

AGENDA
The Second Meeting of the Month of August
of the Board of Education of Township High School District 214
will be held on Thursday, August 12, 2021
in D100/101 of the Forest View Educational Center
2121 S. Goebbert Road, Arlington Heights, IL
at 7:00 p.m.

- I. CALL TO ORDER
 President Dussling
- II. ROLL CALL
 Ms. Keyes
- III. PLEDGE OF ALLEGIANCE
- IV. PUBLIC HEARING: 2021-2022 BUDGET
- V. ACTION ITEMS
 2021-124 2021-2022 Budget
- VI. APPROVAL OF MINUTES
 Regular Meeting of July 15, 2021
 Closed Session of July 15, 2021
 Special Meeting July 29, 2021
 Regular Meeting of August 4, 2021
 Closed Session of August 4, 2021
- VII. SCHOOL AND COMMUNITY RECOGNITION
 Mount Prospect Park District
 Ruth Yueill, Director of Community Relations & Marketing
 Cheryl Lufitz, Community Relations & Marketing Manager
 Jim Jarog, Executive Director
- VIII. SUPERINTENDENT’S REPORT
 Freedom of Information Act Report
 Food and Nutrition Services Report
- IX. PUBLIC COMMENTS (For Non-Agenda Items)
- X. BOARD MEMBER UPDATES
- XI. CONSENT CALENDAR
 2021-125 Accounts Payable
 2021-126 June Financial Report
 2021-127 Personnel Transaction Report
 2021-128 Destruction of Closed Minutes Audio Recordings
 2021-129 Six Month Review of Closed Minutes
 2021-130 Board Policy Revisions

XII. 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. 5 ILCS 120/2(c)(1), amended by P.A. 101-459;
- Student Disciplinary Cases. 5 ILCS 120/2(c)(9)
- The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)7

XIII. 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. 5 ILCS 120/2(c)(1), amended by P.A. 101-459;

XIV. ADJOURNMENT

ITEM: 2021-124
DATE: 8/12/2021
FILE: Budget

Subject: 2021-22 Final Budget

BACKGROUND INFORMATION:

On June 10, 2021, the Board of Education reviewed and approved the tentative budget for 2021-22. It also called for a public hearing on the proposed budget to be held at 7:00 p.m. on August 12, 2021, in the Board Room of the Forest View Educational Center. The budget has been available for public inspection since July 10, 2021.

During the past few weeks, minor adjustments were made from the tentative budget to the final budget. The District 214 budget contains state funding which is contingent on sufficient funds being appropriated through a final approved Illinois State Budget. The 2021-22 operating budget with transfers is balanced.

By law, the final budget is required to be adopted by roll call vote prior to the end of the first quarter of the fiscal year. The resolution adopting the budget should be incorporated into the official minutes of the Board of Education.

ADMINISTRATIVE CONSIDERATIONS:

The Final Budget for 2021-22 and attached resolution are recommended for approval and adoption.

RECOMMENDED ACTION:

That the Board of Education approve the Final Budget for 2021-22 and adopt the Budget of Township High School District 214 County of Cook, State of Illinois, For the Fiscal Year Beginning July 1, 2021, and Ending June 30, 2022 Resolution.

ITEM: 2021-124
DATE: 8/12/2021
FILE: Budget, page 2

BUDGET OF TOWNSHIP HIGH SCHOOL DISTRICT 214
COUNTY OF COOK, STATE OF ILLINOIS, FOR THE
FISCAL YEAR BEGINNING JULY 1, 2021, AND
ENDING JUNE 30, 2022

WHEREAS the Board of Education of Township High School District 214, County of Cook, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 12th day of August, 2021, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, Be it resolved, by the Board of Education of said district as follows:

Section 1: That the fiscal year of this School District be and the same hereby is fixed and declared to be beginning July 1, 2021, and ending June 30, 2022.

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and of expenditures from each be and the same is hereby adopted as the budget of this school district for the said fiscal year.

Adopted this 12th day of August 2021, by a roll call vote of ___ Yeas and ___ Nays to-wit:

Members Voting Yea:

Members Voting Nay:

President, Board of Education

Secretary, Board of Education

STATE OF ILLINOIS)
)
COUNTY OF COOK)

CERTIFICATE

I DO HEREBY CERTIFY that I am the duly elected, qualified and acting Chief Fiscal Officer of Township High School District 214, Cook County, Illinois (the "School District"), and as such, am the keeper of the fiscal records of the School District.

I DO HEREBY CERTIFY that attached hereto is a true and correct copy of the Budget for the Fiscal Year 2021-22, adopted by the Board of Education of the School District at a public meeting on August 12, 2021.

I DO FURTHER CERTIFY that the following is an estimate of revenues by source, anticipated to be received by the School District in Fiscal Year 2021-22.

REVENUE BY SOURCE
2021-22

Property Taxes	\$236,315,135
Corporate Taxes	\$9,000,000
Investment Earnings	\$941,400
Other Local	\$10,163,346
Total Local	\$256,419,881
Evidence Based Funding	\$10,100,000
Transportation Aid	\$3,400,000
Other Categorical	\$2,541,705
Total State Aid	\$16,041,705
Total Federal Aid	\$17,410,592
Total Revenue	\$ 289,872,178

DATED: August 12, 2021

Cathy Johnson
Associate Superintendent for Finance and Operations

MINUTES

The Minutes of the First Regular Meeting
of the Month of July of the Board of Education
Township High School District 214 held on July 15, 2021
at the Forest View Educational Center,
2121 S. Goebbert Road, Arlington Heights, Illinois
at 7:00 p.m.

President Dussling called the meeting to order at 7:00 p.m. and L. Keyes called the roll. The following members were present:

William Dussling	President
Mark Hineman	Member
Alva Kreutzer	Member
Mildred Palmer	Vice President
Dan Petro	Member
Andrea Rauch	Member

Absent at roll call:

Leonard Walker	Member
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Also present at the meeting were: D. Schuler, superintendent; C. Johnson, associate superintendent for finance and operations; K. Kraft, associate superintendent for human resources; P. Mogge, director of community engagement and outreach; K. Roiland, director of operations; T. Schlorff, director of instructional technology and technology services; C. Uhle, director of administrative services; M. McCullough, assistant director of operations; L. Lopez, associate superintendent for teaching and learning; M. Kelly, director of academic programs and pathways; P. Kelly, Elk Grove HS; J. Kim, Prospect HS, F. Mirandola, Prospect HS; D. Weidner, Wheeling HS, L. Keyes, executive assistant to the school board and superintendent; staff members; parents; and citizens.

1. PLEDGE OF ALLEGIANCE

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

2. APPROVAL OF MINUTES

It was moved by Kreutzer and seconded by Palmer that the Board of Education approve the minutes of the Regular Meeting of June 10, 2021 and the Closed Session of June 10, 2021.

Upon roll call, the motion carried.

