington Heights, Illinois
at 7:01 p.m.

President Petro called the meeting to order at 7:01 p.m. and R. Knoepfle called the roll. The following members were present:

William Dussling	Vice President
Mark Hineman	Member
Alva Kreutzer	Member
Mildred Palmer	Member
Dan Petro	President
Todd Younger	Member

Absent at roll call:

Leonard Walker	Member
----------------	--------

Also present at the meeting were: D. Schuler, superintendent; C. Johnson, associate superintendent for finance and operations; R. Knoepfle, executive assistant to the school board and superintendent; and citizens.

1. PLEDGE OF ALLEGIANCE

President Petro led the Board and audience in the Pledge of Allegiance.

2. APPROVAL OF MINUTES

It was moved by Kreutzer and seconded by Hineman that the Board of Education approve the minutes of the Workshop Meeting of March 5, 2020.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Petro

Nays: None

3. SUPERINTENDENT'S REPORT

D. Schuler reported that the district responded to the following Freedom of Information Act requests consistent with Illinois School Code:

- C. Placek/Daily Herald requested personnel information.
- M. Watychowicz requested health information.
- V. Espinoza/Local Labs requested academic information and District communications information.

D. Schuler commended the leaders of the employee associations for working to support the efforts of the district for staff to work remotely and for staff to appropriately provide coverage and security at the schools while providing academic opportunities for students through e-Learning. He reported that the

schools are currently operating under the Governor's orders that these days up through March 30th are Acts of God days. He noted Chicago Public Schools has just announced they will remain closed through April 20th. D. Schuler suggested that additional information regarding closures would likely be announced tomorrow. He also noted that the District is in contact with all of the area village managers and other governmental agencies making sure that community-wide needs are being considered in all decision-making.

D. Schuler also commended the schools and the communities for helping families that need assistance. He gave the example of Prospect High School raising \$14,000 to provide grocery store gift cards to families of need at Prospect and the Newcomer Center. Food donations and pick-ups are being done throughout the district with safety and security procedures in place, using secured vestibules.

D. Schuler described to the Board how extremely proud he was of the work being done by the teaching staff to provide continuation of academic instruction to students, noting the dramatic increase in video-conferencing being done as teachers collaboratively work together to develop meaningful and skill-developing e-Learning opportunities.

D. Schuler noted that he is in constant contact with neighboring district superintendents as everyone continues to make decisive choices as they work through all of the issues while maintaining all of the necessary operational tasks, such as hiring and the continuous deep cleaning being done daily.

The intent is to provide academics appropriate to each and every student while at the same time addressing the social and emotional needs of students and staff.

4. PUBLIC HEARING – e-Learning Program

At 7:21 p.m., D. Petro opened the public hearing to provide citizens an opportunity to address the Board on the proposed e-Learning Program. D. Schuler reported that he had shared the draft proposal with the North Cook Intermediate Service Center, the district's regional office of education, and they are ready to approve it once the Board takes action. D. Schuler indicated that the e-learning will continue to align with the Board approved curriculum.

M. Cayer, an Arlington Heights resident, asked if members of the community could access any of the e-learning opportunities being provided to students.

The hearing was closed at 7:27 p.m.

5. PUBLIC HEARING – Honorable Dismissals

At 7:28 p.m., D. Petro opened the public hearing to provide citizens an opportunity to address the Board on the proposed Honorable Dismissals. D. Schuler indicated that the only dismissed staff member was being rehired as a part-time employee.

There were no members of the public who addressed the Board during the hearing.

The hearing was closed at 7:30 p.m.

6. PUBLIC COMMENTS

There were no public comments.

7. BOARD MEMBER UPDATES

D. Petro reminded everyone that the Board's utmost concern was for the safety and security of all of the students and staff while the teachers and staff members continue to do their instructional work. He thanked everyone in the District for their efforts. D. Petro also noted that he and T. Younger attended the grand opening of the Automation and Manufacturing Lab at BGHS. He thanked the Yacktmans for their generous gift.

M. Palmer related that she and other Board members participated in an education class and in response to one of the student's questions regarding what the role of the Board members was, she had replied that safety was her first concern, followed by giving everyone a great education. Now she would like to amend that to also to include the happiness of the students. She noted she was grateful for all of the hard work of a host of people.

A. Kreutzer attended the fourth quarter meeting of IASB where they had an opportunity to see a presentation of the new equity workshop. They also discussed the timing of resolutions that come to the national association for the state associations. She also attended the NSSEO board meeting.

B. Dussling attended four American Studies classes at PHS where he related his Vietnam War experiences with the students.

8. APPROVE CONSENT CALENDAR

2020-026 through 2020-039

Items 2020-026 through 2020-039 appearing on the Consent Calendar were presented for the Board's consideration.

D. Schuler asked that item 2020-032 be pulled from the agenda noting that until more is known regarding the timing of the school closures for the coronavirus pandemic, there is not a need to secure audio services for graduation at this time.

It was moved by Palmer and seconded by Hineman that the Board of Education approve Items 2020-026 through 2020-031 and Items 2020-033 through 2020-039 appearing on the Consent Calendar as presented.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Petro

Nays: None

A. Approve Accounts Payable

2020-028

Actual April 12, 2020 listing:	
Educational Fund Listing	\$558,459.13
Operations and Maintenance	156,695.69
Transportation Fund	408,433.15
Capital Projects 62	19,339.11
TOTAL	<u>\$1,142,927.08</u>

Checks Dated: April 12, 2020

Check Numbers: 732359 through 732699

B. Personnel Transaction Report 2020-029

Approved Personnel Transaction Report attached to these minutes.

C. Destruction of Closed Meeting Audio Recordings 2020-030

Approved the destruction of closed session audio recordings for the following meetings:

August 9, 2018
August 23, 2018

D. Encumbrance and Expenditure Authorization 2020-031

Authorized the administration to encumber and expend up to 75 percent of the 2020-21 preliminary budgets, which are being developed within budget guidelines established by the Board of Education, and to pay salaries and benefits within Board approved rates and schedules prior to official budget approval.

E. Custodial Air Filters- Bid 2020-033

Accepted the bid from Brucker Co. in the estimated amount of \$28,959.65 annually to furnish custodial air filters for the 2020-21, 2021-22, and 2022-23 school years.

F. District Lacrosse Equipment – Bid 2020-034

Accepted the bids totaling \$176,858.40 for the purchase of District lacrosse equipment.

G. Board of Education Policy Manual Revisions 2020-035

That the Board of Education approve the recommended policy revisions from the administration as presented:

2:260	5:20	7:180
5:10	7:20	

H. Revision of the Educational Association Staff Professional Development and Evaluation Program 2020-036

Authorized language updates and revisions, as well as the addition of Appendix B: Appeal Process for Summative Rating and Appendix D: Alternative Option to a Formal Observation for Tenured Teachers in the Second Year of the Two-Year Cycle to the District 214 Education Association Staff Professional Development and Evaluation Program document.

I. Easement Agreement with the Village of Wheeling 2020-037

Approved the Agreement for Permanent Construction Easement between the Village of Wheeling and Township High School District 214.

J. Naming of the Automation and Manufacturing Lab at BGHS 2020-038

Approved the naming of the new manufacturing lab at Buffalo Grove High School in honor of Mr. Saul Ploplys. Specifically, the name will be the **Saul Ploplys Automation and Manufacturing Lab**.

K. 2020-21 Capital Projects Program – Bid 2020-039

Accepted the bid from Voris Mechanical Inc. in the amount of \$1,743,000 for mechanical labor and materials for the PHS Curtain Wall project.

Authorized the Superintendent or designee to approve and execute contracts on behalf of the Board for services related to the Project, and to approve and execute change orders.

With respect to change orders that necessitate an increase in the cost of contracts by 10% or more, or which will change the time of completion by a total of 30 days or more, authorized the Superintendent or designee to make the written determinations required by 720 ILCS 5/33E-9, that: (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or (2) the change is germane to the original contract as signed, or (3) the change order is in the best interest of the District and is authorized by law.

9. 2020-21 PRELIMINARY BUDGET GUIDELINES AND ASSUMPTIONS 2020-040

It was moved by Dussling and seconded by Kreutzer that the Board of Education approve the proposed guidelines and assumptions relative to the preparation of the 2020-21 fiscal year budget.

D. Schuler noted that there is a tremendous amount of uncertainty as the budget is being developed, but as always, the district is forecasting revenues very conservatively. There were no changes to the recommended guidelines from their presentation to the Board at the last meeting.

Discussion included:

- the impact of the current health crisis may have on the health insurance costs in the district, as well as the stop loss policies that help to mitigate the potential overall costs;
- the level of CPI used in the budget preparation will be 2.3%;
- whether there would be a possible increase in State revenues from a potential increase in state income if a progressive tax system were approved;
- local property taxes provide the majority of revenue to the District;
- the State budget projections for education were relying on casino revenue and that is being heavily impacted with the closures due to the coronavirus outbreak;
- the district does have a fund balance that will help it ride out the uncertainty;
- There are some TIFs that may end this year, but there are also a couple that could be approved this year.

There were no comments from public prior to taking action.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Petro

Nays: None

10. RESOLUTION TO ADOPT E-LEARNING PROGRAM 2020-041

It was moved by Palmer and seconded by Hinemen that the Board of Education approve the e-Learning resolution as presented. *Resolution attached to official minutes.*

There was no further Board discussion.

There were no comments from the public.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Petro

Nays: None

11. RESOLUTION APPROVING EXPENDITURE OF FUNDS IN AN EMERGENCY SITUATION 2020-042

It was moved by Dussling and seconded by Kreutzer that the Board of Education authorize the Associate Superintendent for Finance and Operations to approve and sign any contracts or documents related to expenditures of funds in an emergency situation.

D. Schuler noted that this approval from the Board would allow the district to quickly respond in an emergency situation, much like it did when WHS suffered major roof damage during a storm several years ago. This request of the Board came as a result of conversations regarding how there may need to provide more of a community response, such as expanded hospital facilities in the schools. He noted that the Board would be informed of the possible expenditures prior to use, but would not necessarily have the opportunity to vote on them until after the need for the expenditure. This would allow the district administration to move forward with the Board's awareness and ability to provide feedback.

Discussion included:

- there should be a time limit on allowing this funding approval by the administration rather than the Board;
- should this be allowed for 90 days or longer, such as up until the start of the new school year?
- what type of emergency funding could be foreseen.

Comments from public prior to taking action:

M. Cayer, an Arlington Heights resident, expressed her concern for giving the administration the power to expend that amount of funds without prior Board approval.

It was moved by Petro and seconded by Dussling that the motion be amended to authorize the associate superintendent for finance and operations to approve and sign any contracts or documents related to expenditure of funds in an emergency situation for the next 90 days.

Upon roll call, the motion to amend carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Petro

Nays: None

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Petro

Nays: None

12. CLOSED SESSION

It was moved by Dussling and seconded by Palmer that the Board of Education convene in Closed Session for the purpose of discussing:

- 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;
- The placement of individual students in special education programs and other matters relating to individual students. 5ILCS 120/2(c)(10);
- Collective negotiating matters between the district and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5ILCS 120/2(c)(2).

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Petro

Nayes: None

The Board convened in Closed Session at 8:00 p.m.

13. RECONVENE IN OPEN SESSION

It was moved by Kretuzer and seconded by Dussling that the Board of Education reconvene in Open Session.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Petro

Nayes: None

The Board reconvened in Open Session at 8:21 p.m.

14. MATTERS PERTAINING TO AN INDIVIDUAL STUDENT

It was moved by Younger and seconded by Kreutzer that the Board of Education approve the recommended outplacement for student #2522033400 for the remainder of the 2019-20 school year, the 2020-21 school year and the first semester of the 2021-22 school year.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Petro

Nayes: None

15. PERSONNEL TRANSACTION REPORT II 2020-043

It was moved by Dussling and seconded by Kreutzer that the Board of Education approve Personnel Transaction Report II, the Resolution of the Board of Education of Township High School District 214 Authorizing The Notice to Remedy Of Tenured Francisco Cortez.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Petro
Nays: None

16. PERSONNEL TRANSACTION REPORT III 2020-044

It was moved by Palmer and seconded by Kreutzer that the Board of Education approve Personnel Transaction Report III, the Resolution Authorizing The Non-renewal of First Through Third Year Education Association Member Contracts.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Petro
Nays: None

17. PERSONNEL TRANSACTION REPORT IV 2020-045

It was moved by Kreutzer and seconded by Hineman that the Board of Education approve Personnel Transaction Report IV, the Resolution Authorizing The Honorable Dismissal Due To Reduction In Force Of Probationary Part-Time Education Association Member Contracts.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Petro
Nays: None

18. PERSONNEL TRANSACTION REPORT V 2020-046

It was moved by Petro and seconded by Kreutzer that the Board of Education approve Personnel Transaction Report V, the Educational Support Personnel Dismissal Resolution.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Petro
Nays: None

19. PERSONNEL TRANSACTION REPORT VI 2020-047

It was moved by Hineman and seconded by Petro that the Board of Education approve Personnel Transaction Report VI, The Re-Employment Of Part-Time Current Education Association Employees.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Petro
Nays: None

20. PERSONNEL TRANSACTION REPORT VII 2020-048

It was moved by Younger and seconded by Kreutzer that the Board of Education approve Personnel Transaction Report VII, the Supervisory Non-renewal.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Petro
Nays: None

21. PERSONNEL TRANSACTION REPORT VIII 2020-049

It was moved by Dussling and seconded by Kreutzer that the Board of Education approve Personnel Transaction Report VIII, the following appointment, effective July 1, 2020:

- Iris Dominguez, association principal, Prospect High School

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Petro
Nays: None

22. ADJOURNMENT

It was moved by Kreutzer and seconded by Dussling to adjourn. The motion carried.

The meeting adjourned at 8:27 p.m.

