



WEST NORTHFIELD SCHOOL DISTRICT 31

3131 Techny Road, Northbrook, Illinois 60062-5899

847-272-6880

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www.district31.net

AGENDA FOR THE REGULAR MEETING OF THE BOARD OF EDUCATION

October 22, 2020 - 7:00pm

Per SP2135 the District 31 Board Meeting will be held electronically and in-person in the Field School Learning Center, 3131 Techny, Northbrook, IL

[Link for Public Viewing of the Board of Education Meeting Via Zoom](#)

[Public Comment Link](#)

7:00 PM

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. ADDITIONS OR CHANGES TO THE AGENDA
- IV. RECOGNITION OF AUDIENCE
 - A. Visitors Requesting to Address the Board - no requests
- V. PRESENTATION
 - A. [5 Essential Survey Presentation](#) - Dr. Erin K. Murphy, Superintendent; Dr. April Miller, Principal, Field School; Ms. Shaton Wolverton, Principal Winkelman School
 1. [State of Illinois Bulletin on Impacted Report Card Metrics](#)
- VI. CONSENT AGENDA
 - A. [Approve the Open Session Minutes of the September 24, 2020 Regular Meeting of the Board of Education](#)
 - B. [Approve the Closed Session Minutes of the September 24, 2020 Regular Meeting of the Board of Education](#)
 - C. [Approve the Open Session Minutes of the October 5, 2020 Special Meeting of the Board of Education](#)
 - D. [Approve Warrants for the Second Half of the Month of September in the Amount of \\$244,019.53](#)
 - E. [Approve Payroll for the Second Half of the Month of September in the Amount of \\$425,606.82](#)
 - F. [Approve Personnel Report, none](#)

- G. [Accept Donations - See Report](#)
- H. Approve Policies - None

VII. ACTION ITEMS

- A. [Approve the attached IESA Application for Cooperative Team Participation and IESA Cooperative Team Agreement to expand athletic opportunities in the area of wrestling for the cooperating schools of Maple School, Wood Oaks Junior High School, Northbrook Junior High School, Attea Middle School, Springman Middle School, and Field Middle School for the 2020-2021 and 2021-22 school years.](#)
- B. [Approve Adjusted Calendar Recommendations for FY21](#)
- C. [Approve Administrative Compensation for FY21](#)

VIII. INFORMATION AND DISCUSSION ITEMS

- A. Administrative Reports -
 - 1. [Dashboard Update](#) - Dr. Erin K. Murphy, Superintendent
 - 2. Professional Learning Update - Becky Mathison, Assistant Superintendent of Curriculum and Instruction - Verbal
- B. Cathy Lauria, Assistant Superintendent of Finance and Operations/CSBO
 - 1. [Monthly Budget Reports - September 2020](#)
 - 2. [P-Card Summary Sheets – September 2020](#)
 - 3. [Post Issuance Tax Compliance Report](#)
 - 4. [Public Disclosure of Total Compensation](#) - FY21 Report
 - 5. [Administrative Compensation Report](#) - 2020-2021
 - 6. Facilities Update - verbal
- C. Board Reports - verbal
 - 1. Melissa Choo Valentinas – Northfield Township Board Presidents
 - 2. Daphne Frank – Glenview Plan Commission, NSSD
 - 3. Laura Greenberg – ED RED
 - 4. Nancy Hammer – Education Foundation/Parent Teacher Organization
 - 5. Bob Resis - Northbrook Economic Development Committee
 - 6. Jeffrey Steres – Stakeholder Financial Advisory Committee
 - 7. Maria Vasilopoulos - Illinois Association of School Boards
- D. [Student Enrollment](#)
- E. Freedom of Information Act Requests
 - 1. [Kirkland & Ellis, LLP - Title IX](#)
 - 2. [SmartProcure - May 21, 2020 to September 15, 2020](#)

F. Discussion Items

1. [Title IX policies - First Read](#)
 - a) [Title IX Sexual Harassment Grievance Procedure](#)
 - b) [Uniform Grievance Procedure](#)
 - c) [Equal Employment Opportunity and Minority Recruitment](#)
 - d) [Workplace Harassment Prohibited](#)
 - e) [Staff Development Program](#)
 - f) [Equal Educational Opportunities](#)
 - g) [Harassment of Students Prohibited](#)
 - h) [Prevention of and Response to Bullying, Intimidation, and Harassment](#)
 - i) [Teen Dating Violence Prohibited](#)
2. [Determining Delegate to the IASA Delegate Assembly Meeting on Saturday, November 14 at 10am \(virtual\) and District 31 positions on resolutions](#)
 - a) [IASA 2020 Resolutions Committee Report](#)

G. CLOSED SESSION TO CONSIDER PENDING LITIGATION, COLLECTIVE BARGAINING, THE APPOINTMENT, EMPLOYMENT, COMPENSATION, OR PERFORMANCE OF SPECIFIC EMPLOYEES, AND SCHOOL SAFETY MATTERS.

H. ACTION REGARDING THE APPOINTMENT, EMPLOYMENT, COMPENSATION, OR PERFORMANCE OF SPECIFIC EMPLOYEES.

I. ADJOURN MEETING

Respectfully submitted,

Dr. Erin K. Murphy
Superintendent of Schools

5Essentials Survey Results

West Northfield School District 31

Winkelman & Field Schools

October 22, 2020

Presenters:

Dr. Erin K. Murphy, Superintendent of Schools

Ms. Shaton Wolverton, Winkelman Principal

Dr. April Miller, Field Middle School Principal

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What is the 5 Essentials Survey?

The 5ESSENTIALS Survey measures a school's success. Measurement is based on how teachers, parents and students perceive their school using indicators that have been found to predict student success. The Survey is based on 20 years of research on improving schools conducted by the Urban Education Institute and University of Chicago. This research found that schools strong in three to five Essentials were ten times more likely to substantially improve student learning.

The 5ESSENTIALS are

- Supportive Environment
- Ambitious Instruction
- Involved Families
- Effective School Leaders
- Collaborative Teachers

*Please see accompanying memo with more background information



Metrics Not Included

- Climate Survey
 - Due to the suspension of in-person instruction, not all schools were able to complete climate surveys. Displaying an incomplete dataset would not be comparable to statewide data from prior years. As a result, the Climate Survey will not be included in the 2020 Report Card. (5Essentials, AdvancED, CSCI).

What was the response rate?

	2013-2014	2014-2015	2015-2016	2017-2018	2018-2019	2019-2020	2020-2021
Winkelman Teachers	0	48.2%	Did not participate	54.2%	99.9%	78.3%	97.2%
Winkelman Parents	0	0.3%		22%	27.4%	29.9%	13.0%
Winkelman Students							96.6%
Field Teachers	0	55.6%	Did not participate	91.9%	99.9%	99.9%	79%
Field Parents	0	0.3%		9.3%	31.7%	29.7%	12.2%
Field Students	0	29.4%		88.9%	94.4%	94.9%	96.2%

% PARTICIPANTS

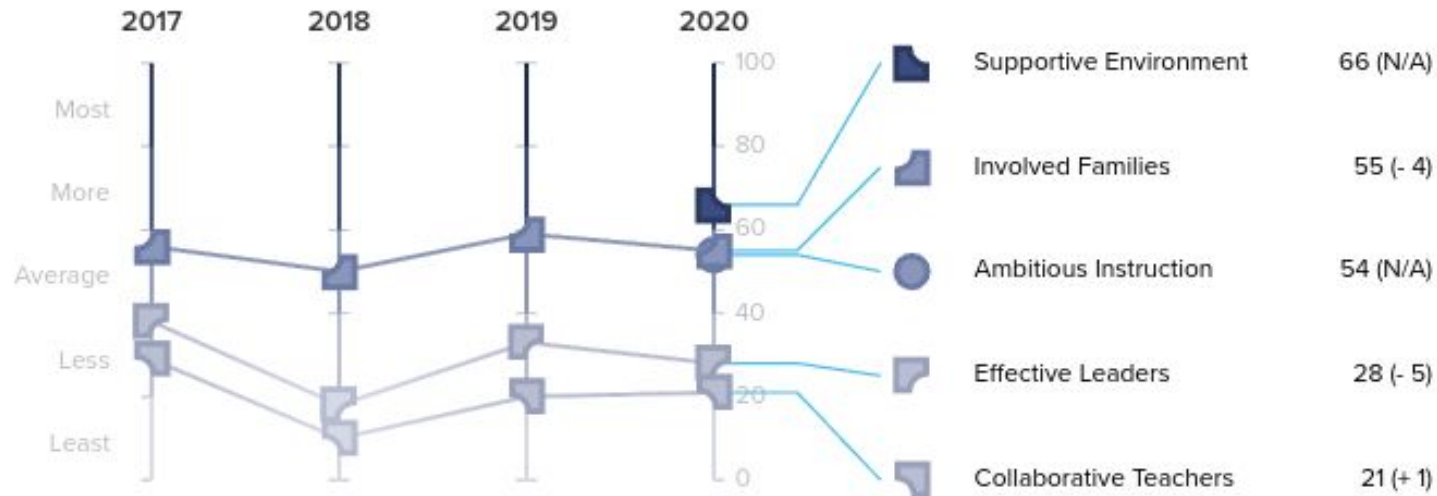
Overall Results for Winkelman



- Most Implementation
- More Implementation
- Average Implementation
- Less Implementation
- Least Implementation
- No Data
- Low Response/Not Applicable

For 2020, Henry Winkelman Elem School is partially organized for improvement

Winkelman Essential Performance Trends



Greatest Area of Growth for Winkelman

What has improved most for Henry Winkelman Elem School?



<u>Teacher-Teacher Trust</u>	41 + 15
<u>Collective Responsibility</u>	10 + 3
<u>School Commitment</u>	19 + 3
<u>Instructional Leadership</u>	20 + 3
<u>Parent Influence on Decision Making in Schools</u>	52 + 2

0-20	21-40	41-59	60-79	80-99
Least Implementation	Less Implementation	Average Implementation	More Implementation	Most Implementation

Areas of Decline at Winkelman

What has decreased most for Henry Winkelman Elem School?



Quality of Student Discussion	16 - 20
Collaborative Practices	16 - 11
Teacher-Principal Trust	32 - 10
Quality Professional Development	17 - 9

0-20	21-40	41-59	60-79	80-99
Least Implementation	Less Implementation	Average Implementation	More Implementation	Most Implementation

Highest Performing Areas at Winkelman

Where is Henry Winkelman Elem School performing the highest?



Peer Support for Academic Work	86
Math Instruction	77
English Instruction	66
Student-Teacher Trust	66
Parent Involvement in School	60

0-20	21-40	41-59	60-79	80-99
Least Implementation	Less Implementation	Average Implementation	More Implementation	Most Implementation

Areas of Concern at Winkelman

Where is Henry Winkelman Elem School performing the lowest?



Collective Responsibility	10
Collaborative Practices	16
Quality of Student Discussion	16
Quality Professional Development	17
School Commitment	19

0-20	21-40	41-59	60-79	80-99
Least Implementation	Less Implementation	Average Implementation	More Implementation	Most Implementation

What did we learn from the Winkelman Parent Survey?

Not enough parents (13%) completed to have survey results.

Winkelman Takeaways from Areas of Decline and Lowest Performing Areas

Collective Responsibility

- 59% of the staff believe that the staff takes responsibility for improving the school.
- 41% of the staff believe that half of the staff or some of the staff take responsibility for improving the school.

Quality of Student Discussion

- 63% of the students use data and text references to support their ideas.
- 37% of the students have never or rarely use data and text references to support their ideas.

Next Steps: Review the 5 Essential data with the Winkelman SLT team and create an action plan to address areas of concern.

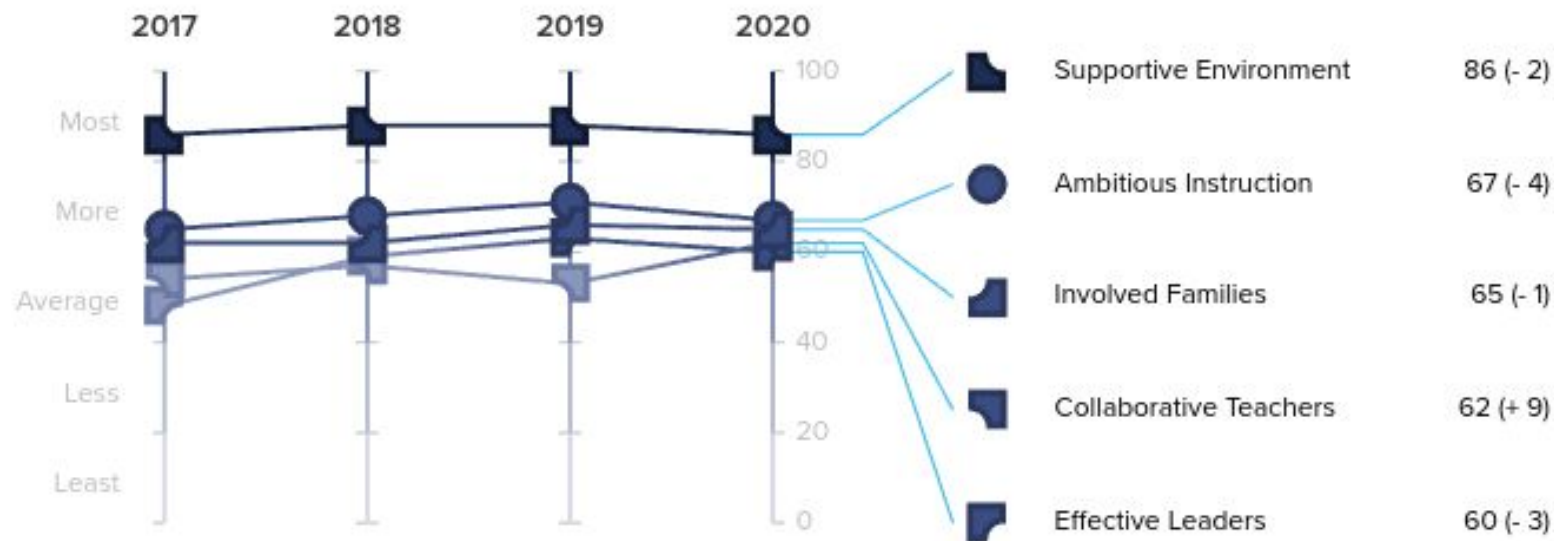
Overall Results for Field



- Most Implementation
- More Implementation
- Average Implementation
- Less Implementation
- Least Implementation
- No Data
- Low Response/Not Applicable

For 2020, Field School is well-organized for improvement

Field Essential Performance Trends



Greatest Area of Growth for Field

What has improved most for Field School?



Safety	91 + 25
School Commitment	71 + 23
Collaborative Practices	54 + 20
Quality of Student Discussion	67 + 11
Teacher-Teacher Trust	76 + 9

0-20 Least Implementation	21-40 Less Implementation	41-59 Average Implementation	60-79 More Implementation	80-99 Most Implementation
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Areas of Decline at Field

What has decreased most for Field School?



Academic Press	53 - 23
Academic Personalism	74 - 14
Quality Professional Development	48 - 10
Peer Support for Academic Work	89 - 10
Teacher-Principal Trust	62 - 9

0-20	21-40	41-59	60-79	80-99
Least Implementation	Less Implementation	Average Implementation	More Implementation	Most Implementation

Highest Performing Areas at Field

Where is Field School performing the highest?



Math Instruction	99
Safety	91
Student-Teacher Trust	91
Peer Support for Academic Work	89
Teacher-Parent Trust	84

0-20	21-40	41-59	60-79	80-99
Least Implementation	Less Implementation	Average Implementation	More Implementation	Most Implementation

Lowest performing areas at Field

Where is Field School performing the lowest?



Parent Involvement in School	44
Quality Professional Development	48
English Instruction	50
Academic Press	53
Collaborative Practices	54

0-20	21-40	41-59	60-79	80-99
Least Implementation	Less Implementation	Average Implementation	More Implementation	Most Implementation

What did we learn from the Field Parent Survey?

Not enough parents (12.2%) completed to have survey results

Field Takeaways from Areas of Decline and Lowest Performing Areas

Academic Press

- 86% or more of students rated 5 of the 9 questions agree to strongly agree regarding teacher expectations of learning, work ethic, critical thinking, and student feelings that they learn a lot in class.
- However only 41-60% of students reported feeling challenged in class; that test and discussion questions are challenging

Quality of Professional Development

- 86% or more of staff rated 2 of the 5 questions agree to strongly agree regarding PD being connected to the School Improvement Plan and responding to working productively with colleagues in my school.
- However only 67-74% felt PD was sustained or focused; provided enough time to think about, try, and evaluate new ideas; and 37% responded agree to strongly agree to working with teachers from other schools

Next Steps: Review 5Essentials data with Field SLT and create an action plan in coordination with the Curriculum Department focused on:

- Increasing rigor in classroom discussion and assessment
- Providing Professional Development that provides time to learn, apply and evaluate new ideas

School Report Card



2020 Summative Designation

- Summative Designations not calculated for 2020.
- **Per the approved ESSA Waiver Districts' Summative Designation from School Year 2019 will be reissued for School Year 2020.**

Summative Designations for FY20 same as FY19

Field - Exemplary
Winkelman - Exemplary



Metrics Not Included

- Assessments
 - Illinois Assessment of Readiness (IAR)
 - SAT
 - Dynamic Learning Maps Alternate Assessment (DLM-AA)
 - Illinois Science Assessment (ISA)
 - Growth Percentile- IAR
 - Assessment Participation Rate
 - Assessment Performance Scatterplots
 - Achievement Gap



Metrics Not Included

- Climate Survey
 - Due to the suspension of in-person instruction, not all schools were able to complete climate surveys. Displaying an incomplete dataset would not be comparable to statewide data from prior years. As a result, the Climate Survey will not be included in the 2020 Report Card. (5Essentials, AdvancED, CSCI).

Impacted Metrics

- **Calculated with Concerns**

- Chronic Absenteeism
- Chronic Truancy
- Dropout Rate
- Early College Coursework (Grades 9-12)
- Freshman on Track
- Graduation Rate (4, 5, 6 Year Cohorts)
- Number of School Days
- Student Attendance
- Student Mobility
- Teacher Attendance
- Teacher Evaluation

Impacted Metrics



- **Caution Statewide Threshold (Margin of Error)**
 - Eighth Graders Passing Algebra I
 - Average Days of PE Per Week
 - Career and Technical Education Enrollment (CTE)

School Report Card

Embargoed until October 30 at noon.



2020 ILLINOIS REPORT CARD

Metrics Affected by COVID-19

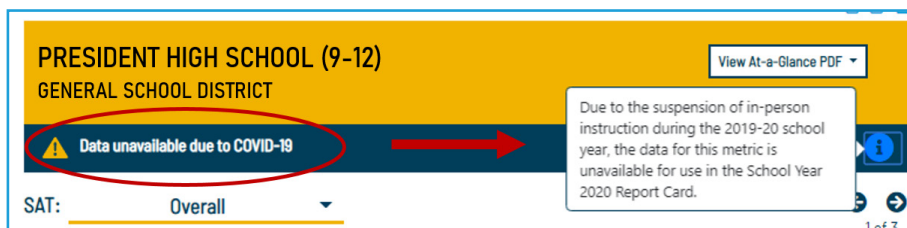


The suspension of in-person instruction during the 2019-20 school year affected multiple Report Card metrics. The Illinois State Board of Education has added data qualifiers to indicate the affected metrics as superintendents view district and school data in the Educator Preview. For some metrics, such as assessments, ISBE collected no data for the 2019-20 school year. For other metrics, such as chronic absenteeism, ISBE collected data, but the suspension of in-person instruction likely impacted the results.

New data qualifiers on the Illinois Report Card will indicate one of three statuses for metrics affected by the suspension of in-person instruction:

1) Data Unavailable Due to COVID-19

Description: Due to the suspension of in-person instruction during the 2019-20 school year, the data for this metric is unavailable for use in the School Year 2020 Report Card.”



- Assessments
 - Illinois Assessment of Readiness (IAR)
 - SAT
 - Dynamic Learning Maps Alternate Assessment (DLM-AA)
 - Illinois Science Assessment (ISA)
- Growth Percentile - IAR
- Assessment Participation Rate
- Assessment Performance Scatterplots
- Achievement Gap
- Climate Survey





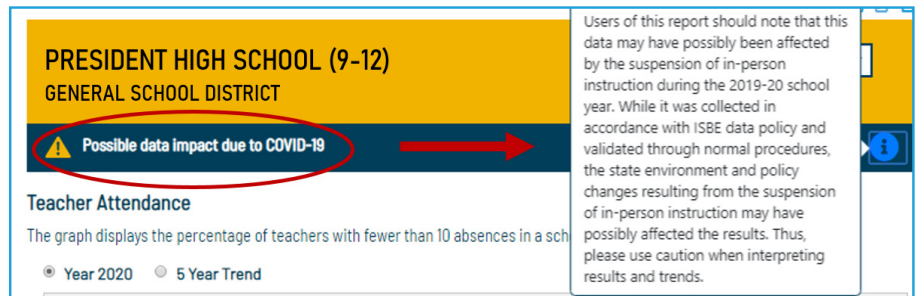
2020 ILLINOIS REPORT CARD

Metrics Affected by COVID-19

2) Possible Data Impact Due to COVID-19 Calculated with Concern

Description: “Users of this report should note that this data may have possibly been affected by the suspension of in-person instruction during the 2019-20 school year. While it was collected in accordance with ISBE data policy and validated through normal procedures, the state environment and policy changes resulting from the suspension of in-person instruction may have possibly affected the results. Thus, please use caution when interpreting results and trends.”

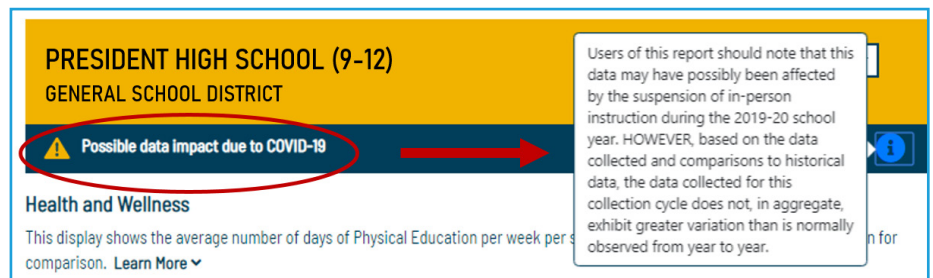
- Chronic Absenteeism
- Chronic Truancy
- Dropout Rate



- Early College Coursework (Grades 9-12)
- Freshman on Track
- Graduation Rate (4, 5, 6 Year Cohort)
- Number of School Days
- Number of School Days
- Student Attendance
- Student Mobility
- Teacher Attendance
- Teacher Evaluation

3) Caution Statewide Threshold

Description: “Users of this report should note that this data may have possibly been affected by the suspension of in-person instruction during the 2019-20 school year. HOWEVER, based on the data collected and comparisons to historical data, the data collected for this collection cycle does not, in aggregate, exhibit greater variation than is normally observed from year to year.”



- Eighth Graders Passing Algebra I
- Average Days of PE Per Week
- Career and Technical Education Enrollment (CTE)



WEST NORTHFIELD SCHOOL DISTRICT 31
MINUTES OF THE PUBLIC MEETING OF THE BOARD OF EDUCATION
Per SP2135 the District 31 Board Meeting was held electronically and in-person in the
Field Learning Center, 3131 Techny Road,
September 24, 2020, 7:00 PM

CALL TO ORDER

The public hearing of the Board of Education was called to order by President Melissa Choo Valentinas at 7:07pm.

ROLL CALL

Board Members:

Present:

Melissa Choo Valentinas	Virtual
Laura Greenberg	Virtual
Daphne Frank	Virtual
Nancy Hammer	Virtual
Robert Resis	In-Person
Jeffrey Steres	In-Person
Maria Vasilopoulos	In-Person

District Administration Present:

Dr. Erin K. Murphy, Superintendent of Schools
Mrs. Catherine M. Lauria, Asst Superintendent Finance & Operations/CSBO
Dr. April Miller, Principal Field Middle School
Mrs. Shaton Wolverton, Principal Winkelman School
Dr. Janine Gruhn, Director of Special Education
Mr. Nino Alvarez, Winkelman Assistant Principal
Mrs. Becky Mathison, Assistant Superintendent of Curriculum & Instruction

A quorum of the Board was confirmed by President, Melissa Choo Valentinas

PRESENTATION OF FINAL FY21 BUDGET

- Assistant Superintendent of Finance and Operations, Catherine Lauria stated that the detailed presentation of the tentative budget was given at the August 25, 2020 meeting. The final budget is the report of changes that have been made since the tentative budget was approved. Overall, there was a decrease in revenues of

\$300,693 and an increase in costs of \$225,085. The details for these changes are reflected below:

- Revenues
 - Decrease in property taxes - \$367,693
 - Increase in fees - \$30,000
 - Increase in grant dollars - \$37,000
- Expenses
 - Increase in salaries - \$209,397
 - Increase in supplies/subscriptions - \$20,950
 - Increase in benefits - \$2,138
 - Increase in equipment - \$2,000
 - Increase in other purchased services - \$15,600
 - Decrease in provision for contingency (capital projects) – \$25,000

Key points included:

- Unbalanced budget but no Deficit Reduction Plan needed
- Positive fund balances in all funds estimated for June 30, 2021
- Summary of Cash Transactions at June 30, 2021 estimated as all positive balances

Once approved, the budget will be forward to the Illinois State Board of Education and the County Clerk, as required. County Clerk is also provided with a CFO's Certificate of Revenues.

COMMENTS FROM AUDIENCE

None

Member Jeffrey Steres made a motion to adjourn the public hearing. Member Maria Vasilopoulos seconded the motion. Final Resolution:

Aye: Maria Vasilopoulos, Robert Resis, Nancy Hammer, Daphne Frank, Jeffrey Steres, Laura Greenberg, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0.

WEST NORTHFIELD SCHOOL DISTRICT 31
MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
Per SP2135 the District 31 Board Meeting was held electronically and in-person in the
Field Learning Center, 3131 Techny Road,
September 24, 2020, 7:00 PM

CALL TO ORDER

The regular meeting of the Board of Education was called to order by President Melissa Choo Valentinas at 7:30pm.

ROLL CALL

Board Members:

Present:

Melissa Choo Valentinas	Virtual
Laura Greenberg	Virtual
Daphne Frank	Virtual
Nancy Hammer	Virtual
Robert Resis	In-Person
Jeffrey Steres	In-Person
Maria Vasilopoulos	In-Person

District Administration Present:

Dr. Erin K. Murphy, Superintendent of Schools
Mrs. Catherine M. Lauria, Asst Superintendent Finance & Operations/CSBO
Dr. April Miller, Principal Field Middle School
Mrs. Shaton Wolverton, Principal Winkelman School
Dr. Janine Gruhn, Director of Special Education
Mr. Nino Alvarez, Winkelman Assistant Principal
Mrs. Becky Mathison, Assistant Superintendent of Curriculum & Instruction

A quorum of the Board was confirmed by President, Melissa Choo Valentinas

ADDITION OF CHANGES TO THE AGENDA

Superintendent Erin Murphy recognized the following:

- Thank you card from Assistant Superintendent of Finance and Operations, Catherine Lauria for the donation in memory of her father-in-law.
- Board of Education members, President Melissa Choo Valentinas and Member Jeffrey Steres were recognized for earning a pin for the professional development credits for the IASB for either being in the leadership and membership programs.
- Field Middle School has been named a 2020 National Blue Ribbon School. This is a national recognition.

RECOGNITION OF AUDIENCE

Danielle & Darrin Stern commented - We want to thank District 31 for a great school year thus far. We have been thrilled by the hard work and dedication of all staff to ensure a safe start to the school year. We greatly appreciate all the communication and safety measures taken to keep our children and community healthy. Thank you!

PRESENTATION

Superintendent Erin Murphy presented the update in 2020-2021 school year wherein she highlighted the following:

- Reviewed the survey results from parents and staff that was sent out two weeks after school started so that the staff and administration can know how this year is going. The survey was to see how in person and remote has been going thus far and the suggestions for improvement.

Superintendent Erin Murphy presented the proposed Northfield Township COVID-19 Elementary School Local Public Health Dashboard wherein she highlighted the following:

- Reviewed the region 10 data.
- Measure trends together with our Northfield Township Districts.
- Reviewed the tracking of staffing, substitutes and student attendance ranges and when the Public Health will be notified.

Member Jeffrey Steres inquired about the timeline on surveying the parents on school reentry and wondered if it should be sent out early. Superintendent Erin Murphy stated that if we do this too early, we might have the same problem as the beginning of the wherein families switching at the last minute.

Superintendent Erin Murphy had referenced a possible schedule change to Field to create

more teacher plan time as well as office hours for remote students. Member Jeffrey Steres stated that he wanted to ensure that the change would be a benefit before a significant change to the Field schedule is made. Superintendent Erin Murphy stated that nothing is decided right now and we need to discuss this with the Field staff.

Vice President Laura Greenberg requested if the senior leadership team can come back next Board meeting with suggestions on getting more planning time. Member Jeffrey Steres said that we should consider a special Board Meeting if needed to review any calendar changes.

Superintendent Erin Murphy stated that she appreciates that request and the leadership team does have some ideas and will bring some back to the Board of Education.

Superintendent Erin Murphy reviewed the proposed scope of work for the 2020-2021 school year wherein she highlighted the following:

- Safely and effectively educating our students during the global COVID-19 pandemic
- Managing the unknowns while educating
- Using this year as a jump off point to effectively build for an effective future forward strategic plan and re-opening for the 2021-2022 school year.
- [Scope of work powerpoint is included into the minutes.](#)

Superintendent Erin Murphy recommended to the Board of Education that a new Strategic Plan be written earlier. There are still two more years left in the current plan but it could benefit the district to rewrite the plan in order to establish a joint vision to create more relevancy and goals.

President Melissa Choo Valentinas requested that at the next Board of Education meeting Superintendent Erin Murphy provides SMART goals.

CONSENT AGENDA

Member Daphne Frank made a motion to approve items A-I. Member Jeffrey Steres seconded the motion.

Final Resolution:

Aye: Maria Vasilopoulos, Robert Resis, Nancy Hammer, Daphne Frank, Jeffrey Steres, Laura Greenberg, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0.

ACTION ITEMS

Member Jeffrey Steres made a motion to adopt the final 2020-2021 budget for West Northfield School District 31. Member Maria Vasilopoulos seconded the motion.

Final Resolution:

Aye: Jeffrey Steres, Maria Vasilopoulos, Robert Resis, Nancy Hammer, Daphne Frank, Laura Greenberg, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0.

INFORMATION AND DISCUSSION ITEMS

Finance

Assistant Superintendent of Finance and Operations, Catherine Lauria reviewed the financial reports for 2020 wherein she stated that it is based on the tentative budget numbers. It will change for September and will also be changed for July and August so all months are correct.

- Treasurer's Report - The fund balance for August is about \$2.8 million higher than the July fund balance due to the amount of August property tax receipts. In general to date, tax receipts are much lower than the prior year's receipts at this point in time. Part of this decline is due to the extended deadline to October 1st for taxpayers to make their fall tax payment.
- Expenses - Nothing outstanding to report.
- Bar Chart - Illustrates the lower revenues due to the tax receipts situation.

Assistant Superintendent of Finance and Operations, Catherine Lauria reported on the facilities:

- Field - We are still making changes on the field at Field and we are working with the Architect and Abbey Paving Company.
- We are winding down to owing approximately \$250,000 on the last of the projects.

Assistant Superintendent of Finance and Operations, Catherine Lauria summarized the Administrator and Teacher Salary and Benefits report stating that the Illinois State Board of Education requires school districts to annually submit salary and benefit information for teachers and administrators by October 1st. This year's 2020 report was submitted to the state by the required due date.

Assistant Superintendent of Finance and Operations, Catherine Lauria reported on Quest and the Summer Food Service Program. Quest has been providing breakfasts and lunches Mondays and Wednesday since the beginning of the school year for remote students. The government wants to extend this program to December 31, 2020. In order to comply with this extended program, all students, K-8, would be eligible to receive a free breakfast and lunch

each day. Some of the concerns were that this program provides the meal of the day so there are no options for meals, unless allergy or vegetarian is requested, and the a la carte items are no longer available. This program could result in being close to a break even situation in terms of cost to the District if we receive the anticipated numbers of participation. This is definitely a savings for the parents as it is no cost to any family.

The Board of Education agreed that this program would benefit our students.

BOARD REPORTS

Member Daphne Frank reported on NSSD wherein she stated the Superintendent Erin Murphy sent the update after the meeting to the Board of Education and NSSD's meeting covered the phases of opening the schools and having financial audits.

Member Nancy Hammer reported that the PTO has been very active.

PTO

- Room parents have been working to bring fun things to both in person and remote classes.
- Co-Chairs of the student activity position are working on fun things to celebrate Halloween.
- Book fair will be online only.

The Education Foundation:

- Successful meeting was held and new members attended.
- Working with the Superintendent Erin Murphy on donating tents
- PPE donation drive raised over \$1,200 and received product donations.
- Working on ideas for the next capital projects to support.

STUDENT ENROLLMENT

Superintendent Erin Murphy reported enrollment in person and remote and our numbers have shown to be stable.

FREEDOM OF INFORMATION ACT REQUESTS

None

DISCUSSION ITEMS

The Board of Education and the Superintendent Erin Murphy discussed the timeline for the training. Schedules are conflicting. The Board of Education will come back to this discussion at a later date.

RECOGNITION OF AUDIENCE

None

MOVE INTO CLOSED

Member Nancy Hammer made a motion to move into closed session to consider pending litigation, collective bargaining, and the appointment, employment, compensation, or performance of specific employees and school security matters. Member Daphne Frank seconded the motion.

Final Resolution:

Aye: Robert Resis, Nancy Hammer, Maria Vasilopoulos, Daphne Frank, Laura Greenberg, Jeffrey Steres

Nay: None.

The motion passed 7:0.

ADJOURN

Member Maria Vailopoulos made a motion to adjourn. Member Jeffrey Steres seconded the motion.

Final Resolution:

Aye: Daphne Frank, Laura Greenberg, Robert Resis, Nancy Hammer, Maria Vasilopoulos, Jeffrey Steres, Nay: None.

The motion passed 7:0 at 10:35PM.

Board President

Board Secretary

Date

**TO SCHOOL TREASURER
TOWNSHIP 42, RANGE 12 EAST
COOK COUNTY, ILLINOIS**

This will certify that the attached list of warrants for the **second half of September**, dated September 30, 2020, totaling \$233,981.01 was on this day ordered paid. This list includes:

Warrants numbered 68710 through 68792, 202102646, and
20002675, 20002676, and 20002686

This will certify that the same attached list includes warrants numbered _____ in the amount of \$_____ which was approved on _____, was this day ordered canceled.

This will certify that the attached list of imprest checks for the **second half of September**, dated____, totaling \$____ was on this day ordered paid. This list includes:

Warrant numbered _____

This will certify the attached payment to BMO Corporate MasterCard in the amount of \$10,038.52 on October 2, 2020.

The amended warrant total, which includes accounts payable, imprest account and BMO Corporate MasterCard payment is \$244,019.53.

BOARD OF EDUCATION, DISTRICT NO. 31

PRESIDENT _____

SECRETARY _____

DATED _____

Check Nbr	Vendor Name	Check Date	Check Amount
202102646	HEUBERGER, ALLISON	09/30/2020	98.00
1	ACH	Check(s) For a Total of	98.00

Check Nbr	Vendor Name	Check Date	Check Amount
68710	AAA LOCK & KEY	09/30/2020	80.95
68711	ALBOUM & ASSOCIATES	09/30/2020	419.00
68712	Vendor Continued Check	09/30/2020	0.00
68713	Vendor Continued Check	09/30/2020	0.00
68714	Vendor Continued Check	09/30/2020	0.00
68715	Vendor Continued Check	09/30/2020	0.00
68716	Vendor Continued Check	09/30/2020	0.00
68717	Vendor Continued Check	09/30/2020	0.00
68718	Vendor Continued Check	09/30/2020	0.00
68719	Vendor Continued Check	09/30/2020	0.00
68720	Vendor Continued Check	09/30/2020	0.00
68721	Vendor Continued Check	09/30/2020	0.00
68722	Vendor Continued Check	09/30/2020	0.00
68723	Vendor Continued Check	09/30/2020	0.00
68724	Vendor Continued Check	09/30/2020	0.00
68725	AMAZON CAPITAL SERVICES	09/30/2020	8,166.36
68726	AMERICAN TAXI	09/30/2020	174.00
68727	ARTHUR J GALLAGHER RISK MANAGE	09/30/2020	3,890.00
68728	ASCD	09/30/2020	239.00
68729	ASSET GENIE	09/30/2020	498.75
68730	BOOKSOURCE.COM	09/30/2020	144.79
68731	BUSINESS SOLVER	09/30/2020	59.25
68732	CALL ONE	09/30/2020	1,185.02
68733	CANON BUSINESS SOLUTIONS INC	09/30/2020	5,069.63
68734	COMMITTEE FOR CHILDREN	09/30/2020	2,749.00
68735	CONSORTIUM FOR EDUCATIONAL CHA	09/30/2020	20,230.00
68736	Vendor Continued Check	09/30/2020	0.00
68737	DIDAX INC	09/30/2020	1,554.99
68738	DILLMANN, JOE	09/30/2020	114.00
68739	DIRECT ENERGY BUSINESS	09/30/2020	16,047.05
68740	DUBIEL, IVETTE	09/30/2020	200.00
68741	ELLEVATION EDUCATION	09/30/2020	6,000.00
68742	FAST SIGNS	09/30/2020	459.90

Check Nbr	Vendor Name	Check Date	Check Amount
68743	FORECAST 5 ANALYTICS, INC	09/30/2020	4,932.50
68744	Vendor Continued Check	09/30/2020	0.00
68745	FSS TECHNOLOGIES	09/30/2020	2,843.25
68746	GRAINGER	09/30/2020	69.98
68747	H-O-H WATER TECHNOLOGY	09/30/2020	130.00
68748	HAND2MIND	09/30/2020	1,292.84
68749	HEINEMANN	09/30/2020	2,328.24
68750	HOME DEPOT CREDIT SERVICES	09/30/2020	2,090.37
68751	Vendor Continued Check	09/30/2020	0.00
68752	HOUGHTON MIFFLIN HARCOURT	09/30/2020	6,035.02
68753	HYDE PARK DAY SCHOOL	09/30/2020	1,586.88
68754	IGSMA	09/30/2020	90.00
68755	INTERPRENET LTD	09/30/2020	390.00
68756	KIM, VANESSA	09/30/2020	100.00
68757	LAKESHORE LEARNING MATERIALS	09/30/2020	241.42
68758	LANGUAGE LINE SERVICES INC	09/30/2020	89.75
68759	LEARNING FORWARD	09/30/2020	159.00
68760	MANALO, DIANA	09/30/2020	89.00
68761	METRO PREP SCHOOL	09/30/2020	8,143.55
68762	MINUTEMAN PRESS	09/30/2020	36.00
68763	MSF GRAPHICS, INC	09/30/2020	2,605.97
68764	NH LEARNING SOLUTIONS CORPORA	09/30/2020	1,400.00
68765	NICOR GAS	09/30/2020	241.59
68766	NORTH SHORE TRANSIT, INC	09/30/2020	13,441.20
68767	Vendor Continued Check	09/30/2020	0.00
68768	NORTHBROOK HARDWARE	09/30/2020	331.68
68769	NORTHERN SUBURBAN SPECIAL EDUC	09/30/2020	86,926.58
68770	NORTHSHORE OMEGA	09/30/2020	500.00
68771	ORIENTAL TRADING COMPANY INC	09/30/2020	30.66
68772	Vendor Continued Check	09/30/2020	0.00
68773	PALOS SPORTS INC	09/30/2020	13.64
68774	PEACEFULL PLAYGROUNDS	09/30/2020	3,388.87
68775	QUENCH USA, INC	09/30/2020	175.00

Check Nbr	Vendor Name	Check Date	Check Amount
68776	REFRIG SYSTEMS OF ILLINOIS	09/30/2020	253.00
68777	SCHOLASTIC MAGAZINES	09/30/2020	964.53
68778	SCHOOLKIDS.COM, LLC	09/30/2020	322.94
68779	SCHOOL SPECIALTY	09/30/2020	81.91
68780	SHOWBIE INC	09/30/2020	1,269.60
68781	SUBURBAN SCHOOL COOPERATIVE IN	09/30/2020	815.00
68782	SUPER DUPER PUBLICATIONS	09/30/2020	139.80
68783	TCI	09/30/2020	324.00
68784	Vendor Continued Check	09/30/2020	0.00
68785	THE HOME DEPOT PRO	09/30/2020	1,531.20
68786	TOTAL AUTOMATION CONCEPTS, INC	09/30/2020	1,321.00
68787	TOUCHMATH ACQUISITION LLC	09/30/2020	142.56
68788	TREE RING CORPORATION	09/30/2020	9,558.00
68789	ULINE	09/30/2020	1,455.72
68790	VERIZON WIRELESS	09/30/2020	1,213.37
68791	VILLAGE OF NORTHBROOK	09/30/2020	120.00
68792	ZANER-BLOSER	09/30/2020	4,051.42
83	Computer	Check(s) For a Total of	230,548.73

Check Nbr	Vendor Name	Check Date	Check Amount
20002675	EDUCATIONAL BENEFIT COOPERATIV	09/23/2020	2,571.27
20002676	GUARDIAN	09/23/2020	138.23
20002686	WEST NORTHFIELD SD FSA ACCOUNT	09/25/2020	624.78
3	Manual	Check(s) For a Total of	3,334.28

	3	Manual	Checks For a Total of	3,334.28
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	98.00
	83	Computer	Checks For a Total of	230,548.73
Total For	87	Manual, Wire Tran, ACH & Computer	Checks	233,981.01
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	233,981.01

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	624.78	100.00	185,380.93	186,105.71
20	OPERATIONS & MAI	0.00	0.00	29,101.47	29,101.47
32	Capital Leases	0.00	0.00	5,069.63	5,069.63
40	TRANSPORTATION F	0.00	89.00	13,615.20	13,704.20

TO SCHOOL TREASURER
TOWNSHIP 42, RANGE 12 EAST
COOK COUNTY, ILLINOIS

This will verify that employee salaries for the **second half of September**, dated **September 30, 2020**, in the amount of **\$425,606.82** as outlined in detail on this Payroll Summary, were this day ordered paid.