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

Nays: None

3. STUDENT RECOGNITION, HOWARD LESTER AWARD

Howard Lester Awards

- Mary Kate Fahey, JH
- Max Christie, RM (not in attendance)

Perfect Score ACT

- Meghan Paral, junior - PHS

4. PUBLIC COMMENTS

- L. Dammann, parent, spoke for masks optional
- S. Bachar, parent, spoke for masks optional, no vaccines required
- A. Ellingsen, community member, spoke against vaccines
- M. Taylor, community member, spoke for masks optional
- E. Bauer, parent, spoke against the de-tracking pilot expansion
- G. Garland, parent, spoke against block scheduling
- K. Ahn, community member, spoke in favor of Critical Race Theory
- E. Kalaway, parent, spoke against vaccines, testing and masks; congratulated Prospect's women's track 4 x 800 relay team, state champions; and spoke against Critical Race Theory

5. SUPERINTENDENT'S REPORT

Superintendent Schuler reported the following Freedom of Information Act Requests were received and compiled, and consistent with school code:

- E. Gill/Deltek, Inc. requested bid information
- P. Dedi/Chicagoland Construction requested bid information
- E. Luberda requested bid information
- K. Holdren requested personnel information, financial information, electronic communications
- J. Hart/IEA-NEA requested personnel information
- E. Bauer requested student academic information
- M. Jankowski requested financial and operational information
- L. Moore requested curriculum information
- G. Fritz/Millard requested personnel information
- S. Hillstrom requested electronic communications
- K. Murschel requested FOIA responses
- K. Bellows requested electronic communications
- M. Henry/Hansen & Cleary requested student services information

Superintendent Schuler indicated that the summer construction projects are ahead of schedule and under budget.

6. BOARD MEMBER UPDATES

M. Hineman reported that this year's Summer Musical had a full crowd for all four of its performances this past weekend at Lions Park in Mount Prospect. More than 50 students from across the District were involved in the production of "Disney's Descendants: The Musical". This was the first year the District partnered with the Mount Prospect Park District to use their outdoor venue. Many outside community members came to support as well.

M. Hineman reported that Elk Grove High School's annual summer camp was held last month at the Oasis Mobile Home Park. The group of Ed-prep students and Spanish heritage students served as mentors to run the camp. The kids participated in a variety of traditional summer camp activities like sports and arts and crafts, but a heavy emphasis was also placed on developing reading skills. Funds provided by the D214 Education Foundation and Elk Grove High School helped advance this goal with the construction of a mobile library, filled with donated books in both English and Spanish.

A. Kreutzer reported that she would like to thank the Mount Prospect Park District for their partnership

in presenting the summer musical.

A. Kreutzer reported that after participating in last month's D214 Startup Showcase, the team from Buffalo Grove High School went on to compete in the National INCubatoredu Student Pitch competition. They were named one of five finalists for their product, Clog Cop, a solution for clogged drains. The virtual finals take place July 21.

D. Petro reported the Foundation will have it's annual golf outing September 13th.

A. Rauch reported that 2013 Prospect High School graduate David Kendziera, who went on to star in track and field at the University of Illinois, will compete in his first Olympic Games, having earned his spot in Tokyo with a 3rd place finish in the 400-meter hurdles in the U.S. track and field trials last month in Eugene, Oregon. As a senior at Prospect in 2013, he was state champion in the 300-meter hurdles and second-place finisher in the 110-meter hurdles. He will compete in the 400-meter hurdles at the Games. Round one begins July 30.

M. Palmer reported that Rolling Meadows Spanish teacher, Heidi Huck, was awarded this year's Liz Ennis Award for her work in creating a curriculum to inspire and energize Spanish heritage students. The curriculum includes in-class presentations by counseling professionals and Latino role models who have overcome struggles to be successful in work and life. During the pandemic, she hosted virtual seminars with acclaimed Mexican-American author, Francisco Jiménez, and world-renowned muralist, Héctor Duarte. She also helps set up her students for the future with classroom visits from an admissions specialist from Harper College and a college visit field trip to Northeastern Illinois University in 2016. Heidi has been awarded more than \$14,000 in combined grants to support her programs, and aims to find creative solutions and opportunities to support her students.

M. Palmer mentioned she's reading the book "Lightning Flowers," written by Prospect High School graduate Katherine Standefer.

B. Dussling reported that he and M. Hineman had been to Hersey HS to see the new CTE rooms including welding and construction.

7. APPROVE CONSENT CALENDAR

2021-113 through 2021-115

Items 2021-113 through 2021-115 appearing on the Consent Calendar were presented for the Board's consideration.

It was moved by D. Petro and seconded by A. Kreutzer that the Board of Education approve Items 2021-113 through 2021-115 appearing on the Consent Calendar as presented.

Upon roll call, the motion carried.

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

Nayes: None

A. Approve Accounts Payable

2021-113

Actual June 10, 2021 listing:

Educational Fund Listing	2,996,345.09
Operations and Maintenance	171,160.00
Transportation Fund	233,711.24

Capital Projects	2,570.25
TOTAL	3,403,786.58

Checks Dated: June 10, 2021
Check Numbers: 744322-744669

Actual June 24, 2021 listing:	
Educational Fund Listing	3,640,681.87
Operations and Maintenance	887,757.32
Transportation Fund	1,318,452.95
Capital Projects	225,522.80

Checks Dated: June 24, 2021
Check Numbers: 744675-745098

Actual June 30, 2021 listing:	
Educational Fund Listing	2,812,913.87
Operations and Maintenance	7,076,138.57
Transportation Fund	191,027.01
Capital Projects	97,868.86
TOTAL	10,177,948.31

Checks Dated: June 30, 2021
Check Numbers: 745106-745393

B. Personnel Transaction Report 2021-114
Approved Personnel Transaction Report attached to these minutes.

C. Destruction of Closed Meeting Audio Recordings 2021-115
Approved the destruction of closed session audio recordings for the following meetings:
December 12, 2019

8. DISCUSSION ITEM: RETURN TO SCHOOL PLAN 2021-116

L. Lopez and C. Uhle presented the proposed Learning Renewal Plan for 2021-2024. Key priority areas include: reimagine the school day, enrollment and re-engagement, out of classroom learning experiences, improve quality of learning through layered classroom structures, academic support and behavioral counseling resources, structured engagement in transition periods, education workforce strategy and health and safety.

Public Comments:

- E. Bauer, parent, asked questions about staffing, budget and the public comment format
- M. Greydack, parent, asked questions about quarantine, home instruction
- L. Dammann, parent, asked what "all in" means, suggested no masks would help read facial expression of the kids for mental health
- L. Schillmoeller, parent, pleased with the proposal but why not seminar intervention for all students, not just at risk?
- E. Kalaway, parent, requested teacher training in mental health, better parent contact for struggling students and a citizen advisory board

D. Kozlowski, parent, remarked board decisions gave students mental health issues, not the COVID pandemic. Guidelines are guidelines and do not have to be followed

A. Ellingsen, community member, remarked his students loved the block schedule and don't teach Critical Race Theory

J. Alametto, community member, commented block schedule was hard for him as a student and addressing mental health is great

M. Vitalia, parent, asked where Critical Race Theory is hidden in the curriculum?

9. DISCUSSION ITEM: BOARD OF EDUCATION POLICY 2:220: 2021-117
RECORDING & BROADCASTING MEETINGS

D. Schuler presented the proposed changes to Board Policy 2:220 that would allow for the Board to record and broadcast regular Board meetings. After the Board meeting, the recordings would be posted online the following week for a minimum of 60 days.

Public Comments:

L. Dammann, parent, requested videos remain posted longer than 60 days

A. Ellingsen, community member, requested videos be posted to YouTube, with presentations slides incorporated, for longer than 60 days

L. Schillmoeller, parent, requested videos stay up longer, asked what metrics will determine success and why haven't we done it already?