F. Daniel Petro, president

William J. Dussling, vice president

PERSONNEL TRANSACTION REPORT

VOLUNTARY RETIREMENT PROGRAM - Education Association - 2024

<u>Name</u>	
CHILVER, JOANN	Math - WHS
<u>Remarks</u>	Intent to Participate Effective last day of school, 2024
VANGRONDELLE, CHRISTOPHER	Special Education - BGHS
<u>Remarks</u>	Intent to Participate Effective last day of school, 2024

CHANGE IN STATUS

<u>Name</u>	
ALDWORTH, MICHAEL	World Languages - PHS
<u>Remarks</u>	Resignation Effective May 29, 2020
LINZMEIER, KAREN	Science - WHS
<u>Remarks</u>	Death Termination Effective March 30, 2020

EMPLOYMENT OF EDUCATION ASSOCIATION PERSONNEL 2020-21

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>
CLEARY, MICHAEL	1.0 Special Ed. -Sp Schools	\$58,041.00
<u>Remarks</u>	B none - step 1	
Degree	B.A.	Western Gov. Univ., Salt Lake City, Utah
HAUBRICH, DAVID	1.0 Special Ed. -BGHS	\$58,041.00
<u>Remarks</u>	B none - step 1	
Degree	B.A. Secondary Ed B.A. History	St. Ambrose University, Davenport, IA St. Ambrose University, Davenport, IA
STALLMAN, STEPHANIE	1.0 Special Ed. -BGHS	\$74,873.00
<u>Remarks</u>	M 14 yrs. - step 7	
Degree	M.Ed. B.S.	National Louis University, Chicago, IL Illinois State University, Normal, IL
Exp.	8/2006 - present	Soc. Stud.-Willowbrk MS, S. Beloit, IL

HOEKSTRA, CONCETTA **1.0 Special Ed. -Sp Schools \$58,041.00**
Remarks B none - step 1
 Degree B.S. Illinois State University, Normal, IL

MATUSZEWSKI, PATRYK **1.0 Special Ed. -Sp Schools \$58,041.00**
Remarks B none - step 1
 Degree B.S. Illinois State University, Normal, IL

PERSONNEL TRANSACTION REPORT

RE-EMPLOYMENT OF CURRENT EDUCATION ASSOCIATION MEMBERS 2020-21

The following EA members who were employed on a part-time basis for 2019-20 school year will be re-employed as full-time members for the 2020-21 school year.

<u>Name</u>	<u>Subject Area</u>	<u>Bldg.</u>
Bjakini, Laura	English	EGHS
Bulava, Natasha	English	EGHS

EMPLOYMENT OF EDUCATION ASSOCIATION PERSONNEL 2020-21

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>
STAFFEL, KAROLINA	1.0 Special Ed. - WHS	\$73,132.00
<u>Remarks</u>	M 5 yrs. - step 6	
Degree	M.Ed.	DePaul University, Chicago, IL
	B.S.	DePaul University, Chicago, IL
Exp.	8/2015 - present	Spec. Ed - Terrace Elem., Des Plaines, IL
GUZMAN, CHRISTINA	1.0 Special Ed. - WHS	\$58,041.00
<u>Remarks</u>	B none - step 1	
Degree	B.A.	Illinois State University, Normal, IL
GALARZA, JUDY	1.0 Special Ed. - WHS	\$61,523.00
<u>Remarks</u>	B 2 yrs. - step 3	
Degree	B.S.	Loyola University, Chicago, IL
Exp.	8/2018 - present	Spec. Ed - Waukegan HS, Waukegan, IL
HUGHES, JORDAN	1.0 Math - PHS	\$58,041.00
<u>Remarks</u>	B none - step 1	
Degree	B.S.	Western IL University, Macomb, IL

BATTAGLIA, JOSEPH**Remarks**

Degree

1.0 Social Science - PHS/RM \$65,877.00

B 5 yrs. - step 6

B.A.

University of Illinois, Urbana, IL

Exp.

8/2019- present

Soc. Sci.-Hinsdale Central HS, Hinsdale

8/2018-6/2019

Soc. Sci. - AA Stagg HS, Palos Hills, IL

8/2016-6/2018

Soc.Sci. - York Comm. HS, Elmhurst, IL

8/2015-6/2016

Soc. Sci.-Sandburg MS, Elmhurst, IL

BROSNAN, ELIZABETH**Remarks**

Degree

0.08 CNA - RMHS**\$4,782.56**

B 1 yr. - step 2

B.S.

Loyola University, Chicago, IL

CLASSIFIED PERSONNEL TRANSACTION REPORT

EMPLOYMENT OF EDUCATIONAL SUPPORT PERSONNEL 2020-2021**CHANGE OF STATUS**

<u>Name:</u>	<u>Assignment</u>	<u>Salary</u>	<u>Hrs./Week</u>
PANICKO, BONNIE			
Remarks:	Instructional Assistant - Student Services (RMHS)		
	Grade 4, Row 58	\$27.62	37.5
	From: Pre-School Assistant (WHS)		
	Effective: August 10, 2020		

ITEM NO: 2020-052
DATE: April 16, 2020
FILE: Meetings

Subject: Destruction of Closed Meeting Audio Recordings

BACKGROUND INFORMATION:

The Illinois Open Meetings Act (5 ILCS 120/2.06) requires that Boards of Education keep a verbatim record of their closed meetings in the form of an audio or video recording. After 18 months have passed since being made, the audio or video recording of a closed meeting may be destroyed, provided the Board approved: 1) its destruction; and, 2) minutes of the particular closed meeting.

ADMINISTRATIVE CONSIDERATION:

The Board of Education approved the following minutes of the closed meetings as indicated:

<u>Date of Meeting</u>	<u>Date of Approval</u>
September 20, 2018	October 4, 2018

RECOMMENDED ACTION:

That the Board of Education approve the destruction of closed session audio recordings for the following meetings:

September 20, 2018

ITEM: 2020-053
DATE: April 16, 2020
FILE: Transportation

SUBJECT: District 214 Serious Safety Hazard Annual Review

BACKGROUND INFORMATION:

Illinois Department of Transportation (IDOT) criteria have been used to determine current hazard areas within the District 214 boundaries. The Board of Education previously approved five safety hazards based on a 2006 hazard study. The District conducted a full review in 2019 that identified three additional qualifying areas. Illinois School Code requires that the Board shall annually review conditions and determine if the hazardous conditions remain unchanged (105 ILSC 5/29-3).

ADMINISTRATIVE CONSIDERATIONS:

The Serious Safety Hazard Findings include the areas identified in the studies that meet the 12-point requirements for forwarding to IDOT for hazardous route approval and meet the State Board of Education reimbursement school code. No changes in the Safety Hazard Findings are being requested for the 2020-21 school year.

RECOMMENDED ACTION:

That the Board of Education approves the current Serious Safety Hazards. The following areas include the District's current and proposed safety transportation areas for which hazards exist:

<u>SCHOOL</u>	<u>LOCATION</u>	<u>IDOT#</u>
John Hersey High School	Rand Rd. West side from Palatine Rd to Camp McDonald Rd.	214-06-01
John Hersey High School	Palatine Rd. North side Frontage Rd/Palatine Rd. Express E.	214-06-02
Prospect High School	Northwest Hwy/Railroad tracks (combination hazard)	214-06-03
Prospect High School	Rand Rd. at N. Main /Elmhurst Rd.	214-06-04
Wheeling High School	Schoenbeck Rd. from E. Towne to Hintz Rd.	214-06-05
Buffalo Grove High School	Oak Creek Drive along north side of Dundee Rd.	214-19-01
Buffalo Grove High School	South side of Dundee Rd./Arlington Heights Rd.	214-19-02
Rolling Meadows High School	Algonquin Rd. & Weber Rd.	214-19-03

ITEM: 2020-054
DATE: April 16, 2020
FILE: Teen Parenting

SUBJECT: Hopeful Beginnings Contract for 2020-2021 School Year

BACKGROUND

The Teen Parenting program has been in place for several years in District 214. The Teen Parenting Program provides resources, emotional and academic support to pregnant teens and teen parents.

Hopeful Beginnings will coordinate and provide services for the Teen Parenting Program and Teen Parenting Educational Program at Vanguard during the 2020-2021 school year. The contract will be in effect August 10, 2020 through May 27, 2021.

ADMINISTRATIVE CONSIDERATION

The Teen Parenting Education Program at Vanguard School will allow instruction in prenatal and parenting issues, weekly group and individual counseling, access to prenatal and postpartum care, as well as prevention education and services. Support groups will continue to be offered at D214 schools based on numbers.

The costs for services for the 2020-2021 school year is \$48,995.00 to be made in equal monthly installments between September, 2020 and June, 2021, made payable to Hopeful Beginnings. Hopeful Beginnings will bill D214 monthly starting September 1, 2020.

RECOMMENDATION

It is recommended that the Board of Education approve the Contract for Services Between Hopeful Beginnings and Township High School District 214.

**CONTRACT FOR SERVICES BETWEEN HOPEFUL BEGINNINGS
AND TOWNSHIP HIGH SCHOOL DISTRICT 214**

This Contract for Services is made effective as of August 10, 2020 by and between Hopeful Beginnings and the Board of Education of Township High School District 214. In this Contract, the party who is contracting to receive services will be referred to as "D214", and the party who will be providing the services will be referred to as "Hopeful Beginnings".

1. DESCRIPTION OF SERVICES PROVIDED BY HOPEFUL BEGINNINGS

Upon the effective date of this Contract, as set forth in Section 10, Hopeful Beginnings will provide to D214, the following services:

- A. Assessment and Options Counseling, along with Community Referrals for each student in D214 who is pregnant/parenting.
- B. Group sessions for pregnant/parenting students will be offered at D214 schools based on numbers. Group Sessions at other D214 schools may be enacted as needed, if D214 and Hopeful Beginnings deem necessary.
- C. Each pregnant/parenting student will be made aware of the Teen Parenting Educational Program at Vanguard and will be encouraged to discuss placement with his/her counselor.
- D. Student enrollment for the Vanguard program will be limited to 20 students. Additional students may be allowed if D214 and Hopeful Beginnings deem necessary. An additional Vanguard program may be necessary if student enrollment exceeds 25, at which time D214 and Hopeful Beginnings will determine and agree to additional costs, if deemed appropriate.
- E. Students participating in the Vanguard program will be instructed in prenatal and parenting issues, be provided with group and individual counseling weekly, have access to prenatal and postpartum care, as well as prevention education and services. Prevention education/services and pregnancy testing will also be available for all female students enrolled at Vanguard, The Academy and Newcomer's Center.
- F. Prenatal/Parenting students will have access to a licensed practicing counselor, who is the Coordinator of the Hopeful Beginnings Teen Parenting Program, as well as, a licensed social worker, if needed.
- G. There will be ongoing communication between parties and coordinators of Hopeful Beginnings and D214.

2. DESCRIPTION OF DUTIES PROVIDED BY D214

Upon agreement of this contract, D214 will provide the following duties:

- A. Access to D214 buildings to provide services, which shall include ID cards to Hopeful Beginnings counselors.
- B. Access to D214's E-mail system to contact participants, staff, and supervisors within the system.
- C. D214 will provide a classroom for the Vanguard Program in which the Hopeful Beginnings Coordinator will conduct classes, group counseling, and individual counseling.
- D. D214 will provide a private room/office for all assessments, one on one counseling, and group counseling in each of the schools in the district.
- E. D214 will continue to provide bus and/or taxi service for teen mothers and teen fathers for necessary field trips to Northwest Community Hospital and Harper College.
- F. Each pregnant/parenting student will be made aware of the Teen Parenting Educational Program at Vanguard and will be encouraged to discuss placement with his/her counselor.

3. COMPENSATION OF HOPEFUL BEGINNINGS BY D214

Upon agreement of this contract, D214 shall compensate Hopeful Beginnings in the following way.

- A. Payments shall be as follows:
\$48,995.00 total for the 2020-2021 School Year to be made in equal monthly installments between September, 2020 and June, 2021, made payable to Hopeful Beginnings. Hopeful Beginnings will bill D214 monthly starting September 1, 2020.

4. CONFIDENTIALITY

Hopeful Beginnings recognizes the need for confidentiality and agrees to work with D214 to maintain that each participant is fully advised as to the information that will be gathered and shared.

5. TERM/TERMINATION

This service agreement shall run from August 10, 2020 to May 27, 2021. Termination shall require 60 days written notice to either party and compensation shall be provided to the termination date on a prorated basis.

6. RENEWAL

Renewal and updating of this contract should begin in February/March, 2021 to discuss plans for the 2021-2022 school year in D214.

7. OWNERSHIP OF PROGRAM

Ownership of this program is considered the Intellectual Property of the Executive Director of Hopeful Beginnings. All curriculum and programming may not be reproduced by anyone.

8. NOTICES

All notices required or permitted under this contract shall be in writing and shall be sent to:

District 214: Dr. David Schuler, Superintendent
Township High School District 214
2121 S. Goebbert Rd.
Arlington Hts., IL 60005

Hopeful Beginnings: Joanne Bratta, Executive Director
Hopeful Beginnings
510 N. Plum Grove Road
Palatine, IL 60067

9. ENTIRE AGREEMENT

This Contract contains the entire agreement of the parties and there are no other promises or conditions in any other Contract whether oral or written. This contract supersedes any other agreement between the parties.

10. AMENDMENTS

This Contract can be modified or amended if the amendment is made in writing by both parties.

11. APPLICABLE LAW

This Contract shall be governed by the laws of Illinois

12. OBLIGATIONS OF HOPEFUL BEGINNINGS

A. Background Checks. Hopeful Beginnings understands and acknowledges that its work, in whole or in part, will be performed on public school property and that its employees, agents, and representatives may have direct, daily contact with school students. Hopeful Beginnings further understands and acknowledges that the State of Illinois requires that all employees, agents, and representatives of contractors, licensees, contractors, or others having direct,

daily contact with students must be subject to a criminal background check and may not be listed on the State Sex Offender Registry. Hopeful Beginnings agrees that it shall not knowingly send to any school building or school property any employee or agent who would be prohibited from being employed by the D214 due to a conviction of a crime listed in 105 ILCS 5/10-21.9 or who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. Prior to allowing any of its employees, agents, or representatives access to D214 property, Hopeful Beginnings agrees to make every employee, agent, or representative expected to perform work on public school property available to the D214 for the purpose of submitting to a fingerprint-based criminal history records check pursuant to 105 ILCS 5/10-21.9 and a check of the Illinois Sex Offender Registry and Illinois Murderer and Violent Offender Against Youth Registry. Hopeful Beginnings agrees that it will not send any employee, agent, or representative to D214 or school property until after the D214 has notified Hopeful Beginnings that the employee, agent, or representative has cleared all required background checks. Hopeful Beginnings will reimburse D214 for the costs of the background checks. D214 will provide a copy of any background check report it receives to the individual employee, agent, or representative, but is not authorized to and will not release any such report to Hopeful Beginnings. At least quarterly, Hopeful Beginnings shall check if an employee, agent, or representative who is or expected to perform work on D214 property is listed on the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry and shall report the results of such check to the District.