This approval includes:

- (1) Payroll checks numbered:
- (2) Direct deposit payroll checks numbered: **900066111** thru **900066271**
- (3) Voided payroll checks numbered:
- (4) Payroll deduction checks numbered:
20002677 thru **20002685** and **68709**
- (5) Wire transfer of FICA, Medicare, and F.I.T. Taxes and other deductions and benefits dated: **September 30, 2020**

This is to certify that I have reviewed this payroll and found it to be accurate and correct.


Assistant Superintendent of Finance and Operations/CSBO


Dated

BOARD OF EDUCATION, DISTRICT NO. 31

PRESIDENT _____

SECRETARY _____

DATED _____

CHK DATE: 09/30/2020 CHK NBR: 000068709 PAY POST DATE: 09/30/2020 RET POST DATE: 09/30/2020 BUD POST DATE1: 09/30/2020
 DEP NBR: 900066111 PAY POST QTR : 03 BANK : BNK1

<u>PAYMENTS</u>	<u>AMOUNT</u>	<u>DEDUCTIONS</u>	<u>AMOUNT</u>	<u>BASE GROSS</u>	<u>BENEFITS</u>	<u>AMOUNT</u>	<u>BASE GROSS</u>
ADMINISTRATOR	50,461.16	LINCOLN 457	2,147.72	18,511.67	THIS ADMIN	466.83	47,556.73
AMSS	416.67	PLANMEMBER 457	816.07	3,466.50	TRS ADMIN	303.14	47,556.73
AFT SCH ACTIVIT	178.26	AA CREDIT UNION	125.00	4,636.37	DENTAL PPO	43.89	8,333.34
SPECIAL ED STIP	409.50	AAEC CR UNION	1,700.00	7,055.35	EMPLOYER THIS	2,824.86	307,058.39
BOOKKEEPER	2,709.48	AXA PLANMEMBERb	5,611.07	35,631.93	FICA TAX	4,492.76	72,464.38
BOARD SECRETARY	146.23	AXA EQUITABLE	4,230.50	91,527.73	HMO FAMILY INS	559.85	5,150.00
CUSTODIAN-OVTM	458.89	MORGAN/CHASE	4,875.00	24,279.51	HMO SINGLE INS	10,638.68	83,860.93
COMMUNICATIONS	1,274.10	bank one %	184.21	1,842.14	IL MUNIC RETIRE	6,849.85	66,181.99
CUSTODIAN-REG	18.23	CONSUMERS CU	214.96	5,177.73	TAXABLE LIFE IN	37.33	54,956.71
CUSTODIAN-REG	11,721.62	DENTAL HMO	304.48	56,565.61	Life Insurance	232.66	402,996.85
CURRICULUM WRTG	252.58	DENTAL PPO	2,559.63	219,594.90	MEDICARE TAX	5,816.85	401,163.13
DEDUCT DYS/HRS	-853.01	DEPD CARE-S125	915.90	14,370.44	PPO SINGLE INS	58,377.67	293,484.82
DEDUCT DYS/HRS	-882.72	EE PPO-S PAYMNT	961.63	206,641.58	FAMILY PPO	3,725.30	30,591.45
LUNCH ROOM DUTY	1,173.00	FICA TAX	4,492.76	72,464.38	THIS ADMIN	627.08	47,556.73
LUNCHROOM - T	1,792.08	FIRST MIDWEST	905.00	3,957.75	TEACHER RETIRE	1,780.93	307,058.39
NURSE	1,622.25	FIRST MIDWEST 2	150.00	3,957.75	TRS ADMIN BENEF	4,703.41	47,556.73
RETIREMENT	1,863.48	FED ADD-ON AMT	511.15	0.00			
SECRETARY/CLER	25,165.53	FEDERAL TAX	36,143.14	354,135.20			
SECRETARY/CLERK	197.82	HARRIS BK 2	505.78	9,003.15			
SUB TCH LG TERM	5,799.42	HMO-FAMILY	3,918.94	16,910.90			
SUBSTITUE TCHR	2,732.50	Huntington	600.00	1,464.56			
CLASS SUPPORT	842.95	IL MUNIC RETIRE	2,978.20	66,181.99			
TEACHER ASNTT	687.50	IMRF-CONTRIBUTI	220.65	4,955.96			
TEACHER ASNTT	20,640.28	LINCOLN INVESTM	5,396.19	57,283.28			
TEACHER	292,759.87	LEGAL SHIELD	7.98	3,838.96			
TRANSLATION	303.08	LINCOLN R-403B	1,128.33	6,421.14			
TEACH EX DAYS	2,986.24	MEDICARE TAX	5,816.85	401,163.13			
VACATION	729.83	MORG STANLEY	200.00	3,009.92			
		MED SPEND S125	499.72	33,063.28			
		NORTHSHORE	400.00	4,133.80			
		PPO-FAMILY	9,089.73	41,733.60			
		PRIEMIER CR UN	350.00	7,600.30			
		STATE ADD-ON IL	822.00	0.00			
		STATE TAX - IL	16,913.61	354,526.20			
		TRS THIS	3,807.45	307,058.39			
		Think Mutual	400.00	3,242.67			
		TERM LIFE	245.45	86,891.43			
		TEACHERS RETIRE	27,635.27	307,058.39			

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WEST NORTHFIELD SCHOOL DIST 31
Check Register for Payroll Run: REGUL/REGUAR PAYROLL

9:15 AM 09/25/20
PAGE: 175

CHK DATE: 09/30/2020 CHK NBR: 000068709 PAY POST DATE: 09/30/2020 RET POST DATE: 09/30/2020 BUD POST DATE1: 09/30/2020
DEP NBR: 900066111 PAY POST QTR : 03 BANK : BNK1

<u>PAYMENTS</u>	<u>AMOUNT</u>	<u>DEDUCTIONS</u>	<u>AMOUNT</u>	<u>BASE GROSS</u>	<u>BENEFITS</u>	<u>AMOUNT</u>	<u>BASE GROSS</u>
		WELLS FARGO	100.00	3,077.63			
CHECKS	CUR GROSS	YTD GROSS	CUR DED	YTD DED	CUR BEN	YTD BEN	
161	425,606.82	7,072,512.84	147,884.37	2,485,754.18	101,481.09	1,539,065.79	
	FED TX GRS	STA TX GRS	FICA GROSS	MED GROSS	NET PAY		
	354,526.20	354,526.20	72,464.38	401,163.13	277,722.45		
CHK NET PAY +	DEP NET PAY	=	NET PAY	NET PAY	+ ACH DEDS	=	TOT NET PAY
0.00	277,722.45		277,722.45	277,722.45	10,709.95		288,432.40

NOTE: ABOVE YTD TOTALS REFLECT AMOUNTS PAID ONLY FOR PEOPLE INCLUDED IN THIS PAYROLL RUN

CHECK DATE 09/30/2020 - Check Number Sequence

EMPLOYEE NAME	EMPL TYPE	CHECK NUMBER	CONTRACT PAY	OTHER + PAY	TAXABLE + BENEFIT	FED TAX - SHELTER	FED TAX = GROSS	FEDERAL - TAX	STATE - TAX	SOC SEC - TAX	OTHER - DEDS	REIMBRS + DEDS	TAXABLE - BENEFIT	NET = PAY
AXIUM-GIBSON, DEENA	SEC	900066111	2,733.37			916.56	1,816.81	120.56	85.14	145.54				1,465.57
BLANKENHEIM, EDMUND M	MAINT	900066112	3,744.42		2.87	210.41	3,536.88	348.47	175.08	283.09			2.87	2,727.37
DEL BOCCIO, DAVID J	TECHN	900066113	4,495.55		2.87	702.30	3,796.12	379.58	187.91	343.91	250.00		2.87	2,631.85
GARARD, HAYLEY	COMMU	900066114		1,274.10			1,274.10		29.50	97.46				1,147.14
GRUHN, JANINE	AA	900066115	5,150.00	416.67	2.87	75.87	5,493.67	748.69	271.94	79.62			2.87	4,390.55
KORSHAK, CORY	CUS	900066116	1,516.79	13.08		79.15	1,450.72	146.86	71.81	116.21	151.91			963.93
KUJAWINSKI, SHERI L	BKK	900066117	2,709.48			121.93	2,587.55	170.05	113.70	207.28	114.96			1,981.56
LAURIA, CATHERINE	AA	900066118	7,055.35	423.32	2.87	893.89	6,587.65	989.37	326.09	107.80	3150.00		2.87	2,011.52
LE-MON, JACQUELYN	TCH	900066119	2,778.75			298.71	2,480.04	256.53	117.97	40.09				2,065.45
LORKIEWICZ, ANDRE	CUS	900066120	1,768.54			89.89	1,678.65	131.21	78.30	134.47				1,334.67
MATHISON, REBECCA	AA	900066121	6,041.67		2.87	2750.03	3,294.51	228.60	159.48	86.60			2.87	2,816.96
MILLER, APRIL	AA	900066122	5,416.67		2.87	23.57	5,395.97	967.35	262.31	78.20			2.87	4,085.24
MURPHY, ERIN K	AA	900066123	8,333.34		11.50	250.00	8,094.84	1748.66	395.90	120.83			11.50	5,817.95
NIELSEN, CHRISTINA M	SEC	900066124	3,526.25			244.03	3,282.22	472.42	157.67	262.92	68.74			2,320.47
PETERS, JAMES N	CUS	900066125	1,585.72	189.11		79.87	1,694.96	176.17	83.90	135.78				1,299.11
REDMOND, RITA	SEC	900066126	1,896.17			135.84	1,760.33	72.70	72.75	141.01				1,473.87
STEINBERG, WENDY	SEC	900066127	2,083.34			93.75	1,989.59	162.79	98.48	159.38				1,568.94
STONE, JULIE M	TCH	900066128	3,373.83			380.30	2,993.53	261.77	143.38	48.42				2,539.96
SWIFT, MEGHAN	SEC	900066129	1,987.59			99.75	1,887.84	205.07	93.45	151.22				1,438.10
BISHOP, KRISTINA	TCH	900066130	3,881.62			582.05	3,299.57	319.99	163.33	54.51	7.98			2,753.76
BLACKMAN, JACQUELINE	TCH	900066131	2,569.41			349.64	2,219.77	238.68	105.08	36.73				1,839.28
BRAJE, BARBARA	TCH	900066132	5,633.75	338.03		1648.04	4,323.74	753.01	214.02	86.06				3,270.65
BRASSIL, ERIN	TCH	900066133	2,092.08	62.88		357.60	1,797.36	188.45	88.97	30.71				1,489.23
BURNS, ALLISON	TCH	900066134	2,754.82	246.18		349.83	2,651.17	330.07	126.37	42.90				2,151.83
CARVELL, CASE	TCH	900066135	2,754.82			305.66	2,449.16	328.57	121.23	39.60				1,959.76
CERNIGLIA, KRISTINA	TCH	900066136	3,278.70	262.20		699.12	2,841.78	264.21	140.67	50.81	400.00			1,986.09
CHOI, JOENN I	TCH	900066137	3,525.66			793.99	2,731.67	351.30	130.42	50.93				2,199.02
COOPER, JUSTIN	AA	900066138	4,636.37		2.87	210.79	4,428.45	287.28	760.21	67.07	125.00		2.87	3,186.02
DAMON, JONATHAN M	TCH	900066139	3,373.83			1205.90	2,167.93	98.19	88.13	40.43				1,941.18
DELEHANTY, PAULA W	TCH	900066140	3,453.99	207.24		387.87	3,273.36	431.06	162.03	52.90				2,627.37
ELLIS, ALEXIS	TCH	900066141	3,278.70			1189.33	2,089.37	249.41	103.42	35.53				1,701.01
FERNANDEZ, JULIA	TCH	900066142	3,352.47			1275.20	2,077.27	151.81	98.03	36.98				1,790.45
FREGA, MARTIN D	TCH	900066143	4,405.71			636.93	3,768.78	354.80	181.76	63.73	450.00			2,718.49
GANDHI, NISHA	TCH	900066144	2,230.76			272.96	1,957.80	94.48	62.52	31.70				1,749.10
GASTELUM, TANIA	NURSE	900066145	1,622.25			76.82	1,545.43	69.13	66.91	123.79				1,285.60

CHECK DATE 09/30/2020 - Check Number Sequence

EMPLOYEE NAME	EMPL TYPE	CHECK NUMBER	CONTRACT PAY	OTHER + PAY	TAXABLE + BENEFIT	FED TAX - SHELTER	FED TAX = GROSS	FEDERAL - TAX	STATE - TAX	SOC SEC - TAX	OTHER - DEDS	REIMBRS + DEDS	TAXABLE - BENEFIT	NET = PAY
HILL, KAREN	AST	900066146	1,224.17			82.10	1,142.07	114.37	56.53	91.49				879.68
HULTING, MARY BETH	TCH	900066147	4,179.73	230.46		536.12	3,874.07	325.52	167.98	62.72				3,317.85
JACOBY, JULIE	TCH	900066148	2,510.39			1142.49	1,367.90	251.37	62.92	27.91				1,025.70
JEZUIT, DEBORAH	TCH	900066149	1,999.06			204.71	1,794.35	145.09	84.03	28.99				1,536.24
KIM, NANCY C	TCH	900066150	3,505.02	314.40		1065.61	2,753.81	311.70	116.80	45.60	250.00			2,029.71
KOLODZIEJ, CAITLIN	TCH	900066151	2,629.78			296.68	2,333.10	263.60	115.49	37.73				1,916.28
KONDELA, DAVID J.	TCH	900066152	3,915.58	30.31		1881.20	2,064.69	204.57	97.41	45.22				1,717.49
LAUDER, KATHERINE T	TCH	900066153	2,927.76			732.98	2,194.78	187.41	108.64	39.43				1,859.30
MAHER, ELIZABETH	TCH	900066154	4,641.97			1556.93	3,085.04	468.46	152.71	55.98				2,407.89
MALONEY, ANNETTE	SEC	900066155	2,468.25	197.82		155.38	2,510.69	342.10	124.28	201.12	100.00			1,743.19
MENOLD, JESSE	TCH	900066156	2,394.36			245.18	2,149.18	181.94	106.38	34.72				1,826.14
MILLER, MICHAEL J	TCH	900066157	4,444.05	266.65		505.94	4,204.76	749.45	208.14	67.96	1083.33			2,095.88
MOON, SUEJIN	TCH	900066158	3,227.01			343.40	2,883.61	205.58	137.94	46.60				2,493.49
NAGY, KATHLEEN	TCH	900066159	2,357.79			353.37	2,004.42	230.72	99.22	33.65				1,640.83
NEWMAN, SANDI R	TCH	900066160	4,001.73			628.06	3,373.67	328.88	167.00	57.40	1055.00			1,765.39
PAULEY, ADAM	TCH	900066161	2,239.79			265.88	1,973.91	166.64	97.71	31.95				1,677.61
PETRILLO, KATHRYN	AST	900066162	905.15	58.50		43.36	920.29	30.03	39.80	73.72				776.74
PRINCIPI, MARGARET	TCH	900066163	2,239.78			265.88	1,973.90	188.14	97.71	31.95				1,656.10
ROCHE, TRISTAN	TCH	900066164	2,818.18			331.12	2,487.06	200.99	113.52	40.25				2,132.30
RUIZ, ERNESTO	TCH	900066165	2,140.19	230.46		552.47	1,818.18	99.21	85.20	30.83				1,602.94
SACKLEY, MICHAEL	TCH	900066166	3,043.36			335.39	2,707.97	249.00	134.04	43.78	200.00			2,081.15
SARRAFIAN, EDWIN	AST	900066167	960.23	61.21		82.88	938.56	12.86	40.70	65.28				819.72
SIMS, JEREMY	AST	900066168	974.64	58.50		78.08	955.06	81.93	47.28	76.50				749.35
SPRANDEL, THERESA	TCH	900066169	3,086.55			329.02	2,757.53	233.45	131.70	44.57				2,347.81
STEINBERG, SARA	AST	900066170		842.95		37.93	805.02	15.24	33.79	64.48				691.51
STODOLA, HEATHER MILES	TCH	900066171	2,873.50	30.31		437.69	2,466.12	292.87	117.28	41.52				2,014.45
VOGELSBURG, KAI	TCH	900066172	1,999.06			204.71	1,794.35	145.09	88.82	28.99	345.00			1,186.45
WOLNEY, PAMELA J	TCH	900066173	3,682.47	30.31		587.04	3,125.74	438.00	149.93	53.01				2,484.80
EGAN, AMBER	SUB	900066174		2,899.71		296.93	2,602.78	283.53	128.84	42.05				2,148.36
GARSON, LAURA	SUB	900066175		575.00		35.33	539.67		15.20	22.60				501.87
HEMESATH, SHARI	SUB	900066176		2,899.71		296.93	2,602.78	88.54	124.04	221.83	800.00			1,368.37
KIM, JINHEE	SUB	900066177		303.08			303.08	14.47	15.00	23.18				250.43
MAZZETTI, MARIO V	SUB	900066178		230.00		23.41	206.59	15.00	14.47	3.34				173.78
THOMAS, DESMOND	LUNCH	900066179		391.00			391.00	36.15	19.35	29.91				305.59
TOMA, DALARA	SUB	900066180		1,150.00		105.98	1,044.02	44.90	51.68	23.81				923.63

CHECK DATE 09/30/2020 - Check Number Sequence

EMPLOYEE NAME	EMPL TYPE	CHECK NUMBER	CONTRACT PAY	OTHER + PAY	TAXABLE + BENEFIT	FED TAX - SHELTER	FED TAX = GROSS	FEDERAL - TAX	STATE - TAX	SOC SEC - TAX	OTHER - DEDS	REIMBRS + DEDS	TAXABLE - BENEFIT	NET = PAY
WEIL, SUSAN	SUB	900066181		575.00		29.45	545.55	14.06	21.25	26.17				484.07
WEST, DWAYNE	LUNCH	900066182		391.00			391.00		19.35	29.91				341.74
NEELY, ELISEO	LUNCH	900066183		391.00			391.00		14.56	29.91				346.53
ALLEYA, KELLY	TCH	900066184	2,520.54			268.89	2,251.65	172.74	106.66	36.39				1,935.86
ALVAREZ, NINO	AA	900066185	4,666.67		2.87	323.57	4,345.97	715.35	210.33	67.32			2.87	3,350.10
AMREIN, ALEXANDRA	TCH	900066186	2,629.78			376.14	2,253.64	246.13	111.55	37.31				1,858.65
ANZALDI, JESSICA BLAIR	TCH	900066187	3,253.46	30.31		597.79	2,685.98	341.25	123.37	47.08				2,174.28
AYDT, ALICIA A	TCH	900066188	3,373.83			1172.62	2,201.21	374.02	108.96	36.93				1,681.30
BARBANENTE, LAURA R	TCH	900066189	3,253.46			436.11	2,817.35	262.12	139.46	46.99				2,368.78
BAUMANN, JACKELINE J	TCH	900066190	3,478.02			402.65	3,075.37	271.59	152.23	50.24				2,601.31
BERGEN, KATHLEEN P	SEC	900066191	2,760.51			146.73	2,613.78	364.78	129.38	209.38				1,910.24
BERKOWSKY, JENNA	TCH	900066192	2,045.02			209.41	1,835.61	193.58	90.86	29.65				1,521.52
BORDLEY, HEATHER	TCH	900066193	2,510.39			915.49	1,594.90	93.93	74.15	27.80				1,399.02
BORST, SHAUN	CUS	900066194	1,489.22	102.72		94.15	1,497.79	109.51	69.34	119.98				1,198.96
BYRNE, GINA	TCH	900066195	2,341.69			290.25	2,051.44	148.71	96.75	33.22				1,772.76
CHANKIN, ERIN	TCH	900066196	3,278.70	125.76		385.15	3,019.31	452.68	149.46	48.83				2,368.34
CHERKASSKY, GEORGIY	AST	900066197	945.99	29.34		78.61	896.72		38.43	37.10				821.19
CHINITZ, LISA G	TCH	900066198	4,836.78	290.21		605.00	4,521.99	647.94	258.84	73.18				3,542.03
CHLEBEK, ALYSSA	TCH	900066199	2,152.79			220.44	1,932.35	183.15	95.65	31.22				1,622.33
CISS, ALYSSA	TCH	900066200	1,999.06	68.22		213.69	1,853.59	173.70	86.96	29.95				1,562.98
DASKAS-SAMARINIOTIS, CHR	AST	900066201	1,019.16			72.87	946.29	35.13	46.84	75.80				788.52
DEATON-LEV, JOAN	TCH	900066202	2,569.41			2163.11	406.30	29.92	18.83	37.26				320.29
DIMOPOULOS-GRANDE, DEMET	TCH	900066203	2,448.23			417.23	2,031.00	167.76	100.53	34.97				1,727.74
DNHA, ZHEEN NZAR	AST	900066204	907.11			40.82	866.29		25.62	69.39				771.28
EWALD, KALLIE	TCH	900066205	2,691.58			426.30	2,265.28	288.11	112.13	37.79				1,827.25
FALZONE, CHRISTINA	TCH	900066206	2,844.05			1259.37	1,584.68	162.93	78.44	29.16				1,314.15
FIORENZA, DAVID	CUS	900066207	1,289.04	38.89		82.27	1,245.66	122.25	61.66	99.78				961.97
FISHER, KARRIE	TCH	900066208	3,136.01			367.46	2,768.55	359.41	132.25	44.80				2,232.09
GEARY, MICHELLE	TCH	900066209	2,778.75	83.94		573.93	2,288.76	214.44	113.29	41.35				1,919.68
GEBERT, ALLISON G	TCH	900066210	4,179.73	30.31		1214.69	2,995.35	261.98	143.47	49.68	500.00			2,040.22
GLEN, CHARLES	CUS	900066211	1,289.04	133.32		74.31	1,348.05	134.54	57.14	107.99				1,048.38
GOMBODORJ, ARIUNZAYA	AST	900066212	960.23			43.21	917.02		45.39	73.45				798.18
GOOCH, TRISHA	TCH	900066213	3,111.83			713.36	2,398.47	317.40	118.72	41.57	100.00			1,820.78
GOTT, VERONICA	TCH	900066214	2,860.52			466.67	2,393.85	189.80	113.70	41.13	225.00			1,824.22
GREENE, CALI	TCH	900066215	2,910.91			334.61	2,576.30	211.70	122.73	41.68				2,200.19

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GREENFIELD, LISA H	TCH	900066216	4,557.68			1459.27	3,098.41	429.35	153.37	51.69	255.78			2,208.22
GRIVA, OURANIA	AST	900066217	932.06			41.94	890.12	29.51	44.06	71.30				745.25
GUGGENHEIM, JANICE	AST	900066218	1,081.69			75.68	1,006.01	19.60	44.04	80.58				861.79
HEUBERGER, ALLISON	TCH	900066219	3,043.36			360.39	2,682.97	380.00	132.81	43.78				2,126.38
HONG, DEBORAH N	TCH	900066220	3,086.55			852.59	2,233.96	241.80	105.79	44.23	184.21			1,657.93
ITURRALDE, RENE	CUS	900066221	1,337.29			82.69	1,254.60	58.82	47.72	100.50				1,047.56
JENKINS, QUINCY	TCH	900066222	3,278.70			411.20	2,867.50	381.18	141.94	46.45				2,297.93
JOHNSON, LISA	TCH	900066223	2,569.41			1470.58	1,098.83		44.80	19.75				1,034.28
KALOTIHOS, KATHY	TCH	900066224	3,716.30			597.63	3,118.67	298.28	154.37	52.70				2,613.32
KIM, KYUNG SHIN	AST	900066225	1,039.24			46.77	992.47	86.42	49.13	79.50				777.42
KULBEDA, MELISSA	TCH	900066226	2,520.54			1085.24	1,435.30		227.87	24.55				1,182.88
LAPALERMO, ELIZABETH A	TCH	900066227	2,448.24			269.66	2,178.58	269.04	107.84	35.22				1,766.48
LEBLANC, JAMES M	TCH	900066228	2,751.11			575.28	2,175.83	268.43	107.70	39.55				1,760.15
LEE, SCOTT	SEC	900066229	1,896.17			107.84	1,788.33	187.37	88.52	143.25				1,369.19
LEPINE, KATHRYN	TCH	900066230	2,577.24			563.91	2,013.33	165.64	99.66	37.37				1,710.66
LES, DIANE	AST	900066231	1,034.44	58.50		49.18	1,043.76	44.88	51.67	83.61				863.60
LEVY, KELLI L	TCH	900066232	3,682.47	60.62		1250.43	2,492.66	338.14	123.39	42.28				1,988.85
LINDSTROM, TIM	MAINT	900066233		729.83		32.84	696.99			55.83				641.16
LIST, GABRIELLE	TCH	900066234	2,357.79			283.57	2,074.22	256.08	112.67	33.58	1300.00			371.89
MACINO, DANIELLE	TCH	900066235	2,629.78			305.82	2,323.96	202.92	115.04	37.60				1,968.40
MARTINEZ, ALINA	TCH	900066236	1,999.06			217.67	1,781.39	143.54	88.18	28.80				1,520.87
MCGRATH, KAREN	TCH	900066237	2,860.52			893.89	1,966.63	178.52	92.55	37.84	350.00			1,307.72
MERRILL, LYNN	PSY	900066238	3,136.01			357.66	2,778.35	400.99	137.53	44.94				2,194.89
MIRON, ADELINE	TCH	900066239	2,202.29			311.60	1,890.69	107.92	84.00	30.69				1,668.08
MOUARAKI, SARAH	AST	900066240	946.04			42.57	903.47	49.94	38.97	72.37				742.19
MUELLER, COLLEEN	AST	900066241	960.23			43.21	917.02	32.20	45.39	73.45				765.98
NORMAN, JENNA	TCH	900066242	2,448.24			287.23	2,161.01	225.76	102.17	34.97				1,798.11
PALANCK, ERIC	TCH	900066243	2,284.31	345.84		292.89	2,337.26	264.53	110.90	37.80				1,924.03
PAUL, LISA	AST	900066244	946.50			42.59	903.91	30.89	44.74	72.40				755.88
PEARCE, GINA	TCH	900066245	3,136.01			359.09	2,776.92	257.27	137.46	45.28				2,336.91
PERRYMAN, JENNIFER	TCH	900066246	2,629.78	-882.72		376.86	1,370.20	165.69	117.82	25.14				1,061.55
RAAB, JULIE	AST	900066247	762.16			61.30	700.86		28.94	56.14				615.78
REDMOND, LESLIE	TCH	900066248	3,136.01			365.66	2,770.35	191.98	122.75	44.83				2,410.79
REYES, KAREN	TCH	900066249	3,373.83			560.48	2,813.35	408.69	139.26	48.92				2,216.48
RICORDATI, JANE H	TCH	900066250	4,361.39			1044.57	3,316.82	440.62	159.39	63.05				2,653.76

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RISTIC, GORDANA	AST	900066251	1,050.46	58.50		49.90	1,059.06	24.91	46.67	84.84				902.64
RIXIE, CLAIRE	TCH	900066252	2,045.02			345.94	1,699.08	133.66	79.31	29.12				1,456.99
RIZKALLA, ROSE MERY	AST	900066253	989.26	58.50		47.15	1,000.61	40.56	49.53	80.15				830.37
RODZIEWICZ, NANCY A	AST	900066254	1,066.22			47.98	1,018.24	42.32	50.40	81.57				843.95
ROHRER, BETH	TCH	900066255	5,633.75	338.03		635.08	5,336.70	695.12	259.37					4,382.21
RUDOLPH, AMY	TCH	900066256	2,629.78			269.29	2,360.49	207.30	116.84	38.13				1,998.22
SACK, AMY R	TCH	900066257	2,794.84			301.86	2,492.98	158.70	123.40	40.30				2,170.58
SCOTT, DANIEL	TCH	900066258	2,629.78			939.93	1,689.85	175.55	33.65	29.86				1,400.79
SHAMES, LORI B	TCH	900066259	3,556.29	40.41		1326.92	2,269.78	197.28	112.35	50.11				1,910.04
SHOEMAKER, CAROLYN K	TCH	900066260	3,086.55			1097.65	1,988.90	141.21	93.66	33.42				1,720.61
SMOCZYNSKI, ANNE	TCH	900066261	2,996.56			597.38	2,399.18	278.15	118.76	42.86				1,959.41
SOLOVY, ROSE	TCH	900066262	1,999.06			241.24	1,757.82	140.71	32.22	28.46				1,506.43
SONEN, HEIDI	AST	900066263	989.26	58.50		47.15	1,000.61	19.06	43.78	80.15				857.62
SULLIVANT, KATHRYN	SEC	900066264	1,464.56			65.91	1,398.65	161.72	53.75	112.04	600.00			461.14
SYMONS, TARA	TCH	900066265	2,465.05			273.38	2,191.67	122.54	94.10	35.44				1,939.59
URGO, ANTHONY	CUS	900066266	1,445.98			96.94	1,349.04	134.66	56.78	108.06				1,039.54
VANNAVONG, LIDDA	TCH	900066267	1,999.06			241.24	1,757.82	72.45	32.22	28.46				1,574.69
WILKIN, CLARE	TCH	900066268	2,818.18			375.12	2,443.06	248.39	116.14	40.33				2,038.20
WOJCIECHOWSKI, AMANDA	TCH	900066269	3,505.02			2004.01	1,501.01	85.73	74.30	50.63				1,290.35
WOLVERTON, SHATON	AA	900066270	5,416.67		2.87	43.89	5,375.65	713.57	256.50	77.91			2.87	4,324.80
YEE, ELENA	AST	900066271	946.04	4.94		46.10	904.88		21.77	69.19				813.92
SUMMARY TOTALS			\$408,212.66				\$354,526.20		\$17,735.61		\$12,066.91		\$37.33	
				\$17,394.16		\$71,117.95		\$36,654.29		\$10,309.61				\$277,722.45
0 CHECK(S) REPORTED			\$0.00											
161 DEPOSIT(S) REPORTED			\$277,722.45											
TOTAL			\$277,722.45											

***** End of report *****

Check Nbr	Vendor Name	Check Date	Check Amount
68709	LEGAL SHIELD	09/30/2020	15.96
1	Computer	Check(s) For a Total of	15.96

Check Nbr	Vendor Name	Check Date	Check Amount
20002677	EDUCATIONAL BENEFIT COOPERATIV	09/30/2020	87,787.24
20002678	GUARDIAN	09/30/2020	2,908.00
20002679	IL DEPT OF REVENUE	09/30/2020	17,735.61
20002680	IL MUNICIPAL RETIREMENT FUND	09/30/2020	21,333.08
20002681	NORTHBROOK BANK & TRUST CO	09/30/2020	57,273.51
20002682	TEACHER'S HEALTH INSURANCE SEC	09/30/2020	7,726.22
20002683	TEACHERS RETIREMENT SYSTEM	09/25/2020	34,466.13
20002684	TSA CONSULTING	09/30/2020	19,329.88
20002685	WEST NORTHFIELD SD FSA ACCOUNT	09/30/2020	1,415.62
9	Manual	Check(s) For a Total of	249,975.29

	9	Manual	Checks For a Total of	249,975.29
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	15.96
Total For	10	Manual, Wire Tran, ACH & Computer	Checks	249,991.25
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	249,991.25

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	214,258.75	0.00	43.38	214,302.13
20	OPERATIONS & MAI	10,869.16	0.00	0.00	10,869.16
50	IL MUNICIPAL RET	14,510.35	0.00	0.00	14,510.35
51	FICA -SOCIAL SEC	10,309.61	0.00	0.00	10,309.61

Appointments - Ratify/Approve

Last Name	First Name	Position	Location	FTE	Lane/Step	Annual Base Salary	Anticipated Total Cost	Effective Hire Date	Replacing or New

Resignations

Last Name	First Name	Position	Location	FTE	Effective Date of Resignation	Reasons or Remarks
Steinberg	Sara	Classroom Supervisor	Field	1.0	10/14/2020	

Retirees

Last Name	First Name	Position	Location	FTE	Effective Date of Retirement	Reasons or Remarks

FMLA Requests (not to exceed 12 weeks)/Leave of Absence

Last Name	First Name	Position	Location	FTE	Length of Leave Requested	Anticipated Start Day of Leave	Reasons or Remarks

School Board

School Board Meeting Procedure

Agenda

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

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. Items submitted by Board members to the Superintendent or the Board President shall be placed on the agenda for an upcoming meeting at the earliest convenience, but not more than 2 board meetings hence, from the date of submission. The Board of Education, by 4/5 supermajority, exclusive of the Board member suggesting the agenda item, can agree to omit the item for consideration. District residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy *Types of School Board Meetings*.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

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

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;

3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

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

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

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

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

Verbatim Record of Closed Meetings

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

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

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

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

Quorum and Participation by Audio or Video Means

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

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

No Physical Presence of Quorum and Participation by Audio or Video: Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination.

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (11th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

Northbrook/Glenview School District 30

Maple School Memorandum

TO: Dr. Brian K. Wegley, Superintendent of Northbrook/Glenview School District 30
Dr. David J. Kroeze, Superintendent of Northbrook School District 27
Dr. Larry A. Hewitt, Superintendent of Northbrook School District 28
Dr. Dane A. Delli, Superintendent of Glenview School District 34
Dr. Erin Murphy, Superintendent of West Northfield School District 31

FROM: Mr. Sam Kurtz, Principal of Maple School

DATE: September 29, 2020

RE: Cooperative Sponsorship of Wrestling Team

SUMMARY:

Northbrook/Glenview School District 30's Maple School is the only school in the Northfield Township fielding a wrestling team associated with the Illinois Elementary School Association (IESA). Maple School wishes to increase participation in the sport of wrestling and provide opportunities for students with Northfield Township.

BACKGROUND:

The Northbrook-Maple Wrestling Cooperative Team was established during the 2014-2015 school year to bring wrestling opportunities for all students of Maple School, Wood Oaks Junior High School, Northbrook Junior High School, Attea Middle School, Springman Middle School, and Field Middle School. Like all of its athletic programs, it is District 30's goal to build character, physical well-being, sportsmanship, self-confidence, self-esteem, and positive attitudes about dedication, determination, resiliency, and hard work among all of the students involved in this wrestling team.

Since the cooperative team's inception in 2014-2015, annual participation for each school is estimated as follows: Maple School (20), Wood Oaks Junior High School (7), Northbrook Junior High School (10), Attea Middle School (7), and Springman Middle School (7). Field Middle School will be new to the cooperative team in 2020-2021.

This agreement has been reviewed by District 30's legal council.

RECOMMENDATION:

That the Boards of Education for Northbrook/Glenview School District 30, Northbrook School District 27, Northbrook School District 28, Glenview School District 34, and West Northfield School District 31 approve the attached IESA Application for Cooperative Team Participation and IESA Cooperative Team Agreement to expand athletic opportunities in the area of wrestling for the cooperating schools of Maple School, Wood Oaks Junior High School, Northbrook Junior High School, Attea Middle School, Springman Middle School, and Field Middle School for the 2020-2021 and 2021-22 school years.

Central Suburban Middle School Conference



May 2020

Dear IESA Official,

The Central Suburban Middle School Conference approves the co-op program between all schools listed under the Northbrook Maple Wrestling Agreement.

Respectfully,

<u>Zachary Glim</u> <small>Zachary Glim (May 13, 2020)</small>	Zachary Glim - Attea Middle School AD
<u>Jon Damon</u> <small>Jon Damon (May 13, 2020)</small>	Jon Damon - Field Middle School AD
<u>Nashwa Mekky</u> <small>Nashwa Mekky (May 12, 2020)</small>	Nashwa Mekky - Caruso Middle School AP
<u>John Turnbow</u> <small>John Turnbow (May 12, 2020)</small>	John Turnbow - Gemini Middle School AD
<u>Marie Zlotnikov</u> <small>Marie Zlotnikov (May 12, 2020)</small>	Marie Zlotnikov - Shepard Middle School AP
<u>Kitt Kopach</u>	Kitt Kopach - Maple School AD
<u>Ryan Graham</u> <small>Ryan Graham (May 12, 2020)</small>	Ryan Graham - Northbrook Jr. High School AD
<u>Erin Partaker</u> <small>Erin Partaker (May 12, 2020)</small>	Erin Partaker - Springman Middle School AD
<u>Chris Toy</u> <small>Chris Toy (May 12, 2020)</small>	Chris Toy - Wilmette Jr. High School AD
<u>Chris Schneider</u> <small>Chris Schneider (May 11, 2020)</small>	Chris Schneider - Wood Oaks Jr. High School AD

Illinois Elementary School Association (IESA)

Cooperative Team Agreement

Between

**Maple School, Northbrook Junior High School, Wood Oaks Junior High School,
Attea Middle School, Springman Middle School, and Field Middle School**

Introduction

This IESA Cooperative Team Agreement (“Agreement”) is made by and between the Boards of Education of Northbrook/Glenview School District 30, Northbrook School District 27, Northbrook School District 28, Glenview School District 34, and West Northfield School District 31.

The purpose of this agreement is to expand athletic opportunities in the area of wrestling for the cooperating schools of Maple School, Northbrook Junior High School, Wood Oaks Junior High School, Attea Middle School, Springman Middle School, and Field Middle School.

This Agreement will be in effect for the 2020-21 and 2021-22 school years, upon approval of the IESA. This Agreement will be renewable by mutual agreement between the Boards of Education of the five school districts and the IESA.

Notice of non-renewal of this Agreement will be given by cooperating school districts on or before July 1 of the 2022 calendar year.

Host School/Director

Maple School will serve at the host school and appoint a director to oversee the Agreement and its administrative responsibilities. This position will be in addition to serving as a wrestling coach. In addition to any stipend paid to serve as wrestling coach, the director will be paid a stipend of \$1,200. The Maple School principal will supervise the director. Any payments to the host school are to be made payable to Northbrook/Glenview School District 30.

Transportation

Each school will be responsible for arranging transportation to practice sessions at Maple School. Transportation provided by schools or parents shall be governed by the requirements of that school. Any transportation costs to away meets will be divided among the six cooperating schools with Maple School arranging for transportation and providing each school with its cost at season end.

Team Name and Mascot

The wrestling team shall be known as the Northbrook/Glenview-Maple. The team mascot will be the Mustang and shall operate with blue and orange uniform colors.

Participation Costs/Fees

Maple School will furnish equipment and uniforms for students. The non-host schools will contribute \$750 per year towards operating costs to include, but not limited to, the director’s stipend, officials, and equipment. The host school shall be responsible for employment of coaches and assistant coaches. A non-refundable fee of \$90 will be charged to non-host school participating students for costs associated with this Agreement.

Supervision

The host school will be responsible (through its wrestling coaches) for supervision of students, with any need for disciplinary action being referred to the administration of the student's home school. Students will abide by the conduct requirements of their home school and of Maple School.

Liability

Transportation to and from practices and competitions that is not provided by Maple School shall be provided according to the home school's requirements for transportation to and from athletic events and will be subject to the home school's liability insurance. Transportation provided by Maple School shall be according to its requirements for transportation to and from athletic events and will be subject to its liability insurance. Premise liability shall be borne by the district in which the activity takes place.

Insurance/Physical

All students will be required to have proof of insurance and a current physical on file with their home school according to the requirements of the home school. It is the responsibility of the cooperating school administration to ensure these items are current and accurate before student starts practicing and remain current and accurate during participation.

Eligibility

Each cooperating school administration will be responsible for verifying and communicating eligibility of students prior and during the season; including, but not limited to, eligibility to participate in athletics at the home school, grades, evidence of insurance, and current physical on file. The schools will follow IESA guidelines.

This IESA Cooperative Team Agreement has been agreed upon by the Boards of Education for the cooperating schools of Maple School, Northbrook Junior High School, Wood Oaks Junior High School, Attea Middle School, Springman Middle School, and Field Middle School.

Superintendent of Schools
Northbrook/Glenview School District 30

Superintendent of Schools
Northbrook School District 28

Superintendent of Schools
Northbrook School District 27

Superintendent of Schools
Glenview School District 34

Superintendent of Schools
West Northfield School District 31

**IESA Application for Cooperative Team Sponsorship**

The fields in this form will accept a cursor and can be filled out prior to printing.

Date **NOTE: See attached dates for submission deadline.**

1. This application is for cooperative sponsorship of a team for the school years and

School
Maple School (Dist. 30)
Wood Oaks (Dist. 27); Field MS (Dist. 31)
Northbrook Junior High (Dist. 28)
Attea & Springman MS (Dist. 34)

City
Northbrook
Northbrook; Northbrook
Northbrook
Glenview

Enrollment	Coop Enrollment
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

(IESA Office use only)

2. The following rationale underlies our desire for cooperative team sponsorship:

Maple School is the only school in the Northfield Township fielding a wrestling team associated with the IESA. Maple School wishes to increase participation in the sport of wrestling within the Northfield Township and provide opportunities for all students. Maple School wishes to include neighboring schools to participate in its program in an effort to set the stage for additional IESA wrestling programs in the Northfield Township.

3. The school serving as designated host school is:
(NOTE: IESA will refer to only the host school in ALL printed material)
- The team will conduct practices at (name of school):
- The team will conduct its home contests at (name of school):
4. Attach a copy of the interschool agreement for this cooperative team, formally adopted by the boards of education of the participating schools for the and school years, detailing your agreement in respect to insurance, coaching personnel and compensation, liability, facilities, equipment, etc. It must indicate procedures are established for checking on student eligibility and complying with all IESA By-Laws. Local policies which will be implemented in respect to training rules, academic standards, etc., must be agreed upon. (Copy of the interschool agreement must accompany *each* request.)
5. This document is to certify formation of this cooperative team will not reduce participation opportunities for students in any of the cooperating schools.
6. The following signatures certify approval of this cooperative team by formal vote of the boards of education and administrations of all schools involved in the cooperative.
7. If any school involved in this cooperative team is a member of a conference, please attach a sheet verifying that the conference approves the formation of this cooperative team. If all schools involved in this cooperative team are not a member of a conference, please attach a sheet with the signatures of five principals from schools listed on your schedule who approve the formation of this cooperative team.
8. All schools involved in the CO-OP must pay the entry fee(s) for the activity.

School	Board President Signature	Administrator Signature
<input type="text" value="Maple School (Dist. 30)"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Wood Oaks (Dist. 27); Field MS (Dist. 31)"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Northbrook Junior High (Dist. 28)"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Attea & Springman MS (Dist. 34)"/>	<input type="text"/>	<input type="text"/>

Official IESA ActionThe above application for renewal of a cooperative team sponsorship **IS / IS NOT** granted for the and school years.