K. Glasnek, parent, requested videos be archived and available after 60 days

E. Bauer, parent, requested videos remain online indefinitely

J. Alametto, community member, commented videos should be posted to YouTube and kept up indefinitely

10. 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. 5 ILCS 120/2(c)(1), amended by P.A. 101-459;
- The setting of a price for sale or lease of property owned by the District. 5ILCS 120/2(c)(6);
- The placement of individual students in special education programs and other matters relating to individual students. 5ILCS 120/2(c)(10).

It was moved by D. Petro and seconded by M. Palmer that the Board of Education go into closed session.

Upon roll call, the motion carried.

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

Nays: None

M. Palmer left the meeting at 9:25 pm.

11. RECONVENE IN OPEN 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. 5 ILCS 120/2(c)(1), amended by P.A. 101-459;
- The setting of a price for sale or lease of property owned by the District. 5ILCS 120/2(c)(6);
- The placement of individual students in special education programs and other matters relating to individual students. 5ILCS 120/2(c)(10).

It was moved by D. Petro and seconded by A. Kreutzer to reconvene in open session.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Petro, Rauch

Nayes: None

12. RESOLUTION ADOPTING AND APPROVING THE SALE OF CERTAIN PROPERTY 2021-118

It was moved by A. Rauch and seconded by D. Petro that the Board of Education approve the Resolution Adopting and Approving the Sale of Certain Property as presented.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Petro, Rauch

Nayes: None

13. PERSONNEL TRANSACTION REPORT II 2021-119

It was moved by A. Kreutzer and seconded by D. Petro that the Board of Education approve Personnel Transaction Report II attached to these minutes, including the following appointments:

Morgan Vogel	Health Services Supervisor	Elk Grove High School
Leizel Serowka	Health Services Supervisor	Specialized Schools
Catherine Veller	Community Ed. Program Manager	Forest View Ed. Center

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Petro, Rauch

Nayes: None

14. ADJOURNMENT

It was moved by A. Kreutzer and seconded by A. Rauch to adjourn. The motion carried.
The meeting adjourned at 10:15 p.m.

William J. Dussling, President

Mildred Palmer, Vice-President

MINUTES

The Minutes of the Special Meeting
of the Board of Education
Township High School District 214 held on July 29, 2021
at the Forest View Educational Center,
2121 S. Goebbert Road, Arlington Heights, Illinois
at 6:00 p.m.

The Special Meeting of the Board of Education was called by President Dussling with Notices to Board Members and Members of the Press sent on July 26, 2021 reading as follows:

NOTICE OF SPECIAL MEETING

You are hereby notified that members of the Board of Education of Township High School District 214 will hold a Special Meeting on Thursday, July 29, 2021. The meeting is scheduled at 6:00 p.m. in room D 100/101 at the Forest View Education Center, 2121 S. Goebbert Road, Arlington Heights, Illinois.

The purpose of the Special Meeting is set forth in the following agenda for the meeting:

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. SUPERINTENDENT'S REPORT
- V. PUBLIC COMMENTS
- VI. BOARD MEMBER UPDATES
- VI. ACTION ITEMS
 - 2021-120 Return to School Plan
 - 2021-121 Proposed Revision to Board Policy 2:220
- VII. ADJOURNMENT

Sincerely,

Bill Dussling
Board President

President Dussling called the meeting to order at 6:03 p.m. and L. Keyes called the roll. The following members were present:

	William Dussling	President
	Mark Hineman	Member
	Alva Kreutzer	Member
	Mildred Palmer	Vice President
	Dan Petro	Member
	Andrea Rauch	Member
Absent:	Leonard Walker	Member

Also present at the meeting were: D. Schuler, superintendent; C. Johnson, associate superintendent for finance and operations; K. Kraft, associate superintendent for human resources; P. Mogge, director of community engagement and outreach; T. Schlorff, director of instructional technology and technology services; K. Rogers, specialized learning schools principal; S. Scholten, Vanguard assistant principal; L. Keyes, executive assistant to the school board and superintendent; staff members; parents; and citizens.

1. PLEDGE OF ALLEGIANCE

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

2. SUPERINTENDENT'S REPORT

Superintendent Dave Schuler advised the Board and community that District 214 does not teach Critical Race Theory. We teach the Illinois State Standards.

Schuler clarified to the Board that the language proposed in the Board Policy revision mirrored the exact same language in the Open Meeting Act in regards to posting of the meeting minutes: "the minutes must be posted for a minimum of 60 days." The new Board Policy revision would state "the recordings must be posted for a minimum of 60 days."

Schuler reviewed the new CDC and Cook County Department of Public Health guidelines for masking.

Schuler noted District 214 will adopt the public health language and recommend all teachers, staff, students, and visitors to schools wear a mask, regardless of vaccination status. The Board will maintain a set of metrics used to track positivity rates and new cases which will allow us to inform and update everyone as the metrics dictate.

3. PUBLIC COMMENTS

E. Bauer, parent, commented regarding election fund-raising

B. Polonia, parent, commented against requiring masks

S. Jolly, parent, commented against requiring masks

J. Rybinski, parent, commented against requiring masks

A. Ellingson, citizen, commented against requiring masks

M. Cosenza Viccers, educator, commented for requiring masks

J. Derengowski, parent, commented against requiring masks

It was moved by A. Rauch, seconded by M. Hineman to take a five minutes recess.

Upon roll call, the motion carried.

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

Nays: None

The Board went into recess at 6:35 pm
President Dussling called the meeting back to order at 6:42 pm.

It was moved by A Rauch, seconded by A. Kreutzer to reconvene the meeting.

Upon roll call, the motion carried.

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

Nays: None

PUBLIC COMMENTS (continued)

President Dussling asked Superintendent Schuler to re-read his statement regarding the mask recommendation, adopting the CDC language recommending masks.

S. Bachar, parent, commented against recommending vaccines

K. Murschel, parent, commented against CRT

H. Graham, citizen, commented that history must include all events

4. BOARD MEMBER UPDATES

none

5. ACTION ITEM: RETURN TO SCHOOL LEARNING RENEWAL PLAN 2021-120

It was moved by Alva Kreutzer and seconded by M. Hineman that the Board of Education approve the Return to School Learning Renewal Plan.

Public Comments:

T. Cosley, parent, commented schoology during quarantine isn't enough education

L. Dammann, parent, commented there should be a better plan for quarantine

S. Jolly, parent, commented vaccinated students not quarantining is idiotic

A. Ellingsen, citizen, commented favorably regarding block schedule; asked for a D214 COVID statistics webpage.

E. Kalaway, parent, commented she would like to see data for block scheduling survey

J. Derengowski, parent, commented that block schedule classes should be longer

B. Polonia, parent, commented against different ID cards for vaccinated persons

A. Batalia, parent, commented that students in quarantine could attend class via zoom

Upon roll call, the motion carried.

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

Nays: None

6. ACTION ITEM: BOARD OF EDUCATION POLICY 2:220: RECORDING & BROADCASTING MEETINGS 2021-121

It was moved by M. Palmer and seconded by A. Kreutzer that the Board of Education approve revised Board Policy 2:220.