D214 retains the right to prohibit an employee, agent, or representative of Hopeful Beginnings to perform work, in whole or in part, on D214 property because of the results of a criminal background or other background check, at D214's sole discretion.

- B. Damage to Property.** In the event the District's property is damaged by Hopeful Beginnings, Hopeful Beginnings shall, at Hopeful Beginnings sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If Hopeful Beginnings does not repair such damage within 14 days after receiving written notice from the D214, or such lesser time if the D214 determines the damage creates an emergency situation, the D214 may repair the damage and Hopeful Beginnings shall reimburse D214 for the costs the D214 incurs within 14 days after the D214 provides a written invoice to Hopeful Beginnings.

- C. Indemnification.** To the fullest extent permitted by law, and as partial consideration for Hopeful Beginnings to use D214's facilities, Hopeful Beginnings shall indemnify, hold harmless, and defend the D214, its Board, Board members, employees, agents and successors against all claims, losses, liability, costs, and expenses (including attorneys' fees) related to damages to property or person (including death) that may arise out of or in connection with Hopeful Beginnings, its employees', agents', or guests' use of the facilities and/or property.

D. Insurance. During the term of this Contract, Hopeful Beginnings, at its sole cost and expense, and for the benefit of the D214, shall carry and maintain, with companies and in forms reasonably satisfactory to D214, comprehensive general liability and property damage insurance, insuring against all liability of Hopeful Beginnings arising out of its use of D214's facilities and/or property, with a minimum combined single limit of Two Million (\$2,000,000.00) dollars per occurrence. Such policy shall name D214, its Board, Board members, employees, agents, and successors as an additional insured with a waiver of subrogation in favor of D214. In addition, Hopeful Beginnings shall comply with the State Worker's Compensation Law and shall provide for the payment of worker's compensation to its employees in the manner and to the extent required by such law. Hopeful Beginnings shall provide D214 with certificates of insurance and/or copies of policies reasonably acceptable to D214 evidencing the existence of the coverage described above, including form and deductibles, during the duration of this Contract. The failure to provide acceptable insurance shall be deemed a breach of this Contract entitling D214 to terminate this Contract immediately. All policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least 30 days prior written notice to D214.

E. Waiver of Claims. Except to the extent prohibited by law and for any claim arising out of, relating to or connected with any breach of this Contract, D214 shall not be liable, and Hopeful Beginnings waives all claims against D214 for damages to person or property sustained by Hopeful Beginnings resulting from its use of the property, or any equipment, furniture, fixtures, or appurtenances thereto becoming out of repair, resulting from any accident in or about the property or common areas, or resulting directly or indirectly from any act or neglect of any person on the property or common areas. This Section shall apply especially, but not exclusively, to damage caused by water, snow, frost, steam, excessive heat or cold, sewage, gas, odors, or noise or the bursting or leaking of pipes or plumbing fixtures and shall apply if any such damage results from the act or neglect of other occupants, or an employee or employees of D214. All personal property belonging to Hopeful Beginnings on D214 property shall be there at the risk of Hopeful Beginnings. D214 shall not be liable for any damage thereto or the theft or misappropriation thereof. Hopeful Beginnings shall be limited to its own insurance coverage's to pay for damage to its property or fixtures and hereby holds harmless and releases D214 from any damage or claim of damage to Hopeful Beginnings property or fixtures.

F. No Waiver of Tort Immunity Defenses. Nothing contained in this Contract, or in any other provision of this Contract, is intended to constitute nor shall constitute a waiver of the defenses available to D214 under the Illinois Local Governmental and Governmental Employees Tort Immunity Act, with respect to claims by third parties.

13. Effective Date. This Contract shall be deemed dated and become effective on the date the last of the Parties signs as set forth below the signature of their duly authorized representatives.

HOPEFUL BEGINNINGS

BOARD OF EDUCATION OF
TOWNSHIP HIGH SCHOOL DISTRICT
NO. 214, COOK COUNTY, ILLINOIS:

By: _____

By: _____

ATTEST: _____

ATTEST: _____

Date: _____

Date: _____

ITEM NO: 2020-055
DATE: April 16, 2020
FILE: IHSA

Subject: IHSA Membership Renewal

BACKGROUND INFORMATION

All District 214 schools belong to the Illinois High School Association. The IHSA Board of Directors requires the annual renewal of each school's IHSA membership. Membership in the IHSA is renewed by confirming that each school continues to be recognized by the Illinois State Board of Education and by certifying that the Board of Education has voted to adopt and abide by the Constitution, By-Laws, Terms and Conditions, and Administrative Procedures, Guidelines and Policies of the Association for the 2020-21 school year.

ADMINISTRATIVE CONSIDERATION

It has been a long standing Board policy that all district schools become members of the IHSA upon their opening and to continue such membership. A school must be a member of the IHSA to participate in sanctioned interschool competitive activities including sports, music, and speech competitions. There is no cost associated with this membership

RECOMMENDED ACTION

That the Board of Education (1) approve the renewal of membership in the Illinois High School Association for 2020-21 school year for Buffalo Grove, Elk Grove, John Hersey, Prospect, Rolling Meadows, and Wheeling high schools; and (2) authorize the Board President to sign statements certifying such action to the Illinois High School Association.



The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.

March 2020

To the Principal/IHSA Official Representative Addressed:

It's time again for your school to renew its membership in the Illinois High School Association. **For the 2020-21 school term, IHSA membership will not require payment of membership dues or state series entry fees per action of the IHSA Board of Directors.**

Your school may renew membership in the Illinois High School Association by confirming that your school continues to be Recognized by the Illinois State Board of Education and by certifying that your Board of Education/Governing Board has voted to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines, and Policies of the Association for the 2020-21 school term.

Your 2020-21 membership renewal is due by June 15, 2020. Please do not delay. Obtain your Board of Education's action on the membership resolution and email general@ihsa.org or fax it to (309) 663-7479 on or before **June 15**.

Craig Anderson
Executive Director

THIS FORM MUST BE SIGNED BELOW, ON THE APPROPRIATE LINE, BY THE PRINCIPAL OR OFFICIAL REPRESENTATIVE AND THE BOARD PRESIDENT OR SECRETARY. DO NOT DETACH

To: IHSA Executive Director

We certify that _____ High School is recognized by the Illinois State Board of Education. It is understood that failure to be recognized by the Illinois State Board of Education will disqualify our school for membership in the IHSA and that if this were to occur; it is our responsibility to immediately notify the Association of this change in status.

We further certify our Board of Education/Governing Board, at its meeting held on _____, 2020, voted to renew membership in the Illinois High School Association, and to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines and Policies of the Illinois High School Association for the year of July 1, 2020, through June 30, 2021.

Principal/Official Representative Signature

Board President or Board Secretary Signature

Print Name and Phone Number

Print Name and Phone Number

_____ High School _____, Illinois

ITEM: 2020-056
DATE: April 16, 2020
FILE: Budget

Subject: Concert Attire & Marching Band Uniforms for Buffalo Grove High School - Bid

BACKGROUND INFORMATION:

According to the district replacement schedule for band, orchestra, and choral uniforms, Buffalo Grove High School is to receive new band concert attire and marching band uniforms for the 2020-21 school year. Bids were requested for the purchase of 100 concert dresses, 60 tuxedo pants and jackets, 150 marching band uniforms, and 6 drum major uniforms.

ADMINISTRATIVE CONSIDERATIONS:

Bids were received after newspaper advertisement. Additionally, bids were sent to five vendors. Funds will be made available in the 2020-21 special projects budget.

<u>Vendor</u>	<u>Bid</u>
The Band Mans Company	\$99,793.70
DeMoulin Brothers	\$107,579.50

Due to each manufacturer developing customized design criteria for their marching band uniforms, it is difficult to obtain multiple bids from manufacturers that would comply with the exact garment specifications.

The low bidder meeting specifications is being recommended.

RECOMMENDED ACTION:

That the Board of Education accepts the bid from The Band Mans Company totaling \$99,793.70 for the purchase of band concert attire and marching band uniforms for Buffalo Grove High School for the 2020-21 school year.

ITEM: 2020-057
DATE: April 23, 2020
FILE: Student Insurance

Subject: Student Accident Insurance 2020-21

BACKGROUND INFORMATION:

Historically, a student accident insurance program has been offered to District 214 parents. The administration reviewed the student accident insurance program and recommends that the Board of Education continues the student accident insurance program for the next school year. This recommended program has three coverage levels: low, middle and high. There is no cost to the district as past Board action requires parents make payments directly to Markel Insurance, Inc. The administration recommends offering this plan for the 2020-21 school year.

ADMINISTRATIVE CONSIDERATIONS:

The attached schedule summarizes the benefits and rates for the 2020-21 student accident insurance program.

RECOMMENDED ACTION:

That the Board of Education approves the 2020-21 student accident insurance program.

Markel Student Accident Insurance Rates

Benefit	2020-21 Low Plan	2020-21 Middle Plan	2020-21 High Plan
Plan Maximum	\$25,000	\$50,000	\$75,000
Hospital Room & Board	\$125 per day	\$200 per day	\$350 per day
Room & Board - Intensive Care	\$250 per day/\$1,000 maximum	\$250 per day/\$1,000 maximum	\$500 per day/\$2,000 maximum
Hospital Miscellaneous	80% U&C to \$1,000 maximum	80% U&C to \$1,200 maximum	80% U&C to \$2,400 maximum
Licensed Nurse	Usual and Customary	Usual and Customary	Usual and Customary
Outpatient Emergency Room	\$200	\$200	\$350
Outpatient X-ray	\$200	\$250	\$400
Outpatient CT Scan/MRI	\$300	\$300	\$500
Ambulance	\$150	\$150	\$300
Surgery	50% U&C up to \$1,000	50% U&C up to \$1,250	80% U&C up to \$1,750
Anesthesia/Assistant Surgeon	\$250	\$315	\$440
Outpatient Consultant	\$40	\$50	\$95
Outpatient Physician	\$40/\$25 thereafter	\$40/\$25 thereafter	\$60/\$35 thereafter
Outpatient Day Surgery	\$350	\$350	\$600
Outpatient Physical Therapy	\$25/visit, 10 visit max	\$25/visit, 10 visit max	\$40/visit, 10 visit max
Outpatient Durable Medical Equipment	\$75	\$75	\$150
Dental Injury	\$150 per tooth	\$150 per tooth	\$300 per tooth
Outpatient Prescription Drugs	\$25	\$25	\$50
Replacement of Eyeglasses, Hearing Aids	\$150	\$150	\$300
Motor Vehicle limit	\$2,500	\$2,500	\$2,500
Accidental Death	\$5,000	\$5,000	\$5,000
Accidental Dismemberment	\$5,000/\$10,000	\$5,000/\$10,000	\$5,000/\$10,000
Rates:	2020-21 Low Plan	2020-21 Middle Plan	2020-21 High Plan
School Time	\$15	\$36	\$66
24 Hour	\$68	\$144	\$266
Football (Annual)	\$109	\$294	\$435

ITEM: 2020-058
DATE: April 16, 2020
FILE: Curriculum

Subject: Title I Schoolwide Waivers

BACKGROUND INFORMATION

In 2019, District 214 approved a Consolidated District Plan mandated by the Every Student Succeeds Act (ESSA), as well as a District Title I Local Educational Plan, District Improvement Plan, School Improvement Plans for all buildings, and Schoolwide Plans for Wheeling, Elk Grove and Rolling Meadows High Schools. These plans fulfill Title I funding requirements and chart progress toward instructional goals with the purpose of improving the academic achievement of economically disadvantaged students.

Schoolwide status allows Title I schools greater flexibility in the use of funds to support programming that impacts all students in the school rather than a “targeted” group. Under ESSA, schools with poverty rates between 20% and 40% may request schoolwide status by applying annually for a waiver. It is anticipated that in 2020-2021, Wheeling, Elk Grove, and Rolling Meadows High Schools will all be within this range.

ADMINISTRATIVE CONSIDERATION

The District 214 Board of Education approved Schoolwide Plans in 2019 for Wheeling, Elk Grove and Rolling Meadows High Schools in response to the district’s instructional goals and ESSA requirements for receiving flexibility in federal funding. Under Illinois State Board of Education rules, these plans may remain in place for 2020-2021, since there have been no significant changes in school programming.

District 214 has now prepared Schoolwide Waiver Applications in order to obtain Title I schoolwide status for Wheeling, Elk Grove and Rolling Meadows High Schools during the 2020-2021 academic year.

The local School Board must approve the Schoolwide Waiver Application before it is submitted to ISBE.

RECOMMENDATION ACTION

That the Board of Education approve the Schoolwide Waiver Applications.

Attachments



Illinois State Board of Education

100 W. Randolph, Suite 14-300
Chicago, IL 60601

Waiver for Fiscal Year: 21
Application for Schoolwide Programming Waiver,
Schoolwide Poverty Threshold

STRATEGY AND ANALYTICS DIVISION

General:

Schoolwide flexibility allows a school to upgrade the entire educational program of a school that serves a high number of children from low-income families, in the instance of this waiver, 20% or more children from low-income families. The school will have to explain how taking advantage of the schoolwide waiver will allow them to use their funds to upgrade the entire educational program to provide a high quality education and close achievement gaps. Normally the threshold is 40% poverty, but this waiver allows schoolwide programs where 20% or greater poverty exist in a school.

Instructions: Complete this form to request a waiver of the 40 percent school poverty threshold requirement for Title I, Part A (schoolwide eligibility). This waiver is required when the poverty rate of a Title I school that wishes to move to a schoolwide program falls below 40 percent. Please return to the address above, marked to the attention of your assigned Principal Consultant, Strategy and Analytics Division. **(NOTE: The school must be at or above 20% poverty at the time of Board Approval.)** Please sign, scan, and e-mail this form to your principal consultant. Principal consultant assignments can be found here: https://www.isbe.net/Documents/nclb_pc_reg_asmt.pdf

Deadline: All waiver applications must be submitted 30 days prior to submitting your original application for the school year that will begin in the fall.