Executive Director: _____ Date: _____

To: West Northfield District 31 Board of Education
From: Dr. Erin K. Murphy, Superintendent
Date: October 15, 2020
Subject: Recommended Calendar Modification for the 2020-2021 School Year

Charge/Purpose

The 2020-2021 school year is unlike anything ever seen in a school district due to the impacts of the Covid-19 Pandemic. As a result, with safety consideration and multiple learning platforms, a pause to consider the calendar is appropriate. In addition, feedback from teachers expressed a need for more planning and collaboration time given the extraordinary challenges facing our teaching staff as we re-imagine what education looks like during a public health emergency. In September, the Board of Education asked the administrative team to come back in October with calendar modifications to address these issues.

School Code Guidelines Governing School Calendars

- A school day is considered 5 instructional hours (does not include passing periods/transitions, lunch, etc).
- An early dismissal is permissible as long as the students still receive five clock hours of instruction.
- Half days are possible once a school/district “banks” 120 minutes. For instance, if their instructional day is 5.5 hours, then that half hour can be banked. Once they have 120 minutes they can offer a half day and the bank resets back to 0, even if more minutes have been banked.
- Students must have 176 school days. However, for the FY21 school year, ISBE is allowing 5 Blended Remote Learning Days, thus reducing the amount of instructional days by 5. However, it counts towards the 176 school day requirement.

Status Quo: Current Approved Calendar for District 31

Student Attendance Days: **179** (must have 176)

172 - Pupil Attendance Day (actually in seats)

5 - Blended Remote Learning Planning Day

2 - Parent Teacher Conference Days (teachers work four nights = 2 comp days)

Other Days

5 - Emergency Days

3 - Teacher Institute Days

TOTAL SCHOOL DAYS (with emergency days): 187 (must have 185)

TOTAL SCHOOL DAYS (without emergency days): 182 (must have 180)

Note: The District 31 Board of Education “purchased” two additional school days for the FY21 school year.

Instructional Day Length for FY21

Must be 300 minutes/5 hours

Field - 320 minutes (overage-20 min/day)

Winkelman - 330 minutes (overage 30 min/day)

Variations to Consider

Convert Two Instruction Days to Planning days	Early Dismissal every Monday	Half Day Every Month or Two Half Days Every Month
Since the school year is technically two days longer than it needs to be, the calendar can be adjusted to make two pupil instruction days into teacher planning days.	On Mondays, since we already have staff meetings, we could add the instructional time “overage” for each building to that PD time and dismiss early to provide for an additional 20-30 minutes of planning time per week. <ul style="list-style-type: none">• Field-2:45• Winkelman-2:00	District 31 can bank the overage until they have 120 minutes saved up and then schedule a half day. Every six days we would bank enough to have a half day of school. Winkelman Dismiss at 12:30 Field Dismiss at 1:15 (after lunchtime)

Other Concerns

There are concerns that families will be traveling over winter break to hot spot locations. A possible solution would be to declare the two weeks (January 4-15) following winter break remote learning days for all students and staff in order to build in a quarantine period. The Board does not need to formally approve this decision but agreement to support a possible move would be appreciated. Depending on conditions, we may want to consider this after spring break as well. We are concerned about attendance after winter break for both students and staff. While staff could live stream into the classroom, District 31 would still need a sub in the room.

There have also been questions about whether a planning day is needed prior to starting the second half of the school year to allow for teachers to plan for any shifts in learning platforms for students due to the re-registrations.

Note: The November general election day has been declared a state holiday and there is no staff or student attendance. However, there is another election day on April 6, 2021. There are concerns about bringing the public in. Also, the auditorium is used daily for classes and we don't easily have an alternative, safe location for large classes.

Recommendation

- Designate the following as half days:
 - Friday, December 18 (before winter break)
 - Thursday, February 11 (before the long weekend)
 - Friday, March 19 (before spring break)
 - Thursday, April 1 (day before a long weekend)
 - Wednesday, May 12 (day before midweek no school day)

In general current weekly staff meeting time would be reallocated to the teachers as planning, PLC meetings, and collaboration time. The half days would be used for staff and committee meetings and professional development. Note: This would begin in December because November already has a Blended Remote Planning Day scheduled. However, we would begin scheduling staff meetings time as planning/collaboration time in November, with the exception of the Monday an equity professional development is already scheduled.

In a Staff Survey with 105 responses to this question, 81% of staff were in favor of this recommendation.

Concerns about this recommendation included the loss of instructional time for all kids, but especially those who receive services. Also, there were concerns about the impact it would have by disrupting routines for parents and families.

- Designate Monday, January 4 as a Teacher Institute Day to prepare for the transition back into remote and in-person learning. Students would start school remotely on Tuesday, January 5.

In a Staff Survey with 107 responses to this question, 98.1% of staff were in favor of this recommendation.

- Designate January 5-January 15 as remote learning days for all students

In a Staff Survey with 105 responses to this question, 82.9% of staff were in favor of this recommendation.

Concerns were related to families choosing to vacation during this new remote learning time, negating the impact of this forced quarantine period. A frustration was also expressed that a change would be considered because families were not following the travel rules when so many are being conscientious.

- Designate April 6 as a remote learning day for Field staff and students in order for the building to be a polling place free of students and staff,

We did not ask this question on the survey. However, the Field auditorium is a polling place. The Field auditorium is also being used for instruction on a daily basis. We would not have a location to safely displace those classes if the auditorium is occupied by polling. This is purely logistical.

Approve Administrative Compensation for FY21

This item will be discussed in closed session before moving back into open session for approval.



Updated Health and Safety Information

West Northfield School District 31
October 22, 2020

Note: Presentation will be updated prior to the BOE meeting

	Weekly Cases per 100,000	Weekly Test Positivity Rate	Weekly Overall Case Number Increase	Weekly Youth (under age 20) Case Number Increase
Minimal Community Transmission	<=50 per 100,000	<=5%	Case number increases for 2 weeks, by >5% each week and <=10%	Case number increases for 2 weeks, by >5% each week and <=10%
Moderate Community Transmission	>50 but <=100 per 100,000	>5% but <=8%	Case number increases for 2 weeks, by >10% each week and <=20%	Case number increases for 2 weeks, by >10% each week and <=20%
Substantial Community Transmission	>100 per 100,000	>8%	Case number increases for 2 weeks, by >20% each week	Case number increases for 2 weeks, by >20% each week

Trend data will be monitored by Northfield Township elementary districts. If metrics trend up or reach substantial levels, guidance will be sought from the Cook County Department of Public Health regarding shifting instructional models.

Northfield Township COVID-19 Elementary School Local Public Health Dashboard

9/27-10/3

	Weekly Cases per 100,000	Weekly Test Positivity Rate	Weekly Overall Case Number Increase	Weekly Youth (under age 20) Case Number Increase
Region 10 - Suburban Cook County <i>9/27 - 10/3</i>	98	4.8%	2434 ¹ (9/27 - 10/3) = 1.5% 2398 ¹ (9/20 - 9/26) = 9.1% 2198 ¹ (9/13 - 9/19)	395 ¹ (9/27 - 10/3) = 10.3% 358 ¹ (9/20 - 9/26) = -0.6% 360 ¹ (9/13 - 9/19)
Northfield Township² <i>9/27 - 10/3</i>	50	2.3%	46 (9/27 - 10/3) = -4.2% 48 (9/20 - 9/26) = -22.6% 62 (9/13 - 9/19)	7 (9/27 - 10/3) = -22.2% 9 (9/20 - 9/26) = -35.7% 14 (9/13 - 9/19)
Northfield Township plus Adjacent Zip Codes³ <i>9/27 - 10/3</i>	63	3.1%	309 (9/27 - 10/3) = 3.3% 299 (9/20 - 9/26) = 9.1% 274 (9/13 - 9/19)	49 (9/27 - 10/3) = -12.5% 56 (9/20 - 9/26) = 16.7% 48 (9/13 - 9/19)

10/3-10/10

	Weekly Cases per 100,000	Weekly Test Positivity Rate	Weekly Overall Case Number Increase	Weekly Youth (under age 20) Case Number Increase
Region 10 - Suburban Cook County 10/4 - 10/10	129	5.6%	3193 ¹ (10/4 - 10/10) = 31.2% 2434 ¹ (9/27 - 10/3) = 1.5% 2398 ¹ (9/20 - 9/26)	446 ¹ (10/4 - 10/10) = -1.5% 453 ¹ (9/27 - 10/3) = 26.5% 358 ¹ (9/20 - 9/26)
Northfield Township² 10/4 - 10/10	86	3.0%	79 (10/4 - 10/10) = 71.7% 46 (9/27 - 10/3) = -4.2% 48 (9/20 - 9/26)	15 (10/4 - 10/10) = 114.3% 7 (9/27 - 10/3) = -22.2% 9 (9/20 - 9/26)
Northfield Township plus Adjacent Zip Codes³ 10/4 - 10/10	96	4.0%	474 (10/4 - 10/10) = 53.4% 309 (9/27 - 10/3) = 3.3% 299 (9/20 - 9/26)	84 (10/4 - 10/10) = 71.4% 49 (9/27 - 10/3) = -12.5% 56 (9/20 - 9/26)

10/11-10/17 - Will be added prior
to BOE meeting when available

10/15 - Will be updated prior to the BOE meeting

West Northfield School District 31 School Reopening Dashboard

(revised 10/15)

This dashboard monitors categories that are specific to West Northfield School District 31 and Field and Winkelman Schools. If any items are red, a classroom, grade level, school, or district may enter into an [Adaptive Pause](#). The Adaptive Pause would continue until the issue was no longer a concern.

Northfield Township Local Public Health Monitoring Dashboard	IDPH/CCDPH places no restriction on school opening	Scheduling and Procedures Generally Allow for Six Feet Social Distancing Per IDPH, ISBE, AAP, CDC	7-10 Day Supply of PPE and Sanitation Materials
Staffing <ul style="list-style-type: none">Building is safely staffed for in-person instructionStaff absence rate of 85%/school would trigger a review to determine if it was Covid related and if an adaptive pause was needed.	Substitutes <ul style="list-style-type: none">Substitute fill rate is sufficient to maintain safety in each building.Staff moved to "fill in" and do not compromise safety and supervision in each building.Three days at critical sub fill would trigger a review (yellow) and possible adaptive pause if the trend continued into the second week (red).	Student Attendance <ul style="list-style-type: none">In consultation with the CCDPH, a pattern of student absences related to Covid-19 positives could trigger an adaptive pause for a class, grade level, school, or district-wide.	KEY No concerns or change Trends are changing. Ongoing monitoring and adjustment of plans to determine why the trends are changing and possible solutions. Adaptive Pause Recommended until situation stabilizes

100% Filled	Short 1-2 Subs	Short 3+ Subs				
Week of	School	Monday	Tuesday	Wednesday	Thursday	Friday
August 24-29	Field	100%	100%	50%	100%	100%
	Winkelman	100%	100%	66%	66%	100%
August 31-Sept 4	Field	100%	66%	66%	100%	100%
	Winkelman	100%	100%	100%	100%	100%
September 7-11	Field		100%	66%	100%	100%
	Winkelman		50%	75%	66%	50%
September 14-18	Field	100%	100%	100%	100%	50%
	Winkelman	60%	40%	40%	66%	50%
September 21-25	Field	100%	100%	100%	66%	
	Winkelman	100%	100%	100%	100%	
Sept. 28-October 2	Field		100%	100%	76%	60%
	Winkelman		40%	60%	50%	60%
October 5-October 9	Field	100%	60%	100%	60%	33%
	Winkelman	54%	50%	60%	50%	60%
October 12-October 16	Field		50%	75%	66%	40%
	Winkelman		66%	75%	75%	

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Substitute Fill Rate

Will be updated prior to BOE meeting

Student Health Dashboard

Note: Will be
updated prior
to the BOE
meeting

Data from week of October 12

Field - Current Week Average

- Current Covid Positive - 2
- Current Quarantined/Close Contact - 19
- Excluded from School Due to Illness,
Illness of a Family Member, Travel - 2.25

Data from week of October 12

Winkelman - Current Week Average

- Current Covid Positive - 0
- Current Quarantined/Close Contact - 0
- Excluded from School Due to Illness,
Illness of a Family Member, Travel - 13.5

Overall Since August 2020 -

4 student Covid cases

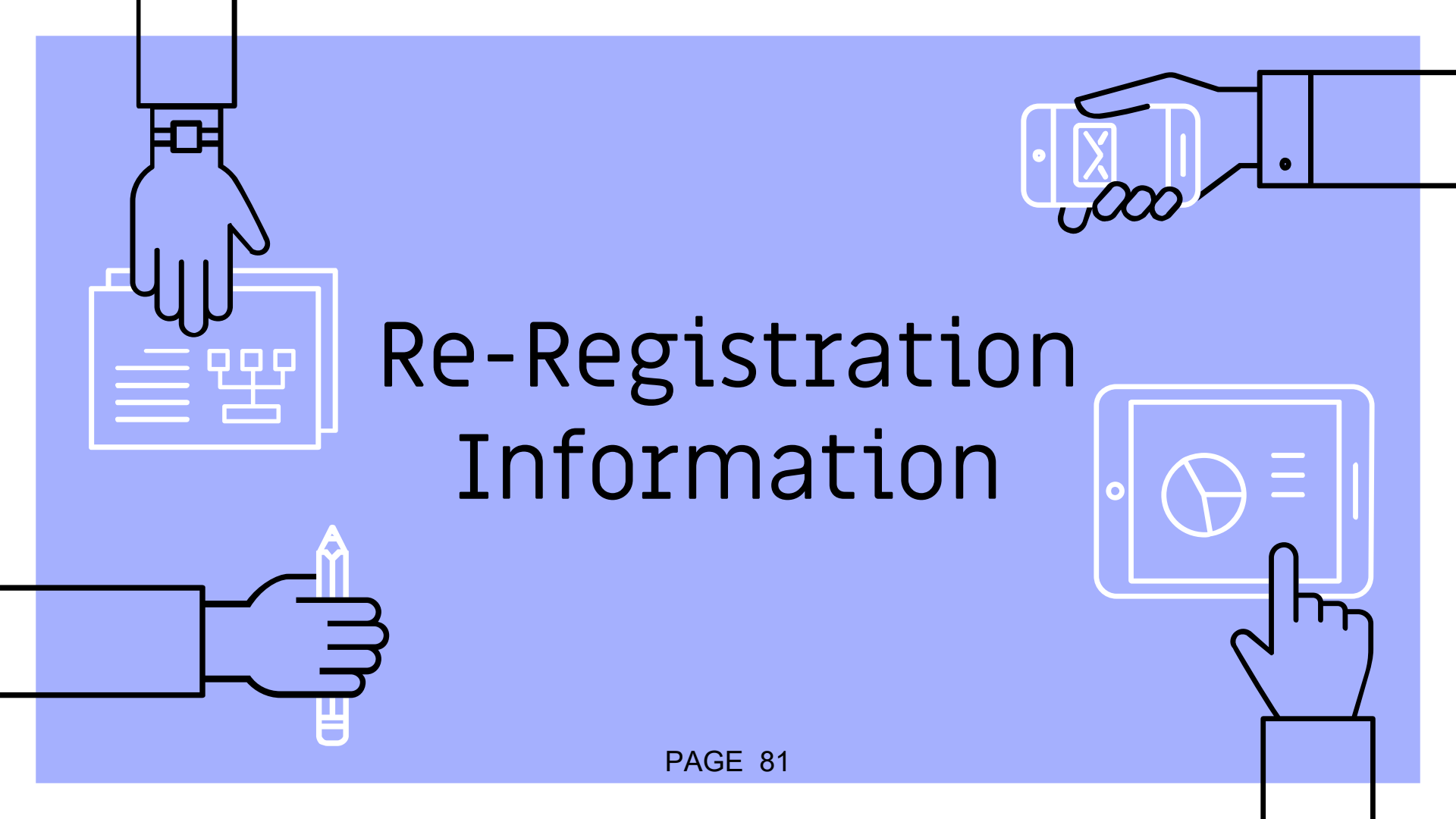
2 staff cases (from partner vendors)

What does this mean?

- ▶ Trend - increasing cases
- ▶ Triggered Conversation with CCDPH
 - Advised to watch trends for 2-3 weeks
 - Should we close “depends”
 - Supt. asked for more clear cut guidance like in neighboring counties



Re-Registration Information



Timeline

November 11 - Spend out information, only families looking to change their child's learning platform will need to fill out information.

November 18 - Platform change notifications due

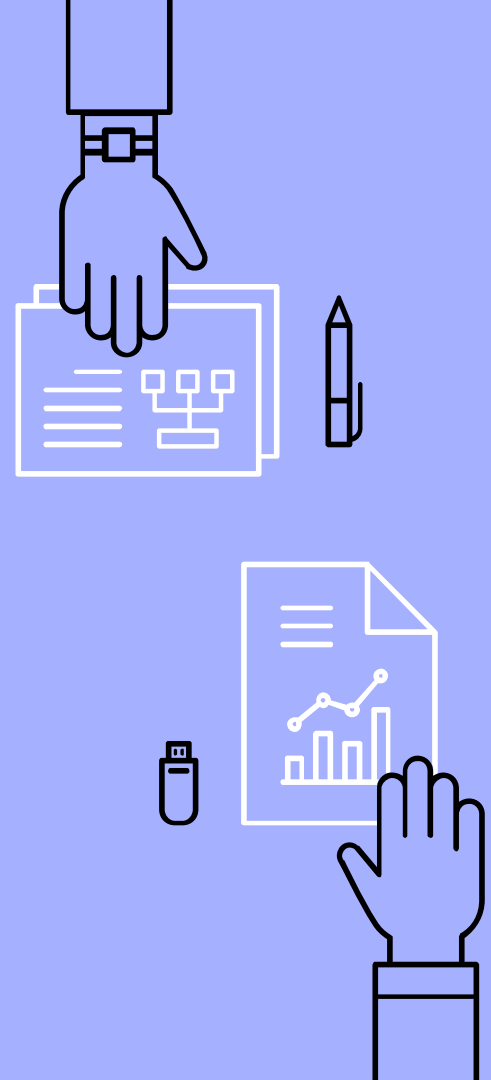
November 23 - Begin collaborating with classroom teachers on accommodating changes

Before winter break - notification of any new assignments for post winter break



Things to consider

- ▶ Safety will not be compromised.
- ▶ Goal is to provide as much consistency as possible to all kids. However, there could be changes in class assignments for any child but especially for students choosing a new learning platform.
- ▶ We may need to consider hiring additional teachers to avoid disruption.
- ▶ We will not be able to accommodate changes AFTER the re-registration due date.
- ▶ Space to accommodate more in-person learners should not be a concern.



TREASURER'S REPORT FOR THE MONTH OF September 2020

Bank Reconciliation Summary

<i>Northbrook Bank & Trust</i>	
Payroll/Vendor	1,055,273.26
Reconciling Item	-
AP Liability	-
Money Market	43,919.80
Imprest Fund	1,899.84
Flexible Spending	9,839.96
<i>Illinois Bank - Acct 201</i>	
Credit Card Account	114,441.51
Deposits in Transit	-
<i>ISDLAF</i>	
ISDLAF - Acct 111 Liq	339,496.95
Property Tax deposit in transit	195,515.93
ISDLAF deposit in transit	9,059.00
Investment purchase in transit (D225 error)	-
ISDLAF - Acct 218 Liq	2.49
ISDLAF - Acct 218 MAX	67,895.68
ISDLAF - Acct 219 Liq	-
ISDLAF - Acct 219 MAX	0.56
 MM	
CDs	1,999,000.00
IL Trust Term Series	7,975,000.00
PMA	6,899,699.31
 Northbrook Bank	
ISDLAF	-
Deferred Revenues	-
 Ending Fund Balance	
	<u><u>18,711,044.29</u></u>


Catherine M. Lauria

Asst. Superintendent of Finance & Operations


Dr. Erin K. Murphy
Superintendent

Investment Summary as of September 30, 2020

Type	Purchase Date	Maturity Date	# of Days Invested	Purchase Amount	Interest%	Total Interest	Total
CD	7/15/2020	10/14/2020	91	1,500,000.00	0.100	373.97	1,500,373.97
CD	7/15/2020	10/29/2020	106	500,000.00	0.100	145.21	500,145.21
CD	7/31/2020	11/12/2020	104	1,000,000.00	0.050	142.47	1,000,142.47
CD	8/14/2020	11/23/2020	101	500,000.00	0.050	69.18	500,069.18
CD	7/31/2020	11/27/2020	119	250,000.00	0.050	40.75	250,040.75
Treasury Bill	9/15/2020	12/17/2020	93	1,249,809.48	0.060	191.07	1,250,000.55
CD	8/31/2020	1/14/2021	136	500,000.00	0.070	130.41	500,130.41
Treasury Bill	9/30/2020	1/21/2021	120	899,889.83	0.040	111.44	900,001.27
CD	8/31/2020	1/28/2021	150	500,000.00	0.070	143.84	500,143.84
TOTAL PMA				<u>6,899,699.31</u>	0.07	<u>1,348.34</u>	<u>6,901,047.65</u>
ISDLAF	8/14/2020	11/23/2020	101	249,900.00	0.10	69.15	249,969.15
ISDLAF	7/31/2020	11/27/2020	119	249,900.00	0.062	50.51	249,950.51
ISDLAF	7/31/2020	11/27/2020	119	249,900.00	0.050	40.74	249,940.74
ISDLAF	9/15/2020	12/17/2020	93	249,900.00	0.05	31.84	249,931.84
ISDLAF	9/15/2020	12/17/2020	93	249,900.00	0.15	96.15	249,996.15
ISDLAF	9/30/2020	1/28/2021	120	249,900.00	0.052	42.72	249,942.72
ISDLAF	9/30/2020	1/28/2021	120	249,800.00	0.15	123.19	249,923.19
ISDLAF	8/31/2020	1/28/2021	150	249,800.00	0.10	102.66	249,902.66
TOTAL CD/ISDLAF				<u>1,999,000.00</u>	0.089	<u>556.96</u>	<u>1,999,556.96</u>
TOTAL MM				<u>-</u>		<u>-</u>	<u>-</u>
IL Trust Liq	8/14/2020	10/14/2020	61	1,000,000.00	0.18	300.82	1,000,300.82
IL Trust Liq	8/14/2020	10/29/2020	76	1,250,000.00	0.18	468.49	1,250,468.49
IL Trust Liq	7/31/2020	10/29/2020	90	1,250,000.00	0.200	616.44	1,250,616.44
IL Trust Liq	8/14/2020	11/12/2020	90	1,000,000.00	0.18	443.84	1,000,443.84
IL Trust Liq	8/31/2020	11/23/2020	84	1,500,000.00	0.170	586.85	1,500,586.85
IL Trust Liq	8/31/2020	12/10/2020	101	1,000,000.00	0.170	470.41	1,000,470.41
IL Trust Liq	8/31/2020	12/17/2020	108	750,000.00	0.170	377.26	750,377.26
IL Trust Liq	9/30/2020	1/28/2021	120	225,000.00	0.16	118.36	225,118.36
Total IL TRUST				<u>7,975,000.00</u>	0.176	<u>3,382.47</u>	<u>7,978,382.47</u>
				<u>16,873,699.31</u>		<u>5,287.77</u>	<u>16,878,987.08</u>
PMA =				6,899,699.31			
CDs =				1,999,000.00			
MM=				-			
IL TRUST=				7,975,000.00			
				<u>16,873,699.31</u>	0.109		

**West Northfield School District 31
General Ledger Summary**

September 30, 2020

FUND	DEBT SERVICE				IMRF/SOCIAL SECURITY								TOTAL
	10 Education	20 Operations & Maintenance	30 Bond Issuance	31 Bond Issuance	32 Capital Leases	40 Transportation	50 IMRF	51 FICA/MED SS	60 Capital Projects	70 Working Cash	79 Escrow	80 Tort	
Beginning Fund Balance	6,596,028.26	900,258.68	(1,264,680.17)	1,974,067.80	(381,687.85)	448,639.17	118,431.88	41,608.79	514,467.12	5,844,370.71	-	33.76	14,791,538.15
Receipts	5,692,547.91	502,027.65	-	312,730.96	52,589.76	400,560.03	62,075.53	86,278.99	6,169.72	446.14	-	-	7,115,426.69
Expenses	2,557,942.87	411,900.30	-	475.00	104,835.12	20,162.64	35,419.57	44,495.33	20,689.72			-	3,195,920.55
Balance	3,134,605.04	90,127.35	-	312,255.96	(52,245.36)	380,397.39	26,655.96	41,783.66	(14,520.00)	446.14	-	-	3,919,506.14
Abatement from WC to ED	-	-	-	-	-	-	-	-	-	-	-	-	-
Abatement from WC to O&M	-	-	-	-	-	-	-	-	-	-	-	-	-
Add'l transfer O&M to Capital Projects	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending Fund Balance	9,730,633.30	990,386.03	(1,264,680.17)	2,286,323.76	(433,933.21)	829,036.56	145,087.84	83,392.45	499,947.12	5,844,816.85	-	33.76	18,711,044.29
Cash 1010	30,211,644.35	(11,249,430.27)	(2,696,279.30)	(4,055,964.62)	(1,746,825.17)	(4,675,069.62)	(1,345,086.10)	(1,958,892.41)	(5,172,374.47)	3,771,113.87	-	(27,563.00)	1,055,273.26
Cash 3105	(1,262,056.42)	346,271.22	-	-	58,000.00	255,170.77	379.65	1.60	646,152.98	-	-	-	43,919.80
Cash 3130	(185,307.53)	-	-	-	-	299,749.04	-	-	-	-	-	-	114,441.51
Cash 3145	(35,998,581.75)	11,869,096.58	1,285,796.23	6,341,562.38	1,254,891.96	4,884,778.90	1,391,820.92	2,042,283.26	4,870,231.61	2,670,090.52	-	-	611,970.61
Imprest 1050	3,612.34	(1,712.50)	-	-	-	-	-	-	-	-	-	-	1,899.84
FSA 1051	9,839.96	-	-	-	-	-	-	-	-	-	-	-	9,839.96
Investments 1803	16,951,482.35	26,161.00	145,802.90	726.00	-	64,407.47	97,973.37	-	155,937.00	(596,387.54)	-	27,596.76	16,873,699.31
Loans													-
Transfer													-
Liability													-
Accounts Payable													-
Defer Rev Preschool FY21 - Cumulative													-
Cumulative Deferred Revenue FY21													-
Refund of Fees													-
Total	9,730,633.30	990,386.03	(1,264,680.17)	2,286,323.76	(433,933.21)	829,036.56	145,087.84	83,392.45	499,947.12	5,844,816.85	-	33.76	18,711,044.29

Monthly Budget Summary - 2020-2021

YTD September 30th, 2020

% of Fiscal Yr

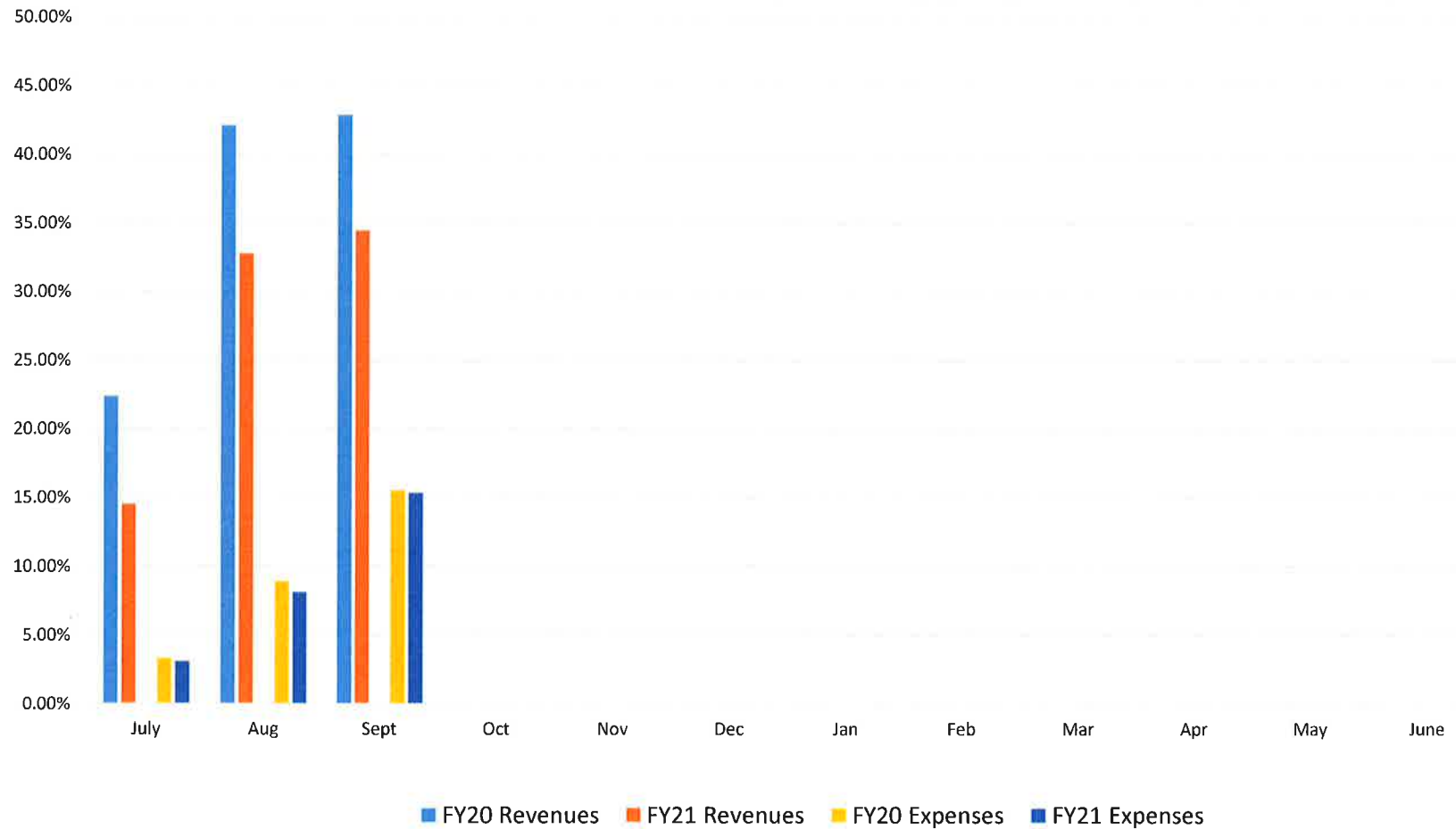
25.00%

BASED ON FINAL BUDGET

		2019-2020 Prior Year			2020-2021 Current Year			
REVENUES by Fund		FUND	BUDGET	YTD RECEIPTS	% of Budget	BUDGET	YTD RECEIPTS	% of Budget
Education	10	16,341,049.00	7,038,738.10	43.07%	16,405,738.00	5,692,547.91	34.70%	
Operations & Maintenance	20	1,501,247.00	616,978.13	41.10%	1,499,420.00	502,027.65	33.48%	
Transportation	40	960,974.00	406,980.03	42.35%	1,222,730.00	400,560.03	32.76%	
IL Municipal Retirement Fund	50	219,731.00	103,217.44	46.97%	164,427.00	62,075.53	37.75%	
Social Security - FICA/MED	51	210,731.00	93,536.46	44.39%	248,618.00	86,278.99	34.70%	
Working Cash	70	30,527.00	10,786.80	35.34%	20,603.00	446.14	2.17%	
Tort Immunity	80	0.00	0.00	N/A	0.00	0.00	N/A	
		19,264,259.00	8,270,236.96	42.93%	19,561,536.00	6,743,936.25	34.48%	
Debt Service - Property Tax Levy	30/31	855,802.00	392,258.93	45.84%	889,154.00	312,730.96	35.17%	
Debt Service - Capital Leases	32	150,000.00	0.00	0.00%	150,000.00	52,589.76	35.06%	
Capital Projects	60	1,090,000.00	25,983.26	2.38%	75,000.00	6,169.72	8.23%	
		2,095,802.00	418,242.19	19.96%	1,114,154.00	371,490.44	33.34%	
Total Revenue Budget	Total	21,360,061.00	8,688,479.15	40.68%	20,675,690.00	7,115,426.69	34.41%	
EXPENSES by Fund		FUND	BUDGET	YTD EXPENSES	% of Budget	BUDGET	YTD EXPENSES	% of Budget
Education	10	15,754,209.03	2,584,331.36	16.40%	16,936,323.00	2,557,942.87	15.10%	
Operations & Maintenance	20	1,537,993.00	359,652.11	23.38%	1,512,496.00	411,900.30	27.23%	
Transportation	40	868,750.00	30,140.12	3.47%	1,104,000.00	20,162.64	1.83%	
IL Municipal Retirement Fund	50	150,151.00	30,153.12	20.08%	180,193.00	35,419.57	19.66%	
Social Security - FICA/MED	51	252,453.00	45,599.21	18.06%	258,818.00	44,495.33	17.19%	
Working Cash	70	1,000,000.00	0.00	N/A	0.00	0.00	N/A	
Tort Immunity	80	0.00	0.00	N/A	0.00	0.00	N/A	
		19,563,556.03	3,049,875.92	15.59%	19,991,830.00	3,069,920.71	15.36%	
Debt Service - Property Tax Levy - Bonds	30/31	896,848.00	61,193.43	6.82%	826,988.00	475.00	0.06%	
Debt Service - Capital Leases	32	179,953.00	75,618.86	42.02%	178,505.00	104,835.12	58.73%	
Capital Projects	60	6,550,000.00	4,417,335.59	67.44%	300,000.00	20,689.72	6.90%	
		7,626,801.00	4,554,147.88	59.71%	1,305,493.00	125,999.84	9.65%	
Total	Total	27,190,357.03	7,604,023.80	27.97%	21,297,323.00	3,195,920.55	15.01%	

WEST NORTHFIELD SCHOOL DISTRICT 31 - OPERATING BUDGET
2019-2020 & 2020-2021 Budget Summary Comparison

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY20 Revenues	22.41%	42.15%	42.93%									
FY21 Revenues	14.55%	32.82%	34.48%									
FY20 Expenses	3.33%	8.96%	15.59%									
FY21 Expenses	3.11%	8.15%	15.36%									



09JE02

INVOICE

September 05, 2020

West Northfield Dist 31
3131 Techny Road
Northbrook, IL 60062

ATTN:

Invoice Number: 0702521-2009

Invoice Amount: \$ 10,038.52

*Comp 9/22/2020
for 9/23/2020*

This invoice amount represents the total balances of all Corporate Card accounts for the billing period ending September 05, 2020.

Your payment is due **October 02, 2020**.

Payment will be automatically withdrawn from your bank account if your organization has pre-arranged payment. If not, please remit payment by electronic means or by mailing a cheque for the Invoice amount to the appropriate address below. Payments must be sent with a detailed breakdown of how the payment needs to be applied, including the 16 digit card numbers and the total amount to be paid to each individual card.

BMO Harris Accounts		Diners Club Accounts	
Payment By Mail		Payment By Mail	
BMO Harris P.O. Box 5732 Carol Stream, IL 60197-5732		Diners Club P.O. Box 5732 Carol Stream, IL 60197-5732	
Payment By Overnight Delivery		Payment By Overnight Delivery	
FIS BMO Harris Bank Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440		FIS BMO Harris Bank Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440	

If you have any questions regarding this invoice or supporting documents, please contact Corporate Client Services:

BMO Harris Accounts	Diners Club Accounts
By Phone: 1-855-825-9234	By Phone: 1-800-2-DINERS (1-800-234-6377)
By e-mail: corporate.clientservices@bmo.com	By e-mail: dinersclub.service@bmo.com

Thank you for your continued business.

Please attach a copy of this invoice or the information below this line with your cheque payment.

West Northfield Dist 31
3131 Techny Road
Northbrook, IL 60062

Invoice Number: 0702521-2009
Amount Paid: \$ 10,038.52
Payment Due Date: October 02, 2020

RUN DATE: 09/08/2020

P-Card Expense Report

Cardholder: Catherine Lauria

Last 4 # of P-Card: 2478

Billing Cycle: August 6 - Sept 5, 2020

Page: 1 of 1

Date of Purchase	Account Number	Vendor	Purchaser	Description of purchase	Grant (X)	Supplies	Meals	PD/ Subscript	Travel	Misc.	Total
8.6.2020	10E000 2520 6400 00 002520	IASBO Peer to Peer	Deena	Peer to Peer annual membership				\$ 75.00			\$ 75.00
8.10.2020	10E002 2220 4400 00 002220	NY Times Digital	Cerniglia	New York Times digital subscription						\$ 7.50	\$ 7.50
8.14.2020	10E002 1100 4400 00 001000	Teachers Pay Teachers	Wolney	Spanish Curriculum 1 license		\$ 230.00					\$ 230.00
8.14.2020	10E002 1100 4400 00 001000	Teachers Pay Teachers	Kolodziej	Spanish Curriculum license additional		\$ 207.00					\$ 207.00
8.17.2020	10E002 1100 4100 00 001031	MarchMaster	M.Miller	covers for musical instruments		\$ 306.48					\$ 306.48
8.17.2020	10E002 1100 4400 00 001000	Garbanzo	Kolodziej	1 year license - Spanish		\$ 149.00					\$ 149.00
8.17.2020	10E000 2510 6400 00 002510	IL ASBO	Lauria	1 year annual membership IASBO				\$ 340.00			\$ 340.00
8.18.2020	10E002 1100 4100 00 001031	McCormick's	M.Miller	covers for musical instruments		\$ 367.89					\$ 367.89
8.19.2020	10E000 2520 4400 00 002520	Paypal Gsuite addon	Gibson	Annual subscription for G-Suite Add on mail merger Gibson & Steinberg						\$ 78.00	\$ 117.00
	10E000 2320 4400 00 002320			Annual subscription for G-Suite Add on mail merger Nielsen						\$ 39.00	
8.19.2020	10E002 1100 4100 00 001031	Director's Asst	M.Miller	covers for musical instruments & Blowhole masks		\$ 469.21					\$ 469.21
8.19.2020	10E001 2410 4100 00 002410	Panera	Bergen	Bagels for Winkelman Staff			\$ 385.86				\$ 385.86
9.3.2020	10E001 1100 4100 00 001000	Orig Seat Sack	Alvarez	Seat Sacks classroom packs		\$ 716.00					\$ 716.00
						\$2,445.58	\$385.86	\$ 415.00	\$ -	\$124.50	

Approved and Date: Catherine M. Lauria 9/21/2020

District Approved and Date: [Signature]

Page 1 total \$ 3,370.94

Page 2 total \$ -

Grand Total \$ 3,370.94

P-Card Expense Report

Cardholder **Janine Gruhn**

Last 4 # of P-Card: 1619

1619

Billing Cyc 8/6/20-9/5/20Page: 1 of X

Date of Purchase	Account Number	Vendor	Purchaser	Description of purchase	Grant (X)	Supplies	Meals	PD	Travel	Misc.	Total
8/17/20	10-E-000-1220-4100-00-004620	COWRITER	JANINE	writing program GRANT	X					\$ 19.96	\$ 19.96
8/20/20	10-E-002-1100-4400-00-001000	Task Magic	Becky	textivate	X					\$ 137.83	\$ 137.83
8/24/20	10-E-000-2220-4100-00-004998	Mark Drug	JANINE	medical gowns CARES ACT	x					\$ 125.00	\$ 125.00
8/27/20	10-E-000-2150-4100-00-002150	Boom Learning	JANINE	speech cards						\$ 25.00	\$ 25.00
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
						\$ -	\$ -	\$ -	\$ -	\$ 307.79	

Approved
and Date:

Approved
and Date:

Catherine M. Laurin 9/16/2020

From
9/15/2020

Page 1 total	\$ 307.79
--------------	-----------

Page 2 total \$ -

Grand Total	\$ 307.79
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P-Card Expense Report

Cardholder: April Miller

Last 4 # of P-Card:

1334

Billing Cycle: **August -September 2020**

Page: 1 of 1

Date of Purchase	Account Number	Vendor	Purchaser	Description of purchase	Grant (X)	Supplies	Meals	PD	Travel	Misc.	Total
8/18/20	10E002-1100-4100-00-001000	Einstein Brothers	A Miller	Employee brekfest			\$ 82.96				\$ 82.96 [1]
8-18-20	10E002-1100-4100-00-001000	Staples	A Maloney	Student Supplies		\$ 163.02					\$ 163.02
8/19/20	10E002-1100-4100-00-001000	Staples	A Maloney	Student Supplies		\$ 65.52					\$ 65.52
8/19/20	10E002-1100-4100-00-001000	Target	A Maloney	Student Supplies		\$ 47.46					\$ 47.46
8/25/20	10E002-1100-4109-00-001000	Target	A Maloney	Student Supplies ELA		\$ 20.00					\$ 20.00
8/28/20	10E002-1100-4100-00-001000	KidToure Designs	A Miller	Staff T Shirts						\$ 160.00	\$ 160.00
											\$ -
											\$ -
											\$ -
											\$ -
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											\$ -
											\$ -
											\$ -
						\$ 296.00 [2]	\$ 82.96	\$ -	\$ -	\$ 160.00	

Approved and
Date:
District
Approved and
Date:

April Mills 9-15-2020
Catherine M. Lauria 9/16/2020

Page 1 total	\$ 538.96
Page 2 total	
Grand Total	\$ 538.96

P-Card Expense Report

Cardholder: Erin Murphy

Last 4 # of P-Card: 0645

Billing Cycle: August 5 - Sept 5, 2020

Page: 1 of 1

Date of Purchase	Account Number	Vendor	Purchaser	Description of purchase	Grant (X)	Supplies	Meals	PD	Travel	Misc.	Total
8/6/20	10E000 2320 4100 00 002320	Amazon	Tina	Shaton Wolverton -Son - In loving memory of his grandmother						\$ 25.00	\$ 25.00
8/6/20	20E002 2542 3250 00 002542 (COVID)	U-Haul	Ed	Rented - Bring Field furniture to Winkelman for storage for the yr						\$ 108.42	\$ 108.42
8/12/20	10E000 2310 4121 00 002310	Legacy.com	Tina	BOE- For Cathy Lauria - In loving Memory of her Father in Law Michael						\$ 75.00	\$ 75.00
8/13/20	10E001 2130 4109 00 02130 (50% of \$220.97) 2130	AllHeart	Tina	COVID N95 Mask box of 20 (NURSES)		\$ 110.48					\$ 110.48
8/13/20	10E002 2310 4109 00 002130 (50% of \$220.97)	AllHeart	Tina	COVID N95 Mask box of 20 (NURSES)		\$ 110.49					\$ 110.49
8/13/20	10E000 2210 1340 00 002210	Panera Bread	Tina	Mentor/Mentee Luncheon - New Tchr Orientation			\$ 218.58				\$ 218.58
8/13/20	10E000 2210 1340 00 002210	Panera Bread	Tina	Mentor/Mentee Luncheon - New Tchr Orientation			\$ 91.99				\$ 91.99
8/13/20	10E000 2210 1340 00 002210	Panera Bread	Tina	Mentor/Mentee Luncheon - New Tchr Orientation			\$ 121.98				
8/11/20	10E000 2210 1340 00 002210	Panera Bread	Tina	Mentor/Mentee Luncheon - New Tchr Orientation			\$ 218.58				\$ 218.58
8/14/20	10E000 2310 4135 00 002310	Starbucks	Tina	BOE- Gifts for Tchrs Opening Tch Inst Day		\$ 750.00					\$ 750.00
8/17/20	10E000 2310 4135 00 002310	Starbucks	Tina	BOE - Gifts for Tchrs Opening Tch Inst Day		\$ 100.00					\$ 100.00
8/17/20	10E000 2310 4135 00 002310	Jimmy Johns	Tina	BOE - Tchr Inst Day Lunch (Winkelman)			\$ 387.42				\$ 387.42
8/18/20	20E000 2540 3320 00 002540	IASBO	Tina	Ed- Membership for Ed Blankenheim				\$ 75.00			\$ 75.00
8/18/20	20E000 2540 3320 00 002540	IASBO	Tina	Ed- 2020 FPC School District Registration				\$ 205.00			\$ 205.00
8/19/20	10E000 2310 4135 00 002310	Jimmy Johns	Tina	BOE - Tchr Inst Day Lunch (Field)				\$ 101.00			\$ 101.00
8/19/20	20E002 2542 4800 00 002542	Northwest Electrical Supply	Ed	Electrical Supplies for Field		\$ 155.37					\$ 155.37
8/20/20	10E000 2320 4100 00 002320	The Master Teacher	Tina	Custom District 31 Notepads - Teacher Prizes		\$ 75.60					
8/20/20	20E002 2542 4800 00 002542	Michael Wagner & Sons	Ed	Supplies for Field		\$ 7.85					

8/20/20	20E001 2542 4800 00 002542 COVID (50% of 1067.89)	AllHeart	Tina	N95 Masks for Winkelman Nurses & Custodians		\$ 830.91					
8/20/20	20E002 2542 4800 00 002542 COVID (50% of 1067.89)	AllHeart	Tina	N95 Masks for Field Nurses & Custodians							
8/20/20	10E001 2130 4109 00 002130 COVID (50% of 190.87)	AllHeart	Tina	N95 Masks for Winkelman Nurses & Custodians		\$ 95.48					
8/20/20	10E002 2130 4109 00 002130 COVID (50% of 190.87)	AllHeart	Tina	N95 Masks for Field Nurses & Custodians		\$ 95.49					
8/25/20	20E002 2542 4800 00 002542	Northwest Eletrical Supply	Ed	Supples for Field		\$ 95.65					
8/25/20	20E002 2542 4800 00 002542	Northwest Eletrical Supply	Ed	Supplies for Field - Vinyl Tape		\$ 72.82					
8/31/20	10E000 2320 4100 00 002320	Jewel	Tina	Supplies for Root Beer Floats for Staff Mtg for Tchrs		\$ 109.25					
8/31/20	10E000 2320 4100 00 002320	Marianos	Tina	Supples for Root Beer Floats for Staff Mtg		\$ 19.34					
9/2/20	10E000 2210 3320 00 004620 (IDEA)	ATIXA -	Tina	Workshop for Jesse Menold - 504 Coordinator Training	IDEA			\$ 899.00			
9/3/20	10E000 2320 4100 00 002320	Cheryls Cookies	Tina	Staff (Remote) Treats for Staff Mtg		\$ 106.05					\$ 106.05
											\$ -

Approved and Date: _____

District Approved and Date: _____

Catherine M. Lauria 9/21/2020

Page 1
total \$ 5,498.73
Page 2
total \$ -

9/14/20 *[Signature]*



West Northfield School District 31
Office of the Assistant Superintendent of Finance & Operation

Regular Meeting – Thursday, October 22, 2020

TO: Dr. Erin K. Murphy
FROM: Catherine M. Lauria
RE: Post-Issuance Tax Compliance Report

Report for Informational Purposes

To ensure post-issuance tax compliance for the 2015A and 2018B tax-exempt bonds, the District will annually review the expectations and practices in place relating to bond debt service.

