



## WEST NORTHFIELD SCHOOL DISTRICT 31

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### AGENDA FOR THE REGULAR MEETING OF THE BOARD OF EDUCATION

**July 16, 2020 - 7:00pm**

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

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

[Public Comment Link](#)

#### **7:00 PM - Public Hearing on Proposed E-Learning Plan**

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. PRESENTATION OF E-LEARNING PLAN - Superintendent Dr. Erin K. Murphy and administrative team
- IV. COMMENTS FROM AUDIENCE
- V. ADJOURNMENT

#### **7:30 PM**

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. ADDITIONS OR CHANGES TO THE AGENDA
- IV. READING OF COMMUNICATIONS TO THE BOARD OF EDUCATION
  - A. None
- V. RECOGNITION OF AUDIENCE
  - A. Visitors Requesting to Address the Board - no requests
- VI. PRESENTATION

- A. District 31 School Blended Remote Learning (Reopening) Plan - Dr. Erin K. Murphy, Superintendent; Mrs. Becky Mathison, Assistant Superintendent of Curriculum and Instruction; Dr. Janine Gruhn, Director of Special Education; Dr. April Miller, Field Principal; Ms. Shaton Wolverton, Winkelman Principal; Mr. Nino Alvarez, Winkelman Assistant Principal

VII. CONSENT AGENDA

- A. Approve the Open Session Minutes of the May 28, 2020 Regular Meeting of the Board of Education
- B. Approve the Open Session Minutes of the June 25, 2020 Regular Meeting of the Board of Education
- C. Approve the Closed Session Minutes of the June 25, 2020 Closed Meeting of the Board of Education
- D. Approve Warrants for the First Half of the Month of June in the Amount of \$363,295.66
- E. Approve Warrants for the Second Half of the Month of June in the Amount of \$108,982.96
- F. Approve Payroll for the Second Half of the Month of June in the Amount of \$1,299,774.94
- G. Approve Personnel Report, as submitted - None
- H. Accept Donations - None

VIII. ACTION ITEMS

- A. Approve the adoption of the e-Learning Plan
- B. Approve the adoption of the Blended Remote Learning Plan/School Reopening Plan
- C. Approve District 31 Anti-Racism and Equity Statement

IX. INFORMATION AND DISCUSSION ITEMS

- A. Administrative Reports - none
- B. Cathy Lauria, Assistant Superintendent of Finance and Operations/CSBO
  - 1. Monthly Budget Reports -June 2020
  - 2. P-Card Summary Sheets – June 2020
  - 3. Facilities Update - verbal
- C. Board Reports - verbal
  - 1. Melissa Choo Valentinas – Northfield Township Board Presidents
  - 2. Daphne Frank – Glenview Plan Commission
  - 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. Smart Procure - Quarterly Request of Vendor Addresses/Payments

F. Discussion Items

1. Policy First Reads

- a) Pandemic Preparedness; Management; and Recovery
- b) School Board Meeting Procedures
- c) Student Behavior
- d) Student Records
- e) Use of Educational Technologies; Student Data Privacy and Security
- f) Communicable and Chronic Infectious Diseases
- g) Home and Hospital Instruction
- h) Attendance and Truancy Program

2. Confirm IASB Board training - verbal

G. RECOGNITION OF AUDIENCE

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

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

J. ADJOURN MEETING

Respectfully submitted,

Dr. Erin K. Murphy  
Superintendent of Schools

The Proposed District 31 E-Learning Plan is still being finalized.  
It will be posted for review prior to the Board of Education Meeting.



The District 31 Reopening Plan is still being finalized.  
It will be presented at the Board of Education of Meeting.

**WEST NORTHFIELD SCHOOL DISTRICT 31**  
**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION**  
**Per COVID-19 Executive Order No.5, District 31's Board Meeting Was Done Remotely**  
**7:00 May 28, 2020**

**CALL TO ORDER**

The regular meeting of the Board of Education was called to order by President Melissa Choo Valentinas at 7:02pm.

**ROLL CALL**

Board Members:

Present:

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

District Administration Present:

Dr. Erin K. Murphy, Superintendent of Schools  
Mrs. Catherine M. Lauria, Asst Superintendent Finance/ Operations/CSBO  
Dr. Erica Berger, Principal Winkelman Elementary School  
Dr. April Miller, Principal Field Middle School  
Dr. Janine Gruhn, Director of Special Education  
Mr. Nino Alvarez, Winkelman Assistant Principal

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

**ADDITIONS OR CHANGES TO THE AGENDA**

- A request to adopt Board norms for remote Board of Education meetings was made by Member Jeff Steres. Member Maria Vasilopoulos requested clarification on the procedures and policy governing Board member requests on topics be added to the agenda. After discussion, Board President Melissa Choo Valentinas made the decision not to add it to the current agenda and determined that the topic should be covered in the IASB self evaluation of the Board of Education.

**READING OF COMMUNICATIONS TO THE BOARD OF EDUCATION**

None

## RECOGNITION OF AUDIENCE

Superintendent Erin Murphy read the following comments from the audience, received via the google form.

- District 31 Parent Lisa Brown to the Board of Education which asked about fall learning plans, student placement and sectioning process for FY21, and concerns about bus safety in FY21.
  - Superintendent Erin Murphy responded:
    - There will be a presentation following that should answer the question on e-Learning, strategies, focus, actions, and planning process and timelines for FY21.
    - We are waiting for more enrollment numbers to determine how many sections we will need for each grade. We are looking at the strengths of our teachers and what is good for the students.
    - We are looking at how we can provide a system to welcome all our students K-8th grade with stability and social emotional support.
    - We will be working with the bus company and meeting with them in June to discuss fall guidelines under phrase 4. District 27 has also joined with North Shore Transit. We have already shared information with the bus company that helps prepare the bus routes.
- District 31 Parent Allison Slade to the Board of Education to address what performance evaluation metric templates are used for rehiring administrators.
  - Superintendent Erin Murphy responded:
    - The metric is the principal evaluation metric from the Professional Standards for Administrators and Dr. Murphy will be happy to share the template.
- Anonymous: Can we share the plan for the upcoming school year.
  - Superintendent Erin Murphy stated that the upcoming presentation will explain the process.

## PRESENTATION

Superintendent Erin Murphy, Assistant Superintendent of Finance and Operations, Catherine Lauria and Director of Special Education, Dr. Janine Gruhn presented the NSSSED financial model.

- Superintendent Erin Murphy stated that NSSSED is our special education cooperative

and we use them for many services to support many of our special education students. There are 18 districts in this cooperative. As a member of the cooperative we pay fees. Over the last number of years the fees have been increasing. There has been a lot more push for transparency in the cost over the last year. Members of NSSED representing finance, special education, and Board members, developed a new financial model which, once approved, would be in effect 2021-2022 school year.

- Superintendent Erin Murphy and Assistant Superintendent of Finance and Operations, Catherine Lauria summarized the key funding variables which are the IDEA funds, average salaries, charges for PD, student to staff ratio, medicaid, calculating the non-member surcharges, facilities charges, transportation coordination, membership fees, and year end balancing.
  - The Financial Model needs to be approved at the June Leadership Council meeting for NSSED. District 31's representative will have the ability to cast a vote.
  - This financial model does not go into effect until FY22. FY21 will exist under the current model.
  - The model estimates are based on funding components District 31 will retain instead of giving to NSSED.
  - District 31 will be exploring options available to us with the newly approved intergovernmental agreement with township schools.
  - District 31 will always need to utilize some of NSSED programs and offerings, even if retaining programs like early childhood.
  - Board President Melissa Choo Valentinas stated that she will attend the June NSSED Board meeting and be the District's representative and wanted to know if the rest of the Board of Education approves of approving the new financial model of NSSED. The Board agreed to have Board President Melissa Choo Valentinas vote yes.
- Superintendent Erin Murphy summarized the presentation of the FY21 Strategies, Focus, Actions, and Planning Process and Timelines wherein she touched on the following:
    - COVID-19 will continue to be a major factor for 2020-2021. Our priorities will evolve to meet those challenges, including meeting student academic and social emotional needs to ensure that all students receive the support they need and to close the learning gaps that have been created by remote learning. Included in that is ensuring quality instruction, ensuring enhanced technology and learning opportunities, continuing to evolve sectioning and leveling practices to support students, and address trauma related to impacts of COVID-19. Another goal is to provide instructional resources and tools to be effective in both a remote learning environment and an adjusted in person environment. When school returns in the fall it will no doubt look different. Thus, we need to refine best methodologies to supervise and evaluate staff and continue to evolve communication strategies. And, we always want to provide

a safe environment for students and staff in the physical buildings as advised. In addition, we intend to remain fiscally aware as we face the unknown and continue addressing other important and strategic goals.

- Superintendent Erin Murphy reported what the District is doing now to plan for the fall.
  - Collecting information and research.
  - Meeting with local and state officials.
  - Advocating for guidance from the Illinois Department of Public Health and Illinois School Board of Education.
  - Evaluating and revising e-Learning Plan.
  - Building draft plans according to each phase and what each phase of the plan will address.
  - Presented a timeline for developing the plan over the summer.
  - Described a parent and staff advisory group to offer feedback.
- Superintendent Erin Murphy reviewed the Parent Remote Learning Survey wherein two weeks ago this was opened for parents and offered in four different languages. Highlights include:
  - 195 responses
  - Overall parents would like more specific structures and more robust education.
  - Survey showed all grades of students missed teachers, classmates, sports/extracurricular activities. Some students have difficulty completing assignments and some students in the higher grades prefer staying home to attending school.
  - Items that were important to parents during remote learning were similar to all grade levels and included access to devices/wifi, mix of teaching synchronous and asynchronous, time limits for assignments, daily face to face time and schedules.
  - In order to improve student social emotional health, results indicate a higher need for 1:1 time with teachers, social workers, and more social opportunities with peers, including students in their homeroom.
  - Superintendent Erin Murphy reviewed the list of items that parents wish staff had done during remote learning in different grade levels and what were the most helpful things staff did during remote learning.
  - Administrators shared takeaways specific to each building.
  - Superintendent Erin Murphy stated that there will be additional surveys in the future on remote learning.

President Melissa Choo Valentinas has asked that the parent response form be reopened for questions during the presentation. Dr. Murphy reviewed these additional parent questions and feedback.

- Parent, Daniel Stern, questioned if a student has to quarantine because a family

member developed COVID, would the District be able to provide remote learning to the healthy student while the other students are still in school.

- Superintendent Erin Murphy responded that part of the plans that need to develop is how to support students if they develop COVID or if they need to be quarantined due to a family member developing COVID.
- Parent Allison Slade requested this presentation to be posted on the website.
  - Superintendent Erin Murphy responded that it was just completed today it will be linked to the Board briefs on the website.
- Parent Lisa Brown questioned the following:
  - How are we encouraging folks in our community to register for the 2020-2021 school year since it seems enrollment is still low?
  - Are we planning to hold off giving devices out over the summer unless students are registered for next year?
  - Will the plan that is being sent out in July also include more specifics on how we will support the social emotional health of all students as well as the other elements?
  - Do you hear any feedback from the teachers regarding their concern on returning to school or teachers learning?
  - Special shout out to the 1st grade teachers and teaching assistants for being amazing during this time.
- Superintendent Erin Murphy responded on the following:
  - Enrollment is starting to increase and the numbers will be presented in more detail during the meeting. Parents are being encouraged to sign off if they are intending to return next year. We will continue to encourage our families to enroll and continue to do in depth communication.
  - The planning process includes social emotional health.
  - Our administrative team is considered every stakeholder in our District 31 family and everyone is yearning to return to education. At the same time they need to balance this with safety. There is a call from the Superintendents to ask for some regional consistency.
- Vice President Laura Greenberg questioned if there has been any direction on how we would support a high risk teacher or student.
  - Superintendent Erin Murphy stated that they have not received guidance yet but there has been many discussions within the various groups. The student issue is different from the teacher issue wherein the district would work with the physician and the parents because there is already homebound tutoring in place but that would evolve. The teachers have the existing HR mechanisms and we are waiting for guidelines like we received in the spring for the shut down of what is needed to be done.

- Vice President Laura Greenberg voiced concern of K-2 grade students learning with masks on because that age group learns by watching faces.
  - Superintendent Erin Murphy stated that again they are waiting for some guidance.
- Secretary Daphne Frank voiced concern on what the State is going to come up with for physical education because there are many students that have asthma and it's hard to wear the mask for a long period of time.
  - Superintendent Erin Murphy stated that as the different sports activities are opening up, they will be able to see which guidelines they are using and if those guidelines are working.
- Member Jeffrey Steres thanked Superintendent Erin Murphy for the detailed information and stated that the timing of this is very interesting. As the draft plans are being developed it will probably be with the idea of being in Phase 4. He is concerned that a draft plan will not be developed and run through the advisory committee prior to the June Board of Education meeting in order for the Board to give direction to the administration. Member Jeffrey Steres is questioning how we can have a more solid plan that the Board of Education can give guidance on and feel comfortable with during the June meeting or do we have to have a special meeting in mid July. Member Jeffrey Steres also stated that he believes the State will give guidance on if masks are to be worn but is also questioning how we handle masks situations.
  - Superintendent Erin Murphy stated that there will be a more robust update on our plan in June and would like to have our new Director of Curriculum and Instruction provide some information on the plan, as well.
- Member Jeffrey Steres stated that he feels that parents should be able to decide closer to the real time regarding if they sign up for the bus or not. Member Jeffrey Steres requested the administration to look at how we adjust and figure out how we can let more real time bus base decisions happen.
  - Superintendent Erin Murphy stated that is part of the June meeting with North Shore Transit on what is the timeframe they need to create the routes, etc.

## CONSENT AGENDA

Member Jeffrey Steres made a motion to approve items A-I. Member Maria Vasilopoulos seconded the motion.

Final Resolution:

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

Nay: None.

The motion passed 7:0.

- Assistant Superintendent of Finance and Operations, Catherine Lauria noted that we

received donations from PTO from Project Reach and we received the check of \$120,000 from the Education Foundation. She acknowledged the efforts over the last few years and expressed appreciation for all the efforts made to achieve this goal.

## **ACTION ITEMS**

Secretary Daphne Frank made a motion to approve a one year contract extension for Assistant Superintendent of Finance and Operations/CSBO, Catherine Lauria until June 30, 2022. Member Maria Vasilopoulos seconded the motion.

Final Resolution:

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

Nay: None.

The motion passed 7:0.

Secretary Daphne Frank made a motion to approve a one year contract extension for Director of Special Education, Dr. Janine Gruhn until June 30, 2022. Member Jeffrey Steres seconded the motion.

Final Resolution:

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

Nay: None.

The motion passed 7:0.

Secretary Daphne Frank made a motion to approve a one year contract extension for Winkelman Principal, Dr. Erica Berger until June 30, 2022. Vice President Laura Greenberg seconded the motion.

Final Resolution:

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

Nay: None.

The motion passed 7:0.

- Assistant Superintendent of Finance and Operations, Catherine Lauria summarized the recommendation to formally approve the Government Obligation Contract between Providence Capital Network, LLC and West Northfield School District 31 for 350 HP Chromebook 11 Laptops for Grades 3 through 5, and the Acceptance of Exhibit B payment schedule. This year marks the third year of a three-year agreement approved in the spring of 2017 for Lenovo N23 Chromebooks for the Grades 3 through 5. Our Manager of Technology, Dave Del Boccio began researching options, pricing, and



availability due to the recent demand for devices due to this pandemic. With all of the unknowns at this time, a lease agreement seemed to be a better option to secure obtaining this equipment. This lease agreement will again be financed through Providence Capital Network with a subsequent assignment to Kansas State Bank for processing payments. We have worked with both of these companies before and it has worked out well. Two of the documents in the Board packet are being recommended for approval this evening. The Government Obligation Contract and Exhibit B, which is the schedule detailing the principal and interest payments for the next three years. Once approved, the package will be completed and sent to Providence Capital.

Secretary Daphne Frank made a motion to approve the Government Obligation Contract with Providence Capital Network, LLC for Grades 3 -5 Chromebooks. Member Jeffrey Steres seconded the motion.

Final Resolution:

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

Nay: None.

The motion passed 7:0.

- Assistant Superintendent of Finance and Operations, Catherine Lauria summarized the recommendation that the Board of Education approve the amount payable to First Student during the COVID-19 timeframe. She stated we discussed the “ask” from First Student to continue to support the cost of the drivers and other staff while we were not receiving transportation services. This would help secure the drivers employment so that if schools reopened, the drivers would be fully staffed and services can easily resume. As the orders from the Governor were being issued, it was becoming more unlikely that school would resume. At that point, each of the five districts contracting with First Student had to determine how they were going to move forward. Initially, the effort was to move forward together. That was not working well so each District went there separate ways to make that determination and develop an amendment, as needed. District 31 and District 27 awarded North Shore Transit the bus transportation services for next year. Assistant Superintendent of Finance and Operations, Catherine Lauria is recommending the Board not make any further payments to First Student. However, if the Board of Education does decide to make a payment, we would have to create an amendment to the contract. She noted when you have an amendment to a contract, there should be consideration for both parties. At this point, knowing that transportation services were finished for this year, it basically meant our contract had ended. Trying to include a consideration offered to the District for any payments, other than good faith for future services, could not be identified. In addition, the amount needed to refund parents equates to \$42,208 which

covers the 52 days missed, or 29% of the school year. Assistant Superintendent of Finance and Operations, Catherine Lauria reviewed the documents in the Board packet which included the estimates of potential costs for the remainder of the year, as well as the amounts represented by various percentages for any potential payments, to provide an idea of costs for the Board to review and decide upon. District 31 paid fees through March, including the Act of God week. We did not pay for spring break. From March 30th to the end of the year is the time period in question.

Member Nancy Hammer questioned if they can sue us if we do not pay anything additional. Assistant Superintendent of Finance and Operations, Catherine Lauria responded stating that we have no legal obligation to First Student because the services provided for in the contract ended.

Member Jeffrey Steres questioned if First Student retained their drivers on their payroll through April 17th when school was cancelled for the remainder of the year. Assistant Superintendent of Finance and Operations, Catherine Lauria stated she had a conversation with Bryan Williams, from First Student, and he stated that they did keep some on and did furlough a number of drivers but did not give the dates of when they did that. He also told her that they ended up settling with a much lower percentage, around 40%, with District 30 and 28 which did not cover the drivers but covered other staff.

Member Jeffrey Steres confirmed with Superintendent of Finance and Operations, Catherine Lauria that the District paid 100% for the five days of the act of god which was March 16th through March 20th. We have not paid anything else at this time past March 30th.

Member Jeffrey Steres stated that he had mixed feelings where he stated that he does not like paying for services that were not received however, we had an agreement with the supplier and hopefully in good faith the supplier was going to be ready to bus our students should we have continued. Therefore, as expressed at the April meeting, Member Jeffrey Steres stated that he feels the district should pay roughly 50% from everyday we did not use them which is March 16th through the day that school was cancelled which was April 17th, not including Spring Break.

After further discussion, Assistant Superintendent of Finance and Operations, Catherine Lauria confirmed her recommendation to pay 0% payment to the contractor as there is no reasonable consideration afforded to the District.

Vice President Laura Greenberg made a motion to approve the recommendation to not make any further payments to First Student. Secretary Daphne Frank seconded the motion.

## Final Resolution:

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

Nay: Jeffrey Steres.

The motion passed 6:1.

Member Maria Vasilopoulos questioned what the percentage will be that the parents get back on the transportation refund. Assistant Superintendent of Finance and Operations, Catherine Lauria responded with 29%, which was the number of days missed in the school year. A schedule was then created to determine the amount owed to those who paid transportation fees. There were variations in the amounts of the refunds as some paid in full and others were on payment plans, or already had received another type of refund.

**INFORMATION AND DISCUSSION ITEMS**

- Director of Special Education, Dr. Janine Gruhn was happy to report that District 31 received the Annual LEA Designation for Special Education that meets requirements in all six compliance indicators and had no audit finding with the IDEA Grant. This means that the Special Education Department is timely in all special education evaluations. We had procedures in place to identify students with various needs, backgrounds, disabilities, and ethnicities. We identified students who are transitioning from early intervention to preschool. Also, we provide transition plans for students that are 14.5 years old. We had no audit findings with our IDEA grant or other noncompliance corrections. Therefore we scored a 4.0 in all areas and received a “meets requirement” for the local education agency determination from Illinois State Board of Education.

President Melissa Choo Valentinas stated that the Special Education Department has had its challenges and appreciate how far the department has come under the direction of Director of Special Education, Dr. Janine Gruhn.

**Finance**

Assistant Superintendent of Finance and Operations reviewed the monthly budget reports for April 2020:

- Treasurer’s Report Bank Reconciliation reflects an \$18.6 million fund balance which includes \$2 million invested in a max account at PMA, which is not included on the Investment Summary Report. The fund balance on the Treasurer’s Report matches the General Ledger Summary, reporting deferred revenues of \$138,935. This represents the amount of fees we have collected so far for next year, which is currently lower than last year.
- The Investment Summary shows we have about \$15.346 million invested at this time and the rates have declined to .832% which was expected with all that is happening to

the economy right now.

- General Ledger Summary again shows the amount of the deferred revenues (negative numbers) of \$138,000. It also is showing that the Capital Projects Fund have a fund balance of \$1,006,000 after the abatement transfer from the Working Cash Fund.
- The revenues in the Monthly Budget Summary Report reflect lower receipts than the prior year which is due to the unexpected property tax refund that was previously discussed. There is a difference in the IMRF Fund receipts from last year as we use the levy process to get both IMRF Social Security Funds back to a normal level, which reflects the discrepancy there. The expenditures show that the Ed Fund is about 5% greater than last year. Transportation expenses will catch up to last year's percentage even with no extra payments being made but we will again be going over the transportation expense budget. Most of this is due to the fact that we do have to pay special ed transportation whether we need the service or not since the contract is through NSSD. Overall, the operating expenses are 6% higher from the prior year. In general, the expenses for operating funds have increased about 10% a month.
- Bar Graph shows what we have reviewed in the other information that our revenues are lower and our expenses are higher than budgeted to date. We have received some State reimbursement that we did not think we were going to receive so that should help.

Member Jeffrey Steres questioned that with the revenues continuing to be less than prior years to this point and expenses continuing to be above prior years to this point is there a projection that there will be any changes to our end financials for the current school year. Assistant Superintendent of Finance and Operations, Catherine Lauria, stated that the property tax receipts are a main component of our revenues and since we took that hit it will affect us which was discussed the last couple of meetings. There are expenses that we are not incurring since we have been shut down so that may help a bit. We have been continuing to pay teachers their regular salaries and their stipends that they receive on a regular basis. Utility costs, printing costs and custodial costs should be lower over time, with that, we hope we are saving money on that end. There has also been a delay in moving forward with the camera work. Member Jeffrey Steres questioned that we had planned from a budgetary standpoint that we would have a surplus of three quarters of a million dollars (\$750,000) at the end of the year and questioned if that is still the projection. Assistant Superintendent of Finance and Operations, Catherine Lauria stated that she does not have a projection at this time. The anticipated projections were reported last month but it has not been updated for this month however the unexpected receipts received may help those projections.

Assistant Superintendent of Finance and Operations, Catherine Lauria gave an update on facilities and showed pictures of the facility updates where she stated the following:

- Winkelman - In the north parking lot the asphalt binder course was installed and the walking path behind Winkelman that progresses towards the neighborhood was also installed. The permeable pavers were installed in the island areas which helps with the water absorption. The ballards are installed as well as light poles and fixtures and the trash enclosure fence is partially installed. Landscape restoration has begun and they are adding black dirt, sod, and planting trees in the north parking lot islands along the new sidewalks, the walking path, and around the new playground area. For the detention area, they have the detention pond expansion excavation completed. There is a concrete storm overflow structure to prevent overflow in certain areas in heavy

rain. Some sewer work needs to be done but they are waiting for drier weather. During the week of June 1st, they expect to have the asphalt surface course installed, patch the existing south drive due to recurring holes, the trash enclosure fence should be completed, and striping and signage should also be completed. The landscaping will continue on the north lot and they will begin spreading the black dirt at the detention pond. By mid June, the dirt at the detention pond should be completed. Regrading and hydroseeding the area south of the playground by the fire lane, hydroseeding the detention pond, and crack filling and seal coating the rest of the parking lot should be completed. They are looking to complete the Winkelman parking lot by the end of June.

- Field - There was a blockage in the sewer on Techny Road which caused the water to be retained in the detention pond and drain very slowly. The blockage has been removed and the release of the water seems to be working properly. The contractor will continue to check and confirm that restrictions were installed correctly. Because we had record breaking rain in May there has been a delay in the construction of the soccer field but hope to continue by June 1. Pictures of the facilities update were shared with the Board of Education.

## **BOARD REPORTS**

- Member Nancy Hammer reported the Ed Foundation is status quo and the PTO had their last meeting virtually. Meredith Estes stepped down as President. The role of president is open. Other parents have stepped in to fill the other roles. The PTO has \$60,000 in the bank and they are planning to scale down on the events next year due to the current pandemic situation. The 5th grade parents have t-shirts to hand out at the parade on June 2nd and the DVD montages will be handed out a later date. The gifts for the school have been approved which were the recess equipment for Winkelman and the Ping Pong table for Field.
- Member Jeffrey Steres reported on the NSSSED meeting wherein he presented and stated that in June they are going to vote on a brand refresh. They have gone through several different logos and names and their recommendation is True North Educational Cooperative 804. They explained that the compass is not facing north because everyone's north is different. Member Jeffrey Steres stated that our Board of Education representative for June, President Melissa Choo Valentinas will be expected to vote on the rebranding. Superintendent Erin Murphy stated that the administration is fine with them rebranding. Secretary Daphne Frank stated that if they have a July meeting, she can attend as well as August.

## **STUDENT ENROLLMENT**

Superintendent Erin Murphy reported on the enrollment. President Melissa Choo Valnetinas requested signs to be placed outside to remember to register.

Member Maria Vasilopoulos questioned if the students should be allowed to keep their devices over the summer if they have not registered. Superintendent Erin Murphy stated she

spoke with the school attorney and they are comfortable with the way it is written that it is with the intent to return. After further discussion, the Board of Education agreed to have the students registered in order to keep the device if possible. The administration will sort out the waivers and contact families that have not registered yet.

## **FREEDOM OF INFORMATION ACT REQUESTS**

- **None**

## **DISCUSSION ITEMS**

- Superintendent Erin Murphy summarized the consideration of the calendar adjustments for 2020-2021. It should be noted that no plans are being considered to change the beginning dates of next year or spring and winter break holiday breaks. Superintendent Erin Murphy requested direction from the Board on the following items:
  - Two emergency days are currently built into the year. Now that we are more equipped with e-Learning for snow days, do we want to adopt a calendar with five extra days at the end of the year. After further discussion, the Board of Education directed Superintendent Erin Murphy to put them at the end of the year.
  - The Board of Education can purchase five additional days in accordance with the collective bargaining agreement. As we talk about financial situations, we can choose not to purchase those five days and put that money back into the budget. Superintendent Erin Murphy requested direction from the Board of Education on how many days they would want added to the calendar for next year. After further discussion the Board of Education stated that this discussion will be continued until after the closed session.
  - Legislative may make election day, November 3rd, a State holiday. The reason they will make November 3rd a State holiday is due to COVID. The direction needed is if the Board of Education wants to look at the election day in the spring.

The Board of Education directed Superintendent Erin Murphy to bring a calendar adjustment for approval to the June Board Meeting.

- Superintendent Erin Murphy reviewed the 2020-2021 Board of Education meeting dates.
  - The Board of Education decided not to have a Board meeting on the first day of school in August so the date of the Board meeting will be Tuesday, August 25, 2020.

## **RECOGNITION OF AUDIENCE**

Parent, Mindy Dapin suggested that if signs are put up, to please direct on how to get a new login.

**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. Vice President Laura Greenberg seconded the motion.

Final Resolution:

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

Nay: None.

The motion passed 7:0.

**ADJOURN**

Vice President Laura Greenberg made a motion to adjourn. Secretary Daphne Frank seconded the motion.

Final Resolution:

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

Nay: None.

The motion passed 7:0 at 11:42pm

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**Board President**

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**Board Secretary**

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**Date**

**WEST NORTHFIELD SCHOOL DISTRICT 31**  
**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION**  
**Per COVID-19 Executive Order No.5, District 31's Board Meeting Was Done Remotely**  
**7:00 June 25, 2020**

**CALL TO ORDER**

The regular meeting of the Board of Education was called to order by President Melissa Choo Valentinas at 7:06pm.

**ROLL CALL**

Board Members:

Present:

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

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  
Dr. Janine Gruhn, Director of Special Education  
Mr. Nino Alvarez, Winkelman Assistant Principal

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

**ADDITIONS OR CHANGES TO THE AGENDA**

- Superintendent Erin Murphy moved the action item VIII. A. Appointment of New Winkelman Principal ahead of the presentation.
- Superintendent added a discussion item on how to conduct Board of Education meetings moving forward in Phase 4.
- Member Jeffrey Steres requested that consent agenda item VII. A. Approval of May 28, 2020 open session minutes be removed from the consent agenda and added as a regular item on the agenda.



**READING OF COMMUNICATIONS TO THE BOARD OF EDUCATION**

- None

**RECOGNITION OF AUDIENCE**

President Melissa Choo Valentinas stated that the Board of Education is having a dilemma on trying to remain transparent and getting questions answered in a timely manner. The issue that the district is experiencing is that the information from the State of Illinois is coming to the District very late which makes it difficult to get the Board of Education packet out in a timely manner to the community in order to review in a timely manner to prepare questions. President Melissa Choo Valentinas stated that the Board of Education is going to go back to protocol and not answer questions that have been submitted through public comment. The Board of Education needs time to meet together to discuss if the issues need to be discussed at the following meeting. A Board member may ask a clarifying question but will not respond. If a community member does have a question, there is a second recognition of the audience at the end of the open meeting. That would be the time to submit your questions and the Board of Education will review the questions after the meeting and if needed add them as a discussion item for the next public meeting.

Superintendent Erin Murphy read the following comments from the audience, received via the google form.

Dear Dr. Murphy, Dr. Miller, and District 31 Board Members,

FYI: This is a condensed version of a previous letter that is now being submitted as a public comment.

First, thank you for the recent letter to our District 31 community. We appreciate the denouncing of bigotry and the commitment to learning, starting with the equity audit. However, we urge you to also consider taking an even stronger stance at this time.

Participating in an equity audit is a great decision, but this puts yet another year between inaction and action. Instead of waiting, consider forming an anti-racism task force now, making sure to include the few diverse teachers and staff we have. Make our district's goals and commitments to anti-racism available to our district's families. Allow your staff/teachers/administrators to do a book study (How to Be an Anti-Racist or Culturally Responsive Teaching & the Brain are all good places to start) or incorporate mandatory equity training in the fall so that at least everyone has a common vocabulary and mindset in order to begin the journey of anti-racism. Share resources with our district's families and students so we all understand these terms and have ways to explore anti-racism on our own.

As a public high school teacher for over two decades, I have realized that saying that one is pro-diversity and inclusion is not equal to stating that one is actively committed to being anti-racist. Some may say that public statements of anti-racism are too political or provocative, but remember that education by its very nature is political and provocative. Schools write curriculum, teachers make choices about texts to use in the classroom, school boards decide which holidays to celebrate or not. And in today's world, staying passive is also political and provocative.

District 31's mission is to "prepare today's students for tomorrow's world... [to] educate our children to

achieve their highest growth potential in all growth areas—intellectual, emotional, social, and physical.” How better to prepare our students for tomorrow’s world in all these growth areas than by teaching them that we have voices, that our strength is in our diverse community, and that we can use our voices and strengths to help support those who need it? Staying silent is not a neutral act.

We appreciate our district’s promise of examining diversity and inclusion, which is why we strongly ask you to consider clarifying your actions before the start of the new school year by communicating to the families of this district that you will call out racism and that you openly commit now to making concrete decisions to be anti-racist in all ways possible.

Thank you,

Wileen and John Hsing

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Dear District 31 Board Members and Administrators,

I am writing to you today to express my frustration and dissatisfaction with the way in which you have chosen to respond to one of the three crises that our nation is currently facing. As a country, we are facing public health and economic crises due to COVID-19. It has no doubt touched each and every community within the United States, as well as the world at large. The third crisis I am referring to is the racial crisis that isn’t new, but in this most recent instance comes in the wake of the systemic murders of George Floyd, Breonna Taylor, Ahmaud Arbery, and countless other Black men, women, and children.

As a group, you had an opportunity to demonstrate to the families within District 31 and members of both the Northbrook and Glenview community that as an educational institution you actively condemn racism in all of its forms. Including the very real racism that exists here in Northbrook and Glenview, Illinois. As an alumni of District 31, I am telling you that you fell short. Your message feels as if you are more concerned about being professional than compassionately connecting with the human beings within this community, and the very real pain that so many are feeling.

I grew up in District 31. My three younger siblings and I attended both Winkelman Elementary School from Kindergarten to 5th grade, and Field Middle School from 6th to 8th grade. My mother volunteered as a room parent for many years, and later volunteered with the PTC serving as VP of Fundraising and then President. She fought for the referendum and volunteered for five years organizing the 8th grade trip to Washington DC. My family and I sincerely love this district. Reflecting on it now I am extremely grateful for several of the teachers that I was able to learn from and who have continued to support me. However, my positive experience within the district will not prevent me from voicing my concerns and urging you all to do better.

According to the most recent publicly available Illinois school report card 58% of the students within the District 31 community are non-white, Black indigenous people of color (BIPOC). Speaking as a former Latinx student, it is a disservice to this community if you continue to dance around these issues instead of confronting them head-on. As one of the most diverse districts that feed into District 225 you should be leading in this effort, and constantly seeking ways to do better. Not only by gathering together to discuss race and racism, but by putting actions behind your words. I am glad to hear that this coming school year the district will be partaking in an equity audit. That is a great first step. I am interested to know which organization/company will conduct the equity audit, and when it is complete will that information be made readily available to the public? Moving forward, transparency with the community

you are serving is key.

I am also sincerely hoping that you will not wait a full year to create change within the district, or worse wait for the next iteration of the brutalization of black and brown bodies to be broadcasted over every media outlet. I would like to remind you that just because the issue may no longer be "trending" that does not mean that it is not of the utmost importance. You have a responsibility to both your families of color as well as your white families to seriously take a look at your curriculum, hiring practices, school-sponsored events, school policies, and essentially everything that encompasses the district. I urge you to stop saying that you aren't racist, but rather to start actively saying and embracing what it is to be anti-racist.

Thank you for your time.

Sincerely,

Maria Kahn on behalf of The Acorn Collective

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Laura Greenberg, Northbrook

District 31 Board Members,

I will send thoughts to Erin as a board member separately for her to share within the open meetings act with the members of the D31 board and our district leadership team as she sees appropriate. That message will be more pointed than this one.

This message is being sent to you as a community member, on behalf of myself and my husband Brad, not as a member of this board. I request it be added to our official record for communications from the community and read at our next meeting. Too many conversations about what it means to educate global citizens, to be anti-racist, happen behind closed doors – they must be taken to an open forum, to the light of day. I will be posting this on my personal FB page, and our parent FB page as a member of the community.