NAME OF SCHOOL ELK GROVE HIGH SCHOOL	SCHOOL REGION, COUNTY, DISTRICT, TYPE CODE 05016214017
POVERTY PERCENTAGE AT TIME OF BOARD APPROVAL 29.16%	DISTRICT NAME AND NUMBER TOWNSHIP HIGH SCHOOL DISTRICT 214
CONTACT NAME MARCELLA ZIPP	CONTACT TITLE DIRECTOR, GRANTS & SPECIAL PROGRAMS
CONTACT TELEPHONE (Include Area Code) 847-718-7669	CONTACT E-MAIL marcella.zipp@d214.org

Schoolwide Programming Waiver

Part 1: Waiver Justification

- A. Describe the need and rationale for this schoolwide waiver. Include reasons why the need(s) cannot be met without a schoolwide program and/or why needs are not being met under the current targeted assistance programming.

Elk Grove High School has operated a Title I program for more than a decade. The building began as a targeted assistance program and then attained schoolwide status in the 2015-2016 academic year. For 2019-2020 the school's poverty rate was below 40% and we anticipate it will remain below 40% for 2020-2021. Hence this waiver will be needed in order to retain Elk Grove's schoolwide status going forward.

Schoolwide status has allowed Elk Grove to introduce several initiatives that have had a positive impact and that school leadership wants to sustain, such as:

- College campus trips for all students
- Parent outreach visits in mobile home parks
- A full-time attendance interventionist
- A part-time Latino Outreach Facilitator
- Summer reading books for all students
- Equipment/furnishings for core-subject classrooms
- STEM programming/science projects
- Post-secondary planning and college fairs
- Professional development workshops in core subjects
- Advanced Placement testing fees for low-income students of varying backgrounds and previous achievement levels, in order to positively impact their ability to afford college

The continued flexibility of schoolwide funding will allow Elk Grove High School to expand and enhance programs like these that meet district academic goals, including college and career readiness.

In addition to Elk Grove, District 214 has ongoing Title I schoolwide programs at Wheeling High School and Rolling Meadows High School.

Schoolwide Programming Waiver (Continued)

Part 1: Waiver Justification

- B. Please provide the educational need to receive schoolwide status. Please outline the size and demographics of the school as well as the academic status of the students and any other factors that may contribute to your need for schoolwide programming.

Elk Grove High School has an enrollment of 1,944 of whom 29.16% qualify as low-income. The ethnic composition is 41% white, 44% Hispanic, 10% Asian, 2% black and 3% multiracial or other. About 9% of students have Individualized Education Programs and 10% are English Language Learners. Average daily attendance is 95%, student mobility (annual transfer rate) is 9%, and less than 2% of students are chronically truant. Just over 37% of students meet the SAT college readiness benchmarks. Nearly 60% of all Elk Grove students enrolled in early college courses in 2019, including Advanced Placement and dual credit courses. Specifically, 47% of students enrolled in at least one AP course, and 37% of students took an AP exam. Of those who took an exam, 77% passed with a score of 3 or higher. The gap between course enrollment and test-taking suggests that the AP testing fees are still a barrier for some students, and Title I funding will continue to be important to make this aspect of college readiness affordable for all.


These and other data were used to complete a comprehensive school needs assessment, which considered student performance data, demographic information, classroom instructional practices, a listing of existing student support services, the identification of professional development needs, and a review of internal testing needs.

Traditional special education services addressing issues such as learning disorders, speech, behavioral disorders and inclusion are currently offered to students as needed. Title I helps fund interventions such as tutoring in reading and math as well as college and career readiness, parent engagement, professional development for teachers, and social-emotional learning.

Maintaining schoolwide status will allow Elk Grove High School to help all its students and families, positively influencing the culture of the school. Keeping schoolwide status will also make teachers and administrators whose work touches all members of the student population eligible for professional development, thus increasing the potential impact and value of the training.

Part 2: Certification

The signatures below certify that the required Schoolwide planning process has been completed prior to the submission of this waiver application and that all data and responses are true and accurate to their knowledge.



Signature of Teacher(s) on Schoolwide Planning Committee

4/2/2020

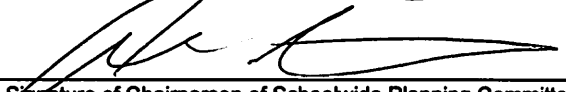
Date Signed



Signature of Parent(s) on Schoolwide Planning Committee

3/26/2020

Date Signed



Signature of Chairperson of Schoolwide Planning Committee

3/26/2020

Date Signed



Signature of School Principal

4/1/20

Date Signed

Signature of Superintendent

Date Signed

Date of Approval by LEA Board

Date Signed



Illinois State Board of Education

100 W. Randolph, Suite 14-300
Chicago, IL 60601

Waiver for Fiscal Year: 21
Application for Schoolwide Programming Waiver,
Schoolwide Poverty Threshold

STRATEGY AND ANALYTICS DIVISION

General:

Schoolwide flexibility allows a school to upgrade the entire educational program of a school that serves a high number of children from low-income families, in the instance of this waiver, 20% or more children from low-income families. The school will have to explain how taking advantage of the schoolwide waiver will allow them to use their funds to upgrade the entire educational program to provide a high quality education and close achievement gaps. Normally the threshold is 40% poverty, but this waiver allows schoolwide programs where 20% or greater poverty exist in a school.

Instructions: Complete this form to request a waiver of the 40 percent school poverty threshold requirement for Title I, Part A (schoolwide eligibility). This waiver is required when the poverty rate of a Title I school that wishes to move to a schoolwide program falls below 40 percent. Please return to the address above, marked to the attention of your assigned Principal Consultant, Strategy and Analytics Division. **(NOTE: The school must be at or above 20% poverty at the time of Board Approval.)** Please sign, scan, and e-mail this form to your principal consultant. Principal consultant assignments can be found here: https://www.isbe.net/Documents/nclb_pc_reg_asmt.pdf

Deadline: All waiver applications must be submitted 30 days prior to submitting your original application for the school year that will begin in the fall.

NAME OF SCHOOL ROLLING MEADOWS HIGH SCHOOL	SCHOOL REGION, COUNTY, DISTRICT, TYPE CODE 05016214017
POVERTY PERCENTAGE AT TIME OF BOARD APPROVAL 20.96%	DISTRICT NAME AND NUMBER TOWNSHIP HIGH SCHOOL DISTRICT 214
CONTACT NAME MARCELLA ZIPP	CONTACT TITLE DIRECTOR, GRANTS & SPECIAL PROGRAMS
CONTACT TELEPHONE (Include Area Code) 847-718-7669	CONTACT E-MAIL marcella.zipp@d214.org

Schoolwide Programming Waiver

Part 1: Waiver Justification

- A. Describe the need and rationale for this schoolwide waiver. Include reasons why the need(s) cannot be met without a schoolwide program and/or why needs are not being met under the current targeted assistance programming.

Rolling Meadows High School was a targeted assistance Title I school for more than a decade and then became a schoolwide program (via waiver) in 2018. Over time the school's low-income percentage has increased from 12% to the current 21%. It is anticipated that the school's poverty rate will remain just above 20% in the 2020-2021 school year. Hence this waiver will be needed in order to retain Rolling Meadows' schoolwide status going forward.

The flexibility of schoolwide funding has allowed Rolling Meadows High School to expand and enhance programs that meet the district academic goals, including college and career readiness. Rolling Meadows has begun to integrate lower-performing students into its mainstream, college-prep classrooms, while providing them with differentiated instruction.

Programs that have benefitted from schoolwide status include:

- the AVID college readiness course
- after-school tutoring
- outreach to Spanish-speaking families
- college campus visits for the entire student body
- summer reading books
- equipment/furnishings for core-subject classrooms
- STEM programming/science projects
- professional development workshops and consultation in core subjects, particularly on the subject of differentiation within a mainstream classroom
- Advanced Placement testing fees for a wide range of low income students, in order to positively impact their ability to afford college

District 214 presently has two other Title I schoolwide programs, at Wheeling High School and Elk Grove High School.

Schoolwide Programming Waiver (Continued)

Part 1: Waiver Justification

- B. Please provide the educational need to receive schoolwide status. Please outline the size and demographics of the school as well as the academic status of the students and any other factors that may contribute to your need for schoolwide programming.

Rolling Meadows High School has an enrollment of 1,863 of whom 20.96% qualify as low-income. The ethnic composition is 51% white, 36% Hispanic, 7% Asian, 3% black and 3% multiracial or other. About 10% of students have Individualized Education Programs and 8% are English Language Learners. Average daily attendance is 95%, student mobility (annual transfer rate) is 7%, and about 6% of students are chronically truant. Just over 44% of students meet the SAT college readiness benchmarks. About 55% of all Rolling Meadows students enrolled in early college courses in 2019, including Advanced Placement and dual credit courses. Specifically, 46% of students enrolled in at least one AP course, and 35% of students took an AP exam. Of those who took an exam, 85% passed with a score of 3 or higher. The gap between course enrollment and test-taking suggests that the AP testing fees are still a barrier for some students, and Title I funding will continue to be important to make this aspect of college readiness affordable for all.

These and other data were used to complete a comprehensive school needs assessment, which considered student performance data, demographic information, classroom instructional practices, a listing of existing student support services, the identification of professional development needs, and a review of internal testing needs.

Traditional special education services addressing issues such as learning disorders, speech, behavioral disorders and inclusion are currently offered to students as needed. Title I helps fund small-group interventions such as tutoring in reading and math, as well as college and career readiness, parent engagement, professional development for teachers, and social-emotional learning.

Maintaining schoolwide status will allow Rolling Meadows High School to help all its students and families, positively influencing the culture of the school. Keeping schoolwide status will also make teachers and administrators whose work touches all members of the student population eligible for professional development, thus increasing the potential impact and value of the training.

Part 2: Certification

The signatures below certify that the required Schoolwide planning process has been completed prior to the submission of this waiver application and that all data and responses are true and accurate to their knowledge.



Signature of Teacher(s) on Schoolwide Planning Committee

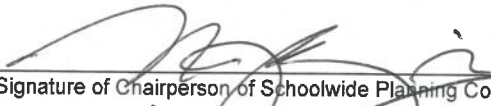
3/30/2020

Date Signed

Signature of Parent(s) on Schoolwide Planning Committee

3/31/2020

Date Signed



Signature of Chairperson of Schoolwide Planning Committee

3/30/20

Date Signed



Signature of School Principal

3/31/2020

Date Signed

Signature of Superintendent

Date Signed

Date of Approval by LEA Board

MAY 16, 2019

Date Signed



Illinois State Board of Education

100 W. Randolph, Suite 14-300
Chicago, IL 60601

Waiver for Fiscal Year: 21
Application for Schoolwide Programming Waiver,
Schoolwide Poverty Threshold

STRATEGY AND ANALYTICS DIVISION

General:

Schoolwide flexibility allows a school to upgrade the entire educational program of a school that serves a high number of children from low-income families, in the instance of this waiver, 20% or more children from low-income families. The school will have to explain how taking advantage of the schoolwide waiver will allow them to use their funds to upgrade the entire educational program to provide a high quality education and close achievement gaps. Normally the threshold is 40% poverty, but this waiver allows schoolwide programs where 20% or greater poverty exist in a school.

Instructions: Complete this form to request a waiver of the 40 percent school poverty threshold requirement for Title I, Part A (schoolwide eligibility). This waiver is required when the poverty rate of a Title I school that wishes to move to a schoolwide program falls below 40 percent. Please return to the address above, marked to the attention of your assigned Principal Consultant, Strategy and Analytics Division. **(NOTE: The school must be at or above 20% poverty at the time of Board Approval.)** Please sign, scan, and e-mail this form to your principal consultant. Principal consultant assignments can be found here: https://www.isbe.net/Documents/ncib_pc_reg_asmt.pdf

Deadline: All waiver applications must be submitted 30 days prior to submitting your original application for the school year that will begin in the fall.

NAME OF SCHOOL WHEELING HIGH SCHOOL	SCHOOL REGION, COUNTY, DISTRICT, TYPE CODE 05016214017
POVERTY PERCENTAGE AT TIME OF BOARD APPROVAL 36.74%	DISTRICT NAME AND NUMBER TOWNSHIP HIGH SCHOOL DISTRICT 214
CONTACT NAME MARCELLA ZIPP	CONTACT TITLE DIRECTOR, GRANTS & SPECIAL PROGRAMS
CONTACT TELEPHONE (Include Area Code) 847-718-7669	CONTACT E-MAIL marcella.zipp@d214.org

Schoolwide Programming Waiver

Part 1: Waiver Justification

- A. Describe the need and rationale for this schoolwide waiver. Include reasons why the need(s) cannot be met without a schoolwide program and/or why needs are not being met under the current targeted assistance programming.

Wheeling High School has operated a Title I program for more than a decade. The building began as a targeted assistance program and then attained schoolwide status in the 2013-2014 academic year. For 2019-2020 the school's poverty rate was below 40% and we anticipate that it will remain below 40% for 2020-2021. Hence this waiver will be needed in order to retain Wheeling's schoolwide status going forward.

Schoolwide status has allowed Wheeling to introduce several initiatives that have had a positive impact and that school leadership wants to sustain, such as:

- AVID college readiness program in all grades
- College campus visits
- School social worker
- Summer reading books for students
- Equipment/furnishings for core-subject classrooms
- STEM programming/science projects
- Post-secondary planning and college fairs
- Professional development workshops in core subjects
- Advanced Placement testing fees for low-income students of varying backgrounds and previous achievement levels, in order to positively impact their ability to afford college

The continued flexibility of schoolwide funding will allow Wheeling High School to expand and enhance programs like these that meet district academic goals, including college and career readiness.

In addition to Wheeling, District 214 has ongoing Title I schoolwide programs at Elk Grove High School and Rolling Meadows High School.

Schoolwide Programming Waiver (Continued)

Part 1: Waiver Justification

- B. Please provide the educational need to receive schoolwide status. Please outline the size and demographics of the school as well as the academic status of the students and any other factors that may contribute to your need for schoolwide programming.

Wheeling High School has an enrollment of 1,739 of whom 36.74% qualify as low-income. The ethnic composition is 27% white, 63% Hispanic, 6% Asian, 2% black and 2% multiracial or other. About 12% of students have Individualized Education Programs and 16% are English Language Learners. Average daily attendance is 95%, student mobility (annual transfer rate) is 7%, and fewer than 3% of students are chronically truant. About 31% of students meet or exceed the SAT college readiness benchmarks. About 52% of all Wheeling students enrolled in early college courses in 2019, including Advanced Placement and dual credit courses. Specifically, 40% of students enrolled in at least one AP course, and 34% of students took an AP exam. Of those who took an exam, 77% passed with a score of 3 or higher. The gap between course enrollment and test-taking suggests that the AP testing fees are still a barrier for some students, and Title I funding will continue to be important to make this aspect of college readiness affordable for all.