Public Comments:

S. Jolly, parent, commented people with disabilities need this service

E. Bauer, parent, commented that recordings should stay up longer than 60 days commented that there were 234 views on YouTube.

A. Ellingsen, citizen, commented that anyone could capture the video and save it if they wanted it past 60 days

J. Derengowski, parent, commented that other entities have done it for transparency at minimal cost

Upon roll call, the motion carried.

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

Nays: None

7. ADJOURNMENT

It was moved by A. Rauch and seconded by M. Hineman to adjourn. The motion carried.
The meeting adjourned at 7:51 pm.

William J. Dussling, President

Mildred Palmer, Vice-President

MINUTES

The Minutes of the First Regular Meeting
of the Month of August of the Board of Education
Township High School District 214 held on August 4, 2021
at the Forest View Educational Center,
2121 S. Goebbert Road, Arlington Heights, Illinois
at 7:30 a.m.

1. CALL TO ORDER

President Dussling called the meeting to order at 7:30 a.m. and L. Keyes called the roll. The following members were present:

William Dussling	President
Mark Hineman	Member
Alva Kreutzer	Member
Mildred Palmer	Vice President
Andrea Rauch	Member
Dan Petro	Member
Leonard Walker	Member

Also present at the meeting were: D. Schuler, superintendent; C. Johnson, associate superintendent for finance and operations; K. Kraft, associate superintendent for human resources; P. Mogge, director of community engagement and outreach; T. Schlorff, director of instructional technology and technology services; C. Uhle, director of administrative services; L. Keyes, executive assistant to the school board and superintendent; J. Laskowski, executive administrative assistant to the superintendent; staff members; parents; and citizens.

2. PLEDGE OF ALLEGIANCE

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

3. MOTION TO AMEND THE AGENDA

It was moved by D. Petro and seconded by A. Rauch to amend the agenda to include a closed session. Agenda re-numbered Item 6. Closed session, Item 7. Reconvene in open session, and Item 8. Adjournment. Upon roll call, the motion carried.

Ayes: Hineman, Kreutzer, Palmer, Rauch, Dussling, Walker, Petro

Nayes: None

4. PUBLIC COMMENTS

N. Miklusak, parent, commented that masks should be mandated, as well as proof of vaccination or negative COVID test for all students, staff and visitors to schools.

5. APPROVE CONSENT CALENDAR

2021-123

It was moved by A. Kreutzer and seconded by M. Hineman that the Board of Education approve Items 2021-123 appearing on the Consent Calendar as presented. Upon roll call, the motion carried.

Ayes: Hineman, Kreutzer, Palmer, Rauch, Dussling, Petro, Walker

Nayes: None

A. Personnel Transaction Report

2021-123

Approved Personnel Transaction Report attached to these minutes.

6. 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. 5 ILCS 120/2(c)(1), amended by P.A. 101-459. No action to follow.

It was moved by A. Kreutzer and seconded by M. Hineman that the board convene in closed session. Upon roll call, the motion carried.

Ayes: Hineman, Kreutzer, Palmer, Rauch, Dussling, Petro, Walker

Nays: none

7. RECONVENE IN OPEN SESSION

It was moved by A. Kreutzer and seconded by M. Hineman that the board reconvene in open session. Upon roll call, the motion carried.

Ayes: Hineman, Kreutzer, Palmer, Rauch, Dussling, Petro, Walker

Nays: none

8. ADJOURNMENT

It was moved by M. Hineman and seconded by Dan Petro to adjourn. The motion carried.

The meeting adjourned at 8:02 a.m.

William J. Dussling, President

Mildred Palmer, Vice President

PERSONNEL TRANSACTION REPORT

EMPLOYMENT OF EDUCATION ASSOCIATION PERSONNEL 2021-2022

CHANGE IN STATUS

VAN BLAKE, JENNIFER **0.8 SLP - SS**
Remarks Increase in FTE from 0.2 to 0.8
Effective August 9, 2021

EVERT, MATTHEW **1.0 Math - PHS**
Remarks Increase in FTE from 0.8 to 1.0
Effective August 9, 2021

PICCOLI, MICHAEL **1.0 English - PHS**
Remarks Increase in FTE from 0.8 to 1.0
Effective August 9, 2021

PITTER, SHERYL **0.8 Family Outreach - JHHS/WHS**
Remarks Increase in FTE from 0.5 to 0.8
Effective August 9, 2021

RODRIGUEZ, SABRINA **0.8 Family Outreach - EGHS/RMHS**
Remarks Increase in FTE from 0.5 to 0.8
Effective August 9, 2021

SUPERVISORY APPOINTMENT - 2021-2022

Name **Appointment**
MALAHY, SHANNON **Athletic Trainer Supervisor**
Remarks Prospect High School
Effective August 10, 2021

Salary: **\$68,693* prorated for days worked** Supervisor Grade 2
Full year

Credentials: B.A. North Central College, Naperville, IL

Present Position: 7/2016 - present Athletic Tnr-Athletico, Glenbard N. HS, Westmont, IL
7/2014 - 6/2016 Asst. Athl. Tnr-Athletico, Hoff. Est. HS, Westmont, IL

ITEM NO: 2021-128
DATE: August 12, 2021
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>
January 9, 2020	January 16, 2020
January 16, 2020	February 20, 2020

RECOMMENDED ACTION:

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

January 9, 2020
January 16, 2020

ITEM NO.: 2021-129
DATE: August 12, 2021
FILE: Meetings

Subject: Review of Closed Session Minutes

BACKGROUND INFORMATION:

The Illinois Open Meetings Act requires that the minutes of closed sessions of public bodies be reviewed to determine whether the need for confidentiality continues to exist. If there is no longer a need for confidentiality, the Act requires that the minutes be opened and made available to the public.

ADMINISTRATIVE CONSIDERATION:

The minutes of closed sessions of the Board of Education have been reviewed for the period January 1, 2021 through June 30, 2021. Confidentiality remains necessary regarding the issues discussed at the meetings during that period. Therefore, no minutes from closed sessions for that period should be opened and made available to the public.

RECOMMENDED ACTION:

That the minutes of the closed session of the Board of Education for the period of January 2021 through June 30, 2021 will remain closed and unavailable for public inspection.

ITEM: 2021-130
DATE: 8/12/2021
FILE: Policy

SUBJECT: Board of Education Policy Manual Revisions – PRESS Edition

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.

RECOMMENDATION

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

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

1:10	1:20	1:30	3:30	6:100
7:220	7:230			

PRESS and Administration Recommended Revised Policies:

2:10	2:30	2:120-E2	2:125-E3	2:130
2:240	5:10	5:80	5:100	5:185
5:270	5:290	5:300	5:310	5:320
5:330	5:35	6:145	6:160	6:235
7:280	8:90			

Document Status: Draft Update

2:10 School District Governance

The District is governed by a Board of Education consisting of seven members. The Board's powers and duties include the authority to adopt, enforce, and monitor all policies for the governance and management of the District's schools.

Official action by the Board may only occur at a duly called and legally conducted meeting, Except as otherwise provided by the Open Meetings Act, at which a quorum is must be physically present at the meeting. [PRESSPlus1](#)

As stated in the Board member oath of office prescribed by the School Code, a Board member has no legal authority as an individual.