Our family has lived in District 31 for almost 10 years. We have fought for the referendum, volunteered, and worked hard to bring the best to how we educate our children and be great partners for our schools. Over the last 10 years, we have held many roles within the district. Laura has personally served as president of the foundation, helping raise over \$250k for 1:1 technology, funding teacher grants, and so much more we enjoy today. Laura and Brad have both been active room parents, volunteers, and fundraisers for years. Laura has served on our school board for almost 8 years. Our middle child, as an infant, was a part of walking for the referendum, strapped in a Bjorn on both of our bodies as we hung fliers and spoke to neighbors. That referendum allowed us to operate with our low class sizes, outstanding curriculum, extracurriculars, and so many of the wonderful things we enjoy today, things many of our younger families don't realize we haven't always enjoyed. We were the first district to have full day Kindergarten, the first to do so many things – and many of these, Laura has been on the forefront of the fight to find creative ways to accomplish. We have spent hundreds of hours giving back to this community we love, a community we chose because of its incredible diversity. We love this district. Although we are heartened by the recent conversations the board has had regarding equity and moving our curriculum towards truly educating our kids as global citizens, we are deeply disappointed in the progress our district has made, and in its silence this week and in the recent years.

From Laura: As a Latinx BIPOC, raising bi-racial children, I would like to express the deep disappointment I have had over the years in our district's watered down approach to equity, inclusion, and diversity. People read about micro-aggressions and privilege and think "not us" but I stand here, as a person of color, to tell you – YES, YES US. I have sat in school board meetings – during open session – and watched as members of a previous board argued that an assembly was evidence of our dedication to diversity and inclusion. As that same group felt that simply restating our official board stance on diversity – a stance written in the 80s – was too "provocative" to send in the wake of the Charlottesville protests. I have been bringing this topic up, in open session, as a member of our board, for almost 8 years. Now, I speak as a community member. Yes, we are doing an equity audit – we are just now starting. Why did this take 8 years? And why our board's silence this week?

Based on the latest publicly available Illinois school report card, our community of students is 56% non-white, BIPOC. I would urge you, as board members, before believing that what is happening in our country doesn't impact our community, that our community isn't exhausted, fatigued, sad, to check your own identity at the door and think about the students we represent and the community we have a deep responsibility to. I would also urge you to consider the difference between saying "I'm not a racist, but..." and "I'm an anti-racist." Racism isn't the shark. IT IS THE WATER. And until we look at hiring, curriculum, and how our board looks at issues from things as simple as communication to how we make decisions, then we are putting lipstick on the shark. Have we made progress? Yes, some. But it has been too slow, and they have taken way too much fight. This isn't just our responsibility to our children of color; it is our responsibility to all our children – especially our children of privilege – as these are skills will give them an advantage and prepare them for the world.

Personally, I will share that I am aware of my own incredible privilege. I am one of those "ideal" minorities – educated, "articulate," - non-threatening. I am fortunate – given my fair complexion, I can "pass" in most settings, and this keeps me safer than most of my darker brothers and sisters. Perhaps you all don't know, but I didn't speak English until I was 5. I was an ELL student. For years I have professionally and personally advocated for diversity, inclusion, belonging – for education, for advocacy, for REAL steps. But, despite most of the work I have done, and racism I have personally endured, most of the time, I have sat comfortably in the elevated acceptability educated Hispanics have over Blacks, Muslims, other Latinos, and so many others in our country – those who don't have the privilege of being able to fluidly move between identities. Over the last week, I have thought about all the good, all the advocacy moments, moments where I stood for change and they have happened. But I have spent even more time reflecting on the moments I have stood silent for fear of insulting a friend or client, of being seen as unreasonable, of making someone uncomfortable - or worse, where I have accepted that this is the way things have to be, that I have to keep working, be nice, not rock the boat. Through those moments of silence, those moments of acquiescence, I am complicit in the system that has hurt people like George Floyd and so many others. I am committed to being and doing better. Despite all the social justice work I've done in my life, despite the advocacy I do, it isn't enough.

I know that I am guilty of all the goods I did not do. And I am committed to making that list a short one, for the rest of my life.

I would urge you to please, if you want to be informed, complete the first exercise below (it takes a minute to read) and read the performative allyship article. If I had a wish, it would be that you all read all of what I list below. People in leadership across the country, particularly those in leadership with the incredible responsibility of educating our future leaders and children, must elevate their understanding. I believe apathy, in most cases, isn't fed by racism, it is fed by lack of knowledge. If you want to be more educated, these books are a great start: How to be an Anti-Racist, White Fragility, A People's History of the United States. More immediately, some things to read:

- A good exercise to help you think through your own exposure set
- Some things you can do right now.
- Why Performative Allyship is Deadly (Here's What to Do Instead)
- Take the implicit bias test and see where you land: <https://implicit.harvard.edu/implicit/>

- A good primer to read for general knowledge – The Invisible Backpack

As a member of the community, I respectfully ask that this board consider why it didn't respond more quickly, why a communication hasn't been issued, and, more longer term, that it think through the future of these topics for our community. At the end of this note, I have pasted an email from another district, one that got it right. Because none of our largely privileged neighbors have issued statements is no excuse – we must be better. We must DO better.

Thank you, Laura Sanchez-Greenberg and Brad Greenberg

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Can you please explain to us what/ if anything, is being done to retain Winkelman principals? When we first moved to Glenview 5 years ago, Winkelman had a rating of 8. Currently Winkelman is at a 6. Can you please give us some insight as to why the drop in our rating? - Marina Avdalas

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We are wondering why there is such a high turn over rate with admin at Winkelman. Are they leaving on their own or are their contracts not renewed? The instability is hurtful to the students and very disappointing to the parents. How can we ensure that the next principal will be here to stay? What can the district do to hire the next principal and have him/ her stay? Our kids need and deserve better than this.

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Winkelman dropped from 8/10 score to a 6/10!!! What has caused this drop? Again, what can be done to improve the school's score? - Parent

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## PRESENTATION

Superintendent Erin Murphy, Assistant Superintendent of Finance and Operations, Catherine Lauria and Director of Special Education, Dr. Janine Gruhn, Principal Dr. April Miller and Assistant Principal, Nino Alvarez presented the District 31 draft plan for reopening school.

- The administrators reviewed the 2020-2021 School Re Entry Plans and Guidance from the Illinois State Board of Education. This presentation will be included in the Board Packet.
- . The presentation highlighted the following:
  - Feedback from the Parent/Staff advisory survey which included questions on masks, factors that would make parents comfortable to send students back to

school and what the common themes were shown from the survey.

- Illinois State Board of Education (ISBE) guidance provides the required framework for public schools. Within that framework, there is local control. ISBE guidance stated the following:
  - That in-person instruction is strongly encouraged in Phase 4; however it is crucial to note that this does not signify a return to pre-pandemic operations.
  - Require use of appropriate personal protective equipment (PPE) including face coverings.
  - Prohibit more than 50 individuals from gathering in one place.
  - Require social distancing be observed, as much as possible.
  - Require that schools conduct symptom screenings and temperature checks or require that individuals self certify that they are free of symptoms before entering the school buildings.
  - Require an increase in school wide cleaning and disinfection.
  - School districts “adopt a Remote Learning and Blended Learning Day Plan approved by the district superintendent.”
  - E-Learning/Remote Learnings Plans.
  - Districts allocated up to five Remote and Blended Learning Planning Days.
  - Back-to-School Events, discouraged unless it is virtually.
  - Limit non-essential visitors to the building.
- The administration is moving forward with planning for in-person instruction, with an e-school option for families. In addition, they are planning a more robust e-learning module.
- The administrators reviewed the list of things that we need to remember as we review the plans and what we can expect to see in terms of plan details.
  - Superintendent Erin Murphy summarized the next steps which include:
    - Process feedback and questions, make adjustments to frameworks.
    - Review and plan using released guidance.
    - Meet with the WNTA.
    - Convene Social Emotion Task Force.
    - Convene Town Hall meetings for parents in July to discuss frameworks and answer questions.
    - Convene Town Hall meetings for staff, collaboration with the WNTA, to discuss frameworks and answer questions.
    - Open a “re-registration” for parents. Parents will need to register for remote or e-school. This could include a needs survey and transportation verification.
    - Determine scheduled and staffing needs. Work with staff to determine placement.
    - Work with school leadership teams, district leadership teams, and specific teams of teachers to work on details of implementing plans.
    - Get the final e-Learning plan approved at July Board meeting.
    - Present finalized plans (pending IDPH and ISBE) at July Board meeting.
    - Work on handbook and communication plan.

Superintendent Erin Murphy asked the parents/community for grace and forgiveness as

things are being unrolled a little bumpy but the District is doing our best and figuring out what the best thing is for our students and families.

## **CONSENT AGENDA**

Member Nancy Hammer made a motion to approve items B-G. Secretary Daphne Frank seconded the motion.

Final Resolution:

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

Nay: None.

The motion passed 7:0.

## **ACTION ITEMS**

Superintendent Erin Murphy summarized the recommendation to approve Shaton Wolverton as the Winkelman Elementary Principal effective July 6, 2020 for the 2020-2021 school year. Principal Wolverton most recently served as the principal of Newport Elementary School in Beach Park, IL. Principal Wolverton began her career at Kalamazoo Public School where she served for over ten years as a teacher and then assistant principal. In 2004, she took her first principalship at Evergreen Park Elementary School followed by principalships with the Round Lake Area School District (2012) and Beach Park School District (2015) where she built solid community partnerships, strongly supported students, staff, and families, and worked towards school improvement. Principal Wolverton has a bachelor's degree in Elementary Education from Western Michigan University and a master's degree in Educational Leadership from Western Michigan University. Superintendent Erin Murphy stated that she is very happy to bring Principal Wolverton on board with 16 years of experience as a principal.

Vice President Laura Greenberg made a motion to approve the appointment and one year contract for Shaton Wolverton as Winkelman Elementary Principal effective July 6, 2020 for the 2020-2021 school year. Secretary Daphne Frank seconded the motion.

Final Resolution:

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

Nay: None.

The motion passed 7:0.

Member Daphne Frank made a motion to approve the support personnel hourly rate increases for FY 2021. Vice President Laura Greenberg seconded the motion.

Final Resolution:

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



Nay: None.

The motion passed 7:0.

Member Maria Vasilopoulos made a motion to approve the education support personnel - teaching assistant increases for FY 2021. Secretary Daphne Frank seconded the motion.

Final Resolution:

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

Nay: None.

The motion passed 7:0.

Superintendent Erin Murphy summarized the adjustments that were made into the calendar for the 2020-2021 school year wherein she stated that in light of the situation and possible e-Learning for next year the emergency days were added at the end of the school year instead of being built in. The calendar was also adjusted to 182 days as contract time. As we look at equity and diversity we also want to consider taking those holidays and making a more inclusive school calendar. The holidays would be Diwali, Eid and Orthodox Good Friday. This year would be two additional days off this school year because Diwali is on a Saturday. Superintendent Erin Murphy described the Option 1 and Option 2 as follows:

Option 1: Go with the proposed calendar, 182 contract days and the school year would end Wednesday, June 2, 2021.

Option 2: Consider putting in the two additional holidays, 182 contract days and the school year would end Friday June 4, 2021.

Superintendent Erin Murphy stated that based on information and guidance, the district was allocated 5 student non-attendance days for staff preparation for the Blended Remote Learning. These professional opportunities would focus on preparation of all the models such as new procedures to review, pack and move and make sure we are maximizing our space, technology professional development, safety professional development, instructional professional development, social emotional, articulation, etc. The 5 days does not add to the calendar but takes the place of 5 student attendance days. The administrators recommended the district use two of the days at the beginning of the year and start school on August 24 instead.

Students will start school the following Monday, August 24, 2020. The other three Blended Remote Learning PD days would be on Friday, September 25th, Monday October 19, 2020 (Conferences are held that evening) and Tuesday, November 24, 2020.

Superintendent Erin Murphy recommendation was to choose either Option 1 or Option 2 with the addition of remote and blended learning planning day days on August 20, 21, September 25, October 19, and November 24. Election day is an off day.



After a lengthy discussion, Member Maria Vasilopoulos made a motion to approve the updated school calendar for the FY21 school year with Option 2, along with the following:

1. Adding two holidays that fall on school days.
2. Adjusting the number of teacher work days to 182.
3. Add Election day, November 3rd as a non attendance day.
4. Move the emergency school days to the end of the school year.
5. Add the remote and blended learning planning days as presented.

Secretary Daphne Frank seconded the motion.

Final Resolution:

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

Nay: None.

The motion passed 7:0.

## INFORMATION AND DISCUSSION ITEMS

### Finance

Assistant Superintendent of Finance and Operations reviewed the financial reports for June 2020:

- Treasurer's Report Bank Reconciliation reflects an \$17 million fund balance which is \$1.5 million less than the prior month. Last year at this time for May of 2019, the fund balance was \$21.6 million which did include money that we have expended for capital projects.
- The Investment Summary shows the average rate of return for investments declined to 0.54% from 0.83% with a hopeful note that rates will rebound soon.
- General Ledger Summary again shows that as of May 31st, the Capital Projects Fund Balance was \$769,000 and will be reduced to \$520,000 after bills are paid in June.
- The Monthly Budget Summary Report for May compares the current year to the prior year, with revenue totals around 93% of the budgeted amount this year compared to 99% last year. This was mainly due to the reduction in property tax receipts with a large tax refund which affects the operating funds across the board. This includes ED, O&M, IMRF, Social Security, and Transportation as the funds that were affected. Transportation is offset somewhat from the state reimbursements which is unlike the other funds. The capital projects revenue is 10% over budget as the district continues to receive developer/impact fees from the Provenance Project. The home sales have been continuing on a regular basis. The percentages of Education Fund expenses are higher than the prior year and will most likely exceed the budget for the year. The NSSD charges for this year are being researched since the charges seem more than they should be. To address the question from last month's meeting, by the end of June, we will not have a surplus of \$750,000. The overall operating fund balance by the end of June is estimated to be at approximately 65%. If you take working cash out of that formula, the other operating fund balances are anticipated to be approximately 40%. Our policy states fund balances are to be calculated by anticipating expense levels for the upcoming year and divide by the current year fund balance. This is a

particularly good point in time to determine approximate fund balances.

- The P-Card summaries remain available in the packets for Board review.

Assistant Superintendent of Finance and Operations, Catherine Lauria gave an update on facilities and showed pictures of the facility updates where she stated the following:

- Winkelman - The site project is substantially complete. There are few items that need to be completed. Concrete tire bumpers still need to be installed. The detention pond will need to be hydroseeded in the fall as they do not normally place seed in hot weather. All equipment has been removed from the site. The seal coating, stripping, and patch work has been completed and the repair at the south entrance has also been done. The landscaping has been completed and there is some storm sewer work that needs to be confirmed before the detention pond can be completed.
- Field -The district received information from Cook County regarding the final improvement plan for Landwehr Road. They did agree that no left turn lane was needed. The work for the updated cross hatching on the lane is estimated to be about \$3,000. The fields at Field School still need attention. The district has been working with the architect and contractor throughout this project and fine tuning some of the project's outcomes. There continues to be some elevation issues that we are trying to improve. There were two attempts to hydroseed the area but heavy rain washed it away along with the soil. When the soil is washed away the stones come up from underneath. The contractor will remove additional stones and go over some areas of the fields. The clean out pipes on the south end of the field by the Synagogue will be completely buried. Those along with drain tiles were installed because there were concerns about standing water on the edge of the field. There are some tracks that were created by the trucks that will be fixed. The fence around the detention area was not installed yet because improvements to the field need to be done first. The district is looking into the cost of sod and watering the area. A drawing from the architect of moving one of the basketball nets away from the detention area was requested and we are waiting for the cost of that and taking that into consideration.
- Technology - The printers and copiers for next year were installed a month earlier than anticipated. Manager of Technology, Dave Del Boccio, reported that the project went very well and is pleased with the implementation of the new machines. Due to that earlier install date, we do not have to pay the 60th payment of the 5 year lease which provides a savings of \$5,400.
- Cameras - We are getting back to working on the project for the cameras in both buildings and have a meeting schedule next week to get the plan in motion.

## **BOARD REPORTS**

President Melissa Choo Valentinas reported on NSSD wherein she stated that they approved their budget for the next school year and confirmed their commitment to the new branding. There is no meeting in July.

Member Nancy Hammer reported that the Education Foundation is working on financially

helping the District in getting the school started in the fall. PTO has additional monies that they would like to help get the school started in the fall as well.

## **STUDENT ENROLLMENT**

Superintendent Erin Murphy reported on the enrollment wherein she showed the current registration.

## **FREEDOM OF INFORMATION ACT REQUESTS**

- ABC7 - Jonathan Fagg - Remote Learning Attendance Rates by Building

## **DISCUSSION ITEMS**

- Member Jeffrey Steres requested to have the May 28 open session minutes pulled to discuss the following changes on page one:
  - Incorrectly stated Member Jeffrey Steres' request. His request was for the adoption of board norms for the remote board meetings.
  - Incorrectly states the discussion "the decision to not add the topic to the agenda was unilaterally made by Board President Melissa Choo Valentinas."
  - The omission was that the comments about understanding and needing procedures and policy governing Board member requests on topics be added to the agenda.

This change will be corrected in the May 28th open session minutes and will be brought to the July meeting for approval.

- Superintendent Erin Murphy summarized the consideration of a District 31 Board of Education draft of an anti-racism statement could be adopted at next month's Board meeting. Questions have come up on our equity audit. We have scheduled our equity audit with Ivette Dubiel, DuPage Regional Office of Education, Executive Director of Equity and Professional Learning. After further discussion, because the draft was mistakenly left out of the Board Packet for review, the Board of Education agreed to have Superintendent Erin Murphy send another draft to the Board of Education and have any comments/changes addressed and brought to the Board meeting in July for approval. Superintendent Erin Murphy will make sure the draft is linked with the Board Briefs that will be posted on the website.

Superintendent Erin Murphy stated that they are scheduling with the Illinois Association of School Board, a Board Self Evaluation which is a special closed session for September or October.

Superintendent Erin Murphy questioned when the Board of Education wants to meet in

person and if we should continue live streaming. Live streaming has been very successful and the Board of Education agrees and would like to continue for the future. The Board of Education also agreed to keep the virtual meetings optional.

## RECOGNITION OF AUDIENCE

Superintendent Erin Murphy recognized the following comments/questions:

In order to build time into the school day to accommodate the new protocols is it a possibility to lengthen the school day, so as not to impede on needed learning time. - Suzanne Kahn

In regards to the discussion about adding Eid, Orthodox Good Friday, and Diwali to the calendar you would be making the wrong decision in not having these holidays off for reasons that were articulated during the discussion. When the calendar becomes public families will be given advance notice of what days students will not be in school allowing them to prepare alternative child care if needed. Although D225 does not include these days off in the calendar currently nothing will change if none of the feeder districts makes an attempt to be a leader in this way. Also, during this discussion as an avid listener I would like to make it clear that no one on the board called another member racist. - Maria and Suzanne Kahn, Northbrook

Deciding which holidays are or are not a convenience is in and of itself an act of privilege. A discussion of this is not equal to charging others with racism. It is instead an act of equity and anti-racism. Other neighboring and diverse school districts have moved to religious neutral calendars AND have moved to renaming Columbus Day to Indigenous People's Day. Adding holidays to a school's calendar to include more families' heritage shouldn't look like an inconvenience. It should be celebrated. - Wileen Hsing

Why are the two white people correcting the minority woman on how she speaks? That's wrong in so many ways. She didn't call the one guy racist, she said the system is racist. I'm shocked at the low education the board has on this topic. - Mary Smith

The three white people were uncomfortable. It isn't about their feelings!!!!!!!!!!!!!! - Anonymous

If you pursue a statement regarding religion/religious and cultural diversity coupling it with the release of the new school calendar where you have recently approved three new holidays off, might be a good idea in terms of timing. - Maria and Suzanne Kahn

Concerning the comments about a statement regarding anti-racism: I sent a statement to Melissa and Erin that I would like shared with the rest of the board. Regardless of the statement that is approved, it is action that is important. I submitted some recommendations on curriculum and professional development for staff (including Facing History Facing Ourselves, amongst others). An audit is not enough, and we cannot wait for the results of the audit. - Allison Slade

**MOVE INTO CLOSED**

Secretary Daphne Frank 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 Jeffrey Steres seconded the motion.

Final Resolution:

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

Nay: None.

The motion passed 7:0.

**ADJOURN**

President Melissa Choo Valentinas stated that due to being past 12:00am, we are moving the action items until the July Board meeting. Secretary Daphne Frank made a motion to adjourn. Member Nancy Hammer seconded the motion.

Final Resolution:

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

Nay: None.

The motion passed 7:0 at 12:35am.

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**Board President**

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**Board Secretary**

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**Date**

## **VII. C. Refer to Closed Session**

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

This will certify that the attached list of warrants for the **first half of June**, dated June 15, 2020, totaling \$363,861.16 was on this day ordered paid. This list includes:

Warrants numbered 68283 through 68323,  
and 192000142 through 192000146

This will certify that the same attached list includes warrant numbered 68233 and 68271 in the amounts of \$377.00 and \$188.50 respectively, which were approved on May 29, 2020 were this day ordered canceled.

This will also certify that the same attached list includes imprest check 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 **first half June**, dated \_\_, totaling \$ 0 was on this day ordered paid. This list includes:

Warrants numbered

This will certify the attached payment to BMO Corporate MasterCard in the amount of \$\_\_ on\_\_.

The amended warrant total, which includes accounts payable, imprest account and BMO Corporate MasterCard payment is \$363,295.66.

**BOARD OF EDUCATION, DISTRICT NO. 31**

PRESIDENT \_\_\_\_\_

SECRETARY \_\_\_\_\_

DATED \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
192000142	DEATON-LEV, JOAN	06/15/2020	48.32
192000143	LAUDER, KATHERINE T	06/15/2020	58.39
192000144	MURPHY, ERIN K	06/15/2020	100.00
192000145	STEINBERG, WENDY	06/15/2020	125.77
192000146	WERKER, SUSAN	06/15/2020	68.98
5	ACH	Check(s) For a Total of	401.46



Check Nbr	Vendor Name	Check Date	Check Amount
68283	3E ELECTRIC, INC	06/15/2020	380.00
68284	Vendor Continued Check	06/15/2020	0.00
68285	Vendor Continued Check	06/15/2020	0.00
68286	Vendor Continued Check	06/15/2020	0.00
68287	AMAZON CAPITAL SERVICES	06/15/2020	1,355.54
68288	ANDERSON PEST SOLUTIONS	06/15/2020	104.81
68289	BROWN, MATTHEW	06/15/2020	295.00
68290	CENTER ON DEAFNESS	06/15/2020	2,120.00
68291	CHICAGOLAND PAVING CONTRACTORS	06/15/2020	232,269.52
68292	CITI CARDS	06/15/2020	300.32
68293	COMCAST	06/15/2020	4,538.54
68294	DILLMANN, JOE	06/15/2020	126.00
68295	ED RED	06/15/2020	1,500.00
68296	EDWIN ANDERSON CONSTRUCTION CO	06/15/2020	36,294.10
68297	EMBRACE EDUCATION	06/15/2020	70.71
68298	FRANCZEK	06/15/2020	1,060.50
68299	GENESIS TECHNOLOGIES, INC	06/15/2020	2,581.46
68300	GROOT INDUSTRIES INC	06/15/2020	1,222.97
68301	H-O-H WATER TECHNOLOGY	06/15/2020	130.00
68302	HERFF JONES INC	06/15/2020	1,873.77
68303	HIMES, PETRARCA & FESTER	06/15/2020	742.50
68304	HODGES, LOIZZI, EISENHAMMER, R	06/15/2020	709.14
68305	HYDE PARK DAY SCHOOL	06/15/2020	5,025.12
68306	IASB	06/15/2020	6,851.00
68307	ISCORP-INTEGRATED SYSTEMS CORP	06/15/2020	432.00
68308	KARNAWAT, NIRDESH	06/15/2020	670.00
68309	MISSION BROOK SANITARY DISTRIC	06/15/2020	118.80
68310	NESSY LEARNING LLC	06/15/2020	130.50
68311	NICOR GAS	06/15/2020	615.03
68312	Vendor Continued Check	06/15/2020	0.00
68313	NORTHBROOK HARDWARE	06/15/2020	229.02
68314	NORTHWEST SUBURBAN SPECIAL ED	06/15/2020	1,729.00
68315	OTUS LLC	06/15/2020	4,900.00

Check Nbr	Vendor Name	Check Date	Check Amount
68316	PATEL, VIDESH	06/15/2020	377.00
68317	QUEST FOOD MANAGEMENT SERVICES	06/15/2020	6,874.20
68318	SEPTRAN INC	06/15/2020	37,763.18
68319	SIGNARAMA	06/15/2020	201.20
68320	THE HOME DEPOT PRO	06/15/2020	2,845.27
68321	VASILEVA, SEVDELINA	06/15/2020	188.50
68322	VOLUME CASES	06/15/2020	6,750.00
68323	VT SERVICES, INC	06/15/2020	85.00
41	Computer	Check(s) For a Total of	363,459.70

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
5	ACH	Checks For a Total of	401.46
41	Computer	Checks For a Total of	363,459.70
Total For 46	Manual, Wire Tran, ACH & Computer Checks		363,861.16
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		363,861.16

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	0.00	0.00	50,357.96	50,357.96
20	OPERATIONS & MAI	0.00	0.00	5,645.90	5,645.90
40	TRANSPORTATION F	965.00	565.50	37,763.18	39,293.68
60	CAPITAL PROJECTS	0.00	0.00	268,563.62	268,563.62

Check Nbr	Vendor Name	Check Date	Check Amount
68233	PATEL, VIDESH	06/11/2020	377.00
68271	TSITIRIDIS, MARTHA	06/11/2020	188.50
2	Void	Check(s) For a Total of	565.50

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
0	Computer	Checks For a Total of	0.00
Total For 0	Manual, Wire Tran, ACH & Computer Checks		0.00
Less 2	Voided	Checks For a Total of	565.50
	Net Amount		-565.50
F U N D S U M M A R Y			
Fund Description	Balance Sheet	Revenue	Expense
40 TRANSPORTATION F	0.00	-565.50	0.00
			Total
			-565.50

**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 June**, dated June 30, 2020, totaling \$108,102.08 was on this day ordered paid. This list includes:

Warrants numbered 68326 through 68363,  
and 192000147 thru 192000148

This will certify that the same attached list includes warrants numbered 68137, 68250, and 68066 in the amounts of \$377.00, \$217.50, and \$2500.00, **respectively**, which was approved on May 29, 2020, was this day ordered canceled.

This will certify that the attached list of imprest checks for the **second half of June**, 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 \$3,975.38 on July 2, 2020.

The amended warrant total, which includes accounts payable, imprest account and BMO Corporate MasterCard payment is \$108,982.96.

**BOARD OF EDUCATION, DISTRICT NO. 31**

PRESIDENT \_\_\_\_\_

SECRETARY \_\_\_\_\_

DATED \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
192000147	CHINITZ, LISA G	06/30/2020	399.73
192000148	DELEHANTY, PAULA W	06/30/2020	100.42
2	ACH	Check(s) For a Total of	500.15

Check Nbr	Vendor Name	Check Date	Check Amount
68326	ALBOUM & ASSOCIATES	06/30/2020	55.00
68327	Vendor Continued Check	06/30/2020	0.00
68328	AMAZON CAPITAL SERVICES	06/30/2020	60.54
68329	ARONSON & ASSOCIATES	06/30/2020	2,250.00
68330	BOOKSOURCE.COM	06/30/2020	5,600.28
68331	BUSINESS SOLVER	06/30/2020	67.50
68332	CAGE CIVIL ENGINEERING	06/30/2020	875.00
68333	CALL ONE	06/30/2020	1,238.98
68334	Vendor Continued Check	06/30/2020	0.00
68335	Vendor Continued Check	06/30/2020	0.00
68336	CDW GOVERNMENT INC	06/30/2020	4,440.51
68337	CONSORTIUM FOR EDUCATIONAL CHA	06/30/2020	3,750.00
68338	DIRECT ENERGY BUSINESS	06/30/2020	6,664.59
68339	EMBRACE EDUCATION	06/30/2020	241.63
68340	FALLON, PATRICIA M	06/30/2020	377.00
68341	FOLLETT SCHOOL SOLUTIONS INC	06/30/2020	522.98
68342	FSS TECHNOLOGIES	06/30/2020	2,885.25
68343	GALLAGHER BASSETT SERVICES, IN	06/30/2020	13,492.00
68344	GENESIS TECHNOLOGIES, INC	06/30/2020	3,792.57
68345	HAUSER, IZZO, PETRARCA, GLEASON&S	06/30/2020	3,013.00
68346	HOME DEPOT CREDIT SERVICES	06/30/2020	995.78
68347	LANGUAGE DYNAMICS GROUP	06/30/2020	313.60
68348	METRO PREP SCHOOL	06/30/2020	4,640.60
68349	NORTHFIELD TWSP SCHOOL TREAS	06/30/2020	10,152.00
68350	NORTHWEST SUBURBAN SPECIAL ED	06/30/2020	10,509.75
68351	QUENCH USA, INC	06/30/2020	175.00
68352	QUEST FOOD MANAGEMENT SERVICES	06/30/2020	8,945.40
68353	RELIANCE STANDARD LIFE INSURAN	06/30/2020	635.01
68354	SECURELY, INC	06/30/2020	2,310.00
68355	SEPTRAN INC	06/30/2020	13,912.75
68356	SHAH, LAUREL ANN	06/30/2020	217.50
68357	Vendor Continued Check	06/30/2020	0.00
68358	THE HOME DEPOT PRO	06/30/2020	2,477.72



Check Nbr	Vendor Name	Check Date	Check Amount
68359	TOTAL AUTOMATION CONCEPTS, INC	06/30/2020	1,321.00
68360	ULINE	06/30/2020	720.18
68361	UNITED PARCEL SERVICE	06/30/2020	14.58
68362	VANGUARD ENERGY SERVICES, LLC	06/30/2020	125.61
68363	VERIZON WIRELESS	06/30/2020	808.62
38	Computer	Check(s) For a Total of	107,601.93

## Check Summary

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
2	ACH	Checks For a Total of	500.15
38	Computer	Checks For a Total of	107,601.93
Total For 40	Manual, Wire Tran, ACH & Computer Checks		108,102.08
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		108,102.08

## FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	0.00	0.00	75,720.98	75,720.98
20	OPERATIONS & MAI	0.00	0.00	17,873.85	17,873.85
40	TRANSPORTATION F	0.00	594.50	13,912.75	14,507.25

Check Nbr	Vendor Name	Check Date	Check Amount
68137	FALLON, PATRICIA	06/25/2020	377.00
68250	SHAH, LAUREL ANN	06/25/2020	217.50
2	Void	Check(s) For a Total of	594.50

## Check Summary

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
0	Computer	Checks For a Total of	0.00
Total For 0	Manual, Wire Tran, ACH & Computer Checks		0.00
Less 2	Voided	Checks For a Total of	594.50
	Net Amount		-594.50

## FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	TRANSPORTATION F	0.00	-594.50	0.00	-594.50

Check Nbr	Vendor Name	Check Date	Check Amount
68066	ARONSON & ASSOCIATES	06/30/2020	2,250.00
1	Void	Check(s) For a Total of	2,250.00

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
0	Computer	Checks For a Total of	0.00
Total For 0	Manual, Wire Tran, ACH & Computer Checks		0.00
Less 1	Voided	Checks For a Total of	2,250.00
	Net Amount		-2,250.00

## F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	0.00	0.00	-2,250.00	-2,250.00



A part of BMO Financial Group

## INVOICE

June 05, 2020

West Northfield Dist 31  
3131 Techny Road  
Northbrook, IL 60062

ATTN:

**Invoice Number: 0702521-2006**

**Invoice Amount: \$ 3,975.38**

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

Your payment is due **July 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
BancTec c/o BMO Harris Bank Attn: Lockbox 5732 2012 Corporate Lane, Suite 108 Naperville, IL 60563	BancTec c/o BMO Harris Bank Attn: Lockbox 5732 2012 Corporate Lane, Suite 108 Naperville, IL 60563

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.