These and other data were used to complete a comprehensive school needs assessment, which considered student performance data, demographic information, classroom instructional practices, a listing of existing student support services, the identification of professional development needs, and a review of internal testing needs.

Traditional special education services addressing issues such as learning disorders, speech, behavioral disorders and inclusion are currently offered to students as needed. Title I helps fund small-group interventions such as tutoring in reading and math as well as college and career readiness, parent engagement, professional development for teachers, and social-emotional learning.

Maintaining schoolwide status will allow Wheeling High School to help all its students and families, positively influencing the culture of the school. Keeping schoolwide status will also make teachers and administrators whose work touches all members of the student population eligible for professional development, thus increasing the impact and value of the training.

Part 2: Certification

The signatures below certify that the required Schoolwide planning process has been completed prior to the submission of this waiver application and that all data and responses are true and accurate to their knowledge.

Brandi S. Rojas
Signature of Teacher(s) on Schoolwide Planning Committee

3/30/2020
Date Signed

[Signature]
Signature of Beneficiary in Schoolwide Planning Committee

4/4/2020
Date Signed

[Signature]
Signature of Chairperson of Schoolwide Planning Committee

4/6/20
Date Signed

[Signature]
Signature of School Principal

4/6/2020
Date Signed

Signature of Superintendent

Date Signed

Date of Approval by LEA Board

Date Signed

ITEM: 2020-059
DATE: April 16, 2020
FILE: Budget

Subject: District Physical Education T-Shirts - Bid

BACKGROUND INFORMATION:

The physical education division heads request approximately 12,000 physical education t-shirts annually, which provides one shirt per student for the school year. The student council of each school oversees the submission of student designs and the final design selection. Bids were solicited for the 2020-21 school year. Pricing is fixed for the entire year in case fill-in orders are required.

ADMINISTRATIVE CONSIDERATIONS:

Bids were received following newspaper advertisement. Additionally, bids were sent to eight vendors.

Funds are budgeted in the physical education accounts of each building.

<u>Vendor</u>	<u>Bid Amount</u>
Apparel Redefined (Crestwood, IL)	\$37,331.13
Ultimate Distributing, Inc (Mundelein, IL)	\$40,572.30
BSN Sports (Dallas, TX)	\$50,629.85
Positive Promotions (Hauppauge, NY)	\$66,025.16
4Imprint, Inc. (Oshkosh, WI)	\$68,738.57
Riddell/All American (Rosemont, IL)	\$71,039.56
Macleem Sports Wear (Oakland, CA)	\$107,168.00

Last year, the average t-shirt price was \$2.47. For the 2020-21 school year, the average t-shirt price from Apparel Redefined will be \$2.81. The low bidder meeting specifications is being recommended.

RECOMMENDED ACTION:

That the Board of Education accept the bid from Apparel Redefined in the amount of \$37,331.13 for the purchase of district physical education t-shirts for the 2020-21 school year.

ITEM: 2020-060
DATE: April 16, 2020
FILE: Capital Projects Program

Subject: 2020-21 Capital Projects Program - Bids

BACKGROUND INFORMATION:

The parking lot concrete and asphalt at Forest View Educational Center, Buffalo Grove High School and Elk Grove High School is deteriorating and in need of maintenance.

The work is considered maintenance and MWRD permitting is not required. The base bid included the removal and/or grinding of current asphalt systems. There are three alternates to the base bid, which includes; Alternate 1: sidewalk replacement on the North side of BHGS, Alternate 2: sidewalk replacement along parent drop off at BGHS, and Alternate 3: addition of lot access at BGHS student lot.

ADMINISTRATIVE CONSIDERATIONS:

Bids were received after newspaper advertisement. Additionally bids were sent to six vendors.

<u>Vendor</u>	<u>Base Bid</u>
Abbey Paving and Sealcoating Co. Inc. (Aurora, IL)	\$1,491,245
Arrow Road Construction Company (Elk Grove, IL)	\$1,468,000
Chicagoland Paving (Lake Zurich, IL)	\$1,525,000
Maneval Construction (Ingleside, IL)	\$1,515,543
Orange Crush (Hillside, IL)	\$1,487,800
Toch-McNeil Paving Co. (Elk Grove, IL)	\$1,568,667

The fees for design, engineering, construction management, general conditions, builders risk, and general liability insurance is \$122,900. The base bid is \$1,468,000 with additions of \$5,100 for Alternate 1, \$11,100 for Alternate 2 and \$97,735 for Alternate 3.

RECOMMENDED ACTION:

The Board of Education accept the bid from Arrow Road Construction Company of Elk Grove, IL in the amount of \$1,468,000 for pavement and concrete work at BGHS, EGHS, and FVEC plus alternate 1 for \$5,100 and Alternate 2 for \$11,100 and reject Alternate 3.

The Board hereby authorizes its Superintendent or designee to approve and execute contracts on behalf of the Board for services related to the Project, and to approve and execute change orders.

With respect to change orders that necessitate an increase in the cost of contracts by 10% or more, or which will change the time of completion by a total of 30 days or more, the Board hereby authorizes its Superintendent or designee to make the written determinations required by 720 ILCS 5/33E-9, that: (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or (2) the change is germane to the original contract as signed, or (3) the change order is in the best interest of the District and is authorized by law.

ITEM: 2020-061
DATE: April 16, 2020
FILE: Capital Projects Program

Subject: 2020-21 Capital Projects Program - Bids

BACKGROUND INFORMATION:

The curtain wall project (window systems) at Prospect High School was approved at the February 20, 2020 Board of Education meeting. Some asbestos materials were found as part of this project and the roofing projects at Prospect High School and John Hersey High School. The asbestos abatement was bid separately.

ADMINISTRATIVE CONSIDERATIONS:

Bids were received after newspaper advertisement. Additionally, bids were sent to ten vendors and four bids were received.

<u>Vendor</u>	<u>Bid</u>
Celtic Environmental (Chicago Ridge, IL)	\$174,755
Colfax Corporation (Chicago, IL)	\$156,500
M&O Environmental (Homewood, IL)	\$289,150
Tecnica Environmental Services, Inc. (Lemont, IL)	\$174,400

The fees for architectural, design, engineering, construction management, general conditions, builders risk, and general liability insurance are estimated at \$7,500. The base bid is \$156,500 with Alternate 3A addition of \$5,500 and Alternate 3B addition of \$2,500, both for the removal of pipe insulation.

RECOMMENDED ACTION:

The Board of Education accept the bid from Colfax Corporation in the amount of \$164,500 for asbestos abatement at John Hersey High School and Prospect High School.

The Board hereby authorizes its Superintendent or designee to approve and execute contracts on behalf of the Board for services related to the Project, and to approve and execute change orders.

With respect to change orders that necessitate an increase in the cost of contracts by 10% or more, or which will change the time of completion by a total of 30 days or more, the Board hereby authorizes its Superintendent or designee to make the written determinations required by 720 ILCS 5/33E-9, that: (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or (2) the change is germane to the original contract as signed, or (3) the change order is in the best interest of the District and is authorized by law.

ITEM 2020-062
DATE: April 16, 2020
FILE: Policy

SUBJECT: Board of Education Policy Manual Revisions – PRESS Editions

BACKGROUND

One of the goals of the Board of Education and administration for the 2007-08 school year was to conduct a comprehensive review the District 214 Board of Education Policy Manual. After researching possible methods to accomplish a thorough review, the Board agreed to work with the Illinois Association of School Boards (IASB) for a complete review and revision of Board policies. A working group met over the course of five months to review and revise each policy for District 214. The IASB consultant met with the Board of Education on June 30, 2008 to present the revised Policy Manual at a Board Workshop. The Board of Education approved the new manual on August 7, 2008.

In addition to the comprehensive review, the District 214 Board of Education is using the Policy Reference Education Subscription Service (PRESS) of IASB to keep the policy manual up to date. This resource provides the legal rationale and references for suggested policy revisions to assist the Board in focusing on their leadership role while complying with state and federal law.

ADMINISTRATIVE CONSIDERATION

The IASB Policy Reference Manual provides a system for regular updating of policies to ensure legal compliance and provides cross-referencing of related policies and the legal references. Every policy is reviewed at least once every five years or as a result of state or federal, Illinois School Code, or Illinois School Board of Education regulation or rule changes. The administration also makes recommendations for policy revisions as needed. Additionally, the Board is required by School Code to review select policies either annually or biennially.

Policies that were reviewed in the five-year cycle that required no new revisions are:

4:50 7:325
7:130 8:80

RECOMMENDATION

That the Board of Education approve the recommended policy revisions from PRESS and the administration as presented:

2:125	4:10	5:100	5:280	8:10
2:125 E1	5:35	5:132	5:290	8:30
2:125 E2	5:50	5:150	6:135	8:110
2:125 E3	5:52	5:200	6:280	
2:150	5:60	5:202	7:60	
2:160	5:60 E1	5:220	7:70	
2:252	5:60 E2	5:230	7:90	

Operational Services

Payment Procedures

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board of Education. These bills shall be reviewed by the Board, after which they may be approved for payment. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes.

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills.

The Board authorizes the establishment of revolving funds for school cafeterias, lunchrooms, athletics, petty cash, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*. The administration will develop and maintain internal accounting controls to adequately safeguard assets and provide reasonable assurance of the proper recording of financial information.

LEGAL REF.: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.
23 Ill.Admin.Code §100.70.

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts),
4:80 (Accounting and Audits)

ADOPTED: ~~October 7, 2010~~

Instruction

Grading and Promotion

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. A student shall not be promoted based upon age or any other social reason not related to academic performance.

Teachers use letter grades to report and document student achievement of course standards. Standards, which are established and communicated by teachers at the outset of each course, are used to evaluate student achievement.

Grading should reflect a demonstrated understanding of content and skills and shall not be based on external factors such as discipline. Every teacher shall maintain an evaluation record for each student in the teacher’s classroom, and shall use the following Standard Score Scale to determine grades:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

All letter grades are available to all students in all courses.

No grade may be changed without notification to the teacher concerning the nature and reason for the change. The administrator making the change must sign the changed record.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), District 214 Student and Parent Handbook

ADOPTED: December 11, 2014

REVISED: December 10, 2015

Students

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.: 20 U.S.C. §7904.
105 ILCS 20/5.
Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior), 7:330 (Student Use of Buildings - Equal Access)

ADOPTED: ~~December 10, 2015~~

Students

Student Fundraising Activities

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization’s purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement upon school property (e.g., posters or placards) must:
 - a. Develop viewpoint neutral guidelines for the creation of messages;
 - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
 - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are “solely the expression of the individual donors and not an endorsement by the District of any message’s content.”

LEGAL REF.: 105 ILCS 5/10-20.19(3).
23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:90 (Activity Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: ~~September 3, 2015~~

Community Relations

Gifts to the District

Township High School District 214 Board of Education welcomes and values donations or gifts from any foundation, corporations and other entities, or individuals consistent with established priorities, whether dedicated to a specific purpose or given as a gift to the general fund. To that end, the Board of Education has established the District 214 Education Foundation for the oversight of the monetary and in kind contributions.

The District acknowledges that the generosity of donors reflects the District’s core beliefs in compassion and service, demonstrating the principles of philanthropy along with a commitment to innovative, relevant and quality programs and services supported by alumni, parents, community members and businesses.

The integrity of our learning environment must remain a top priority as sponsorship, naming and advertising opportunities are considered, bearing in mind that educational values must not become distorted. Relationships should be ethical and structured in accordance with the following principles:

- Corporate involvement shall not compel students to observe, listen to or read commercial advertising.
- Selling or providing access to a captive audience in the classroom for commercial purposes is exploitation and a violation of public trust.
- Corporate involvement must support District goals and objectives.
- Curriculum and instruction remain within the purview of educators.
- Programs of corporate involvement must meet an identified educational need and not simply a commercial motive, and must be evaluated for educational effectiveness by the District on an annual basis.
- The District must hold sponsored and donated materials to the same standard used for the selection and purchase of curriculum materials.
- Corporate involvement programs shall not limit the discretion of the District, schools or teachers in the use of sponsored materials.
- Sponsor recognition, naming recognition and corporate logos shall adhere to set policies, and be displayed with consistency throughout the District.

Therefore, all gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board’s educational objectives and policies.
3. Be consistent with the District’s mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programing, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.

Five – Year Review

5. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.
7. Any individual or corporate sponsorship, naming, and/or advertising relationships shall be confirmed by written contract.

The District, through its District 214 Education Foundation will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

Donation Policy

High School District 214 welcomes donations of money, equipment and materials that support District and Foundation-established priorities. The Board believes in equal opportunity for all students and, as such, desires to avoid actual or perceived conflict of interest created by a donation. Gifts must comply with Illinois law. The following parameters will guide the donation of all gifts; however, in all cases the final direction will rest with the Superintendent and Board of Education:

- Naming opportunities will be associated with donations only under the conditions outlined in the following section (Naming Policy: district 214).
- Recognition of donations may occur through ceremonies; printed programs; brick pavers or similar purchased legacy items; a letter from the District 214 Education Foundation; the temporary placement of banners or signage for the duration of a particular program, event, tournament, production, or activity with which the donation is affiliated; signage at the donor's business; social and traditional media as appropriate; or other mutually agreed-upon and appropriate methods.
- The Board reserves the right to refuse any donation.

Sponsorship and Advertising Policy:

The administration of advertising and sponsorship in High School District 214 shall be determined by the Superintendent, based on recommendations from the Executive Director of the District 214 Education Foundation in consultation with the Associate Superintendent for Finance and Operations.

Assistant Principals for Student Activities, together with the principalship, shall make recommendations to the District 214 Education Foundation Executive Director for consideration.

Sponsorship and advertising decisions will be made in accordance with established procedures.

Tribute and Memorial Gift Policy:

Tribute and memorial gifts in honor of District 214 students, staff, alumni, retirees or friends of the schools are encouraged to be made through the District 214 Education Foundation. Contributions will be recognized and thanked in accordance with the Foundation's adopted Stewardship Policy, and may be restricted.