Though we have spent the proceeds from the 2015A tax-exempt bonds, we will continue with repayments through December, 2024, per the current debt repayment schedule. The 2018B tax-exempt bonds were issued in March of Fiscal Year 2017-2018 and those funds are being spent per the intent of issue and include a repayment schedule through December, 2037. As long as bonds are outstanding, plus three years, it is required to report this information annually.

Acting in the capacity of the designated Compliance Officer, a review of compliance through a Post Issuance Compliance Checklist has been completed. This exercise promotes and monitors adherence to Federal Tax Law Requirements, Securities Law Disclosure Requirements, and other miscellaneous requirements.

Federal Tax Law Requirements include general matters relating to the bonds including arbitrage, monitoring the use of the proceeds and the financed facilities, which is not applicable to this district, and record retention.

Securities Law Disclosure Requirements include SEC Rule 15c-12 Requirements, Notification to Underwriters of bonds, and information required to be filed with other entities.

The next step in this process is to present this information annually to the Board of Education in the form of a Post-Issuance Tax Compliance Report. In summary, the completion of the checklist and the attached report confirms that we are in compliance with the IRS and SEC requirements regarding the responsibilities after the issuance of tax-exempt bonds.

Attachment

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

POST-ISSUANCE TAX COMPLIANCE REPORT

To: Board of Education of School District Number 31, Cook County, Illinois

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record Keeping Policy (the “*Policy*”) adopted by the Board of Education (the “*Board*”) of School District Number 31, Cook County, Illinois (the “*District*”), on the 30th day of April, 2015, I have prepared this report reviewing the District’s contracts and records to determine whether the Tax Advantaged Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantaged Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantaged Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District’s compliance with such covenants and expectations.

- (a) *Records.* I have in my possession all of the records required under the Policy.
- (b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury and in fact is exempt for arbitrage rebate liability under the Small Issuer exemption.
- (c) *Contract Review.* I have reviewed copies of contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations and other records. At this time, each issue of the Tax Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.
- (d) *IRS Examinations or Inquiries.* The Internal Revenue Service (the “*IRS*”) has not commenced an examination of any issue of the Tax Advantaged Obligations. The IRS has not requested a response to a compliance check, questionnaire, or other inquiry.

Based upon the foregoing, the District has remained in compliance with the applicable tax law requirements and no further action is necessary at this time. This report will be entered into the records of the District and is being made available to all members of the Board at the October 22, 2020 regular meeting.

Respectfully submitted this 22nd day of October, 2020.

A handwritten signature in cursive script, appearing to read "Catherine M. Lawrie".

By _____
Compliance Officer



West Northfield School District 31
Assistant Superintendent of Finance & Operations

Regular Meeting – Thursday, October 22, 2020

TO: Dr. Erin K. Murphy, Superintendent
FROM: Catherine M. Lauria
RE: Public Disclosure of Total Compensation – FY21 Report

INFORMATIONAL MEMORANDUM

Illinois Public Act 97-0609 requires employers participating in the Illinois Municipal Retirement Fund (IMRF) to post on its website the total compensation package for each employee having a total compensation package that exceeds \$75,000 per year.

The IMRF is the pension system for non-certified staff working 600 hours or more each year. Since the Public Act does not differentiate between certified and non-certified employees, it is recommended we post all employees meeting this threshold.

The salary information posted is the base salary. Benefits listed are to include the following:

- Employer-paid portion of health insurance
- Bonuses
- Vehicle Allowance
- Vacation Days Earned
- Sick Days Earned

Housing, clothing allowances, and loans are also to be listed as part of total compensation. West Northfield School District 31 does not provide these other benefits aside from a \$300.00 clothing allowance for the custodial staff.

Student Enrollment 2020-2021

Grade	Aug 2020 (day 1)	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	# of Classes	In- Person	Remote	Class Size K-5 Oct	Class Size Guide
Pre-K	45 ²	46 ²	51 ²													N/A
K	80	83	84									6	50	32	16,16,13,13,13,13	19
1	99	97	96									7	51	44	14,16, 12,14,14,14, 12	20
2	83	82	82									6	54	28	14,14,12, 12, 14, 16	20
3	91	90	90									6	51	38	18, 13,14,13,20,12	22
4	98	98	98									6	59	38	17, 15,15,15,15, 21	23
5	88	90	90									6	46	43	16,15,15,16,15,13	23
Pre-K-5 Total	584	586	591	0	0	0	0	0	0	0						
6	88	88	88										54	33		
7	117	117	118										59	58		
8	85	85	86										44	42		
6-8 Total	290	290	292										157	133		
Pre K-8 Total	874	876	883													
Out of Dist K-8	24 ³	24 ³	24 ³													
Pre K-8 Total	898	900	907													

2: 28-in-District. 23 out of District, an additional 2 speech/language only - The students are assigned within AM half day, PM half day, 1 full day, and extended blended classrooms.

3: PK-2, K-3*, 1st - 2*, 2nd -1, 3rd -3*, 4th -1*, 2, 5th -1*, 1, 6th -3, 7th -1, 8th -3 *Serviced at Winkelman

Field Enrollment 2019-2020																	
New Field Students by Grade Level								New Field Student District #31 Residential Zone									
6	7	8	Total						1	2	3	4	5	6	7	Total	
9	6	5	20					6	4	2	1	0	0	1	1	9	
								7	1	0	1	0	0	3	1	6	
								8	0	4	0	0	0	0	1	5	
Previous Locations of New Students								Total	5	6	2	0	0	4	3	20	
In State		Out of State		Out of Country													
Solomon Schecter		2		Mexico		1											
Steeple Run Naperville		2		Ukraine		1											
CHA		1															
D34		3															
CPS		1															
D62		1															
D54		1															
Park View Mtn. Grove		2															
St. Catherines		1															
Isaliam Fndt. Villa Pk		1															
D146		1															
D140		1															
NBJH		1															
Total		18		0		2											

Student Transfer Locations Summer 2019 Through Present							
In State		Out of State		Out of Country			
Unknown	3						
Northbrook Jr.	1						
Holmes Jr	1						
D23	1						
D27	1						
Football Middle	1						
Total	8		0			0	

Winkelman Student Enrollment 2020-2021																	
New Winkelman Students by Grade Level									New Winkelman Student District #31 Residential Zone								
Pre-K	K	1	2	3	4	5	K-5 Total			1	2	3	4	5	6	7	Total
0	81	16	5	2	4	6	114		K	11	26	2	10	2	16	14	81
									1	2	4	4	1	1	2	2	16
									2	1	3	1	0	0	0	0	5
Previous Locations of New Students									3	0	0	1	1	0	0	0	2
In State		Out of State			Out of Country				4	1	2	0	0	0	1	0	4
D21	3	Florida			1	Korea	1		5	1	3	0	1	0	1	0	6
D34	2	AL			1				T	16	38	8	13	3	20	16	114
D54	1								Residential Zones Codes:								
D59	3								1 Stonegate, 2 Unincorporated NB, 3 Mission Hills,								
D63	1								4 Indian Ridge, 5 Brookview Apt, 6 Salem Walk, 7 Othe								
D68	1																
D96	1																
D109	1																
CHA	3																
CPS	2																
St. Benedict's Prep	1																
Passages Charter, Chg	1																
St. John Brebeuf	1																
St. Catherine L	2																
Children's Land, GV	1																
Little Hands NB	2																
CountrySide Day NB	1																
Christian Heritage NField	1																
Don't Know	1																

Student Transfer Locations Summer 2019 Through Present					
In State		Out of State		Out of Country	
D23	1	KS	1		
D28	2	MN	1		
D30	2	IN	2		
D34	2	NC	1		
D63	1	ND	2		
D73	2	TX	1		
D102	1	FL	1		
D202	2				
OLPH	2				
Science&Arts Acamdemy - Des Pl	1				
Total	16		9		0



Cathy Lauria <clauria@district31.net>

FOIA request

1 message

Nina Terebessy <nterebessy@legalaiddchicago.org>
 To: "clauria@district31.net" <clauria@district31.net>

Mon, Sep 21, 2020 at 10:24 AM

Ms. Lauria,

On February 7, 2020, our partners at Kirkland & Ellis submitted a FOIA request to you under the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140 *et seq.* To date, we have not received a complete response for this request. A copy of the original letter outlining the documents we are interested in receiving is attached.

Of note, although we are aware that your district may have already updated the requested documents in compliance with the new regulations released by the Department of Education, *we are interested in receiving the Title IX policy, procedures, and other related documents that were in effect on February 7, 2020.*

Please send a response to this request by the close of business on September 25, 2020. If we do not receive a complete response by this date, we will pursue our legal options to ensure compliance with the Illinois FOIA law.

If there are any questions about this request, please do not hesitate to contact me. We hope to resolve this matter efficiently and effectively.

Sincerely,

**Nina Terebessy** (*She, Her, Hers*)

Equal Justice Works Fellow, Children and Families Practice Group

Sponsored by AbbVie, Inc. and Kirkland & Ellis

p: 312.347.8328 f: 312.612.1428

120 South LaSalle Street, Suite 900, Chicago, IL 60603

www.legalaiddchicago.org

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West Northfield School District (2-7-2020).pdf
 47K

KIRKLAND & ELLIS LLP
AND AFFILIATED PARTNERSHIPS

To Call Writer Directly:
+1 214 972 1756
karyn.cooper@kirkland.com

1601 Elm Street
Dallas, TX 75201
United States

+1 214 972 1770

www.kirkland.com

Facsimile:
+1 214 972 1771

February 7, 2020

Via Facsimile: (847) 272-4818

Catherine M. Lauria, CSBO
FOIA Officer
West Northfield School District
3131 Techny Road
Northbrook, Illinois 60062

Re: Freedom of Information Request (FOIA)

Dear Ms. Lauria:

Pursuant to 5 ILCS § 140/2, we are requesting “public records” that pertain to West Northfield School District’s grievance procedures for responding to complaints of sexual harassment (which includes but is not limited to sexual assault) and gender-based discrimination, as well as West Northfield School District’s anti-discrimination policy.

More specifically, we request: (i) a copy of West Northfield School District’s current anti-harassment and/or anti-discrimination policy; (ii) copies of all documents outlining West Northfield School District’s current procedures for responding to sexual harassment and gender-based discrimination, including both peer sexual harassment and discrimination and sexual harassment and discrimination between district employees and students; (iii) copies of any other documents or guidelines that impact the application and enforcement of these policies and procedures; and (iv) the name and contact information of West Northfield School District’s designated Title IX coordinator.

Finally, this request is submitted to assist our office in accessing and disseminating meaningful information about the legal rights of the general public in relation to West Northfield School District’s compliance with Title IX and associated state law. A waiver of fees is in the public interest pursuant to 5 ILCS 140/6(c).

Please direct all responses to the undersigned. Thank you in advance for your cooperation.

KIRKLAND & ELLIS LLP

Catherine M. Lauria, CSBO
February 7, 2020
Page 2

Sincerely,

A handwritten signature in cursive script, appearing to read "Karyn M. Cooper".

Karyn Cooper
Paralegal

Kirkland & Ellis, LLP
1601 Elm Street
Dallas, Texas 75201
Email: Karyn.cooper@kirkland.com



Cathy Lauria <clauria@district31.net>

Re: FOIA request

1 message

Cathy Lauria <clauria@district31.net>

Tue, Sep 22, 2020 at 12:49 PM

To: Nina Terebessy <nterebessy@legalaidchicago.org>

Ms. Terebessy,
 Please see the attached information regarding your request and let me know
 if you have any questions or need any further documentation.
 Thanks again,
 Cathy Lauria

On Tue, Sep 22, 2020 at 11:17 AM Cathy Lauria <clauria@district31.net> wrote:

Thank you for your response, Ms. Terebessy. I conducted an email search and could not locate so it likely went to SPAM which is no longer available for me to search. I appreciate the information you provided. We will get back to you as soon as possible.

On Tue, Sep 22, 2020 at 11:03 AM Nina Terebessy <nterebessy@legalaidchicago.org> wrote:

Ms. Lauria,

I really appreciate the prompt reply. The original email was from Karyn.cooper@kirkland.com. It seems like many of the requests that we sent out back in February went directly to spam. Please feel free to treat this as a brand new request in terms of FOIA timelines---we just wanted to reference the initial letter because we are interested in receiving copies of the policies and procedures that were in place *at that time*. You can send your response to the request to me.

Thank you!



Nina Terebessy (*She, Her, Hers*)

Equal Justice Works Fellow, Children and Families Practice Group

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p: 312.347.8328 f: 312.612.1428

120 South LaSalle Street, Suite 900, Chicago, IL 60603

www.legalaidchicago.org

From: Cathy Lauria <clauria@district31.net>

Sent: Tuesday, September 22, 2020 10:57 AM

To: Nina Terebessy <nterebessy@legalaidchicago.org>

Subject: Re: FOIA request

Thank you for sending this along, Ms. Terebessy as I do not recall receiving this request.

Would you be able to let me know the email address that sent the original request?

In the meantime, we will work on this end to get the information you need and if there are any questions, I'll be sure to reach out to you.

Thank you,

Cathy

9/22/2020

School District 31 Mail - Re: FOIA request

On Mon, Sep 21, 2020 at 10:24 AM Nina Terebessy <nterebessy@legalaidchicago.org> wrote:

Ms. Lauria,

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Of note, although we are aware that your district may have already updated the requested documents in compliance with the new regulations released by the Department of Education, we are interested in receiving the Title IX policy, procedures, and other related documents that were in effect on February 7, 2020.

Please send a response to this request by the close of business on September 25, 2020. If we do not receive a complete response by this date, we will pursue our legal options to ensure compliance with the Illinois FOIA law.

If there are any questions about this request, please do not hesitate to contact me. We hope to resolve this matter efficiently and effectively.

Sincerely,



Nina Terebessy (*She, Her, Hers*)

Equal Justice Works Fellow, Children and Families Practice Group

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Catherine M. Lauria, CSBO

Assistant Superintendent of Finance & Operations

West Northfield School District 31

3131 Techny Road, Northbrook, IL 60062

(847) 313-4413

(847) 272-4818 FAX

9/22/2020

School District 31 Mail - Re: FOIA request

Catherine M. Lauria, CSBO
Assistant Superintendent of Finance & Operations
West Northfield School District 31
3131 Techny Road, Northbrook, IL 60062
(847) 313-4413
(847) 272-4818 FAX

Catherine M. Lauria, CSBO
Assistant Superintendent of Finance & Operations
West Northfield School District 31
3131 Techny Road, Northbrook, IL 60062
(847) 313-4413
(847) 272-4818 FAX

 **Title IX FOIA Response to Legal Aid Chicago - Kirkland Ellis 09 22 2020 Request.docx**
15K

Title IX FOIA

Applicable Policies

- [Uniform Grievance Procedures](#)
- [Equal Employment and Minority Recruitment](#)
- [Workplace Harassment Prohibited](#)
- [Education of Children with Disabilities](#)
- [Education of Homeless Children](#)
- [Title 1](#)
- [Complaints about Curriculum, Instructional Materials and Programs](#)
- [Equal Education Opportunities](#)
- [Harassment of Students Prohibited](#)
- [Prevention of and Response to Bullying, Intimidation and Harassment](#)
- [Student Behavior](#)
- [Accommodating Individuals with Disabilities](#)
- [Education of Students with Disabilities](#)
- [Public Suggestions and Concerns](#)

Applicable Procedures/Information

- [Administrative Procedure - Guidelines for Investigating Complaints Filed Under Policy Uniform Grievance Procedure, and Allegations of Misconduct](#)
- [Administrative Procedure – Nondiscrimination Coordinator and Complaint Manager](#)
- [Administrative Procedure-Sample questions for investigations](#)
- [Homeless Information](#)
- [Homeless Procedure](#)
- [Administrative Procedure: Harassment of Students](#)
- [Student Handbook](#)

Upcoming

- Thursday, September 24-Title IX Compliance Training, Himes, Petrarca, & Fester - Superintendent, Complaint Managers, Non-Discrimination Coordinator, Board of Education
- Fall/Winter 2020 - Update/Adopt policies and procedures from the August 2020 PRESS Update Memo
 - Title IX Sexual Harassment Grievance Procedure
 - Update procedures above once new policy is adopted
 - Review new procedures recommended by PRESS
 - Sexual Harassment Response
 - Formal Title IX Sexual Harassment Complaint Grievance Process
 - Title IX Sexual Harassment Glossary of Terms
 - Review and Update Policies related to Title IX
 - Equal Employment Opportunity and Minority Recruitment
 - Workplace Harassment Prohibited
 - Equal Education Opportunities
 - Harassment of Students Prohibited
 - Prevention of and Response to Bullying, Intimidation and Harassment
 - Teen Dating Violence Prohibited



Cathy Lauria <clauria@district31.net>

Re: SmartProcure FOIA Request to West Northfield School District #31 For PO/Vendor Information

1 message

Cathy Lauria <clauria@district31.net>
To: kdeloian@smartprocure.com

Thu, Sep 24, 2020 at 8:59 AM

Good Morning, Ken -
Per your request, please see the attached.
Thank you,
Cathy

On Tue, Sep 22, 2020 at 8:06 PM Ken Deloian <kdeloian@smartprocure.com> wrote:

Dear Cathy Lauria,

SmartProcure is submitting a commercial FOIA request to the West Northfield School District #31 for any and all purchasing records from 05/21/2020 (mm/dd/yyyy) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

Please email or click on the button below to upload the information. There is no file size limitation:

[Click Here To Upload](#)

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Ken Deloian
Data Acquisition Specialist

SmartProcure

Direct: 561-609-6943
Email: kdeloian@smartprocure.com

Catherine M. Lauria, CSBO
Assistant Superintendent of Finance & Operations
West Northfield School District 31
3131 Techny Road, Northbrook, IL 60062
(847) 313-4413
(847) 272-4818 FAX

 **FOIA Response to REQ PO- Beginning 5 21 2020.xlsx**

PAGE 113

To: West Northfield District 31 Board of Education
From: Dr. Erin K. Murphy
Date: October 14, 2020
Subject: Policies Related to Title IX - Presented for First Read

The following policies, related to Title IX are being presented for first read. They will be brought back to the Board of Education at the November meeting for approval, with any feedback and recommendations.

In May the US Department of Education released final Title IX regulations. They define sexual harassment, require prompt responses to reports of sexual harassment in a district's educational program or activities (regardless of whether the complaint files a formal complaint), and requires districts to implement a detailed grievance process for formal complaints of Title IX sexual harassment. Because Title IX sexual harassment can involve *any* student in the district's educational programs or activities - including a students, parents/guardians, employees, applicants for employment and third parties, a new policy is being recommended. In addition, related changes are made to existing policies to reflect the new Title IX guidance.

Please also note, any place that asks for Title IX coordinator, Complaint Manager or Non-Discrimination Coordinator will be filled by the following District administration:

- Title IX Coordinator: Dr. Janine Gruhn, Assistant Superintendent of Student Services
- Complaint Manager: Cathy Lauria, Assistant Superintendent of Finance and Operations and Justin Cooper, Assistant Principal of Field School
- Non-Discrimination Coordinator: Becky Mathison, Assistant Superintendent of Curriculum and Instruction, Nino Alvarez, Assistant Principal of Winkelman Schools

In addition, required training has begun for these positions, as well as the appropriate guidance have been secured from our attorney.

Proposed Policies:

- [Title IX Sexual Harassment Grievance Procedure](#): This policy was created to facilitate implementation of Title IX regulations, which require the district to take a number of actions to respond to reports of sexual harassment in its educational programs or activity.
- [Uniform Grievance Procedure](#): This policy is updated in response to Title IX regulations and to explicitly direct any sexual harassment complaints involving Title IX to the new policy, Title IX Sexual Harassment Grievance Procedure.
- [Equal Employment Opportunity and Minority Recruitment](#): This policy is updated in response to Title IX regulations and to explicitly reference the Title IX coordinator.
- [Workplace Harassment Prohibited](#): This policy is updated for the reasons discussed in the policy, Uniform Grievance Procedure above.
- [Staff Development Program](#): This policy is updated in response to Title IX regulations.
- [Equal Education Opportunities](#): This policy is updated in response to Title IX regulations and to explicitly reference the Title IX coordinator.

- [Harassment of Students Prohibited](#): This policy is updated to reference ne policy, Title IX Sexual Harassment Grievance Procedure.
- [Prevention and Response to Bullying, Intimidation and Harassment](#): This policy is updated in response to Title IX regulations and to reference new policy, Title IX Sexual Harassment Grievance Procedure.
- [Teen Dating Violence Prohibited](#): This policy is updated to reference new policy, Title IX Sexual Harassment Grievance Procedure.

School Board

Title IX Sexual Harassment Grievance Procedure¹

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:²

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;³ or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).⁴

¹ Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681 *et seq.*) requires this subject matter be covered by policy and controls this policy's content. This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy and its companion policy 2:260, *Uniform Grievance Procedure*, are in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

For the sake of consistency and ease of administration, this policy addresses only Title IX sexual harassment grievances, except those contained in collective bargaining agreements. See the cross references for the policies referring to this Title IX sexual harassment grievance procedure policy.

A district must have at least one policy explicitly stating it does not discriminate on the basis of sex in its education programs or activities under Title IX and its implementation regulations (34 C.F.R. Part 106). 34 C.F.R. §106.8(b)(1). Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). Though all complaints of sexual harassment may not constitute sexual harassment under Title IX, Title IX's reach is broad because an alleged complainant or alleged respondent may be *anyone* in the District's educational program or activity in the United States – including applicants for employment, students, parents/guardians, any employee, and third parties.

² 34 C.F.R. §106.30. The definition of *sexual harassment* in the policy and in Title IX includes *unwelcome* conduct. *Id.* However, case law does not always distinguish between *welcome* and *unwelcome* conduct. See *Mary M. v. North Lawrence Community Sch. Corp.*, 131 F.3d 1220 (7th Cir. 1997) (8th grade student did not need to show that a school employee's sexual advances were *unwelcome* in order to prove sexual harassment).

³ 34 C.F.R. §106.30. This behavior is commonly called *quid pro quo* sexual harassment. See 85 Fed. Reg. 30036, f/n 94. By using the term *individual*, Title IX regulations do not limit *quid pro quo* sexual harassment to situations where the provision of an aid, benefit or service by an employee is conditioned on a current *student's* participation in unwelcome sexual conduct. By way of example, *quid pro quo* Title IX sexual harassment involving an employee and an individual other than a current student may be implicated when: an employee tells a former student she can only get a letter of recommendation if she participates in unwelcome sexual conduct; an employee selects a volunteer for a coveted field trip chaperone position if he participates in unwelcome sexual conduct; or a supervisory employee subjects a subordinate employee to unwelcome sexual conduct in exchange for a promotion.

⁴ See sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for these definitions and other definitions of italicized terms in this policy.

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.⁵

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.⁶

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator⁷ alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.⁸

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.⁹

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.¹⁰

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12,¹¹ and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12.¹² This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff¹³ as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.¹⁴

⁵ 34 C.F.R. §106.30.

⁶ 34 C.F.R. §106.44(a).

⁷ See f/n 19 in sample policy 2:260, *Uniform Grievance Procedure*.

⁸ 34 C.F.R. §106.30.

⁹ Id.

¹⁰ Id. See sample administrative procedure 2:265-AP1, *Title IX Sexual Harassment Response*, for further discussion of supportive measures.

¹¹ Required by 105 ILCS 110/3 and 105 ILCS 5/10-23.13 (*Erin's Law*).

¹² Required by Id. at 110/3.

¹³ For boards that insert optional paragraphs listing trainings in f/n 4 of policy 5:100, *Staff Development Program*, insert "pursuant to policy 5:100, Staff Development Program, and" after the word staff.

¹⁴ 105 ILCS 110/3. Detailed training requirements exist for Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. 34 C.F.R. §106.45(b)(1)(iii). Title IX rules "[leave districts] discretion to determine the kind of training to other employees that will best enable the [district], and its Title IX Coordinator, to meet Title IX obligations." 85 Fed. Reg. 30114. Many attorneys agree the best practice is to train all district staff about 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. See sample procedure 2:265-AP1, *Title IX Sexual Harassment Response*.

3. Notifies applicants for employment,¹⁵ students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.¹⁶

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.¹⁷ A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.¹⁸

Title IX Coordinator:

Name

Address

Email

Telephone

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.¹⁹

¹⁵ Most school districts are not covered by Subpart C of Title IX, which "applies only to institutions of vocational education, professional education, graduate higher education, and public institutions of undergraduate higher education." 34 C.F.R. §106.15(d). If your district is covered by Subpart C, amend this to state "applicants for admission or employment."

¹⁶ 34 C.F.R. §106.8. See paragraph 2 of f/n 19 in sample policy 2:260, *Uniform Grievance Procedure*. See also sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

¹⁷ Using "or any employee with whom the Complainant is comfortable speaking" ensures Title IX compliance because Title IX deems "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment to have *actual knowledge*. Therefore, a report to any employee triggers a district's duty to respond. 34 C.F.R. §106.30. This policy contains an item upon which collective bargaining may be required. Any policy that impacts wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

¹⁸ Title IX regulations require districts to designate and authorize at least one employee to coordinate its efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number. *Id.* A district's nondiscrimination coordinator often also serves as its Title IX coordinator. See sample policy 2:260, *Uniform Grievance Procedure*.

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

¹⁹ Required by 34 C.F.R. §106.44(a) and (b) regardless of whether a formal Title IX sexual harassment complaint is filed.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it.²⁰ For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; ²¹ 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation. ²²

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45.²³ The District's grievance process shall, at a minimum: ²⁴

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive 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

²⁰ See sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for a discussion of Title IX sexual harassment and non-Title IX sexual harassment. Consult the board attorney for further guidance.

²¹ See sample administrative procedure 5:120-AP2, *Employee Conduct Standards*.

²² This policy gives Title IX coordinators the flexibility to appoint another qualified individual to conduct an investigation. This may be appropriate when the neutrality or efficacy of the Title IX coordinator is an issue, and/or where the district wishes to have the expertise that an in-house or outside attorney may afford to an investigation. Alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals) and the board attorney. If a complaint involves the superintendent or other district-level administrator, alternative appointments are often made in consultation with the board and the board attorney.

²³ 34 C.F.R. §106.45(b). See sample administrative procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

²⁴ 34 C.F.R. §106.45(b)(1) lists the basic requirements for a grievance process. While live hearings are only required for postsecondary institutions, elementary and secondary schools may choose to offer them as part of their grievance process. **Consult the board attorney if the board wants the district to use a live hearing in its grievance process.**

If using a live hearing during the grievance process, amend #5 by inserting the following underscored text: "Require that any individual designated by the District as a decision-maker receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant."

hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.²⁵

4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.²⁶
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.²⁷

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies.²⁸ Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

²⁵ Aside from the general training requirements of 34 C.F.R. §106.45(b)(1)(iii), the DOE gives districts flexibility to determine certain training practices or techniques to best meet training requirements based upon their unique local conditions and resources within their educational community. 85 Fed. Reg. 30120. See also 85 Fed. Reg. 30084 (declining to specify that training of Title IX personnel must include implicit bias training, so long as training provides instruction on how to serve impartially and avoid prejudgment of the facts at issue, conflicts of interest, and bias, and that training materials avoid sex stereotypes).

²⁶ 34 C.F.R. §106.45(b)(1)(vii) requires the Title IX sexual harassment grievance process to state the standard of evidence it will use to determine responsibility of the respondent. The standard of evidence selected must be applied “consistently to formal complaints alleging Title IX sexual harassment regardless of whether the respondent is a student or an employee.” 85 Fed. Reg. 30373. This sample policy uses the *preponderance of the evidence* standard, not the *clear and convincing evidence* standard. *Preponderance of evidence* is a standard used in civil cases. It means “the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force.” See *Black’s Law Dictionary*, 11th ed. 2019. *Preponderance of the evidence* is the standard used in sample policy 2:260, *Uniform Grievance Procedure*. *Clear and convincing* is a higher standard, requiring more than *preponderance of the evidence* but less than proof beyond a reasonable doubt. It means “evidence indicating that the thing to be proved is highly probable or reasonably certain.” See *Black’s Law Dictionary*, 11th ed. 2019. **Consult the board attorney regarding the appropriate standard for the district, as well as implications if a different standard is used in this policy than in 2:260, *Uniform Grievance Procedure*.** For boards that choose the *clear and convincing evidence* standard, delete “*preponderance of*” and insert “*clear and convincing*.” Ensure the same standard of evidence is used in 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

²⁷ Examples of legally-recognized privileges include attorney-client privilege, doctor-patient privilege, and spousal privilege. See 85 Fed. Reg. 30277.

²⁸ See sample policies 7:190, *Student Behavior*, and 7:230, *Misconduct by Students with Disabilities*. See also sample policies 7:200, *Suspension Procedures*, and 7:210, *Expulsion Procedures*, for due process requirements when student suspension or expulsion is recommended following a determination of responsibility for Title IX sexual harassment.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law. ²⁹

Retaliation Prohibited ³⁰

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*. ³¹

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct, and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 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), 7:190 (Student Behavior)

²⁹ Examples of rights the district or parties may exercise ancillary to this Title IX sexual harassment grievance procedure include, but are not limited to: disciplinary processes for suspensions and expulsions of students under 105 ILCS 5/10-22.6; tenured teacher dismissal proceedings under 105 ILCS 5/24-12; any other pre-termination process required by an applicable collective bargaining agreement, employment policy or procedure, or employment contract; and student appeal of a sex equity grievance decision under 23 Ill. Admin. Code §200.40 (see sample policy 7:10, *Equal Educational Opportunities*).

³⁰ 34 C.F.R. §106.71.

³¹ Retaliation complaints must be processed under policy 2:260, *Uniform Grievance Procedure*, because they are covered under the district's grievance procedure for resolving non-sexual harassment Title IX complaints. See 34 C.F.R. §106.8(c). Title IX sexual harassment regulations state that "[c]omplaints alleging retaliation may be filed according to the grievance procedures for sex discrimination required to be adopted under §106.8(c)." 34 C.F.R. §106.71.

School Board

Uniform Grievance Procedure ¹

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy², or have a complaint regarding any one of the following: ³

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq. ⁴
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq. ⁵
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.

¹ State or federal law requires this subject matter be covered by policy and controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy and its companion policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, are in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

A grievance procedure is required by many civil rights acts and implementing regulations, including those listed. For the sake of consistency and ease of administration, this policy consolidates all board grievance procedures, excluding Title IX sexual harassment complaints (see sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*) into one policy, except those contained in collective bargaining agreements. See the cross references for the policies referring to this uniform grievance procedure policy.

² Including the phrase "guaranteed by the State or federal Constitution, State or federal statute, or Board policy" broadens the scope of this policy beyond the items listed. Consult the board attorney regarding whether to retain this phrase and/or to otherwise limit the scope of this policy.

³ The Individuals with Disabilities Education Act (IDEA) (20 U.S.C. §1400 et seq.) is not included in the list of statutes that may serve as the basis of a grievance, and attorneys disagree whether it should be. Many believe that IDEA provides the exclusive remedy; others believe that including IDEA allows parents an opportunity to get their position before the board. Unique and specific complaint resolution mechanisms are expressly provided under IDEA, Article 14 of the School Code, and their respective implementing regulations. These mechanisms follow: (1) IDEA at 20 U.S.C. §1415 (procedural safeguards-mediation and due process); (2) IDEA regulations at 34 C.F.R. §§300.151-300.153 (state complaints), 300.506 (mediation), and 300.507 et seq. (due process); (3) School Code at §§14/8.02a (mediation and due process) and 14/8.02b (expedited due process); and (4) special education regulations at 23 Ill.Admin.Code §§226.560 (Mediation), 226.570 (State Complaint Procedures), and Subpart G (due process). A board that would like to include IDEA should consult the board attorney.

⁴ The Americans with Disabilities Act Amendments Act (ADAAA) (Pub. L. 110-325), made significant changes to the Americans with Disabilities Act's definition of disability by broadening the scope of coverage. The ADAAA also overturned a series of U.S. Supreme Court decisions that interpreted the Americans with Disabilities Act of 1990 in a way that made it difficult to prove that impairments were a disability. The U.S. Equal Employment Opportunity Commission's (EEOC) regulations, 29 C.F.R. Part 1630, are at: www.eeoc.gov/laws/types/disability_regulations.cfm.

Boards should consult with their attorneys regarding how the ADAAA and its implementing regulations impact their districts.

Title II of the ADA of 1990 also includes website accessibility. Addressing website accessibility is complicated. Many entities addressing website accessibility use *Web Content Accessibility Guidelines* (WCAG) 2.0, a frequently cited accessibility standard that contains guidelines developed by a private group of accessibility experts. WCAG 2.0 is the standard the U.S. Dept. of Justice referenced in its recent Title II rulemaking; however, it is not adopted as the formal legal standard for public accommodation websites. While it is not adopted as the formal legal standard for public accommodation websites, it has been used in many consent decrees and settlement agreements. See www.w3.org/TR/WCAG20/.

⁵ See f/n 4's discussion of website accessibility above. To avoid allegations that a district violated Section 504 of the Rehabilitation Act of 1973 and Title II of the ADA of 1990, many attorneys suggest that school districts' websites meet the WCAG 2.0 guidelines. But see the discussion in f/n 2 of policy 8:70, *Accommodating Individuals with Disabilities*.

6. Sexual harassment prohibited by the State Officials and Employees Ethics Act⁶, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.* (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)⁷
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60⁸
8. Bullying, 105 ILCS 5/27-23.7⁹
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children¹⁰
10. Curriculum, instructional materials, and/or programs

⁶ 5 ILCS 430/70-5(a), amended by P.A.s 100-554 and 101-221, requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment that contains certain prescribed elements. See sample policy 5:20, *Workplace Harassment Prohibited*, at f/n 3 and subhead **Complaints of Sexual Harassment Made Against Board Members by Elected Officials** in sample policy 2:105, *Ethics and Gift Ban*, for further detail. Complaints of sexual harassment made against board members by fellow board members or other elected officials of governmental units must undergo an *independent review*, which is not a term defined in the statute. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies*. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20. School districts are also required to create, maintain, and implement an age-appropriate sexual harassment policy. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418. See sample policy 7:20, *Harassment of Students Prohibited*, and its f/n 8 for further information.

A new publication law, 50 ILCS 205/3c, added by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was “found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964.” Consult the board attorney about the word *found*. It raises many practical application questions, e.g., when does the word *found* trigger a board’s compliance responsibility pursuant to this law. Such questions include, but are not limited to:

1. Must a school board make a *finding* to trigger this requirement? If the severance agreement is entered into post-termination, a record of board *findings* rarely exists.
2. Are charges for termination *findings*? Often superintendents submit charges for termination, but these are not technically *findings*.
3. Are charges based on a complaint manager’s report and determination(s) *findings* under the law when a board still has the ability to review and reject the complaint manager’s determination(s)?

Next, contrast the above publication law with the Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2), added by P.A. 100-895. GSPA prohibits an employee of a school district with contract provisions for severance pay from receiving any severance if he or she is fired for *misconduct* by the board. GSPA defines *misconduct* to include sexual harassment and/or discrimination. *Id.* at 415/5.

Consult the board attorney about how to reconcile whether sexual harassment and/or sexual discrimination is misconduct for which a severance would be prohibited under the GSPA, and therefore, not available to be published under 50 ILCS 205/3c, added by P.A. 100-1040. And for further discussion and other applicable transparency laws that apply to this issue, see also f/n 15 in policy 5:20, *Workplace Harassment Prohibited*.

⁷ Consult the board attorney regarding proper filing and storage of these investigation documents, including whether certain student-related investigation documents are *sole possession records*, a Family Policy Compliance Office (FPCO)-created an exemption to the Family Education Rights Privacy Act (FERPA) (20 U.S.C. §1232g). See *Letter to Ruscio*, 115 LRP 18601 (FPCO 12-17-14).

⁸ 105 ILCS 5/10-20.60, added by P.A. 100-29, requires schools to implement the Ill. sex equity grievance procedures when processing student complaints about breastfeeding accommodations. Complainants must be informed that the board’s decision may be appealed to the Regional Superintendent and, thereafter, to the State Superintendent. 23 Ill.Admin.Code §200.40. **Note:** Certain claims brought under Sec. 10-20.60 may also be covered by the anti-discrimination protections of Title IX; consult the board attorney for further advice. Guidance from U.S. Dept. of Education on Title IX requirements for pregnant and parenting students (June 2013) is available at: www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf.

⁹ All districts must have a policy on bullying. 105 ILCS 5/27-23.7. See sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. The inclusion of *bullying* in the list of topics that may serve as the basis of a grievance furthers the obligation to communicate this policy to students and their parents/guardians.

¹⁰ Parents/guardians of educationally disadvantaged children may sue a district for misuse of funds allocated by State law for the benefit of such children. *Noyola v. Bd. of Educ.*, 171 Ill.2d 121 (Ill. 1997) (affirming the appellate court’s conclusion in *Noyola v. Bd. of Educ.*, 284 Ill.App.3d 128 (1st Dist. 1996) that parents/guardians may pursue a claim to enforce the requirements of the School Code but holding that the proper action for enforcement is by means of mandamus not an implied right of action).

11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/ ¹¹
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq. ¹²
16. Employee Credit Privacy Act, 820 ILCS 70/ ¹³

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

¹¹ The Ill. Whistleblower Act (740 ILCS 174/) includes school districts in the definition of employer. It protects employees from employer retaliation for disclosing information to a government or law enforcement agency. Section 15 also contains language prohibiting employers from retaliating against employees who disclose information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation. The Ill. Whistleblower Reward and Protection Act (740 ILCS 174/) includes school districts in its definition of *State*. A strict interpretation of this language appears to allow school boards to collect civil penalties and costs against someone making a false claim. Before disciplining any employee, boards should thoroughly investigate the ramifications of these acts in consultation with their attorney and liability insurance carriers.

¹² The Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff et seq.) is a federal law. Title I addresses the use of genetic information pertaining to health insurance. Title II protects job applicants, current and former employees, labor union members, and apprentices and trainees from discrimination based on their genetic information. GINA covers employers with 15 or more employees.

GINA broadly defines genetic information to include information about an individual's genetic tests, their family members, and, among other things, the manifestation of a disease or disorder in the individual or the individual's family members. Information about an individual's or family member's age or gender is excluded from genetic information. Its remedies mirror those available under a Title VII of the Civil Rights Act claim: back pay, reinstatement, attorneys' fees and compensatory and punitive damages. Retaliation against an individual who brings a claim under GINA is also prohibited. Federal regulations are available at 29 C.F.R. Part 1635, and background information on these regulations is available at: www.eeoc.gov/policy/docs/qanda_geneticinfo.html. An FAQ titled *FAQs on the Genetic Information Nondiscrimination Act* is available at: www.dol.gov/agencies/ebsa/laws-and-regulations/laws/gina.