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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: 0702521-2006  
Amount Paid: \$ 3,975.38  
Payment Due Date: July 02, 2020

TO SCHOOL TREASURER

TOWNSHIP 42, RANGE 12 EAST  
COOK COUNTY, ILLINOIS

This will verify that employee salaries for the **second half of June**, dated June 25, 26, 29, 30, 2020, in the amount of \$1,299,774.94 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: 900065229 thru 900065640
- (3) Voided payroll checks numbered:
- (4) Payroll deduction checks numbered:  
20002588 thru 20002628 and 68325
- (5) Wire transfer of FICA, Medicare, and F.I.T. Taxes and other deductions and benefits dated: June 25, 26, 29, and 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

July 1, 2020  
Dated

BOARD OF EDUCATION, DISTRICT NO. 31

PRESIDENT \_\_\_\_\_

SECRETARY \_\_\_\_\_

DATED \_\_\_\_\_



CHK DATE: 06/30/2020 CHK NBR: 000068324 PAY POST DATE: 06/30/2020 RET POST DATE: 06/30/2020 BUD POST DATE: 06/30/2020

DEP NBR: 900065609 PAY POST QTR: 02

BANK : BNK1

PAYMENTS		DEDUCTIONS		AMOUNT		BASE GROSS		BENEFITS		AMOUNT		BASE GROSS	
ADMINISTRATOR	38,032.30	AAEC CR UNION		1,000.00		7,055.27		THIS ADMIN		384.08		38,612.72	
AMSS	416.59	AXA EQUITABLE		750.00		15,388.23		TRS ADMIN		246.12		38,612.72	
SPECIAL ED STIP	52.92	MORGAN/CHASE		1,450.00		7,055.27		DENTAL PPO		43.89		8,333.18	
BOOKKEEPER	2,636.78	CONSUMERS CU		214.96		5,238.92		FICA TAX		3,212.17		51,809.08	
BOARD SECRETARY	142.10	DENTAL HMO		43.16		6,385.95		HMO FAMILY INS		521.76		5,150.00	
COMMUNICATIONS	1,240.00	DENTAL PPO		596.14		51,528.03		HMO SINGLE INS		1,944.06		14,213.48	
CUSTODIAN-REG	13,467.07	FICA TAX		3,212.17		51,809.08		IL MUNIC RETIRE		5,205.68		50,296.31	
LUNCH ROOM DUTY	703.68	FED ADD-ON AMT		25.00		0.00		TAXABLE LIFE IN		34.62		42,527.72	
SECRETARY/CLERK	27,527.71	FEDERAL TAX		10,492.94		85,862.81		Life Insurance		53.50		79,190.85	
SECRETARY/CLERK	1,793.75	HARRIS BK 2		250.00		4,495.42		MEDICARE TAX		1,307.79		90,191.52	
TEACHER ASTNT	783.34	Huntington		600.00		1,425.30		PPO SINGLE INS		10,896.72		62,340.59	
TRANSLATION	939.54	IL MUNIC RETIRE		2,263.33		50,296.31		FAMILY PPO		2,094.81		19,132.67	
VACATION	3,908.05	IMRF-CONTRIBUTI		213.37		4,807.51		THIS ADMIN		516.71		38,612.72	
		LINCOLN INVESTM		1,350.00		19,883.87		TRS ADMIN BENEF		3,818.83		38,612.72	
		MEDICARE TAX		1,307.79		90,191.52							
		MED SPEND S125		62.84		7,660.13							
		NILES TSHP CU		500.00		5,000.00							
		PPO-FAMILY		698.27		2,660.13							
		STATE TAX - IL		4,114.30		85,862.81							
		TERM LIFE		51.90		14,198.47							

CHECKS		CUR GROSS		YTD GROSS		CUR DED		YTD DED		CUR BEN		YTD BEN	
32		91,643.83		1,002,784.21		29,196.17		325,184.23		30,280.74		350,107.97	
FED TX GRS		STA TX GRS		FICA GROSS		FICA GROSS		MED GROSS		NET PAY		NET PAY	
85,862.81		85,862.81		51,809.08		51,809.08		90,191.52		62,447.66		62,447.66	
CHK NET PAY +		DEP NET PAY		NET PAY		NET PAY		NET PAY		ACH DEDS		TOT NET PAY	
0.00		62,447.66		62,447.66		62,447.66		62,447.66		4,014.96		66,462.62	

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

CHK DATE: 06/25/2020    CHK NBR: 000068324    PAY POST DATE: 06/25/2020    RET POST DATE: 06/25/2020    BUD POST DATE1: 06/30/2020    BUD OVERRIDE POST DATE: 06/25/2020

DEP NBR: 900065229    PAY POST QTR : 02    BANK : BNK1

PAYMENTS		DEDUCTIONS		AMOUNT		BASE GROSS		BENEFITS		AMOUNT		BASE GROSS	
AFT SCH ACTIVIT	750.92	LINCOLN 457		1,675.00		13,148.49		EMPLOYER THIS		2,774.97		301,626.88	
DEDUCT DYS/HR	-2,762.56	PLANMEMBER 457		1,737.49		7,030.13		FICA TAX		99.66		1,607.46	
LUNCHROOM - T	1,431.77	AXA PLANMEMBER		6,601.91		38,617.23		HMO SINGLE INS		6,480.20		64,168.17	
NURSE	1,622.25	AXA EQUITABLE		3,780.50		84,554.33		IL MUNIC RETIRE		166.37		1,607.46	
OVERLOAD	645.07	MORGAN/CHASE		2,325.00		12,913.17		Life Insurance		137.22		292,827.52	
RETIREMENT	1,699.60	bank one %		213.94		2,139.36		MEDICARE TAX		4,111.64		283,561.13	
STIPEND	1,355.26	DENTAL HMO		261.32		46,989.53		PPO SINGLE INS		32,138.56		209,321.60	
TEACHER	291,205.27	DENTAL PPO		1,560.72		151,505.82		TEACHER RETIRE		1,749.41		301,626.88	
TEACH EX DAYS	7,301.55	DEPD CARE-S125		1,125.04		18,778.15							
		EE PPO-S PAYMNT		870.91		209,321.60							
		FICA TAX		99.66		1,607.46							
		FIRST MIDWEST		905.00		3,957.75							
		FIRST MIDWEST 2		150.00		3,957.75							
		FED ADD-ON AMT		425.00		0.00							
		Fifth Third 2		750.00		2,720.88							
		FEDERAL TAX		25,502.73		239,779.39							
		HMO-FAMILY		2,608.80		14,369.73							
		IL MUNIC RETIRE		72.34		1,607.46							
		LINCOLN INVESTM		4,638.00		36,919.15							
		LEGAL SHIELD		7.98		3,838.96							
		LINCOLN R-403B		1,083.33		4,313.46							
		MEDICARE TAX		4,111.64		283,561.13							
		MORG STANLEY		200.00		3,009.92							
		MED SPEND S125		507.53		33,547.18							
		PPO-FAMILY		6,982.70		35,563.42							
		PREMIER CR UN		350.00		7,600.30							
		STATE ADD-ON IL		60.00		0.00							
		STATE TAX - IL		11,539.02		239,779.39							
		TRS THIS		3,740.24		301,626.88							
		Think Mutual		400.00		3,242.67							
		TERM LIFE		160.80		62,400.88							
		TEACHERS RETIRE		27,146.44		301,626.88							
		WELLS FARGO		100.00		3,077.63							

CHECKS	CUR GROSS	YTD GROSS	CUR DED	YTD DED	CUR BEN	YTD BEN
95	303,249.13	3,745,578.87	111,693.04	1,408,902.33	47,658.03	575,052.91
FED TX GRS		STA TX GRS	FICA GROSS	MED GROSS	NET PAY	

CHK DATE: 06/25/2020    CHK NBR: 000068324    PAY POST DATE: 06/25/2020    RET POST DATE: 06/25/2020    BUD POST DATE1: 06/30/2020    BUD OVERRIDE POST DATE: 06/25/2020

DEP NBR: 900065229    PAY POST QTR : 02    BANK : BNK1

PAYMENTS	AMOUNT	DEDUCTIONS	NET PAY	ACH DEDS	TOT NET PAY	BASE GROSS	BENEFITS	AMOUNT	BASE GROSS
239,779.39	239,779.39	1,607.46	191,556.09	5,393.94	196,950.03	283,561.13		191,556.09	

CHK NET PAY + DEP NET PAY = NET PAY + ACH DEDS = TOT NET PAY  
0.00    191,556.09    191,556.09    5,393.94    196,950.03

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

CHK DATE: 06/26/2020 CHK NBR: 000068324 PAY POST DATE: 06/30/2020 RET POST DATE1: 07/15/2020 BUD OVERRIDE POST DATE: 06/30/2020

DEP NBR: 900065324 PAY POST QTR : 02 BANK : BNKI

PAYMENTS	AMOUNT	DEDUCTIONS	AMOUNT	BASE GROSS	BENEFITS	AMOUNT	BASE GROSS
DEDUCT DYS/HS	-2,762.56	LINCOLN 457	1,675.00	13,148.49	EMPLOYER THIS	2,751.28	299,050.38
NURSE	1,622.25	PLANMEMBER 457	1,737.49	7,030.13	FICA TAX	100.33	1,618.25
OVERLOAD	251.26	AXA PLANMEMBERB	6,381.91	40,062.52	HMO SINGLE INS	6,953.40	64,168.17
RETIREMENT	1,699.60	AXA EQUITABLE	3,680.50	81,086.49	IL MUNIC RETIRE	167.49	1,618.25
STIPEND	1,355.26	MORGAN/CHASE	2,325.00	12,913.17	Life Insurance	132.90	278,388.93
TEACHER	291,205.27	bank one %	213.94	2,139.36	MEDICARE TAX	4,064.98	280,341.78
TEACH EX DAYS	7,301.55	DENTAL HMO	250.53	45,367.28	PPO SINGLE INS	32,812.16	194,883.01
		DENTAL PPO	1,581.04	149,535.56	TEACHER RETIRE	1,734.44	299,050.38
		DEPD CARE-S125	1,125.04	18,778.15			
		EE PPO-S PAYMNT	832.03	194,883.01			
		FICA TAX	100.33	1,618.25			
		FIRST MIDWEST	905.00	3,957.75			
		FIRST MIDWEST 2	150.00	3,957.75			
		FED ADD-ON AMT	425.00	0.00			
		Fifth Third 2	750.00	2,720.88			
		FEDERAL TAX	25,126.98	237,143.35			
		HMO-FAMILY	2,799.25	14,369.73			
		IL MUNIC RETIRE	72.82	1,618.25			
		LINCOLN INVESTM	4,638.00	36,919.15			
		LEGAL SHIELD	7.98	3,838.96			
		LINCOLN R-403B	1,083.33	4,313.46			
		MEDICARE TAX	4,064.98	280,341.78			
		MORG STANLEY	200.00	3,009.92			
		MED SPEND S125	482.53	29,709.34			
		PPO-FAMILY	7,450.60	35,563.42			
		PREMIER CR UN	350.00	7,600.30			
		STATE ADD-ON IL	60.00	0.00			
		STATE TAX - IL	11,408.93	237,143.35			
		TRS THIS	3,708.32	299,050.38			
		Think Mutual	400.00	3,242.67			
		TERM LIFE	199.65	75,705.81			
		TEACHERS RETIRE	26,914.57	299,050.38			
		WELLS FARGO	100.00	3,077.63			

CHECKS	CUR GROSS	YTD GROSS	CUR DED	YTD DED	CUR BEN	YTD BEN
95	300,672.63	4,046,251.50	111,200.75	1,520,103.08	48,716.98	623,769.89
	FED TX GRS	STA TX GRS	FICA GROSS	MED GROSS	NET PAY	

CHK DATE: 06/26/2020    CHK NBR: 000068324    PAY POST DATE: 06/30/2020    RET POST DATE: 06/30/2020    BUD POST DATE1: 07/15/2020    BUD OVERRIDE POST DATE: 06/30/2020

DEP NBR: 900065324    PAY POST QTR : 02    BANK : BNK1

PAYMENTS	AMOUNT	DEDUCTIONS	NET PAY	ACH DEDS	TOT NET PAY	BASE GROSS	BENEFITS	AMOUNT	BASE GROSS
237,143.35	237,143.35	1,618.25	280,341.78	189,471.88	194,865.82				

CHK NET PAY + DEP NET PAY = NET PAY + ACH DEDS = TOT NET PAY

0.00	189,471.88	189,471.88	5,393.94	194,865.82
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NOTE: ABOVE YTD TOTALS REFLECT AMOUNTS PAID ONLY FOR PEOPLE INCLUDED IN THIS PAYROLL RUN

CHK DATE: 06/29/2020 CHK NBR: 000068324 PAY POST DATE: 06/30/2020 RET POST DATE: 06/30/2020 BUD POST DATE: 07/30/2020 BUD OVERRIDE POST DATE: 06/30/2020

DEP NBR: 900065419 PAY POST QTR : 02 BANK : BNK1

PAYMENTS		DEDUCTIONS		AMOUNT	BASE GROSS	BENEFITS	AMOUNT	BASE GROSS
DEDUCT DYS/HRS		LINCOLN 457		1,675.00	13,148.49	EMPLOYER THIS	2,751.28	299,050.38
NURSE		PLANMEMBER 457		1,737.49	7,030.13	FICA TAX	100.33	1,618.25
OVERLOAD		AXA PLANMEMBERb		6,651.91	42,085.07	HMO SINGLE INS	6,953.40	64,168.17
RETIREMENT		AXA EQUITABLE		3,680.50	81,086.49	IL MUNIC RETIRE	167.49	1,618.25
STIPEND		MORGAN/CHASE		2,325.00	12,913.17	Life Insurance	132.90	278,388.93
TEACHER		bank one %		213.94	2,139.36	MEDICARE TAX	4,064.98	280,341.78
TEACH EX DAYS		DENTAL HMO		250.53	45,367.28	PPO SINGLE INS	32,812.16	194,883.01
		DENTAL PPO		1,581.04	149,535.56	TEACHER RETIRE	1,734.44	299,050.38
		DEPD CARE-S125		1,125.04	18,778.15			
		EE PFO-S PAYMNT		832.03	194,883.01			
		FICA TAX		100.33	1,618.25			
		FIRST MIDWEST		905.00	3,957.75			
		FIRST MIDWEST 2		150.00	3,957.75			
		FED ADD-ON AMT		425.00	0.00			
		Fifth Third 2		750.00	2,720.88			
		FEDERAL TAX		25,091.02	236,873.35			
		HMO-FAMILY		2,799.25	14,369.73			
		IL MUNIC RETIRE		72.82	1,618.25			
		LINCOLN INVESTM		4,638.00	36,919.15			
		LEGAL SHIELD		7.98	3,838.96			
		LINCOLN R-403B		1,083.33	4,313.46			
		MEDICARE TAX		4,064.98	280,341.78			
		MORG STANLEY		200.00	3,009.92			
		MED SPEND S125		482.53	29,709.34			
		PPO-FAMILY		7,450.60	35,563.42			
		PREMIER CR UN		350.00	7,600.30			
		STATE ADD-ON IL		60.00	0.00			
		STATE TAX - IL		11,395.57	236,873.35			
		TRS THIS		3,708.32	299,050.38			
		Think Mutual		400.00	3,242.67			
		TERM LIFE		199.65	75,705.81			
		TEACHERS RETIRE		26,914.57	299,050.38			
		WELLS FARGO		100.00	3,077.63			

CHECKS	CUR GROSS	YTD GROSS	CUR DED	YTD DED	CUR BEN	YTD BEN
95	300,672.63	4,346,924.13	111,421.43	1,631,524.51	48,716.98	672,486.87
	FED TX GRS	STA TX GRS	PICA GROSS	MED GROSS	NET PAY	

CHK DATE: 06/29/2020

CHK NBR: 000068324

PAY POST DATE: 06/30/2020

RET POST DATE: 06/30/2020

BUD POST DATE1: 07/30/2020

BUD OVERRIDE POST DATE: 06/30/2020

DEP NBR: 900065419

PAY POST QTR : 02

BANK : BNK1

PAYMENTS	AMOUNT	DEDUCTIONS	NET PAY	ACH DEDS	TOT NET PAY	BASE GROSS	BENEFITS	AMOUNT	BASE GROSS
236,873.35	236,873.35	1,618.25	280,341.78	189,251.20	194,645.14				

CHK NET PAY +	DEP NET PAY	NET PAY	ACH DEDS	TOT NET PAY
0.00	189,251.20	189,251.20	5,393.94	194,645.14

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

CHK DATE: 06/30/2020 CHK NBR: 000068324  
DEP NBR: 900065514

PAY POST DATE: 06/30/2020 RET POST DATE: 06/30/2020  
BANK : BNKL

BUD POST DATE: 08/15/2020 BUD OVERRIDE POST DATE: 06/30/2020

PAYMENTS	AMOUNT
COORDINATOR	2,624.79
DEDUCT DYS/HR	-2,875.64
DEDUCT DYS/HR	-2,762.56
NURSE	1,622.25
OVERLOAD	250.68
RETIREMENT	4,833.78
STIPEND	1,355.26
TEACHER	291,195.90
TEACH EX DAYS	7,292.26

DEDUCTIONS	AMOUNT
LINCOLN 457	1,675.00
PLANMEMBER 457	1,737.49
AXA PLANMEMBERb	6,921.91
AXA EQUITABLE	3,680.50
MORGAN/CHASE	2,325.00
bank one %	213.94
DENTAL HMO	250.53
DENTAL PPO	1,581.04
DEPD CARE-S125	1,125.04
EE PPO-S PAYMNT	825.12
FICA TAX	100.33
FIRST MIDWEST	905.00
FIRST MIDWEST 2	150.00
FED ADD-ON AMT	425.00
Fifth Third 2	750.00
FEDERAL TAX	25,579.42
HMO-FAMILY	2,799.25
IL MUNIC RETIRE	72.82
LINCOLN INVESTM	4,638.00
LEGAL SHIELD	7.98
LINCOLN R-403B	1,083.33
MEDICARE TAX	4,106.63
MORG STANLEY	200.00
MED SPEND S125	482.53
PPO-FAMILY	7,450.60
PREMIER CR UN	350.00
STATE ADD-ON IL	60.00
STATE TAX - IL	11,510.05
TRS THIS	3,743.70
Think Mutual	400.00
TERM LIFE	193.65
TEACHERS RETIRE	27,172.27
WELLS FARGO	100.00

BENEFITS	AMOUNT	BASE GROSS
EMPLOYER THIS	2,777.61	13,148.29
FICA TAX	100.33	7,030.01
HMO SINGLE INS	6,953.40	42,083.43
IL MUNIC RETIRE	167.49	81,084.39
Life Insurance	132.90	12,912.69
MEDICARE TAX	4,106.63	2,139.39
PPO SINGLE INS	32,812.16	45,365.56
TEACHER RETIRE	1,751.07	149,531.00

BASE GROSS	AMOUNT	BASE GROSS
13,148.29	2,777.61	301,914.47
7,030.01	100.33	1,618.25
42,083.43	6,953.40	64,166.29
81,084.39	167.49	1,618.25
12,912.69	132.90	278,379.77
2,139.39	4,106.63	283,218.86
45,365.56	32,812.16	194,876.73
149,531.00	1,751.07	301,914.47
18,777.79		
193,259.72		
1,618.25		
3,957.75		
3,957.75		
0.00		
2,720.76		
239,187.27		
14,369.21		
1,618.25		
36,918.33		
3,838.92		
4,313.42		
283,218.86		
3,009.84		
29,708.78		
35,562.34		
7,600.10		
0.00		
239,187.27		
301,914.47		
3,242.59		
75,702.97		
301,914.47		
3,077.51		

CHECKS	CUR GROSS	YTD GROSS	CUR DED	YTD DED	CUR BEN	YTD BEN
95	303,536.72	4,650,460.85	112,616.13	1,744,140.64	48,801.59	721,288.46
	FED TX GRS	STA TX GRS	FICA GROSS	MED GROSS	NET PAY	



CHK DATE: 06/30/2020    CHK NBR: 000068324    PAY POST DATE: 06/30/2020    RET POST DATE: 06/30/2020    BUD POST DATE: 08/15/2020    BUD OVERRIDE POST DATE: 06/30/2020  
DEP NBR: 900065514    PAY POST QTR : 02    BANK : BNK1

PAYMENTS		DEDUCTIONS		AMOUNT		AMOUNT		BASE GROSS		BENEFITS		AMOUNT		BASE GROSS	
239,187.27		1,618.25		239,187.27		283,218.86		190,920.59							

CHK NET PAY +	DEP NET PAY	=	NET PAY	NET PAY	+	ACH DEDS	=	TOT NET PAY
0.00	190,920.59		190,920.59	190,920.59		5,393.94		196,314.53

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

CHECK DATE 06/25/2020 - Check Number Sequence

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
TCH	900065229	2,824.55			303.39	2,521.16	265.57	120.00	40.75				2,094.84
TCH	900065230	3,429.44			374.75	3,054.69	269.10	146.41	49.39				2,589.79
TCH	900065231	3,945.60	83.00		583.59	3,445.01	337.17	170.53	56.84	7.98			2,872.49
TCH	900065232	2,611.76	83.00		362.48	2,332.28	262.10	110.63	38.54				1,921.01
TCH	900065233	5,314.86	318.89		1613.43	4,020.32	680.19	199.01	81.16				3,059.96
TCH	900065234	2,126.57			354.69	1,771.88	185.40	87.71	30.30				1,468.47
TCH	900065235	2,800.24	83.00		337.77	2,545.47	309.11	121.18	41.19				2,073.99
TCH	900065236	2,800.24	90.34		319.56	2,571.02	355.37	127.27	41.57				2,046.81
TCH	900065237	3,332.75	150.42		643.21	2,839.96	264.50	140.58	49.98	400.00			1,984.90
TCH	900065238	3,583.78			799.94	2,783.84	362.78	133.00	51.78				2,236.28
TCH	900065239	2,078.74			249.40	1,829.34	170.79	85.76	29.61				1,543.18
TCH	900065240	3,429.44			1173.51	2,255.93	108.75	92.49	41.79				2,012.90
TCH	900065241	3,258.49	195.51		366.65	3,087.35	390.13	152.82	49.90				2,494.50
TCH	900065242	3,332.75	83.00		1156.58	2,259.17	285.61	111.83	38.19				1,823.54
TCH	900065243	3,407.74	20.75		1192.30	2,236.19	170.75	105.89	39.40				1,920.15
TCH	900065244	4,478.34			644.37	3,833.97	362.62	184.99	64.78	450.00			2,771.58
TCH	900065245	2,267.54	41.50		280.97	2,028.07	102.91	86.00	32.84				1,806.32
NURSE	900065246	1,622.25			87.13	1,535.12	68.10	66.40	122.97				1,277.65
TCH	900065247	4,248.63	83.00		450.31	3,881.32	324.85	168.07	62.71				3,325.69
TCH	900065248	2,551.77	83.00		1117.13	1,517.64	265.64	70.29	30.27				1,151.44
TCH	900065249	3,562.80	62.88		1008.00	2,617.68	286.81	110.39	43.34	250.00			1,927.14
TCH	900065250	2,673.13	62.88		307.72	2,428.29	284.56	120.20	39.27				1,984.26
TCH	900065251	3,980.13			1837.91	2,142.22	221.62	101.24	46.40				1,772.96
TCH	900065252	3,246.57	-82.17		805.27	2,359.13	207.14	116.78	42.17				1,993.04
TCH	900065253	5,314.86	318.89		3589.86	2,043.89	177.98	87.93	81.50				1,696.48
TCH	900065254	4,718.49			1517.97	3,200.52	493.86	158.43	57.76				2,490.47
TCH	900065255	2,433.83	41.50		253.47	2,221.86	190.66	109.98	35.89				1,885.33
TCH	900065256	4,433.28			477.54	3,955.74	689.69	195.81	63.94	1083.33			1,922.97
TCH	900065257	3,280.21			394.53	3,331.70	259.08	160.11	53.84				2,858.67
TCH	900065258	2,396.66	62.25		363.72	2,095.19	249.75	103.71	35.12				1,706.61
TCH	900065259	4,067.69	83.00		643.31	3,507.38	344.66	173.62	59.56	1055.00			1,874.54
TCH	900065260	2,276.71	393.81		309.99	2,360.53	227.82	116.85	38.19				1,977.67
TCH	900065261	2,864.64	83.00		344.37	2,603.27	214.47	119.23	42.12				2,227.45
TCH	900065262	2,175.47	83.00		541.14	1,717.33	87.12	80.21	29.20				1,520.80
TCH	900065263	3,093.53	145.88		355.47	2,883.94	269.79	142.75	46.63	200.00			2,224.77

CHECK DATE 06/25/2020 - 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
SPRANDEL, THERESA	TCH	900065264	3,137.43			334.23	2,803.20	238.93	133.96	45.30				2,385.01
STODOLA, HEATHER MILES	TCH	900065265	2,920.87	41.50		443.76	2,518.61	303.81	119.86	42.37				2,052.57
WOLNEY, PAMELA J	TCH	900065266	3,743.17			590.16	3,153.01	444.00	151.28	53.45				2,504.28
ALLEVA, KELLY	TCH	900065267	2,562.09			273.15	2,288.94	177.21	108.51	36.99				1,966.23
ANREIN, ALEXANDRA	TCH	900065268	3,564.17	-1,098.15		409.37	2,056.65	221.26	101.80	34.93				1,698.66
ANZALDI, JESSICA BLAIR	TCH	900065269	3,307.10	51.88		605.49	2,753.49	355.40	126.68	48.18				2,223.23
AYDT, ALICIA A	TCH	900065270	3,429.44			1131.53	2,297.91	395.29	113.75	38.41				1,750.46
BARBANENTE, LAURA R	TCH	900065271	3,307.10			441.61	2,865.49	267.90	141.84	47.77				2,407.98
BAUMANN, JACKELINE J	TCH	900065272	3,535.35			395.02	3,140.33	279.38	155.45	51.26				2,654.24
BERKOWSKY, JENNA	TCH	900065273	2,078.74			482.87	1,595.87	164.28	79.00	30.14				1,322.45
BORDLEY, HEATHER	TCH	900065274	2,551.77			881.63	1,670.14	102.96	77.88	28.95				1,460.35
BYRNE, GINA	TCH	900065275	2,380.29	83.00		294.21	2,086.08	152.87	98.47	33.78				1,800.96
CHANKIN, ERIN	TCH	900065276	3,332.75			386.31	3,029.44	455.36	149.96	49.00				2,375.12
CHLEBEK, ALYSSA	TCH	900065277	2,188.28			224.08	1,964.20	186.97	97.23	31.73				1,648.27
CISS, ALYSSA	TCH	900065278	2,032.01			210.08	1,821.93	169.90	85.39	29.44				1,537.20
CONWAY, KAY	TCH	900065279	5,285.89	317.15		610.28	4,992.76	827.58	237.55	80.71				3,846.92
DEATON-LEV, JOAN	TCH	900065280	2,611.76			2167.45	444.31	33.22	20.62	37.87				352.60
DIMOPOULOS-GRANDE, DEMET	TCH	900065281	2,488.60			421.36	2,067.24	172.11	102.33	35.56				1,757.24
EWALD, KALLIE	TCH	900065282	2,735.95			436.85	2,299.10	295.55	113.81	38.34				1,851.40
FALZONE, CHRISTINA	TCH	900065283	2,890.94			1217.38	1,673.56	173.60	82.84	30.52				1,386.60
FISHER, KARRIE	TCH	900065284	3,187.71			370.45	2,817.26	370.13	134.66	45.58				2,266.89
GEARY, MICHELLE	TCH	900065285	2,824.55	31.13		573.21	2,282.47	213.06	112.98	41.25				1,915.18
GEBERT, ALLISON G	TCH	900065286	4,248.63			1171.86	3,076.77	271.75	147.50	50.92	100.00			2,506.60
GOOCH, TRISHA	TCH	900065287	3,163.12			718.77	2,444.35	327.51	121.00	42.31	100.00			1,853.53
GOTT, VERONICA	TCH	900065288	2,907.68			471.50	2,436.18	194.88	115.80	41.82	225.00			1,858.68
GREENE, CALI	TCH	900065289	2,958.89			339.52	2,619.37	216.87	124.86	42.37				2,235.27
HEUBERGER, ALLISON	TCH	900065290	3,093.53			365.53	2,728.00	389.91	135.04	44.51				2,158.54
HONG, DEBORAH N	TCH	900065291	4,183.23	-633.14		900.06	2,650.03	333.34	126.38	50.95	213.94			1,925.42
JENKINS, QUINCY	TCH	900065292	3,332.75			416.74	2,916.01	391.86	144.34	47.23				2,332.58
KALOTIHOS, KATHY	TCH	900065293	3,777.56			603.90	3,173.66	304.88	157.10	53.58				2,658.10
LAPALERMO, ELIZABETH A	TCH	900065294	2,488.60			273.79	2,214.81	277.01	109.63	35.81				1,792.36
LAUTER, TRINA E	TCH	900065295	3,662.62			3260.18	402.44	18.03	16.76	37.26				330.39
LEBIANC, JAMES M	TCH	900065296	2,796.46			579.93	2,216.53	277.39	109.72	40.21	750.00			1,039.21
LEPINE, KATHRYN	TCH	900065297	2,619.73			568.26	2,051.47	170.22	101.55	37.99				1,741.71
LEVY, KELLI L	TCH	900065298	3,743.17			1203.66	2,539.51	348.44	125.71	42.96				2,022.40

CHECK DATE 06/25/2020 - Check Number Sequence

EMPLOYEE NAME	EMPL TYPE	CHECK NUMBER	CONTRACT PAY	OTHER + PAY + BENEFIT	FED TAX - SHELTER	FED TAX = GROSS	FEDERAL - TAX	STATE - TAX	SOC SEC - TAX	OTHER - DEDS	REIMBERS + DEDS	TAXABLE - BENEFIT	NET PAY
LIST, GABRIELLE	TCH	900065299	2,396.66		285.95	2,110.71	264.11	114.48	34.16	1300.00			397.96
MACINO, DANIELLE	TCH	900065300	2,673.13	31.13	313.44	2,390.82	210.94	118.35	38.68				2,022.85
MANOS, KATHLEEN	TCH	900065301	3,837.84	230.27	474.13	3,593.98	580.67	177.90	58.15				2,777.26
MCGRATH, KAREN	TCH	900065302	3,488.20	-697.84	889.61	1,900.75	170.77	89.30	36.78	350.00			1,253.90
MERRILL, LYNN	PSY	900065303	3,187.71		362.95	2,824.76	411.20	139.83	45.69				2,228.04
MITRON, ADELINE	TCH	900065304	2,238.60		315.31	1,923.29	111.84	85.61	31.21				1,694.63
NORMAN, JENNA	TCH	900065305	2,488.60		291.36	2,197.24	233.73	103.97	35.56				1,823.98
PALANCK, ERIC	TCH	900065306	2,321.97	62.25	267.71	2,116.51	215.97	99.97	34.23				1,766.34
PEARCE, GINA	TCH	900065307	3,187.71		364.38	2,823.33	262.84	139.75	46.03				2,374.71
PECORARO, JULIE	TCH	900065308	2,864.64		293.34	2,571.30	211.10	122.48	41.54				2,196.18
PERRYMAN, JENNIFER	TCH	900065309	2,673.13		471.69	2,201.44	284.65	158.97	38.57				1,719.25
REDMOND, LESLIE	TCH	900065310	3,727.18		426.20	3,300.98	252.14	148.65	53.40				2,846.79
REYES, KAREN	TCH	900065311	3,429.44		566.18	2,863.26	419.67	141.73	49.73				2,252.13
RICORDATI, JANE H	TCH	900065312	4,433.28		1001.93	3,431.35	465.81	165.06	64.09				2,736.39
RIXIE, CLAIRE	TCH	900065313	2,078.74		349.40	1,729.34	137.29	80.81	29.61				1,481.63
ROHRER, BETH	TCH	900065314	5,314.86	318.89	600.47	5,033.28	622.30	244.35					4,166.63
SACK, AMY R	TCH	900065315	2,840.92		306.57	2,534.35	163.66	125.45	40.97				2,204.27
SCOTT, DANIEL	TCH	900065316	2,673.13		906.28	1,766.85	184.79	87.46	31.04				1,463.56
SHAMES, LORI B	TCH	900065317	3,614.92		1328.87	2,286.05	199.23	113.16	50.38				1,923.28
SHOEMAKER, CAROLYN K	TCH	900065318	3,137.43	10.38	1057.13	2,090.68	153.35	98.69	34.99				1,803.65
SMOCZYNSKI, ANNE	TCH	900065319	3,045.96		598.44	2,447.52	288.79	121.15	43.64				1,993.94
SYMONS, TARA	TCH	900065320	2,505.69		277.54	2,228.15	126.92	95.91	36.03				1,969.29
WILKIN, CLARE	TCH	900065321	2,864.63		379.87	2,484.76	257.56	118.20	41.01				2,067.99
WOJCIECHOWSKI, AMANDA	TCH	900065322	3,562.80		2009.93	1,552.87	91.86	76.87	51.47				1,332.67
ZAHN, ANNE	TCH	900065323	3,861.75		395.45	3,466.30	337.23	171.58	56.00				2,901.49

SUMMARY TOTALS	\$301,484.33	\$239,779.39	\$11,599.02	\$6,485.25	\$1,764.80	\$63,469.74	\$25,927.73	\$4,211.30	\$191,556.09
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0	CHECK(S) REPORTED	\$0.00
95	DEPOSIT(S) REPORTED	\$191,556.09
	TOTAL	\$191,556.09

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

CHECK DATE 06/26/2020 - 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
LE-MON, JACQUELYN	TCH	900065324	2,824.55			303.39	2,521.16	265.57	120.00	40.75				2,094.84
STONE, JULIE M	TCH	900065325	3,429.44			386.00	3,043.44	267.75	145.85	49.22				2,580.62
BISHOP, KRISTINA	TCH	900065326	3,945.60			588.60	3,357.00	326.88	166.17	55.44	7.98			2,800.53
BLACKMAN, JACQUELINE	TCH	900065327	2,611.76			353.98	2,257.78	247.05	106.96	37.34				1,866.43
BRAJE, BARBARA	TCH	900065328	5,314.86	318.89		1613.43	4,020.32	680.19	199.01	81.16				3,059.96
BRASSIL, ERIN	TCH	900065329	2,126.57			354.69	1,771.88	185.40	87.71	30.30				1,468.47
BURNS, ALLISON	TCH	900065330	2,800.24			329.27	2,470.97	293.95	117.52	39.99				2,019.51
CARVELL, CASE	TCH	900065331	2,800.24			310.31	2,489.93	337.53	123.25	40.26				1,988.89
CERNIGLIA, KRISTINA	TCH	900065332	3,332.75			627.81	2,704.94	248.63	133.89	47.80	400.00			1,874.62
CHOI, JOENN I	TCH	900065333	3,583.78			799.94	2,783.84	362.78	133.00	51.78				2,236.28
CUMBLAD, LISA	TCH	900065334	2,078.74			249.40	1,829.34	170.79	85.76	29.61				1,543.18
DAMON, JONATHAN M	TCH	900065335	3,429.44			1211.60	2,217.84	104.18	90.60	41.24				1,981.82
DELEHANTY, PAULA W	TCH	900065336	3,258.49	195.51		366.65	3,087.35	390.13	152.82	49.90				2,494.50
ELLIS, ALEXIS	TCH	900065337	3,332.75			1194.87	2,137.88	260.08	105.82	36.31				1,735.67
FERNANDEZ, JULIA	TCH	900065338	3,407.74			1280.87	2,126.87	157.77	100.48	37.78	450.00			1,830.84
FREGA, MARTIN D	TCH	900065339	4,478.34			644.37	3,833.97	362.62	184.99	64.78				2,771.58
GANDHI, NISHA	TCH	900065340	2,267.54			276.73	1,990.81	98.44	84.16	32.23				1,775.98
GASTELUM, TANIA	NURSE	900065341	1,622.25			76.82	1,545.43	69.13	66.91	123.79				1,285.60
HULTING, MARY BETH	TCH	900065342	4,248.63			441.81	3,806.82	316.36	164.46	61.51				3,264.49
JACOBY, JULIE	TCH	900065343	2,551.77			1146.72	1,405.05	255.09	64.75	28.51				1,056.70
KIM, NANCY C	TCH	900065344	3,562.80			1039.65	2,523.15	266.01	105.71	41.88	250.00			1,859.55
KOLODZIEV, CAITLIN	TCH	900065345	2,673.13			301.28	2,371.85	272.14	117.41	38.36				1,943.94
KONDELA, DAVID J.	TCH	900065346	3,980.13			1884.70	2,095.43	211.33	98.93	45.72				1,739.45
LAUDER, KATHERINE T	TCH	900065347	3,246.57	-82.17		805.27	2,359.13	207.14	116.78	42.17				1,993.04
LEEHY, THOMAS	TCH	900065348	5,314.86	318.89		3576.90	2,056.85	179.41	88.55	81.69				1,707.20
MAHER, ELIZABETH	TCH	900065349	4,718.49			1564.76	3,153.73	483.57	156.11	57.09				2,456.96
MENOLD, JESSE	TCH	900065350	2,433.83			249.22	2,184.61	186.19	108.14	35.29				1,854.99
MILLER, MICHAEL J	TCH	900065351	4,433.28			477.54	3,955.74	689.69	195.81	63.94	1083.33			1,922.97
MOON, SUEJIN	TCH	900065352	3,280.21			348.85	2,931.36	211.31	140.31	47.38				2,532.36
NAGY, KATHLEEN	TCH	900065353	2,396.66			357.35	2,039.31	238.40	100.95	34.22				1,665.74
NEWMAN, SANDI R	TCH	900065354	4,067.69			634.81	3,432.88	335.99	169.93	58.35	1055.00			1,813.61
PRINCIPI, MARGARET	TCH	900065355	2,276.71			269.66	2,007.05	192.12	99.35	32.48				1,683.10
ROCHE, TRISTAN	TCH	900065356	2,864.64			335.87	2,528.77	205.99	115.58	40.92				2,166.28
RUIZ, ERNESTO	TCH	900065357	2,175.47			532.64	1,642.83	78.87	76.52	27.99				1,459.45
SACKLEY, MICHAEL	TCH	900065358	3,093.53			340.53	2,753.00	254.40	136.27	44.51	200.00			2,117.82