Naming Policy; District 214

High School District 214 will consider naming facilities and programs as follows:

Five – Year Review

- To recognize individuals who have attained achievement of extraordinary and lasting distinction. Generally, these will be individuals who have had direct, substantial and active association with the District. For individuals who have not had such an association, selection may be based on the individual’s record of scholarship, creativity, leadership or humanitarian or public service.
- To recognize organizations, events/dates, places or programs significant to the District’s life and/or history.
- To recognize benefactors who have made substantial financial contributions to the District. This includes individuals, corporations and other organizations.

Naming of District facilities and programs will be in accordance with established procedures.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments implemented by
34 C.F.R. Part 106.
105 ILCS 5/16-1.
23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

ADOPTED: September 3, 2015

REVISED: August 24, 2017

Board of Education

Board Member Compensation; Expenses

Board Member Compensation Prohibited

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

Roll Call Vote

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

Regulation of School District Expenses

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

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

Exceeding the Maximum Allowable Reimbursement Amount(s)

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

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

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 appropriate Intermediate Service Centers;
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*, other professional development opportunities that are encouraged by the School Code, and other training provided by one of the entities described in the above list (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 on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards

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

Standardized Expense Form(s) Required

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

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

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

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of

coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.

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

Additional Requirements for Travel Expenses Charged to Federal and State Grants

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

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

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

ADOPTED: ~~January 5, 2017~~

School Board

Exhibit - Board Member Expense Reimbursement Form

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

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Receipts attached Request Date: _____

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

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

Actual Expense Report

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

Auto Travel Allowance: _____ per mile

Date	Mileage		Comm. Travel Expenses	Lodging	Meals			Other Item	Cost	Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner			
Subtotal										
Advances									-	
TOTAL (a negative amount indicates refund due from Board member)									\$	

Submitting Board Member's Signature

Date

Superintendent Signature

Date

School Board Action: Approved

Denied

Approved in Part

Exceeds Maximum Allowable Amount

Grant Funding Source (if applicable): _____

Comments:

DATED: ~~January 5, 2017~~

School Board

Exhibit - Board Member Estimated Expense Approval Form

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

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

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

Travel is grant-related* (specify grant) _____

Purchase Order Requested Purchase Order #: _____

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

Voucher Amount: _____

Estimated Expense Report

Auto Travel Allowance: _____ per mile

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

Date	Mileage		Comm. Travel Expense	Lodging	Meals			Other Item	Cost	Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner			
Total										\$

Submitting Board Member's Signature

Date

Superintendent Signature

Date

School Board Action: Approved Denied
 Approved in Part Exceeds Maximum Allowable Amount
 Grant Funding Source (if applicable)

Comments:

DATED: January 5, 2017

School Board

Exhibit - Resolution to Regulate Expense Reimbursements

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

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/, added by P.A. 99-604, eff. 1-1-17) provides that the School Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation;

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

WHEREAS, based upon the School District’s budget and other financial considerations, the Superintendent has recommended to the Board a maximum allowable reimbursement amount of ~~\$3500.00~~~~\$2500.00~~ per professional development activity for Board members and staff;

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

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

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

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board policy 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*.
2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed ~~\$3500.00~~~~\$2500.00~~, per professional development activity, effective on the date of approval of the Resolution until the Resolution is rescinded or replaced by the Board.
3. Requires use of Board exhibits 2:125-E1, *Board Member Expense Reimbursement Form*; 2:125-E2, *Board Member Estimated Expense Approval Form*; 5:60-E1, *Employee Expense Reimbursement Form*; and 5:60-E2, *Employee Estimated Expense Approval Form*.
4. May approve expenses that exceed the Board’s maximum allowable reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
5. Must approve its members’ expenses by a roll call vote at an open meeting.

Attested by: _____, Board President

Attested by: _____, Board Secretary

DATED: **January 5, 2017**

Board of Education

Committees

The Board of Education may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board.

Special Board Committees

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Parent-Teacher Discipline Advisory Committee. This committee assists in the development of student behavior policy and procedure, and provides information and recommendations to the Board. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student behavior, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
- ~~2.~~ Behavioral Interventions Committee. This committee develops and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, *Misconduct by Students with Disabilities*, and provides information and recommendations to the Board. At the Board President's discretion, the Parent-Teacher Discipline Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

Superintendent Designated Committees

Superintendent designated committees include:

1. School Violence Prevention Team. This team builds awareness about and supports the development and implementation of the District's:
 - a. Targeted School Violence Prevention Program. See policy 4:190, *Targeted School Violence Prevention Program*
 - b. Anti-bullying program, when and as appropriate. See policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*

All Building Principals or their designees must be on this team. Other team members may

include the District Safety Coordinator, 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.

~~—2. Title I Parent Advisory Committee. This committee supports the development and implementation of the District’s Title I plan. Its activities may include, at the Superintendent’s or designee’s directive:~~

~~—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.~~

~~—Distributing Title I informational materials.~~

~~—Consulting regarding the District’s Title I Plan.~~

~~—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.

3.. 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 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.

4. 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 appointedselected by the Board and the teachers (or the exclusive bargaining representative of its teachers).

LEGAL REF.: 5 ILCS 120/
105 ILCS 5/10-20.14 and 5/14-8.05.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:240 (Board Policy Development), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: December 10, 2015

Board of Education

Board Attorney

The Board of Education may ~~retain enter into agreements for~~ legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the School Board in its capacity as the governing body for the School District. ~~The Board Attorney shall not represent another client if the representation involves a concurrent conflict of interest, unless permitted by the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.~~ The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services or as memorialized by an engagement letter. The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board.

The Superintendent, his or her designee, Board President and Vice-President, are each authorized to confer with and/or seek the legal advice of the Board Attorney. The Board President may also authorize a specific Board member to confer with ~~the Board attorney legal counsel~~ on its behalf. The Superintendent may authorize a specific employee to confer with legal counsel on district matters.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to be informed of and/or consider the matter.

The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REF.: Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

CROSS REF.: 4:60 (Purchases and Contracts)

ADOPTED: September 3, 2015

Board of Education

Record Management Policy

It is the District's policy to collect, organize and retain records which are necessary for the operation of the District and to comply with all pertinent legal requirements regarding the retention of records. This Record Management Policy is supplemented by the District's ~~Internet Safety~~~~Acceptable Use~~ Policy relating to the use of its information systems.

The District expects and requires that records created in the course of its operations will be accurate and reliable, no matter what form those records take. A comprehensive listing of the type of records maintained by the District may be found in its Record Retention Catalog, which is available for review from the Director of Business Services.

All reports, e-mails, vouchers, bills, and records must be prepared carefully and honestly. Documentation includes any annually or electronically created records, including those created in any computer program or any data storage systems. Making a misrepresentation on any District record, or modifying or deleting records without appropriate authorization, can result in disciplinary action up to and including termination of employment.

Records containing personally identifying employee information and student records are confidential and must be kept current and accurate. They should be accessed only for reasons necessary to the operation of the District and disclosed only to authorized District personnel. General guidelines relating to the retention of employee records are addressed in the implementing procedures for this policy. Because personnel files and student records contain private information, they must be maintained under lock in a secure central location to which other employees do not have access. Access to, and disclosure of student records is specifically addressed in the Board of Education's Policy 7:340 on Student Records. If you have any questions about access or disclosure, consult with the Director of Business Services.

Likewise, the District's information systems should be used in a manner designed to insure the greatest level of protection and confidentiality. All District employees with access to information systems are expected and required to comply with the District's security protocols, including without limitation, the District's password policy. Security of information systems and records are specifically addressed by protocols set forth by the District's Director of Technology Services. You may direct questions or concerns relating to information security to the Director of Technology Services or to the Director of Business Services.

District employees must also comply with any record retention guidelines which may be specifically applicable to their department or business unit. This includes adherence to the District's normal retention policies under standard circumstances, and extended retention to preserve documents in the event of lawsuits, regulatory proceedings, audits and investigations, and other special circumstances.

District employees directed to search for and produce documents in response to a civil or criminal action, subpoena, discovery proceedings in a civil lawsuit, or requests from regulatory commissions or other government agencies must conduct a diligent search for such documents – including e-mail messages and other electronic documents – and produce them as directed by your department head or the District's internal or external counsel. A "diligent search" requires employees to search for relevant documents regardless of form, and regardless of where such documents may be located. In addition to paper documents, you may also find it necessary to search electronic records, such as retained email. Retention and deletion of electronic mail is specifically addressed by protocols set

forth by the District's Director of Technology Services. You may direct questions or concerns relating to retention and deletion of electronic mail to the Director of Technology Services.

General questions about management of the District's records or the retention, preservation and production of documents should be referred to the Director of Business Services.

CROSS REF.: 2:250 (Access to District Public Records), 5:130 (Responsibilities Concerning Internal Information), ~~5.132 (Email Communications Policy)~~, 5:150 (Personnel Records), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

ADOPTED: ~~August 7, 2008~~

Operational Services

Fiscal and Business Management

The Superintendent is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the Board of Education and publishing it before December 1 as required by State law.

Budget Planning

Annually, the Board adopts a proposed budget calendar, indicating dates for presentation by the Superintendent of receipts, estimates, preliminary expenditure recommendations by funds, and major Board actions affecting the budget. The District's fiscal year is from July 1 until June 30. The Superintendent shall present to the Board, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. To the extent possible, the tentative budget shall be balanced as defined by the State Board of Education guidelines.

Budget Adoption Procedures

After receiving the ~~tentative preliminary~~ budget, the Board sets the date, place, and time for:

1. A public hearing on the ~~tentative preliminary~~ budget, and
2. The ~~tentative preliminary~~ budget to be available to the public for inspection.

The Board Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the ~~tentative preliminary~~ budget's availability for public inspection and the public hearing. The ~~tentative preliminary~~ budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the ~~tentative preliminary~~ budget shall be reviewed, and the public shall be invited to comment, question, or advise the Board.

The Board adopts a Final budget before the end of the first quarter of each fiscal year, September 30, or in accordance with State law.

The Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting *yea* and *nay* shall be recorded in the minutes.

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, in accordance with State law.
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, in accordance with State law.
3. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December or in accordance with State law.

Budget Amendments

The Board may amend the budget by the same procedure as provided for in the original adoption.

The Board shall act on all interfund loans, interfund transfers, transfers within funds, and transfers from the working cash fund or abatements of it, if one exists.

LEGAL REF.: 35 ILCS 200/18-55 et seq.
105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:40 (Short-Term Borrowing), ~~6:235 (Internet Safety Policy Access to Electronic Networks)~~

ADOPTED: ~~January 6, 2011~~

General Personnel

Compliance with the Fair Labor Standards Act

Job Classifications

The Superintendent will ensure that all job positions are identified as either “exempt” or “non-exempt” according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are “exempt” or “non-exempt.” “Exempt” and “non-exempt” employee categories may include licensed and non-licensed job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Monday until 11:59 p.m. Sunday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. “Overtime” is time worked in excess of 40 hours in a single workweek.

Overtime

All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee’s written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the ~~business office~~ their immediate supervisor. ~~The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent.~~ In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. ~~Licensed employees~~ Professional staff and EA members may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel - Suspension*. ~~Non-licensed employees~~ All other staff may be suspended without pay in accordance with Board policy 5:290, *Educational Support Personnel - Employment Termination and Suspensions*.

Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.: 820 ILCS 105/4a.
Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

ADOPTED: August 15, 2019

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 for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being under the influence of any illegal substance or any detectible use of any illegal substance regardless of when or where the use occurred.
2. Distribution, consumption, use, possession, or being under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Possession or use of medical cannabis.

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.

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 under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 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 violations of this policy.

E-Cigarette, Vaping, 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 tobacco/vaping & e-cigarette 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 section 10-20.5b of the School Code.

District Action Upon Violation of Policy

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

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

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

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
Compassionate Use of Medical Cannabis Pilot Program, 410 ILCS 130/
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §701 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
Drug-Free Workplace Act, 30 ILCS 580/
105 ILCS 5/10-20.5b.

CROSS REF.: 8:30 (Visitors to and Conduct on School Property)

ADOPTED: December 12, 2013

REVISED: September 3, 2015

General Personnel

Employee Wellness

Township High School District 214 will provide a work environment that supports and promotes wellness and an active lifestyle. Township High School District 214 prohibits the use of tobacco **or any kind of e-cigarette or vaping device** on school property at all times. The District recognizes that there is a positive relationship between good nutrition, wellness, and physical activity with the capacity of employees to perform to the best of their ability and to continue to grow in their own professional development. District staff shall be encouraged to model healthy habits and physical activity as a part of daily life.

ADOPTED: ~~September 2, 2010~~

General Personnel

Expenses

The Board regulates the reimbursement of all staff 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 advancements, 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.

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 within the fiscal year. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

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

When possible, registration fees will be paid by the District in advance.

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. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts 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.

Please also refer to the applicable collective bargaining agreements.

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, ride sharing services, or other local transportation costs.

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, although reimbursement is not guaranteed, for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals and related items incurred by employees and charged to a federal or State grant governed by the Grand Accountability and transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain

eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.

5. Expenses must be charged based on actual cost basis or on a per diem bases in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except where such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-price room available at or near a hotel where a conference or seminar is located or in accommodations arranged by a conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other Distric funds consistent with this policy.

LEGAL REF.: 2 C.F.R. §200.474

30 OLCS 708/130, Grant Accountability and Transparency Act

105 ILCS 5/10-22.32.

50 ILCS 150/, Local Government Travel Expense Control Act, ~~50 ILCS 150/~~,
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)

ADOPTED: December 12, 2019

General Personnel

Exhibit - Employee Expense Reimbursement Form

Submit to the Superintendent. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print and attach receipts for all expenditures.

