

OPEN MINUTES
La Harpe Community School District #347
Special Board Meeting- Organizational Meeting
April 25th – 6:00 PM
Library

The Board of Education of La Harpe Community School District #347 held a Special Meeting on April 25, 2023 in the library.

President Dustin Detherage called the meeting to order at 6:03 PM.

Roll Call was answered by Allen, Blythe, Collins, Deitrich, Detherage, & Walker. Also present were Superintendent Janet Gladu, Dean of Students Ryan Hopper, Board Secretary Ashley Johnson, Board Secretary Marlie Deeter and Josh Gebhardt.

Organization of the board.

Blythe nominated Detherage for school board president. Roll call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, abstain; Walker, yes. Motion carried 5-0.

Voting for vice president.

Detherage nominated Allen for school board vice president. Roll call: Allen, abstain; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Walker, yes. Motion carried 5-0.

Set time, place, and date of meetings.

Motion made by Blythe seconded by Collins to appoint Janet Gladu to set the monthly board meetings for the third Tuesday of the month at 6PM to be held in the library. Roll call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Walker, yes. Motion carried 6-0.

Motion to adjourn the organizational meeting at 6:13PM. Motion made by Blythe, seconded by Detherage to adjourn the organizational meeting. (Voice).

Board President

Board Secretary

Approved _____

OPEN MINUTES
La Harpe Community School District #347
Special Board Meeting-Facility Committee
April 25th – 4:00 PM
Library

The Board of Education of La Harpe Community School District #347 Facility Committee held a Special Meeting on April 25, 2023 in the Library.

Superintendent Janet Gladu called the meeting to order at 4:00 PM.

Roll Call was answered by Dustin Detherage, Jake Allen, Bill Collins, & Josh Walker. Also present were Superintendent Janet Gladu and Dean of Students Ryan Hopper.

The committee met with ENGIE to discuss designs, pricing, and next steps.

Voice Vote: All members indicated in favor of adjournment. No one opposed Motion carried.

The meeting adjourned at 5:30 PM.

Board President

Board Secretary

Approved _____

OPEN MINUTES
La Harpe Community School District #347
Special Board Meeting
April 25th – 6:00 PM
Library

The Board of Education of La Harpe Community School District #347 held a Special Meeting on April 25, 2023 in the library.

President Dustin Detherage called the meeting to order at 6:00 PM.

Roll Call was answered by Allen, Blythe, Collins, Deitrich, Detherage, Gebhardt, Walker. Also present were Superintendent Janet Gladu, Dean of Students Ryan Hopper, Board Secretary Ashley Johnson and Board Secretary Marlie Deeter.

Moment of Silence.

Public Comment- no visitors in attendance.

Approval of the agenda.

Motion made by Collins seconded by Allen to approve the agenda as presented. Roll call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approval to canvas the votes.

Motion made by Blythe seconded by Allen to approve the canvas of votes. Roll call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Appoint individual to conduct Oath of Office and Election of new board president.

Motion made by Detherage seconded by Allen to appoint Janet Gladu to conduct the Oath of Office and the Election of new school board president. Roll call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Motion made by Allen seconded by Walker to adjourn "sine dine" at 6:02 PM. (Voice).

Board President

Board Secretary

Approved _____

The Board of Education of La Harpe Community School District #347 held a regular meeting on April 25, 2023 in the school library. President Dustin Detherage called the meeting to order at 6:14 p.m. Roll Call was answered by Allen, Blythe, Collins, Deitrich, Detherage, Walker. Also present were Superintendent Janet Gladu, Dean of students Ryan Hopper, Board Secretaries Ashley Johnson and Marlie Deeter, and Josh Gebhardt.

A Moment of Silence was observed.

Public Presentations/Visitors: No visitors were present.

Business Items:

Consent Agenda: The Consent Agenda included Open and Closed Minutes of the March 21, 2023 Regular Meeting, March 28, 2023 Special Meeting, and April 14, 2023 Special Meeting of the La Harpe CSD #347 School Board, Financial Report, and Action to Delete Verbatim Closed Meeting Recordings 18 Months and Older, Payment of bills, Laura Kneiss' resignation, Katie Todd's resignation.