CHECK DATE 06/26/2020 - 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	REIMBERS + DEDS	TAXABLE - BENEFIT	NET PAY
SPRANDEL, THERESA	TCH	900065359	3,137.43		334.23	2,803.20	238.93	133.96	45.30					2,385.01
STODOLA, HEATHER MILES	TCH	900065360	2,920.87		439.52	2,481.35	296.23	118.03	41.77					2,025.32
WOLNEY, PAMELA J	TCH	900065361	3,743.17		590.16	3,153.01	444.00	151.28	53.45					2,504.28
ALLEVA, KELLY	TCH	900065362	2,562.09		273.15	2,288.94	177.21	108.51	36.99					1,966.23
AMREIN, ALEXANDRA	TCH	900065363	3,564.17	-1,098.15	359.37	2,106.65	231.86	104.28	34.93					1,735.58
ANZALDI, JESSICA BLAIR	TCH	900065364	3,307.10		600.18	2,706.92	345.86	124.40	47.42					2,189.24
AYDT, ALICIA A	TCH	900065365	3,429.44		1178.32	2,251.12	385.00	111.43	37.73					1,716.96
BARBANTE, LAURA R	TCH	900065366	3,307.10		441.61	2,865.49	267.90	141.84	47.77					2,407.98
BAUMANN, JACKELINE J	TCH	900065367	3,535.35		408.52	3,126.83	277.76	154.78	51.07					2,643.22
BERKOWSKY, JENNA	TCH	900065368	2,078.74		212.87	1,865.87	200.24	92.36	30.14					1,543.13
BORDLEY, HEATHER	TCH	900065369	2,551.77		919.72	1,632.05	98.39	75.99	28.40					1,429.27
BYRNE, GINA	TCH	900065370	2,380.29		294.21	2,086.08	152.87	98.47	33.78					1,800.96
CHANKIN, ERIN	TCH	900065371	3,332.75		377.81	2,954.94	439.84	146.27	47.80					2,321.03
CHLEBEK, ALYSSA	TCH	900065372	2,188.28		224.08	1,964.20	186.97	97.23	31.73					1,648.27
CISS, ALYSSA	TCH	900065373	2,032.01		210.08	1,821.93	169.90	85.39	29.44					1,537.20
CONWAY, KAY	TCH	900065374	5,285.89	317.15	573.75	5,029.29	836.34	239.36	81.24					3,872.35
DEATON-LEV, JOAN	TCH	900065375	2,611.76		2167.45	444.31	33.22	20.62	37.87					352.60
DIMOPOULOS-GRANDE, DEMET	TCH	900065376	2,488.60		421.36	2,067.24	172.11	102.33	35.56					1,757.24
EWALD, KALLIE	TCH	900065377	2,735.95		436.85	2,299.10	295.55	113.81	38.34					1,851.40
FALZONE, CHRISTINA	TCH	900065378	2,890.94		1264.17	1,626.77	167.98	80.52	29.84					1,348.43
FISHER, KARRIE	TCH	900065379	3,187.71		372.75	2,814.96	369.62	134.55	45.55					2,265.24
GEARY, MICHELLE	TCH	900065380	2,824.55		570.02	2,254.53	206.91	111.60	40.80					1,895.22
GEBERT, ALLISON G	TCH	900065381	4,248.63		1218.65	3,029.98	266.14	145.19	50.24		100.00			2,468.41
GOOCH, TRISHA	TCH	900065382	3,163.12		718.77	2,444.35	327.51	121.00	42.31		100.00			1,853.53
GOTT, VERONICA	TCH	900065383	2,907.68		471.50	2,436.18	194.88	115.80	41.82		225.00			1,858.68
GREENE, CALI	TCH	900065384	2,958.89		339.52	2,619.37	216.87	124.86	42.37					2,235.27
HEUBERGER, ALLISON	TCH	900065385	3,093.53		365.53	2,728.00	389.91	135.04	44.51					2,158.54
HONG, DEBORAH N	TCH	900065386	4,183.23	-633.14	900.06	2,650.03	333.34	126.38	50.95		213.94			1,925.42
JENKINS, QUINCY	TCH	900065387	3,332.75		416.74	2,916.01	391.86	144.34	47.23					2,332.58
KALOTIHOS, KATHY	TCH	900065388	3,777.56		603.90	3,173.66	304.88	157.10	53.58					2,658.10
LAPALERMO, ELIZABETH A	TCH	900065389	2,488.60		273.79	2,214.81	277.01	109.63	35.81					1,792.36
LAUTER, TRINA E	TCH	900065390	3,662.62		3320.47	342.15	13.26	13.96	36.39					278.54
LEBLANC, JAMES M	TCH	900065391	2,796.46		579.93	2,216.53	277.39	109.72	40.21		750.00			1,039.21
LEPINE, KATHRYN	TCH	900065392	2,619.73		588.26	2,051.47	170.22	101.55	37.99					1,741.71
LEVY, KELLI L	TCH	900065393	3,743.17		1250.45	2,492.72	338.15	123.39	42.28					1,988.90

CHECK DATE 06/26/2020 - Check Number Sequence

EMPLOYEE NAME	EMPL TYPE	CHECK NUMBER	CONTRACT	OTHER	TAXABLE	FED TAX	FED TAX	FEDERAL	STATE	SOC SEC	OTHER	REIMBRS	TAXABLE	NET
			PAY	+ PAY	+ BENEFIT	- SHELTER	= GROSS	- TAX	- TAX	- TAX	- DEDS	+ DEDS	- BENEFIT	= PAY
LIST, GABRIELLE	TCH	900065394	2,396.66			286.35	2,110.31	264.02	114.46	34.16	1300.00			397.67
MACINO, DANIELLE	TCH	900065395	2,673.13			310.26	2,362.87	207.59	116.96	38.23				2,000.09
MANOS, KATHLEEN	TCH	900065396	3,837.84	230.27		416.57	3,651.54	593.09	180.75	58.99				2,818.71
MCGRATH, KAREN	TCH	900065397	3,488.20	-697.84		889.61	1,900.75	170.77	89.30	36.78	350.00			1,253.90
MERRILL, LYNN	PSY	900065398	3,187.71			362.95	2,824.76	411.20	139.83	45.69				2,228.04
MIRON, ADELINE	TCH	900065399	2,238.60			315.31	1,923.29	111.84	85.61	31.21				1,694.63
NORMAN, JENNA	TCH	900065400	2,488.60			291.36	2,197.24	233.73	103.97	35.56				1,823.98
PALANCK, ERIC	TCH	900065401	2,321.97			261.34	2,060.63	203.67	97.21	33.33				1,726.42
PEARCE, GINA	TCH	900065402	3,187.71			364.38	2,823.33	262.84	139.75	46.03				2,374.71
PECORARO, JULIE	TCH	900065403	2,864.64			293.34	2,571.30	211.10	122.48	41.54				2,196.18
PERRYMAN, JENNIFER	TCH	900065404	2,673.13			471.69	2,201.44	284.65	158.97	38.57				1,719.25
REDMOND, LESLIE	TCH	900065405	3,727.18			426.20	3,300.98	252.14	148.65	53.40				2,846.79
REYES, KAREN	TCH	900065406	3,429.44			566.18	2,863.26	419.67	141.73	49.73				2,252.13
RICORDATI, JANE H	TCH	900065407	4,433.28			1001.93	3,431.35	465.81	165.06	64.09				2,736.39
RIXIE, CLAIRE	TCH	900065408	2,078.74			349.40	1,729.34	137.29	80.81	29.61				1,481.63
ROHRER, BETH	TCH	900065409	5,314.86	318.89		600.47	5,033.28	622.30	244.35					4,166.63
SACK, AMY R	TCH	900065410	2,840.92			306.57	2,534.35	163.66	125.45	40.97				2,204.27
SCOTT, DANIEL	TCH	900065411	2,673.13			944.37	1,728.76	180.22	85.57	30.49				1,432.48
SHAMES, LORI B	TCH	900065412	3,614.92			1328.87	2,286.05	199.23	113.16	50.38				1,923.28
SHOEMAKER, CAROLYN K	TCH	900065413	3,137.43			1102.86	2,034.57	146.69	95.92	34.16				1,757.80
SMOCZYNSKI, ANNE	TCH	900065414	3,045.96			602.44	2,443.52	287.91	120.95	43.58				1,991.08
SYMONS, TARA	TCH	900065415	2,505.69			277.54	2,228.15	126.92	95.91	36.03				1,969.29
WILKIN, CLARE	TCH	900065416	2,864.63			379.87	2,484.76	257.56	118.20	41.01				2,067.99
WOJCIECHOWSKI, AMANDA	TCH	900065417	3,562.80			2009.93	1,552.87	91.86	76.87	51.47				1,332.67
ZAHN, ANNE	TCH	900065418	3,861.75			395.45	3,466.30	337.23	171.58	56.00				2,901.49

SUMMARY TOTALS \$301,484.33

\$237,143.35 \$11,468.93 \$6,485.25

\$-811.70

\$63,529.28 \$25,551.98

\$4,165.31

\$189,471.88

0 CHECK(S) REPORTED \$0.00

95 DEPOSIT(S) REPORTED \$189,471.88

TOTAL \$189,471.88

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

CHECK DATE 06/29/2020 - Check Number Sequence

EMPLOYEE NAME	EMPL TYPE	CHECK NUMBER	CONTRACT	PAY	OTHER	TAXABLE	FED TAX	FED TAX - SHELTER	FED TAX = GROSS	FEDERAL	STATE	SOC SEC	OTHER	REIMBRS	TAXABLE	NET
					+	+ BENEFIT				- TAX	- TAX	- TAX	- DEDS	+	- BENEFIT	= PAY
LE-MON, JACQUELYN	TCH	900065419		2,824.55			303.39		2,521.16	265.57	120.00	40.75				2,094.84
STONE, JULIE M	TCH	900065420		3,429.44			386.00		3,043.44	267.75	145.85	49.22				2,580.62
BISHOP, KRISTINA	TCH	900065421		3,945.60			588.60		3,357.00	326.88	166.17	55.44				2,800.53
BLACKMAN, JACQUELINE	TCH	900065422		2,611.76			353.98		2,257.78	247.05	106.96	37.34			7.98	1,866.43
BRAJE, BARBARA	TCH	900065423		5,314.86	318.89		1613.43		4,020.32	680.19	199.01	81.16				3,059.96
BRASSIL, ERIN	TCH	900065424		2,126.57			354.69		1,771.88	185.40	87.71	30.30				1,468.47
BURNS, ALLISON	TCH	900065425		2,800.24			329.27		2,470.97	293.95	117.52	39.99				2,019.51
CARVELL, CASE	TCH	900065426		2,800.24			310.31		2,489.93	337.53	123.25	40.26				1,988.89
CERNIGLIA, KRISTINA	TCH	900065427		3,332.75			627.81		2,704.94	248.63	133.89	47.80	400.00			1,874.62
CHOI, JOENN I	TCH	900065428		3,583.78			799.94		2,783.84	362.78	133.00	51.78				2,236.28
CUMBLAD, LISA	TCH	900065429		2,078.74			249.40		1,829.34	170.79	85.76	29.61				1,543.18
DAMON, JONATHAN M	TCH	900065430		3,429.44			1211.60		2,217.84	104.18	90.60	41.24				1,981.82
DELEHANTY, PAULA W	TCH	900065431		3,258.49	195.51		366.65		3,087.35	390.13	152.82	49.90				2,494.50
ELLIS, ALEXIS	TCH	900065432		3,332.75			1194.87		2,137.88	260.08	105.82	36.31				1,735.67
FERNANDEZ, JULIA	TCH	900065433		3,407.74			1280.87		2,126.87	157.77	100.48	37.78				1,830.84
FREGA, MARTIN D	TCH	900065434		4,478.34			644.37		3,833.97	362.62	184.99	64.78	450.00			2,771.58
GANDHI, NISHA	TCH	900065435		2,267.54			276.73		1,990.81	98.44	84.16	32.23				1,775.98
GASTELUM, TANIA	NURSE	900065436		1,622.25			76.82		1,545.43	69.13	66.91	123.79				1,285.60
HULTING, MARY BETH	TCH	900065437		4,248.63			441.81		3,806.82	316.36	164.46	61.51				3,264.49
JACOBY, JULIE	TCH	900065438		2,551.77			1146.72		1,405.05	255.09	64.75	28.51				1,056.70
KIM, NANCY C	TCH	900065439		3,562.80			1039.65		2,523.15	266.01	105.71	41.88	250.00			1,859.55
KOLODZIEJ, CAITLIN	TCH	900065440		2,673.13			301.28		2,371.85	272.14	117.41	38.36				1,943.94
KONDELA, DAVID J.	TCH	900065441		3,980.13			1884.70		2,095.43	211.33	98.93	45.72				1,739.45
LAUDER, KATHERINE T	TCH	900065442		3,246.57	-82.17		805.27		2,359.13	207.14	116.78	42.17				1,993.04
LEEHY, THOMAS	TCH	900065443		5,314.86	318.89		3576.90		2,056.85	179.41	88.55	81.69				1,707.20
MAHER, ELIZABETH	TCH	900065444		4,718.49			1564.76		3,153.73	483.57	156.11	57.09				2,456.96
MENOLD, JESSE	TCH	900065445		2,433.83			249.22		2,184.61	186.19	108.14	35.29				1,854.99
MILLER, MICHAEL J	TCH	900065446		4,433.28			477.54		3,955.74	689.69	195.81	63.94	1083.33			1,922.97
MOON, SUEJIN	TCH	900065447		3,280.21			348.85		2,931.36	211.31	140.31	47.38				2,532.36
NAGY, KATHLEEN	TCH	900065448		2,396.66			357.35		2,039.31	238.40	100.95	34.22				1,665.74
NEWMAN, SANDI R	TCH	900065449		4,067.69			634.81		3,432.88	335.99	169.93	58.35	1055.00			1,813.61
PRINCIPI, MARGARET	TCH	900065450		2,276.71			269.66		2,007.05	192.12	99.35	32.48				1,683.10
ROCHE, TRISTAN	TCH	900065451		2,864.64			335.87		2,528.77	205.99	115.58	40.92				2,166.28
RUIZ, ERNESTO	TCH	900065452		2,175.47			532.64		1,642.83	78.87	76.52	27.99				1,459.45
SACKLEY, MICHAEL	TCH	900065453		3,093.53			340.53		2,753.00	254.40	136.27	44.51	200.00			2,117.82



CHECK DATE 06/29/2020 - Check Number Sequence

EMPL	CHECK	CONTRACT	OTHER	TAXABLE	FED TAX	FED TAX	FED TAX	STATE	SOC SEC	OTHER	REIMERS	TAXABLE	NET
TYPE	NUMBER	PAY	+ PAY	+ BENEFIT	- SHELTER	= GROSS	- TAX	- TAX	- TAX	- DEDS	+ DEDS	- BENEFIT	= PAY
TCH	900065454	3,137.43			334.23	2,803.20	238.93	133.96	45.30				2,385.01
TCH	900065455	2,920.87			439.52	2,481.35	296.23	118.03	41.77				2,025.32
TCH	900065456	3,743.17			590.16	3,153.01	444.00	151.28	53.45				2,504.28
TCH	900065457	2,562.09			273.15	2,288.94	177.21	108.51	36.99				1,966.23
TCH	900065458	3,564.17	-1,098.15		359.37	2,106.65	231.86	104.28	34.93				1,735.58
TCH	900065459	3,307.10			600.18	2,706.92	345.86	124.40	47.42				2,189.24
TCH	900065460	3,429.44			1178.32	2,251.12	385.00	111.43	37.73				1,716.96
TCH	900065461	3,307.10			441.61	2,865.49	267.90	141.84	47.77				2,407.98
TCH	900065462	3,535.35			408.52	3,126.83	277.76	154.78	51.07				2,643.22
TCH	900065463	2,078.74			482.87	1,595.87	164.28	79.00	30.14				1,322.45
TCH	900065464	2,551.77			919.72	1,632.05	98.39	75.99	28.40				1,429.27
TCH	900065465	2,380.29			294.21	2,086.08	152.87	98.47	33.78				1,800.96
TCH	900065466	3,332.75			377.81	2,954.94	439.84	146.27	47.80				2,321.03
TCH	900065467	2,188.28			224.08	1,964.20	186.97	97.23	31.73				1,648.27
TCH	900065468	2,032.01			210.08	1,821.93	169.90	85.39	29.44				1,537.20
TCH	900065469	5,285.89	317.15		573.75	5,029.29	836.34	239.36	81.24				3,872.35
TCH	900065470	2,611.76			2167.45	444.31	33.22	20.62	37.87				352.60
TCH	900065471	2,488.60			421.36	2,067.24	172.11	102.33	35.56				1,757.24
TCH	900065472	2,735.95			436.85	2,299.10	295.55	113.81	38.34				1,851.40
TCH	900065473	2,890.94			1264.17	1,626.77	167.98	80.52	29.84				1,348.43
TCH	900065474	3,187.71			372.75	2,814.96	369.62	134.55	45.55				2,265.24
TCH	900065475	2,824.55			570.02	2,254.53	206.91	111.60	40.80				1,895.22
TCH	900065476	4,248.63			1218.65	3,029.98	266.14	145.19	50.24	100.00			2,468.41
TCH	900065477	3,163.12			718.77	2,444.35	327.51	121.00	42.31				1,853.53
TCH	900065478	2,907.68			471.50	2,436.18	194.88	115.80	41.82	225.00			1,858.68
TCH	900065479	2,958.89			339.52	2,619.37	216.87	124.86	42.37				2,235.27
TCH	900065480	3,093.53			365.53	2,728.00	389.91	135.04	44.51				2,158.54
TCH	900065481	4,183.23	-633.14		900.06	2,650.03	333.34	126.38	50.95	213.94			1,925.42
TCH	900065482	3,332.75			416.74	2,916.01	391.86	144.34	47.23				2,332.58
TCH	900065483	3,777.56			603.90	3,173.66	304.88	157.10	53.58				2,658.10
TCH	900065484	2,488.60			273.79	2,214.81	277.01	109.63	35.81				1,792.36
TCH	900065485	3,662.62			3320.47	342.15	13.26	13.96	36.39				278.54
TCH	900065486	2,796.46			579.93	2,216.53	277.39	109.72	40.21	750.00			1,039.21
TCH	900065487	2,619.73			568.26	2,051.47	170.22	101.55	37.99				1,741.71
TCH	900065488	3,743.17			1250.45	2,492.72	338.15	123.39	42.28				1,988.90

EMPL	CHECK	CONTRACT	OTHER	TAXABLE	FED TAX	FED TAX	FEDERAL	STATE		SOC SEC	OTHER	REIMBRS	TAXABLE	NET
								- TAX	- TAX					
EMPLOYEE NAME	TYPE	NUMBER	PAY	+ PAY + BENEFIT	- SHELTER	= GROSS	- TAX	- TAX	- TAX	- DEDS	+ DEDS	- BENEFIT	= PAY	
LIST, GABRIELLE	TCH	900065489	2,396.66		286.35	2,110.31	264.02	114.46	34.16		1300.00		397.67	
MACINO, DANIELLE	TCH	900065490	2,673.13		310.26	2,362.87	207.59	116.96	38.23				2,000.09	
MANOS, KATHLEEN	TCH	900065491	3,837.84	230.27	416.57	3,651.54	593.09	180.75	58.99				2,818.71	
MCGRATH, KAREN	TCH	900065492	3,488.20	-697.84	889.61	1,900.75	170.77	89.30	36.78		350.00		1,253.90	
MERRILL, LYNN	PSY	900065493	3,187.71		362.95	2,824.76	411.20	139.83	45.69				2,228.04	
MIRON, ADELINE	TCH	900065494	2,238.60		315.31	1,923.29	111.84	85.61	31.21				1,694.63	
NORMAN, JENNA	TCH	900065495	2,488.60		291.36	2,197.24	233.73	103.97	35.56				1,823.98	
PALANCK, ERIC	TCH	900065496	2,321.97		261.34	2,060.63	203.67	97.21	33.33				1,726.42	
PEARCE, GINA	TCH	900065497	3,187.71		364.38	2,823.33	262.84	139.75	46.03				2,374.71	
PECORARO, JULIE	TCH	900065498	2,864.64		293.34	2,571.30	211.10	122.48	41.54				2,196.18	
PERRYMAN, JENNIFER	TCH	900065499	2,673.13		471.69	2,201.44	284.65	158.97	38.57				1,719.25	
REDMOND, LESLIE	TCH	900065500	3,727.18		426.20	3,300.98	252.14	148.65	53.40				2,846.79	
REYES, KAREN	TCH	900065501	3,429.44		566.18	2,863.26	419.67	141.73	49.73				2,252.13	
RICORDATI, JANE H	TCH	900065502	4,433.28		1001.93	3,431.35	465.81	165.06	64.09				2,736.39	
RIXIE, CLAIRE	TCH	900065503	2,078.74		349.40	1,729.34	137.29	80.81	29.61				1,481.63	
ROHRER, BETH	TCH	900065504	5,314.86	318.89	600.47	5,033.28	622.30	244.35					4,166.63	
SACK, AMY R	TCH	900065505	2,840.92		306.57	2,534.35	163.66	125.45	40.97				2,204.27	
SCOTT, DANIEL	TCH	900065506	2,673.13		944.37	1,728.76	180.22	85.57	30.49				1,432.48	
SHAMES, LORI B	TCH	900065507	3,614.92		1328.87	2,286.05	199.23	113.16	50.38				1,923.28	
SHOEMAKER, CAROLYN K	TCH	900065508	3,137.43		1102.86	2,034.57	146.69	95.92	34.16				1,757.80	
SMOCZYNSKI, ANNE	TCH	900065509	3,045.96		602.44	2,443.52	287.91	120.95	43.58				1,991.08	
SYMONS, TARA	TCH	900065510	2,505.69		277.54	2,228.15	126.92	95.91	36.03				1,969.29	
WILKIN, CLARE	TCH	900065511	2,864.63		379.87	2,484.76	257.56	118.20	41.01				2,067.99	
WOJCIECHOWSKI, AMANDA	TCH	900065512	3,562.80		2009.93	1,552.87	91.86	76.87	51.47				1,332.67	
ZAHN, ANNE	TCH	900065513	3,861.75		395.45	3,466.30	337.23	171.58	56.00				2,901.49	
SUMMARY TOTALS			\$301,484.33	\$-811.70	\$63,799.28	\$236,873.35	\$25,516.02	\$11,455.57	\$4,165.31	\$6,485.25			\$189,251.20	
0	CHECK(S) REPORTED	\$0.00												
95	DEPOSIT(S) REPORTED	\$189,251.20												
TOTAL														

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

CHECK DATE 06/30/2020 - Check Number Sequence

EMPLOYEE NAME	EMPL TYPE	CHECK NUMBER	CONTRACT	OTHER		FED TAX	FED TAX - SHELTER	FED TAX = GROSS	FEDERAL		STATE	SOC SEC		OTHER	REIMBRS		TAXABLE	NET	
				+	PAY + BENEFIT				-	TAX		-	TAX		+	DEDS		-	PAY
LE-MON, JACQUELYN	TCH	900065514	2,824.49	513.03		355.82		2,981.70	366.88		142.80	48.19						2,423.83	
STONE, JULIE M	TCH	900065515	3,429.38			385.98		3,043.40	267.75		145.85	49.22						2,580.58	
BISHOP, KRISTINA	TCH	900065516	3,945.51			588.59		3,356.92	326.87		166.17	55.44		7.98				2,800.46	
BLACKWAN, JACQUELINE	TCH	900065517	2,611.62			353.85		2,257.77	247.03		106.96	37.34						1,866.44	
BRAJE, BARBARA	TCH	900065518	5,314.84	318.89		1613.32		4,020.41	680.20		199.01	81.16						3,060.04	
BRASSIL, ERIN	TCH	900065519	2,126.28			354.56		1,771.72	185.38		87.70	30.30						1,468.34	
BURNS, ALLISON	TCH	900065520	2,799.84			329.13		2,470.71	293.88		117.50	39.98						2,019.35	
CARVELL, CASE	TCH	900065521	2,799.84			310.28		2,489.56	337.45		123.23	40.26						1,988.62	
CERNIGLIA, KRISTINA	TCH	900065522	3,332.53			627.67		2,704.86	248.62		133.89	47.79		400.00				1,874.56	
CHOI, JOENN I	TCH	900065523	3,583.67			799.82		2,783.85	362.77		133.01	51.78						2,236.29	
CUMBLAD, LISA	TCH	900065524	2,078.34			249.24		1,829.10	170.76		85.74	29.61						1,542.99	
DAMON, JONATHAN M	TCH	900065525	3,429.38			1211.58		2,217.80	104.18		90.60	41.24						1,981.78	
DELEHANTY, PAULA W	TCH	900065526	3,258.41	195.49		366.53		3,087.37	390.13		152.82	49.90						2,494.52	
ELLIS, ALEXIS	TCH	900065527	3,332.53			1194.73		2,137.80	260.06		105.82	36.31						1,735.61	
FERNANDEZ, JULIA	TCH	900065528	3,407.40			1280.72		2,126.68	157.74		100.47	37.78						1,830.69	
FREGA, MARTIN D	TCH	900065529	4,478.04			644.34		3,833.70	362.59		184.97	64.78		450.00				2,771.36	
GANDHI, NISHA	TCH	900065530	2,267.41			276.61		1,990.80	98.43		84.16	32.23						1,775.98	
GASTELUM, TANIA	NURSE	900065531	1,622.25			76.82		1,545.43	69.13		66.91	123.79						1,285.60	
HULTING, MARY BETH	TCH	900065532	4,248.37			441.78		3,806.59	316.33		164.45	61.50						3,264.31	
JACOBY, JULIE	TCH	900065533	2,551.48			1146.69		1,404.79	255.06		64.74	28.51						1,056.48	
KIM, NANCY C	TCH	900065534	3,562.60			1039.63		2,522.97	265.97		105.71	41.87		250.00				1,859.42	
KOLODZIEJ, CAITLIN	TCH	900065535	2,672.93			301.14		2,371.79	272.12		117.40	38.36						1,943.91	
KONDELA, DAVID J.	TCH	900065536	3,979.70			1884.55		2,095.15	211.25		98.91	45.71						1,739.28	
LAUDER, KATHERINE T	TCH	900065537	3,246.42	-82.75		805.19		2,358.48	207.06		116.74	42.16						1,992.52	
LEEHY, THOMAS	TCH	900065538	5,314.78	318.89		3576.89		2,056.78	179.40		88.54	81.69						1,707.15	
MAHER, ELIZABETH	TCH	900065539	4,718.37			1564.64		3,153.73	483.56		156.11	57.08						2,456.98	
MENOLD, JESSE	TCH	900065540	2,433.60			249.20		2,184.40	186.17		108.13	35.29						1,854.81	
MILLER, MICHAEL J	TCH	900065541	4,433.20	258.56		504.01		4,187.75	851.09		207.29	67.69		1083.33				1,978.35	
MOON, SUEJIN	TCH	900065542	3,279.86			348.71		2,931.15	211.27		140.30	47.37						2,532.21	
NAGY, KATHLEEN	TCH	900065543	2,396.40			357.22		2,039.18	238.36		100.94	34.21						1,665.67	
NEWMAN, SANDI R	TCH	900065544	4,067.63			634.70		3,432.93	335.99		169.93	58.35		1055.00				1,813.66	
PRINCIPI, MARGARET	TCH	900065545	2,276.45			269.53		2,006.92	192.10		99.34	32.48						1,683.00	
ROCHE, TRISTAN	TCH	900065546	2,864.42			335.74		2,528.68	205.98		115.58	40.92						2,166.20	
RUTZ, ERNESTO	TCH	900065547	2,175.30			532.51		1,642.79	78.86		76.52	27.99						1,459.42	
SACKLEY, MICHAEL	TCH	900065548	3,093.42			340.41		2,753.01	254.40		136.27	44.51		200.00				2,117.83	

## Check Summary (Gross and Net Amounts) for Payroll Run Number 4 / of 4 Summer Pay

CHECK DATE 06/30/2020 - 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
SPRANDER, THERESA	TCH	900065549	3,137.19		334.10		2,803.09	238.91	133.96	45.30				2,384.92
STODOLA, HEATHER MILES	TCH	900065550	2,920.60		439.38		2,481.22	296.19	118.02	41.76				2,025.25
WOLNEY, PAMELA J	TCH	900065551	3,743.09		590.03		3,153.06	444.00	151.28	53.45				2,504.33
ALLEYA, KELLY	TCH	900065552	2,561.82		273.12		2,288.70	177.19	108.50	36.99				1,966.02
AMREIN, ALEXANDRA	TCH	900065553	3,564.03	-1,098.15	359.28		2,106.60	231.84	104.28	34.93				1,735.55
ANZALDI, JESSICA BLAIR	TCH	900065554	3,306.84		600.04		2,706.80	345.82	124.40	47.42				2,189.16
AYDT, ALICIA A	TCH	900065555	3,429.38		1178.19		2,251.19	385.00	111.43	37.73				1,717.03
BARBANENTE, LAURA R	TCH	900065556	3,306.84		441.47		2,865.37	267.88	141.84	47.76				2,407.89
BAUMANN, JACKELINE J	TCH	900065557	3,535.14		408.50		3,126.64	277.74	154.77	51.06				2,643.07
BERKOWSKY, JENNA	TCH	900065558	2,078.34		752.82		1,325.52	131.83	65.61	30.14				1,097.94
BORDLEY, HEATHER	TCH	900065559	2,551.48		919.69		1,631.79	98.36	75.98	28.39				1,429.06
BYRNE, GINA	TCH	900065560	2,380.25		294.09		2,086.16	152.88	98.47	33.78				1,801.03
CHANKIN, ERIN	TCH	900065561	3,332.53		377.67		2,954.86	439.81	146.27	47.79				2,320.99
CHLEBEK, ALYSSA	TCH	900065562	2,187.98		224.05		1,963.93	186.94	97.21	31.73				1,648.05
CISS, ALYSSA	TCH	900065563	2,031.83		210.05		1,821.78	169.88	85.38	29.43				1,537.09
CONWAY, KAY	TCH	900065564	5,285.79	317.15	573.74		5,029.20	836.32	239.35	81.24				3,872.29
DEATON-LEV, JOAN	TCH	900065565	2,611.63		2167.43		444.20	33.21	20.62	37.87				352.50
DIMOPOULOS-GRANDE, DEMET	TCH	900065566	2,488.42		421.24		2,067.18	172.10	102.33	35.55				1,757.20
EWALD, KALLIE	TCH	900065567	2,735.82		430.71		2,305.11	296.86	114.10	38.43				1,855.72
FALZONE, CHRISTINA	TCH	900065568	2,890.57		1264.02		1,626.55	167.96	80.51	29.83				1,348.25
FISHER, KARRIE	TCH	900065569	3,187.36		372.60		2,814.76	369.57	134.54	45.55				2,265.10
GEARY, MICHELLE	TCH	900065570	2,824.49		570.01		2,254.48	206.90	111.60	40.80	100.00			1,895.18
GEBERT, ALLISON G	TCH	900065571	4,248.37		1218.51		3,029.86	266.12	145.18	50.24	100.00			2,468.32
GOOCH, TRISHA	TCH	900065572	3,162.99		718.65		2,444.34	327.50	120.99	42.31	100.00			1,853.54
GOTT, VERONICA	TCH	900065573	2,907.42	2,111.76	687.61		4,331.57	453.60	209.62	72.44	225.00			3,370.91
GREENE, CALI	TCH	900065574	2,958.81		339.40		2,619.41	216.87	124.87	42.37				2,235.30
HEUBERGER, ALLISON	TCH	900065575	3,093.42		365.41		2,728.01	389.90	135.04	44.51				2,158.56
HONG, DEBORAH N	TCH	900065576	4,183.17	-633.14	899.97		2,650.06	333.34	126.38	50.95	213.94			1,925.45
JENKINS, QUINCY	TCH	900065577	3,332.53		416.60		2,915.93	391.83	144.34	47.23				2,332.53
KALOTIHOS, KATHY	TCH	900065578	3,777.43		603.78		3,173.65	304.88	157.10	53.58				2,658.09
LAPALERMO, ELIZABETH A	TCH	900065579	2,488.42		273.67		2,214.75	276.98	109.63	35.81				1,792.33
LAUTER, TRINA E	TCH	900065580	3,662.49		3320.33		342.16	13.26	13.96	36.39				278.55
LESLANC, JAMES M	TCH	900065581	2,796.34		579.91		2,216.43	277.36	109.71	40.21	750.00			1,039.15
LEPINE, KATHRYN	TCH	900065582	2,619.49		568.23		2,051.26	170.19	101.54	37.98				1,741.55
LEVY, KELLI L	TCH	900065583	3,743.09		1250.32		2,492.77	338.15	123.39	42.28				1,988.95

CHECK DATE 06/30/2020 - 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
LIST, GABRIELLE	TCH	900065584	2,396.42			286.22	2,110.20	263.98	114.45	34.16	1300.00			397.61
MACINO, DANIELLE	TCH	900065585	2,672.93			310.12	2,362.81	207.58	116.96	38.23				2,000.04
MANOS, KATHLEEN	TCH	900065586	3,837.81	230.27		416.57	3,651.51	593.08	180.75	58.99				2,818.69
MCGRATH, KAREN	TCH	900065587	3,488.20	-697.84		889.54	1,900.82	170.77	89.30	36.78	350.00			1,253.97
MERRILL, LYNN	PSY	900065588	3,187.36			362.80	2,824.56	411.15	139.82	45.69				2,227.90
MIRON, ADELINE	TCH	900065589	2,238.25			315.16	1,923.09	111.81	85.60	31.21				1,694.47
NORMAN, JENNA	TCH	900065590	2,488.42			291.24	2,197.18	233.70	103.96	35.55				1,823.97
PALANCK, ERIC	TCH	900065591	2,321.83			261.32	2,060.51	203.65	97.20	33.32				1,726.34
PEARCE, GINA	TCH	900065592	3,187.36			364.23	2,823.13	262.81	139.74	46.03				2,374.55
PECORARO, JULIE	TCH	900065593	2,864.43			293.32	2,571.11	211.07	122.47	41.53				2,196.04
PERRYMAN, JENNIFER	TCH	900065594	2,672.93			471.58	2,201.35	284.62	158.97	38.57				1,719.19
REDMOND, LESLIE	TCH	900065595	3,726.83			426.04	3,300.79	252.11	148.64	53.39				2,846.65
REYES, KAREN	TCH	900065596	3,429.38			566.16	2,863.22	419.66	141.73	49.73				2,252.10
RICORDATI, JANE H	TCH	900065597	4,433.20			1001.81	3,431.39	465.81	165.06	64.10				2,736.42
RIXIE, CLAIRE	TCH	900065598	2,078.34			349.24	1,729.10	137.26	80.79	29.61				1,481.44
ROHRER, BETH	TCH	900065599	5,314.78	318.89		600.46	5,033.21	622.28	244.35					4,166.58
SACK, AMY R	TCH	900065600	2,840.59			306.42	2,534.17	163.64	125.44	40.96				2,204.13
SCOTT, DANIEL	TCH	900065601	2,672.93			944.34	1,728.59	180.20	85.57	30.48				1,432.34
SHAMES, LORI B	TCH	900065602	3,614.65			1328.73	2,285.92	199.21	113.15	50.37				1,923.19
SHOEMAKER, CAROLYN K	TCH	900065603	3,137.19			1102.73	2,034.46	146.67	95.91	34.16				1,757.72
SMOCZYNSKI, ANNE	TCH	900065604	3,045.67			602.30	2,443.37	287.86	120.95	43.58				1,990.98
SYMONS, TARA	TCH	900065605	2,505.44			277.41	2,228.03	126.90	95.90	36.03				1,969.20
WILKIN, CLARE	TCH	900065606	2,864.59			379.75	2,484.84	257.57	118.20	41.01				2,068.06
WOJCIECHOWSKI, AMANDA	TCH	900065607	3,562.60			2009.80	1,552.80	91.84	76.86	51.47				1,332.63
ZAHN, ANNE	TCH	900065608	3,861.46			395.41	3,466.05	337.20	171.57	55.99				2,901.29