Name: _____ Title/Office: _____

Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Receipts attached Request Date: _____

Estimated expenses attached *(Completer 5:60 -E2, Employee Estimated Expense Approval Form)(pre-approval is required for federal and State grants).*

Approved expense advancement (voucher) attached, if applicable* *(Completed 5:60-E2, Employee Estimated Expense Approval Form.)*

Actual Expense Report						
<i>*Employees will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, employees will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 5:60, Expenses.</i>						
Auto Travel Allowance: _____ per mile						
Date	Mileage Miles	Cost	Comm. Travel Expenses	Lodging	Other Item	Daily Cost Total
Subtotal:						\$
Advances						()
Total <i>(a negative amount indicates refund due from employee):</i>						\$

Superintendent *(below maximum allowable amount):* **Approved** **Denied**
 Approved in Part
 Grant Funding Source *(if applicable)* _____

 Superintendent Signature Date

Comments:

School Board Action (*exceeds maximum allowable amount*):

- Approved** **Denied**
 Approved in Part
 Grant Funding Source (if
applicable) _____

Employee Signature

Date

DATED: **January 5, 2017**

General Personnel

Exhibit - Employee Estimated Expense Approval Form

*Submit to the Superintendent. Use of this form is required by **(1) 2:125-E3, Resolution to Regulate Expense Reimbursements and (2) for pre-approval of expenses to be charged to a federal or State grant governed by the Grant Accountability and Transparency Acts.** Please print.*

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

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

Travel is grant-related* (specify grant): _____

Purchase Order Requested Purchase Order #: _____

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

Voucher Amount: _____

<u>Actual-Estimated Expense Report</u>							
<u>Departure Date:</u> _____				<u>Return Date:</u> _____			
Auto Travel Allowance: _____ per mile							
<i>*Grant related travel only: Except for mileage and other transportation expenses, expense reimbursement/per diem is only allowed if on official travel status for 12 hours or more. If lodging at or below the applicable rate cannot be identified, please indicate below and attach at least three quotes for review.</i>							
Date	Mileage Miles	Cost	Comm. Travel Expenses	Lodging	Other Item	Cost	Daily Total
Total							\$

Superintendent (below maximum allowable amount):

- Approved** **Denied**
- Approved in Part**
- Grant Funding Source** (if applicable) _____

Superintendent Signature

Date

Comments: -

School Board Action (*exceeds maximum allowable amount*): **Approved**

Grant Funding Source (if
applicable)

Denied

Approved in Part

Employee Signature

Date

DATED: January 5, 2017

General Personnel

Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

In addition, the staff development program shall include each of the following:

1. At least, once every 2 years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every 2 years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for licensed school personnel and administrators who work with students in grades 7 through 12 to identify the warning signs of mental illness and suicidal behavior in youth along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
 - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
 - b. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years (see policy 5:90, *Abused and Neglected Child Reporting*).
 - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 12, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
7. Ongoing professional development for— EA members, teachers, administrators, school resource officers, and staff regarding the adverse consequences of school 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.

8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.
9. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-2014 must be certified before their position's start date.
10. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
11. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
12. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
13. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
14. For nurses, administrators, guidance counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols.
15. For all District staff, annual sexual harassment prevention training.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

Related Document:

Also, please refer to the current Education Support Personnel Association Agreement.

LEGAL REF.: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296.
7 C.F.R. Parts 210 and 235.
105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/22-80(h), and 5/24-5.
105 ILCS 25/1.15, Interscholastic Athletic Organization Act.
105 ILCS 150/25, Seizure Smart School Act.
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 49/, Good Samaritan Act.
775 ILCS 5/2-109, Ill. Human Rights Act.
23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.
77 Ill.Admin.Code §527.800.

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADOPTED: January 5, 2017

REVISED: January 18, 2018; January 17, 2019; March 21, 2019; December 12, 2019

Instruction

E-Mail Communication Policy

Section 1. Purpose

The purpose of this policy is to ensure the proper use of District's e-mail system and make employees aware of what is deemed as acceptable and unacceptable use of e-mail.

The District provides e-mail access to allow employees to communicate effectively and efficiently with parents, guardians, and general public. Any e-mail sent from a District e-mail address to the public may be viewed as a statement from the District.

Section 2. Scope

This policy covers appropriate and inappropriate use of the District's e-mail system and applies to all employees.

Section 3. Definitions

Employee - any administrator, faculty, staff, contractor, consultant, auditor, intern, student assistant, and anyone acting on behalf of the District. District - Township High School District No. 214.

E-mail -The electronic transmission of information through a mail protocol such as SMTP or IMAP.

Forwarded e-mail - E-mail resent from an internal network to an outside point.

Chain e-mail or letter - E-mail sent to successive people. Typically the body of the note has direction to send out multiple copies of the note and promises good luck or money if the direction is followed.

Confidential information - Information of a private nature that is protected by statutory or common law from public disclosure.

Section 4. Prohibited Use

The District's e-mail system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin.

Employees who receive any e-mail with this content from another District employee should report the matter to their supervisor immediately.

Sending chain letters or joke e-mails from a District e-mail account is prohibited.

~~Any mass mailing from a District e-mail account must be approved by the sender's supervisor before sending. These restrictions also apply to the forwarding of mail received by a District employee.~~

Employees shall not use their District e-mail account to register on non-business related websites and mailing lists. Doing so can weaken the integrity of the District's system and result in receiving unsolicited mail and viruses.

Section 5. Personal Use

The District expects all employees to use the e-mail system primarily for business purposes. Using the District's e-mail system for incidental personal use is acceptable, but must comply with the District's Acceptable Use Policy.

All e-mail users should:

- Be courteous and follow accepted standards of etiquette;
- Protect others' privacy and confidentiality;
- Refrain from using the District's e-mail system for personal commercial purposes or other gain;
- Protect their passwords; and
- Limit- personal use to such times and manner as to minimize delay, disruption or distraction from the District's business purposes.

Section 6. Authentication for Confidential Information

It is a violation of the District's policies ~~or~~for any user of official e-mail addresses to impersonate a District administrator, officer, faculty/staff member, or student.

Section 7. Security

E-mail security is a joint responsibility of the District's system administrators and e-mail users. Users are responsible for taking all reasonable precautions, including safeguarding and frequently changing passwords consistent with the District's password policy, to protect the e-mail account and prevent unauthorized use.

Section 8. E-mail Retention

The District generally retains e-mails electronically for a period of two years. After this period, the Director of **Instructional Technology &** Technology Services will work with the user to archive, move or backup any e-mails that, for business or other approved purposes, must be kept for a longer period.

Section 9. Enforcement

Any employee found violating this policy may lose their e-mail privileges and be subject to disciplinary action, up to and including termination of employment.

CROSS REF.: 2:250-AP2 (Protocols for Record Preservation and Development of Retention Schedule)

ADOPTED: ~~August 7, 2008~~

General Personnel

Personnel Records

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

For employees not covered by a current applicable bargaining agreement:

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board of Education policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. 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*.

An employee who would like the District to release financial information about his or her employment must submit a written request to the Superintendent or designee.

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.

LEGAL REF.: [325 ILCS 5/4, Abused and Neglected Child Reporting Act.](#)

745 ILCS 46/10, [Employment Record Disclosure Act.](#)

820 ILCS 40/, [Personal Record Review Act.](#)

23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District's Public Records), 7:340 (Student Records)

ADOPTED: ~~December 12, 2019~~

Professional Personnel

Terms and Conditions of Employment and Dismissal

The Board of Education 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 and Day (School Calendar, Teacher Work Week), Duty-Free Lunch, Salary Evaluation

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

Nursing Mothers

The District accommodates employees who are nursing mothers according to provisions in [District Procedures 5:10-AP and](#) State and federal law.

Assignments and Transfers

The Superintendent is authorized by the Board of Education to assign all employees to their duties. It shall be the responsibility of the Superintendent to insure that all ~~licensed~~certificated personnel are assigned to positions where they will accomplish their best work and provide their best contribution to the total education program. Reassignment must be in the field of ~~licensed~~certificated preparation of the employee and must be based upon the best interest of the District. When expressed, individual preference, experience, and preparation will be given due consideration in all assignments.

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

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.

Please also refer to the current Cumulative Agreement between the Board of Education of District 214 and The District 214 Education Association.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.655/14-1.09a, , 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.
820 ILCS 260/1 et seq.
23 Ill.Admin.Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).
Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532(1985).

CROSS REF.: [5:10-AP \(Administrative Procedures – Workplace Accommodations for Nursing Mothers\)](#), 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

ADOPTED: December 12, 2013

REVISED: January 18, 2018; April 26, 2018; December 12, 2019

Professional Personnel

Terms and Conditions of Employment and Dismissal – Administrative / Supervisory Personnel

Definition of Administrator and Supervisor

Administrators and supervisors are management staff members whose positions are specified in the *Administrative and Supervisory Compensation and Benefit Program*. With the exception of the Superintendent, all administrators and supervisors will have an annual or multi-year contract.

Compensation

Compensation for administrative and supervisory staff will be based primarily on performance, level of responsibility, and length of work year.

Work Year

The work year for each administrative and supervisory position is stated in the *Administrative and Supervisory Compensation and Benefit Program*.

Evaluation

Administrators' and supervisors' performances are to be evaluated annually.

Employment of Administrators' Immediate Family

Employment within District 214 of a member of the immediate family (parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians) of the Superintendent, Associate Superintendents, or Building Principals is prohibited.

This policy shall not apply when the parties in question are employees in good standing of the District and one is promoted to any of the positions specified above.

The immediate family (parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians) of other District administrators may be employed in any category provided neither is in a supervisory relationship to the other.

The immediate family of an employee who is promoted to one of the positions specified above may continue employment as long as a direct supervisory relationship does not exist.

Administrative Vacancies

The Superintendent is responsible for assigning staff members to administrative positions in the District with Board approval. All District staff with the required administrative licensurecertification/credentials will be given the opportunity to apply for administrative vacancies.

Administrative Reduction-In-Force

When a general administrative reorganization becomes necessary due to factors such as a school closing, all retained District administrative positions will be considered vacant. All District staff with the required administrative licensurecertification/credentials will be given the opportunity to apply for these administrative positions. Assignments will be made according to procedures approved by the Board.

ADOPTED: August 7, 2008

Professional Personnel

Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board. Per school code, there is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

Additionally, ~~the Illinois Teachers' Retirement System (TRS) imposes post-retirement employment limitations. Refer to www.trsil.org for details. limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2020, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.~~

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Substitutes for Professional Growth Activities and Field Trips, Substitute Pay

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

Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/10-20.685/21B-20(2), 5/21B-20(3) and 5/21B-20(4).
23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

ADOPTED: December 11, 2014

REVISED: January 18, 2018, January 17, 2019; December 12, 2019

Professional Personnel

Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that teachers, other **education association staff** ~~certificated employees~~, and persons providing a student's related service: (1) maintain discipline in the schools as required in the School Code, and (2) follow the School Board policies and administrative procedures on student conduct, behavior, and discipline.

Teachers shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

LEGAL REF.: 105 ILCS 5/24-24.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: April 13, 2017

Educational Support Personnel

Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to School Board policies as they may be changed from time-to-time at the Board's sole discretion.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers and commercial vehicle drivers transporting district students, including taxi cab drivers, must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New drivers and drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

The following two sections apply only if the District accepts Title I funding.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties

Noncertificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media, e.g., computers, video, and audio, detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents ~~an unlicensed a noncertificated~~ person from serving as a guest lecturer or resource person under ~~an Education Association staff member's a certificated teacher's~~ direction and with the administration's approval.

LEGAL REF.: 34 C.F.R. §§~~200.58 and 200.59~~.
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1.
23 Ill.Admin.Code §§1.280, 1.630 and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety and Crisis Plan), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

ADOPTED: January 5, 2017

Educational Support Personnel

Employment Termination and Suspensions

Resignation

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

Please refer to the following current agreements and handbook:

Custodial and Maintenance Personnel Agreement.

Educational Support Personnel Association Agreement.

Food Service Department Employee Handbook.

For those employees not covered by these agreements:

The District may terminate an at-will employee at any time for any reason, subject to State and 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 Board of Education 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

Please refer to the following current agreements and handbook:

Custodial and Maintenance Personnel Agreement.

Educational Support Personnel Association Agreement.

Food Service Department Employee Handbook.

For employees not covered by these agreements:

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 (outsourcing 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. Terminated 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.

Suspension

Please refer to the following current agreements and handbook:

Custodial and Maintenance Personnel Agreement.

Educational Support Personnel Association Agreement.

Food Service Department Employee Handbook.

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.

For employees not covered by these agreements:

The Superintendent is authorized to suspend an employee with or 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. 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.

LEGAL REF. 5 ILCS 430 et seq.
105 ILCS 5/10-22.34c and 5/10-23.5.
325 ILCS 5/7.4(c-10).
820 ILCS 105/4a.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), [5:200-AP \(Administrative Procedures – Protocols for Conducting Administrative Investigations and Administrative Leave\)](#), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED: ~~December 12, 2019~~

Instruction

Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; and (b) other grade-level acceleration. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee may annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.: [105 ILCS 5/14A](#)

[23 Ill.Admin.Code Part 227, Gifted Education](#)

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: ~~June 14, 2018~~

Instruction

Grading and Promotion

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. A student shall not be promoted based upon age or any other social reason not related to academic performance.

Teachers use letter grades to report and document student achievement of course standards. Standards, which are established and communicated by teachers at the outset of each course, are used to evaluate student achievement.

Grading should reflect a demonstrated understanding of content and skills and shall not be based on external factors such as discipline. Every teacher shall maintain an evaluation record for each student in the teacher's classroom, and shall use the following Standard Score Scale to determine grades:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

All letter grades are available to all students in all courses.

No grade may be changed without notification to the teacher concerning the nature and reason for the change. The administrator making the change must sign the changed record.

When Using Remote Instruction – Grading and Promotion

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians in adherence with Executive Order 2020-15 issued by Illinois Governor J.B. Pritzker in response to the COVID-19 outbreak which allows for the use of “Remote Learning Days.” On March 27, 2020 the Illinois State Board of Education published the following criteria in their Remote Learning Guidance.

- Student's current grade as of March 16 in the current system of the district is maintained or improved and does not decrease.
- Students can improve grades as they demonstrate proficiency/mastery/attainment of prior and future skills and work.
- The use of F is not in place during remote learning. Instead, a grade of incomplete or No Grade is recommended for usage.

This modified grading criteria is in compliance with this guidance. Every teacher shall maintain an evaluation record for each student in the teacher's classroom, and shall use the following Standard Score Scale to determine grades for the second semester of the 2019/2020 school year and may be extended by the Superintendent:

A 90-100

B 80-89

C 70-79

Pass 60-69

Incomplete or Audit 0-59

The recommendations on grading are based upon the principle of no educational harm to any child. Only the grades listed above are available to all students in all courses for the second semester 2019/2020.