Financial Report:

| <u>Fund</u> | <u>FY2023</u> |
|------------------|-----------------------|
| Education | \$1,951,364.79 |
| Building | \$83,454.45 |
| Debt Service | \$98,454.21 |
| Transportation | \$147,629.61 |
| IMRF | \$46,623.88 |
| Capital Projects | 0.00 |
| Working Cash | \$125,625.86 |
| Tort | \$179,054.39 |
| HLS | \$214,643.20 |
| Total | <u>\$2,342,020.82</u> |

| | |
|---------|----------------|
| FY 2022 | \$2,342,020.82 |
| FY 2021 | \$2,371,491.88 |
| FY 2020 | \$1,575,763.80 |
| FY 2019 | \$1,255,496.87 |

A motion was made by Allen seconded by Collins to approve the items on the consent agenda as presented. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Walker, yes. Motion carried 6-0.

Appoint new board member: A motion was made by Collins seconded by Detherage to appoint Josh Gebhardt as a member of the board of education. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Walker, yes. Motion carried 6-0.

President Detherage had Gebhardt read aloud the new board member Oath of Office.

Approve 2023-2024 Staff Handbook: A motion was made by Blythe seconded by Walker to approve the 2023-2024 staff handbook. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approve 2023-2024 Student Handbook: A motion was made by Gebhardt seconded by Collins to approve the 2023-2024 student handbook. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approve 2023-2024 Student Registration Fee: A motion was made by Gebhardt seconded by Blythe to approve the 2023-2024 student registration fee of \$70. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0

Approve Superintendent to seek fuel bids: A motion was made by Allen seconded by Detherage to approve the Superintendent to seek fuel bids for the 2023-2024 school year. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Accept sealed farm bid: We received four sealed bids for the farm land. Ryan Wilhite bid \$3415 per year. Benjamin Hitz bid \$1462 per year. Matt Swanson bid \$3269.50 per year. Alex Blythe bid \$2001 per year. A motion was made by Collins seconded by Walker to accept the farm bid from Ryan Wilhite at a cost of \$3415 per year/ \$525.38 per acre for the 2023 harvest season. Roll Call: Allen, yes; Blythe, abstain; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 6-0.

Approval to renew IESA membership: A motion was made by Allen seconded by Blythe to renew the district's membership with IESA for the 2023-2024 school year. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approval to create memorial wall: A motion was made by Collins seconded by Gebhardt to create a memorial wall for La Harpe employees with the following criteria: retired staff members serving 10+ years in district, who have passed away starting in the year of 1970. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approve overnight student travel for state track meet: A motion was made by Allen seconded by Collins to approve the overnight student to compete in the state track meet. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, abstain. Motion carried 6-0.

Reports to the Board:

Board discussed Josh Walker and Dustin Detherage handing out diplomas for 8th grade graduation. The board also discussed the athletic coop.

Dean of Students, Ryan Hopper, informed the board that he was finished with his classes and waiting for his license to update from the ROE.

Superintendent Report: Janet Gladu told the board that the March team member of the month was Ashley Johnson. She also let the board know that Mrs. Pence would like to require uniforms for P.E. Janet asked the board who would be attending the triple III conference in November and if anyone was bringing their spouse. She let the board know that we received a \$500 grant from the Tracy Foundation for staff recognition.

Closed Meeting:

A motion was made by Blythe with second by Gebhardt to adjourn to closed meeting on April 25, 2023 at 7:33 PM to discuss items per 5 ILCS 120/2(c)(1)(14) listed below:

- (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees.**
- (14) Closed session minutes. (5 ILCS 120/2(c)(14))**

Roll Call: Allen, yes; Blythe, yes; Collins, yes; Gebhardt, yes; Deitrich, yes; Detherage, yes; Walker, yes. Motion carried 7-0.

President Detherage called the April 25, 2023 closed meeting to order at 7:39PM. Board members present: Allen, Blythe, Collins, Gebhardt, Deitrich, Detherage, Walker. Also present: Superintendent Janet Gladu.

A motion was made by Blythe with second by Collins to return to open meeting at 7:57 PM. Voice Vote confirmed all in favor. Motion carried.