SUMMARY TOTALS		\$301,465.67	\$239,187.27	\$2,071.05	\$64,349.45	\$11,570.05	\$26,004.42	\$4,206.96	\$6,485.25	\$190,920.59
0 CHECK(S) REPORTED		\$0.00								
95 DEPOSIT(S) REPORTED		\$190,920.59								
TOTAL		\$190,920.59								

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

CHECK DATE 06/30/2020 - Check Number Sequence

EMPLOYEE NAME		EMPL TYPE	CHECK NUMBER	CONTRACT PAY	OTHER PAY + BENEFIT	TAXABLE	FED TAX - SHELTER	FED TAX	FED TAX = GROSS	FEDERAL TAX - TAX	STATE TAX - TAX	SOC SEC TAX - TAX	OTHER DEDS -	REIMBRS + DEDS	TAXABLE BENEFIT	NET PAY
AXIUM-GIBSON, DEENA	SEC	900065609	2,660.13			868.58		1,791.55	117.53	83.89	143.51					1,446.62
BLANKENHEIM, EDMUND M	MAINT	900065610	3,744.22			210.40		3,536.69	348.44	175.07	283.07				2.87	2,727.24
DEL BOCCIO, DAVID J	TECHN	900065611	4,495.42			702.29		3,796.00	379.56	187.90	343.90		250.00		2.87	2,631.77
GARARD, HAYLEY	COMMU	900065612		1,240.00				1,240.00		27.81	94.86					1,117.33
GRUHN, JANINE	AA	900065613	5,150.00		416.59		74.52	5,494.94	748.97	272.00	79.54				2.87	4,391.46
KORSHAK, CORY	CUS	900065614	1,476.08			76.73		1,399.35	140.69	69.27	112.10		146.53			930.76
KUJAWINSKI, SHERI L	BKK	900065615	2,636.78				118.66	2,518.12	161.72	110.26	201.71		114.96			1,929.47
LAURIA, CATHERINE	AA	900065616	7,055.27				893.89	6,164.25	896.22	305.13	101.67		2450.00		2.87	2,408.36
LORKIEWICZ, ANDRE	CUS	900065617	1,721.07			87.75		1,633.32	125.77	76.05	130.84					1,300.66
MILLER, APRIL	AA	900065618	5,416.67			23.57		5,395.97	967.35	262.31	78.20				2.87	4,085.24
MURPHY, ERIN K	AA	900065619	8,333.18			250.00		8,097.71	1749.26	396.04	120.83				14.53	5,817.05
NIELSEN, CHRISTINA M	SEC	900065620	3,431.59			239.77		3,191.82	452.53	153.20	255.68		66.84			2,263.57
PETERS, JAMES N	CUS	900065621	1,543.17			69.44		1,473.73	149.62	72.95	118.06					1,133.10
REDMOND, RITA	SEC	900065622	1,749.57			129.24		1,620.33	58.70	65.82	129.79					1,366.02
SWIFT, MEGHAN	SEC	900065623	1,934.26			97.35		1,836.91	193.87	90.93	147.15					1,404.96
MALONEY, ANNETTE	SEC	900065624	2,602.14			152.50		2,449.64	328.67	121.26	196.22		100.00			1,703.49
SULLIVANT, KATHRYN	SEC	900065625	1,425.30			64.14		1,361.16	157.22	61.90	109.04		600.00			433.00
KIM, JINHEE	SUB	900065626		272.77				272.77	11.44	13.50	20.87					226.96
STEINBERG, WENDY	SEC	900065627	3,256.35		2,437.43	258.92		5,494.86	739.38	272.00	440.16					4,043.32
ALVAREZ, NINO	AA	900065628	3,332.96			323.57		3,012.26	413.03	144.31	47.99				2.87	2,404.06
BERGER, ERICA	AA	900065629	5,000.00		3,908.05	264.73		8,646.19	1090.79	427.99	128.23		500.00		2.87	6,496.31
BERGEN, KATHLEEN P	SEC	900065630	2,686.62			143.41		2,543.21	349.26	125.89	203.72					1,864.34
BORST, SHAUN	CUS	900065631	1,449.29			87.73		1,361.56	93.16	62.60	109.06					1,096.74
BRAUN, CHRISTINE D	SEC	900065632	1,583.09			96.37		1,486.72	92.01	73.59	119.09					1,202.03
FIORENZA, DAVID	CUS	900065633	1,254.54			78.96		1,175.58	113.84	58.19	94.17					909.38
GLEN, CHARLES	CUS	900065634	1,254.54			66.76		1,187.78	115.30	49.20	95.14					928.14
GOMBODORJ, ARIUNZAYA	AST	900065635		666.77		30.00		636.77		31.52	51.01					554.24
ITURRALDE, RENE	CUS	900065636	1,301.43			81.07		1,220.36	54.71	46.02	97.76					1,021.87
LEE, SCOTT	SEC	900065637	1,845.34			105.55		1,739.79	181.55	86.12	139.37					1,332.75
LINDSTROM, TIM	MAINT	900065638	2,059.68			92.69		1,966.99	138.58	92.57	157.57					1,578.27
PETRILLO, KATHRYN	AST	900065639	783.34		52.92	37.63		798.63	17.86	33.78	63.98					683.01
URGO, ANTHONY	CUS	900065640	1,407.27			89.42		1,317.85	130.91	65.23	105.57					1,016.14
SUMMARY TOTALS				\$82,589.30		\$34.62		\$85,862.81		\$4,114.30		\$4,228.33			\$34.62	\$62,447.66
					\$9,054.53	\$5,815.64		\$10,517.94				\$4,519.96				
0 CHECK(S) REPORTED				\$0.00												
32 DEPOSIT(S) REPORTED				\$62,447.66												
TOTAL				\$62,447.66												

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

Check Nbr	Vendor Name	Check Date	Check Amount
20002588	EDUCATIONAL BENEFIT COOPERATIV	06/25/2020	49,379.19
20002589	GUARDIAN	06/25/2020	1,822.04
20002590	IL DEPT OF REVENUE	06/25/2020	11,599.02
20002591	NORTHBROOK BANK & TRUST CO	06/25/2020	34,350.33
20002592	TEACHER'S HEALTH INSURANCE SEC	06/25/2020	6,515.21
20002593	TEACHERS RETIREMENT SYSTEM	06/25/2020	28,895.85
20002594	TSA CONSULTING	06/25/2020	19,516.23
20002595	WEST NORTHFIELD SD FSA ACCOUNT	06/25/2020	1,632.57
8	Manual	Check(s) For a Total of	153,710.44

8	Manual	Checks For a Total of	153,710.44
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
0	Computer	Checks For a Total of	0.00
Total For 8	Manual, Wire Tran, ACH & Computer Checks		153,710.44
Less	Voided	Checks For a Total of	0.00
	Net Amount		153,710.44

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	149,499.14	0.00	0.00	149,499.14
51	FICA -SOCIAL SEC	4,211.30	0.00	0.00	4,211.30



Check Nbr	Vendor Name	Check Date	Check Amount
20002596	EDUCATIONAL BENEFIT COOPERATIV	06/26/2020	51,179.99
20002597	GUARDIAN	06/26/2020	1,831.57
20002598	IL DEPT OF REVENUE	06/26/2020	11,468.93
20002599	NORTHBROOK BANK & TRUST CO	06/26/2020	33,882.60
20002600	TEACHER'S HEALTH INSURANCE SEC	06/26/2020	6,459.60
20002601	TEACHERS RETIREMENT SYSTEM	06/26/2020	28,649.01
20002602	TSA CONSULTING	06/26/2020	19,196.23
20002603	WEST NORTHFIELD SD FSA ACCOUNT	06/26/2020	1,607.57
8	Manual	Check(s) For a Total of	154,275.50

8	Manual	Checks For a Total of	154,275.50
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
0	Computer	Checks For a Total of	0.00
Total For 8	Manual, Wire Tran, ACH & Computer Checks		154,275.50
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		154,275.50

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	150,110.19	0.00	0.00	150,110.19
51	FICA -SOCIAL SEC	4,165.31	0.00	0.00	4,165.31

Check Nbr	Vendor Name	Check Date	Check Amount
20002604	EDUCATIONAL BENEFIT COOPERATIV	06/29/2020	51,179.99
20002605	GUARDIAN	06/29/2020	1,831.57
20002606	IL DEPT OF REVENUE	06/29/2020	11,455.57
20002607	NORTHBROOK BANK & TRUST CO	06/29/2020	33,846.64
20002608	TEACHER'S HEALTH INSURANCE SEC	06/29/2020	6,459.60
20002609	TEACHERS RETIREMENT SYSTEM	06/29/2020	28,649.01
20002610	TSA CONSULTING	06/29/2020	19,466.23
20002611	WEST NORTHFIELD SD FSA ACCOUNT	06/29/2020	1,607.57
8	Manual	Check(s) For a Total of	154,496.18

8	Manual	Checks For a Total of	154,496.18
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
0	Computer	Checks For a Total of	0.00
Total For 8	Manual, Wire Tran, ACH & Computer Checks		154,496.18
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		154,496.18

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	150,330.87	0.00	0.00	150,330.87
51	FICA -SOCIAL SEC	4,165.31	0.00	0.00	4,165.31

## Check Summary

Check Nbr	Vendor Name	Check Date	Check Amount
20002612	EDUCATIONAL BENEFIT COOPERATIV	06/30/2020	51,167.08
20002613	GUARDIAN	06/30/2020	1,831.57
20002614	IL DEPT OF REVENUE	06/30/2020	11,570.05
20002615	NORTHBROOK BANK & TRUST CO	06/30/2020	34,418.34
20002616	TEACHER'S HEALTH INSURANCE SEC	06/30/2020	6,521.31
20002617	TEACHERS RETIREMENT SYSTEM	06/30/2020	28,923.34
20002618	TSA CONSULTING	06/30/2020	19,736.23
20002619	WEST NORTHFIELD SD FSA ACCOUNT	06/30/2020	1,607.57
8	Manual	Check(s) For a Total of	155,775.49

8	Manual	Checks For a Total of	155,775.49		
0	Wire Transfer	Checks For a Total of	0.00		
0	ACH	Checks For a Total of	0.00		
0	Computer	Checks For a Total of	0.00		
Total For 8	Manual, Wire Tran, ACH & Computer Checks		155,775.49		
Less 0	Voided	Checks For a Total of	0.00		
	Net Amount		155,775.49		
F U N D S U M M A R Y					
Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	151,568.53	0.00	0.00	151,568.53
51	FICA -SOCIAL SEC	4,206.96	0.00	0.00	4,206.96

Check Nbr	Vendor Name	Check Date	Check Amount
68325	LEGAL SHIELD	06/30/2020	39.90
1	Computer	Check(s) For a Total of	39.90

Check Nbr	Vendor Name	Check Date	Check Amount
20002620	EDUCATIONAL BENEFIT COOPERATIV	06/30/2020	16,295.64
20002621	GUARDIAN	06/30/2020	683.19
20002622	IL DEPT OF REVENUE	06/30/2020	4,114.30
20002623	IL MUNICIPAL RETIREMENT FUND	06/30/2020	18,563.99
20002624	NORTHBROOK BANK & TRUST CO	06/30/2020	19,557.86
20002625	TEACHER'S HEALTH INSURANCE SEC	06/30/2020	900.79
20002626	TEACHERS RETIREMENT SYSTEM	06/29/2020	4,109.37
20002627	TSA CONSULTING	06/30/2020	2,100.00
20002628	WEST NORTHFIELD SD FSA ACCOUNT	06/30/2020	62.84
9	Manual	Check(s) For a Total of	66,387.98



Check Summary

9	Manual	Checks For a Total of	66,387.98
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	39.90
Total For 10	Manual, Wire Tran, ACH & Computer Checks		66,427.88
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		66,427.88

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION FUND	38,413.34	0.00	44.42	38,457.76
20	OPERATIONS & MAI	10,809.04	0.00	0.00	10,809.04
50	IL MUNICIPAL RET	12,641.12	0.00	0.00	12,641.12
51	FICA -SOCIAL SEC	4,519.96	0.00	0.00	4,519.96

The Proposed District 31 E-Learning Plan is still being finalized.  
It will be posted for review prior to the Board of Education Meeting.

The District 31 Reopening Plan is still being finalized.  
It will be presented at the Board of Education of Meeting.

Anti-Racism Resolution  
West Northfield School District 31

Whereas, the West Northfield School District 31 Board of Education and Administration is deeply saddened by the senseless and tragic deaths throughout our nation that have resulted from racism; and

Whereas, the Board is expressly opposed to racial discrimination; and is committed to promoting an environment where racial discrimination does not affect students' well-being; and has previously recognized that any form of racial discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth; and the Board is committed to its policy of not tolerating racial discrimination or harassment; and

Whereas, the Board is committed to ensuring equal educational opportunities available to all students without regard to race; and is committed to providing an inclusive, respectful, and supportive learning environment in which racial diversity is valued; and

Whereas, the Board is committed to a culture of continuous improvement, which drives the fulfillment of our mission to provide an educational program that maximizes the intellectual, physical, social, and emotional development of each child in a safe and nurturing environment.

Now Therefore, Be It Resolved by the Board of Education of West Northfield School District 31 that the Board recognizes that racism affects our entire society; and the Board condemns racism and reiterates its rejection of racist and other hateful behavior and language;

Be It Further Resolved that the Board will continue to progress as an equity-oriented school district by continuing to identify actions to further enhance diversity and ensure anti-racism in education; and that school leadership shall identify objectives, through the 2020-2021 Equity Audit, to further advance equity and report outcomes to the Board.

## TREASURER'S REPORT FOR THE MONTH OF June 2020

### *Bank Reconciliation Summary*

<i>Northbrook Bank &amp; Trust</i>	
Payroll/Vendor	1,121,658.08
Reconciling Item (TRS)	-
AP Liability	-
Money Market	64,346.48
Imprest Fund	1,899.80
Flexible Spending	9,839.09
<i>Illinois Bank - Acct 201</i>	
Credit Card Account	67,591.61
Deposits in Transit	-
<i>ISDLAF</i>	
ISDLAF - Acct 111 Liq	573,449.68
Property Tax deposit in transit	-
ISDLAF deposit in transit	-
ISDLAF - Acct 218 Liq	65,724.80
ISDLAF - Acct 218 MAX	2,001,970.05
ISDLAF - Acct 219 Liq	-
ISDLAF - Acct 219 MAX	0.56
MM	-
CDs	2,000,000.00
IL Trust Term Series	2,275,000.00
PMA	6,846,100.00
Northbrook Bank	
ISDLAF	-
Deferred Revenues	(236,042.00)
<b>Ending Fund Balance</b>	<b>14,791,538.15</b>



Catherine M. Lauria  
Asst. Superintendent of Finance & Operations

Dr. Erin K. Murphy  
Superintendent

Investment Summary as of June 30, 2020
----------------------------------------

Type	Purchase Date	Maturity Date	# of Days Invested	Purchase Amount	Interest%	Total Interest	Total
CD	4/15/2020	7/30/2020	106	2,500,000.00	1.170	8,494.52	2,508,494.52
CD	5/29/2020	8/13/2020	76	249,700.00	0.543	282.32	249,982.32
CD	5/29/2020	8/27/2020	90	249,700.00	0.403	248.13	249,948.13
CD	5/29/2020	8/27/2020	90	249,600.00	0.506	311.42	249,911.42
CD	4/15/2020	8/27/2020	134	249,300.00	0.660	604.06	249,904.06
CD	4/15/2020	8/27/2020	134	249,400.00	0.550	503.58	249,903.58
CD	4/15/2020	8/27/2020	134	249,500.00	0.490	448.83	249,948.83
CD	4/15/2020	8/27/2020	134	249,300.00	0.760	695.58	249,995.58
CD	6/30/2020	9/14/2020	76	1,000,000.00	0.100	208.22	1,000,208.22
CD	6/15/2020	9/14/2020	91	249,700.00	0.350	217.89	249,917.89
CD	6/15/2020	9/14/2020	91	249,900.00	0.151	94.08	249,994.08
CD	6/30/2020	9/29/2020	91	1,100,000.00	0.100	274.25	1,100,274.25
<b>TOTAL PMA</b>				<u>6,846,100.00</u>	<b>0.48</b>	<u>12,382.88</u>	<u>6,858,482.88</u>
CD	3/13/2020	7/14/2020	123	<u>2,000,000.00</u>	0.300	<u>2,021.92</u>	<u>2,002,021.92</u>
<b>TOTAL CD/ISDLAF</b>				<u>2,000,000.00</u>	<b>0.300</b>	<u>2,021.92</u>	<u>2,002,021.92</u>
<b>TOTAL MM</b>				<u>-</u>		<u>-</u>	<u>-</u>
IL Trust Liq	5/29/2020	8/13/2020	76	750,000.00	0.560	874.52	750,874.52
IL Trust Liq	6/15/2020	8/27/2020	73	750,000.00	0.460	690.00	750,690.00
IL Trust Liq	5/15/2020	9/14/2020	122	<u>775,000.00</u>	0.700	<u>1,813.29</u>	<u>776,813.29</u>
<b>Total IL TRUST</b>				<u>2,275,000.00</u>	<b>0.573</b>	<u>3,377.81</u>	<u>2,278,377.81</u>
				<u>11,121,100.00</u>		<u>17,782.61</u>	<u>11,138,882.61</u>
			PMA =	6,846,100.00			
			CDs =	2,000,000.00			
			MM=	-			
			IL TRUST=	<u>2,275,000.00</u>			
				<u>11,121,100.00</u>	<b>0.488</b>		

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

**June 30, 2020**

FUND	DEBT SERVICE						IMRF/SOCIAL SECURITY						TOTAL
	10	20	30	31	32	40	50	51	60	70	79	80	
	Education	Operations & Maintenance	Bond Issuance	Bond Issuance	Capital Leases	Transportation	IMRF	FICA/MED SS	Capital Projects	Working Cash	Escrow	Tort	
<b>Beginning Fund Balance</b>	7,224,239.54	816,458.79	(447,557.67)	1,165,445.84	(335,997.84)	451,131.39	92,689.93	74,560.49	5,740,157.17	6,815,548.02	-	33.76	21,596,709.42
Receipts	15,238,179.20	1,336,188.19	-	808,602.00	134,264.20	1,026,287.04	174,074.83	208,311.52	210,350.10	28,822.69	-	-	19,165,079.77
Expenses	15,866,042.55	1,252,736.23	817,122.50	(19.96)	179,954.21	1,028,779.26	148,332.88	241,263.22	6,436,040.15	-	-	-	25,970,251.04
Balance	(627,863.35)	83,451.96	(817,122.50)	808,621.96	(45,690.01)	(2,492.22)	25,741.95	(32,951.70)	(6,225,690.05)	28,822.69	-	-	(6,805,171.27)
Abatement from WC to ED	-	-	-	-	-	-	-	-	-	-	-	-	-
Abatement from WC to O&M	-	1,000,000.00	-	-	-	-	-	-	-	(1,000,000.00)	-	-	-
Add'l transfer O&M to Capital Projects	-	(1,000,000.00)	-	-	-	-	-	-	1,000,000.00	-	-	-	-
<b>Ending Fund Balance</b>	6,596,376.19	899,910.75	(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
Cash 1010	29,620,455.41	(10,837,877.90)	(2,696,279.30)	(4,055,489.62)	(1,641,990.05)	(4,634,962.98)	(1,309,666.53)	(1,914,397.08)	(5,151,684.75)	3,771,113.87	-	(27,563.00)	1,121,658.07
Cash 3105	(1,230,475.02)	346,271.22	-	-	58,000.00	250,185.77	379.65	1.60	639,983.26	-	-	-	64,346.48
Cash 3130	(224,096.43)	-	-	-	-	291,688.04	-	-	-	-	-	-	67,591.61
Cash 3145	(32,618,085.20)	11,367,068.93	1,285,796.23	6,028,831.42	1,202,302.20	4,549,605.87	1,329,745.39	1,956,004.27	4,870,231.61	2,669,644.38	-	-	2,641,145.10
Imprest 1050	3,612.30	(1,712.50)	-	-	-	-	-	-	-	-	-	-	1,899.80
FSA 1051	9,839.09	-	-	-	-	-	-	-	-	-	-	-	9,839.09
Investments 1803	11,198,883.04	26,161.00	145,802.90	726.00	-	64,407.47	97,973.37	-	155,937.00	(596,387.54)	-	27,596.76	11,121,100.00
Loans													-
Transfer													-
Liability													-
Accounts Payable													-
Defer Rev Preschool FY21 - Cumulative	(3,020.00)												(3,020.00)
Cumulative Deferred Revenue FY21	(160,737.00)					(72,285.00)							(233,022.00)
Refund of Fees													-
<b>Total</b>	6,596,376.19	899,910.75	(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

Monthly Budget Summary - 2019-2020

YTD June 30, 2020

% of Fiscal Yr

100.00%

BASED ON FINAL BUDGET

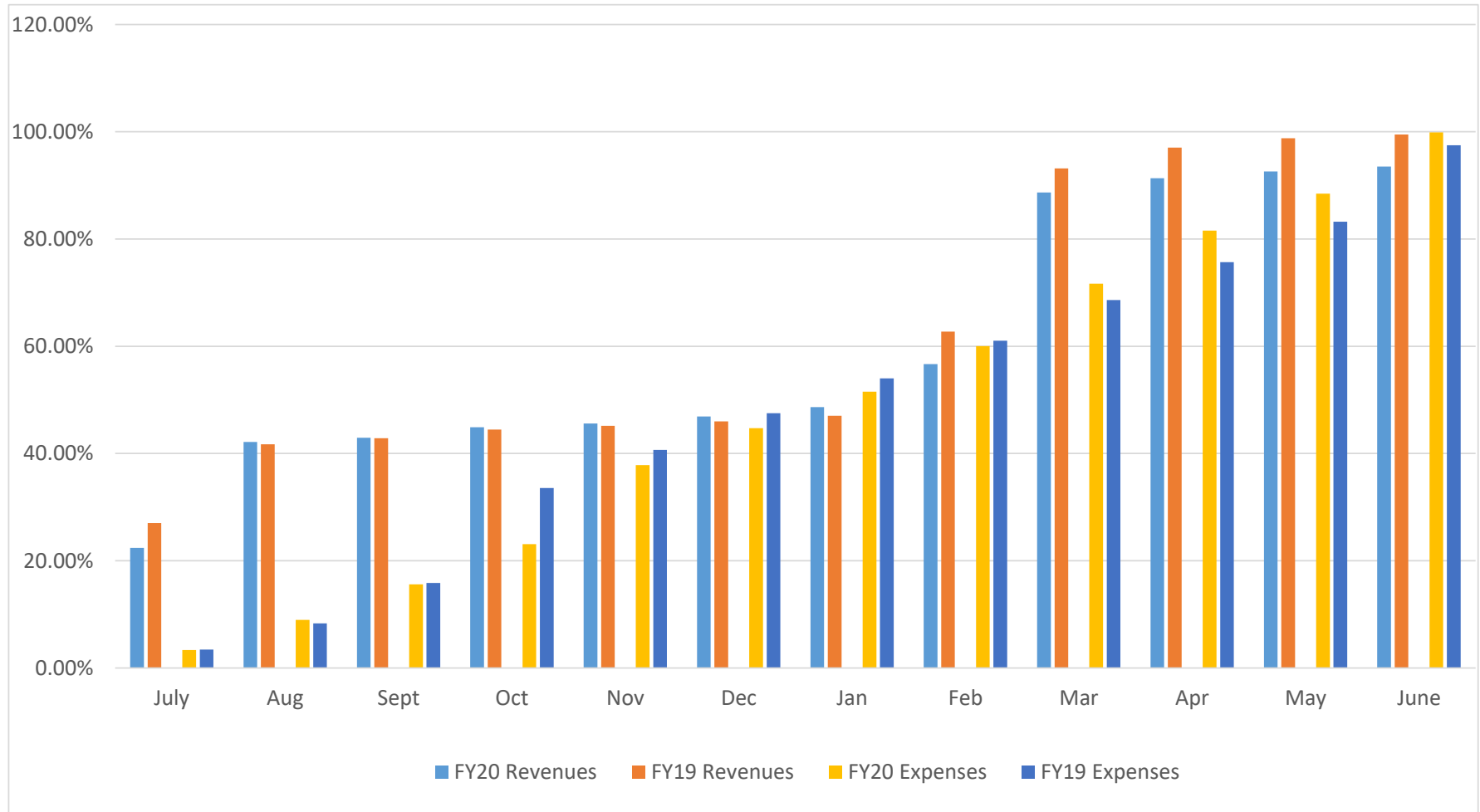
REVENUES by Fund	2019-2020 Current Year				2018-2019 Prior Year		
	FUND	BUDGET	YTD RECEIPTS	% of Budget	BUDGET	YTD RECEIPTS	% of Budget
Education	10	16,341,049.00	15,238,179.20	93.25%	15,828,292.00	15,639,610.95	98.81%
Operations & Maintenance	20	1,501,247.00	1,336,188.19	89.01%	1,378,446.00	1,364,117.41	98.96%
Transportation	40	960,974.00	1,026,287.04	106.80%	756,657.00	843,338.92	111.46%
IL Municipal Retirement Fund	50	219,731.00	174,074.83	79.22%	140,644.00	175,070.41	124.48%
Social Security - FICA/MED	51	210,731.00	208,311.52	98.85%	243,036.00	214,500.85	88.26%
Working Cash	70	30,527.00	28,822.69	94.42%	30,507.00	44,082.62	144.50%
Tort Immunity	80	0.00	0.00	N/A	0.00	0.00	0.00%
		19,264,259.00	18,011,863.47	93.50%	18,377,582.00	18,280,721.16	99.47%
Debt Service - Property Tax Levy	30/31	855,802.00	808,602.00	94.48%	832,686.00	826,927.51	99.31%
Debt Service - Capital Leases	32	150,000.00	134,264.20	89.51%	30,000.00	50,000.00	166.67%
Capital Projects	60	1,090,000.00	1,210,350.10	111.04%	120,000.00	185,488.73	154.57%
		2,095,802.00	2,153,216.30	102.74%	982,686.00	1,062,416.24	108.11%
Total Revenue Budget	Total	21,360,061.00	20,165,079.77	94.41%	19,360,268.00	19,343,137.40	99.91%
EXPENSES by Fund							
	FUND	BUDGET	YTD EXPENSES	% of Budget	BUDGET	YTD EXPENSES	% of Budget
Education	10	15,754,209.03	15,866,042.55	100.71%	15,841,302.00	15,327,415.75	96.76%
Operations & Maintenance	20	1,537,993.00	1,252,736.23	81.45%	1,635,404.00	1,395,067.40	85.30%
Transportation	40	868,750.00	1,028,779.26	118.42%	582,500.00	908,818.07	156.02%
IL Municipal Retirement Fund	50	150,151.00	148,332.88	98.79%	166,060.00	146,150.59	88.01%
Social Security - FICA/MED	51	252,453.00	241,263.22	95.57%	253,798.00	234,683.16	92.47%
Working Cash	70	1,000,000.00	1,000,000.00	100.00%	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	19,537,154.14	99.87%	18,479,064.00	18,012,134.97	97.47%
Debt Service - Property Tax Levy - Bonds	30/31	896,848.00	817,102.54	91.11%	917,155.00	916,955.00	99.98%
Debt Service - Capital Leases	32	179,953.00	179,954.21	100.00%	182,623.00	182,289.29	99.82%
Capital Projects	60	6,550,000.00	6,436,040.15	98.26%	3,455,000.00	3,003,848.78	86.94%
		7,626,801.00	7,433,096.90	97.46%	4,554,778.00	4,103,093.07	90.08%
	Total	27,190,357.03	26,970,251.04	99.19%	23,033,842.00	22,115,228.04	96.01%
		6,550,000.00	6,436,040.15		3,455,000.00	3,003,848.78	
Expenses less Capital Projects		20,640,357.03	20,534,210.89	99.49%	19,578,842.00	19,111,379.26	97.61%
Excludes \$1MM O&M Transfers							
Includes \$1MM Working Cash Transfers							
Reflects \$1MM over General Ledger Summary							

#



**WEST NORTHFIELD SCHOOL DISTRICT 31 - OPERATING BUDGET**  
**2018-2019 & 2019-2020 Budget Summary Comparison**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>FY20 Revenues</b>	<b>22.41%</b>	42.15%	42.93%	44.92%	45.61%	46.92%	48.65%	56.69%	88.68%	91.35%	92.61%	93.50%
<b>FY19 Revenues</b>	<b>27.01%</b>	41.73%	42.85%	44.45%	45.14%	45.97%	47.04%	62.73%	93.16%	97.04%	98.78%	99.47%
<b>FY20 Expenses</b>	<b>3.33%</b>	8.96%	15.59%	23.10%	37.83%	44.73%	51.54%	60.02%	71.65%	81.56%	88.44%	99.87%
<b>FY19 Expenses</b>	<b>3.43%</b>	8.31%	15.88%	33.55%	40.69%	47.50%	54.00%	61.02%	68.63%	75.68%	83.24%	97.47%



06JE02

**INVOICE**

June 05, 2020

West Northfield Dist 31  
3131 Techny Road  
Northbrook, IL 60062

ATTN:

**Invoice Number: 0702521-2006**

**Invoice Amount: \$ 3,975.38**

*ok Catherine McFaria 7/8/2020*

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

Your payment is due **July 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
BancTec c/o BMO Harris Bank Attn: Lockbox 5732 2012 Corporate Lane, Suite 108 Naperville, IL 60563	BancTec c/o BMO Harris Bank Attn: Lockbox 5732 2012 Corporate Lane, Suite 108 Naperville, IL 60563

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: 0702521-2006  
Amount Paid: \$ 3,975.38  
Payment Due Date: July 02, 2020

# P-Card Expense Report

Cardholder: Catherine Lauria

Last 4 # of P-Card: 2478

Billing Cycle: **May 6 - June 5, 2020**

Page: 1 of 1

Date of Purchase	Account Number	Vendor	Purchaser	Description of purchase	Grant (X)	Supplies	Meals	PD	Travel	Misc.	Total
5.18.20	10E002 2220 4400 00 002220	NY Times Digital	Cerniglia	New York Times digital subscription						\$ 7.50	\$ 7.50
											\$ -
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Deena Gibson &lt;dgibson@district31.net&gt;

**Fwd: June Pcard**

4 messages

**Meghan Swift** <mswift@district31.net>

Sat, Jun 13, 2020 at 7:29 AM

To: Cathy Lauria &lt;clauria@district31.net&gt;, Deena Gibson &lt;dgibson@district31.net&gt;

Hello,

The corrected pcard statement is attached.

Thanks!

**Meghan Swift**Administrative Assistant to Student and Instructional Services  
West Northfield School District 31[mswift@district31.net](mailto:mswift@district31.net)  
847-313-4414Sender notified by  
Mailtrack On Fri, Jun 12, 2020 at 1:53 PM Janine Gruhn <jgruhn@district31.net> wrote:Approved!  
Thanks!  
Janine

On Fri, Jun 12, 2020 at 1:50 PM Meghan Swift &lt;mswift@district31.net&gt; wrote:

Hey Janine,

The pcard I sent earlier ended up being the May statement. Attached is the June statement and the backup.  
Is this one okay to process?

Thanks!

**Meghan Swift**Administrative Assistant to Student and Instructional Services  
West Northfield School District 31[mswift@district31.net](mailto:mswift@district31.net)  
847-313-4414Sender notified by  
Mailtrack

--

Dr. Janine Gruhn  
Director of Special Education  
West Northfield District 31  
(847)313-4411  
[jgruhn@district31.net](mailto:jgruhn@district31.net)**5 attachments**

**primary concepts.pdf**

42K

**Invoice\_7232774.pdf**

179K

**Janine june statement.pdf**

19K

**School District 31 Mail - Your receipt from \_Don Johnston Inc.\_ #2360-6796.pdf**

208K

**June '20.xlsx**

46K

**Deena Gibson** <dgibson@district31.net>  
To: Meghan Swift <mswift@district31.net>  
Cc: Cathy Lauria <clauria@district31.net>

Mon, Jun 15, 2020 at 7:27 AM

Thanks, Meghan.

[Quoted text hidden]

--

*Deena Gibson*

Administrative Accounting Assistant, District Office  
West Northfield School District 31  
3131 Techny Road  
Northbrook, IL 60062  
[dgibson@district31.net](mailto:dgibson@district31.net)

847.313.4420

**Cathy Lauria** <clauria@district31.net>

Mon, Jun 15, 2020 at 11:55 AM

To: Deena Gibson &lt;dgibson@district31.net&gt;, Meghan Swift &lt;mswift@district31.net&gt;

P-Card expenses (All IDEA Grant expenditures) is approved. I'm not sure if the vendor should be Co-Writer, or Don Johnston.