LEGAL REF.:

5 ILCS 120/4.02, Open Meetings Act.

[105 ILCS 5/10-1, 5/10-10, 5/10-12, 5/10-16.5, 5/10-16.7, and 5/10-20.5.](#)

CROSS REF.: 1:10 (School District Legal Status), 2:20 (Powers and Duties of the School Board; Indemnification), 2:80 (Board Member Oath and Conduct), 2:120 (Board Member Development), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure)

~~ADOPTED: September 4, 2016~~

PRESSPlus Comments

PRESSPlus 1. Updated to reflect changes to 5 ILCS 120/7(e), amended by P.A. 101-640, permitting public bodies to meet without a quorum physically present during a public health emergency. **Issue 107, June 2021**

Document Status: Draft Update - Rewritten

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

District webmaster: Post this template (including the explanatory paragraphs) on the District's website and update the table as information is provided. [PRESSPlus1](#)

Each Illinois school board member who is elected or appointed to fill a vacancy of at least one year's duration must complete State-mandated *professional development leadership training* (PDLT) and *Open Meetings Act* (OMA) training. State-mandated training is also required for board members who want to vote upon a dismissal based upon the *Performance Evaluation Reform Act*. For additional information, see Board policy 2:120, *Board Member Development*. [PRESSPlus2](#)

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

Name	Development and Training Activity and Provider	Date Completed

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

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

PRESSPlus Comments

PRESSPlus 1. This Board exhibit is REWRITTEN for PRESS Plus Issue 107. A redline version showing the changes made to the sample version is available at **PRESS Online** by logging in at www.iasb.com. **Issue 107, June 2021**

PRESSPlus 2. Updated in response to a five-year review. **Issue 107, June 2021**

School Board

Exhibit - Website Listing of Development and Training Completed by Board Members

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

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

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

Name	Development and Training Activity and Provider	Date Completed

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

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

Document Status: Draft Update

6:160 English Learners

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English language proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (6) specific exit requirements of the program, (7) how the program will meet their child's individualized education program, if applicable, and (8) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

LEGAL REF.:

[20 U.S.C. §§6312, 6314, 6315, and 6318.](#)

[20 U.S.C. §6801 et seq.](#)

[34 C.F.R. Part 200.](#)

[105 ILCS 5/14C-1 et seq.](#)

[23 Ill.Admin.Code Part 228.](#)

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

ADOPTED: January 5, 2017

Document Status: Draft Update

6:145 Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District in accordance with federal law. PRESSPlus1

This program will ~~include a means to:~~

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State and federal educational programs, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant children with full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet.
4. Provide to the extent feasible:
 - a. ~~a~~ Advocacy and outreach programs to migrant children and their families, including helping such children and families gain access to other education, health, nutrition, and social services, and
 - b. ~~p~~ Professional development programs, including mentoring, for District staff.
 - c. Family literacy programs.
 - d. The integration of information technology into educational and related programs, and
 - e. Programs to facilitate the transition of secondary school students to postsecondary education or employment.
5. Provide programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students in an understandable format and language.

Migrant Education Program for Parent/Guardian and Family Member Engagement

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.:

20 U.S.C. §6318.

20 U.S.C. §6391 et seq., Education of Migratory Children.

34 C.F.R. §200.810 et seq.

CROSS REF.: 6:170 (Title I Programs)

ADOPTED: January 5, 2017

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 107, June 2021**

Document Status: Draft Update

8:90 Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the Board of Education welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parent(s)/guardian(s) of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts. [PRESSPlus1](#)
6. An agreement to maintain and protect its own finances.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.: 8:80 (Gifts to the District)

~~ADOPTED: September 1, 2016~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 107, June 2021**

Document Status: Draft Update

2:240 Board Policy Development

The Board of Education governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

Policy Development

Anyone may propose new policies, changes to existing policies, or elimination of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced , except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration ~~will~~may be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection in the District's main office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, *Access to District's Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required.

Words Importing Gender [PRESSPlus1](#)

Throughout this policy manual, words importing the masculine and/or feminine gender include all gender neutral/inclusive pronouns.

Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.:

[105 ILCS 5/10-20.5.](#)

CROSS REF.: 2:150 (Committees), 2:250 (Access to District's Public Records), 3:40 (Superintendent), District 214 Student and Parent Handbook

PRESSPlus Comments

PRESSPlus 1. Optional. Updated in response to subscriber feedback and evolving diversity, equity, and inclusion work at IASB. Consult the board attorney to determine whether inclusion of a subhead related to gender neutral/inclusive pronouns is appropriate for the district. This subhead's text mirrors language from the Ill. Statute on Statutes importing words applying the masculine gender to include the female gender. See 5 ILCS 70/1.04.

For students, State law prohibits gender-based discrimination, including transgender and gender non-conforming students. 775 ILCS 5/5-101(A)(11); 775 ILCS 5/1-103(O-1); and 23 Ill.Admin.Code §1.240. Title IX of the Education Amendments of 1972 (20

U.S.C. §1681) also prohibits exclusion and discrimination on the basis of sex. 20 U.S.C. §1681(a). See also policy 7:10, *Equal Educational Opportunities*.

For employees, the Equal Employment Opportunities Act (a/k/a Title VII of the Civil Rights Act of 1964) prohibits discrimination because of an individual's sex, which includes sexual orientation and/or transgender status. See 42 U.S.C. §2000e et seq., amended by The Lilly Ledbetter Fair Pay Act of 2009, Pub.L. 111-2; *Bostock v. Clayton Cnty.*, 140 S.Ct. 1731 (2020); and *Hively v. Ivy Tech*, 853 F.3d 339 (7th Cir. 2017). See also policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. **Issue 107, June 2021**



Document Status: Draft Update

2:130 Board-Superintendent Relationship

The Board of Education directs, through policy, the Superintendent in his or her charge of the administration of the District by delegating its authority to operate the District and provide leadership to staff. ^{PRESSPlus1} The Board of Education employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal law.

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Superintendent, as the District's Chief Executive Officer, makes recommendations to the Board. The Board adopts policies necessary to provide general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's operations.

LEGAL REF.:

[105 ILCS 5/10-16.7](#) and [5/10-21.4](#).

CROSS REF.: 3:40 (Superintendent)

ADOPTED: September 1, 2016

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. Statutory text, previously contained in the sample policy's footnotes, was moved into the policy as a result of **PRESS** Advisory Board feedback. **Issue 107, June 2021**

Document Status: Draft Update

2:30 School District Elections

School District elections are non-partisan, governed by the general election laws of the State, and include the election of Board of Education members, various public policy propositions, and advisory questions. Board members are elected at the consolidated election held on the first Tuesday in April in odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. The canvass of votes is conducted by the election authority within 21 days after the election.

The Board, by proper resolution, may cause to be placed on the ballot: (a) public policy referendum according to Article 28 of the Election Code, or (b) advisory questions of public policy according to Section 9-1.5 of the School Code.

The Board Secretary serves as the local election official. He or she receives petitions for the submission of a public question to referenda and forwards them to the proper election officer and otherwise provides information to the community concerning District elections.