Closed Meeting Items- Consideration and Action

April 25, 2023

Resignation

1. Destiny Shumaker- Paraprofessional

Employment

1. Sharon Berlett- Teacher
2. Kathie Pence- Cafeteria Sub

A motion was made by Gebhardt seconded by Walker to hire Sharon Berlett as first year, nontenured certified staff member for the 2023-2024 school year. **Roll Call: Allen, yes; Blythe, yes; Collins, yes; Gebhardt, yes; Deitrich, yes; Detherage, yes; Walker, yes. Motion carried 7-0.**

A motion was made by Blythe seconded by Collins to hire Kathie Pence as a cafeteria substitute. **Roll Call: Allen, yes; Blythe, yes; Collins, yes; Gebhardt, yes; Deitrich, yes; Detherage, yes; Walker, yes. Motion carried 7-0.**

A motion was made by Blythe seconded by Gebhardt to accept the resignation of Destiny Shumaker effective 4-24-23. **Roll Call: Allen, yes; Blythe, yes; Collins, yes; Gebhardt, yes; Deitrich, yes; Detherage, yes; Walker, yes. Motion carried 7-0.**

A motion was made by Detherage seconded by Allen to approve the closed session minutes from March 21, 2023. **Roll Call: Allen, yes; Blythe, yes; Collins, yes; Gebhardt, yes; Deitrich, yes; Detherage, yes; Walker, yes. Motion carried 7-0.**

Adjournment: A motion was made by Detherage with second by Walker to adjourn the meeting at 8:01 PM The voice vote response returned all in favor. No one opposed. The meeting adjourned.

The next regularly scheduled monthly board meeting is Tuesday, May 16, 2023 at 6:00 PM in the school library.

Board President

Board Secretary

Approved _____

LA HARPE COMMUNITY SCHOOL DISTRICT #347

STATEMENT OF POSITION

April 30, 2023

| ASSETS | EDUCATION | BUILDING | DEBT SERV. | TRANSP. | I.M.R.F. | CAPITAL PROJECTS | WORKING CASH | TORT IMMUNITY | FIRE PREV & SAFETY |
|-----------------------------|-----------------------|--------------------|--------------------|---------------------|--------------------|------------------|---------------------|---------------------|-----------------------|
| Cash in Bank | \$41,523.21 | \$48,230.81 | \$95,340.86 | \$47,703.50 | \$40,795.52 | \$0.00 | \$125,625.86 | \$174,440.42 | \$214,643.20 |
| Petty Cash | \$350.00 | | | | | | | | |
| Change Fund/Elem-JRH | \$350.00 | | | | | | | | |
| Imprest Fund | \$5,000.00 | | | | | | | | |
| Property | | | | | | | | | |
| Loans to Education Fund | | | | | | | | | |
| Loan to Building Fund | | | | | | | | | |
| Loan to Transportation Fund | | | | | | | | | |
| Loan to IMRF Fund | | | | | | | | | |
| Loan to Fire & Prev.Fund | | | | | | | | | |
| IL Treas. Pool | \$1,994,493.08 | \$1,445.00 | \$3,113.35 | \$123,878.36 | | | | | |
| First State/Money Market | | | | | | | | | |
| TOTAL ASSETS | \$2,041,716.29 | \$49,675.81 | \$98,454.21 | \$171,581.86 | \$40,795.52 | \$0.00 | \$125,625.86 | \$174,440.42 | \$214,643.20 |
| LIABILITIES | | | | | | | | | |
| Anticipation Note | | | | | | | | | |
| Western Area Ins | | | | | | | | | |
| Teachers Retirement | | | | | | | | | |
| Payroll A/P | | | | | | | | | |
| INTERFUND PAYABLE | | | | | | | | | |
| Loan payable to Educ. | | | | | | | | | |
| Loan payable to Bldg. | | | | | | | | | |
| Loan payable to Transp. | | | | | | | | | |
| Loan payable to W. Cash | | | | | | | | | |
| TOTAL LIABILITIES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| FUND BALANCE | \$2,041,716.29 | \$49,675.81 | \$98,454.21 | \$171,581.86 | \$40,795.52 | \$0.00 | \$125,625.86 | 174,440.42 | \$214,643.20 |
| Laura Jones | | | | | | | | | |
| Date | 5-8-23 | | | | | | | | |
| Grand Total | | | | | | | | | \$2,916,933.17 |