[Quoted text hidden]

--

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

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**5 attachments****primary concepts.pdf**

42K

**Invoice\_7232774.pdf**

179K

**Janine june statement.pdf**

19K

**School District 31 Mail - Your receipt from \_Don Johnston Inc.\_ #2360-6796.pdf**

208K

**June '20.xlsx**

46K



## P-Card Expense Report

PURPOSE: Summary Report

P-CARD N 5550-0800-0081-7432 BILLING PERIOD: From 5/6/2020

To 6/5/2020

EMPLOYEE IN

Name Dave Del Boccio

Position \_\_\_\_\_

SSN

Supervisor \_\_\_\_\_

[illegible]

APPROVED: Catherine Lauria

NOTES: \_\_\_\_\_

Subtotal	\$134.19
----------	----------

## Advances

Total

## P-Card Expense Report

Cardholder: Erin Murphy

Last 4 # of P-Card: 0645

Billing Cycle: **May 6 - June 5, 2020**

Page: 1 of 1

[illegible]

✓ COPY FOR GRANT ✓ DG



Tina Nielsen <[tnielsen@district31.net](mailto:tnielsen@district31.net)>**Re: P-Card**

1 message

**Erin Murphy** <[emurphy@district31.net](mailto:emurphy@district31.net)>  
To: Tina Nielsen <[tnielsen@district31.net](mailto:tnielsen@district31.net)>

Fri, Jun 12, 2020 at 2:04 PM

\* Murphy-approved

On Fri, Jun 12, 2020 at 1:46 PM Tina Nielsen <[tnielsen@district31.net](mailto:tnielsen@district31.net)> wrote:

**Sorry here is the attachment.**

On Fri, Jun 12, 2020 at 12:52 PM Tina Nielsen <[tnielsen@district31.net](mailto:tnielsen@district31.net)> wrote:

**Hi Erin,**  
**Can you review the PCard attached. Thank you.**

--

**Tina Nielsen**

Executive Administrative Assistant to the Superintendent  
Recording Secretary for the Board of Education  
West Northfield School District 31

[tnielsen@district31.net](mailto:tnielsen@district31.net)

847-272-6880 ext. 4417

*"Be like A Sunflower; so that even on the darkest days you  
can stand tall and find sunlight"*

--

**Tina Nielsen**

Executive Administrative Assistant to the Superintendent  
Recording Secretary for the Board of Education  
West Northfield School District 31

[tnielsen@district31.net](mailto:tnielsen@district31.net)

847-272-6880 ext. 4417

*"Be like A Sunflower; so that even on the darkest days you  
can stand tall and find sunlight"*

**Dr. Erin K. Murphy**

Superintendent, West Northfield School District 31

847-313-4418 | [emurphy@district31.net](mailto:emurphy@district31.net)<https://www.district31.net>

3131 Techny, Northbrook, IL 60062 | West Northfield School District 31

Create your own [WiseStamp](#) email signature

## P-Card Expense Report

Cardholder: Erica Berger

**Last 4 # of P-Card:** 6587

**Billing Cycle:** May 6 -June 5, 2020

Page: 1 of 1 X[illegible]

Approved  
and Date:

District  
Approved  
and Date:

Page 1 total	\$	24.39
--------------	----	-------

Page 2 total \$ -

Grand Total	\$ 24.39
-------------	----------

Current Enrollment will be presented at the Board of Education Meeting



Cathy Lauria &lt;clauria@district31.net&gt;

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

1 message

**Ken Deloian** <kdeloian@smartprocure.com>

Thu, Jun 18, 2020 at 9:04 AM

Reply-To: kdeloian@smartprocure.com

To: clauria@district31.net

Dear Cathy Lauria or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the West Northfield School District #31 for any and all purchasing records from 01/06/2020 (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



Cathy Lauria &lt;clauria@district31.net&gt;

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**FOIA Response to June 18 FOIA Request**

1 message

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

Wed, Jun 24, 2020 at 2:57 PM

Hi Ken,  
Please see the attached information in response to your FOIA request.  
Thank you,  
Cathy

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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

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**2 attachments****FOIA - REQ PO 01062020 TO PRESENT 06 2020.xlsx**  
36K**FOIA - VENDOR ADDRESS LISTING 06 2020 Request.xlsx**  
271K



Cathy Lauria &lt;clauria@district31.net&gt;

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**SmartProcure Public Records Request Fulfilled Confirmation**

1 message

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

Wed, Jun 24, 2020 at 3:05 PM

Dear Cathy Lauria,

This email serves as confirmation that we have received records from West Northfield School District #31. SmartProcure thanks you for taking the time to answer our request. We will begin the process of combining your records with thousands of other government agencies' records nationwide. Should we have further questions we will be in contact with you soon.

Government purchasing agents use the records to save research time, negotiate better pricing with vendors, get quotes or simply to find new vendors.

Again, we appreciate your assistance.

Best Regards,

**Ken Deloian**

Data Acquisition Specialist

**SmartProcure**

Direct: 561-609-6943 | Fax: 561-609-6928 | Support: 954-420-9900

Email: kdeloian@smartprocure.com | www.smartprocure.com

----- On Jun 24, 2020 03:57 PM <clauria@district31.net> wrote -----

Hi Ken,  
Please see the attached information in response to your FOIA request.  
Thank you,  
Cathy

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

To: West Northfield School District 31 Board of Education  
From: Dr. Erin K. Murphy, Superintendent  
Date: July 6, 2020  
Subject: Board Policies Presented for First Read

The following policies are being presented for first read and discussion. These policies, with any recommended modification, will be presented for approval at the next regularly scheduled board meeting.

Policy Name	Rationale
<a href="#">Pandemic Preparedness: Management; and Recovery</a>	<p>The policy, Legal References, Cross References, and footnotes are updated in response to the General Assembly, the Ill. State Board of Education (ISBE), Ill. Attorney General, and the U.S. Dept. of Education taking a number of actions and/or issuing guidance documents to address the ongoing COVID-19 pandemic as it affects public school operations and student learning.</p> <p>In addition to these general updates throughout the policy and footnotes, some specific new additions to the policy include:</p> <ul style="list-style-type: none"><li>• The OMA amendments of 5 ILCS 120/7(e)(1)-(10), amended by P.A. 101-640 that are discussed in School Board Meeting Procedure;</li><li>• The requirements of the board related to 105 ILCS 5/10-30(3), Remote and/or Blended Remote Learning Day Plan(s).</li><li>• It is created in response to a memo issued by the federal Office of Management and Budget during the COVID-19 crisis. The memo temporarily allowed federal agencies (including the U.S. Dept. of Education) to relax certain requirements for grant expenditures, including permitting grant recipients to continue to charge employee salaries to grant funds when the activities of the grant have been suspended in whole or part due to COVID-19.</li></ul>
<a href="#">School Board Meeting Procedures</a>	<p>The policy, Legal References, Cross References, and footnotes are updated in response to amendments to the Open Meetings Act (OMA), 5 ILCS 120/7(e)(1)-(10), amended by P.A. 101-640. The amendments address board meetings in open or closed sessions by audio or video conference without the physical presence of a quorum as long as the board meets certain statutory conditions.</p>
<a href="#">Student Behavior</a>	<p>The policy, Legal References, and footnotes are updated in response to new ISBE permanent rules governing the use of isolated time out, time out, and physical restraint. A new line at the end of the policy incorporates by reference 7:190-AP4, Use of Isolated Time Out, Time Out, and Physical Restraint</p>
<a href="#">Student Records</a>	<p>The policy, Legal References, footnotes, and Cross References are updated. The policy is updated with continuous improvement changes based on feedback from the Ill. Council of School Attorneys. The Legal</p>



	<p>References are updated to include reference to 105 ILCS 85/. New policy Use of Educational Technologies; Student Data Privacy and Security, has been added to the Cross References. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21.</li> <li>2. U.S. Dept. of Education (DOE) guidance on the Family Educational Rights and Privacy Act (FERPA) and virtual learning.</li> <li>3. Updated joint guidance issued by the DOE and U.S. Dept. of Health and Human Services on the application of FERPA and the Health Insurance Portability and Accountability Act of 1996 to student health records.</li> </ol>
<a href="#">Use of Educational Technologies; Student Data Privacy and Security</a>	NEW. The policy is created to facilitate implementation of 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21, which requires districts to take a number of actions to protect online student data and to share general information about how student data is used.
<a href="#">Communicable and Chronic Infectious Diseases</a>	Our current policy goes beyond the language recommended by PRESS This policy was last updated in 2013. The Board could choose to go with the PRESS recommended policy or keep the current policy.
<a href="#">Home and Hospital Instruction</a>	It is recommended to review and adopt the most updated language. This policy was last updated in 2011.
<a href="#">Attendance and Truancy Program</a>	<p>The policy and Cross References are updated in response to the following laws:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/26-2a, amended by P.A. 100-810, which amended valid causes for absences to include a student's mental, emotional, or physical health or safety; and</li> <li>2. The Election Code, 10 ILCS 5/7-42 and 5/17-15, amended by P.A. 101-624, eff. 6-1-20, which created a valid cause for absence that applies to students who are eligible to vote. Other continuous improvement updates were made throughout the footnotes.</li> </ol>



## Operational Services

### Pandemic Preparedness; Management; and Recovery<sup>1</sup>

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during a pandemic.<sup>2</sup>

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably.<sup>3</sup>

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<sup>1</sup> This paragraph embodies the CDC's pandemic definition. See [www.cdc.gov/coronavirus/2019-nCoV/cases-updates/summary.html](http://www.cdc.gov/coronavirus/2019-nCoV/cases-updates/summary.html). The **Illinois Pandemic Influenza Preparedness and Response Plan**, Version 5.0, May 2014, also defines pandemic at page 9; however, that definition is specific to influenza. The new COVID-19 coronavirus is not an influenza virus yet was characterized as a pandemic by the World Health Organization. At the time of publication during the 2020 COVID-19 pandemic, it was not clear whether this Illinois resource's definition will be amended.

Prior to the COVID-19 pandemic, literature discussed that during an influenza pandemic, a new influenza virus will cause thousands or even millions of people to contract the disease and, in turn, spread the illness to others because people have not been previously exposed to the new virus. See **School Guidance During an Influenza Pandemic**, December 2006; Ill. State Board of Education (ISBE) opening letter to School Officials dated November 2006 from Dr. Randy J. Dunn and Dr. Eric Whitaker, at: [www.idph.state.il.us/pandemic\\_flu/school\\_guide/sppg\\_letter.pdf](http://www.idph.state.il.us/pandemic_flu/school_guide/sppg_letter.pdf).

<sup>2</sup> 105 ILCS 5/10-16.7. The school board directs, through policy, the superintendent in his or her charge of the district's administration.

<sup>3</sup> In times of emergency, the functions of different levels of State and federal government often become cloudy, and determining what governmental entity has powers to take a particular action can be confusing. The concept of federalism, or the coexistence of federal and state governments with their own local powers, was utilized during the response to the 2020 COVID-19 pandemic. Federalism is premised on the Constitutional limits of federal power. See U.S. Const. Art. I, Sec. 8 (limiting powers of Congress providing only those powers enumerated). Generally, during the 2020 COVID-19 pandemic, Illinois and other states were left with these remaining powers of government to respond to the crisis. In general, President Trump's administration set broad national policy, particularly with respect to international travel and the approval of treatments, and suggested guidance that States could follow regarding mitigation measures. The states' governors and local leaders made other state-specific or locality-specific decisions based upon the local conditions in each community. Depending upon the federal administration in power at the time of a pandemic, the federal government may seek to play a greater or lesser role in the management of a pandemic.

Local health departments, emergency medical agencies, and the Regional Office of Education may direct a school to close during a pandemic. See **School Guidance During an Influenza Pandemic**, December 2006; ISBE opening letter to school officials dated November 2006 from Dr. Randy J. Dunn and Dr. Eric Whitaker. This letter is at: [www.idph.state.il.us/pandemic\\_flu/school\\_guide/sppg\\_letter.pdf](http://www.idph.state.il.us/pandemic_flu/school_guide/sppg_letter.pdf).

The Ill. Dept. of Public Health (IDPH) is also authorized to order a place to be closed and made off-limits to the public to prevent the probable spread of a dangerously contagious or infectious disease. 20 ILCS 2305/2(b).

The Governor also has emergency powers upon his or her declaration of a disaster, which includes among other things public health emergencies. 20 ILCS 3305/4 and 3305/7. Upon such proclamation, the Governor has, and may exercise for a period not to exceed 30 days, several emergency powers. *Id.*

Since the 2006 **School Guidance During an Influenza Pandemic** letter was written, several Illinois schools faced an H1N1 outbreak in 2009, and all Illinois schools faced the 2020 COVID-19 pandemic.

During the 2009 H1N1 outbreak, ISBE directed schools with a statement titled *Closing School in Response to H1N1* that outlined "the decision to close school must be made locally by the school district and in conjunction and support with the relevant local public health department. The impact of a pandemic may vary from region to region. Therefore, it is crucial that district administrators rely on the advice and recommendations of their local public health department." During the 2020 COVID-19 pandemic, the Governor and ISBE issued many directives and/or guidance, including reliance upon the advice and recommendations of local public health departments. See [www.isbe.net/Documents/ISBE-Guidance-to-School-Coronavirus.pdf](http://www.isbe.net/Documents/ISBE-Guidance-to-School-Coronavirus.pdf). And see other 2020 COVID-19 guidance documents as follows:

Ill. Gov. Pritzker, ISBE, Ill. Association of School Admin., Ill. Principals' Assoc., Ill. Ed. Assoc., and Ill. Fed. of Teachers Joint Statement:

[www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf](http://www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf).

To prepare the School District community for a pandemic, the Superintendent or designee shall:<sup>4</sup> (1) learn and understand how the roles that the federal, State, and local government function; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic school action plan; and (3) build awareness of the final plan among staff, students, and community.

#### Emergency School Closing <sup>5</sup>

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or Regional Office of Education. <sup>6</sup>

During an emergency school closing, the Board President and the Superintendent<sup>7</sup> may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic. <sup>8</sup>

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IDPH-ISBE joint schools guidance:

[www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/schools-guidance](http://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/schools-guidance)

IDPH-ISBE joint workplace health and safety guidance:

[www.dph.illinois.gov/covid19/community-guidance/workplace-health-and-safety-guidance](http://www.dph.illinois.gov/covid19/community-guidance/workplace-health-and-safety-guidance)

Restore Illinois Plan:

[www2.illinois.gov/dceo/Pages/RestoreILP3.aspx](http://www2.illinois.gov/dceo/Pages/RestoreILP3.aspx)

During the 2020 COVID-19 pandemic, several protests occurred and many lawsuits were filed challenging Ill. Gov. Pritzker's extensions of disaster declaration emergency power under IEMA, 20 ILCS 3305/7. See the 2020 COVID-19 Executive Orders (EO) at: [coronavirus.illinois.gov/s/resources-for-executive-orders](http://coronavirus.illinois.gov/s/resources-for-executive-orders). Controversies existed across party and regional lines with all branches of government looking to balance the need to protect human life against the desire to preserve personal liberty. Gov. Pritzker's EOs faced unsettled challenges in both the courts of law and public opinion as a five-phased plan to re-open Illinois was also being introduced a/k/a *Restore Illinois Plan* ([coronavirus.illinois.gov/s/restore-illinois-introduction](http://coronavirus.illinois.gov/s/restore-illinois-introduction)).

<sup>4</sup> Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center."

<sup>5</sup> For a board that prefers its policy committee to engage in this work, delete ~~Board President and the Superintendent~~ and insert: **Board Policy Committee**. See policies 2:150, *Committees* and 2:240, *Board Policy Development*. This sample policy uses the board president and superintendent as the default text because during a pandemic, it may be difficult for a board policy committee to meet pursuant emergency executive orders that are issued, etc.

<sup>6</sup> For an example of some issues that these entailed during the 2020 COVID-19 pandemic, see paragraph six of f/n 12, below.

<sup>7</sup> 5 ILCS 120/2.01 and 120/7(e), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12.

<sup>8</sup> While 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns," the text "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, the governing statute of disaster declarations. For ease of understanding and alignment with IEMA, this policy uses "public health emergency." For more discussion, see f/n 33 in sample policy 2:220, *School Board Meeting Procedure*.

## Board Meeting Procedure; No Physical Presence of Quorum and Participation by Audio or Video<sup>9</sup>

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<sup>9</sup> Required if a district wishes to continue to charge employee salaries and benefits to a grant during an extended school closure, depending upon the specific terms of government orders and/or guidance issued during a pandemic. 2 C.F.R. Part 200 (see [www.whitehouse.gov/wp-content/uploads/2020/03/M-20-17.pdf](http://www.whitehouse.gov/wp-content/uploads/2020/03/M-20-17.pdf), extended until 9-30-20 by [www.whitehouse.gov/wp-content/uploads/2020/06/M-20-26.pdf](http://www.whitehouse.gov/wp-content/uploads/2020/06/M-20-26.pdf)) and 30 ILCS 708/. See sample procedure 4:180-AP3, *Grant Flexibility; Payment of Employee Salaries During a Pandemic*, and its footnotes.

During the 2020 COVID-19 pandemic, Gov. Pritzker and ISBE issued directives and/or guidance regarding payment of school district employees that may impact a board's decision regarding continued payment of employees during an extended closure. ISBE and the Governor suspended in-person learning and issued a Joint Statement (JS) with other school administrator and union groups, which purported to mandate that all school district employees on the district's payroll be paid as if districts were functioning normally and they were performing their normal work. See [www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf](http://www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf). The JS cited no specific authority for the payment mandate. Additionally, changes to wages, hours, terms and conditions of employment, even when made during an extraordinary circumstance such as a pandemic, remain subject to collective bargaining obligations.

A disaster declaration related to a public health emergency<sup>10</sup> may affect the Board's ability to meet in person

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<sup>10</sup> 105 ILCS 5/10-30(3), added by P.A. 101-643, requires the "[board] to adopt and the superintendent to approve" these plans upon the following statutory triggers: (1) the governor declaring a disaster pursuant to 20 ILCS 3305/, and (2) the state superintendent of education declaring a requirement for a school district, multiple school districts, a region, or the entire State. See sample administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)* for the specifics of implementing Remote Learning Days (RLDs) and/or Blended Remote Learning Days (BLRDs).

Implementing a plan under this subhead contains items on which collective bargaining may be required. Any policy that impacts wages, hours, or 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. This subhead of the policy concerns an area in which the law is unsettled. See 105 ILCS 5/10-30(7), added by P.A. 101-643 (stating that it does not increase or diminish any collective bargaining rights under existing law, and that aspects of the plan that impact the wages or other terms or conditions of employment will need to be bargained with the exclusive bargaining representative(s)).

To avoid confusion, note that the triggers under the Open Meetings Act (OMA), 5 ILCS 120/7, amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad: (1) the "governor or the director of IDPH has issued a disaster declaration as defined in 20 ILCS 3305/, and (2) all or part of the jurisdiction of the [school board] is covered by the disaster area. This means that it is possible for the board to meet remotely under OMA if the director of IDPH declares a disaster, but the School Code requires the governor to be the one to declare the disaster under 20 ILCS 3305/ in order for the state superintendent of education to declare that a district implement RLD/BLRDs. RLD/BLRDs and *e-learning days/e-learning programs* are different. RLD/BLRDs are for use when the governor declares a disaster under 20 ILCS 3305/ and the state superintendent has declared a requirement for the district to use them to provide remote instruction to pre-kindergarten through grade 12 that count as pupil attendance days under 105 ILCS 5/10-19.05(j-5), amended by P.A. 101-643. 105 ILCS 5/10-30(1), added by P.A. 101-643. BLRDs allow districts to utilize "hybrid models of in-person and remote instruction. E-learning days are part of an e-learning program that require a board to, among other things, hold a public hearing and obtain approval by the Regional Office of Education (or Intermediate Service Center) to allow the district to provide instruction to students electronically while they are not physically present due to inclement weather and other unexpected events. 105 ILCS 5/10-20.56(b), amended by P.As. 101-12 and 101-643. School districts with e-learning programs may adapt them for use during RLDs and BLRDs (105 ILCS 5/10-20.56(a), amended by P.As. 101-12 and 101-643, and 5/10-30(2), added by P.A. 101-643.

If the board has adopted an e-learning program pursuant to 105 ILCS 5/10-20.56, added by P.A. 101-12, add the following text to number two after 105 ILCS 5/10-30:

2. by adapting into a Plan the District's e-learning program implemented pursuant to 105 ILCS 5/10-20.56

See policies 6:20, *School Year Calendar and Day*, 6:300, *Graduation Requirements*, 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*, and Executive Order 2020-31 (addressing the statutory minimum state graduation requirements (not local requirements that exceed the State-identified minimums)) and allowing local school boards to amend policies to reduce any local graduation requirements adopted in excess of the minimum requirements specified in School Code that school districts were unable to complete during the 2019-20 school year due to the suspension of in-person instruction and/or the *Stay-at-Home* orders issued in response to the 2020 COVID-19 pandemic). Executive Order 2020-31 provided the following proclamations:

**Section 8.** The following provisions of the Illinois School Code, 105 ILCS 5/1-1 et seq., requiring certain assessments and courses for twelfth grade students, are suspended:

- a. 105 ILCS 5/2-3.64a-5(c) (requirement to take State assessments),
- b. 105 ILCS 5/27-3 (requirement to pass a satisfactory examination on patriotism and the principles of representative government),
- c. 105 ILCS 5/27-6(a) (requirement to engage in a course of physical education for a minimum of 3 days per 5-day week), and
- d. 105 ILCS 5/27-12.1(a) (requirement to be taught consumer education).

**Section 9.** The provision of the Illinois School Code, 105 ILCS 5/10-22.43a, requiring the successful completion of a foreign language proficiency examination for students whose foreign language credit is met through an approved ethnic school program, is suspended.

**Section 10.** The provision of the Illinois School Code, 105 ILCS 5/27-6.5, requiring physical assessments, is suspended.

**Section 11.** The provision of the Illinois School Code, 105 ILCS 5/27-22(e), requiring the successful completion of certain courses as a prerequisite to receiving a high school diploma, is suspended for twelfth grade students who are unable to complete such coursework as a result of the suspension of in-person instruction due to COVID-19.

**Section 12.** The provision of the Illinois School Code, 105 ILCS 5/27-21, requiring eight grade students to demonstrate evidence of having a comprehensive knowledge of the history of the United States as a prerequisite to eight grade graduation, is suspended.

and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *School Board Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

#### Payment of Employee Salaries During Emergency School Closures<sup>11</sup>

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

#### Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use *Remote Learning Days* or *Blended Remote Learning Days*, the Superintendent shall approve and present to the Board for adoption a Remote and/or Blended Remote Learning Day Plan<sup>12</sup> (Plan) that:<sup>13</sup>

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic;<sup>14</sup>
2. Implements the requirements of 105 ILCS 5/10-30; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

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**Section 13.** Twelfth grade students shall not be denied credit for apprenticeships or vocational or technical education courses allowed to be substituted for graduation requirements under the Illinois School Code, 105 ILCS 5/27-22.05, due to the student's inability to complete those course substitutions as a result of the suspension of in-person instruction due to COVID-19.

**Section 14.** The Illinois State Board of Education shall file emergency rules as needed to effectuate the intent of this Executive Order, including to suspend any regulatory provision related to: (1) student graduation requirements; or (2) student teaching, supervised field experience, or internship requirements for professional educator licenses or endorsements.

<sup>11</sup> 105 ILCS 5/10-30(3), added by P.A. 101-643 states "the district shall adopt a remote and blended remote learning day plan approved by the district superintendent." For ease of administration, to avoid confusion during implementation, and to align with the IASB Foundational Principles of Effective Governance ([www.iasb.com/principles\\_popup.cfm](http://www.iasb.com/principles_popup.cfm)), this policy assigns the duty to *adopt* the remote and blended remote learning day plan (plan) by "the district" to the board. In alignment with this policy, administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*, requires the superintendent to *approve* the plan and present it to the board for *adoption* prior to district-wide implementation and posting on the district's website.

<sup>12</sup> 105 ILCS 5/10-30(8), added by P.A. 101-643 does not excuse districts from completing all statutory and regulatory curricular mandates and offerings.

<sup>13</sup>

<sup>14</sup>

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.5, 5/10-20.56, and 5/10-30.  
5 ILCS 120/2.01 and 120/7(e), Open Meetings Act.  
20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1).  
20 ILCS 3305/, Ill. Emergency Management Agency Act.  
115 ILCS 5/, Ill. Educational Labor Relations Act.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the School Board; Indemnification), 2:220 (School Board Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

## **School Board**

### **School Board Meeting Procedure** <sup>1</sup>

#### **Agenda**

The School Board President is responsible for focusing the Board meeting agendas on appropriate content.<sup>2</sup> 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.<sup>3</sup>

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting.<sup>4</sup> Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting.<sup>5</sup> District residents may suggest inclusions for the agenda.<sup>6</sup> The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.<sup>7</sup>

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

<sup>1</sup> State law requires boards to have a policy concerning: (1) the public's right to record meetings (5 ILCS 120/2.05), and (2) if applicable, attendance by video or audio means (5 ILCS 120/7, amended by P.A. 101-640). Boards are not mandated to have a policy on the remaining topics covered in this policy. The following items are matters of local discretion: agenda preparation and contents, process for board members to have items placed on agenda, receipt and handling of residents' requests for agenda inclusions, and order of business.

<sup>2</sup> Appropriate agenda content includes: establishing board processes, clarifying the district's purpose, delegating authority, defining operating limits, monitoring district progress, and taking legally required board action. See *IASB Foundational Principles of Effective Governance*.

<sup>3</sup> To comply with the Open Meetings Act's (OMA's) mandate that minutes contain a "summary of discussion on all matters proposed, deliberated, or decided," a board should include a list of consent items in the agenda. OMA also requires that any final action "be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted." 105 ILCS 120/2(e). Some level of explanation of the consent agenda items must be verbally given before a board votes to approve a consent agenda. The Ill. Supreme Court has held that "the recital must announce the nature of the matter under consideration, with sufficient detail to identify the particular transaction or issue, but need not provide an explanation of its terms or its significance." *Bd. of Education of Springfield Sch. Dist. No. 186 v. Atty. Gen. of Ill.*, 77 N.E.3d 625 (Ill. 2017).

<sup>4</sup> 5 ILCS 120/2.02(c). The Ill. Appellate Court held that OMA prohibits a board from voting on a matter at a regular meeting that is not on the pre-meeting published agenda. *Rice v. Board of Trustees of Adams County*, 326 Ill.App.3d 1120 (4th Dist. 2002).

<sup>5</sup> An alternative follows:

Any Board member may submit suggested agenda items to the Board President for his or her consideration.

<sup>6</sup> See policy 2:230, *Public Participation at School Board Meetings and Petitions to the Board*. In districts governed by a board of school directors, an appointed board official must give a person requesting consideration of a matter by the board a formal written response no later than 60 days after receiving the request. The response must establish a meeting before the board or list the reasons for denying the request. 105 ILCS 5/10-6.

Options follow to restrict the addition of new agenda items; the phrases between [ ] may be used together, separately, or eliminated.

Discussion items may be added to the agenda [at the beginning of a regular meeting] [upon unanimous approval of those Board members present].

<sup>7</sup> An opinion from the Ill. Public Access Counselor found no violation of the OMA when a board removed an item from the agenda within the 48-hour notice time period. PAO 14-3. Removals inform the public that the board does not plan to proceed on the topic.

emergency.<sup>8</sup> The meeting agenda shall be posted in accordance with Board policy 2:200, *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.<sup>9</sup> 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.<sup>10</sup>

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

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<sup>8</sup> State law does not require this, except that 105 ILCS 5/10-16 requires members to receive a written notice of a special meeting that includes the meeting's purpose.

<sup>9</sup> In most situations, the failure of a member to vote has the effect of acquiescence or concurrence with the majority of votes cast. *Prosser v. Village of Fox Lake*, 438 N.E.2d 134 (Ill. 1982); *People v. Bertrand*, 978 N.E.2d 681 (1st Dist. 2012). For example, a motion passes with a vote of two *yeas*, one *nay*, and four *abstentions*. A motion fails with a vote of two *yeas*, three *nays*, and two *abstentions*. A motion fails with a vote of three *yeas*, three *nays*, and one *abstain* because there is no majority. Exceptions include when a statute requires the *affirmative vote* of a majority or extra. Statutory exceptions include the following board actions:

1. Dismissing a teacher for any reason other than reduction of staff or elimination of that position requires approval by the majority of all members. 105 ILCS 5/24-12.
2. Directing the sale of district real property or buildings thereon must be approved by at least 2/3 of the board members (105 ILCS 5/5-22), unless the sale is residential property constructed or renovated by students as part of a curricular program, in which case, the board could engage the services of a licensed real estate broker to sell the property for a commission not to exceed 7%, contingent upon the public listing of the property on a multiple listing service for a minimum of 14 calendar days and a sale of the property happens within 120 days.
3. Making or renewing a lease of school property to another school district or municipality or body politic and corporate for a term longer than ten years, or to alter the terms of such a lease whose unexpired term exceeds 10 years, requires approval by at least 2/3 of the board's full membership. 105 ILCS 5/10-22.11.
4. Leasing any building, rooms, grounds, and appurtenances to be used by the district for school or administration purposes for a term longer than ten years, or to alter the terms of such a lease whose unexpired term exceeds ten years, requires approval by at least 2/3 of the board's full membership. 105 ILCS 5/10-22.12.
5. Obtaining personal property by lease or installment contract requires approval by an affirmative vote of at least 2/3 of the board members. *Personal property* includes computer hardware and software and all equipment, fixtures, and improvements to existing district facilities to accommodate computers. 105 ILCS 5/10-22.25a.
6. Adopting a supplemental budget after a successful referendum requires approval by a majority of the full board. 105 ILCS 5/17-3.2.
7. Petitioning the circuit court for an emergency election requires approval by a majority of the members. 10 ILCS 5/2A-1.4.
8. Expending funds in emergency situation in the absence of required bidding requires approval by at least 3/4 of the board. 105 ILCS 5/10-20.21.
9. Exchanging school building sites requires approval by at least a 2/3 majority of the board. 105 ILCS 5/5-23.
10. Waiving the administrative cost cap requires approval by an affirmative vote of at least 2/3 of the board. 105 ILCS 5/17-1.5.
11. Authorizing an advisory question of public policy to be placed on the ballot at the next regularly scheduled election requires approval by a majority of the board. 105 ILCS 5/9-1.5.

<sup>10</sup> Voting sequence is at the board's discretion. A board may indicate how frequently it changes the voting sequence by adding *after each vote*, *monthly*, or *annually* to the end of the sentence. All board members, including officers, may make motions and vote.



approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.<sup>11</sup>

### 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.<sup>12</sup> The minutes include:<sup>13</sup>

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;<sup>14</sup> 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.<sup>15</sup>

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.<sup>16</sup> The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.<sup>17</sup>

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<sup>11</sup> This paragraph's first sentence contains the requirements in 105 ILCS 5/10-7. The second sentence is optional and may be deleted or amended. Other optional provisions include:

**Option 1:** Any Board member may include a written explanation of his or her vote in the District file containing individual Board member statements; the explanation will not be part of the minutes.

**Option 2:** Any Board member may request that his or her vote be changed before the President announces the result.

<sup>12</sup> 105 ILCS 5/10-7 and 5 ILCS 120/2.06. The minutes are the only record showing that the board took official action, including necessary prerequisites to make such action legally sufficient. A non-member recording secretary or clerk may be given these responsibilities. 105 ILCS 5/10-14.

<sup>13</sup> All items listed are required to be recorded in minutes **except** items 7-9; other items may be included at the board's discretion. 5 ILCS 120/2.06 and 120/2a; 105 ILCS 5/10-7. The Ill. Public Access Counselor (PAC) found a board's vague reference to a *personnel matter* insufficient to meet the requirements of #3. PAO 13-07.

<sup>14</sup> The intent behind this optional item is to give an individual member a means of recording his or her support or opposition to a motion that was taken by oral vote; it will record that the individual took an alternative position to that of the majority without having the minutes recite unnecessary detail.

<sup>15</sup> Required by 5 ILCS 120/2.06(b).

<sup>16</sup> Required by 5 ILCS 120/2.06(c). While board notes from closed sessions may be confidential under the Freedom of Information Act (FOIA), they may be discoverable by the opposing party in a lawsuit. Bobkoski v. Cary School Dist. 26, 141 F.R.D. 88 (N.D. Ill. 1992).

The failure to strictly comply with the semi-annual review does not cause the written minutes or related verbatim record to become public, provided that the board, within 60 days of discovering its failure to strictly comply, reviews the closed session minutes and reports the result of that review in open session. 5 ILCS 120/2.06.

<sup>17</sup> 5 ILCS 120/2 allows boards to discuss the confidentiality needs of closed meeting minutes in closed meetings.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.<sup>18</sup>

The official minutes are in the custody of the Board Secretary.<sup>19</sup> Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval;<sup>20</sup> 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.<sup>21</sup> 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.<sup>22</sup>

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.<sup>23</sup>

#### Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings.<sup>24</sup> 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.<sup>25</sup>

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.<sup>26</sup>

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<sup>18</sup> Required by 105 ILCS 5/10-7.

<sup>19</sup> Optional provision: "A copy of the minutes is kept in a secure location appropriate for valuables."

<sup>20</sup> Required by 5 ILCS 120/2.06(b).

<sup>21</sup> 5 ILCS 120/2.06(e). The listed individuals in the statute are matched to the titles in the IASB Policy Reference Manual. If the board wishes to mirror the statutory language, delete: ~~the Recording Secretary, the Superintendent or designated administrator, or any elected Board member~~ and replace with: "a records secretary, an administrative official of the public body, or any elected official of the public body."

See the discussion in paragraph two of f/n 27 below about what *in the presence of* means.

<sup>22</sup> *Id.*

<sup>23</sup> Posting on the website is required *only if* the district has a website that is maintained by a full-time staff member; if not, this sentence may be omitted. 5 ILCS 120/2.06(b).

<sup>24</sup> Boards must keep a verbatim record of their closed meetings in the form of an audio or video recording. 5 ILCS 120/2.06. This sample policy uses audio recording only; a board that uses a video recording should amend this policy and exhibit 2:220-E1, *Board Treatment of Closed Meeting Verbatim Recordings and Minutes*.

The interests of continuity, efficiency, and ease of holding someone accountable suggest that the superintendent be made responsible for making and storing the verbatim recordings. If the superintendent is not present, e.g., during discussions concerning the superintendent's contract, the tasks should be given to a board member.

<sup>25</sup> Alternatively, use: "is maintained within the District's administrative offices or their official storage location."

<sup>26</sup> This paragraph paraphrases 5 ILCS 120/2.06(c). No notification to, or the approval of, a records commission or the State Archivist is needed if a recording is destroyed under the conditions listed.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member.<sup>27</sup> Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location.<sup>28</sup> 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.<sup>29</sup>

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.<sup>30</sup>

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<sup>27</sup> 5 ILCS 120/2.06(e). The listed individuals align with the other titles used in the IASB Policy Reference Manual. If the board wishes to mirror the statute, delete: ~~the Recording Secretary, the Superintendent or designated administrator, or any elected Board member~~ and replace with: "a records secretary, an administrative official of the public body, or any elected official of the public body."

The intent of the *in the presence of* language is meant to protect both (1) the verbatim recordings/closed session minutes (see f/n 21 above), and (2) the board members requesting access to them. It ensures that a school district official is present at all times when a requesting board member accesses the verbatim recording/closed session minutes. The requirement is meant to prevent misuse and removal of the verbatim recording/closed session minutes from the district offices or official storage location. It is also meant to protect the board member who requests the access from being alone and in a situation where he or she could potentially be accused of tampering with or taking the verbatim recording/closed session minutes.

Consult the board attorney about:

1. The practice of sending an *appointed* board member to be present with a board member who requests access to verbatim recordings/closed session minutes. 5 ILCS 120/2.06(e) states, "any *elected* member of the Board;" appointed is not listed but is mentioned elsewhere in the language of this section of the law;
2. Access to verbatim recordings/closed session minutes by other officials employed by the district, e.g., superintendent or other high-level administrators and even the board attorney; and
3. How this law affects the sharing of closed session minutes with board members prior to a meeting at which the closed session minutes will be approved.

The intent of P.A. 99-515, which amended 5 ILCS 120/2.06(e), was to manage a board member's *individual* request for access to these items in his or her individual capacity (see 2:80, *Board Member Oath and Conduct*), not change prior practices in regard to other officials and board attorneys or the required work of school boards under various laws. While many attorneys do not interpret the new law to restrict access or change procedures for these other high-level school officials and attorneys employed by the district, some attorneys do and it is important to obtain legal advice on this specific issue.