The Ill. Genetic Information Protection Act (GIPA) (410 ILCS 513/, amended by P.A. 100-396) also prohibits employers from making employment decisions on the basis of any employee's genetic testing information and from penalizing employees who do not want to disclose their genetic information as part of a workplace wellness program. GIPA includes the federal GINA's definition of genetic information and creates more stringent obligations on Ill. employers. While the federal GINA exempts small employers (those with less than 15 employees), Illinois' GIPA covers all employers, even those with one employee. GIPA also provides penalties for negligent and intentional mishandling of genetic information. Note that Title II of GINA does not preempt GIPA's greater protections to Illinois employees.

Before using any sort of genetic information, consult the board attorney for guidance regarding GINA's and GIPA's specific applications to the district and how these laws integrate with other related federal laws, such as the Family and Medical Leave Act (29 U.S.C. §2612 et seq.) and the ADA, and State laws governing time off for sickness and workers' compensation.

¹³ 820 ILCS 70/. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, when the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more. A person who is injured by a violation of this Act may bring a civil action to obtain injunctive relief and/or damages. 820 ILCS 70/25. The court must award costs and reasonable attorneys' fees to a prevailing plaintiff.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable¹⁴ resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

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

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender.¹⁵ The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

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

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf.¹⁶ The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parents/guardians that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

¹⁴ The phrase "prompt and equitable resolution" comes from Title IX implementing regulation 34 C.F.R. §106.8(c) which requires schools to "adopt and publish grievance procedures that provide for the prompt and equitable resolution of student and employee complaints" of sex discrimination.

¹⁵ This is a best practice.

¹⁶ This policy gives complaint managers the flexibility to appoint another individual to conduct an investigation, which may be appropriate in cases where the neutrality or efficacy of the complaint manager is an issue, and/or where the district wishes to have the expertise and related attorney-client and work product privileges that an in-house or outside attorney may afford an investigation. Such alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals).

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.¹⁷

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

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

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.¹⁸

¹⁷ *Preponderance of evidence* is a standard used in civil cases. It means "the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force." See *Black's Law Dictionary*, 11th ed. 2019.

¹⁸ The Ill. sex equity regulations require districts to have "specific timelines for completion of each step and rendering of a written decision, and shall provide for final appeal of grievance decisions made at the system level to the system's governing board." 23 Ill.Admin.Code §200.40(c)(1). To avoid arguments over these timelines, this sample policy provides that the failure to strictly follow the timelines does not prejudice any party. The grievance procedure is worthless if complaints are not thoroughly and promptly investigated.

Appointing a Nondiscrimination Coordinator and Complaint Managers ¹⁹

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. ²⁰

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers. ²¹

Nondiscrimination Coordinator:

Name

Address

Email

Telephone

Complaint Managers:

Name

Name

¹⁹ Title IX regulations require districts to designate and authorize at least one employee to coordinate efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number. Id.

A district must prominently display its Title IX non-discrimination policies (this policy 2:260, *Uniform Grievance Procedure*, and sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*) and contact information for its Title IX coordinator(s) on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

²⁰ The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~" insert a hard return to create a new paragraph, and insert "The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

Best practice is that throughout the board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

²¹ The board may include the following option to address publication of such contact information:

"The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator and Complaint Managers on an annual basis."

Publicizing the contact information for the Nondiscrimination Coordinator and Complaint Managers through personnel handbooks, student handbooks, and/or on the district's website is a best practice. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook.

Address	Address
Email	Email
Telephone	Telephone

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
 Americans With Disabilities Act, 42 U.S.C. §12101 et seq.
 Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
 Equal Pay Act, 29 U.S.C. §206(d).
 Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
 Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
 McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
 Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
 Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
 Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.; 34 C.F.R. Part 106
 State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).
 105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.
 Illinois Genetic Information Privacy Act, 410 ILCS 513/.
 Illinois Whistleblower Act, 740 ILCS 174/.
 Illinois Human Rights Act, 775 ILCS 5/.
 Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code Part 280.
 Equal Pay Act of 2003, 820 ILCS 112/.
 Employee Credit Privacy Act, 820 ILCS 70/.
 23 Ill.Admin.Code §§1.240 and 200.40.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure),
 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace
 Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected
 Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of
 Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum,
 Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15
 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180
 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen
 Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools),
 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals
 with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

General Personnel

Equal Employment Opportunity and Minority Recruitment 1

The School District shall provide equal employment opportunities² to all persons regardless of their race; color; creed; religion;³ national origin; sex;⁴ sexual orientation;⁵ age;⁶ ancestry; marital status;⁷

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ Federal and State law (see the policy's Legal References) require that all districts have a policy on equal employment opportunities and control this policy's content. **This is a complex, confusing, and highly litigated area of the law; consult the board attorney for advice on the application of these laws to specific fact situations.**

² *Equal employment opportunities* apply to virtually all terms and conditions of employment, e.g., discharge, hire, promotion, pay, demotion, and benefits (see the policy's Legal References). The Ill. Constitution protects the following categories from discrimination in employment: race, color, creed, national ancestry, sex, and handicap. Art. I, §§17, 18, and 19. The Ill. Human Rights Act (IHRA) protects the following categories from discrimination in employment, whether *actual* or *perceived*: race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, order of protection status, sexual orientation, pregnancy, unfavorable discharge from military service, and citizenship status. 775 ILCS 5/1-102 and 5/1-103, amended by P.A. 101-221. Beginning 7-1-20, the IHRA requires employers to annually disclose to the Ill. Dept. of Human Rights (IDHR) certain information about adverse judgments and administrative rulings where there was a finding of sexual harassment or unlawful discrimination under any federal, State, or local law, as well as data regarding settlement agreements, if requested by an IDHR investigator. 775 ILCS 5/2-108, added by P.A. 101-221, scheduled to be repealed on 1-1-30.

The Equal Employment Opportunities Act (EEOA, a/k/a Title VII of the Civil Rights Act of 1964) prohibits discrimination because of an individual's race, color, religion, sex, or national origin. 42 U.S.C. §2000e *et seq.*, amended by The Lilly Ledbetter Fair Pay Act of 2009 (LLFPA), Pub.L. 111-2.

Under the Workplace Transparency Act (WTA) (820 ILCS 96/, added by P.A. 101-221), employers may not, as a condition of employment or continued employment, prevent prospective or current employees from making truthful statements or disclosures about alleged unlawful employment practices, including discrimination. *Id.* at 96/1-25.

The LLFPA clarifies that a discriminatory compensation decision or other practice occurs each time an employee is paid or receives a last benefits check pursuant to the discriminatory compensation decision as opposed to only from the time when the discriminatory compensation decision or other practice occurred. The Act has no legislative history available to define what the phrase *or other practice* might mean beyond a discriminatory compensation decision.

The Ill. Equal Pay Act of 2003 (EPA) offers additional protection by prohibiting the payment of wages to one sex less than the opposite sex or to an African-American less than a non-African-American *for the same or substantially similar work*. 820 ILCS 112/, amended by P.A.s 100-1140 and 101-177. The Ill. Dept. of Labor (IDOL) enforces the EPA. The EPA also prohibits employers from requesting or requiring applicants to disclose wage or salary history as a condition of being considered for employment or as a condition of employment. *Id.* at 112/10(b-5), added by P.A. 101-177. If an applicant voluntarily offers such information without prompting, an employer still cannot use that information in making an offer or determining future pay. See sample administrative procedure 5:30-AP1, *Interview Questions*, for sample permissible inquiries on this topic. Employers may seek wage or salary history from an applicant's current or former employer if that information is a matter of public record under the Freedom of Information Act; however, districts that wish to undertake such searches should exercise caution; the fact a district seeks out publicly available wage information could still be used against it in a pay discrimination claim. *Id.* at 112/10(b-10), added by P.A. 101-177. Consult the board attorney for further guidance.

While not exhaustive, other laws protecting these and additional classifications are named in subsequent footnotes.

³ 775 ILCS 5/2-102 of the IHRA, amended by P.A. 100-100, contains a *religious discrimination* subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. *Id.*

In addition to the IHRA and the federal EEOA (discussed in f/n 2), see 775 ILCS 35/, Religious Freedom Restoration Act.

arrest record;⁸ military status; order of protection status;⁹ unfavorable military discharge;¹⁰ citizenship status provided the individual is authorized to work in the United States;¹¹ use of lawful products while not at work;¹² being a victim of domestic violence, sexual violence, or gender violence;¹³ genetic information;¹⁴ physical or mental handicap or disability, if otherwise able to

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⁴ Discrimination on the basis of sex under the EEOA includes discrimination on the basis of sexual orientation or transgender status. Bostock v. Clayton County, 140 S.Ct. 1731 (2020); Hively v. Ivy Tech, 853 F.3d 339 (7th Cir. 2017). In addition to the IHRA and the federal EEOA (discussed in f/n 2), see Title IX of the Education Amendments of 1972 (Title IX). 20 U.S.C. §1681 *et seq.*; 34 C.F.R. Part 106. See sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The federal Equal Pay Act prohibits an employer from paying persons of one sex less than the wage paid to persons of the opposite sex for equal work. 29 U.S.C. §206(d). See f/n 2 above for more information on State equal pay protections, including on the basis of sex. The LLFPA defines *date of underpayment* as each time wages are underpaid. Employees have one year from the time they become aware of the underpayment to file a complaint with the IDOL. 820 ILCS 112/15(b).

⁵ *Sexual orientation* means actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity; it does not include a physical or sexual attraction to a minor by an adult. 775 ILCS 5/1-103(O-1).

⁶ Age Discrimination in Employment Act (ADEA) (29 U.S.C. §621 *et seq.*), amended by LLFPA (see f/n 2). 29 C.F.R. Part 1625, amended the U.S. Equal Employment Opportunity Commission (EEOC) regulations under ADEA to reflect the U.S. Supreme Court's decision in General Dynamic Systems, Inc. v. Cline, 540 U.S. 581 (2004), holding the ADEA to permit employers to favor older workers because of age. Thus, favoring an older person over a younger person is not unlawful discrimination, even when the younger person is at least 40 years old.

⁷ 105 ILCS 5/10-22.4 and 775 ILCS 5/1-103(Q), amended by P.A. 101-221. The term *marital status* means an individual's legal status of being married, single, separated, divorced, or widowed. 775 ILCS 5/1-103(J). This statutory definition does not encompass the identity of one's spouse. Thus, school districts may adopt no-spouse policies. Boaden v. Dept. of Law Enforcement, 171 Ill.2d 230 (Ill. 1996).

⁸ Districts may not make employment decisions on the basis of arrest history, but may use job-disqualifying criminal convictions. 775 ILCS 5/2-103. The Job Opportunities for Qualified Applicants Act prohibits an employer from asking about a criminal record until the employer determines that the applicant is qualified for the position; however, this does not apply when employers are required to exclude applicants with certain criminal convictions from employment. School employers should limit their requests for criminal convictions to *job-disqualifying* convictions. 820 ILCS 75/15. See also the EEOC's guidance, *Consideration of Arrest and Conviction Records in Employment Decisions*, at: www.eeoc.gov/laws/guidance/arrest_conviction.cfm.

⁹ 775 ILCS 5/1-103(Q), amended by P.A. 101-221. The term *order of protection status* means a person protected under an order of protection issued pursuant to the Ill. Domestic Violence Act of 1986 or an order of protection issued by a court of another state. 775 ILCS 5/1-103(K-5).

¹⁰ *Military status* means a person's status on active duty or in status as a veteran in the U.S. Armed Forces, veteran of any reserve component of U.S. Armed Forces, or current member or veteran of the Ill. Army National Guard or Ill. Air National Guard. 775 ILCS 5/1-103(J-1). *Unfavorable military discharge* does not include those characterized as RE-4 or *dishonorable*. 775 ILCS 5/1-103(P). The Uniformed Services Employment and Reemployment Rights Act of 1994 prohibits employers from discriminating or retaliating against any person for reasons related to past, present, or future service in a *uniformed service*. 38 U.S.C. §4301 *et seq.*

¹¹ 775 ILCS 5/1-102(C). According to the Immigration Reform and Control Act of 1986, all employers must verify that employees are either U.S. citizens or authorized to work in the U.S. 8 U.S.C. §1324(a) *et seq.*

¹² The Right to Privacy in the Workplace Act prohibits discrimination based on use of lawful products, e.g., alcohol, cannabis, and tobacco, off premises during non-working hours. 820 ILCS 55/5, amended by P.A. 101-27.

¹³ 820 ILCS 180/30, amended by P.A. 101-221, Victims' Economic Security and Safety Act. *Gender violence* means: (1) one or more acts of violence or aggression that are a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. 820 ILCS 180/10(12.5), added by P.A. 101-221. An employer is prohibited from discriminating against any individual, e.g. an applicant for employment, because he or she "is an employee whose employer is subject to Section 21 of the Workplace Violence Prevention Act." The Workplace Violence Prevention Act allows an employer to seek a *workplace protection restraining order* when there is a credible threat of violence at the workplace. 820 ILCS 275/. Section 21 requires the employer seeking a *workplace protection restraining order* to notify the employee who is a victim of unlawful violence. 820 ILCS 275/21.

perform the essential functions of the job with reasonable accommodation;¹⁵ pregnancy, childbirth, or related medical conditions;¹⁶ credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position;¹⁷ or other legally protected categories. ^{18 19 20}

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁴ Illinois' Genetic Information Privacy Act (GIPA) (410 ILCS 513/25) and Title II of Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff *et seq.*). Both laws protect job applicants and current and former employees from discrimination based on their genetic information. Note that GIPA provides greater protections to Illinois employees than Title II of GINA. GIPA, amended by P.A. 100-396, prohibits employers from penalizing employees who do not disclose genetic information or do not choose to participate in a program requiring disclosure of the employee's genetic information. See f/n 12 in sample policy 2:260, *Uniform Grievance Procedure*, for the definition of genetic information and a detailed description of both statutes, including of Title I of GINA affecting the use of genetic information in health insurance. In 2011, the EEOC published an informative guidance letter, *ADA & GINA: Incentives for Workplace Wellness Program* at: www.eeoc.gov/eeoc/foia/letters/2011/ada_gina_incentives.html. But the EEOC vacated certain 2016 ADA and GINA wellness program regulations following an adverse court ruling. 83 Fed. Reg. 65296. Those rules provided guidance to employers on the extent to which they could use incentives (such as discounted health plan costs) to encourage employees to participate in wellness programs that asked for employee and family health information. Consult the board attorney for guidance regarding specific application of ADA and GINA and how they integrate with other related laws, e.g., the Family Medical Leave Act, the Americans with Disabilities Act, and other State laws governing time off for sickness and workers' compensation.

¹⁵ Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12101 *et seq.*), amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) (Pub. L. 110-325) and modified by the LLFPA; Rehabilitation Act of 1973 (29 U.S.C. §701 *et seq.*).

¹⁶ 775 ILCS 5/2-102(I). Employers must provide reasonable accommodations to employees with conditions related to pregnancy, childbirth, or related conditions. 775 ILCS 5/2-102(J). Employers are required to post a notice summarizing the right to be free from unlawful discrimination and the right to certain reasonable accommodations. 775 ILCS 5/2-102(K). The IDOL is required to prepare such a notice, retrievable from its website, which employers may use.

Federal law also prohibits employers from discriminating against employees and applicants on the basis of pregnancy, childbirth, or related medical conditions. 42 U.S.C. §2000e(k). State law also prohibits the State, which includes school districts, from interfering with or discriminating against an individual's fundamental right to continue a pregnancy or to have an abortion. 775 ILCS 55/, added by P.A. 101-13. Pregnant workers with pregnancy-related impairments may have disabilities for which they may be entitled to reasonable accommodation under the ADA. Guidance from the EEOC (7-14-14) is available at: www.eeoc.gov/laws/guidance/pregnancy_qa.cfm.

¹⁷ 820 ILCS 70/, Employee Credit Privacy Act. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.

¹⁸ Insert the following optional sentence (775 ILCS 5/1-103(a) and 29 U.S.C. §631):

Age, as used in this policy, means the age of a person who is at least 40 years old.

¹⁹ Insert the following optional provision (29 U.S.C. §705(10)(A)-(B), (20)(C)(v), (20)(D) and 42 U.S.C. §12114):

Handicap and *disability*, as used in this policy, excludes persons:

1. Currently using illegal drugs;
 2. Having a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, are unable to perform the duties of the job; or
 3. Whose current alcohol use prevents them from performing the job's duties or constitutes a direct threat to the property or safety of others.
- Persons who have successfully completed or are participating in a drug rehabilitation program are considered *disabled*.

²¹ 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/. ²²

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. ²³

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²⁰ Districts may not make residency in the district a condition of employment for teachers or educational support personnel. 105 ILCS 5/24-4.1, 5/10-23.5. This ban on residency requirements for teachers applies only to instructional personnel, and not, for example, to assistant principals. Owen v. Kankakee Sch. Dist., 261 Ill.App.3d 298 (3rd Dist. 1994). Districts also may not ask an applicant, or the applicant's previous employer, whether the applicant ever received, or filed a claim for, benefits under the Workers' Compensation Act or Workers' Occupational Diseases Act. 820 ILCS 55/10(a). Districts are also prohibited from requiring, requesting, or coercing an employee or potential employee to provide a user name and password or any password or other related account information to gain or demand access to his or her personal online account. 820 ILCS 55/10(b). While the law does not prohibit employers from viewing public information, consult the board attorney before engaging in this practice.

²¹ School districts must accommodate mothers who choose to continue breastfeeding after returning to work. See 740 ILCS 137/, Right to Breastfeed Act; 820 ILCS 260/, amended by P.A. 100-1003, Nursing Mothers in the Workplace Act (NMWA); and 29 U.S.C. §207(r), Fair Labor Standards Act. At least one court has ruled an implied private right of action may exist under the NMWA. Spriess v. City of Chicago, 2017 WL 4864913 (N.D.Ill. 2017). See sample language for a personnel handbook in 5:10-AP, *Workplace Accommodations for Nursing Mothers*.

²² 410 ILCS 130/40, amended by P.A. 101-363, scheduled to be repealed on 7-1-20; 77 Ill.Admin.Code Part 946. To legally use medical cannabis, an individual must first become a *registered qualifying patient*. Their use of cannabis, e.g. permissible locations, is governed by the Compassionate Use of Medical Cannabis Program Act. 410 ILCS 130/, amended by P.A.s 100-660 and 101-363. There are many situations in which no one, even a registered qualifying patient, may possess or use cannabis except as provided under *Ashley's Law* (105 ILCS 5/22-33, added by P.A. 100-660), including in a school bus or on the grounds of any preschool, or primary or secondary school. 410 ILCS 130/30(a)(2)(3), amended by P.A. 100-660. See sample policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*, at f/n 9 for further discussion.

²³ 775 ILCS 5/6-101. Discrimination on the basis of a request for or use of a reasonable accommodation is a civil rights violation under the IHRA. *Id.* Most discrimination laws prohibit retaliation against employees who oppose practices made unlawful by those laws, including, for example, the EEOA, Title IX, ADA, ADEA, Victims' Economic Security and Safety Act, the EPA, and the Ill. Whistleblower Act (IWA).

The IWA specifically prohibits employers from retaliating against employees for: (1) disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation (740 ILCS 174/15(b)); (2) disclosing information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation (740 ILCS 174/15(a)); (3) refusing to participate in an activity that would result in a violation of a State or federal law, rule, or regulation, including, but not limited to, violations of the Freedom of Information Act (740 ILCS 174/20); and (4) disclosing or attempting to disclose public corruption or wrongdoing (740 ILCS 174/20.1). The definition of retaliation is expanded to include *other retaliation and threatening retaliation*. 740 ILCS 174/20.1, 20.2.

The Ill. False Claims Act defines *State* to include school districts. 740 ILCS 175/2(a). Thus, boards may seek a penalty from a person for making a false claim for money or property. 740 ILCS 175/4. For information regarding the IWA and the tort of retaliatory discharge. See Thomas v. Guardsmark, 487 F.3d 531 (7th Cir. 2007)(discussing the elements of retaliatory discharge and IWA); Sherman v. Kraft General Foods, Inc., 272 Ill.App.3d 833 (4th Dist. 1995)(finding employee who reported asbestos hazard had a cause of action for retaliatory discharge).

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. ²⁴

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. ²⁵

Nondiscrimination Coordinator: ²⁶

Name

Address

Email

Telephone

Complaint Managers:

Name

Address

Email

Telephone

Name

Address

Email

Telephone

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. ²⁷

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²⁴ The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~," insert a hard return to create a new paragraph, and insert "The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

²⁵ Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number. Id. See f/n 19 in sample policy 2:260, *Uniform Grievance Procedure*.

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

²⁶ Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

Minority Recruitment ²⁸

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, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 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, 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.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²⁷ In addition to notifying employees of the Uniform Grievance Procedure, a district must notify them of the person(s) designated to coordinate the district's compliance with Title IX and the Rehabilitation Act of 1973. 34 C.F.R. §§106.8(a), 104.8(a). The Nondiscrimination Coordinator may be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as a Complaint Manager for policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information, to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and school board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

²⁸ All districts must have a policy on minority recruitment. 105 ILCS 5/10-20.7a. Unlike minority recruitment efforts, affirmative action plans are subject to significant scrutiny because of the potential for reverse discrimination. The U.S. Constitution's guarantee of equal protection prohibits school districts from using racial hiring quotas without evidence of past discrimination. See 29 C.F.R. §1608.1 et seq. (EEOC's guidelines for affirmative action plans); Wygant v. Jackson Bd. of Ed., 476 U.S. 267 (1986) (The goal of remedying societal discrimination does not justify race-based layoffs.); City of Richmond v. J.A. Croson Co., 488 U.S. 469 (1989) (Minority contractor quota struck; quotas must be narrowly tailored to remedy past discrimination and the city failed to identify the need for remedial action and whether race-neutral alternatives existed.).

The IHRA states that it shall not be construed as requiring any employer to give preferential treatment or special rights based on sexual orientation or to implement affirmative action policies or programs based on sexual orientation. 775 ILCS 5/1-101.1.

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 (Workplace Harassment Prohibited), 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)

General Personnel

Workplace Harassment Prohibited¹

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion², national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

¹ State or federal law controls this policy's content. Federal law requires districts to take action to prevent sexual harassment and to disseminate a policy regarding its prohibition of sex discrimination. 29 C.F.R. §1604.11(f); 34 C.F.R. §106.8(b). State law requires districts to establish a policy to prohibit sexual harassment. 5 ILCS 430/70-5(a), amended by P.A.s 100-554 and 101-221. See f/n 3 below. Harassment based on a protected status is a form of discrimination that violates many State and federal laws (see the policy's Legal References).

Workplace harassment policies have typically focused on *sexual* harassment since it receives the most attention. However, the broad prohibitions against discrimination in State and federal civil rights laws will cover harassing conduct that is motivated by animus against any protected status. See Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009) (recognizing a cause of action for race harassment). For a list of protected statuses, see sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. This policy prohibiting harassment has a separate section on sexual harassment because of the extensive statutory and case law regarding it.

Under the Ill. Human Rights Act (IHRA), harassment is unlawful if it has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. 775 ILCS 5/2-101(E-1), added by P.A. 101-221. *Working environment* is not limited to a physical location to which an employee is assigned. Id. Harassment is unlawful on the basis of the specifically-listed categories in this policy whether that status is *actual* or *perceived*. Id.

An employer is liable under Title VII of the Civil Rights Act of 1964 (Title VII) for an employee's harassment of a co-worker if the employer was negligent with respect to the offensive behavior by, for example, failing to take remedial action when it knew or should have known about the harassment. 42 U.S.C. §2000e et seq. An employer is liable under the IHRA for harassment by its nonmanagerial and nonsupervisory employees if it becomes aware of the conduct and fails to take reasonable corrective measures. 775 ILCS 5/2-102(A), amended by P.A. 101-221. However, when the perpetrator is the victim's supervisor, the employer will be vicariously liable for the supervisor's actions. Lack of knowledge of a supervisor's misconduct is no defense. Burlington Industries v. Ellerth, 524 U.S. 742 (1998); Faragher v. City of Boca Raton, 524 U.S. 775 (1998). A *supervisor* is someone who has the authority to demote, discharge, or take other negative job action against the victim. Vance v. Ball State University, 133 S.Ct. 2434 (2013). Note that the IHRA, (775 ILCS 5/2-102(D)) imposes strict liability on the employer when an employee has been sexually harassed by supervisory personnel regardless of whether the harasser has any authority over the complainant. Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009). Additionally, under the IHRA, an employer is liable for the harassment of *nonemployees* by nonmanagerial and nonsupervisory employees if it becomes aware of the conduct and fails to take reasonable corrective measures. 775 ILCS 5/2-102(A-10) and (D-5), added by P.A. 101-221. Nonemployees are those who are directly performing services for an employer pursuant to a contract, such as contractors or consultants. Id.

Not all harassing conduct is unlawful discrimination, even if it is disruptive and hurtful. If a board wants to include language in this policy prohibiting employees from engaging in intimidating or offensive conduct that is *not* a civil rights violation, it should consult the board attorney.

² Section 2-102 of the IHRA, amended by P.A. 100-100, contains a *religious discrimination* subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. Id.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited³

The District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.⁴

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.⁵ Sexual harassment prohibited by this policy

³ The IHRA (775 ILCS 5/2-102(D)) provides that sexual harassment is a civil rights violation:

For any employer, employee, agent of any employer, employment agency or labor organization to engage in sexual harassment; provided, that an employer shall be responsible for sexual harassment of the employer's employees by non-employees or non-managerial and non-supervisory employees only if the employer becomes aware of the conduct and fails to take reasonable corrective measures.

See sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, for the definition of Title IX sexual harassment (20 U.S.C. §1681 *et seq.*), and see f/n 3 of it for examples of employee sexual harassment that may violate Title IX. Title IX's reach is broad because an alleged complainant or alleged respondent may be *anyone* in the district's educational program or activity. This includes applicants for employment, students, parents/guardians, any employee, and third parties. Districts are liable for Title IX sexual harassment when *any* district employee has *actual knowledge* of sexual harassment or allegations of sexual harassment against anyone in the district (except when the only employee with knowledge is the perpetrator of the alleged sexual harassment). 34 C.F.R. §106.30.

The State Officials and Employees Ethics Act (SOEEA) (5 ILCS 430/70-5(a), amended by P.A.s 100-554 and 101-221) requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies*. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20.

The policy must include, at a minimum: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights (IDHR); (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the SOEEA, the Whistleblower Act (740 ILCS 174/), and the IHRA (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit. 5 ILCS 430/70-5(a), amended by P.A.s 100-554 and 101-221. Sample policy 2:105, *Ethics and Gift Ban*, covers item (5) of this list.

⁴ 775 ILCS 5/2-109, added by P.A. 101-221. See sample policy 5:100, *Staff Development Program*, at f/n 4. Districts may use a free, online model program to be offered by the Ill. Dept. of Human Rights (IDHR), develop their own program, or utilize a combination of the two, as long as it includes the following, at a minimum: (1) an explanation of sexual harassment consistent with the IHRA, (2) examples of conduct that constitutes unlawful harassment, (3) a summary of relevant federal and State law concerning sexual harassment and remedies available to victims of sexual harassment, and (4) a summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment. *Id.* at 5/2-109(B), added by P.A. 101-221. For IDHR's online model program, see its *Model Sexual Harassment Prevention Training Program* page at: <https://www2.illinois.gov/dhr/Training/Pages/State-of-Illinois-Sexual-Harassment-Prevention-Training-Model.aspx>. Employers that fail to comply with this training requirement may face financial penalties. *Id.* Training on other types of workplace harassment is not required by law; however it is best practice.

⁵ This definition is from State and federal law. 775 ILCS 5/2-101(E) and 29 C.F.R. §1604.11. *Working environment* is not limited to a physical location to which an employee is assigned. 775 ILCS 5/2-101(E), amended by P.A. 101-221. The harassing conduct must be severe or pervasive so as to alter the conditions of the employee's work environment by creating a hostile or abusive situation. *Williams v. Waste Management*, 361 F.3d 1021 (7th Cir. 2004). The surrounding circumstances, expectations, and relationships will distinguish between teasing or rough-housing and conduct that a reasonable person would find severely hostile or abusive. In addition, while same-sex gender harassment claims are actionable, the victim must show that s/he suffered disadvantageous employment conditions to which members of the other sex were not exposed. *Oncale v. Sundowner Offshore Services*, 523 U.S. 75 (1998).

includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees*⁶ (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint⁷

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.⁸

Employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

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. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.⁹

Nondiscrimination Coordinator:

Name

Address

Email

⁶ 775 ILCS 5/2-102(A-10) and (D-5), added by P.A. 101-221. See also f/n 1, above, for discussion regarding nonemployees.

⁷ While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

⁸ 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires that a school board policy prohibiting sexual harassment include details for reporting an allegation of sexual harassment, including options for making a confidential report to a supervisor and an ethics officer. 5 ILCS 430/20-23 defines ethics officers as being designated by State agencies under the jurisdiction of the Executive Ethics Commission. School districts are not State agencies (5 ILCS 430/1-5) and do not have ethics officers; thus, this sample policy substitutes Complaint Manager for ethics officer. Note also that the IDHR has established a Sexual Harassment Hotline Call Center and website to help the public find resources and assistance for the filing of sexual harassment complaints. The hotline can be reached Monday through Friday with the exception of State holidays, between the hours of 8:30 a.m. and 5:00 p.m., at 1-877-236-7703. See www2.illinois.gov/sites/sexualharassment/Pages/default.aspx. All communications received by the IDHR are exempt from disclosure under the Freedom of Information Act (FOIA).

⁹ Title IX regulations require districts to identify the name, office address, email address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~" and supplement the previous sentence to state "The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

Telephone

Complaint Managers:

Name	Name
Address	Address
Email	Email
Telephone	Telephone

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager.¹⁰ Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the Nondiscrimination Coordinator or designee¹¹ shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*,¹² should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel ¹³

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also

¹⁰ If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager."

¹¹ "Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used (see next paragraph in policy text). If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, delete "~~Nondiscrimination~~" and insert "Title IX" in its place.

¹² See administrative procedure 5:120-AP2, *Employee Conduct Standards*.

¹³ Required for districts located within a county served by an accredited Children's Advocacy Center (CAC). Delete this subhead if your school district is within a county not served by an accredited CAC. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531 (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For further discussion see f/n 14 in sample policy 5:90, *Abused and Neglected Child Reporting*.

be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement¹⁴

A violation of this policy by an employee may result in discipline, up to and including discharge.¹⁵ A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge.¹⁶

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).¹⁷

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

¹⁴ See *Berry v. Delta Airlines*, 260 F.3d 803, 811 (7th Cir. 2001) ("If an employer takes reasonable steps to discover and rectify the harassment of its employees ... it has discharged its legal duty.")

In addition to violating other civil rights laws, a school district violates the *public accommodations* article in the IHRA if it fails to take corrective action to stop severe or pervasive harassment. 775 ILCS 5/5-102 and 5/5-102.2.

¹⁵ 5 ILCS 430/70-5(a), amended by P.A. 100-554 (consequences of a violation of the prohibition on sexual harassment). When discharge is the penalty, examine 50 ILCS 205/3c, added by P.A. 100-1040. It requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the IHRA or Title VII. *Id.* Additionally, under the Workplace Transparency Act (WTA), employers may not require confidentiality clauses in settlement or termination agreements involving alleged unlawful employment practices under federal or State civil rights laws, except under specific conditions. 820 ILCS 96/1-30, added by P.A. 101-221.

Prior to the passage of 50 ILCS 205/3c, added by P.A. 100-1040, and the WTA, members of the public could already access copies of severance agreements between school districts and their former employees under FOIA. The Ill. Atty. Gen. Public Access Counselor (PAC) directed a public body to release a settlement agreement that arose out of claims of sexual harassment. PAO 14-4. The PAC noted that the public body could not withhold the entire settlement agreement under 5 ILCS 140/7(1)(c), which exempts personal information that would constitute a clearly unwarranted invasion of privacy. Instead, it could redact personal information from the agreement, such as the complainants' names in order to protect their privacy. *Id.* However, data regarding settlement agreements involving allegations of sexual harassment or other unlawful discrimination that an employer must report to IDHR under 775 ILCS 5/2-108 is categorically exempt from FOIA. 5 ILCS 140/7.5(oo), added by P.A. 101-221. See f/n 6 in sample policy 2:260, *Uniform Grievance Procedure*, for more discussion about reconciling 50 ILCS 205/3c, added by P.A. 100-1040, with another new law, the Government Severance Pay Act (GSPA) (5 ILCS 415/10(a)(1), added by P.A. 100-895), which prohibits school district employees with contract provisions for severance pay to receive any severance pay if they are fired for *misconduct* by the board.

¹⁶ 5 ILCS 430/70-5(a), amended by P.A. 100-554 (consequences for knowingly making a false report of sexual harassment).

¹⁷ *Id.* (prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the SOEEA, the Whistleblower Act (740 ILCS 174/), and the IHRA (775 ILCS 5/)).

Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009) (holding the anti-retaliation provision in EEOA protects an employee who spoke out about harassment, not only on his or her own initiative, but also in answering questions during an employer's internal investigation).

Recourse to State and Federal Fair Employment Practice Agencies ¹⁸

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U.S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks. ¹⁹

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq.; 29 C.F.R. §1604.11.

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq.; 34 C.F.R. Part 106.

State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).

Ill. Human Rights Act, 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2.

56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.

Burlington Industries v. Ellerth, 524 U.S. 742 (1998).

Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).

Faragher v. City of Boca Raton, 524 U.S. 775 (1998).

Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).

Harris v. Forklift Systems, 510 U.S. 17 (1993).

Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).

Oncale v. Sundowner Offshore Services, 523 U.S. 75 (1998).

Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).

Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

Vance v. Ball State University, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

¹⁸ 5 ILCS 430/70-5(a), amended by P.A. 100-554, (how an individual can report an allegation of sexual harassment, including options for making a confidential report to the Inspector General or the IDHR). This sample policy does not reference the Inspector General because the Inspector General does not have jurisdiction over public school districts. 5 ILCS 430/1. School districts must also annually disclose to IDHR certain data about *adverse judgment or administrative rulings* made against them where there was a finding of sexual harassment or unlawful discrimination under federal, State, or local laws. 775 ILCS 5/2-108, added by P.A. 101-221.

¹⁹ A district must notify employees of the grievance procedure and the person(s) designated to coordinate the district's compliance with Title IX. 34 C.F.R. §106.8. The nondiscrimination coordinator can be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as the complaint manager in policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

Informing nonemployees is not required by law. However, given the potential for employer liability under the IHRA for harassment of nonemployees, best practice is to publicize this policy to those individuals as well.

General Personnel

Staff Development Program¹

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.²

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.^{3 4}

¹ State law requires the subject matter in paragraph 2 to be covered by policy. State or federal law controls this policy's content. A school board may set and enforce professional growth requirements. 105 ILCS 5/24-5. Failure to meet professional growth requirements is considered remediable. Morris v. Ill. State Bd. of Educ., 198 Ill.App.3d 51 (3rd Dist. 1990).

105 ILCS 5/2-3.62 requires the Ill. State Board of Education (ISBE) to establish a regional network of educational service centers to coordinate and combine existing services in a manner that is practical and efficient for schools. Their purposes are to provide, among other things, continuing education, in-service training, and staff development services to all local school districts in Illinois.

² This paraphrases 105 ILCS 5/10-20.36(b). The topic covered in this paragraph must be in a board policy. Id. A school medical staff, an individualized educational program team, or a professional worker (as defined in Section 14-1.10) may recommend that a student be evaluated by an appropriate medical practitioner. School personnel may consult with the practitioner, with the consent of the student's parent/guardian.

³ 105 ILCS 5/10-22.39(f) requires boards to conduct this in-service. While the language of this paragraph is not required to be in board policy, including it provides a way for boards to monitor that it is being done. Including this language provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for the in-service that instructs all district staff to maintain boundaries and act appropriately, professionally, and ethically with students. See also sample policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and f/n 11 in sample policy 4:110, *Transportation*. These expectations will be most effective when they reflect local conditions and circumstances. Employee conduct issues may be subjects of mandatory collective bargaining, therefore consulting the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new employee conduct rules without first offering to negotiate them with the applicable exclusive bargaining representative.

⁴ Different from the in-service training that school districts must provide to their staff, 105 ILCS 5/3-11, contains requirements that the regional superintendents must include during teachers institutes. Instruction on prevalent student chronic health conditions, as well as educator ethics and teacher-student conduct training is also required. See also f/n 3 above discussing the board's requirement in Section 10-22.39. Beginning with the 2016-17 school year, teachers' institutes must also include instruction on the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12101 et seq.) as it pertains to the school environment at least every two years. Contact the Regional Superintendent or the appropriate Intermediate Service Center with questions about online training for this component of a teachers' institute. Discuss with the board attorney the best practices of documenting trainings and evaluations of trainings; many attorneys in the field prefer documentation of ADA trainings to assist in their defense of any potential ADA claims against the district.

For districts that have a practice of providing instruction in life-saving techniques and first-aid in their staff development programs, insert the following optional paragraph that restates 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800:

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.

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*.⁵

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, Ill. 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)

ADMIN. PROC.: 2:265-AP1 (Title IX Sexual Harassment Response), 2:265-AP2 (Formal Title IX Sexual Harassment Complaint Grievance Process), 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility), 5:100-AP (Staff Development Program), 5:150-AP (Personnel Records), 6:120-AP4 (Care of Students with Diabetes), 7:250-AP1 (Measures to Control the Spread of Head Lice at School)

Persons performing CPR are generally exempt from civil liability if they are trained in CPR (745 ILCS 49/10); persons performing automated external defibrillation are generally exempt from civil liability if they were trained and acted according to the standards of the American Heart Association (745 ILCS 49/12).

The board may also want to address other staff development opportunities. While not required to be policy, 105 ILCS 5/27-23.10 requires a school board to collaborate with State and local law enforcement agencies on gang resistance education and training. It also states that ISBE may assist in the development of instructional materials and teacher training for gang resistance education and training, which may be helpful to include in the staff development program. Other mandated and recommended staff development opportunities that are not located in the School Code or ISBE rules are found in the Ill. Administrative Code or federal regulations. Many of them are cross referenced in this policy.

⁵ Required by 105 ILCS 5/2-3.166(c)(2).

Students

Equal Educational Opportunities¹

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy.² Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*.³ Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.⁴

¹ State or federal law requires this subject matter be covered by policy and controls this policy's content.

² Many civil rights laws guarantee equal education opportunities; see citations in the Legal References.

In 23 Ill.Admin.Code §1.240, ISBE states that "no school system may deny access to its schools or programs to students who lack documentation of their immigration status or legal presence in the United States, and no school system may inquire about the immigration status of a student (*Plyler v. Doe*, 457 U.S. 202 (1982))."

The Ill. Human Rights Act (IHRA) and an ISBE rule prohibit schools from discriminating against students on the basis of *sexual orientation* and *gender identity*. 775 ILCS 5/5-101(11); 23 Ill.Admin.Code §1.240. *Sexual orientation* is defined as the "actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person's designated sex at birth." 775 ILCS 5/1-103(O-1). *Gender identity* is included in the definition of sexual orientation in the Act. The Act permits schools to maintain single-sex facilities that are distinctly private in nature, e.g., restrooms and locker rooms. 775 ILCS 5/5-103. 775 ILCS 5/1-102(A) makes *order of protection status* a protected category.

The IHRA's jurisdiction is specifically limited to: (1) failing to enroll an individual, (2) denying access to facilities, goods, or services, or (3) failing to take corrective action to stop severe or pervasive harassment of an individual. 775 ILCS 5/5-102.2.

³ 23 Ill.Admin.Code §200.40(b) prohibits entering into agreements with entities that discriminate against students on the basis on sex. Section 200.80(a)(4) contains an exception for single sex youth organizations, e.g., Boy and Girl Scouts. Note that the U.S. Supreme Court refused to apply N.J.'s public accommodation law to the Boy Scouts because forcing the Scouts to accept a homosexual as a member would violate the Scouts' freedom of expressive association. *Boy Scouts of America v. Dale*, 530 U.S. 640 (2002). When deciding whether to allow non-school groups to use its facilities, a public school district may not engage in viewpoint discrimination. *Good News Club v. Milford Central Sch.*, 533 U.S. 98 (2001).

⁴ Districts must have a grievance procedure. See Legal References following policy. Absent a specific statute or rule, there is no consensus on whether students have the right to appeal a board's decision to the Regional Superintendent and thereafter to the State Superintendent pursuant to 105 ILCS 5/2-3.8.

Sex Equity ⁵

No student shall, based on sex, sexual orientation, or gender identity⁶ be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8). ⁷

⁵ Every district must have a policy on sex equity. 23 Ill.Admin.Code §200.40(b). The IHRA, Public Accommodation section, prohibits schools from: (1) failing to enroll an individual, (2) denying a individual access to its facilities, goods, or services, or (3) failing take corrective action to stop severe or pervasive harassment of an individual (775 ILCS 5/5-102.2), on the basis of the individual's sex or sexual orientation, among other classifications (775 ILCS 5/5-101). Districts must periodically evaluate their policies and practices to identify and eliminate sex discrimination as well as evaluate course enrollment data to identify disproportionate enrollment based on sex. In-service training for all staff members is required. 23 Ill.Admin.Code §1.420.

With some exceptions, Title IX of the Education Amendments of 1972 (Title IX) guarantees that "[n]o person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..." 20 U.S.C. §§1681(a). Equal participation and equal opportunity in athletics is addressed in the U.S. Dept. of Education's implementing rules. 34 C.F.R. §106.41. Generally, when a school district offers a team for one gender but not for the other, a member of the excluded gender is allowed to try out for the team unless the sport is a *contact sport*. Contact sports are boxing, wrestling, rugby, ice hockey, football, basketball, and other sports involving bodily contact. The rules also list the factors that determine whether equal opportunities are available to both genders. These include: whether the selection of athletics accommodates the interests and abilities of both genders; equipment and supplies; scheduling; opportunity to receive coaching and academic tutoring; locker rooms, practice facilities, and fields; and publicity. Title IX prohibits any person from sexually harassing a student. See sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, for further discussion.

105 ILCS 5/10-20.60 (final citation pending), added by P.A. 100-29, requires public schools to provide reasonable accommodations to breastfeeding students. See sample administrative procedure 7:10-AP-2, *Accommodating Breastfeeding Students*, for specific *reasonable accommodations* under Illinois law.