LA HARPE COMMUNITY SCHOOL DISTRICT #347

TREASURER'S REPORT APRIL 30, 2023

| FUND | CASH BALANCES: NOW ACCOUNT | | | | INVESTMENTS | |
|----------------------------------|----------------------------|--------------------|---------------------|-----------------------|-----------------------|---|
| | Balance | Receipts | Disbursements | Balance | | |
| | 3/31/2023 | | | 4/30/2023 | | |
| EDUCATION | \$142,264.66 | \$22,156.66 | \$122,898.11 | \$41,523.21 | \$0.00 | F.STATE/M.MRKT. \$1,994,493.08 IL TREAS POOL |
| BUILDING | \$83,454.45 | \$0.00 | \$35,223.64 | \$48,230.81 | \$0.00 | F.STATE/M.MRKT. \$1,445.00 IL TREAS POOL |
| DEBT SERVICE | \$95,340.86 | \$0.00 | \$0.00 | \$95,340.86 | \$0.00 | F.STATE/M.MRKT. \$3,113.35 IL TREAS POOL |
| TRANSPORTATION | \$60,690.43 | \$250.00 | \$13,236.93 | \$47,703.50 | \$0.00 | F.STATE/M.MRKT. \$123,878.36 IL TREAS POOL |
| IL MUNICIPAL RET. | \$46,623.88 | \$0.00 | \$5,828.36 | \$40,795.52 | \$0.00 | F.STATE/M.MRKT. \$0.00 IL TREAS POOL |
| CAPITAL PROJECTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | F.STATE/M.MRKT. |
| WORKING CASH | \$125,625.86 | \$0.00 | \$0.00 | \$125,625.86 | \$0.00 | F.STATE/M.MRKT. \$0.00 IL TREAS POOL |
| TORT IMMUNITY FUND | \$179,054.39 | \$0.00 | \$4,613.97 | \$174,440.42 | \$0.00 | F.STATE/M.MRKT. \$0.00 IL.TREAS.POOL |
| FIRE PREV & SAFETY | \$214,643.20 | \$0.00 | \$0.00 | \$214,643.20 | \$0.00 | IL. TREAS.POOL |
| CURRENT TOTAL | \$947,697.73 | \$22,406.66 | \$181,801.01 | \$788,303.38 | \$2,122,929.79 | |
| INVESTMENTS | | | | \$2,122,929.79 | | |
| CASH & INVESTMENTS AS | | | | 4/30/2023 | \$2,911,233.17 | |

NOTES:

| | | |
|--|------------|------------|
| Daily Rate | Int./Month | Int./YTD |
| NOW Account | 0.25% | \$186.05 |
| Liquid Asset | | \$2,839.25 |
| Treasurer's Pool | 4.87% | \$7,913.89 |
| First State/M.Market | | \$0.00 |
| Interest distributed to each FUND based on percentage invested | | \$0.00 |

Karen Nudd 5-10-23
 Karen Nudd Date

Paid Accounts Payable by Check Number

Printed: 05/08/2023 10:22:01AM
 La Harpe CSD 347
 Expense on Date: 4/28/2023 to 4/28/2023

| Invoice # | A.S.N | Vendor Name | Description | Batch # | P.O. # | Check # | Expense Date | Check # | Amount | State Account # |
|-----------|--------------------|--------------------|----------------------------------|---------|--------|---------|--------------|---------|----------|--------------------|
| 7735 | 10-1520-411-1 | ** IMPREST FUND ** | NICOLE BOUGH - VB RECORD KEEPING | 8 | | 90496 | 4/28/23 | 90496 | 200.00 | 10-1520-411-1 |
| 7736 | 40-2550-332-1 | | BILL SHIPMAN - BUS MEALS | 8 | | 90496 | 4/28/23 | 90496 | 24.31 | 40-2550-332-1 |
| 7737 | 40-2550-411-1 | | ED STEWART - SPEC ED TRANSPORT | 8 | | 90496 | 4/28/23 | 90496 | 1,077.87 | 40-2550-411-1 |
| 7738 | 20-2540-332-1 | | MICHAEL SIEGFRIED - MARCH MILEA | 8 | | 90496 | 4/28/23 | 90496 | 138.21 | 20-2540-332-1 |
| 7739 | 10-2210-221-2-1 | | RYAN HOPPER - CLASS REIMBURSE | 8 | | 90496 | 4/28/23 | 90496 | 900.00 | 10-2210-221-1 |
| 7740 | 10-2210-400-4-1 | | JANET GLADU - TITLE IV SUPPLIES | 8 | | 90496 | 4/28/23 | 90496 | 130.38 | 10-2210-400-4-1 |
| 7741 | 10-1520-332-1 | | RYAN HOPPER - AD MTG | 8 | | 90496 | 4/28/23 | 90496 | 49.87 | 10-1520-332-1 |
| 7742 | 10-2410-410-1 | | ELEM.OFFICE SUPPLIES - MINTS | 8 | | 90496 | 4/28/23 | 90496 | 100.00 | 10-2410-410-1 |
| 7743 | 20-2540-300-1 | | RYAN WALKER - WALK WAY ROOF RE | 8 | | 90496 | 4/28/23 | 90496 | 270.00 | 20-2540-300-1 |
| 7744 | 10-1125-221-332-11 | | DISCOVERY DEPOT - PRE-K FIELD TF | 8 | | 90496 | 4/28/23 | 90496 | 285.00 | 10-1125-332-221-11 |
| 7745 | 10-2310-610-1 | | GIT 'R DONE CLUB - DONATION | 8 | | 90496 | 4/28/23 | 90496 | 100.00 | 10-2310-610-1 |