<sup>28</sup> *Id.*

<sup>29</sup> *Id.*

<sup>30</sup> This paragraph is optional. It provides boards an opportunity to discuss and encourage each member to carefully think about purposes for their requests to listen to verbatim recordings, which historically has been and should continue to be to "access information relevant to the exercise of duties" for the public body. Intra-board conflicts may escalate if the recording is used to confirm or dispute who-said-what. Prior to P.A. 99-515, OMA did (and still does) allow boards to release these types of information. 5 ILCS 120/2.06(e). Further, Ill. Atty. Gen. Op. 32, 1996, opined that board members cannot be denied access to information relevant to the exercise of his or her duties. Board members should evaluate whether their requests under 5 ILCS 120/2.06(e) are "relevant to the exercise of their duties" before making such requests. Confirming or disputing who-said-what diverts resources away from operations of the district in educating its students. Additional considerations in listening to verbatim recordings may include personnel and student records confidentiality issues, which should be discussed with the board attorney.

### Quorum and Participation by Audio or Video Means<sup>31</sup>

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<sup>32</sup>

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.<sup>33</sup> 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

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<sup>31</sup> 5 ILCS 120/2.01 and 120/7, amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. In order to allow attendance by video or audio means, a board must adopt a policy conforming to the restrictions in OMA. The statute requires the board member who wishes to attend remotely to notify the "recording secretary or clerk of the public body." The policy includes the superintendent as a possible person to receive the notice. Everything in this section is required aside from provisions on the length of notification that is given the secretary and the process for accommodating the request. Alternatively, a board may: (1) prohibit members from participating by video or audio means by omitting this section, (2) add other requirements, or (3) alter the 24 hour notification. Note that the statute does not contemplate someone either approving or denying a request, only that the request be accommodated if the notification is provided.

In a non-binding opinion, the PAC found a public body violated OMA when it allowed a board member to join a closed session meeting remotely without first taking action at that particular meeting in open session to approve the remote participation. 2019 PAC 57660. Therefore, even with the adoption of this policy to approve remote participation, best practice is to ensure the public is informed of any board members that are participating remotely for a particular board meeting. Consult the board attorney for advice on whether the board should take action every time it wishes to permit a member to participate remotely or in those instances where a board member objects to such participation.

<sup>32</sup> 5 ILCS 120/2.01 and 120/7(e)(1)-(10), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. During the 2020 COVID-19 pandemic, Ill. Gov. Pritzker issued Executive Order (EO) 2020-07 pursuant to 20 ILCS 3305/7 (disaster proclamation due to public health emergency) that temporarily suspended OMA's physical quorum requirement. The Governor extended this OMA relief through subsequent Executive Orders as the crisis continued. See EOs 2020-18, 2020-33, and 2020-39. During the period covered by EO 2020-39, 5 ILCS 120/120/7(e), amended by P.A. 101-640 was enacted, immediately requiring public bodies to meet a number of conditions before suspending the physical quorum requirement.

Boards must remember that public comment is still required when a quorum is not physically present at the meeting location. See Public Comment section of the Ill. Atty. Gen.'s guidance entitled *Guidance to Public Bodies on the Open Meetings Act and the Freedom of Information Act During the COVID-19 Pandemic* on p. 5 at: [www.foia.ilattorneygeneral.net/pdf/OMA\\_FOIA\\_Guide.pdf](http://www.foia.ilattorneygeneral.net/pdf/OMA_FOIA_Guide.pdf).

<sup>33</sup> The phrase "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, which provides the governor with the power to declare a disaster. 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns because [the governor has declared] a disaster" and while not aligning with IEMA text, means "public health emergency." For ease of understanding and alignment with IEMA, this policy uses "public health emergency."

To avoid confusion, note that the triggers under 5 ILCS 120/7(e), amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad than the School Code's triggers to implement remote and/or blended remote learning days (RLD/BLRDs). OMA states (1) the "governor or the director of IDPH has issued a disaster declaration of a disaster as defined in 20 ILCS 3305/ ... ." This means that it is possible for the board to meet remotely if the director of IDPH declares a disaster under OMA, but that may not mean a district must implement RLD/BLRDs because the School Code states that the governor must declare the disaster.

perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination.<sup>34</sup>

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,<sup>35</sup> 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.<sup>36</sup>

### 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.<sup>37</sup>

### Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting.<sup>38</sup> Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

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

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, 120/2.06, and 120/7.  
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

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

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<sup>34</sup> 5 ILCS 120/7(e)(2), amended by P.A. 101-640 states "the head of the public body as defined in [the Freedom of Information Act (FOIA), 5 ILCS 140/2(e), FOIA]." FOIA defines *head of the public body* to mean the *president* or "such person's duly authorized designee." 5 ILCS 140/2(e). Policy 2:110, *Qualifications, Term, and Duties of Board Officers*, designates the vice president to perform the duties of the president if that office is vacant or he or she is absent or unable to perform the office's duties.

For practical purposes if a disaster is declared due to a public health concern, this policy designates the superintendent as "[the president or vice president's] duly authorized designee" pursuant to the authority of 5 ILCS 140/2(e) for the board to move forward with the required determination to meet by audio or video with no physical presence of a quorum.

<sup>35</sup> While this phrase of the sentence is not required in OMA, many attorneys agree that transparency best practices in this situation include the individual making the determination to: (1) put it in writing referring to the specific disaster declaration applicable to the board's jurisdiction and the public health concern/public health emergency that applies to not having an in-person meeting; and (2) include that written determination (a) on the board's published notice and agenda for the audio or video meeting, and (b) in the meeting minutes.

<sup>36</sup> See 2:220-E9, *Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration*.

<sup>37</sup> Boards are not required to follow any particular rules of order. Rules, however, must be in writing and available for public inspection, in order to have any legal effect. 105 ILCS 5/10-20.5.

<sup>38</sup> The public's right to record meetings must be addressed in board policy. 5 ILCS 120/2.05. However, a provision requiring advance notice to record a meeting is invalid. PAO 12-10.

## **Students**

### **Student Behavior**<sup>1</sup>

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.<sup>2</sup>

### **When and Where Conduct Rules Apply**<sup>3</sup>

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

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<sup>1</sup> All districts must have a policy on student discipline, including school searches and bullying prevention (105 ILCS 5/10-20.14); re-engagement of students returning from an exclusionary discipline or an alternative school (105 ILCS 5/10-22.6(b-25)); and corporal punishment (105 ILCS 5/24-24). See also 23 Ill.Admin.Code §1.280. See the Cross References for policies on searches and bullying. Each district must furnish a copy of the discipline policy to parents/guardians within 15 days after the beginning of the school year, or within 15 days after starting classes for a student who transfers into the district. 105 ILCS 5/10-20.14(a). The school board must require that each school inform its pupils of the discipline policy's contents. *Id.*

School boards, along with the parent-teacher advisory committee, must annually review their pupil discipline policies, those policies' implementation, and any other factors related to the safety of their schools, students, and staff. *Id.* For more information about the parent-teacher advisory committee, see 2:150, *Committees*. The parent-teacher advisory committee, in cooperation with local law enforcement agencies, must develop, with the school board, a reciprocal reporting system. 105 ILCS 5/10-20.14(b). See 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students*. School districts are encouraged to create memoranda of understanding that define law enforcement's role in schools. See 7:190-E3, *Memorandum of Understanding*.

Given the unique concerns facing school officials, school disciplinary codes are not required to be drafted as narrowly or with the same precision as criminal statutes. *Bethel Sch. Dist. v. Fraser*, 478 U.S. 675 (1986).

<sup>2</sup> The goals and objectives in this policy give the board a focus for monitoring it. This list can be deleted, replaced, or modified by the board. Data on student discipline is available at: [www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx](http://www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx).

<sup>3</sup> Board policy should provide a jurisdictional statement telling students and staff the circumstances under which the district will take disciplinary action. Jurisdictional rules in board policy should generally be as broad as possible to give staff members authority to respond to unforeseen situations. Taking jurisdiction over off-campus misconduct generally survives the test of reasonableness when the misconduct has a direct nexus to the school. A countervailing interest concerns liability for off-campus student injuries, i.e., the greater the jurisdiction a district is willing to impose, the greater the scope of liability it may be assuming. Ultimately, a decision whether to discipline for off-campus misconduct requires a factual inquiry to determine the degree of nexus and impact on the school. Many decisions address disciplining a student for off-campus misconduct; for example, see: *J.S. v. Blue Mountain Sch. Dist.*, combined with *Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3d Cir. 2011), cert. denied 565 U.S. 1116 (2012)(absent evidence that parodies of school personnel caused, or could cause, substantial disruption, school districts may not punish out-of-school expressive conduct, even if it is lewd, indecent, or offensive speech).

Note that the law is different regarding participants in athletics and extracurricular activities. See policy 7:240, *Conduct Code for Participants in Extracurricular Activities*.

A judge may transfer a student to another school for committing stalking or non-consensual sexual contact against another student, or for aiding and abetting such an act; the parents/guardians are responsible for transportation and other costs associated with the transfer. Stalking No Contact Order Act and the Civil No Contact Order Act, 740 ILCS 21/80 and 22/213. A school district is seldom notified when a transfer order is requested. When notified, school officials should immediately seek the board attorney's advice concerning available options.

3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. <sup>4</sup>

### Prohibited Student Conduct <sup>5</sup>

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes. <sup>6</sup>
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.<sup>7</sup> Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*). <sup>8</sup>
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription. <sup>9</sup>
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription. <sup>10</sup>

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<sup>4</sup> The factual context will determine the appropriateness of taking jurisdiction. Contact the board attorney before disciplining a student for off-campus conduct. See Doe v. Superintendent of Schs. of Stoughton, 767 N.E.2d 1054 (Mass. 2002)(suspension for off-campus commission of a felony was upheld).

<sup>5</sup> Consult the board attorney for advice on deleting or modifying any of the items in this section on prohibited student conduct.

<sup>6</sup> 105 ILCS 5/10-20.5b prohibits use of tobacco on school property. Federal law prohibits smoking within schools by anyone. Pro-Children Act of 1994, 20 U.S.C. §6081 *et seq.* Districts that fail to comply risk a civil penalty of up to \$1,000 per violation per day. 20 U.S.C. §6083(f)(1). See 8:30, *Visitors to and Conduct on School Property*, for more information.

The U.S. Food and Drug Administration now regulates electronic cigarettes. 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed.Reg. 28973. An electronic or e-cigarette resembles a regular cigarette and contains a battery-operated heating element that turns a liquid into a mist for inhaling. The liquid may contain nicotine. E-cigarettes are sometimes referred to as e-cigs, vapes, e-hookahs, vape pens, and electronic nicotine delivery systems (ENDS), and they are generally involved in *vaping*. Vaping is the act of inhaling and exhaling the aerosol, often referred to as vapor that is produced by an e-cigarette or similar device. An e-cigarette resembles a cigarette and contains a battery-operated heating element that turns a liquid into a mist for inhaling. Some e-cigarettes do not look like tobacco products and are shaped like other objects, such as USB flash drives, and are more easily concealed.

Information and resources are available at:

[www.isbe.net/Pages/School-Health-Issues.aspx](http://www.isbe.net/Pages/School-Health-Issues.aspx)

[www.fda.gov/tobaccoproducts/default.htm](http://www.fda.gov/tobaccoproducts/default.htm)

[www.cdc.gov/tobacco/basic\\_information/e-cigarettes/index.htm](http://www.cdc.gov/tobacco/basic_information/e-cigarettes/index.htm)

[www.dph.illinois.gov/topics-services/prevention-wellness/tobacco/e-cigarettes-and-vapes](http://www.dph.illinois.gov/topics-services/prevention-wellness/tobacco/e-cigarettes-and-vapes)

[www.drugabuse.gov/drugs-abuse/tobacconicotine-vaping](http://www.drugabuse.gov/drugs-abuse/tobacconicotine-vaping)

<sup>7</sup> *Alcoholic beverages* are defined in 235 ILCS 5/1-3.01 to 3.05.

<sup>8</sup> *Controlled substance* is defined in 720 ILCS 570/102(f); *cannabis* is defined in 720 ILCS 550/3(a) and in 410 ILCS 705/1-10, added by P.A. 101-27. Either spelling, *marihuana* or *marijuana*, is correct; however, *marijuana* is more common. See f/n 11 for a discussion of medical cannabis and *Ashley's Law*.

<sup>9</sup> *Anabolic steroid* is defined in 720 ILCS 570/102(c-1).

<sup>10</sup> See policies 7:240, *Conduct Code for Participants in Extracurricular Activities*, and 7:300, *Extracurricular Athletics*.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.<sup>11</sup>
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.<sup>12</sup>
- g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior

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<sup>11</sup> To legally use medical cannabis, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Program. 410 ILCS 130/, amended by P.A.s 100-660 and 101-363, scheduled to be repealed on 7-1-20. There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis. This includes in a school bus or on the grounds of any preschool, or primary or secondary school unless the student meets the requirements of 105 ILCS 5/22-33, a/k/a *Ashley's Law*. 410 ILCS 130/30(a)(2) and (3), amended by P.A.s 100-660 and 101-363, scheduled to be repealed on 7-1-20. *Ashley's Law* provides that school districts "shall authorize a parent or guardian or any other individual registered with the Department of Public Health as a designated caregiver of a student who is a registered qualifying patient to administer a medical cannabis infused product to the student on the premises of the child's school or on the child's school bus if both the student (as a registered qualifying patient) and the parent or guardian or other individual (as a registered designated caregiver) have been issued registry identification cards under the Compassionate Use of Medical Cannabis Program Act." 105 ILCS 5/22-33(b), added by P.A. 100-660 and amended by P.A. 101-363. Once the product is administered, the designated caregiver must remove the product from the school premises/bus. *Id.* 105 ILCS 5/22-33(b-5), added by 101-370, allows a properly trained school nurse or administrator to administer medical cannabis infused products to a student while at school, a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus. The product may not be administered in a manner that would (in the school or district's opinion) create a disruption or expose other students to the product, and schools are not required to authorize use of the product if the school or district would lose federal funding as a result. 105 ILCS 5/22-33(c), added by P.A. 100-660. For more discussion, see f/n 25 in 7:270, *Administering Medicines to Students*. Contact the board attorney for advice concerning medical cannabis, including whether a federal or State law requires the district to accommodate a student who is a *registered qualifying patient*. See Americans with Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. §1400 *et seq.*; Rehabilitation Act of 1973, Section 504, 29 U.S.C. §794; 105 ILCS 5/14-1.01 *et seq.*, 5/14-7.02, and 5/14-7.02b; and 23 Ill.Admin.Code Part 226.

<sup>12</sup> The Powdered Caffeine Control and Education Act states: "No person may sell, offer for sale, give away, or provide free samples of powdered pure caffeine to any person under age 18 located within the State or to any person under age 18 making the purchase from within the State." A limited exception to this prohibition exists for "the sale of any powdered pure caffeine product that receives explicit approval as safe and effective for its intended use under the federal Food, Drug, and Cosmetic Act or is lawfully marketed under an over-the-counter monograph issued by the United States Food and Drug Administration." 410 ILCS 647/20.



that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.<sup>13</sup>

- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.<sup>14</sup>

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.<sup>15</sup>
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.<sup>16</sup>
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

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<sup>13</sup> *Counterfeit* and *look-alike substances* are defined in 720 ILCS 570/102(g) and (y). This provision is broader because it would apply, for example, if a student represents a powdered vitamin to be pure caffeine – pure caffeine is prohibited on campus even though it is a legal substance. Look-alike drugs should be defined; an unpublished Ill. appellate decision in 2000 found a policy prohibiting possession of *look-alikes* had vagueness problems.

<sup>14</sup> *Drug paraphernalia* is defined in 720 ILCS 600/2(d). Contact the board attorney for advice concerning a student who is a *registered qualifying patient*, as explained in f/n 11.

<sup>15</sup> This language is broader than the **Weapons** section of this policy. The **Weapons** section contains the statutorily required punishment for “a student who is determined to have brought” a weapon to school along with the statutory definition of *weapon*. 105 ILCS 5/10-22.6(d). The language in item #4 is broader because it prohibits “using, possessing, controlling, or transferring” a weapon in addition to violating the **Weapons** section. See the footnotes in the **Weapons** section for a discussion of the Firearm Concealed Carry Act's provisions.

<sup>16</sup> 105 ILCS 5/10-21.10 prohibits student possession of electronic paging devices, but State law leaves to local boards the discretion whether to prohibit student possession of cellular phones. 105 ILCS 5/10-20.28. The misuse of camera phones can seriously invade a student's privacy. A board wanting a sweeping prohibition may use the following alternative for item #5:

Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.

Operating transmitters designed to jam or block wireless communications violates the federal Communications Act of 1934. 47 U.S.C. §§301, 302a, and 333. Fines are as high as \$10,000 for each violation and/or imprisonment, and the device may also be seized. 47 U.S.C. §§501-510.

Making a video recording or live video transmission of another person without their consent in a restroom, locker room, or changing room is a Class 4 felony. 720 ILCS 5/26-4. A minor who distributes or disseminates an indecent visual depiction of another minor through the use of a computer or electronic communication device may be subject to adjudication as a minor in need of supervision. 705 ILCS 405/3-40.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.<sup>17</sup>
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.<sup>18</sup>
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.<sup>19</sup>
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or

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<sup>17</sup> All districts must have a policy on bullying. 105 ILCS 5/27-23.7(d). Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the statutory definition of bullying. Districts must also have an age-appropriate policy on sexual harassment. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418. See policy 7:20, *Harassment of Students Prohibited*, and its f/n 7 for further detail.

105 ILCS 5/10-20.14 requires boards, in consultation with their parent-teacher advisory committees and other community-based organizations, to include provisions in their student discipline policy to address aggressive behavior, including bullying. These provisions must include procedures for notifying a student's parents/guardians about his/her aggressive behavior and early intervention procedures based upon available community-based and district resources. See 7:190-E1, *Aggressive Behavior Reporting Letter and Form*.

Suspending students for hazing was upheld in Gendelman v. Glenbrook North High Sch. and Northfield Township Sch. Dist. 225, 2003 WL 21209880 (N.D.Ill. 2003). This decision may have been legislatively overturned by amending 105 ILCS 5/10-20.14.

The failure of a school official (including any administrator, teacher, counselor, support staff, or coach) to report hazing is a Class B misdemeanor. 720 ILCS 5/12C-50.1.

A person commits a felony hate crime when, by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin of another individual or group of individuals, regardless of the existence of any other motivating factor or factors, he or she commits assault, battery, aggravated assault, intimidation, stalking, cyberstalking, misdemeanor theft, criminal trespass to residence, misdemeanor criminal damage to property, criminal trespass to vehicle, criminal trespass to real property, mob action, disorderly conduct, transmission of obscene message, harassment by telephone, or harassment through electronic communications as these crimes are defined in the Criminal Code. 720 ILCS 5/12-7.1, amended by P.A.s 100-197 and 100-260. The penalty is heightened when the offense is committed in a school or administrative facility.

720 ILCS 5/26-1(a)(3.5) and (b) make transmitting a threat of violence, death, or bodily harm directed against persons at a school, school function, or school event, whether or not school is in session, or causing such a threat to be transmitted, a Class 4 felony.

<sup>18</sup> All school boards must have a policy on prohibited teen dating violence. 105 ILCS 110/3.10. Verify that the board adopted the policy listed and amend its title in this policy, if necessary.

<sup>19</sup> 720 ILCS 5/26-1(a)(3.5) and (b) make threatening to destroy a school building or school property, whether or not school is in session, or causing such a threat to be transmitted, a Class 4 felony.

indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.<sup>20</sup>
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.<sup>21</sup>
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.<sup>22</sup>
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.<sup>23</sup>
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.<sup>24</sup>
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.<sup>25</sup>

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.<sup>26</sup>

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<sup>20</sup> 105 ILCS 5/26-2a, amended by P.A.s 100-918 and 100-810; 5/26-9; and 5/26-12, amended by P.A.s 100-810 and 101-81. See policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*, and 7:70, *Attendance and Truancy*.

<sup>21</sup> State law requires schools to suspend or expel any student who engages in this activity. 105 ILCS 5/31-3.

<sup>22</sup> See *Kelly v. Bd. of Educ. of McHenry Community High Sch. Dist. 156*, 2007 WL 114300 (N.D.Ill. 2007)(upheld student's expulsion for drawing gang symbols while at school; testimony that the danger posed by gang signs and the presence of gangs at school supported the board's insistence on strict enforcement of board policy prohibiting gang related behavior and made expulsion a proper remedy).

740 ILCS 147/15 *et seq.* allows a school district to bring a civil suit against a gang, gang officers, or gang members for losses it suffers due to their criminal activity.

<sup>23</sup> This statement of misconduct restates 105 ILCS 5/10-22.6(d-5), amended by P.A. 100-810. The following alternative provides a shorter statement but will require the administrator to check the statute before imposing discipline based on it:

Making an explicit threat on an Internet website against a school, employee, or any school-related personnel under circumstances described in 105 ILCS 5/10-22.6(d-5).

<sup>24</sup> For more information regarding unmanned aircraft systems, see [www.faa.gov/uas/](http://www.faa.gov/uas/).

<sup>25</sup> A catchall provision, e.g., this one, gives staff members authority to respond to unforeseen situations.

If the board adopts a mandatory uniform policy (see 7:165, *School Uniforms*), add the following item to the list as number 22: "Failing to comply with the mandatory uniform policy, but only after repeated attempts to secure compliance, such as conferences with parents/guardians, have been unsuccessful."

<sup>26</sup> *Possession* should be defined to avoid vagueness problems.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident.<sup>27</sup> The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.<sup>28</sup>

#### Disciplinary Measures<sup>29</sup>

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions.<sup>30</sup> School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.<sup>31</sup> Potential disciplinary measures include, without limitation, any of the following:<sup>32</sup>

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.

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<sup>27</sup> See f/n 17.

<sup>28</sup> Mandated by 105 ILCS 5/10-20.36.

<sup>29</sup> **IMPORTANT:** The practice of suspending or expelling a student based on the number of accumulated disciplinary infractions is illegal under 105 ILCS 5/10-22.6. This includes a system of assigning points to specific infractions and then tallying the points a student receives over a period of time to determine a disciplinary exclusion from school.

Before amendments to 105 ILCS 5/10-22.6, courts used the following factors to determine if a board abused its discretion when it expelled a student: (1) the egregiousness of the student's conduct; (2) the record of the student's past conduct; (3) the likelihood that such conduct will affect the delivery of educational services to other students; (4) the severity of the punishment; and (5) the intent of the child. Robinson v. Oak Park, 213 Ill.App.3d (1st Dist. 1991); Wilson ex rel. Geiger v. Hinsdale Elementary Dist., 349 Ill.App.3d 243 (2nd Dist. 2004). Whether courts will continue to use these factors is yet to be determined. The amendments to 105 ILCS 5/10-22 call into question the validity of relying on past misconduct in suspension or expulsion decisions.

Aside from procedural due process protection, students have a constitutional substantive due process right. This right protects them from an abuse of government power which "shocks the conscience." While the scope of substantive due process is very limited, it is available to students who believe they were subject to arbitrary and excessive discipline. Generally, however, school officials need not fear being found guilty of a substantive due process violation. Federal courts are loath to second-guess school officials. See Tun v. Whitticker, 398 F.3d 899 (7th Cir. 2005)(expulsion did not amount to a substantive due process violation because it fell short of the required *shocks the conscience* standard).

<sup>30</sup> 105 ILCS 5/10-22.6(b-5). In addition, subsection c-5 states, "[s]chool districts must make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates." 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810.

<sup>31</sup> 105 ILCS 5/10-22.6(h).

<sup>32</sup> Most school attorneys advise against using a grade reduction as a disciplinary measure. A decision upholding such a policy is Knight v. Bd. of Educ., 38 Ill.App.3d 603 (4th Dist. 1976). A decision striking one is Smith v. Sch. City of Hobart, 811 F.Supp. 391 (N.D.Ind. 1993)(grade reduction policy requiring 9-week grades to be reduced 4% for each day of a suspension was found unconstitutional).

5. Return of property or restitution for lost, stolen, or damaged property.<sup>33</sup>
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.<sup>34</sup>
7. After-school study or Saturday study<sup>35</sup> provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs.<sup>36</sup> The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.<sup>37</sup>
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.<sup>38</sup>
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*.<sup>39</sup> A student who has been suspended may also be restricted from being on school grounds and at school activities.<sup>40</sup>
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*.<sup>41</sup> A student who has been expelled may also be restricted from being on school grounds and at school activities.<sup>42</sup>

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<sup>33</sup> While restitution is permitted, issuing a fine or fee as a disciplinary consequence is not permitted. 105 ILCS 5/10-22.6(i). Possible parental liability for damages under the Parental Responsibility Law (740 ILCS 115/5) is discussed in a footnote in sample policy 7:170, *Vandalism*.

<sup>34</sup> An in-school suspension program may focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel, and districts may employ a school social worker or a licensed mental health professional to oversee in-school suspension programs. 105 ILCS 5/10-22.6(l), added by P.A. 100-1035. Providing programming during in-school suspensions is not required, however providing such programming will help distinguish them from exclusionary suspensions. See f/n 3 in policy 5:230, *Maintaining Student Discipline*, for further discussion of in-school suspension programs.

<sup>35</sup> Teachers may not be required to teach on Saturdays. 105 ILCS 5/24-2.

<sup>36</sup> See Herndon v. Chapel Hill-Carrboro City Bd., 89 F.3d 174 (4th Cir. 1996)(upheld policy requiring students to complete community service in order to graduate).

<sup>37</sup> Consult the board attorney for advice concerning confiscated devices. There is no binding Ill. court decision regarding school personnel seizing and retaining a student's property. The Supreme Court of Arkansas held that a teacher and principal did not violate a student's state or federal rights when they confiscated and retained a student's cell phone for two weeks for violating school rules on cell phones. Koch v. Adams, 361 S.W.3d 817 (Ark. 2010).

<sup>38</sup> 105 ILCS 5/10-22.6(b) and (b-30).

<sup>39</sup> A suspension may be imposed in only limited situations that vary according to the suspension's length. 105 ILCS 5/10-22.6(b-15). This is explained in sample board policy 7:200, *Suspension Procedures*, and its footnotes.

<sup>40</sup> This sentence is optional. A board may make this mandatory by replacing "may also be" with "shall also be."

<sup>41</sup> An expulsion may be imposed in only limited situations. 105 ILCS 5/10-22.6(b-20). This is explained in sample policy 7:210, *Expulsion Procedures*, and its footnotes.

105 ILCS 5/10-22.6(d) permits expulsion for a definite period of time not to exceed two calendar years. School officials must document whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

<sup>42</sup> This sentence is optional. A board may make this mandatory by replacing "may also be" with "shall also be."

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.<sup>43</sup>
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.<sup>44</sup>

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.<sup>45</sup>

Corporal punishment is prohibited. *Corporal punishment* is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.<sup>46</sup>

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<sup>43</sup> 105 ILCS 5/10-22.6(a) and (b). Subsection 10-22.6(b) uses the phrase “is suspended in excess of 20 school days” even though a 20-consecutive day suspension should be treated as an expulsion. Goss v. Lopez, 419 U.S. 565 (1975). An alternative program is probably available to a student who is suspended for 11 to 20 consecutive days because that student is technically expelled and, as such, qualifies under subsection (a) of Section 10-22.6. Contact the board attorney if the district wants to interpret the statute as referring to *cumulative* school days so that it can transfer a student to an alternative program upon his or her suspension in excess of 20 *cumulative* school days.

Contact the board attorney regarding the necessary due process procedures before imposing a disciplinary transfer to an alternative school. The court in Leak v. Rich Twp. High Sch. Dist. 227 (397 Ill.Dec. 90 (1st Dist. 2015)), held that placement in an alternative school is tantamount to an expulsion. Thus, according to dicta in this decision, districts must follow expulsion procedures before a student is transferred to an alternative school. Schools may still reach agreements with parents/guardians to transfer students to such schools without completing the expulsion procedures.

The alternative program may not deny the transfer on the basis of the suspension or expulsion, except in cases in which the transfer is deemed to cause a threat to the safety of students or staff in the alternative program.

<sup>44</sup> 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478. See policy 7:150, *Agency and Policy Interviews*.

<sup>45</sup> **Note:** Districts that receive early childhood block grant funding (authorized by 105 ILCS 5/1C-2 of the School Code) are prohibited from expelling children from their early childhood programs. 105 ILCS 5/2-3.71(a)(7) and 105 ILCS 5/10-22.6(k), amended by P.A. 100-105. A district may, however, transition a child to a new program if: (1) it has documented evidence that all available interventions and supports recommended by a qualified professional have been exhausted; (2) the program determines that transitioning a child is necessary for the well-being of the child or his or her peers and staff; and (3) the current and pending programs create a transition plan for the child with parent or legal guardian permission. 105 ILCS 5/2-3.71(a)(7)(C). A district may temporarily remove a child from attendance in the group setting in the case of a serious safety threat to a child or others, or in the case of possession of a weapon as described in 105 ILCS 5/10-22.6(d), but it must then begin the process of documenting interventions and supports as outlined in the law. 105 ILCS 5/2-3.71(a)(7)(E). Ill. State Board of Education (ISBE) rules implementing these new requirements are at 23 Ill.Admin.Code §§ 235.300-235.340. As of **PRESS** Issue 104 (June 2020), the ISBE forms required to document steps taken in accordance with these rules were being developed and projected to be available in late summer 2020 at: [www.isbe.net/Pages/Early-Childhood.aspx](http://www.isbe.net/Pages/Early-Childhood.aspx). **Consult the board attorney for advice to ensure compliance with ISBE rules.** Compliance with this law does not relieve a district of its obligations to also comply with the Individuals with Disabilities Education Improvement Act of 2004 when disciplining students with disabilities. For further information, see sample policy 7:230, *Misconduct by Students with Disabilities*. For districts that receive early childhood block grant funding, add the following:

Students enrolled in the District’s State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

If this language is inserted, add 105 ILCS 5/2-3.71(a)(7) to the Legal References for this policy.

<sup>46</sup> This paragraph paraphrases 105 ILCS 5/24-24.

### Isolated Time Out, Time Out, and Physical Restraint <sup>47</sup>

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

### Weapons <sup>48</sup>

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. <sup>49</sup>

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<sup>47</sup> Isolated time out, time out, or physical restraint may be used by staff members **only if** their use is authorized by policy and administrative procedure. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. See 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. **The sample policy allows the use of isolated time out, time out, and physical restraint pursuant only to the conditions allowed in the School Code and ISBE rules.** State statute and ISBE rules contain complex restrictions on the use of isolated time out, time out, and physical restraint. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. According to the ISBE rule, isolated time out, time out, and physical restraints are allowed only if a board authorizes their use in a policy containing the numerous components identified in the rule. To comply with ISBE's rule, a board must also incorporate by reference the district's procedure, i.e., 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. By doing this, the policy includes the district's procedure. **For a board that wants to prohibit the use of isolated time out, time out, and physical restraint** (1) delete this subhead and its contents; (2) amend the Legal References as follows "23 Ill.Admin.Code §§~~1.280-1.285~~," and (3) delete "Incorporated by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)".

<sup>48</sup> This section paraphrases 105 ILCS 5/10-22.6(d) and contains the statutorily required punishment for bringing a weapon to school along with the statutory definition of *weapon*. When preparing for a due process hearing, a principal needs to use the applicable State and federal law definitions of *firearm* – not just the School Code.

While subsection 105 ILCS 5/10-22.6(b-10) explicitly forbids zero tolerance policies, it provides an exception for those zero tolerance policies established by State or federal law, which includes weapons in school. Section 10-22.6(d) provides that a student who brings a weapon to school, as defined in the section, "shall be expelled for a period not less than one year," unless modified by the superintendent or board. The federal Gun-Free Schools Act (20 U.S.C. §7961 *et seq.*) provides for at least a one year expulsion for students who bring firearms to school. As directed by 20 U.S.C. §7961(b)(1), 105 ILCS 5/10-22.6(d), the superintendent and the board may modify that consequence; however, the superintendent/board may decline to exercise that discretion and instead impose the maximum penalty authorized by law. Analyzing the student's circumstances on a case-by-case basis may avoid a judicial finding that an expulsion is too severe. See *Washington v. Smith*, 248 Ill.App.3d 534 (1st Dist. 1993).

Item #4 in the **Prohibited Student Conduct** section is broader because it prohibits "using, possessing, controlling, or transferring" a weapon in addition to violating the **Weapons** section.

<sup>49</sup> Optional.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.<sup>50</sup>

#### Re-Engagement of Returning Students<sup>51</sup>

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.<sup>52</sup>

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member.<sup>53</sup> Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian.<sup>54</sup> *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

#### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school

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<sup>50</sup> The Firearm Concealed Carry Act permits a properly licensed individual to carry a concealed firearm within a vehicle into a school parking area and store it in a locked vehicle out of plain view. 430 ILCS 66/65(b). The federal Gun-Free Schools Act has a similar provision. 20 U.S.C. §7961(g). The School Code, however, contains no similar exception to the ban on firearms at schools. Contact the board attorney before permitting students to store their firearms in their vehicle's trunk while parked at school.

<sup>51</sup> Required by 105 ILCS 5/10-22.6(b-25). See 7:190-AP8, *Student Re-Engagement Guidelines*.

<sup>52</sup> A goal for re-engagement is optional. Schools must permit students who were suspended to make-up work for equivalent academic credit. 105 ILCS 5/10-22.6(b-30).

<sup>53</sup> 105 ILCS 5/10-27.1A, 5/10-27.1B, and 5/10-21.7. *School grounds* includes the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground. To satisfy the reporting requirement, ISBE created the School Incident Reporting System (SIRS), a web-based application on IWAS for schools to report incidents electronically. Reporting on SIRS does not satisfy the requirement to report incidents to local law enforcement authorities.

<sup>54</sup> *Id.* State law imposes this duty to report firearm possession only on school officials; this duty may be also imposed on volunteers and community members. Only staff members, however, are vulnerable to committing a petty offense for their failure to report, and only staff members are protected from civil or criminal liability that might arise as a result of making a report (although the liability potential for anyone making a report is remote).

The building principal must notify the student's parents/guardians only when the alleged offense is firearm possession. The policy expands this notification duty; a board disinclined to do this should substitute the following sentence:

Upon receiving such a report, the Building Principal or designee shall immediately notify the applicable local law enforcement agency, Ill. Dept. of State Police (ISP), and, if a student is reportedly in possession of a firearm, also the student's parents/guardians.



personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.<sup>55</sup>

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed.<sup>56</sup> The Board may suspend a student from riding the bus in excess of ten school days for safety reasons.<sup>57</sup>

### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee,<sup>58</sup> shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

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<sup>55</sup> 105 ILCS 5/24-24 and 23 Ill.Admin.Code §1.280 require: (1) teachers and other certificated [licensed] employees (except for individuals employed as paraprofessionals) to maintain discipline, and (2) the district to have a policy on discipline that provides that:

[A] teacher, other certificated employee, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self defense or the defense of property, shall provide that a teacher may remove a student from the classroom for disruptive behavior, and shall include provisions which provide due process to students. The policy shall not include slapping, paddling or prolonged maintenance of students in physically painful positions nor shall it include the intentional infliction of bodily harm. 105 ILCS 5/24-24.