LEGAL REF.:

10 ILCS 5/1-3, 5/2A, 5/9, 5/10-9, 5/22-17, 5/22-18, and 5/28.

105 ILCS 5/9 and 5/9-1.5. [PRESSPlus1](#)

CROSS REF.: 2:40 (Board Member Qualifications), 2:50 (Board Member Term of Office), 2:210 (Organizational Board of Education Meeting)

~~ADOPTED: April 3, 2014~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 107, June 2021**

Document Status: Draft Update

2: 125-E3 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. 1-1-47) [PRESSPlus1](#) 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 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 policies [2:125, Board Member Compensation; Expenses](#) and [5:60, Expenses](#).
2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed \$3500.00, 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.

~~Adopted this 16th day of April, 2020.~~

Attested by: Board President

Attested by: Board Secretary

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 107, June 2021**

Document Status: Draft Update

5:10 Equal Employment Opportunity and Minority Recruitment

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

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

Administrative Implementation

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

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Kate Kraft, Associate Superintendent for
Human Resources

2121 S. Goebbert Rd.

Arlington Hts., IL 60005

Email: kate.kraft@d214.org

847-718-7647

Complaint Managers:

Brian Lichtenberger, Employee Relations Supervisor

2121 S. Goebbert Rd.

Arlington Hts., IL 60005

Email: brian.lichtenbe@d214.org

847.718.7651

Marni Johnson, Asst. Supt. for Student Services

2121 S. Goebbert Rd.

Arlington Hts., IL 60005

Email: marni.johnson@d214.org

847.718.7657

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

Minority Recruitment

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

LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §206\(d\)](#), Equal Pay Act.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

775 ILCS 35/5, Religious Freedom Restoration Act.

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

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

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

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

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

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

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

ADOPTED: December 11, 2014

REVISED: June 18, 2015; September 3, 2015; January 5, 2017; December 12, 2019; March 19, 2020; September 10, 2020

PRESSPlus Comments

PRESSPlus 1. Updated in response to 775 ILCS 5/2-103.1, added by P.A. 101-656, prohibiting an employer from disqualifying or taking other adverse action against applicants/employees based on conviction records unless certain conditions and

notification requirements are met.

See 5:30-AP2, E1, *Notice of Preliminary Hiring Decision Based on Conviction Record* and 5:30-AP2, E2, *Notice of Final Hiring Decision Based on Conviction Record*, available by logging in to **PRESS Online** at www.iasb.com. The exhibits were added with **PRESS** Issue 107 to assist districts with implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656, requiring employers to provide an applicant with preliminary and final written notice before disqualifying the applicant based on a conviction record.

For more detail and discussion about the impacts of P.A. 101-656, see 5:30, *Hiring Process and Criteria*, at f/ns 5 and 6, and 5:30-AP2, *Investigations*, available at **PRESS Online** by logging in at www.iasb.com. **Issue 107, June 2021**

Document Status: Draft Update

5:35 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

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

For employees not covered by a current applicable bargaining agreement:

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 their immediate supervisor. 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. Professional staff and EA members may be suspended without pay in accordance with Board policy 5:240, *Suspension*. All other staff members may be suspended without pay in accordance with Board policy 5:290, *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)

Document Status: Draft Update

5:80 Court Duty

Please refer to the applicable collective bargaining agreement(s) current: Educational Support Personnel Association Agreement and the Custodial and Maintenance Personnel Agreement

For employees ~~those~~ not covered by a current applicable bargaining ~~this~~ agreement:

The District will pay full salary during the time an employee is absent due to court duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court.

The stipend received by an employee for jury duty will be retained by the employee. The employee will not be reimbursed by the District for travel or other expenses for jury duty.

An employee should give at least five days' prior notice of pending court duty to the District.

LEGAL REF.:

[105 ILCS 5/10-20.7.](#)

ADOPTED: April 13, 2017

Document Status: Draft Update

5:100 Staff Development Program

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

For employees not covered by a current applicable bargaining agreement:

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 two 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 two 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 two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two 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 9 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; Division Head for Student Success, Safety and Wellness or Complaint Manager.
7. Ongoing professional development for EA members, 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.
16. Title IX requirements for training as follows (see policy 2:265, *Title IX Sexual Harassment Grievance Procedure*):
 - a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
 - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
 - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.

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:

Education Support Personnel Association Agreement

LEGAL REF.:

[20 U.S.C. §1681 et seq.](#), Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[42 U.S.C. §1758b](#), [Pub. L. 111-296](#), Healthy, Hunger-Free Kids Act of 2010; [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](#), III. Human Rights Act.

[23 Ill.Admin.Code §§ 22.20](#), [226.800](#), and [Part 525](#).

[77 Ill.Admin.Code §527.800](#).

CROSS REF.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 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; April 16, 2020; September 10, 2020

Document Status: Draft Update

5:185 Family and Medical Leave

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

For employees not covered by a current applicable bargaining agreement:

Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning with the date of the employee's first use of sick leave.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is unpaid, the District will substitute an employee's accrued paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. The following periods during which the employee would not have been required to work, including summer break, Thanksgiving break, winter break and spring break, are not counted against the employee's FMLA leave entitlement. Holidays that fall within a full week taken as FMLA will count against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item six above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, the following provision must describe the employee:

The employee has been employed by the District for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), [38 U.S.C. 4301](#), et seq., or when a written agreement exists concerning the District's intention to rehire the employee.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days'

advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to

employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

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

LEGAL REF.:

Family and Medical Leave Act, [29 U.S.C. §2601 et seq.](#), [29 C.F.R. Part 825.](#)

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: January 5, 2017

Document Status: Draft Update

5:270 Employment At-Will, Compensation, and Assignment

Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

Compensation

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

For employees not covered by a current applicable bargaining agreement:

Please refer to the following current agreements:

Custodial and Maintenance Personnel Agreement

Educational Support Personnel Association Agreement

Food Service Department Employee Handbook

For employees not covered by these agreements:

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

Assignment

The Superintendent is authorized to assign and transfer educational support personnel in accordance with current collective bargaining agreements.

Temporary Assignments

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

For employees not covered by a current applicable bargaining agreement:

Please refer to the following current agreements:

Custodial and Maintenance Personnel Agreement

Educational Support Personnel Association Agreement

LEGAL REF.:

[105 ILCS 5/10-22.34](#) and [5/10-23.5](#).

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

Document Status: Draft Update

5:290 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 applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

~~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 School Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by [325 ILCS 5/](#)

Reduction in Force and Recall

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

For employees not covered by a current applicable bargaining agreement:

~~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 applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement: 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 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)

Document Status: Draft Update

5:300 Schedules and Employment Year

~~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 this agreement:~~

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, School Board policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, work load, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent’s approval is required to establish a flexible work schedule or job-sharing.

Breaks

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

~~For employees not covered by a current applicable bargaining agreement:~~

~~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:~~

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee’s workday.

Nursing Mothers

The District accommodates employees who are nursing mothers according to State and federal law.

LEGAL REF.:

Fair Labor Standards Act, [29 U.S.C. §207 et seq.](#)

[105 ILCS 5/10-20.14a](#), [5/10-22.34](#), and [5/10-23.5](#).

[740 ILCS 137/](#), Right to Breastfeed Act.

[820 ILCS 105/](#), Minimum Wage Law.

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

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act); 5:10 (Equal Employment Opportunity and Minority Recruitment)

Document Status: Draft Update

5:310 Compensatory Time-Off

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

For employees not covered by a current applicable bargaining agreement:

Please refer to the current Educational Support Personnel Association Agreement:

~~For those not covered by this agreement:~~

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, [29 U.S.C. §201 et seq.](#), and (2) are not represented by an exclusive bargaining representative.