105 ILCS 5/10-20.60 (final citation pending), added by P.A. 100-163, requires school districts to make feminine hygiene products (defined as tampons and sanitary napkins for use in connection with the menstrual cycle) available, at no cost to students, in the bathrooms of school buildings serving students in grades 6 through 12. **Note:** The statute does not delineate between types of bathrooms (student, staff, girls, boys, unisex, etc.). Consult with the board attorney about implementing this law.

⁶ For boards that want to incorporate ISBE's *Sample District Policy and Administrative Procedures* policy recommendations into this policy (see f/n 2 above), insert:

1. In place of "or gender identity" as follows: "~~or~~ gender identity, or gender expression".
2. The following sentence as the second sentence of this subhead: "Students shall be supported in a manner consistent with their gender identity. This will include, but not be limited to, use of restrooms, locker rooms, and other facilities that correspond with the student's gender identity."

⁷ Districts must have a grievance procedure and must tell students that they may appeal a board's resolution of a sex equity complaint to the Regional Superintendent and, thereafter, to the State Superintendent. 23 Ill.Admin.Code §200.40. Student complaints regarding breastfeeding accommodations must also be processed in accordance with these procedures. See sample policy 2:260, *Uniform Grievance Procedure*, at f/n 8.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center." Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator.⁸ The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.⁹

LEGAL REF.: 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. §791 et seq., Rehabilitation Act of 1973.

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

Ill. Constitution, Art. I, §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60 (P.A.s 100-29 and 100-163, final citations pending), 5/10-22.5, and 5/27-1.

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:165 (Student Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

⁸ Required by regulations implementing Title IX. 34 C.F.R. Part 106.8(a). See f/n 19 in sample policy 2:260, Uniform Grievance Procedure. If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, amend this sentence to state: "The Superintendent shall appoint a Nondiscrimination Coordinator and a Title IX Coordinator."

⁹ Required by regulations implementing Title IX. 34 C.F.R. Part 106; 23 Ill.Admin.Code §200.40. Comprehensive faculty and student handbooks can provide required notices, along with other important information, to recipients. Handbooks can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Faculty handbooks may contain working conditions and be subject to mandatory collective bargaining. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook.

Students

Harassment of Students Prohibited¹

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity²; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.³

¹ State or federal law requires this subject matter be covered by policy, controls this policy's content, and 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-531, requires that every two years, each district within an Illinois county served by an accredited Children's Advocacy Center review all its existing sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531. Each district must also have a policy on bullying. 105 ILCS 5/27-23.7, amended by P.A. 100-137; see sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

This policy's list of protected classifications is identical to the list in 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. The protected classifications are found in 105 ILCS 5/27-23.7(a); 775 ILCS 5/1-103, amended by P.A. 101-221; and 23 Ill.Admin.Code §1.240.

The list of protected classifications in sample policy 7:10, *Equal Educational Opportunities*, is different – it does not contain the classifications that are exclusively identified in the bullying statute. 105 ILCS 5/27-23.7.

The Ill. Human Rights Act (IHRA) and an ISBE rule prohibit schools from discriminating against students on the basis of *sexual orientation and gender identity*. 775 ILCS 5/5-101(11); 23 Ill.Admin.Code §1.240. *Sexual orientation* is defined as the "actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person's designated sex at birth." 775 ILCS 5/1-103(O-1). *Gender identity* is included in the definition of sexual orientation in the Act. The Act permits schools to maintain single-sex facilities that are distinctly private in nature, e.g., restrooms and locker rooms. 775 ILCS 5/5-103. 775 ILCS 5/1-102(A), added *order of protection status* to its list of protected categories. The IHRA's jurisdiction is specifically limited to: (1) failing to enroll an individual, (2) denying access to facilities, goods, or services, or (3) failing to take corrective action to stop severe or pervasive harassment of an individual. 775 ILCS 5/5-102.2.

² See f/n 2 in sample policy 7:10, *Equal Educational Opportunities*, for a discussion about Executive Order (EO) 2019-11 establishing the Affirming and Inclusive Schools Task Force (Task Force) that made policy and administrative procedure recommendations to the Ill. State Board of Education (ISBE) that are discussed in its publication *Sample District Policy and Administrative Procedures* at www.isbe.net/supportallstudents.

For boards that want to incorporate ISBE's sample policy recommendation, insert the following in place of "gender identity": gender; gender identity (whether or not traditionally associated with the student's sex assigned at birth).

If the board inserts this option, it must also insert the options in f/ns 2 and 7 of policy 7:10, *Equal Educational Opportunities*, BUT NOTE THE PROTECTED STATUSES LIST IN THIS POLICY IS DIFFERENT AND SHOULD NOT BE COPIED FROM HERE INTO 7:10, *EQUAL EDUCATIONAL OPPORTUNITIES*.

³ This list of examples of prohibited conduct is optional. While hate speech is not specifically mentioned in this paragraph, any hate speech used to harass or intimidate is banned. Hate speech without accompanying misconduct may be prohibited in response to actual incidences when hate speech interfered with the educational environment. *West v. Derby Unified Sch. Dist.*, 206 F.3d 1358 (10th Cir. 2000).

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.⁴ See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.⁵ A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.⁶ The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator

⁴ Two laws apply to sexual harassment of students in Illinois. Title IX of the Education Amendments of 1972 (Title IX) and the IHRA prohibit discrimination on the basis of sex and sexual harassment in any educational program or activity receiving federal financial assistance. 20 U.S.C. §1681. Title IX defines sexual harassment as conduct on the basis of sex that meets one or more of the following: (1) a district employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal access to the District's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined in federal law. 34 C.F.R. §106.30. See sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, and sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*. Consult the board attorney to ensure the nondiscrimination coordinator and complaint managers are trained to appropriately respond to allegations of Title IX sexual harassment. See sample procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

The IHRA prohibits any district employee or agent from sexually harassing a student, and defines sexual harassment as any unwelcome sexual advances or requests for sexual favors made to a student, or any conduct of a sexual nature toward a student, when: (1) such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or (2) the district employee or agent either explicitly or implicitly makes the student's submission to or rejection of such conduct as a basis for making various enumerated education-related determinations. 775 ILCS 5/5A-201(E).

School districts are liable for damage awards for an employee's sexual harassment of a student in limited situations. Liability occurs only when a district official who, at a minimum, has authority to institute corrective action, has actual notice of and is deliberately indifferent to the employee's misconduct. *Gebser v. Lago Vista Independent Sch. Dist.*, 524 U.S. 274 (1998). Schools are liable in student-to-student sexual harassment cases when school agents are deliberately indifferent to sexual harassment, of which they have actual knowledge that is so severe, pervasive, and objectively offensive that it can be said to deprive the victims of access to the educational opportunities or benefits provided by the school. *Davis v. Monroe County Bd. of Educ.*, 526 U.S. 629 (1999). The Ill. Dept. of Human Rights investigates charges of sexual harassment in violation of the IHRA, and it is a civil rights violation when a district fails to take remedial or disciplinary action against an employee the district knows engaged in sexual harassment. 775 ILCS 5/5A-102.

⁵ Using "or any employee with whom the student is comfortable speaking" ensures compliance with Title IX regulations providing that "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment is deemed to have *actual knowledge* which triggers a district's duty to respond. 34 C.F.R. §106.30. By including "any employee" in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

⁶ If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure."

and Complaint Managers. ⁷ The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. ⁸

Nondiscrimination Coordinator:

Name

Address

Email

Telephone

Complaint Managers:

Name

Address

Email

Telephone

Name

Address

Email

Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school. ⁹
1. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

⁷ While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Each district must communicate its bullying policy to students and their parents/guardians. 105 ILCS 5/27-23.7, amended by P.A. 100-137; see sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

⁸ Title IX regulations require districts to identify the name, office address, email address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~" supplement the previous sentence to state "The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

⁹ In addition to notifying students of policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*, a district must notify them of the name, office address, email address, and telephone number of district's Title IX Coordinator. 34 C.F.R. §106.8(a). 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418, requires districts to maintain and implement an *age-appropriate* policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website and, if applicable, other areas where such information is posted in each school. The law does not expressly state that the age-appropriate policy is for students; however, that is the most logical interpretation. In practice, most districts maintain a student handbook for each building. Because the law only requires one policy, this policy manages the age-appropriate requirement by directing age-appropriate explanations of the policy be included in the building-level student handbook(s). Student handbooks can be developed by the building principals, but should be reviewed and approved by the superintendent and school board.

The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook.

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager.¹⁰ Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee¹¹ shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel¹²

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

¹⁰ If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager."

¹¹ "Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used (see next paragraph in policy text). If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, delete "Nondiscrimination" and insert "Title IX" in its place.

¹² Required for districts located within a county served by an accredited Children's Advocacy Center (CAC). Delete this subhead if your school district is within a county not served by an accredited CAC. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531 (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For a map of accredited CACs, and to identify a CAC that may serve your district, see www.childrensadvocacycentersofillinois.org/about/map. For further discussion see f/n 14 in policy 5:90, *Abused and Neglected Child Reporting*.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

23 Ill.Admin.Code §1.240 and Part 200.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Students

Teen Dating Violence Prohibited ¹

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited.² For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.³

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:⁴

1. Fully implements and enforces each of the following Board policies:⁵
 - a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical

¹ All school boards must have a policy on teen dating violence. 105 ILCS 110/3.10. This sample policy is designed to align with a district's already-existing procedures for reporting bullying and school violence. See f/n 7. The curriculum components for teen dating violence education, which apply to districts with students enrolled in grades 7 through 12, are listed in 6:60-AP, *Comprehensive Health Education Program*.

² 105 ILCS 110/3.10(b)(1). School officials must proceed carefully before disciplining a student for out-of-school conduct. A school's authority over off-campus conduct is much more limited than incidents that occur on school grounds. However, school officials may generally: (1) remove a student from extracurricular activities when the conduct code for participation requires students to conduct themselves at all times as good citizens and exemplars of the school (see sample policy 7:240, *Conduct Code for Participants in Extracurricular Activities*); and (2) suspend or expel a student from school attendance when the student's expression causes substantial disruption to school operations.

³ 105 ILCS 110/3.10(a). For districts that wish to broaden the ages (e.g., perhaps include 11-12 year olds in a middle school setting), delete the following phrase from the first sentence: "~~who is 13 to 19 years of age~~". The law defines *dating* or *dating relationship* as an "ongoing social relationship of a romantic or intimate nature between two persons." The terms do not include "a casual relationship or ordinary fraternization between two persons in a business or social context."

⁴ Required by 105 ILCS 110/3.10(b)(3).

⁵ Be sure the referenced board policies, as adopted locally, contain the language paraphrased in this policy. If not, either substitute similar language from the locally adopted board policies on the same topics, or just insert the titles from relevant locally adopted policies.

The statutory content requirements for a teen dating policy include "establish[ing] procedures for the manner in which employees of a school are to respond to incidents of teen dating violence." This policy fulfills this requirement by incorporating by reference the following administrative procedure: 7:180-AP1, *Prevention, Identification, Investigation, and Response to Bullying*. This means that 7:180-AP1 should be considered to be part of this policy.

- violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals: ⁶
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence. ⁷
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*. ⁸
 3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*. ⁹
 4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. ¹⁰
 5. Notifies students and parents/guardians of this policy. ¹¹

Incorporated

by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

⁶ 105 ILCS 110/3.10(b)(4), requires the policy to identify by job title which school officials are responsible for receiving reports related to teen dating violence.

⁷ *Id.* at f/ns 5 and 6. Sexual violence is one listed component of teen dating violence. 105 ILCS 110/3.10(a). Sexual violence has also been found by the Ill. Gen. Assembly to be a component of bullying and school violence. 105 ILCS 5/27-23.7. Thus, identifying *any school staff member* is consistent with 7:180-AP1, *Prevention, Identification, Investigation, and Response to Bullying*, which uses the student-friendly reporting system outlined in 7:180-AP1, E2, *Be a Hero by Reporting Bullying*.

⁸ *Id.* Under any reporting system, a report involving bullying and school violence that is based upon a protected status (often teen dating violence will involve conduct based upon the target's sex) must be referred to the district's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager (7:20, *Harassment of Students Prohibited*). Customize this list to reflect local conditions. These individuals may also take reports directly from students.

⁹ Required by 105 ILCS 110/3.10(b)(2). The curriculum-specific components for teen dating violence education are listed in 6:60-AP, *Comprehensive Health Education Program*.

¹⁰ *Id.* For boards that add the optional paragraphs in policy 5:100, *Staff Development Program*, add the phrase "and policy 5:100, *Staff Development Program*."

¹¹ Required by 105 ILCS 110/3.10(b)(5). Boards must communicate this policy to students and their parents/guardians. This may be accomplished, in part, by (1) sending 7:185-E, *Memo to Parents/Guardians Regarding Teen Dating Violence*, and (2) amending the district's anti-bullying campaign statement(s), such as the following, in the student handbook and school website:

Bullying, teen dating violence, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will take disciplinary action against any student who participates in such conduct or who retaliates against someone for reporting incidents of bullying, teen dating violence, intimidation, or harassment.

To: West Northfield Board of Education
From: Dr. Erin K. Murphy, Superintendent
Subject: IASA 2020 Delegate Assembly Meeting
Date: October 14, 2020

The purpose of this discussion item is two-fold.

1. Determine the District 31 Delegate at the 2020 IASA Delegate Assembly on Saturday, November 14 at 10am. This will be a virtual event. Only one District 31 Board Member may be registered for this event.
2. Determine how to direct the District 31 delegate to vote on the proposed resolutions at the IASA Delegate Assembly. The resolution description can be found [here](#).



2020 Resolutions Committee Report

For the 2020 Delegate Assembly meeting
on November 14, 2020

September 2020

For further information please contact Ben Schwarm at (217) 528-9688, ext. 1132

2921 Baker Drive
Springfield, IL 62703
(217) 528-9688 • Fax (217) 528-2831

One Imperial Place
1 East 22nd Street, Suite 20
Lombard, IL 60148-6120
(630) 629-3776 • Fax (630) 629-3940

TO: Board Members and Administrators

FROM: Simon Kampwerth Jr., Resolutions Committee Chair

DATE: September, 2020

SUBJECT: 2020 Resolutions Committee Report to the Membership

Thank you for your interest in the 2020 Resolutions Committee Report to the Membership. Proposals set forth in this report will be acted upon at the virtual Annual Meeting of the IASB Delegate Assembly, which convenes at 10 a.m. on Saturday, November 14, 2020.

The Resolutions Process is vital to the Association's mission, and the Delegate Assembly is one of the most important functions conducted by IASB. It gives member districts ownership in the Association and the opportunity to establish the direction of the Association and its major policies. Every member district has a delegate, a vote, and a voice.

Participation in the resolutions process is important. Submitting new resolutions, discussing the resolutions at your local board meeting, sharing your insight with other boards and sending a well-informed delegate to the assembly all are key actions for you to take.

This booklet is provided in the fall and is intended to allow your board time to discuss the resolutions. We hope that this will increase participation and enthusiasm from member districts.

With the cancellation of the 2020 Joint Annual Conference, and the Delegate Assembly being conducted virtually, there will be changes in our procedures. Your board will have to choose its delegate and register that delegate with IASB in advance. This will ensure that only voting delegates will have access to the link for the virtual assembly. More details on when and how to do this will be forthcoming.

On behalf of the Resolutions Committee, thank you for your interest in the Resolutions Process.

**Service of the following school board members on the 2020
Resolutions Committee is acknowledged with sincere appreciation.**

Chair	Simon Kampwerth Jr.	Peru ESD 124
Abe Lincoln.....	Amy Reynolds	Rochester CUSD 3A
Blackhawk	Julie Wagner.....	Mercer County SD 404
Central IL Valley	Daniel Walther.....	Peoria SD 150
Corn Belt	Nick Sartoris.....	Pontiac THSD 90
DuPage.....	James Blair	Salt Creek SD 48
Egyptian	Lisa Irvin	Opdyke-Belle Rive CCSD 5
Illini.....	Saundra Uhlott	Rantoul City SD 137
Kaskaskia.....	Kent Kistler	Brownstown CUSD 201
Kishwaukee	Stephen Nelson	Sycamore CUSD 427
Lake.....	Odie Pahl	Gurnee SD 56
North Cook.....	Anna Klimkowicz.....	Township HSD 211
Northwest.....	Steve Snider	Eastland CUSD 308
Shawnee	Vernon Stubblefield.....	Cairo CUSD 1
South Cook.....	Juanita Jordan	Prairie Hills ESD 144
Southwestern.....	Gabrielle Schwemmer.....	Smithton CCSD 130
Starved Rock.....	Carol Alcorn.....	LaSalle-Peru THSD 120
Three Rivers.....	Liz Campbell	Valley View CUSD 365U
Two Rivers.....	Rodney Reif	Carrollton CUSD 1
Wabash Valley	Casey Overbeck.....	Casey-Westfield CUSD 4C
West Cook	Dianne Williams.....	Maywood-Melrose Park-Broadview SD 89
Western.....	Scott Vogler	West Prairie SD 103

DELEGATE ASSEMBLY AGENDA

1. Call to Order
2. Report of the Credentials Committee
3. Approval of Delegate Assembly Business Rules
4. President's Report, Tom Neeley
5. Executive Director's Report, Thomas Bertrand, Ph.D.
6. Financial Report, Linda Eades
7. Election of Officers
 - A. Nominating Committee Report, Joanne Osmond, Nominating Committee Chair
8. Resolutions Committee Report, Simon Kampwerth Jr.
 - A. New Resolutions
 - B. Reaffirmation of Existing Positions
9. Belief Statements
10. Deletions and Amendments of Existing Positions
11. Adjournment

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My Board's Recommendation

Support Oppose

NEW RESOLUTIONS

- | | | |
|--------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Loan Program |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Gun Storage |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. School Report Card |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Pre-K Teacher Licensure |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Teacher Shortage |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. E-Learning on Election Day |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Local Control Pandemic |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Local Control Pandemic |

REAFFIRMATION OF EXISTING POSITIONS

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Position Statement 1.16 Charter Schools – Renewal of Charters |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Position Statement 1.17 Charter Schools – At-Risk Students |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Position Statement 2.27 State Authorized Charter School Funding |

NEW BELIEF STATEMENTS

- | | | |
|--------------------------|--------------------------|------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Equity |
|--------------------------|--------------------------|------------|

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DELEGATE ASSEMBLY BUSINESS RULES

- 1. Business Procedures** — Robert’s Rules of Order Newly Revised shall govern.
- 2. Credentials** — Delegates shall be registered with the Credentials Committee.
- 3. Delegate Seating** — Only those delegates seated in the reserved section will be permitted to participate in the business session.
- 4. Recognition by Chair** — Delegates wishing to speak on a motion shall rise and be recognized by the Chair before speaking. They shall give their full name and the name of the board they represent.
- 5. Debate on the Floor** — No delegate shall speak in debate more than twice on the same question and no longer than five minutes at one time. No delegate shall speak a second time on the same question until all persons have had an opportunity to speak at least once.
- 6. Calls for the Question** — A delegate may “call for the question” to end debate on a motion. The delegate may not make such a motion if, immediately preceding the motion, he or she has engaged in discussion of the motion or otherwise participated in the debate. A motion, a second, and a 2/3 majority vote is required to end debate.
- 7. Consent Agenda** — Use of a Consent Agenda to expedite the proceedings is authorized. Proposed resolutions which have been recommended “Do Adopt” by the Resolutions Committee may appear on a Consent Agenda.
- 8. Appeals** — Those delegates wishing to appeal a “Do Not Adopt” recommendation of the Resolutions Committee, and have met the notice provisions required by Article IX, Section 5 of the IASB Constitution, shall have a period of time not to exceed five minutes in which to explain why the proposed action should be considered by the Delegate Assembly. Appeals shall only be accepted from

the submitter of the proposed resolution that has received the negative recommendation of its proposal. Those proposed resolutions that have received a “Do Not Adopt” recommendation from the Resolutions Committee, and of which the committee has not received a timely written appeal of the negative recommendation from the submitting entity, will not be considered by the Delegate Assembly.

- 9. Reaffirmation of Existing Position Statements** — The Delegate Assembly has the authority to reaffirm existing Position Statements. Proposals to reaffirm an existing position may be initiated by member school boards or the Resolutions Committee. All such proposals shall be submitted through the same procedure as all other resolutions and shall meet all criteria and constitutional timelines applicable to all resolutions.
- 10. Other Recognition** — Members of the Resolutions Committee and IASB staff shall be given the privilege of the floor at the discretion of the presiding officer.
- 11. Voting** — The indications to signify voting shall be specified by the presiding officer.
- 12. Nomination** — the consent of any nominee from the floor during the election of officers must be secured in writing prior to presentation to the Delegate Assembly, as required in Article IV, Section 1, of the IASB Constitution.
- 13. Remote Participation** — The 2020 Resolutions Committee and Delegate Assembly will allow for remote participation by delegates. This is not a precedent for future meetings of the Delegate Assembly, but will only be utilized during times of a statewide emergency as proclaimed by the Governor. In such cases, the Board of Directors may modify rules 4-7 as deemed necessary to accommodate remote participation technology and assembly decorum.

RESOLUTIONS PROCEDURES

1. Types of Resolutions — (Article IX, Section 1) Resolutions may be either in the form of a position statement or a belief statement. Position statements address issues affecting or concerning local boards of education; they direct the Association's advocacy efforts. Belief statements express significant values commonly held by local boards of education; they may or may not call for action to be taken by the Association.

2. Proposals — (Article IX, Section 2) Resolutions for proposed position statements or belief statements may be proposed by any Active Member, Association Division, the Association's Board of Directors, or the Resolutions Committee. Resolutions to be published and distributed to the Active Members must be submitted to the Resolutions Committee at least 150 days prior to the Annual Meeting of the Delegate Assembly.

3. Presentation of Resolutions — (Article IX, Section 3) The Resolutions Committee shall review all proposed resolutions, distribute a final draft of proposed resolutions to the membership not less than 45 days prior to the Annual Meeting of the Delegate Assembly, and may recommend the approval or disapproval of any resolution to the Delegate Assembly. The Resolutions Committee has the prerogative to determine which resolutions are to be presented to the Delegate Assembly; and whether they are presented as position statements or belief statements. However, all resolutions that are timely submitted to the Resolutions Committee according to Section 2 above, must be distributed to Active Members not less than 45 days prior to the Annual Meeting of the Delegate Assembly.

4. Annual Review — (Article IX, Section 4) The Resolutions Committee shall annually review currently in force position statements and belief statements to determine whether they are consistent with the current positions or beliefs of Association members. The Resolutions Committee shall recommend that the Delegate Assembly amend or rescind any position statement or belief statement that is not consistent with the current positions or beliefs of Association members. All position statements and belief statements currently in force will be published annually and distributed to Active Members prior to the Annual Meeting of the Delegate Assembly.

5. Appeals — (Article IX, Section 5) Any Active Member, Association Division, or Association Board of Directors, that has submitted a proposal that has received a negative recommendation from the Resolutions Committee, shall

have the right to appeal the decisions of the Resolutions Committee at the Annual Meeting of the Delegate Assembly. Notice of appeal must be submitted in writing to the Resolutions Committee. The committee must be in receipt of the written appeal no later than the close of business eight calendar days before the Annual Meeting of the Delegate Assembly. A majority of the delegates present and voting at the Annual Meeting of the Delegate Assembly is required for consideration of appeals.

6. Amendments to Resolutions — (Article IX, Section 6) Any proposed amendment to a resolution that does not meet the time requirements as set in Section 3 above shall be immediately remanded to the Resolutions Committee for consideration.

7. Late Resolutions — (Article IX, Section 7), Resolutions which are not presented to the Resolutions Committee at least 150 days prior to the Annual Meeting of the Delegate Assembly may be considered only by the following procedure: Such resolutions may be proposed by an Active Member, Association Division, Association Board of Directors, or the Resolutions Committee and submitted in writing to the Resolutions Committee. Any resolution which is not submitted in the manner described above shall not be considered by the Delegate Assembly. Late resolutions shall be considered for approval by the Resolutions Committee. The Resolutions Committee may recommend approval or disapproval of the late resolution to the Delegate Assembly. Any such resolution disapproved by the Resolutions Committee may be appealed by a seventy-five (75)% majority vote of the delegates present. Delegates seeking authority to present late resolutions at the Annual Meeting of the Delegate Assembly shall provide copies for all delegates present at the meeting, including rationale and relevant supporting documentation.

8. Order of Resolutions — Each resolution to be adopted will be considered in the following order of categories: Educational Programs, Financing Public Education, Legislative Activity, Board Operations and Duties, Board Employee Relations, Local State Federal Relations, and District Organization and Elections. Reaffirmation or deletion of existing positions will be done with a single motion unless a delegate wishes a particular position or positions to be considered separately.

NOMINATING COMMITTEE REPORT

AUGUST 2020

The 2020 Nominating Committee proposes the following officer slate for Delegate Assembly consideration, 10 a.m., Saturday, November 14, 2020.

President – Tom Neeley
Morton CUSD 709

Vice President – Simon Kampwerth Jr.
Peru ESD 124

2020 NOMINATING COMMITTEE MEMBERSHIP

Joanne Osmond, Chair
Immediate Past President

Mark Christ
O’Fallon THSD 203

Dennis Inboden
Robinson CUSD 2

Sue McCance
CUSD 3 Fulton Co

Sheila Nelson
Cairo USD 1

Carla Joiner-Herrod
Lindop SD 92

Marc Tepper, Alternate
Kildeer-Countryside CCSD 96

NEW RESOLUTIONS

FINANCING PUBLIC EDUCATION – STATE

1. Loan Program

Submitted by: Grayslake Community High School 127

BE IT RESOLVED THAT the Illinois Association of School Boards shall request the State of Illinois establish a low-cost loan program for public school districts. This program will allow local dollars to flow more directly to students while providing relief to local taxpayers.

District Rationale: Due to the pandemic and economic downturns, school districts face significant reductions in revenue, while at the same time needing to invest significantly to keep students and teachers safe. Safe schools are integral to opening our economy. Because school districts can borrow far less easily than the State or Federal government, we request the State of Illinois establish a low-cost loan program for public school districts. This program will allow local dollars to flow more directly to students while providing relief to local taxpayers.

Resolution Committee Rationale: The submitting district explains that a program like this is needed because districts are likely going to see a reduction in revenue due to the economic downturn resulting from the pandemic, and that districts can borrow far less easily than the State or Federal governments. The district adds that this program will allow local dollars to flow more directly to students while providing relief to local taxpayers.

The State of Texas has a program that assists school districts with good credit ratings in obtaining low cost interest bonds. The program was established in 1854 and is mostly funded from royalties and mineral rights (oil and gas).

The Committee was concerned about the uncertainty of where funds would come from to create a program like this in Illinois. It was, however, recognized that there is a significant need for financial assistance for school infrastructure. The Committee questioned the idea of a loan program for funds districts could use to cover costs the State should be helping districts pay for.

The Resolutions Committee RECOMMENDS DO NOT ADOPT.

LEGISLATIVE ACTIVITY

2. Gun Storage

Submitted by: Glen Ellyn SD 41; CCSD 93 (Carol Stream)

BE IT RESOLVED THAT the Illinois Association of School Boards shall support and advocate for legislation which strengthens child safe gun storage laws in the state of Illinois, requiring gun owners to store firearms, whether they are loaded or unloaded, in a securely locked container, if a person under the age of 18 is likely to gain access to the weapon without permission.

District Rationale: Illinois currently prohibits any person from storing or leaving his or her firearm unlocked and accessible to a minor under the age of 14 if that person knows or has reason to believe that the minor under the age of 14 who does not have a Firearm Owner's Identification (FOID) card is likely to gain access to the firearm and the minor causes death or great bodily harm with that firearm. Research indicates that strong child access prevention laws decrease unintentional shootings, suicides, and school shootings. Between 70% and 90% of guns used in school shootings perpetrated by shooters under the age of 18 were acquired from the home or the homes of relatives or friends. Furthermore, more than half of gun owners store at least one gun unsafely, without any locks or other safe storage measures. In fact, nearly a quarter of all gun owners report storing all of their guns in an unlocked location in the home. While some data suggests that gun owners with children in the home are slightly more likely than other gun owners to store firearms safely, roughly 4.6 million minors live in homes with loaded, unlocked firearms.

58% of school shooters were current or former students, staff, faculty, or school resource officers. Because these perpetrators are part of the school, they are also familiar with active shooter protocols within the district, and can plan accordingly. Illinois's current safe storage laws only apply to children up to age 14. A study by *Education Week*, whose findings were reported in an article in their magazine in April 2019 says, "Finally, schools can make it harder for students to act upon violent intent. Sensible security upgrades are part of this, but more important may be tackling the availability of guns. Our data show that 80% of school shooters get their guns from family members, most often parents and grandparents, since they are too young to purchase them themselves."

Knowing how school shooters gain access to their guns and the likelihood that they are familiar with the school and have easy access to guns compels us to advocate for raising the safe storage age limit to 18 to capture the school-aged population in our public K-12 schools.

Resolution Committee Rationale: The vast majority of IASB position statements deal directly with issues that happen inside of a school district. This proposal would be a departure from that practice, and the Committee questioned whether Association resources should be spent on a non-educational issue. While the committee considered the arguments of the submitting district on the potential impact on students, the majority of members felt this was not an issue for IASB's involvement.

The Resolutions Committee RECOMMENDS DO NOT ADOPT.

The submitting district has appealed the recommendation of the committee and will have an opportunity to bring the proposal to the Delegate Assembly.

3. School Report Card

Submitted by: Peoria SD 150

BE IT RESOLVED THAT the Illinois Association of School Boards shall support legislation that would direct the Illinois State Board of Education to prepare and disclose all available school report card data for the current academic year by June 1, of that year.

District Rationale: School boards, families, and other community stakeholders utilize school report card data to make decisions and assess progress from year to year. Standardized tests like NWEA are taken electronically throughout the year and the Illinois Assessment of Readiness (IAR) typically occurs in March. Graduation requirements and progress measures are evaluated in the lead up to the end of the school year. However, the public release of that data in the compiled school report card does not occur until late October of the following academic year. By this time in the following school year, evaluations have been completed, goals have been set and people have moved on, all without being informed by this critical data set. If that assessment data is to be useful at all for policy-making and community consideration it needs to be available electronically and promptly, like other public data sets.

Resolution Committee Rationale: The submitting district's rationale is sound regarding the information in the report card that affects planning for teaching and student learning. The philosophy that timely receipt of learning assessments is critical to effective student learning can also be found in current IASB position statements 1.08 Standardized Test Procedures and 1.09 Student Assessment. Both of these recommend a timeline more effective for schools to respond effectively to the learning needs of students.

Unfortunately, the Illinois State Report Card includes information that cannot be tabulated and reported until the close of the fiscal year, June 30. In addition to that, in many districts a June 1 deadline for this data would be impossible to meet to determine student placement and graduation completion criteria, as many students are finishing the last quarter after June 1.

The Resolutions Committee agreed that untimely information regarding student learning hinders the ability of schools to meet the learning needs of students, but also felt that the report card would not be the best way to expedite assessment results for the purposes stated. IASB staff and committee members agreed to continue work to address this issue in other ways.

The Resolutions Committee RECOMMENDS DO NOT ADOPT.

BOARD – EMPLOYEE RELATIONS

4. Pre-K Teacher Licensure

Submitted by: Avoca 37

BE IT RESOLVED THAT the Illinois Association of School Boards shall advocate for legislation mandating the Illinois State Board of Education require pre-service teachers seeking licensure in the areas listed compete at least one undergraduate level literacy education course solely dedicated to scientifically proven methods of reading instruction. Before being granted licensure in the following areas, individuals must receive a passing score on the Foundations of Reading Exam. Licensure areas that should meet these requirements are: Early Childhood Education, Early Childhood Special Education, Elementary Education, English Language Arts, Middle Grades Language Arts, Reading Specialist, Reading Teacher, Special Education, and Speech Language Pathologist.

District Rationale: In the 2019 National Assessment of Educational Progress report, only 34% of Illinois 4th graders and 35% of Illinois 8th graders taking the test scored as “Proficient or Above” for their grade level. Low literacy level can be a lifelong obstacle to success, academically and economically. Such an obstacle not only correlates to behavioral challenges and higher dropout rates for students, but in the long term low literacy represents a challenge for communities’ and broader economic success in Illinois. For too long, despite there being clear scientifically supported evidence on how to teach our youngest students to read successfully, teacher education programs in Illinois have failed to provide pre-service teachers the appropriate coursework. These methods are clearly identified by long standing scientific research and include but are not limited to: phonemic awareness, phonics, spelling, decoding, and comprehension.

In a 2020 study conducted by the National Council on Teacher Quality 43% of university teacher education programs in Illinois earned a “D” or “F” grade for how they prepared students to teach scientifically proven methods for reading. “Not only does Illinois not do well, but there are no signs of improvement and that runs counter to what we’re seeing in many states,” said Kate Walsh, president of the National Council on Teacher Quality. “It’s extremely frustrating to see. Kids aren’t learning how to read and what is more damaging to your life than not learning that essential skill?”

The most effective path to ensure that teachers in Illinois are trained in the scientifically proven methods of reading instruction so that the future of Illinois students, communities, and the economy is more secure than it is today.

Resolution Committee Rationale: Teacher Preparation programs that anticipate having a self-contained environment usually have reading courses as a part of their curriculum, however, with the passage of Public Act 101-0220 the requirement that teacher candidates pass a test of basic skills to receive a Professional Educator License was eliminated. Now, skills in the area of Reading are only tested for content endorsements.

Historically, IASB has not taken positions on teacher education programs at universities. School districts have the authority to include the criteria it desires when posting teacher vacancy positions. If a school district desires this additional accreditation, it could require it. Committee members were also concerned that by statutorily increasing standards for teacher licensure and adding new testing requirements could have an adverse effect in filling teaching positions in some areas of the state. This would be even more problematic given the current teacher shortage situation. Lastly, the original resolution seems to add a mandate, which traditionally IASB advocates against opting for local flexibility instead.

The Committee supported the concepts within the original resolution. However, it was noted that the language of the original resolution was too rigid in its approach.

The Resolutions Committee **RECOMMENDS DO NOT ADOPT**.

The submitting district has appealed the recommendation of the Committee and will have an opportunity to bring the proposal to the Delegate Assembly.

The Committee did approve the following replacement language for this resolution:

BE IT RESOLVED THAT The Illinois Association of School Boards shall support initiatives in teacher preparation programming that prepare teachers to be trained in scientifically proven methods of reading instruction that promote student literacy.

5. Teacher Shortage

Submitted by: Altamont CUSD 10

BE IT RESOLVED THAT the Illinois Association of School Boards shall support efforts to direct the Illinois State Board of Education to expand the issuance of provisional teacher licenses to all curricular areas.

District Rationale: The State of Illinois is currently experiencing a shortage of teachers to meet the educational needs of its students and communities. This shortage of teachers is having an impact across the state, particularly in rural areas. This shortage is hitting certain curricular areas especially hard, as those areas have typically been the targets of reductions by school districts to meet the ever increasing costs of education. With the coming state mandate that will raise the minimum teacher's salary to \$40,000 beginning in 2022, this problem will become even greater for rural schools whose budgets are limited by local property values and strained by state requirements.

The Illinois State Board of Education (ISBE) has taken steps to alleviate this problem by issuing temporary licensure for certain curricular areas. With a prescribed number of hours in a related field and a bachelor's degree from an accredited institution, a person may qualify for a provisional license to teach in these curricular areas for up to five years, with another five-year renewal possible if the district has not been

able to successfully fill the position. Currently, our district has taken advantage of this provision to provide our students with educational opportunities in Industrial Technology, and the program is flourishing.

However, ISBE has not extended the provisional license option to enough curricular areas. In accessing any of the available job placement boards it becomes clear that there is a dramatic statewide shortage of licensed teachers in curricular areas such as Foreign Language, Physical Education, and Special Education. Our district has had the good fortune of finding licensed teachers in those areas in the past, but we were unable to fill an open position in Physical Education for the past school year, and have had zero licensed applicants for our open Spanish position. Each of those positions has had interested parties who would otherwise meet the Provisional License requirement of the State Board of Education, but Illinois does not offer a Provisional License in those curricular areas.

Resolutions Committee Rationale: The Illinois State Board of Education has streamlined the requirements for qualified teachers to earn short-term approvals and endorsements in high-demand areas. Among the changes, short-term approvals returned in 2015 in response to feedback from school districts that emergency credentials were needed in all content areas to staff unfilled classrooms. The short-term approval is now available in all areas and grade spans, except in driver's education and special education. The short-term emergency approval allows individuals who have met some, but not all, of the requirements for the Learning Behavior Specialist I endorsement to begin teaching special education.

The submitting district specifically mentioned not being able to fill positions in the areas of Physical Education, Foreign Language, and Special Education. Both the Short-Term Approval for Teachers at All Grade Levels and the Short-Term Emergency 25.48 licensure options allow for filling the specific areas of need. Most can be filled with candidates with the minimum requirements of a valid Professional Educator License (PEL) endorsed in a teaching field, and official transcripts showing completion of nine hours of coursework in the subject area to be taught. Both licenses are valid for three years which allows for candidates to work towards the requirements for the corresponding endorsement during the validity period. Unfortunately, these licenses will not be issued after June 30, 2023.

The approved resolution reflects a change agreed upon by the submitting district and the Committee so it encompasses all school districts. Originally, the resolution was directed only towards rural schools.

The Resolutions Committee **RECOMMENDS DO ADOPT**.

LOCAL – STATE – FEDERAL RELATIONS

6. E-Learning on Election Day

Submitted by: Naperville CUSD 203

BE IT RESOLVED THAT the Illinois Association of School Boards shall support and encourage legislation that would allow school districts to use an e-learning day or remote learning day in lieu of closing a school or the district on an election day, during a public health response requiring use of a school, or on any other day during which a school is mandated to be used for a public function during school hours.

District Rationale: School safety is a significant concern among districts across the state of Illinois. Many schools are currently used as polling places where the general public can easily access areas of the school where students are learning, which presents a potential security risk. Moreover, school districts are required to cover the cost of any enhanced security required on election days. Additionally, with the need to respond to the COVID-19 pandemic, it is becoming increasingly likely that schools may take on roles in public health activities such as locations for vaccination drives. Therefore, this resolution allows the district to shift schools being used not only for elections, but for any mandated public function, to use e-learning or remote learning to prevent any scheduled or unforeseen disruptions in student learning and to minimize additional safety and security concerns on those days.

Resolutions Committee Rationale: The submitted resolution asks the Illinois Association of School Boards (IASB) to support legislation that allows school districts to use e-learning or remote learning days for any days that a school is required to be used for a public function during school hours, specifically when schools are used as election polling places.

School districts have been struggling with the requirement to be a polling place for elections held on school days for many years. Now that legislation has been adopted to allow school districts to hold e-Learning and remote learning for students, not requiring them to be in the school building, there are options afforded to school districts to keep students and staff safe, provide a place for required or requested public gatherings, and still provide student learning. Naperville CUSD 203 and the Committee concurred that it is critical for school districts to have the ability to consider this option but not be required to utilize e-learning or remote learning days to accommodate use of facilities by entities outside the school.

Additionally, school calendars that establish student contact days, vacation days, and other holidays are negotiated with the bargaining unit before the school year begins. E-learning or remote learning options demand much preparation and buy-in by staff, parents, and students, and it should not be assumed that schools are available to provide that type of learning at-will without sufficient notice for the school district and staff to consider implications.

The Resolutions Committee RECOMMENDS DO ADOPT.

7. Local control Pandemic

Submitted by: New Berlin CUSD 16

BE IT RESOLVED THAT the Illinois Association of School Boards shall encourage members of the U.S. Congress, the Illinois General Assembly, related administrative agencies, and state and federal courts to take a regional approach in response to national health emergencies.

District Rationale: During the most recent COVID-19 pandemic, the State had decision-making authority over pandemic closures, openings, and other guidelines despite the difference in prevalence amongst differing counties. Scott County, which had zero (0) reported cases, and Pike County, which had (1) reported case, were required to follow the same school closures as Chicago, which had 48,742 reported cases at the time, and surrounding Cook County, which had 34,843 reported cases. It would be less disruptive for students in lesser affected areas if their district or regions could determine whether a school closing was appropriate under the circumstances.

Resolutions Committee Rationale: The submitting district expressed concern that there were significant differences in the prevalence of COVID-19 cases in many areas of the state compared to Chicago and the surrounding communities, yet all areas of the state were subjected to the same closure requirements and restrictions despite those differences.

IASB has historically supported local control with a Position Statement named as such since 1976, and agreed that a stand-alone position for this specific situation was warranted.

The Resolutions Committee RECOMMENDS DO ADOPT

8. Local Control Pandemic

Submitted by: Edwards County CUSD 1

BE IT RESOLVED THAT the Illinois Association of School Boards shall support and advocate for schools to open back up and allow local school boards and the administration to make decisions based upon what is best for the school and school community during this COVID-19 pandemic.

District Rationale: The safety and protection of our students and school personnel is one of our most important and top priorities, and:

- Local school districts should have the ability to make decisions based upon the best interest of their students in all circumstances, and;
- There may be justifiable reasons when short term statewide or region wide school closures are appropriate, and;
- Bordering states are beginning to open up to more normal settings, and;
- Illinois still has extremely restrictive social gathering guidelines in place, and;
- There will be potentially dire consequences for Illinois Schools if schools remain closed and are not allowed to open for the 2020-2021 school year, and;
- Families are already planning to home school their children,

or move to a bordering state to avoid remote learning, and;

- Students are missing educational, social, and co-curricular experiences by not being in school, and;
- Student athletes are having their athletic careers stripped away from them while other States are making allowances and resuming sports, and;
- Seniors are making preparations to attend college outside of Illinois due to the uncertainty in the State while other states are making provisions and arrangements for in-person instruction in tandem with online learning, and;
- The financial wellbeing of Illinois Schools has been turned upside down as a result of the State shutdown, and as a result Illinois schools are falling further from the Adequacy

Target, and;

- If Illinois Schools are not allowed to open and operate somewhat normal in August, many staff members potentially will be laid off, adding to the already enormous unemployment crisis in Illinois.

Resolution Committee Rationale: The submitted resolution addresses an issue very similar to Resolution 7.

Since it is so similar, and as the Committee voted a “Do Adopt” motion on that, the recommendation for this resolution was “Do Not Adopt” so as not to have duplicate resolutions.

The Resolutions Committee RECOMMENDS DO NOT ADOPT.