<sup>56</sup> Required by 105 ILCS 5/10-22.6(b).

<sup>57</sup> *Id.*

<sup>58</sup> The board must establish and maintain a parent-teacher advisory committee to develop guidelines on student discipline. See 2:150, *Committees*. This policy's dissemination requirements are from 105 ILCS 5/10-20.14.

A comprehensive student handbook can provide notice of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and 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](http://www.ilprincipals.org/resources/model-student-handbook).

Incorporated  
by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.: 20 U.S.C. §6081, Pro-Children Act of 1994.  
20 U.S.C. §7961 et seq., Gun Free Schools Act.  
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A,  
5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.  
410 ILCS 647/, Powdered Caffeine Control and Education Act.  
430 ILCS 66/, Firearm Concealed Carry Act.  
23 Ill.Admin.Code §§ 1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

## Students

### Student Records<sup>1</sup>

School student records are confidential. Information from them shall not be released other than as provided by law.<sup>2</sup> A school student record is any writing or other recorded information concerning a student and by which

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<sup>1</sup> State law requires school boards to adopt a policy and procedures implementing the Illinois School Student Records Act (ISSRA) and specifying the content of school student records. 23 Ill.Admin.Code §§375.100 and 226.740. Both State and federal law address school student records. See the federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g) implemented by federal rules at 34 C.F.R. Part 99) and ISSRA (105 ILCS 10/, amended by P.A.s 101-515 and 100-532, implemented by ISBE rules at 23 Ill.Admin.Code Part 375).

In addition, the U.S. Dept. of Education's (DOE) *Protecting Student Privacy* webpage, a service of the Privacy Technical Assistance Center (PTAC) and the Student Privacy Policy Office, is a *one-stop* resource for education stakeholders to learn about student privacy and confidentiality, including data privacy and security practices related to student-level longitudinal data systems, at: [www.studentprivacy.ed.gov/](http://www.studentprivacy.ed.gov/). PTAC published a guide for school officials titled *Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices* (2014), at:

[www.studentprivacy.ed.gov/resources/protecting-student-privacy-while-using-online-educational-services-requirements-and-best](http://www.studentprivacy.ed.gov/resources/protecting-student-privacy-while-using-online-educational-services-requirements-and-best).

The DOE also issued a summary of resources on FERPA and virtual learning (2020) at: [www.studentprivacy.ed.gov/resources/ferpa-and-virtual-learning](http://www.studentprivacy.ed.gov/resources/ferpa-and-virtual-learning). **Boards that wish to enter into cloud computing and other operator contracts must comply with the Student Online Personal Protect Act (SOPPA), 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21, and should contact the board attorney for implementation guidance.** See also f/n 2, item #7, below.

Confusion persists regarding the interplay between the FERPA and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Pub. L. 104-191). The Privacy Rule implementing HIPAA, issued by the U.S. Dept. of Health and Human Services (DHS), addresses the disclosure of individuals' health information by *covered entities*. 45 C.F.R. Parts 160 and 164, Subparts A and E. Generally speaking, a school district becomes a *covered entity*, and must comply with applicable sections in the Privacy Rule, if it provides health care and transmits health information in electronic form in connection with transactions. However, *educational records* as defined by FERPA are excluded from HIPAA's definition of *protected health information*. 45 C.F.R. §160.103. In most cases this exception relieves school districts of complying with burdensome privacy notices and authorization forms. In December 2019, DHS and DOE issued an update to its *Joint Guidance on the Application of FERPA and HIPAA to Student Health Records*, at:

[www.studentprivacy.ed.gov/sites/default/files/resource\\_document/file/2019%20HIPAA%20FERPA%20Joint%20Guidance%20508.pdf](http://www.studentprivacy.ed.gov/sites/default/files/resource_document/file/2019%20HIPAA%20FERPA%20Joint%20Guidance%20508.pdf).

The board attorney should be consulted on all HIPAA-related questions.

<sup>2</sup> A plethora of statutory and decisional law protects student records. Aside from the laws identified in f/n 1, other laws protecting student records include:

1. Schools may not provide a student's *personal information* to a business organization or financial institution that issues credit or debit cards. 105 ILCS 5/10-20.38.
2. Schools may not sell personal information concerning a child under the age of 16, with a few exceptions, unless a parent has consented. Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.
3. The release of confidential information given by a student to a therapist, e.g., school counselor or psychologist, is governed by the Mental Health and Developmental Disabilities Confidentiality Act. 740 ILCS 110/.
4. Schools must keep a sex offender registration form received from law enforcement separately from school student records maintained on behalf of the juvenile sex offender. 730 ILCS 152/121.
5. Divorced or separated parents/guardians with and without *parental responsibility* (formerly custody) are both permitted to inspect and copy the student's school student records. The Ill. Marriage and Dissolution of Marriage Act (IMDMA), 750 ILCS 5/602.11.
6. Schools may not provide a parent/guardian access to his or her child's school records if the parent is prohibited by an order of protection from inspecting or obtaining such records pursuant to the Domestic Violence Act of 1986 or the Code of Criminal Procedure of 1963. *Id.*

a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:<sup>3</sup>

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.<sup>4</sup>
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses<sup>5</sup>) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.<sup>6</sup>

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7. SOPPA (105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21) addresses a school district's obligations related to *covered information* of students and contracts with educational technology *operators*. In some instances, covered information as defined under SOPPA may also qualify as education records under FERPA and school student records under ISSRA. See policy 7:345, *Educational Technology Use; Student Data Privacy and Security*, and administrative procedure 7:345-API, *Educational Technology Use; Student Data Privacy and Security*, for a description of SOPPA obligations.

**Note:** Nos. 5 and 6 above may conflict with FERPA in that they restrict a parent/guardian's right to access his or her child's school records more than is expressly permitted by FERPA. 20 U.S.C. 1232g(a)(1)(A), (B); 34 C.F.R. 99.10(a). **Consult the board attorney for guidance.**

Allowing students to grade each other's papers does not violate FERPA; such student work is not a *school record* until it is recorded by the teacher. Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002). School student records are *per se* prohibited from disclosure; a district is under no obligation to redact them. Chicago Tribune Co. v. Chicago Bd. of Educ., 332 Ill.App.3d 60 (1st Dist. 2002).

<sup>3</sup> 20 U.S.C. §1232g(a)(4); 34 C.F.R. §99.3; 105 ILCS 10/2(d); 705 ILCS 405/1-7 and 5-905; 23 Ill.Admin.Code §375.10. Rather than listing the exceptions in the policy, a school board may choose to end the sentence after the proviso "except as provided in State or federal law."

<sup>4</sup> For a helpful resource, see f/n 1 in policy 7:150, *Agency and Police Interviews*.

<sup>5</sup> For an explanation, see footnotes in policy 7:220, *Bus Conduct*.

<sup>6</sup> Many lawyers believe that once these records are received by a school, they are protected as *education records* under FERPA. Consult the board attorney for advice.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy<sup>7</sup>, and challenge school student records.<sup>8</sup> The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.<sup>9</sup> The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child.<sup>10</sup> However, the District will comply with an *ex parte* court

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<sup>7</sup> 105 ILCS 10/5(a).

105 ILCS 10/5(c), amended by P.A. 100-532, requires that a parent's or student's request to inspect and copy records be granted no later than 10 business days (previously 15 school days) after the date of receipt of such a request by the official records custodian.

105 ILCS 10/5(c-5), added by P.A. 100-532, outlines how a school district may extend the timeline for response by not more than five business days from the original due date if one or more of these six reasons applies:

1. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
2. The request required the collection of a substantial number of specified records;
3. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
4. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
5. The request for records cannot be complied with by the school district within the time limits prescribed by subsection (c) without unduly burdening or interfering with the operations of the school district; or
6. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district among two or more components of a public body or school district having a substantial interest in the determination or in the subject matter of the request.

The person making the request and the school district may also agree in writing to extend the timeline for compliance for a period to be determined by the parties. *Id.*

<sup>8</sup> 23 Ill.Admin.Code §375.10 provides that districts may, through board policy, allow scores received on college entrance examinations to be included on a student's academic transcript if that inclusion is requested in writing by a student, parent or person who enrolled the student. If the board of a unit or high school district wants to allow this, insert:

A student or the student's parent/guardian may request, in writing, that scores received on college entrance examinations be included on the student's academic transcript.

**Note:** Though 23 Ill.Admin.Code §375.10 uses the phrase "student, parent or person who enrolled the student," student records rights under ISSRA and FERPA attach to *eligible students* and their parents/guardians, not to "a person who enrolled the student" (though that person is typically a parent or guardian).

If a board allows for the inclusion of college entrance examination scores on academic transcripts, amend the district's notification to parents/guardians and students of their school student records rights with the process for requesting the inclusion. 23 Ill.Admin.Code §375.30(d)(5). See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*, for an example.

<sup>9</sup> 23 Ill.Admin.Code §226.740(a).

<sup>10</sup> This sentence is required if the board allows schools to release student directory information. 20 U.S.C. §1232g; 23 Ill.Admin.Code §375.80; 34 C.F.R. §99.37. There is at least one instance in Illinois in which parents were upset that their school district released students' names and addresses pursuant to a Freedom of Information Act (FOIA) request. FOIA contains an exemption for home addresses. Many lawyers, however, say that a district must release student information pursuant to a FOIA request when each of the following has occurred: the FOIA request seeks information that is included in the district's definition of student directory information, the district notified parents that it releases directory information, and the parents did not opt out of allowing directory information to be released concerning their child. An opinion from the Ill. Public Access Counselor supports that a district may not rely on the FOIA exemption for home addresses. PAO 12-3.

The **PRESS** policy does not identify the components of *directory information*, leaving that task to implementing material. Boards may want to discuss this quagmire with the superintendent knowing that there are good reasons to release directory information, e.g., to allow the district to publish information about specific students, and good reasons to not release directory information, e.g., to avoid releasing names and addresses pursuant to a FOIA request.

order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.<sup>11</sup> Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.<sup>12</sup>

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.<sup>13</sup>

#### Student Biometric Information Collection<sup>14</sup>

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention.<sup>15</sup> Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility<sup>16</sup> or the student (if over the age of 18).<sup>17</sup> Upon a student's 18th

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23 Ill.Admin.Code §375.80(a)(1) no longer includes *gender* as information which may be designated as directory information. This is consistent with attorneys' views that Illinois' past practice of including *gender* within directory information may have violated FERPA. FERPA regulations provide that directory information "means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed" and it "includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended." 34 C.F.R. §99.3. Though FERPA regulations do not explicitly preclude the designation of *gender* as directory information, DOE guidance has consistently advised schools not to disclose a student's sex as directory information because it would be considered harmful or an invasion of privacy. See *Letter to Institutions of Postsecondary Education*, DOE Family Policy Compliance Office (September 2009). Consult the board attorney about the practical implementation of this issue. Some attorneys, for example, believe photos of the "Girls Volleyball Team" may contradict DOE guidance.

<sup>11</sup> 20 U.S.C. §1232(g)(j), as added by Sec. 507 of the U.S.A. Patriot Act of 2001.

<sup>12</sup> 34 C.F.R. §99.31; 105 ILCS 10/6.

<sup>13</sup> Each school must have an *official records custodian*. 105 ILCS 10/4(a). Districts must notify students and parents/guardians of their rights concerning school student records. 105 ILCS 10/3; 105 ILCS 10/4, amended by P.A. 101-161; 23 Ill.Admin.Code §375.30; 34 C.F.R. §99.7. 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. See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*, and 7:340-AP1, *School Student Records*.

<sup>14</sup> This program is optional; however, districts either wishing to implement such a program or districts that have already engaged in the collection of student biometric information must have a policy consistent with the requirements of 105 ILCS 5/10-20.40. This section restates the School Code's requirements for a student biometric information policy.

<sup>15</sup> For districts already collecting biometric information, the following is an alternative:

The Superintendent or designee shall maintain a biometric screening program that is consistent with budget requirements and in compliance with State law.

<sup>16</sup> Several statutes define legal custody and when a court may grant it; the term requires statutory construction/interpretation and school boards should discuss this issue with their attorney prior to adopting a policy on collection of student biometric information.

105 ILCS 5/10-20.40(b)(1) states the definition of legal custody is the same as the definition of legal custody for purposes of residency, payment of tuition, hearings, and criminal penalties at 105 ILCS 5/10-20.12b(2)(i)-(v).

The IMDMA, 750 ILCS 5/, changed the terms *custody* and *visitation* to *parental responsibility* and *parenting time*, respectively. It also requires a *parenting plan* that allocates: (1) significant decision-making responsibilities; and (2) each parent's right to access his or her child's school records. The new law does not amend ISSRA or the School Code.

<sup>17</sup> Based upon 105 ILCS 5/10-20.40, written permission is not required annually; it is valid until a request for discontinuation of the use of biometric information is received or until the student reaches the age of 18. See 7:340-AP1, E5, *Biometric Information Collection Authorization*.

birthday, the District shall obtain written permission from the student to collect student biometric information.<sup>18</sup> Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.<sup>19</sup>

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18).<sup>20</sup> Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.<sup>21</sup>

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<sup>18</sup> Districts must reissue 7:340-AP1, E5, *Biometric Information Collection Authorization* to students turning 18 years of age during the school year. This is because all rights and privileges accorded to a parent under ISSRA become exclusively those of the student upon his or her 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first. 105 ILCS 10/2(g).

<sup>19</sup> State law contains two exceptions: (1) the individual who has legal custody/parental responsibility of the student or the student (if over the age of 18) consents to the disclosure; and (2) the disclosure is required by court order. 105 ILCS 10-20.40(b)(5).

<sup>20</sup> 105 ILCS 5/10-20.40(d). No notification to or approval from the district's local records commission, pursuant to the Local Records Act, is required to destroy student biometric information. See f/n 15 for a discussion about the terms *custody* and *parental responsibility*.

<sup>21</sup> Whether the student biometric information is an education record under FERPA or falls under an exception to an education record under FERPA is an issue about which school boards should consult their board attorney. Protected Health Information under the DHS's interpretations of HIPAA excludes education records covered by FERPA, and thus HIPAA requirements are not expected to be triggered by districts collecting student biometric information. However, before implementing policies and procedures to collect student biometric information, a board should discuss these issues with the board attorney.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.

50 ILCS 205/7.

105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.

23 Ill.Admin.Code Parts 226 and 375.

Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-AP1, E5 (Biometric Information Collection Authorization), 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Letter Containing Schedule for Destruction of School Student Records)



## **Students**

### **Use of Educational Technologies; Student Data Privacy and Security**<sup>1</sup>

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*.<sup>2</sup> The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited.<sup>3</sup> Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.<sup>4</sup>

#### **Definitions**<sup>5</sup>

*Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the

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<sup>1</sup> The Student Online Personal Protection Act (SOPPA) (105 ILCS 85/), amended by P.A. 101-516, eff. 7-1-21, controls the content of this policy. SOPPA specifically requires boards to adopt a policy for designating which district employees are authorized to enter into agreements with *operators* (see **Operator Contracts** subhead). SOPPA is the State law that governs how educational technology companies, schools, and the Ill. State Board of Education (ISBE) use and protect *covered information* of students. The amendments to SOPPA were intended to strengthen protections for online student data, in part by centralizing the vetting and contracting process within schools, and to give parents ready access to information about how their children's data is being used at school. SOPPA does not, however, require a district to obtain parent opt-in or separate consent for the use of online services or applications, nor is such consent required if the operator is acting as a *school official* pursuant to the delineated exception in the Family Educational Rights and Privacy Act's (FERPA)(20 U.S.C. §1232g) implementing regulations. See 34 C.F.R. §99.3(a).

<sup>2</sup> See policy 7:340, *Student Records*, and its implementing administrative procedure, 7:340-AP1, *School Student Records*, for requirements addressing school student records under federal and State law. SOPPA does not override or otherwise supersede the requirements of FERPA or the Ill. School Student Records Act (ISSRA) (105 ILCS 10/). 105 ILCS 85/30(9), amended by P.A. 101-516, eff. 7-1-21.

*Covered information* is a broader concept than student records, and may include information that does not qualify as a student record. However, even if the covered information is not maintained as a student record, it may still qualify as a *public record* under the Local Records Act (50 ILCS 205/), such that a district would have an obligation to maintain it. Consult the board attorney for guidance on these issues.

<sup>3</sup> 105 ILCS 85/26(1), added by P.A. 101-516, eff. 7-1-21. SOPPA includes a clarification that schools and operators are not prohibited from producing and distributing, free or for consideration, student class photos and yearbooks to the school, students, parents, or others authorized by parents, as long as there is a written agreement between the operator and district. 105 ILCS 85/30(10), amended by P.A. 101-516, eff. 7-1-21.

<sup>4</sup> SOPPA permits, but does not require, districts to designate an appropriate staff person as a Privacy Officer, who may also be an official records custodian under ISSRA, to carry out the duties and responsibilities assigned to schools and to ensure a district's compliance with the requirements of SOPPA. 105 ILCS 85/27(f), added by P.A. 101-516, eff. 7-1-21. For boards that wish to designate a Privacy Officer, add the below sentence to the end of the paragraph. Boards may designate an individual other than the Superintendent to serve in the capacity of Privacy Officer, such as a Business Manager, IT Director, or District Records Custodian.

The Board designates the Superintendent to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21.

<sup>5</sup> 105 ILCS 85/5, amended by P.A. 101-516, eff. 7-1-21. See f/n 3 above for more discussion about *covered information*.

## **General Personnel**

### **Communicable and Chronic Infectious Disease** <sup>1</sup>

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and School Board policies. <sup>2</sup>

An employee with a communicable or chronic infectious disease is encouraged to inform the Superintendent immediately and grant consent to being monitored by the District's Communicable and Chronic Infectious Disease Review Team. The Review Team, if used, provides information and recommendations to the Superintendent concerning the employee's conditions of employment and necessary accommodations. The Review Team shall hold the employee's medical condition and records in strictest confidence, except to the extent allowed by law. <sup>3</sup>

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions.<sup>4</sup> An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

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<sup>1</sup> District employment is contingent upon satisfactory results of a physical examination and freedom from communicable diseases. 105 ILCS 5/24-5. The U.S. Supreme Court, however, has held that the Rehabilitation Act prohibits discrimination against a person handicapped by a communicable disease, provided that person is "otherwise qualified" to perform the job. School Bd. of Nassau County, Fla. v. Arline, 480 U.S. 273 (1987) (teacher with tuberculosis was protected by the Rehabilitation Act). The decision supports the position that an HIV-positive employee or applicant who is "otherwise qualified" to perform the job must be reasonably accommodated despite having AIDS.

Following the expansion of the definition of a disability under the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325, the ADAAA may protect an HIV-positive employee or applicant. 42 U.S.C. §12102(2)(A); 29 C.F.R. Part 1630. The federal government's position is that HIV infection qualifies as a disability under the Americans ADAAA. See [www.ada.gov/hiv/ada\\_q&a\\_aids.pdf](http://www.ada.gov/hiv/ada_q&a_aids.pdf) (U.S. Dept. of Justice) and [www.eeoc.gov/eeoc/publications/hiv\\_individual.cfm](http://www.eeoc.gov/eeoc/publications/hiv_individual.cfm) (EEOC). Other contagious diseases may also qualify as disabilities under the ADAAA; however, employers are not required to accommodate employees in those cases where there is an actual direct threat to the health or safety of others that cannot be eliminated or reduced by reasonable accommodation. 29 C.F.R. §1630.2(r). Boards should consult with their attorneys regarding how the ADAAA and its implementing regulations impact the employment of an individual with a communicable disease who is otherwise qualified to perform the job.

<sup>2</sup> This paragraph is optional. While not required by law, the creation and use of a Communicable and Chronic Infectious Disease Review Team (CCIDRT) could greatly assist a district's efforts to review data on an employee who has a communicable or infectious disease. Its members are appointed by the superintendent according to 2:150, *Committees*. Whether the CCIDRT is an administrative committee organized by the superintendent and/or administrators or a board committee subject to the Open Meetings Act must be discussed with the board attorney (see also 2:150-AP, *Superintendent Committees*). The CCIDRT is guided by the board's policies, Ill. Dept. of Public Health rules and regulations, and all other applicable State and federal laws. The CCIDRT also consults the employee's personal physician and local health department officials before making any recommendations.

The Americans with Disabilities Act (ADA) specifies that only an employee's direct supervisor and someone who would need to know in the event of an emergency may have access to an employee's medical records. 42 U.S.C. §12112(d). The Review Team's ability to operate may depend on the employee's waiver of the ADA's confidentiality provisions.

<sup>3</sup> Required by 42 U.S.C. §12101 *et seq.*

<sup>4</sup>

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12101 et seq.; 29 C.F.R. §1630.1 et seq., amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325.  
Rehabilitation Act of 1973, 29 U.S.C. §791; 34 C.F.R. §104.1 et seq.  
Department of Public Health Act, 20 ILCS 2305/6.  
105 ILCS 5/24-5.  
Personnel Record Review Act, 820 ILCS 40/.  
Control of Communicable Diseases, 77 Ill.Admin.Code Part 690.

CROSS REF.: 2:150 (Committees), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

*Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.<sup>6</sup>

*Breach* means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.<sup>7</sup>

### Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval.<sup>8</sup> Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.<sup>9</sup>

### Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure.<sup>10</sup> In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.<sup>11</sup>

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<sup>6</sup> SOPPA specifically provides that it does not apply to general audience websites, online services, online applications, or mobile applications, even if login credentials are required to access the general audience sites, services, or applications. 105 ILCS 85/30(3), amended by P.A. 101-516, eff. 7-1-21. Consult the board attorney for guidance regarding whether certain applications that may be widely used by schools, but which may not have been originally marketed to K-12 (e.g., certain video conference applications), come within the scope of SOPPA.

<sup>7</sup> Operators must notify districts of a breach of covered information within the most expedient time possible and without reasonable delay, but no later than 30 calendar days after the determination that a breach has occurred. 105 ILCS 85/15(5), added by P.A. 101-516, eff. 7-1-21.

<sup>8</sup> This statement is required by 105 ILCS 85/27(b), added by P.A. 101-516, eff. 7-1-21. SOPPA provides that any agreement entered into in violation of SOPPA "is void and unenforceable as against public policy." *Id.* SOPPA does not provide for a private right of action against school districts; the Ill. Attorney General has enforcement authority under SOPPA through the Consumer Fraud Deceptive Trade Practices Act. 105 ILCS 85/35.

<sup>9</sup> SOPPA requires specific provisions be included in a contract with any operator that seeks to receive covered information from a school district. 105 ILCS 85/15(4), added by P.A. 101-516, eff. 7-1-21. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, for details.

<sup>10</sup> 105 ILCS 85/27(e), added by P.A. 101-516, eff. 7-1-21. SOPPA does not provide specifics regarding security procedures or practices, nor is there a formal, nationalized standard specific to K-12. However, SOPPA requires ISBE to make available on its website guidance for schools pertaining to reasonable security procedures and practices. 105 ILCS 85/28, added by P.A. 101-516, eff. 7-1-21. ISBE, the U.S. Dept. of Education (DOE) and other experts in the field agree that training of all staff with access to a school's network is important to protecting schools against cyber threats, although such training is not currently mandated in Illinois. ISBE's grant-funded program, the Learning Technology Center of Illinois, offers cybersecurity training to administrators and educators throughout the State. See [www.ltc.org](http://www.ltc.org). The U.S. Dept. of Education has also issued multiple guidance documents on security best practices for schools, available at [www.studentprivacy.ed.gov/topic/security-best-practices](http://www.studentprivacy.ed.gov/topic/security-best-practices).

<sup>11</sup> In the event of a breach of covered information of students, SOPPA requires school districts to provide two types of notices: (1) individual notices to the parents of students whose covered information was involved in the breach and (2) a more general notice about the breach on the district's website (or at the district administrative office, if it does not maintain a website) if the breach involved 10% or more of the district's student enrollment. 105 ILCS 85/27(a)(5) & (d), added by P.A. 101-516, eff. 7-1-21. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, for details about the required notices.

LEGAL REF.: 20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

## General Personnel

### Temporary Illness or Temporary Incapacity<sup>1</sup>

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits.<sup>2</sup> However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The School Board's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of his or her gross salary. Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes a teacher or other licensed employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act.<sup>3</sup> The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the teacher or other licensed employee returned to

<sup>1</sup> A teacher's contractual continued service status is not affected by an absence caused by temporary illness or temporary incapacity. 105 ILCS 5/24-13. Two cases, decided before the Americans with Disabilities Act (ADA) (42 U.S.C. §12101 *et seq.*) was enacted, held that this statute grants school boards the power to define, through policy, temporary illness or incapacity. School Dist 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. School Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

**Important:** Until February 2014, this paragraph in the **PRESS** sample policy applied to all employees. We limited its application to teachers in response to feedback that the paragraph should align with the statute. Section 24-13, which this paragraph implements, applies only to teachers and, thus, we amended the paragraph to make it applicable only to teachers. **This change may trigger a bargaining requirement with a bargaining unit for educational support personnel.**

Despite the statute's limitation to licensed employees, many boards apply this language to educational support personnel. **Consult the board attorney** about whether to apply this language to educational support personnel. For boards that wish to apply this language to both licensed and educational support personnel, strike ~~teacher or other licensed~~ from the text of the first two sentences of this paragraph and correct the grammar.

The Illinois appellate court decisions cited above upheld a board policy designating when a temporary [illness or] incapacity becomes permanent for the purpose of being a cause of dismissal. The court approved using 90 days of absence due to illness, after the exhaustion of sick days, as the point at which the district considers termination. The court upheld a hearing officer decision noting that a policy providing for a 90-school-day absence following exhaustion of sick leave was sufficient under Section 24-13. The court noted that applying that particular policy over a two-year period would not be appropriate because the two-year period would have the effect of allowing the school board to define a temporary illness or incapacity out of existence; i.e., making it impossible for a teacher to qualify for such an absence. **Important:** a district should consult the board attorney before determining that a teacher's temporary illness or incapacity became permanent.

The point at which any employee's temporary disability becomes permanent must be analyzed using the Americans with Disabilities Act (42 U.S.C. §12101 *et seq.*), also referred to as the ADA or the ADA Amendments Act (ADAAA) (Pub. L. 110-325). This federal law prohibits employers from discriminating against individuals with a disability who can perform the essential functions of a job with or without reasonable accommodation. A district should regularly analyze each position's job description to ensure that it identifies the position's essential functions. Consult the board attorney concerning compliance with the ADA.

<sup>2</sup> The State law (105 ILCS 5/24-5, amended by P.A. 100-513), allowing boards to require physicals of current employees *from time to time*, has been superseded by the ADA, 42 U.S.C. §12112(d)(4). The ADA allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. *Id.* Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would neither eliminate the risk nor reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. §1630.2(r).

Note that while examination by a spiritual leader/practitioner is sufficient for leaves, the statute does not authorize an examination by a spiritual leader/practitioner for district-ordered physicals of an employee. The difference may present a constitutional issue; contact the board attorney for an opinion if the employee wants to use an examination by a spiritual leader/practitioner.

work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant if the examination is job-related and consistent with business necessity.<sup>4</sup>

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act.  
105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.  
Elder v. School Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).  
School District No. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987).

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease),  
5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days,  
Vacation, Holidays, and Leaves)

## Students

### Attendance and Truancy <sup>1</sup>

#### Compulsory School Attendance <sup>2</sup>

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. <sup>3</sup>

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<sup>1</sup> These reasons are in 105 ILCS 5/26-2a, amended by P.A. 100-810, except that (1) "other reason as approved by the Superintendent," and (2) absences for students to vote authorized by 10 ILCS 5/7-42 and 5/17-15, amended by P.A. 101-624, eff. 6-1-20 were added. An Ill. State Board of Education (ISBE) rule requires that the absenteeism and truancy policy defines valid causes for absence. 23 Ill.Admin.Code §1.290.

For elementary districts, delete the following phrase from the second sentence of this paragraph: "~~voting pursuant to policy 7:90, Release During School Hours (10 ILCS 5/7-42 and 5/17-15),~~" and delete 7:90, *Release During School Hours*, from the Cross References.

For high school and unit districts that do not wish to include the **Voting** subhead in policy 7:90, *Release During School Hours*, amend the second sentence of this paragraph as follows: "~~policy 7:90, Release During School Hours (the Election Code, 10 ILCS 5/7-42 and 5/17-15),~~" and delete 7:90, *Release During School Hours* from the Cross References.

<sup>2</sup> Any child "necessarily and lawfully employed" may be exempted from attendance by the superintendent "on certification of the facts by and the recommendation of the school board." 105 ILCS 5/26-1. The policy's language serves to delegate this "certification of the facts" to the superintendent or designee. The following option allows a board to consider and include specific criteria in the policy:

A student may be excused, at the Superintendent's discretion, when: (1) the student has a last period study hall, (2) the parent/guardian provides written permission, (3) the student's employer provides written verification of employment, (4) the student provides evidence of a valid work permit, or (5) other reason deemed justifiable by the Superintendent.

Child Labor laws include: 29 C.F.R. Part 570 (minimum age standards, occupations, conditions, etc.); 820 ILCS 205/ (child labor laws); 56 Ill.Admin.Code Part 250 (child labor regulations).

<sup>3</sup> 105 ILCS 5/26-1. A student must notify the building principal or other administrator at least two days prior to the absence providing the date, time, and location of the military honors funeral. This requirement may be waived if the student did not receive notice at least two days in advance, but the student shall notify the administration as soon as possible of the absence.

A student whose absence is excused to sound *Taps* shall be counted in attendance for purposes of calculating the average daily attendance of students in the district. The district must allow the student reasonable time to make up school work and if school work is satisfactorily completed, the day of absence is counted as an attendance day for the student.



## Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified. <sup>4</sup>
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran. <sup>5</sup>
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. <sup>6</sup>
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification. <sup>7</sup>
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem. <sup>8</sup>
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services.<sup>9</sup> See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.

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<sup>4</sup> 105 ILCS 5/26-1, amended by P.A. 100-185. Such a student must be granted five days of excused absences in any school year and, at the board's discretion, may be granted additional excused absences to visit the student's parent/guardian. The student and his/her parent/guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence and for ensuring that such assignments are completed by the student prior to his/her return to school from the excused absence period. *Id.*

<sup>5</sup> This notification is required by 105 ILCS 5/26-3b.

<sup>6</sup> 23 Ill.Admin.Code §1.290(b)(2).

<sup>7</sup> 23 Ill.Admin.Code §1.290(b)(3). The School Code references to dropout prevention include: 105 ILCS 5/26-3a (regional superintendent activities and annual report); 105 ILCS 5/1020.25a (annual report by boards); and 105 ILCS 5/1A-4(E) (ISBE report).

105 ILCS 5/26-18, added by P.A. 100-156, requires districts to collect and review chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. 105 ILCS 5/26-18(c). The review must include an analysis of chronic absence data from each attendance center. *Id.* Districts are also encouraged to: (1) provide a system of support to students at risk of reaching or exceeding chronic absence levels, i.e., those available through the Illinois Multi-tiered Systems of Support Network; and (2) make resources available to families, i.e., those available through ISBE's Family Engagement Framework, to support and engage students and their families. 105 ILCS 5/26-18(d). *Chronic absence* means "absences that total 10% or more of school days of the most recent school year, including absences with and without valid cause, as defined in Section 26-2a of this Code, and out-of-school suspensions for an enrolled student." 105 ILCS 5/26-18(a). In contrast, a *chronic or habitual truant* is "a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days." 105 ILCS 5/26-2a.

<sup>8</sup> 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810.

<sup>9</sup> Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center."

8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.<sup>10</sup>
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.<sup>11</sup>
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.<sup>12</sup>
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.<sup>13</sup>
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.<sup>14</sup>

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<sup>10</sup> 105 ILCS 5/26-9 requires school officers and superintendents to assist truant officers. A minor who is reported by the regional superintendent as a chronic truant may be adjudicated a "truant minor in need of supervision" if the minor declines or refuses to fully participate in truancy intervention services. 705 ILCS 405/3-33.5.

Counties may regulate truants by ordinance and impose fines and/or community services on truants or, if the truant is under 10 years of age, on the parent or custodian. 55 ILCS 5/5-1078.2. Municipalities may regulate truants by ordinance and impose fines and/or community services on truants or, if the truant is under 13 years of age, on the parent or custodian. 65 ILCS 5/11-5-9. Local officials or authorities that enforce, prosecute, or adjudicate municipal ordinances adopted under 65 ILCS 5/11-5-9, or that work with school districts to address truancy problems, are designated as: (a) part of the juvenile justice system, established by the Juvenile Court Act of 1987, and (b) *juvenile authorities* within the definition set forth in subsection (a)(6.5) of Section 10-6 of the Ill. School Student Records Act. 105 ILCS 10/6(a)(6.5). **Id. A superintendent should consult with the board attorney before disclosing school student records to non-district entities.** See 7:340-AP1, *School Student Records*, for a sample procedure for release of such records to juvenile authorities.

<sup>11</sup> 105 ILCS 5/26-12, amended by P.A. 100-825, prohibits punitive action "unless available supportive services and other school resources have been provided to the student." In addition, "a truant minor may not be expelled for nonattendance unless he or she has accrued 15 consecutive days of absences without valid cause and the student cannot be located by the school district or the school district has located the student but cannot, after exhausting all available support services, compel the student to return to school." **Id.**

<sup>12</sup> 105 ILCS 5/26-3a requires the district to "establish, in writing, a set of criteria for use by the local superintendent of schools in determining whether a pupil's failure to attend school is the result of extraordinary circumstances, including but not limited to economic or medical necessity or family hardship."

This statute also requires the "clerk or secretary" of the board to quarterly report to the regional superintendent and Secretary of State the identity of students who were removed from the regular attendance roll, exclusive of transferees, because they were expelled; have withdrawn; left school; withdrew due to extraordinary circumstances; have re-enrolled in school since their names were removed from the attendance rolls; were certified to be chronic or habitual truants; or were previously certified as chronic or habitual truants who have resumed regular school attendance. The statute provides that the status of a driver's license or instructional permit will be jeopardized for a student who is the subject of this notification because of non-attendance unless the non-attendance is due to extraordinary circumstances as determined by the local district. State Superintendent Koch announced in his *Weekly Message*, 8-28-07, see **Funding & Disbursements** subhead, p.2, at: [www.isbe.net/Documents\\_Superintendent\\_Weekly\\_Message/message\\_082807.pdf](http://www.isbe.net/Documents_Superintendent_Weekly_Message/message_082807.pdf), that ISBE is delaying implementing this statute based upon legal guidance from the U.S. Dept. of Education's Family Policy Compliance Office that its implementation would violate the federal Family Educational Rights and Privacy Act.

<sup>13</sup> A district must allow this participation; the length of the drop-out period and the documentation requirement contained in the next sentence are permissive. 105 ILCS 5/26-14.

<sup>14</sup> Optional, but provided in 105 ILCS 5/26-2(c)(3), amended by P.A. 100-825; ISBE's rule controls the appeal process, 23 Ill.Admin.Code §1.242.

*[For high school and unit districts only]*

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

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)