No grade may be changed without notification to the teacher concerning the nature and reason for the change. The administrator making the change must sign the changed record.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.
Executive Order 2020-15 issued by Illinois Governor J. B. Pritzker in response to the COVID-19 outbreak which allows for the use of “Remote Learning Days.” March 27, 2020 the Illinois State Board of Education, Remote Learning Guidance. 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), District 214 Student and Parent Handbook

ADOPTED: December 11, 2014

REVISED: December 10, 2015

Students

Residence

Resident Students

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

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

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

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

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

Requests for Nonresident Student Admission

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

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
- ~~2.~~ 2. The student may be disenrolled at any time at the sole discretion of the Superintendent. Tuition paid for any period after the student's disenrollment will be reimbursed to the parent(s)/guardian(s) minus any outstanding obligations.
- ~~3.~~ 3. The student will be accepted only if there is sufficient room.
- ~~4.~~ 4. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
- ~~5.~~ 5. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

Homeless Children

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

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board of Education shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
 105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.
 105 ILCS 45/ and 70/
 23 Ill.Admin.Code §1.240.
Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).
Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650 (Ill.App.1, 1997).
Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

ADOPTED: **January 5, 2017**

Students

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades 9 through 12 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to Policy 7:90, Release During School Hours (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health or safety, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy.

LEGAL REF.: 105 ILCS 5/26-1 through 16.
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Behavior), 7:340 (Student Records), District 214 Student and Parent Handbook

ADOPTED: April 3, 2014

REVISED: December 10, 2015; January 5, 2017; January 18, 2018, January 17, 2019

Students

Release During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released from school: (1) at any time other than the regular dismissal times or other times when a school is officially closed, and/or (2) to any person other than the custodial parent/guardian.

Early Dismissal Announcement

The Superintendent shall make reasonable efforts to issue an announcement whenever it is necessary to dismiss school early due to inclement weather or other reason.

Voting

The Superintendent or designee shall specify the hours during which students who are entitled to vote at a primary, general or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are entitled to be absent from school to vote beginning the 15th day before the primary, general, or special election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

LEGAL REF: 10 ILCS 5/7-42(b) and 5/17-15(b), Election Code

CROSS REF.: 4:170 (Safety and Crisis Plan)

ADOPTED: September 3, 2015

Community Relations

Connection with the Community

Public Relations

The Board President is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a responsibility for the quality of education provided by their schools.
5. Earn the community's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media accurately informed.
8. Coordinate with the District Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website, using social media platforms, e.g., Facebook, Twitter, etc., or sending to the news media.
2. News conferences and interviews, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. Individuals may speak for the District only with prior approval from the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

ADOPTED: ~~September 3, 2015~~

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 events or activities.

Visitor - Any person other than an enrolled student or employee.

During the school day, all visitors to school property are required to report to the security checkpoint and receive permission to remain on school property. Visitors must sign a visitors' log, show identification, and wear a visitor's badge. 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 to arrange an appointment.

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, Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, 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;
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 or electronic cigarettes;
8. Distribute, consume, use, possess, or be impaired or under the influence of an alcoholic beverage, cannabis, other lawful product or illegal drug; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/ or where the use occurred;
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, 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 technology in a disruptive manner);
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;

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 behavior that could endanger oneself or another;
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
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 has permission to be present from the 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

Please refer to the current Cumulative Agreement between the Board of Education of District 214 and The District 214 Education Association.

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.

The Superintendent shall develop procedures to implement this policy.

LEGAL REF.: *Nuding v. Cerro Gordo Community Unit School Dist.*, 313 Ill.App.3d 344 (4th Dist 2000).
 20 U.S.C. §7181 et seq., Pro-Children Act of 1994
 105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25, and 5/27-23.7(a).
115 ILCS 5/3(c), Ill. Educational Labor Relations Act.
 410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
 430 ILCS 66/, Firearm Concealed Carry Act.
 410 ILCS 705/, Cannabis Tax and Regulation Act.
 720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety and Crisis Plan), 5:50 (Drug- and Alcohol-Free Workplace: E-Cigarette, Tobacco, and Cannabis Prohibition), 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), District 214 Student and Parent Handbook

ADOPTED: ~~December 12, 2019~~

Community Relations

Public Suggestions and Complaints

The Board of Education is interested in receiving comments and concerns from members of the community. Any individual may make a suggestion or express a concern by contacting ~~at~~ any District or School office. [Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, Access to Electronic Networks, and should, to the extent possible, limit their communications to relevant individuals.](#) All suggestions, concerns and/or comments will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each comment or suggestion shall be considered on its merit.

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

LEGAL REF: 115 ILCS 5/14(c-5), Ill. Education Labor Relations Act

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 8:10 (Connection with the Community)

ADOPTED: September 1, 2016

ITEM: 2020-063
DATE: April 16, 2020
FILE: Food Services

Subject: Food and Nutrition Service Employee Salary Schedule 2020-21

BACKGROUND INFORMATION:

The Food and Nutrition Service Salary Schedule underwent a salary and step realignment which was approved by the Board in 2012-13. The salaries of Food and Nutrition Service employees are paid with the revenues generated by the Food Service Program.

ADMINISTRATIVE CONSIDERATIONS:

In an effort to remain competitive and attract and retain quality staff, the administration recommends the attached Food Service Salary Schedule. Staff will receive an increase of \$1.00 to the base, hourly salary. There will be no step movement.

Through staff retirement and/or attrition, this will be an approximate \$87,550 or 4% increase in food service salary and benefits over the 2019-20 fiscal year. Market conditions will continue to be evaluated.

RECOMMENDED ACTION:

The Board of Education approve the Food Service Salary Schedule as presented.

**TOWNSHIP HIGH SCHOOL DISTRICT 214
FOOD SERVICE SALARY SCHEDULE
2020-21**

	GRADE I	GRADE II	GRADE III	GRADE V
Step 1	\$14.23	\$14.60	\$17.93	\$19.85
Step 2	\$14.45	\$14.83	\$18.23	\$20.19
Step 3	\$14.69	\$15.07	\$18.55	\$20.54
Step 4	\$14.93	\$15.32	\$18.86	\$20.90
Step 5	\$15.17	\$15.57	\$19.19	\$21.26
Step 6	\$15.42	\$15.83	\$19.52	\$21.64
Step 7	\$15.67	\$16.09	\$19.85	\$22.02
Step 8	\$15.93	\$16.36	\$20.20	\$22.40
Step 9	\$16.19	\$16.63	\$20.55	\$22.80
Step 10	\$16.46	\$16.91	\$20.91	\$23.20
Step 11	\$16.74	\$17.19	\$21.27	\$23.62
Step 12	\$17.02	\$17.48	\$21.65	\$24.04
Step 13	\$17.31	\$17.78	\$22.03	\$24.46
Step 14	\$17.59	\$18.07	\$22.41	\$24.89

For the 2020-21 year, steps will remain at the 2019-20 level.

ITEM NO: 2020-064
DATE: April 16, 2020
FILE: NSSEO

Subject: 2020-21 NSSEO Budget

BACKGROUND INFORMATION:

The NSSEO Articles of Agreement require the NSSEO Board to prepare and adopt a proposed budget for the coming year and submit it to the various member districts for ratification. A majority of the boards of districts in the cooperative must approve the budget for it to become operative. A copy of the approved 2020-21 operative NSSEO budget will be forwarded to District 214 after the NSSEO member districts take action on the budget at their Board meetings. A summary of District 214 proposed costs for NSSEO programs is presented to each board member. (See attached)

District 214 receives direct services from all of the NSSEO programs except Timber Ridge, Riley, Miner and D/HH (Deaf and Hard of Hearing) Elementary and Middle School. The program charges are billed on a usage basis. Additional services may be billed using a formula which combines district assessed valuation and student population; e.g., vision and D.E.S.C. (Diagnostic and Educational Services Center). Districts are assessed in June based on actual usage.

ADMINISTRATIVE CONSIDERATIONS:

The 2019-20 NSSEO budget for District 214 estimated actual charges of \$4,279,646 (plus transportation costs) was based upon usage formulas and tuition. NSSEO also bills District 214 for extensive supportive services for our more severely disabled students; i.e., summer school (Extended School Year), vision, bilingual assessments, and additional diagnostic center staff costs.

The estimated district's total costs for 2020-21 will be \$4,556,929. This is an increase of \$277,283 from the estimated actual 2019-20 costs for District 214.

RECOMMENDED ACTION:

The recommended action is that the Board of Education discusses and approves District 214's proposed costs as reflected in the 2020-21 NSSEO proposed budget and the following resolution.

NSSEO BUDGET RESOLUTION

Be it resolved that the Board of Education of District 214 agrees to participate in the following programs and activities of the Northwest Suburban Special Education Organization during fiscal year 2020-21, approves of the budget for these programs as presented by the NSSEO Governing Board under the date of April 16, 2020, and agrees to pay the district's pro rata share of the budget.

1. Kirk School
2. D/HH (Deaf & Hard of Hearing) High School
3. DESC Educational Services
4. DESC Diagnostic Evaluation Services
5. D/HH Itinerant
6. Outdoor Education (Sunrise Lake Outdoor Education Center)
7. Vocational Adjustment Counselor
8. Technical Assistance to Districts
9. Central Operation and Maintenance
10. Technology Central
11. Technology Programs
12. Staff Aids/Assistants (Kirk)
13. Retirement Reserve
14. Building Fund

President

Secretary

Date

NSSEO BUDGET

FY 2020-2021

District 214 Comparisons

District #214 NSSEO 2020-2021 Budget

Program	Projected Usage	Cost per Student or Service	District #214 Total
<u>Tuition Programs:</u>			
Kirk School	59 students	44,124.72	2,603,358
D/HH-High School-Hersey	5 students	46,012.25	230,061
<u>Service/Other Programs:</u>			
DESC-O.T.	1.40 FTE	114,235.00	159,929
DESC-P.T.	.80 FTE	114,235.00	91,388
DESC-APE Services	.20 FTE	77,692.00	15,538
DESC-Vision Services	1.50 FTE	89,614.00	134,421
D/HH-Itinerant	2,400.8 Units	23.61	56,666
Outdoor Education			88,292
Vocational Adj. Counselor			67,465
Technical Asst to Dists-Coaches	.20 FTE	91,625.23	18,325
Central O&M			12,097
Technology/Central			158,805
Technology/Programs			18,472
<u>Direct Bill Staff:</u>			
Direct Bill Staff:			
19.00 Direct Bill Aides/Assts-Kirk		854,909	
Total Direct Bill Staff			854,909
<u>Education Fund Reserves:</u>			
Unemployment Comp.			0
Retirement Reserve			0
Education Fund Totals			4,509,726
Building Fund			47,203
TOTAL DISTRICT #214			4,556,929
<u>Additional District Costs:</u>			Estimated
**DESC-Evaluations:			0
Billing based on actual usage. Approx. \$1,200/level 1 evaluation.			
			Estimated
**DESC-Contracted Evaluations			16,155
			Estimated
**D/HH-Diagnostics:			35,838
Billing based on actual usage. Approx. \$550/level 1 evaluation. Screenings in district \$400/day.			
Please note- Evaluations include tests, observations, travel, IEP meetings, interviews, consultation with staff, comprehensive report, etc.			

COMPARISON DISTRICT PAYMENTS	DIST. 214	DIST. 214	DIST. 214		DIST. 214	CHANGE IN STUDENTS
	2019-2020	2019-2020	2020-2021	FY21 DIFF. ~	AMEND. 1	OR SERVICES FROM
	BUDGET	AMEND. 1	BUDGET	STDS	VS FY21	AMENDMENT 1

TUITION PROGRAMS:

Timber Ridge School

Miner School

RTMS Program

Kirk School	2,385,010	2,339,908	2,603,358	59.0	263,450	4.1 students
-------------	-----------	-----------	-----------	------	---------	--------------

D/HH-Elementary

D/HH-Middle

D/HH-High School	132,686	176,915	230,061	5.0	53,146	1.0 students
------------------	---------	---------	---------	-----	--------	--------------

Subtotal Tuition	2,517,696	2,516,823	2,833,419	64.0	316,596	5.1 students
-------------------------	------------------	------------------	------------------	-------------	----------------	---------------------

SERVICE/OTHER:

DESC-Educational Svcs	454,565	454,565	401,276		-53,289	-7 Vision
-----------------------	---------	---------	---------	--	---------	-----------

D/HH-Itinerant	41,223	49,231	56,666		7,435	+236.8 Units
----------------	--------	--------	--------	--	-------	--------------

Outdoor Education	84,965	84,965	88,292		3,327	
-------------------	--------	--------	--------	--	-------	--

V.A.C.	65,039	65,039	67,465		2,426	
--------	--------	--------	--------	--	-------	--

NSSEO Admin.	0	0	0		0	
--------------	---	---	---	--	---	--

Tech Asst to Districts	17,843	17,843	18,325		482	No Change
------------------------	--------	--------	--------	--	-----	-----------

Central O&M	11,677	11,677	12,097		420	
-------------	--------	--------	--------	--	-----	--

D/HH-Central Office	0	0	0		0	
---------------------	---	---	---	--	---	--

Technology/Central	152,428	152,428	158,805		6,377	
--------------------	---------	---------	---------	--	-------	--

Technology/Programs	17,877	17,877	18,472		595	
---------------------	--------	--------	--------	--	-----	--

Subtotal Srv/Other	845,617	853,625	821,398		-32,227	
---------------------------	----------------	----------------	----------------	--	----------------	--

DIRECT BILL STAFF/SRVCS:

Direct Bill Staff/Services	637,174	861,768	854,909		-6,859	
----------------------------	---------	---------	---------	--	--------	--

ED FUND RESERVES:

U/C Reserve	0	0	0		0	
-------------	---	---	---	--	---	--

Retirement Reserve	0	0	0		0	
--------------------	---	---	---	--	---	--

Subtotal Ed Reserves	0	0	0		0	
-----------------------------	----------	----------	----------	--	----------	--

TOTAL:						
EDUCATION FUND	4,000,487	4,232,216	4,509,726		277,510	

TOTAL:						
BUILDING FUND	47,430	47,430	47,203		-227	

TOTAL	4,047,917	4,279,646	4,556,929		277,283	
--------------	------------------	------------------	------------------	--	----------------	--

ADDITIONAL DIST. COSTS:

DESC-Diag Eval Svcs

D/HH-Diagnostics

Extended School Year

Transportation



NSSEO ENROLLMENT 2020-2021 BUDGET

District 214				
Program	Budget 2019-2020	Amend. 1 2019-2020	Budget 2020-2021	Diff Amend. 1 to 2020- 2021
Miner School	0.0	0.0	0.0	0.0
Kirk School	56.0	54.9	59.0	4.1
D/HH-High School-Hersey	3.0	4.0	5.0	1.0
Total	59.0	58.9	64.0	5.1