REAFFIRMATION OF EXISTING POSITIONS

EDUCATION PROGRAMS

9. Position Statement 1.16 Renewal of Charters

Submitted by: Woodland CCSD 50

THE ILLINOIS ASSOCIATION OF SCHOOL BOARDS SHALL urge adoption of legislation that allows for participation of the host school district in the charter school renewal process for State Authorized Charter Schools.

District Rationale: Once the charter school is authorized by the State over the objection of the local school board, the school board loses all opportunity to participate in the 5-year renewal proceedings. The local school board lacks any opportunity for meaningful input, participation, or challenge related to the renewal process, despite funding 100% of the charter school (millions of dollars annually). It is akin to taxation without representation. Local control must be honored.

Resolutions Committee Rationale: The resolution would reaffirm current Position Statement 1.16.

The issue presented in the resolution would only apply to the districts that “host” a state authorized charter school. State authorized charter schools are charter schools run by an entity of the State of Illinois and in existence over the opposition of local school districts. State authorized charter schools present fiscal challenges to local school districts because they receive per capita tuition dollars from Illinois that were originally designated for the host district.

The Resolutions committee RECOMMENDS DO ADOPT.

10. Position Statement 1.17 Charter Schools – At-Risk Students

Submitted by: Woodland CCSD 50

THE ILLINOIS ASSOCIATION OF SCHOOL BOARDS SHALL urge the adoption of legislation that defines the special expectations of State Authorized Charter Schools to educate at-risk students, including the requirement that the State Authorized Charter School’s program and operations be specifically designed to attract and service at-risk students, and that the State Authorized Charter School be required to report to the public its progress in achieving these expectations.

District Rationale: The State Charter School Commission and the Illinois State Board of Education have failed to hold charter schools accountable for balanced enrollment of at-risk students at State Authorized Charter Schools. The Commission and ISBE have taken the position that while the School Code requires charter schools to place a “special emphasis” on educating at-risk students, such language is aspirational and not a requirement. Without a legislative cure, State Authorized Charter Schools are allowed to perpetuate discriminatory practices to deter at-risk student enrollment (students who need and deserve a premium of resources), while receiving 100% of the local tuition rate.

Resolutions Committee Rationale: The resolution would reaffirm current Position Statement 1.17.

In the Charter School Article of the Illinois School Code, the General Assembly declares one of the purposes of charter schools is, “to increase learning opportunities for all pupils, with special emphasis on expanding learning experiences for at-risk pupils.” One major issue with charter schools applying the expectation of the law is the lack of a clear definition of “at-risk” students. “At-Risk” is defined differently in various sections of law and administrative rules.

The Resolutions Committee RECOMMENDS DO ADOPT.

FINANCING PUBLIC EDUCATION – STATE

11. Position Statement 2.27 State Authorized Charter School Funding

Submitted by: Woodland CCSD 50

THE ILLINOIS ASSOCIATION OF SCHOOL BOARDS SHALL urge adoption of legislation which would create a new methodology for the funding of State Authorized Charter Schools which would not have a negative financial impact on the host district, particularly in the spirit of evidence based funding. With respect to State authorized virtual charter schools, further limit the withholding of State funds from host school districts in proportion to the per pupil expenditure used for building maintenance, classroom supplies, transportation, safety and security, and other costs unique to “brick and mortar” schools. For all State-authorized charter schools, require that proof of continuing enrollment and attendance be submitted quarterly, with prorated refunds to the host school district upon withdrawal of students from the charter school.

District Rationale:

1. The loss of students from the school district to the charter school does not equate to a proportionate reduction in host district expenses. Charter schools are the opposite of the consolidation theory. Educating the same number of students with additional facilities, additional administration and additional staff – all without additional funding from the State – is unsound.
2. The diversion of 100% of a school district’s “per capita tuition charge” means that school boards and local

taxpayers pay for 100% of charter school tuition, despite opposing the creation of the charter school. Local control must be honored and restored.

3. The State assumes no financial responsibility for the charter school, despite opening the school over the objection of the local school board. The State oversees the operations of the school; thus it should bear responsibility for the funding of the school.
4. The current funding model erodes the values and the intent of evidence-based-funding (EBF) for school districts and ensures that State Authorized Charter Schools receive all the benefits of EBF, even if the student body at the charter school is vastly different. Effectively, charter schools can receive a funding windfall by receiving 100% of the local tuition rate, while not being required to provide the same/similar services and operations to the same student population.

Resolutions Committee Rationale: The resolution would reaffirm current Position Statement 2.27.

State-authorized charter schools continue to be a major issue as “host” districts have to scramble to find a way to deal with fewer revenues from the State of Illinois while still providing a quality education to the students they serve.

Current law takes state funding from a local district and distributes it to a state authorized charter school. If the local school district looked to raise revenue and provide additional resources to students from local sources, the state-authorized charter schools would receive an even larger share of the local districts’ state funding.

The Resolutions Committee RECOMMENDS DO ADOPT.

NEW BELIEF STATEMENTS

12. Equity

Submitted by: Indian Prairie SD 204

The Illinois Association of School Boards urges its member districts and the leadership of member districts to integrate the principles of equity and inclusion in school curriculum, policies, programs, and operations, ensuring every student is welcomed and supported in a respectful learning environment.

District Rationale: The School Board Association, representing the State of Illinois, must have as part of its Belief Statements its unequivocal and uncompromising belief that equity must be a priority and, within each district, that must begin with the local Board of Education. The principles should be found in the entire educational spectrum, as the value of each student must be affirmed in all facets of their school experience. If our board leaders provide the example, then the probability is enhanced that

the inherent dignity and equal rights of each student will be recognized.

Resolutions Committee Rationale: The submitted resolution would add a new Belief Statement.

Currently, IASB does not have a Belief Statement that mentions diversity, equity, or inclusiveness. With the importance and timeliness of the ideas of equity and inclusion, it is appropriate that member districts are asking for IASB to be a source of direction.

The Committee supported the concept that the Illinois Association of School Boards needs to be an equity and inclusiveness leader in the area of education for the state of Illinois.

The Resolutions Committee RECOMMENDS DO ADOPT

POSITION STATEMENTS DELETIONS AND AMENDMENTS

1.02 Curricular Material Determination

The Illinois Association of School Boards shall support the right and responsibility of each local school board to determine its curricular content including opposing any mandated Curriculum, ~~that comes from the Common Core Standards.~~ (Adopted 1981; Amended 1983, 1988, 2001, 2013)

Rationale: Amend. The Common Core Standards are no longer implemented in Illinois.

1.15 Virtual Charter Schools

The Illinois Association of School Boards shall encourage the ~~Charter School Commission~~ Illinois State Board of Education to develop regulations that ensure State-authorized virtual charter schools meet the full needs of Illinois students and follow the intent of current State laws prohibiting the use of public funds for profit-driven educational firms. ~~Examples of such regulations might include, but not be limited to, the following:~~

- ~~Assurance of student access to teachers, including information regarding teacher accessibility, teacher/student ratio, and amount of teacher/student contact time~~
- ~~Evidence of the social-emotional well-being of students, such as information regarding opportunities for peer interaction and collaboration, adult advisory resources, and protocols to prevent bullying or other inappropriate online behavior~~
- ~~Not-for-profit entities that sponsor virtual charter schools shall be in existence for at least one year before submitting a virtual charter school proposal and operate under the Open Meetings Act and the Freedom of Information Act once a charter school has been approved~~
- ~~Entities proposing virtual charter schools are limited to submitting a proposal to only one school district per year~~
- ~~Members of the not-for-profit board that proposes a virtual charter school must demonstrate a direct link to the community in which it is proposing a charter school, through either residency, employment, or education~~
- ~~Funding for State-authorized virtual charter schools shall be reduced proportionately to reflect annual State aid prorations, as well as per pupil expenditure used for building maintenance, classroom supplies, transportation, and other costs unique to the services provided by a “brick and mortar” school.~~ (Adopted 2013)

Rationale: Amend. The Charter School Commission has been abolished and those duties and responsibilities were transferred to the Illinois State Board of Education. The opening statement is sound on its own and hypothetical examples are not necessary.

1.19 Data Equity

~~The Illinois Association of School Boards shall support legislation allowing non-unit districts to enter into agreements to share student data to the same extent and with the same ease as unit districts.~~ (Adopted 2014)

Rationale: Delete. After further research on the issue, it was found that dual districts can share such data with each other to better align curricula and other programs under current law and practices.

2.01 Priority And Support

The Illinois Association of School Boards shall urge the Governor and General Assembly of Illinois to establish education as the number-one priority of state government, to increase funding of education to such levels as would be necessary to implement the constitutional requirement that the state have primary responsibility for financing the system of public education, including full funding of the Evidence-Based Funding formula. ~~of educational reform, and to adjust the state aid formula to offset increased inflationary costs.~~ (Portions Adopted 1973, 1977, and 1986; Amended 1988; Reaffirmed 2000, 2004, 2006, 2012, 2014)

Rationale: Amend. The position needs to be updated with the adoption and implementation of the new funding formula.

2.07 Contracting Driver's Education

~~The Illinois Association of School Boards shall support legislation authorizing school districts to provide a comprehensive driver's education program through contract. Such contracts shall be made with properly authorized persons or agencies and may include provisions calling for the use of school property.~~ (Adopted 1982)

Rationale: Delete. The driver's education law and the mandate waiver law now allow for school districts to contract out for driver's education services for students – albeit with some limitations on the school district and some restrictions and mandates on the private contractor providing the service.

2.11 State Aid Payments

The Illinois Association of School Boards shall support legislation that requires the State of Illinois to make general state aid funding formula payments to school districts, on a monthly basis, during the entitlement year in which they are appropriated. Furthermore, the Illinois Association of School Boards shall support legislation that requires the State of Illinois to pay interest at the current legal rate on any payments which are late. (Adopted 1991; Reaffirmed 2000, 2014; Amended 2011)

Rationale: Amend. The position needs to be updated with the adoption and implementation of the new funding formula.

2.13 Heat Days Funding

~~The Illinois Association of School Boards shall strongly support legislation to totally fund “heat” days for our schools.~~ (Adopted 1996)

Rationale: Delete. Over the years, the Illinois State Board of Education has given more flexibility to local school districts regarding school closings related to weather and other emergencies.

2.19 School Funding And Taxation Reform

The Illinois Association of School Boards shall actively support the general concepts regarding school funding reform, property tax relief, and tax reform identified in the legislative outline prepared by the Center for Tax and Budget Accountability in June of 2004. Legislation resulting from that legislative outline shall be supported by the Illinois Association of School Boards provided that oppose school funding and tax reform proposals unless the State guarantees that the payment of property tax relief grants will be made in a timely fashion with no loss of funds to the school district and that school districts have continued access to local property tax revenues through levies and referenda, the legislation meets the criteria outlined in the IASB Position Statement 2.37 — School Finance Reform:

(Adopted 2004; Amended 2005; Reaffirmed 2014)

Rationale: Amend. The Center for Tax and Budget Accountability plan for school funding reform was never approved. Instead, the Evidence-Based Funding Model was put in place. There do continue to be proposals considered that would prevent access to property tax revenues by local school districts so this portion of the position is still relevant.

2.25 Multi-County School District GSA Offset

The Illinois Association of School Boards shall support legislation to modify the GSA (General State Aid) Formula calculation for multi-county PTELL (Property Tax Extension Limitation Law) school districts which have lost GSA experienced a loss of state aid for current and prior years due to an estimate of Equalized Assessed Value (EAV) utilized by the county providing the limiting rate to the Illinois State Board of Education (ISBE) for use in calculating a District's base funding minimum GSA: (Adopted 2010)

Rationale: Amend. The position needs to be updated with the adoption and implementation of the new funding formula.

2.29 Clock Hours Vs. Minutes

~~The Illinois Association of School boards shall research the impact and viability of moving from a methodology of required days of student instruction to minutes of student instruction as necessary to compensate for minutes of instruction lost due to school closures caused by disaster, flood, extreme weather conditions, evacuations, or other events beyond the control of the school district. (Adopted 2016)~~

Rationale: Delete. The position statement calls for IASB to research the impact of this methodology, which IASB staff did. Further, with the enactment of the Evidence-Based Funding Model in fall of 2017, the long-standing "clock hour" provision was eliminated to give school districts more flexibility in how they provided educational programs to students. In 2019, the legislature re-instated the clock hour provision over the opposition of IASB. In 2020, with the pandemic health emergency and the shut-down of schools, more changes were made to the clock hour provision – especially regarding remote learning and e-learning programs.

2.37 Property Tax Cap — GSA Calculation

The Illinois Association of School Boards shall support legislation to modify the General State Aid Formula state aid calculation for school districts subject to PTELL (Property Tax Extension Limitation Law) such as that they are not penalized when successfully passing an operating fund rate increase referendum. (Adopted 2008)

Rationale: Amend. The position needs to be updated with the adoption and implementation of the new funding formula.

2.39 School Finance Reform

Evidence-Based Funding Model

The Illinois Association of School Boards believes that adequate funding must be provided for each student in order to guarantee the opportunity for an appropriate public education, and therefore supports the Evidence-Based Funding Model for state aid distribution. This funding model meets the following principals supported by IASB:

~~Education funding should~~ It takes into account the cost associated with delivering quality, research-based programming, geographic conditions, and student needs. Fully funding districts would ensures adequate funding for districts to locally determine and deliver appropriate and effective educational experiences to every student.

~~IASB supports the need for transparency and dissemination of information, regarding the impact of proposed education funding reforms as they are developed, formally proposed, considered, and enacted. Additionally, IASB will utilize the following criteria to evaluate proposals for school finance reform:~~

- ~~1. The state's funding of public education should~~ It provides for a stable, reliable, and predictable commitment of revenue.
- ~~2. State funding levels for public education should be~~ It is a function of the actual cost of providing an appropriate education based on research, data, and current best practices.
- ~~3. Adequate funding should be sought through the addition of new state revenues for public education:~~
- ~~4. Any funding formula developed by the General Assembly shall~~ It places high priority upon achieving the goal of equity in providing financial resources to local school districts.
- ~~5. Increased state funding for public education should~~ It does not reduce the access of school districts to the local property tax base.
- ~~6. In the distribution of state funds to local school districts:~~
 - ~~Funding a funding~~ differentials for various levels of schooling are ~~appropriate only~~ if based on verified costs;
 - ~~b. consideration should be~~ Consideration is given to regional differences in the cost of providing an appropriate education;
 - ~~c. the method of calculating~~ The calculation of the number of students coming from disadvantaged backgrounds should be based on current, verifiable data;
 - d. size of school district is important only to the extent that a district provides an appropriate education.

7. A specified local tax effort ~~should be~~ is required to qualify for state aid.
8. Authority for changing a district's aggregate tax levy ~~should be~~ is retained by the local board of education.
9. ~~Taxing authority without referendum for unit districts in all funds should be equal to the sum of the taxing authority in dual districts.~~

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10. ~~Funding should not be tied to mandated training of local Boards of Education. In order to obtain substantial new state revenues for funding an appropriate education, the following considerations should have an impact on any proposal for school finance reform:~~
 - a. ~~A legitimate level and type of accountability will be needed.~~
 - b. ~~The physical plant needs of Illinois' school districts should be addressed.~~
 - c. ~~Taxpayer equity and relief, including uniform tax assessment and procedures as well as tax relief for limited fixed income and disabled citizens, should be provided.~~ (Adopted 1990; Amended 1996, 2008, 2014, 2016; Reaffirmed 2001, 2012)

Rationale: Amend. The position needs to be updated with the adoption and implementation of the new funding formula.

4.01 Attention Deficit Disorder

~~The Illinois Association of School Boards shall encourage the Illinois State Board of Education (ISBE) to continue to study Attention Deficit Hyperactivity Disorder and methods to accurately identify and meet the educational needs of children with this disorder. Further, IASB shall seek clarification of state policies and categories of special education to provide for consistency in special education placement and disseminate relevant information from the ISBE to local school districts. (Adopted 1992)~~

Rationale: Delete. The position calls for IASB to "encourage" the ISBE to study the issue – that has been done. Further, much has been learned on this matter since 1992 and many changes have taken place in addressing these students.

4.04 School Board Member Training

The Illinois Association of School Boards shall oppose any legislation that includes a ~~provision for additional requirements or expansion of~~ mandatory training of school board members. IASB encourages local boards of education to model continuous improvement by pursuing all professional development and training opportunities. IASB, with its unique combination of expertise and resources, is uniquely in the position to be the primary agency responsible for school board member training and professional development as recognized by Article 23 of the School code, and any such legislation requiring school board member training shall specifically list IASB as a training provider. (Adopted 2008; Amended 2012)

Rationale: Amend. Mandatory school board member training has been the law for several years and, at the time, IASB helped draft the language knowing passage was probable despite IASB opposition, so the essentials of board governance were the required training subjects. There is a concern that an endless list of new topics could be added if IASB membership is not vigilant.

5.03 Collective Bargaining

The Illinois Association of School Boards shall strongly oppose legislation that diminishes the local school board's ability to collectively bargain with employees and shall encourage the General Assembly, ~~the Illinois State Board of Education, and the State Superintendent to refrain from passing legislation and the Illinois State Board of Education or State Superintendent of Schools from promulgating administrative rules or issuing guidance documents~~ that tips the balance of the bargaining process in favor of employee bargaining units. The Association shall continue to oppose any change in the collective bargaining law which fails to protect the rights of students, employees, taxpayers, and boards of education and their administrative staffs. (Adopted 1981; Amended 1985, 2001; Reaffirmed 2012)

Rationale: Amend. Neither the Illinois State Board of Education nor the State Superintendent of Schools can pass legislation, but they have attempted to do this through these other channels.

5.06 ESP Contracts

The Illinois Association of School Boards shall support legislation that allows local school boards to determine locally all contractual arrangements for education support personnel. (Adopted 1990)

Rationale: Amend. It is suggested the title be changed to more accurately reflect the content of the position statement.

5.09 IMRF Qualification

The Illinois Association of School Boards shall support legislation that would amend the Illinois Municipal Retirement Fund (IMRF) laws for non-certified school staff to change, at each local district's option, the number of minimum hours an employee would work to qualify for IMRF from the current 600-hour standard to a 1,000-hour standard. This change would only be for new employees after the effective date of the legislation. (Adopted 1994)

Rationale: Delete. There has been no desire for change to this standard in over 25 years and this issue has not been raised again by IASB membership since then.

6.05 State Board Of Education Membership

The Illinois Association of School Boards shall participate in the development of legislation amending Section 105 ILCS 5/1A with a goal of insuring fair representation on the State Board of Education from all geographic areas of Illinois. (Adopted 1999)

Rationale: Delete. Since 1999, the statute regarding the make-up of the Illinois State Board of Education has been amended to assure geographical and political balance. Board members must be apportioned so that the City of Chicago, suburban Chicago counties, and downstate must be represented. There are also at-large members to assist with this balance. Further, some members must be from the educator community.

6.09 Students On Public Aid

The Illinois Association of School Boards shall seek and support legislation to mandate that students of families receiving State/Federal financial assistance (e.g. welfare, AFDC) maintain "regular" attendance as a stipulation for receipt of same. (Adopted 1995)

Rationale: Amend. The terms given as examples are obsolete.

6.10 School Holidays — Local Option

The Illinois Association of School Boards shall support legislation that would allow local school districts the authority to decide whether to observe legal holidays as a day of non-attendance for students. (Adopted 1996)

Rationale: Delete. Local school districts may decide whether to observe holidays by applying through the mandate waiver process through the Illinois State Board of Education. Such waivers are routinely requested – and approved – by the ISBE each year.

6.13 Support Services To Private Schools

The Illinois Association of School Boards shall support modifications in the Illinois Intergovernmental Agreement Act to allow public school districts to work together in a time and cost efficient manner to provide support services to private schools as required by the U.S. Supreme Court rendered in the case of *Agostini v. Felton*, 65 U.S.L.W. 4526. (U.S. June 23, 1997) (Adopted 1997)

Rationale: Delete. This issue has not been brought up by IASB membership in over 20 years.

6.23 PARCC Testing Results

The Illinois Association of School Boards shall petition the Illinois State Board of Education to fairly report discrepancies in the scoring of state required standardized testing: 1) between paper and pencil versus electronic results AND 2) within the electronic testing method. Further, that such discrepancies will be made public so that schools may provide said information to parents and media when the testing results are reported as required under state law. (Adopted 2017)

Rationale: Delete. The PARCC test is no longer administered in Illinois.

7.10 Board Vacancy Filings

The Illinois Association of School Boards shall support legislation to increase the timeline to fill a school board vacancy from 45 days to 60 days to allow school boards more time to fill such vacancies. (Adopted 2014)

Rationale: Delete. IASB was successful in passing legislation to meet this objective.

BELIEF STATEMENTS

4. The Illinois Association of School Boards believes that a comprehensive restructuring is needed in the way public schools are funded in Illinois and that IASB should be an active partner in responsible grassroots initiatives for school funding reform.

Rationale: Delete. A comprehensive restructuring of education funding took place with the adoption of the Evidence-Based Funding Model. Further, school funding is adequately covered in position statements 2.01, 2.19, and 2.39.

7. The Illinois Association of School Boards supports teacher salaries which are performance-based, market-sensitive, professionally competitive, and which are tied to an effective evaluation system.

Rationale: Delete. Position statement 5.02 adequately covers the issue of teacher salaries.

9. The Illinois Association of School Boards believes that local boards of education should be prepared for possible public health crises (such as an Avian Flu pandemic) and other public safety concerns. IASB should obtain the most recent and accurate information from the pertinent federal, state, and local agencies and disseminate such information to school districts throughout the State. School districts are encouraged to adopt proactive pandemic preparedness strategies. IASB also encourages school participation in the National Fire Protection Association's campaign for fire escape planning and practice among our member families and citizens.

Rationale: Amend. The example given is dated and any new example given would likely eventually be viewed the same. The last sentence does not address the same subject and detracts from the main statement.

~~10. The Illinois Association of School Boards urges local boards of education to provide education programs on awareness of the advantages of wearing bicycle helmets when riding bicycles.~~

Rationale: Delete. Legislation was enacted in 2018 that requires school districts to provide education to students in grades K-8 on safe bicycling.

~~11. The Illinois Association of School Boards urges its member districts to limit career exploration activities to non-school attendance days or to school-run career~~

~~days. In addition, the Association believes Take-Your-Daughter-to-Work Day should be designated for a non-attendance day and should also consider working to make this day non-gender specific.~~

Rationale: Delete. The issue of “Take-Your-Daughter-To-Work Day” seems to have taken care of itself as it has not been brought up by IASB membership in years.

The Resolutions Committee RECOMMENDS DO ADOPT on all proposed deletions and amendments.

CURRENT POSITIONS

EDUCATIONAL PROGRAMS

1.01 Educational Programs

The Illinois Association of School Boards urges its member districts to develop educational programs to maximize educational opportunities for students by fully utilizing teacher and staff potential, community resources, and physical facilities. The goal of each district shall be to serve the interest, talents, and needs of each child through an outstanding well-balanced program. The Association shall also encourage its members to increase their awareness of the Mental Health Code (405 ILCS 49/15) which supports developments and implementation of a plan to incorporate social and emotional standards as part of the Illinois Learning Standards. (Adopted 1959; Amended 1988, 2009)

1.02 Curricular Material Determination

The Illinois Association of School Boards shall support the right and responsibility of each local school board to determine its curricular content including opposing any mandated curriculum that comes from the Common Core Standards. (Adopted 1981; Amended 1983, 1988, 2001, 2013)

1.03 Physical Education

The Illinois Association of School Boards shall support modifications to existing state mandates which shall allow boards of education to establish time requirements and appropriate exemptions for physical education at the K-12 level. (Portions Adopted 1982, 1986; Reaffirmed 1984, 1987; Amended 1988, 1995, 2013)

1.04 P. E. Exemption for Show Choir

The Illinois Association of School Boards shall attempt to have legislation passed that would amend 105 ILCS 5/27-6 of the School Code of Illinois to grant an additional exemption for students, grades 9-12, enrolled in an ongoing Show Choir program for credit. (Adopted 2012)

1.05 Student Retention And High School Completion

The Illinois Association of School Boards shall urge Congress and the Illinois General Assembly to commit the appropriate resources and develop programs that would reduce the dropout rate throughout the state of Illinois with specific emphasis on early intervention in the elementary level and continuous intervention at the secondary school level to facilitate graduation. (Adopted 1986; Amended 2003)

1.06 Preschool Programs

The Illinois Association of School Boards shall support full funding of early childhood programs operated by public schools as a priority with legislation providing new monies for both staffing and infrastructure costs associated with early childhood programs for preschool children, at-risk infants and toddlers, and grants for parental training. (Adopted 1986; Amended 2001, 2006, 2007, 2016)

1.07 Discipline For Special Education Students

The Illinois Association of School Boards shall develop and implement a legislative agenda at the Federal and State levels which urges the adoption of legislation easing the legal restrictions imposed on local school boards for disciplining students enrolled in special education programs, including the suspension and expulsion of such students, and providing for a less restrictive access to records of transferees due to expulsion. (Adopted 1994; Amended 1995)

1.08 Standardized Test Procedures

The Illinois Association of School Boards shall urge the Illinois State Board of Education to contract with a national testing company to develop a state assessment test that will test the Illinois Learning Standards on a yearly basis in compliance with, and only testing those areas required by, the federal Every Student Succeeds Act. Further IASB shall support legislation to:

- Require that the test be given no later than October of each year with results received by local school districts no later than December of that same year;
- Provide that assessments include both an annual overall performance measure as well as a system of formative classroom-level assessments that are linked to desired standards;
- Require that the test will remain the same for 10 years with only changes in the test items to maintain security;
- Require that the cut scores be set before the test results are tabulated, leaving the score ranges the same from year to year and from grade to grade; and
- Expedite and fully fund test development and implementation of an appropriate assessment instrument for English language learners. (Adopted 2002; Amended 2003, 2008, 2016; Reaffirmed 2011)

1.09 Student Assessment

The Illinois Association of School Boards shall support legislation that will modify required State student assessments so testing does not go beyond what is required by federal law, and that prohibits the Illinois State Board of Education from pursuing activities designed to expand student assessment without legislative approval. Further, the Association shall support efforts to modify the Illinois and federal student assessment processes so that they will:

- Reduce costs to schools, the state and therefore taxpayers;
- Enhance student achievement;
- Increase student instructional time;
- Facilitate test score comparability within and across state lines;
- Fairly test students who are English language learners so that their academic progress can be accurately assessed regardless of their fluency;
- Return test results in a manner that will allow school districts to maximize student learning;
- Comply with the federal accountability mandate tied to testing;
- Maintain a needed emphasis on the Illinois Learning Standards; and
- Develop a reporting process that reflects a school's progress beyond simply student assessment scores. (Adopted 2002; Amended 2008; Reaffirmed 2011)

1.10 Every Student Succeeds Act – Military Recruitment

The Illinois Association of School Boards shall work with the National School Boards Association and other coalitions to urge Congress and the General Assembly of Illinois to, regarding the Every Student Succeeds Act, replace the opt-out burden on parents with an opt-in provision with regard to the requirement of secondary schools to disclose student information to military recruiters. (Adopted 2005; Amended 2016)

1.11 School Attendance Days

The Illinois Association of School Boards shall support a policy variance by the Illinois State Board of Education to allow Unit School Districts the option to stagger the start and end date of schools within their district based on developmental and educational appropriateness, without penalty to state aid appropriations, provided that all students in the district meet required student attendance requirements. (Adopted 2004)

1.12 Funding For Differentiated Instruction

The Illinois Association of School Boards shall seek administrative and legislative actions calling for the provision of separate and sufficient new monies to support programs of differentiated instruction for those students identified as having exceptional talents and abilities, permitting these students to reach their potential. Such student talents and abilities may be in areas that expand beyond the core curricula. To ensure efficiency and productivity in the

implementation of these programs, school districts should be provided sufficient flexibility in the acquisition and expenditure of such State funds. (Adopted 2007)

1.13 Bilingual Education Options

The Illinois Association of School Boards shall request the Illinois State Legislature to pass legislation to amend the current Illinois School Code to make Transitional Bilingual Education optional and not mandatory. (Adopted 2008)

1.14 Student Academic Placement

The Illinois Association of School Boards shall support local school district and parent collaboration, evaluation, and decision-making regarding the grade-level placement of students based upon their academic, social, and emotional maturity and readiness to advance. When parental advancement requests deviate from normal school advancement, school districts maintain the authority to evaluate and place students. (Adopted 2010; Reaffirmed 2011)

1.15 Virtual Charter Schools

The Illinois Association of School Boards shall encourage the Charter School Commission to develop regulations that ensure State-authorized virtual charter schools meet the full needs of Illinois students and follow the intent of current State laws prohibiting the use of public funds for profit-driven educational firms. Examples of such regulations might include, but not be limited to, the following:

- Assurance of student access to teachers, including information regarding teacher accessibility, teacher/student ratio, and amount of teacher/student contact time
- Evidence of the social-emotional well-being of students, such as information regarding opportunities for peer interaction and collaboration, adult advisory resources, and protocols to prevent bullying or other inappropriate online behavior
- Not-for-profit entities that sponsor virtual charter schools shall be in existence for at least one year before submitting a virtual charter school proposal and operate under the Open Meetings Act and the Freedom of Information Act once a charter school has been approved
- Entities proposing virtual charter schools are limited to submitting a proposal to only one school district per year
- Members of the not-for-profit board that proposes a virtual charter school must demonstrate a direct link to the community in which it is proposing a charter school, through either residency, employment, or education
- Funding for State authorized virtual charter schools shall be reduced proportionately to reflect annual State aid prorations, as well as per pupil expenditure used for building maintenance, classroom supplies, transportation, and other costs unique to the services provided by a “brick and mortar” school. (Adopted 2013)

1.16 Charter School — Renewal Of Charters

The Illinois Association of School Boards shall urge adoption of legislation that allows for participation of the host school district in the charter school renewal process for State Authorized Charter Schools. (Adopted 2019)

1.17 Charter Schools — At-Risk Students

The Illinois Association of School Boards shall urge the adoption of legislation that defines the special expectations of State Authorized Charter Schools to educate at-risk students, including the requirement that the State Authorized Charter School's program and operations be specifically designed to attract and service at-risk students, and that the State Authorized Charter School be required to report to the public its progress in achieving these expectations. (Adopted 2019)

1.18 Student Discipline Practices

The Illinois Association of School Boards shall oppose legislative and rulemaking initiatives that enact statewide student discipline policies. IASB encourages school districts to consider policies and procedures that develop sound discipline practices which may

- Ensure a safe, responsive, and effective instructional environment
- Strive to meet the social, emotional, and behavioral needs of all Illinois students
- Strive to expedite investigations in response to alleged student misconduct and communicate findings and determinations to parents/guardians. (Adopted 2014)

1.19 Data Equity

The Illinois Association of School Boards shall support legislation allowing non-unit districts to enter into agreements to share student data to the same extent and with the same ease as unit districts. (Adopted 2014)

1.20 Longitudinal Data Systems

The Illinois Association of School Boards shall support legislation allowing local districts to enter into the necessary student data-sharing agreements to build, maintain, and utilize local longitudinal data systems in order to improve their student outcomes including college and career success. (Adopted 2014)

FINANCING PUBLIC EDUCATION — STATE

2.01 Priority And Support

The Illinois Association of School Boards shall urge the Governor and General Assembly of Illinois to establish education as the number-one priority of state government, to increase funding of education to such levels as would be necessary to implement the constitutional requirement that the state have primary responsibility for financing the system of public education, including the funding of educational reform, and to adjust the state aid formula to offset increased inflationary costs. (Portions Adopted 1973, 1977, and 1986; Amended 1988; Reaffirmed 2000, 2004, 2006, 2012, 2014)

2.02 Funding Sources

The Illinois Association of School Boards shall support the enactment of additional sources of state revenue if, after thorough examination of state funding priorities, it is determined that such additional taxes are necessary. (Adopted 1975; Reaffirmed 1987, 2014; Amended 1988)

2.03 Funding Mandated Programs

The Illinois Association of School Boards believes that legislation encroaching upon local and lay control of the public schools should be curtailed, and, therefore

- Shall oppose programs or services mandated by the Illinois General Assembly, the State Board of Education, or any other State agency, unless there is clear evidence of need for the mandate and the Illinois General Assembly provides non-local revenues to fully fund the additional costs of those programs;
- Shall urge the members of the General Assembly to strictly comply with the State Mandates Act, including specifying and labeling in the descriptions of legislation containing unfunded mandates that such mandates occur, and to refrain from passing any legislation which contains an exemption from the Act, and urge the Governor to veto any such legislation that may reach the Governor's desk;
- Shall urge State agencies and commissions that adopt regulations accompanying legislative mandates to specify required outcomes and criteria for determining compliance, and allow local districts to determine the specific methods and procedures by which required outcomes will be accomplished. Required time lines for accomplishment should reflect consideration of the human and material resources and amount of deliberation and development necessary to accomplish the mandate;
- Shall support legislation that causes all statutory and regulatory educational mandates to sunset if sufficient funding is not provided to implement such mandates and requirements. Local school districts may choose to continue to implement the mandated programs voluntarily until such time that the General Assembly appropriates the funding necessary to cover the costs of the required programs. (Adopted 1976; Amended 1988, 1989, 2001, 2005, 2013; Reaffirmed 1980, 1991, 1994, 1999, 2002, 2009, 2014)

2.04 Funding Special Education Programs

The Illinois Association of School Boards shall urge the Congress of the United States to adequately fund Public Law 94-142 (Individuals with Disabilities Education Act) commensurate with the mandates required by the Act; and

- Shall strongly encourage the State of Illinois to totally fund with new monies, in a timely manner, the extra costs of educating children with special needs including transportation and accessibility costs;
- Shall seek changes in current practice to fund local districts for special education professional personnel at 51% of the prior year's average salary for such professionals; and
- Shall continue to oppose any requirement that local public school districts pay room and board costs for any handicapped child placed in private facilities. (Portions adopted 1977, 1980, 1986; Portions Reaffirmed 1985, 1986, 2002; Amended 1988, 2000, 2001)

2.05 Corporate Personal Property Replacement Tax

The Illinois Association of School Boards shall oppose any attempt to reduce the Corporate Personal Property Replacement Tax revenues provided by the current Act. (Adopted 1981)

2.06 Impact Aid (Student Housing)

The Illinois Association of School Boards shall support legislation reinstating Impact Aid to school districts where there are students residing in housing provided on state property from which no property taxes are received. The Impact Aid shall be based on the number of students generated from the state property. (Adopted 1986)

2.07 Contracting Driver's Education

The Illinois Association of School Boards shall support legislation authorizing school districts to provide a comprehensive driver's education program through contract. Such contracts shall be made with properly authorized persons or agencies and may include provisions calling for the use of school property. (Adopted 1982)

2.08 Tax Assessment Schedules

The Illinois Association of School Boards shall seek and support legislation to promote the beneficial realignment of tax assessment dates and school levy deadlines. (Adopted 1988; Reaffirmed 1998)

2.09 Permissive Rate Equalization

The Illinois Association of School Boards shall urge the Illinois General Assembly to equalize taxing authority without referendum of dual and unit districts in all funds so that the unit districts' authority would be equal to the sum of the dual districts' tax rate. (Adopted 1981; Amended 1986; Reaffirmed 1988)

2.10 Residential Placement Costs

The Illinois Association of School Boards shall inform the General Assembly and Governor's Office that children who are wards of the State create a significant impact on local school district budgets when they are placed in temporary shelters and foster homes. Further, the State shall provide 100% of the cost of these placements. The Association:

- Shall work to increase the financial incentives to those local school districts which provide alternatives to residential placement for those students;
- Shall initiate and support legislation that will require the Department of Children and Family Services to involve local school districts in any plans for group placements of children in those districts and that funds for educating the placed youngsters must be earmarked (appropriated, planned for) in the agency's budget prior to finalizing any plan; and
- Shall seek and support legislation for the State of Illinois to provide funds to local school districts for purchasing or constructing additional classrooms that are required to provide instruction for students who reside in state facilities located within the district. (Adopted 1991; Amended 2001)

2.11 State Aid Payments

The Illinois Association of School Boards shall support legislation that requires the State of Illinois to make general state aid payments to school districts, on a monthly basis, during the entitlement year in which they are appropriated. Furthermore, the Illinois Association of School Boards shall support legislation that requires the State of Illinois to pay interest at the current legal rate on any payments which are late. (Adopted 1991; Reaffirmed 2000, 2014; Amended 2011)

2.12 Capital Funding For School Construction

The Illinois Association of School Boards shall actively work with the Illinois General Assembly and the Illinois State Board of Education to increase capital funding for public school infrastructure improvement and development. IASB shall advocate that the General Assembly study and consider additional forms of financial revenue for school construction needs, including but not limited to sales tax revenue. Any new revenue shall supplement current school construction funds, not supplant them. (Adopted 1994; Amended 1998, 2006; Reaffirmed 2007, 2014)

2.13 Heat Days Funding

The Illinois Association of School Boards shall strongly support legislation to totally fund "heat" days for our schools. (Adopted 1996)

2.14 Summer School Funding

The Illinois Association of School Boards shall support legislation to provide adequate funding to school districts to provide summer school "at-risk" academic programs. (Adopted 1996)

2.15 Local Tax Collection And Distribution

The Illinois Association of School Boards shall seek legislation to amend the tax code, or other prescriptive procedures, to minimize the punitive effects of delinquent collection and disbursement to districts of tax moneys raised by local levy. In the event tax monies are not collected or disbursed as required by State law, it shall be the county's obligation to reimburse the taxing district for any loss incurred. (Adopted 1996; Amended 1999)

2.16 Tax Levy Amendments

The Illinois Association of School Boards shall seek legislation to provide that a duly constituted Board of Education may submit an amended tax levy to avail itself of potential additional revenue through a change and increase in district EAV (Equalized Assessed Valuation), provided the original levy was properly filed on time, based upon the best information available at the time of filing, and the change in EAV has occurred since the filing of the original levy. (Adopted 1996)

2.17 Alternative Schools

The Illinois Association of School Boards shall support adequate State funding for regional alternative schooling programs. (Adopted 1997)

2.18 Tort Immunity Fund

The Illinois Association of School Boards shall oppose legislation that seeks to limit a school district's legitimate use of the tort immunity fund. This includes amendments to the Local Government and Governmental Employees Tort Immunity Act that would prohibit the issuance of bonds or the levying of taxes by a school board to fund the costs of complying with equitable remedies or relief, or with an injunction agreed to by the school board or ordered by any court. (Adopted 1998)

2.19 School Funding And Taxation Reform

The Illinois Association of School Boards shall actively support the general concepts regarding school funding reform, property tax relief, and tax reform identified in the legislative outline prepared by the Center for Tax and Budget Accountability in June of 2004. Legislation resulting from that legislative outline shall be supported by the Illinois Association of School Boards provided that the State guarantees the payment of property tax relief grants will be made in a timely fashion with no loss of funds to the school district: school districts have continued access to local property tax revenues through levies and referenda the legislation meets the criteria outlined in the IASB Position Statement 2.37 – School Finance Reform. (Adopted 2004; Amended 2005; Reaffirmed 2014)

2.20 School Construction Grant Program

The Illinois Association of School Boards shall continue to support the current School Construction Grant Program and its provisions for grant applications, grant entitlements, grant awards, and local school district authority to select architects, engineers, contractors, and laborers. All school districts with an approved school construction grant entitlement shall be paid the amount of the entitlement in its entirety before a new school construction program can be implemented. School districts shall receive a priority ranking within 90 days of the end of the current year's application cycle. The Illinois State Board of Education shall priority rank, by grant year, all school districts that have been waiting for longer than 90 days for school construction grant funds. (Adopted 2006, Amended 2014, Reaffirmed 2015)

2.21 School Construction Grant Index

The Illinois Association of School Boards shall support legislation that would amend Section 5-5 of 105 ILCS 230 to calculate the grant index in the school construction program for each of those school districts that consolidate or join for a cooperative high school after July 1, 2006 and utilize whichever grant index is highest for the newly consolidated district or cooperative high school rather than a composite index of all districts involved. (Adopted 2006)

2.22 Constitutional Amendment On School Funding

The Illinois Association of School Boards shall support passage of an amendment to the Illinois Constitution that would make education a fundamental right, would make it a paramount duty for the State to provide a thorough and efficient system of public education, and that would provide that the State has the preponderant financial responsibility for financing the system of public education. (Adopted 2006; Reaffirmed 2007, 2014)

2.23 Non-Resident Student Tuition

The Illinois Association of School Boards shall support legislation to allow legally enrolled students who have become non-residents of the district to attend the school as a non-resident student, tuition-free, only until the end of the grading period in which the student was determined to be a non-resident. The legislation should allow students who are seniors in high school, and legally enrolled on the first day of school to continue in the district, tuition free, only until the end of that school year. (Adopted 2007; Reaffirmed 2008)

2.24 ISBE Oversight Agreement

The Illinois Association of School Boards shall work to modify state statutes governing Illinois State Board of Education (ISBE) school district oversight panels or finance authorities. Statutory changes should include, but not be limited to, the following:

- Unless called for by the local school district, an oversight panel or finance authority shall not be imposed without a rigorous set of criteria proving the school district will not or cannot serve the needs of its students, staff, and community;
- Clear benchmarks and goals shall be included in the establishment of an oversight panel or finance authority and once substantially met, the oversight panel or finance authority shall be dissolved;
- Bonding authority and issuance must remain the responsibility of the elected school board so that the duration of the oversight can be minimal;
- Progress toward benchmarks and goals must be reviewed and shared with the school district under oversight on a regular basis including any reasons or criteria for inability to make progress. Review should also recommend any modifications needed to achieve success;
- Due process and review by the Attorney General must be afforded school districts when appropriate; and
- ISBE authority to establish oversight panels or finance authorities shall not be broadened to facilitate imposition of a panel or authority or to expand their oversight once put in place. (Adopted 2009; Amended 2010)

2.25 Multi-County School District GSA Offset

The Illinois Association of School Boards shall support legislation to modify the GSA (General State Aid) Formula calculation for multi-county PTELL (Property Tax Extension Limitation Law) school districts which have lost GSA for current and prior years due to an estimate of Equalized Assessed Value (EAV) utilized by the county providing the limiting rate to the Illinois State Board of Education (ISBE) for use in calculating a District's GSA. (Adopted 2010)

2.26 Categorical Reductions Prospective Only

The Illinois Association of School Boards shall support legislation requiring that any reductions in line item funds for categorical payments which are subject to reimbursement by the State (e.g. transportation or special education) shall be prospective only and shall not affect such line item costs incurred by a school district prior to such reduction but not yet claimed or approved for reimbursement. (Adopted 2011)

2.27 State Authorized Charter School Funding

The Illinois Association of School Boards shall urge adoption of legislation which would create a new methodology for the funding of State Authorized Charter Schools which would not have a negative financial impact on the host district. With respect to State authorized virtual charter schools, further limit the withholding of State funds from host school districts in proportion to the per pupil expenditure used for building maintenance, classroom supplies, transportation, safety and security, and other costs unique to “brick and mortar” schools. For all State-authorized charter schools, require that proof of continuing enrollment and attendance be submitted quarterly, with prorated refunds to the host school district upon withdrawal of students from the charter school. (Adopted 2012; Amended 2013, 2014; Reaffirmed 2016, 2017, 2018)

2.28 Special Education Student Transportation Cost

The Illinois Association of School Boards shall support legislative, administrative, or legal remedies to limit and equalize cost for Special Education Student Transportation. (Adopted 2014)

2.29 Clock Hours Vs. Minutes

The Illinois Association of School boards shall research the impact and viability of moving from a methodology of required days of student instruction to minutes of student instruction as necessary to compensate for minutes of instruction lost due to school closures caused by disaster, flood, extreme weather conditions, evacuations, or other events beyond the control of the school district. (Adopted 2016)

2.30 School Safety Grant Program

The Illinois Association of School Boards shall advocate for the creation and funding of a school safety grant program at the state level that would assist school districts in the hiring of School Resource Officers (SROs) or school security personnel for the protection of students and staff. SROs in this instance shall meet the definition in section 10-20.67 of the School Code. School security personnel may include off-duty law enforcement officers or a law enforcement officer who has retired within the previous five years. School security personnel may carry a firearm in a school if they continue receiving the same ongoing firearm training as active police officers. Priority in the distribution of grants shall be based on both geography (school districts with lengthy response times from first responders) and financial need (Tier I and Tier II districts based on the Evidence-Based Funding Model in that order) would receive priority in the awarding of the grants. (Adopted 2019)

FINANCING PUBLIC EDUCATION – LOCAL

2.31 Property Tax Assessment And Collection

The Illinois Association of School Boards shall oppose the assessment and collection of property taxes at the statewide level. (Adopted 1987)

2.32 Property Tax Base

The Illinois Association of School Boards shall oppose any reduction in a district’s access to local property tax revenue and shall oppose legislation that would erode the property tax base to educate children in the state of Illinois. (Adopted 1987; Amended 1988, 2001; Reaffirmed 2005, 2006, 2016)

2.33 Standing On Tax Appeals

The Illinois Association of School Boards shall support legislative action to enable public school districts, in Cook County specifically, to (1) receive notices of assessment appeals in excess of \$100,000; (2) become participants in assessment reduction proceedings at the administrative and judicial levels; and (3) allow the refund to be credited toward future property tax payments. Further, IASB urges that the necessary resources be made available in order to facilitate the timely processing of property tax appeal proceedings. (Adopted 1975; Amended 1988, 2000, 2005, 2006; Reaffirmed 1985)

2.34 Tax Increment Financing

The Illinois Association of School Boards shall support changes in the current Tax Increment Financing statute that will model adoption procedures after those established for Enterprise Zones, continue to provide definitions for terms such as “blighted” used in the statute, develop procedures for disbanding TIF areas that do not produce anticipated growth, remove the requirement that all taxing bodies participate equally, to be monitored by the TIF Joint Review Board at each of its scheduled meetings, reduce the financial impact of the TIF area so that the percentage loss of Equalized Assessed Valuation (EAV) involved in the TIF will not exceed twice the average loss of EAV to each taxing body, limit its use in new residential development, and make the recommendation of the Joint Review Board binding. (Adopted 1986; Amended 1990, 1997; Reaffirmed 2006, 2016)

2.35 Site Development

The Illinois Association of School Boards supports requiring builders and subdividers to dedicate land for school purposes or to make cash payments in lieu of such dedications and to allow cash payments to be used for operational expenses. (Adopted 1971; Amended 2004)

2.36 Property Tax Cap

The Illinois Association of School Boards shall oppose any limitation which would require school boards to have to go to referendum to gain authorization to extend taxes to limits previously authorized by the voters. The Association shall support legislation designed to:

- Exempt the districts in counties under the Property Tax Extension Limitation Law (PTELL) from the restrictions of the tax cap in their Fire and Life Safety, IMRF, Social Security and Tort Immunity funds

- Base the property tax cap on the Employment Cost Index (ECI) rather than the Consumer Price Index;
- Base any such index (CPI or ECI) on a method for calculating average over time to lessen the unpredictability of tax capped local resources; and
- To establish a “floor” to PTELL to ensure that the allowable percentage increase in
- The extension cannot be less than the allowable percentage increase in the 1998 levy year. (Adopted 1990; Amended 2001, 2002, 2006, 2009; Reaffirmed 1991)

2.37 Property Tax Cap – GSA Calculation

The Illinois Association of School Boards shall support legislation to modify the General State Aid Formula calculation for school districts subject to PTELL (Property Tax Extension Limitation Law) such as that they are not penalized when successfully passing an operating fund rate increase referendum. (Adopted 2008)

2.38 Property Tax Classification

The Illinois Association of School Boards shall oppose any reduction in real estate assessment for residential property which is not offset on a one-to-one ratio. (Adopted 1991; Reaffirmed 2016))

2.39 School Finance Reform

The Illinois Association of School Boards believes that adequate funding must be provided for each student in order to guarantee the opportunity for an appropriate public education. Education funding should take into account the cost associated with delivering quality, research-based programming, geographic conditions, and student needs. Fully funding districts would ensure adequate funding for districts to locally determine and deliver appropriate and effective educational experiences to every student.