Educational support personnel may, with pre-approval by their supervisor, be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 60 hours in a year, which represents compensation for 40 hours of overtime.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off. An employee shall have until June 15 to use or schedule any compensatory hours remaining from the current school year. The compensatory time must be used by August 1.

Upon termination of employment, an employee will be paid for unused compensatory time at the final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

Implementation

The Superintendent or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control.

LEGAL REF.:

Fair Labor Standards Act, [29 U.S.C. §201 et seq.](#); [29 C.F.R. Part 553.](#)

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act), 5:185 (Family and Medical Leave), 5:270 (Employment At-Will, Compensation, and Assignment)

Document Status: Draft Update

5:320 Evaluation

~~Please refer to the following current agreements:~~

~~Custodial and Maintenance Personnel Agreement,~~

~~Educational Support Personnel Association Agreement.~~

~~For employees not covered by these agreements:~~

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board of Education policies as well as in compliance with State law and any applicable collective bargaining agreement.

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

For employees not covered by a current applicable bargaining agreement:

The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, as identified in Article 7 of the ESPA agreement.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law ~~and any applicable collective bargaining agreement.~~

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

ADOPTED: April 13, 2017

Document Status: Draft Update

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

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

Sick and Bereavement Leave

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

~~Please refer to the following current agreements and handbook:~~

~~Custodial and Maintenance Personnel Agreement.~~

~~Educational Support Personnel Association Agreement.~~

~~Food Service Department Employee Handbook.~~

~~Administrative and Supervisory Compensation and Benefit Package.~~

This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Illinois Municipal Retirement Fund under 40 ILCS 5/7-139(a)(8).

Vacation

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

~~Please refer to the following current agreements and handbook:~~

~~Custodial and Maintenance Personnel Agreement.~~

~~Educational Support Personnel Association Agreement.~~

~~Administrative and Supervisory Compensation and Benefit Package.~~

Holidays

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

~~Please refer to the following current agreements and handbooks:~~

~~Custodial and Maintenance Personnel Agreement.~~

~~Educational Support Personnel Association Agreement.~~

~~Food Service Department Employee Handbook.~~

~~Administrative and Supervisory Compensation and Benefit Package.~~

Personal Leave

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

~~Please refer to the following current agreements and handbooks:~~

~~Custodial and Maintenance Personnel Agreement.~~

~~Educational Support Personnel Association Agreement.~~

~~Food Service Department Employee Handbook.~~

~~Administrative and Supervisory Compensation and Benefit Package.~~

Association Leave

Please refer to the current Custodial and Maintenance Personnel Agreement.

Unpaid Leave of Absence

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

~~Please refer to the following current agreements and handbooks:~~

~~Custodial and Maintenance Personnel Agreement.~~

~~Educational Support Personnel Association Agreement.~~

~~Food Service Department Employee Handbook.~~

~~Administrative and Supervisory Compensation and Benefit Package.~~

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with [105 ILCS 5/24-6.3](#).

Other Leaves

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

1. School Visitation Leave
2. Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence.
3. Military Leave
4. Child Bereavement Leave
5. Leave to serve as an election judge

LEGAL REF.:

[105 ILCS 5/10-20.7b](#), [5/24-2](#), and [5/24-6](#).

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Child Bereavement Leave Act.

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

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

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

Document Status: Draft Update

6:235 Internet Safety Policy

The Board of Education of Township High School District No. 214 ("Board") has adopted the following policy in accordance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act ([P.L. 106-554](#)).

This policy provides for the monitoring of the online activities of minors, and addresses the following areas:

- use of technology measures to restrict minors' access to materials harmful to minors and/or inappropriate;
- the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- unauthorized access, including so-called "hacking," and other unlawful activities by minors online; and
- unauthorized disclosure, use and dissemination of personal information regarding minors.

Section I. - Curriculum

By being connected to the Internet, students and staff have potential access to electronic mail communication; to information via the World-Wide Web; and to various research sources including certain university library catalogs, the Library of Congress, and other research databases. Access to the Internet and Township High School District No. 214's (the "District's") network is a privilege and is not a public forum for general use. Employees and students may load District-assigned student work onto the District's network. However, employees and students shall not load onto the District's network or Internet any unlawful, inappropriate, or copyrighted works that are not in accordance with fair use guidelines. Employees will not use personal social networking sites to communicate/interact with students. The Board disclaims any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the Internet. Further, the Board disclaims responsibility for any information that may be lost, damaged or altered or unavailable when using the District's network. Employees and students shall be solely responsible for any unauthorized charges or fees resulting from their access to the Internet.

Section II. - Use of Technology Protection Measures

It is the policy of the Board of Education, through the use of internet filtering or blocking devices, to comply with the Children's Internet Protection Act. Such filtering or blocking device shall be used on all District computers with internet access and during all use of such computers, except as specifically provided below.

It shall be the responsibility of the administration of the District to assess those filtering or blocking devices available for use and to determine the filtering device most effective and appropriate for the School District's needs.

The Superintendent or Superintendent's designee may, on a case by case basis, authorize the disabling of filtering or blocking devices to permit adults to engage in bona fide research or for other lawful purposes. Disabling requests will not be granted if the Superintendent determines that the potential harm or disruption incident to the request outweighs its educational or professional benefit.

All online activities of students and minors may be monitored by those school officials with direct supervisory responsibility for those activities. In addition, school officials may monitor students' and minors' online activities on District computers when not under the direct supervision of school staff. Such monitoring may consist of (i) direct observation of online activities; (ii) review of internet logs and other use records; (iii) generation of internet activity reports or summaries; or (iv) any other method that the Superintendent determines provides for the effective review and monitoring of online activities.

Section III - Access to Inappropriate Materials on the Internet and the World Wide Web

It is the policy of the Board, to the extent permitted by law, to limit access by minors to inappropriate matter on the Internet and the World Wide Web. This policy shall be accomplished through (i) the use of the filtering or blocking devices described in Section II, (ii) enforcement of the District's responsible use of technology policy, and (iii) providing education and counseling to minors and students who use the District's computer system regarding the proper use of internet resources.

Section IV. - Electronic Mail, Chat Rooms, Social Networking Websites, and Other Forms of Electronic Communications

It is the policy of the Board to ensure the safety and security of minors when using electronic mail, chat rooms, social networking websites, and other forms of direct electronic communications. For this purpose, school officials may regularly review minors' online and internal communications on the District's computer network to assure the safety of students and minors. School officials may further communicate to minors, through the District's student handbook, its responsible use policy, or other means, information regarding the safety risks raised by online communications and appropriate practices to protect against these risks

Section V. – Cyberbullying, Hacking, Unauthorized Access, and Unlawful Activities of Minors Online

Minors who use the District's computer network shall be permitted to do so only for authorized purposes and for lawful activities. This policy applies to (i) access to the District's own computer network, and (ii) access by minors to other networks and computers when using the District's network. School officials may communicate these restrictions to minors through the District's student handbook, responsible use policy, or other means. Unlawful or unauthorized online activities are identified as forms of misconduct subject to discipline under the School District's student discipline code.

Section VI. - Unauthorized Disclosure, Use and Dissemination of Personal Information

It is the policy of the District, consistent with State and Federal student records laws, to protect students and minors against the unauthorized disclosure, use and dissemination of personal information through the District's computer system. Users of the District's computer system shall be prohibited from disclosing personally identifiable information regarding students or minors outside the District's computer system, except in specifically authorized instances. This prohibition shall apply to all electronic communications either directed to non-District computers or accessible to non-District users, such as web page postings and other internet-accessible files.

Section VII. - Definitions

Terms used in this policy shall have the meanings set forth in the Children's Internet Protection Act.

The use of the term "Internet" or "network" in this policy refers to all information accessed through the District's network from the various sources as identified above and any and all information accessed using the District's means of access.

LEGAL REF.:

~~No Child Left Behind Act, 20 U.S.C. §6777-20 U.S.C. §7131, Elementary and Secondary Education Act.~~

~~Children's Internet Protection Act, 47 U.S.C. §254(h) and (l), Children's Internet Protection Act.~~

~~Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.~~

47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.

115 ILCS 5/14(c-5), III. Educational Labor Relations Act.

720 ILCS 5/26.5.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:315 (Restrictions on Publications; High Schools), 7:345 (Use of Educational Technologies: Student Data Privacy and Security), District 214 Student and Parent Handbook

ADOPTED: June 7, 2012

REVISED: April 7, 2016

Document Status: Draft Update

7:280 Communicable and Chronic Infectious Disease

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

LEGAL REF.:

[105 ILCS 5/10-21.11.](#)

[410 ILCS 315/2a.](#) [PRESSPlus1](#)

23 Ill.Admin.Code §§ 1.610 and 226.300.

77 Ill.Admin.Code Part 690.

~~Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.~~ [Individuals With Disabilities Education Improvement Act of 2004.](#)

~~Rehabilitation Act, Section 504, 29 U.S.C. §794(a).~~ [Rehabilitation Act of 1973, Section 504.](#)

~~ADOPTED: September 1, 2016~~

PRESSPlus Comments

PRESSPlus 1. Repealed by P.A. 98-353. **Issue 107, June 2021**

Document Status: 5-Year-Review - Needs Review

1:10 School District Legal Status

The Illinois Constitution requires the State to provide for an efficient system of high-quality public educational institutions and services in order to achieve the educational development of all persons to the limits of their capabilities.

The General Assembly has implemented this mandate through the creation of school districts. The District is governed by the laws for school districts serving a resident population of not fewer than 1,000 and not more than 500,000.

The Board of Education constitutes a body corporate that possesses all the usual powers of a corporation for public purposes, and in that name may sue and be sued, purchase, hold and sell personal property and real estate, and enter into such obligations as are authorized by law.

LEGAL REF.:

[Ill. Constitution, Art. X, Sec. 1.](#)

[105 ILCS 5/10-1 et seq.](#)

CROSS REF.: 2:10 (School District Governance), 2:20 (Powers and Duties of the School Board; Indemnification)

ADOPTED: September 1, 2016

Document Status: 5-Year-Review - Needs Review

1:20 District Organization, Operations, and Cooperative Agreements

The District is organized and operates as a High School District serving the needs of children in grades 9 through 12 and others as required by the School Code.

The District also provides a community education program designed to meet the needs of citizens of the School District, as approved by the Board.

The District enters into and participates in joint programs and intergovernmental agreements with units of local government and other school districts in order to jointly provide services and activities in a manner that will increase flexibility, scope of service opportunities, cost reductions, and/or otherwise benefit the District and the community. The Superintendent shall manage these activities to the extent the program or agreement requires the District's participation, and shall provide periodic implementation or operational data and/or reports to the Board concerning these programs and agreements.

LEGAL REF.:

[Ill. Constitution, Art. VII, Sec. 10.](#)

[5 ILCS 220/1 et seq.](#)

ADOPTED: September 1, 2016

Document Status: 5-Year-Review - Needs Review

1:30 School District Philosophy

Mission Statement

Our primary mission is to help all students learn the skills, acquire the knowledge, and develop the behaviors necessary for them to reach their full potential as citizens who can meet the challenges of a changing society.

Our secondary mission is to provide residents with opportunities for life-long learning.

CROSS REF: 2:10 (School District Governance), 3:10 (Goals and Objectives), District 214 Student and Parent Handbook

~~ADOPTED: September 1, 2016~~

Document Status: 5-Year-Review - Needs Review

3:30 Chain of Command

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Comments and Concerns)

~~ADOPTED: September 1, 2016~~

Document Status: 5-Year-Review - Needs Review

6:100 Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

Animals in Agriculture Program

Student exposure to animals as a regular component of a classroom laboratory experience within designated agriculture pathway courses will adhere to the Administrative Procedures AP1: *Guidelines for Using Animals in School Facilities for Educational Purposes*. Only the following animals are approved for use in this program and are limited in number to the capacity of the necessary and appropriate housing in the classroom: cat, dog, mouse, fish, rabbit, gerbil, guinea pig, hamster, reptile or amphibian, and chicken eggs during incubation period.

LEGAL REF.:

[105 ILCS 5/2-3.122, 5/27-14](#), and [112/1](#) *et seq.*

CROSS REF.: 6:40 (Curriculum Development)

Document Status: 5-Year-Review - Needs Review

6:170 Title I Programs

The Superintendent or designee may pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parent and Family Engagement

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parent and Family Engagement Compact

The Superintendent or designee shall develop a *District-Level Parent and Family Engagement Compact* according to Title I requirements. The *District-Level Parent and Family Engagement Compact* shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parent and Family Engagement Compact

Each Building Principal or designee shall develop a *School-Level Parent and Family Engagement Compact* according to Title I requirements. This *School-Level Parent and Family Engagement Compact* shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Incorporated

by Reference: 6:170-AP1, E1 (District-Level Parent and Family Engagement Compact) and 6:170-AP1, E2 (School-Level Parent and Family Engagement Compact)

LEGAL REF.:

Title I of the Elementary and Secondary Education Act, [20 U.S.C. § 6301-6514](#).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

~~ADOPTED: January 5, 2017~~

Document Status: 5-Year-Review - Needs Review

7:220 Bus Conduct

All students must follow the District's *School Bus Safety Rules*.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

LEGAL REF.:

Family Educational Rights and Privacy Act, [20 U.S.C. §1232g](#); [34 C.F.R. Part 99](#).

[105 ILCS 5/10-20.14](#), [5/10-22.6](#), and [10/](#).

[720 ILCS 5/14-3\(m\)](#).

[23 Ill.Admin.Code Part 375](#), Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety and Crisis Plan), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records), District 214 Student and Parent Handbook

ADOPTED: July 12, 2012

REVISED: December 10, 2015; April 7, 2016

Document Status: 5-Year-Review - Needs Review

7:230 Misconduct by Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board of Education will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

LEGAL REF.:

Individuals With Disabilities Education Improvement Act of 2004, [20 U.S.C. §§1412, 1413, and 1415](#).

Gun-Free Schools Act, [20 U.S.C. §7151 et seq.](#)

[34 C.F.R. §§300.101, 300.530 - 300.536](#).

[105 ILCS 5/10-22.6 and 5/14-8.05](#).

[23 Ill.Admin.Code §226.400](#).

[Honig v. Doe](#), 108 S.Ct. 592 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)

~~ADOPTED: September 27, 2013~~