IASB supports the need for transparency and dissemination of information, regarding the impact of proposed education funding reforms as they are developed, formally proposed, considered, and enacted. Additionally, IASB will utilize the following criteria to evaluate proposals for school finance reform:

1. The state’s funding of public education should provide for a stable, reliable, and predictable commitment of revenue.
2. State funding levels for public education should be a function of the actual cost of providing an appropriate education based on research, data, and current best practices.
3. Adequate funding should be sought through the addition of new state revenues for public education.
4. Any funding formula developed by the General Assembly shall place high priority upon achieving the goal of equity in providing financial resources to local school districts.
5. Increased state funding for public education should not reduce the access of school districts to the local property tax base.

6. In the distribution of state funds to local school districts:
 - a. Funding differentials for various levels of schooling are appropriate only if based on verified costs;
 - b. Consideration should be given to regional differences in the cost of providing an appropriate education;
 - c. The method of calculating the number of students coming from disadvantaged backgrounds should be based on current, verifiable data;
 - d. Size of school district is important only to the extent that a district provides an appropriate education.
7. A specified local tax effort should be required to qualify for state aid.
8. Authority for changing a district’s aggregate tax levy should be retained by the local board of education.
9. Taxing authority without referendum for unit districts in all funds should be equal to the sum of the taxing authority in dual districts.
10. Funding should not be tied to mandated training of local Boards of Education.

In order to obtain substantial new state revenues for funding an appropriate education, the following considerations should have an impact on any proposal for school finance reform:

- a. A legitimate level and type of accountability will be needed.
- b. The physical plant needs of Illinois’ school districts should be addressed.
- c. Taxpayer equity and relief, including uniform tax assessment and procedures as well as tax relief for limited fixed income and disabled citizens, should be provided. (Adopted 1990; Amended 1996, 2008, 2014, 2016; Reaffirmed 2001, 2012)

2.40 Changes In School Accounting Practices

The Illinois Association of School Boards shall oppose legislation or rulemaking proposing cosmetic and costly changes in the school accounting practices or fiscal year, including but not limited to, mandatory accrual basis accounting, major program determination, depreciation allocation, and management’s discussion and analysis. (Adopted 1992; Amended 2003)

2.41 Tax Law And Assessment Practices

The Illinois Association of School Boards shall support legislation to create uniformity and equality in Illinois property tax laws regarding assessment practices. (Adopted 1993; Reaffirmed 2002)

2.42 Impact Fees For Residential Development

The Illinois Association of School Boards shall participate in the development and passage of statewide enabling legislation allowing local boards of education to impose residential development impact fees with the option of local municipal control through intergovernmental cooperation. (Adopted 1994; Reaffirmed 1996, 1998)

2.43 Bond And Interest Levy

The Illinois Association of School Boards shall attempt to have legislation passed that would permit a school district to increase the bond and interest levy to recover taxes lost from an adverse Property Tax Appeal Board Decision, that caused the district to expend operating funds to amortize debt. (Adopted 1994)

2.44 Local Taxes On School Districts

The Illinois Association of School Boards shall support legislation that would exempt public schools from all taxes imposed by state, federal, and units of local government. They shall not seek to deprive or deplete public schools of their funds. Each public school district shall be issued its own district's State and Federal Tax Exemption Identification Number for such exemption. It shall be the responsibility of the taxing body to notify the agency collecting the tax of its exemption and assure its implementation. (Adopted 1996; Reaffirmed 2001, 2008; Amended 2004)

2.45 Property Tax Rate Increases

The Illinois Association of School Boards shall support legislation that would require that new property tax rates levied immediately following successful passage of tax rate increases be used as the calculating rate and extended as required under the School Code (105 ILCS 5/17-3.2). (Adopted 2002)

2.46 Property Tax Cap Expiration

The Illinois Association of School Boards shall support a change in State law to create a four-year sunset on the implementation of the Property Tax Extension Limitation Law (PTELL) in each county in which PTELL has been enacted. The four-year sunset would also apply to the enactment of PTELL in any county approving PTELL after the effective date of the legislation. Any desire to extend PTELL beyond the four years would require the County Board to again place the question on the ballot and receive a positive majority of votes in the next general election. (Adopted 2004; Reaffirmed 2006, 2007)

2.47 Truth In Taxation

The Illinois Association of School Boards shall seek a modification in the Truth in Taxation Notice that reflects the natural economic appreciation effect of changes in property values when reporting the percentage increase or decrease over the previous year's tax levy. (Adopted 2006)

2.48 Sales Tax For School Districts

The Illinois Association of School Boards shall advocate that the General Assembly study and consider legislation allowing school districts access to additional forms of financial revenue, both state and local sources, including but not limited to, sales tax revenue. Further, any form of additional revenue for schools must provide that school districts determine the fund(s) in which to place the additional revenue. (Adopted 2006)

2.49 Abatements For Home Builders

The Illinois Association of School Boards shall support legislation to amend the Illinois Property Code (35 ILCS 200/18-165, et seq.) to enable Boards of Education to develop

criteria for awarding abatements of school property tax to individual homebuilders. Said legislation shall provide rural school boards that are struggling with declining enrollments and loss of assessed valuation with a tool to stimulate the growth of both tax base and population base of their districts. (Adopted 2008)

2.50 PTELL – Debt Service Extension Base

The Illinois Association of School Boards shall support legislation to modify the Debt Service Extension Base (DSEB) formula established by the Property Tax Extension Limitation Law (PTELL) to allow the limited number of school districts that do not have DSEB to have one established for them creating more equity among districts affected by the PTELL and equal opportunity in school funding. (Adopted 2011)

2.51 PTELL – No Penalty For Under Levy

The Illinois Association of School Boards shall support legislation (currently House Bill 1341) that allows school districts to levy an amount less than the Property Tax Extension Limitation Law (PTELL) formula would allow without penalty in future years. This would require that when a district "under" levies, that the full allowable extension amount be tracked and made accessible in future years. (Adopted 2012)

2.52 EAV Adjustments – Timely Notification

The Illinois Association of School Boards shall support legislation to require timely notification between county assessors of substantial adjustments to assessed values for a taxing district that has assessed property in multiple counties. (Adopted 2011)

2.53 Pension-Normal Cost Shift

The Illinois Association of School Boards recognizes that legislation to sensibly resolve Illinois' current pension crisis must be fully compliant with prevailing actuarial scientific standards in order to achieve fully-funded and sustainable pension funds. The Illinois Association of School Boards therefore shall not support a "cost-shift" to local districts as a true sensible solution to the pension burden. (Adopted 2013)

2.54 School Facility Occupation Tax

The Illinois Association of School Boards shall support an amendment to State Statute 55 ILCS 5/5-1006.7 School Facility Occupation Tax, to include the purpose to purchase or lease technology to aid instruction, education, or efficiency of the school district. (Adopted 2014)

2.55 Tax Increment Financing

The Illinois Association of School Boards shall support changes to the Tax Increment Financing statute to include the following: a municipality cannot reset a TIF district, which would extend the life of the TIF beyond the 23 years. (Adopted 2014; Reaffirmed 2016)

2.56 Energy Savings Funding And Borrowing

The Illinois Association of School Boards shall recommend to the legislature that a bill be passed that allows districts to borrow or otherwise obtain money without referendum for the sole and specific purpose of purchasing and installing energy saving equipment relating to the utility usage (water, gas and electricity). (Adopted 2018)

FINANCING PUBLIC EDUCATION – FEDERAL

2.57 State And Local Federal Tax Deduction

The Illinois Association of School Boards shall work with the National School Boards Association and other coalitions to defeat any legislation or regulation that would eliminate the federal income tax deduction for state and local taxes. (Adopted 1985)

2.58 E-Rate Discount Program

The Illinois Association of School Boards shall urge Congress and the Federal Communications Commission to continue to support discount programs, including but not limited to the “E-Rate” program created in the Telecommunications Act of 1996, to provide affordable Internet access, distance-learning, and other educational programs for school districts and libraries. (Adopted 1998)

FINANCING PUBLIC EDUCATION – OTHER

2.59 Non-Public School Funding

The Illinois Association of School Boards opposes payment of state funds directly or indirectly to non-public elementary and secondary schools. Specifically, the Association is opposed to the use of any form of “Educational Voucher”, “Tax Deduction” and “Tax Credit” plan at the state or national level. (Portions Adopted 1970, 1975, 1982; Amended 1988; Reaffirmed 2006, 2012)

2.60 Non-Public Student Reporting

The Illinois Association of School Boards shall support legislation to require that non-public schools receiving the benefit of public funds or services, submit to the Illinois State Board of Education an annual report including the names, ages, and addresses of all students enrolled in their schools. (Adopted 1980)

2.61 Transportation For Private School Students

The Illinois Association of School Boards shall pursue and support legislation amending 105 ILCS 5/29-4 of the Illinois Compiled Statutes (School Code) to require schools other

than public to conform to public school attendance dates and times as needed to minimize busing costs, or pay the additional costs as a result of scheduling differences in busing students attending those schools. (Adopted 1995)

2.62 Tax Exempt Bond Use

The Illinois Association of School Boards shall oppose any reduction by the Federal Government in the amount of tax exempt bonds which can be issued. In addition to this continuing opposition, IASB shall explore alternatives available should such limitation be forthcoming at the Federal level. This would include but not be limited to income tax credits for individuals, commercial bonds property casualty companies, etc., to provide incentives within the State of Illinois for the purchase of said bonds. (Adopted 1989)

2.63 Life Safety Fund Use

The Illinois Association of School Boards shall support legislation that allows the State Board of Education to approve the use of monies generated from the health/life safety tax levy or the sale of health/life safety bonds for building projects that, while not specifically listed as a State Board approved project, will directly result in the improved safety of the students and/or community. Specifically, such funds shall be eligible to cover the costs for the following purposes: 1) repair or replacement of property such as school sidewalks, driveways, parking lots, and playground equipment, in instances when a specific safety hazard is demonstrated by a licensed architect or engineer; 2) mandated alterations to facilities and school property pursuant to requirements of the Federal Americans with Disabilities Act; and 3) to provide air conditioning and climate control in the classrooms, and to provide for the lease and/or purchase of air-conditioning equipment under the tax for leasing (including lease purchase and installment purchase) of educational facilities. (Adopted 1989; Reaffirmed 1991; Amended 1993, 2006)

2.64 State And Federal Grant Carryover

The Illinois Association of School Boards shall encourage the state and federal governments to remove restrictions on grant programs which currently require local school districts to return grant fund balances back to the state. (Adopted 1991)

LEGISLATIVE ACTIVITY

3.01 Board Member Involvement

The Illinois Association of School Boards shall continue its legislative involvement and encourage increased legislative activity by local school board members at the district, division, and state levels while providing leadership in guiding those board members in their efforts to seek public support of legislation essential to good school government. (Portions Adopted 1974, 1981; Amended 1988; Reaffirmed 2006)

3.02 Candidate Support

The Illinois Association of School Boards shall actively encourage and assist school board members to effectively evaluate positions of legislative candidates relative to public education and to support those candidates who have demonstrated understanding and support for the principles of school management to ensure the best education for public school students in Illinois. (Adopted 1975; Reaffirmed 1986; Amended 2006)

3.03 Limited Bill Introductions

The Illinois Association of School Boards shall encourage the Illinois General Assembly to limit the quantity of legislation introduced in each two-year period to allow time for each bill to be researched, debated, and thoroughly investigated before action by the General Assembly. (Adopted 1987; Reaffirmed 2012)

3.04 General Assembly Rules

The Illinois Association of School Boards shall support changes in the operating procedures of the Illinois General Assembly which would promote maximum exchange of information between legislators and interested citizens and ensure enlightened debate on the merits of all proposed bills and take the action necessary to prevent legislation from being changed by amendments which are not germane to the original purpose of the bill, or establish a time limit for such amendments sufficient to avoid last minute changes in the final weeks of a legislative session. (Portions Adopted 1980, 1984; Amended 1988; Reaffirmed 2012)

3.05 Effective Date And State Board Rules And Regulations

The Illinois Association of School Boards shall encourage the Illinois General Assembly to allow a minimum of one-year lead time for implementation of any regulation or legislation increasing costs in public schools. Any such changes to existing educational programs should not be implemented until the final regulations have been adopted by the State Board of Education. (Adopted 1981; Amended 1993; Reaffirmed 2012)

3.06 Data Utilization

The Illinois Association of School Boards shall support legislation requiring the State Board of Education and the State Superintendent to base rules, regulations, and recommendations regarding legislation affecting public schools on empirical research, which shall be made available to the Illinois General Assembly and the interested public. (Adopted 1987)

3.07 Local Legislative Visits

The Illinois Association of School Boards shall support and encourage each local Board of Education throughout the State of Illinois to make a "good faith" effort to initiate, undertake, and make an in-person visit with their local legislators in order to discuss specific issues and proposed legislation affecting local school districts. Further resolve that conducting any such visits will be part of any Awards Program adopted by IASB that recognizes outstanding leadership and development activities by local Boards of Education. (Adopted 1995; Reaffirmed 2006)

3.08 Elected State Board Of Education

The Illinois Association of School Boards shall support legislation or other appropriate action requiring that the members of the Illinois State Board of Education be elected on a regional basis. (Adopted 2002)

3.09 Budget Stability For School Districts

The Illinois Association of School Boards shall support legislation requiring the Illinois General Assembly to determine the amount of funding for educational entitlements and General State Aid no later than March 31 (3 months prior to the start of the budget year) and enact a biennial budgetary cycle. Once the amount of funding for educational entitlements is determined, the General Assembly shall be required to vote on the funding in a stand-alone piece of legislation. (Adopted 2010; Reaffirmed 2011; Amended 2012, 2016)

BOARD OPERATIONS AND DUTIES

4.01 Attention Deficit Disorder

The Illinois Association of School Boards shall encourage the Illinois State Board of Education (ISBE) to continue to study Attention Deficit Hyperactivity Disorder and methods to accurately identify and meet the educational needs of children with this disorder. Further, IASB shall seek clarification of state policies and categories of special education to provide for consistency in special education placement and disseminate relevant information from the ISBE to local school districts. (Adopted 1992)

4.02 Self-Insure Risk

The Illinois Association of School Boards shall propose legislation which would allow school districts, by board resolution, to self-insure the risk previously covered by surety bonds. (Adopted 1993)

4.03 Board Member – Travel Reimbursement

The Illinois Association of School Boards shall support legislation which will allow members of Boards of Education to be reimbursed for mileage for school board meetings held in compliance with the Illinois Open Meetings Act and for events regarding school district staff. Mileage reimbursement would be paid at the federally allowable travel reimbursement rate. (Adopted 2008)

4.04 School Board Member Training

The Illinois Association of School Boards shall oppose any legislation that includes a provision for mandatory training of school board members. IASB encourages local boards of education to model continuous improvement by pursuing all professional development and training opportunities. IASB, with its unique combination of expertise and resources, is uniquely in the position to be the primary agency responsible for school board member training and professional development as recognized by Article 23 of the Illinois School code, and any such legislation requiring school board member training shall specifically list IASB as a training provider. (Adopted 2008; Amended 2012)

4.05 Statement Of Affairs

The Illinois Association of School Boards shall support legislation that allows a school district to publish any notice, agenda, record, or other information or material required by law electronically instead of in a newspaper. (Adopted 2016)

4.06 Business Enterprises – Minority Owned

The Illinois Association of School Boards shall support legislation amending sections of statute that regulate contracting out for services to allow school districts to consider any goals set to address social responsibility, including preferences for businesses owned by minorities, women, persons with disabilities, and veterans, in selecting companies to service contracts. (Adopted 2019)

BOARD – EMPLOYEE RELATIONS

5.01 Board Rights

The Illinois Association of School Boards supports local boards of education's rights to determine and control, as duly elected representatives of the community, the employment, dismissal, and staff reduction of certificated and non-certificated employees. To this end, the Association shall support statutory rules and regulations changes that will:

- a. Enable the initial placement of employees on the salary schedule without regard to years of experience or graduate credit;
- b. Allow for greater flexibility in staffing patterns to improve efficiency and effectiveness of programs;
- c. Maintain the tenure rights of teachers in cooperatives in a single district but not in multiple districts; and
- d. Allow school districts to take action on reductions in force up to sixty calendar days following the date elementary and secondary appropriations bills become law. (Portions adopted 1976, 1979, 1980, 1983, 1984, 1988; Amended 1988, 1996, 2006, 2012; Reaffirmed 1992, 2011)

5.02 Teacher Salaries (Length Of Contract)

The Illinois Association of School Boards believes that teacher salaries should be determined at the local level; if teacher salary increases are legislatively mandated, they should be linked to an increase in the length of the teacher contract year for purposes to be determined locally. (Adopted 1985; Reaffirmed 2012)

5.03 Collective Bargaining

The Illinois Association of School Boards shall strongly oppose legislation that diminishes the local school board's ability to collectively bargain with employees and shall encourage the General Assembly, the Illinois State Board of Education, and the State Superintendent to refrain from passing legislation that tips the balance of the bargaining process in favor of employee bargaining units. The Association shall continue to oppose any change in the collective bargaining law which fails to protect the rights of students, employees, taxpayers, and boards of education and their administrative staffs. (Adopted 1981; Amended 1985, 2001; Reaffirmed 2012)

5.04 Unemployment Compensation (Substitute Teachers)

The Illinois Association of School Boards shall support legislation which would exempt substitute teachers from being eligible for unemployment compensation. (Adopted 1986; Reaffirmed 2012)

5.05 Prevailing Wage Act

The Illinois Association of School Boards shall work to repeal legislation that regulates wages of laborers, mechanics, and other workers employed by school districts and those under contract for work being done in school districts, or amend the Prevailing Wage Act to exempt school districts from its scope. (Adopted 1978; Amended 1982, 1990, 2011; Reaffirmed 1985, 1988, 1996, 2009, 2012, 2013, 2016)

5.06 ESP Progressive Disciplinary Procedures

The Illinois Association of School Boards shall support legislation that allows local school boards to determine locally all contractual arrangements for education support personnel. (Adopted 1990)

5.07 Illinois Educational Labor Relations Act

The Illinois Association of School Boards shall support the proposed amendment to the Illinois Educational Labor Relations Act, Section 10, which provides that an employer's duty to bargain over specified matters does not include a duty to bargain over a decision to reduce the number of employees and the impact of a reduction of employees. (Adopted 1993; Reaffirmed 2012)

5.08 Workers' Compensation Law

The Illinois Association of School Boards shall actively support legislation to reduce the costs of Workers' Compensation. (Adopted 1993; Reaffirmed 2012)

5.09 IMRF Qualification

The Illinois Association of School Boards shall support legislation that would amend the Illinois Municipal Retirement Fund (IMRF) laws for non-certified school staff to change, at each local district's option, the number of minimum hours an employee would work to qualify for IMRF from the current 600-hour standard to a 1,000-hour standard. This change would only be for new employees after the effective date of the legislation. (Adopted 1994)

5.10 Tenure Repeal

The Illinois Association of School Boards shall seek reform of the School Code to eliminate contractual continued service for teachers as currently provided by 105 ILCS 5/24-11. (Adopted 1995; Reaffirmed 2012)

5.11 School Employee Strikes

The Illinois Association of School Boards shall strongly seek and support legislation forbidding public school employees from striking. The Association shall also work with legislators, the Illinois State Board of Education, and the teachers' unions to develop alternatives to striking, including mediation and binding arbitration. (Adopted 1996; Amended 2009; Reaffirmed 2012)

5.12 Third Party Contracting

The Illinois Association of School Boards shall strongly oppose legislation or rulemaking that regulates and restricts the ability of school boards to contract with third parties for the provision of non-instructional services. The Illinois Association of School Boards shall seek to repeal or amend the provisions of the School Code which unreasonably restrict the ability of school boards to enter into contracts with third parties for the provision of non-instruction services. (Adopted 2012)

5.13 School District Police Force

The Illinois Association of School Boards shall support legislation that would allow any school district who previously established a professional police force to re-establish a police force with all the duties and responsibilities of local law enforcement agencies. (Adopted 2019)

5.14 Background Checks-Substitute Teachers

The Illinois Association of School Boards shall support and encourage legislation that will develop a centralized process for Regional Superintendent Offices to submit certification results for each other to use in the hiring process for substitute teachers in their respective region. (Adopted 2019)

LOCAL – STATE – FEDERAL RELATIONS

6.01 Local Control

The Illinois Association of School Boards shall take all appropriate action to encourage members of the U.S. Congress, the Illinois General Assembly, related administrative agencies, and state and federal courts to refrain from introducing, supporting or promulgating rules, regulations, and legislation which deprive local school districts of decision-making powers on matters in which there is not a clear and compelling state or national interest. In the event any such rule, regulation, or legislation is promulgated or adopted, the Association shall take all appropriate actions calling for amendment (s) to return the decision making powers back to the local school district. (Adopted 1976; Amended 2014; Reaffirmed 2006, 2012, 2014, 2016)

6.02 Periodic Review Of State And Federal Mandates

The Illinois Association of School Boards shall support at the state and national level periodic review of all mandates, rules, and regulations affecting local districts. Such mandates, rules, and regulations should be broad in scope providing great flexibility in implementation, eased or reduced during periods when state supporting funds are unavailable or reduced, and eliminated if not of benefit to educational opportunities and outcomes. (Adopted 1981; Reaffirmed 1985; Amended 1988)

6.03 Educational Labor Relations Board Procedures

The Illinois Association of School Boards shall work with the Illinois Educational Labor Relations Board to increase its sensitivity to the need for timely decisions and establish criteria to identify matters in need of expedited attention. Further, the Association shall utilize the legislative process to remove statutory barriers to timely and expedited decisions and support legislation to enhance the decision making process. (Adopted 1989)

6.04 State Board Communication

The Illinois Association of School Boards shall continue to work with the Illinois State Board of Education to provide opportunities throughout the state each fiscal year to render local boards of education the time to express their concerns as well as to discuss their position on various pertinent educational issues. (Adopted 1982; Amended 1988)

6.05 State Board Of Education Membership

The Illinois Association of School Boards shall participate in the development of legislation amending Section 105 ILCS 5/1A with a goal of insuring fair representation on the State Board of Education from all geographic areas of Illinois. (Adopted 1999)

6.06 Zoning Hearing Participation

The Illinois Association of School Boards supports requiring planning commissions, zoning boards, and the governing bodies of the jurisdiction in which real estate developments or zoning changes are proposed to notify the school district affected about such proposals and hearings about them and, if any, about the effect of the proposed changes and developments before completing any action to approve or adopt such a change or development. (Adopted 1973; Reaffirmed 2006)

6.07 Railroad Crossings

The Illinois Association of School Boards urges the Illinois General Assembly, the Congress of the United States, state and federal commerce commissions, and railroad industries to continue working toward the installation of adequate warning devices at all railroad crossings maintained for public use in Illinois. (Adopted 1976; Reaffirmed 2006)

6.08 ISBE Rules And Regulations Review

The Illinois Association of School Boards shall encourage the Illinois State Board of Education to include school board members, administrators, and other practitioners on committees to review proposed rules and regulations. (Adopted 1990)

6.09 Students On Public Aid

The Illinois Association of School Boards shall seek and support legislation to mandate that students of families receiving State/Federal financial assistance (e.g. welfare, AFDC) maintain “regular” attendance as a stipulation for receipt of same. (Adopted 1995)

6.10 School Holidays-Local Option

The Illinois Association of School Boards shall support legislation that would allow local school districts the authority to decide whether to observe legal holidays as a day of non-attendance for students. (Adopted 1996)

6.11 Home Schooling Policy

The Illinois Association of School Boards shall support legislation to enact appropriate laws and policies to demonstrate that the education received by home-taught students is of sufficient quality to ensure appropriate transfer to schools that have current certification and recognition status from the Illinois State Board of Education. (Adopted 1996; Amended 1998; Reaffirmed 2000)

6.12 Design Profession Selection

The Illinois Association of School Boards shall support legislation in the Illinois General Assembly amending or repealing the Local Government Professional Services Selection Act, or any other applicable laws, rules, or regulations, to the extent necessary to permit Illinois school boards to solicit, and to permit licensed architects, engineers, and land surveyors to submit cost proposals for these professional services as part of a school board’s design professional selection process. (Adopted 1997)

6.13 Support Services To Private Schools

The Illinois Association of School Boards shall support modifications in the Illinois Intergovernmental Agreement Act to allow public school districts to work together in a time and cost efficient manner to provide support services to private schools as required by the U.S. Supreme Court rendered in the case of *Agostini v. Felton*, 65 U.S.L.W. 4526. (U.S. June 23, 1997). (Adopted 1997)

6.14 Statutory Job Descriptions

The Illinois Association of School Boards shall oppose legislation which allows job descriptions for employees of school district to be placed into state law. (Adopted 1997)

6.15 Administrative Caps

The Illinois Association of School Boards shall not support recent Illinois State legislation concerning Administrative Caps and Superintendent's Contracts as this legislation takes away local control from duly elected Boards of Education. Be it further resolved that IASB calls for the repeal of these provisions of PA 90-548 so that these provisions are again placed in the hands of local school boards. (Adopted 1998)

6.16 Bilingual Education

The Illinois Association of School Boards shall promote legislative action calling for the Illinois State Board of Education, the U.S. Department of Education and school districts to study the alignment of, and full financial support of, the implementation of second language, native language, and bilingual education programs. (Adopted 2004)

6.17 Fair Labor Standards Act

The Illinois Association of School Boards shall support legislation at both the Federal and State levels to exempt school district employees from overtime and salary regulations as described in the Fair Labor Standards Act. (Adopted 2005)

6.18 Constitutional Convention Support

The Illinois Association of School Boards shall actively participate in promoting a Constitutional Convention for the State of Illinois when the question is submitted to the voters in 2008 (or earlier, if submitted before) and shall begin planning strategy and marshalling resources for the promotion of a vote in favor of conducting the Constitutional Convention. (Adopted 2005; Reaffirmed 2006, 2007)

6.19 Bidding Contracts-Local Bidders

The Illinois Association of School Boards shall support legislation that allows the local Board of Education to award a contract, under certain circumstances, to a qualified bidder that may not be the lowest responsible bidder. The bid must not be more than 2% over the lowest responsible bid and the bidder must be considered a local contractor by the local Board of Education. (Adopted 2006)

6.20 Freedom Of Information Act Changes

The Illinois Association of School Boards shall support legislation to modify the Freedom of Information Act (FOIA) to facilitate school districts' compliance with the Act and to remove unnecessary burdens on units of local government. The legislative changes should:

- Increase allowable FOIA response time from five business days to 10 business days
- Exclude official school breaks in business day response time
- Allow denials for commercial purposes
- Allow denials for any request that is unduly burdensome
- Clarify language that would allow a request to be denied if it is unduly burdensome to the public body if the public body deems compliance with the request would result in excessive response costs
- Allow the imposition of reasonable fees regardless of the number of pages being provided
- Remove the balancing test between the public's interest and the employee's right to privacy in the privacy exception
- Expand the evaluation exemption to cover all school employees
- Exempt employment applications to protect the privacy of individuals that apply for high profile employment positions
- Delete provisions requiring public bodies to write a virtual legal opinion as to why they are claiming an exemption
- Delete provisions requiring public bodies to prepare a virtual legal pleading before being challenged for a denial
- Limit public bodies' liability by limiting a court's inquiry to violations of FOIA and not the content of information provided
- Force the Public Access Counselor to defend its decisions before a court of law if a public body is sued
- Allow public bodies to seek review of a binding opinion of the Public Access Counselor in the county in which they are located rather than just Sangamon or Cook Counties. (Adopted 2010)

6.21 Homeless Student Transportation

The Illinois Association of School Boards shall support legislation conforming Illinois law with federal law, specifically related to 105 ILCS 45 and the requirement for school districts to transport homeless students beyond district boundaries. (Adopted 2012)

6.22 Mandate Cost And Periodic Review

The Illinois Association of School Boards shall support modifications to the Illinois State Mandates Act (30 ILCS 805) that will strengthen the ability of the Illinois State Board of Education (ISBE) to accurately and sufficiently provide timely information on the costs of mandates including input from local elected boards of education. In addition, the mandates report required for other local governments shall be required of ISBE to provide timely, updated information on the impact of new mandates as they are enacted. (Adopted 2013; Reaffirmed 2014)

6.23 PARCC Testing Results

The Illinois Association of School Boards shall petition the Illinois State Board of Education to fairly report discrepancies in the scoring of state required standardized testing: 1) between paper and pencil versus electronic results AND 2) within the electronic testing method. Further, that such discrepancies will be made public so that schools may provide said information to parents and media when the testing results are reported as required under state law. (Adopted 2017)

6.24 School Safety — Traffic Zones

The Illinois Association of School Boards shall urge adoption of legislation that urges increased traffic-calming measures in front of all schools that could include but not be limited to:

1. Reduced speed limits to 20 mph or less within one block of the school from any direction on all federally designated municipal routes or Illinois Department of Transportation designated local roads
2. Enhanced speed limit signs to increase motorist awareness
3. Increased police enforcement of school zones, where feasible for local law enforcement agencies
4. Other traffic-calming measures that mitigate speeds and cut-through traffic in neighborhoods (eg. striping, islands, speed bumps, etc.)
5. Removing the designation “during school hours when children are present” from traffic signs or implementing other warning systems to accommodate after-school activities and use of facilities (eg. playgrounds)

(Adopted 2019)

DISTRICT ORGANIZATION AND ELECTIONS

7.01 District Reorganization

The Illinois Association of School Boards favors school district reorganization and consolidation intended to facilitate educational improvement rather than changes in district organization based only on enrollment or geographical location. Further, IASB shall oppose any future attempts by the Legislature, Governor, and/or State Board of Education to mandate, by statute or rules and regulations, the reorganization and consolidation of school districts. Reorganization and consolidation studies should be initiated by local citizens. In addition, IASB shall oppose legislation containing financial incentives based solely on district size or organizational pattern intended to force school district consolidation or reorganization. (Adopted 1962; Amended 1985; Reaffirmed 2006)

7.02 School District Reorganization Voting Requirements

The Illinois Association of School Boards shall seek, encourage, and support efforts for school district reorganization – in all forms – to include a requirement that before such reorganization is deemed passed, a majority vote of voters in each of the affected districts is necessary. (Adopted 1987; Amended 1988, 2006)

7.03 Annexing District Requirements

The Illinois Association of School Boards shall seek an amendment to Article 7 of The School Code providing that neither a petition initiated by the citizens of one school district nor a petition initiated by a local school board of education seeking to annex their entire school district or a portion of the school district above and beyond one (1) home to another should be permitted without the affirmative vote of the citizens of each of the school districts affected. Specifically, 105 ILCS 5/7-1 and 7-2 shall be amended to include the following language: “When a petition is initiated by two-thirds (2/3) of the registered voters in one school district seeking to annex said district in its entirety to another school district or school districts and the board of education of such receiving school district or school districts has not adopted a resolution agreeing to such annexation, such annexation, if approved by the regional board of school trustees, shall not become effective until it is approved in an election called for the purpose of voting on the question of the voters in each school district affected.” (Adopted 1988; Amended 1996, 2006; Reaffirmed 2000)

7.04 Detachment From Unit District

The Illinois Association of School Boards shall oppose any efforts to amend the Illinois School Code to allow for less restrictive procedures for school districts to detach and form a new district. (Adopted 2005; Amended 2006)

7.05 Public Question Voting Dates

The Illinois Association of School Boards shall support legislation to repeal the statute in the Election Code, amended by Public Act 84-739, which became effective January 1, 1986, which restricts school districts from placing a public question on the ballot other than when voters are scheduled to cast votes for any candidates for nomination for, election to, or retention in public office. (Adopted 1986)

7.06 School Ballot Format

The Illinois Association of School Boards shall urge the State Legislature to review and revise the school ballot formats as established in section 9-12 of the School Code to more clearly identify for whom the voter is casting a ballot. (Adopted 2001)

7.07 Election Schedules

The Illinois Association of School Boards shall continue to support the non-partisan election of school board members at a non-partisan election. (Adopted 2003; Amended 2006)

7.08 Polling Places In Schools

The Illinois Association of School Boards shall support legislation that amends the Election Code to allow a school district to refuse to be used as a polling place during elections for student safety reasons. If a school building is used as a polling place, the safety of the children and staff should not be compromised, and voters must be physically separated from students when the school is in session. (Adopted 2007; Amended 2009)

7.09 School As Polling Place Reimbursement

The Illinois Association of School Boards shall support legislation that amends the Election Code and the School Code to mandate that the appropriate officer or board having responsibility for providing a polling place for the election reimburse the school district for any costs, included cost of security to ensure student safety, in acting as a polling place which estimated costs shall be provided to the appropriate officer or board in advance of any decision to use a particular public building in order to ensure the efficient use of public resources. (Adopted 2017)

7.10 Board Vacancy Filings

The Illinois Association of School Boards shall support legislation to increase the timeline to fill a school board vacancy from 45 days to 60 days to allow school boards more time to fill such vacancies. (Adopted 2014)

7.11 School Board Elections – Seating New Members

The Illinois Association of School Boards shall support legislation allowing newly elected candidates, who have been elected uncontested, to be sworn in or affirmed at the next regularly scheduled board meeting or special meeting, held at least 14 days after the Consolidated Election. (Adopted 2019)

7.12 School Board Elections – Terms

The Illinois Association of School Boards shall support legislation that all school districts having a population of not more than 500,000 shall serve four-year terms and be seated at the first board meeting held at least 14 days following the school board election. (Adopted 2019)

CURRENT IASB BELIEF STATEMENTS

- 1. The Illinois Association of School Boards believes** in improving the image of school boards and public education at the state and national levels
- 2. The Illinois Association of School Boards believes** school administrations and faculties should be composed of persons supporting the principles of constitutional government because schools should continue with vigor their programs for giving young citizens a clear understanding of the principles of the American way of life and a desire to make these principles prevail in their own lives and in the life of their country. Further, the Association believes in the value of student non-partisan civic responsibility, including the importance of student voter registration.
- 3. The Illinois Association of School Boards believes** that local boards of education should provide the necessary leadership for educational reform by sharing information and resources and collaborating with each other and the larger educational community.
- 4. The Illinois Association of School Boards believes** that a comprehensive restructuring is needed in the way public schools are funded in Illinois and that IASB should be an active partner in responsible grassroots initiatives for school funding reform.
- 5. The Illinois Association of School Boards believes** that schools should provide a safe and secure environment for all students. School board members and staff should try to protect students from the effects of bullying and offer appropriate instruction to improve intergroup relations and to promote peaceful resolution to conflict.
- 6. The Illinois Association of School Boards believes** strongly in the non-partisan election of local school boards.
- 7. The Illinois Association of School Boards supports** teacher salaries which are performance-based, market-sensitive, professionally competitive, and which are tied to an effective evaluation system.
- 8. The Illinois Association of School Boards believes** in the vigorous support and the rigid enforcement of the laws pertaining to the sale, possession, and/or use of firearms.
- 9. The Illinois Association of School Boards believes** that local boards of education should be prepared for possible public health crises (such as an Avian Flu pandemic) and other public safety concerns. IASB should obtain the most recent and accurate information from the pertinent federal, state, and local agencies and disseminate such information to school districts throughout the State. School districts are encouraged to adopt proactive pandemic preparedness strategies. IASB also encourages school participation in the National Fire Protection Association's campaign for fire escape planning and practice among our member families and citizens.
- 10. The Illinois Association of School Boards urges** local boards of education to provide education programs on awareness of the advantages of wearing bicycle helmets when riding bicycles.
- 11. The Illinois Association of School Boards urges** its member districts to limit career exploration activities to non-school attendance days or to school-run career days. In addition, the Association believes Take-Your-Daughter-to-Work Day should be designated for a non-attendance day and should also consider working to make this day non-gender specific.
- 12. The Illinois Association of School Boards believes** that the overall health of our students is of prime importance. Local boards of education and school district officials should have the authority and flexibility to access State and community health services as deemed appropriate. To that end, IASB: urges school districts to comply with the required notification provisions regarding vision screening for students, recommends that parents provide for regular and on-going comprehensive vision examinations for their children, and encourages school districts to consider adopting a policy requiring optometric vision examinations for all children entering kindergarten.
- 13. The Illinois Association of School Boards believes** that the work of locally elected, volunteer school board members should be valued and that employers should be encouraged to allow employees to utilize vacation days or days off with pay to attend mandated school board member training and professional development opportunities offered by IASB or other approved training providers.
- 14. The Illinois Association of School Boards believes** that effective local school board governance is vital to the success of our public schools and urges local boards of education to abide by IASB's Foundational Principles of Effective Governance, avoid real or perceived incidents of impropriety, and adopt policies or procedures to ensure that board members and elected board officers have no conflicts of interest.
- 15. The Illinois Association of School Boards believes** school boards should employ competitive bidding practices for upgrades in technology and energy savings and should also provide energy savings contracting model policy and training opportunities for school districts.
- 16. The Illinois Association of School Boards believes** that schools should provide a safe and secure environment for all students and staff. Decisions of school safety drills, plans, and procedures should be made at the local level, utilizing evidence-based practices that maximize resources and effectiveness, and by soliciting input from local emergency responders resulting in fewer physical, emotional, and psychological risks to students and staff.