Total 3,275.64
Report Total \$3,275.64

La Harpe CSD 347 Revenue Report

Printed: 05/11/2023 2:26:48PM
La Harpe CSD 347

Page 1 of 3
Report as of: 4/30/2023

| Education Fund 10 | | General Levy | | M.T.D. | | Y.T.D. | | % of | | State Account Number | |
|-------------------------------------|------|--------------------------------------|--------------|------------|--------------|--------------|---------|--------------|--------|----------------------|------|
| Source of Revenue | 1000 | Description | Revenue | Budget | Revenue | Budget | Revenue | Balance | Budget | Revenue | Fund |
| General Levy | | | | | | | | | | | |
| 10-1110-01-1 | | EDUCATION-CURR:TAX LEVY | 960,000.00 | 0.00 | 963,412.59 | (3,412.59) | 100.36 | 10-1110-01-1 | | | |
| 10-1130-01-1 | | EDUCATION/LEASE LEVY | 27,000.00 | 0.00 | 27,098.36 | (98.36) | 100.36 | 10-1130-01-1 | | | |
| 10-1140-01-1 | | SPECIAL EDUC/LEVY | 21,000.00 | 0.00 | 22,120.22 | (1,120.22) | 105.33 | 10-1140-01-1 | | | |
| 10-1210-01-1 | | MOBILE HOME TAXES | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 | 10-1210-01-1 | | | |
| 10-1230-1 | | CORP PERS PROP REPLACTAX | 50,000.00 | 21,634.02 | 144,731.03 | (94,731.03) | 289.46 | 10-1230-1 | | | |
| 10-1510-1 | | INTEREST ON INVESTMENTS | 0.00 | 8,032.15 | 48,722.29 | (48,722.29) | 0.00 | 10-1510-1 | | | |
| 10-1611-1 | | LUNCH SALES-PUPILS | 0.00 | 67.60 | 1,950.68 | (1,950.68) | 0.00 | 10-1611-1 | | | |
| 10-1711-4-1 | | ADMISSIONS- JR:HBB | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 10-1711-4-1 | | | |
| 10-1711-5-1 | | ADMISSIONS-JRHGB | 1,000.00 | 0.00 | 2,520.00 | (1,520.00) | 252.00 | 10-1711-5-1 | | | |
| 10-1711-6-1 | | ADMISSIONS-JRHGV | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 10-1711-6-1 | | | |
| 10-1811-1 | | TEXTBOOK RENTALS | 3,500.00 | 0.00 | 4,375.00 | (875.00) | 125.00 | 10-1811-1 | | | |
| 10-1999-1 | | OTHER & JOHNSON ESTATE | 280,000.00 | 199.11 | 323,434.45 | (43,434.45) | 115.51 | 10-1999-1 | | | |
| 10-1999-1-1 | | OTHER/ATHLETIC BOOSTER | 0.00 | 0.00 | 3,400.00 | (3,400.00) | 0.00 | 10-1999-1-1 | | | |
| | 1000 | General Levy | 1,345,000.00 | 29,932.88 | 1,541,764.62 | (196,764.62) | 114.63 | | | Source of Revenue | |
| Revenue From State Sources | | | | | | | | | | | |
| 10-3001-1 | | GEN STATE AID | 500,000.00 | 46,806.00 | 421,254.00 | 78,746.00 | 84.25 | 10-3001-1 | | | |
| 10-3360-1 | | STATE FREE LUNCH | 0.00 | 177.02 | 621.48 | (621.48) | 0.00 | 10-3360-1 | | | |
| 10-3705-11 | | EARLY CHILDHOOD GRANT/2020-21 | 88,441.00 | 7,370.00 | 73,700.00 | 14,741.00 | 83.33 | 10-3705-11 | | | |
| | 3000 | Revenue From State Sources | 588,441.00 | 54,353.02 | 495,575.48 | 92,865.52 | 84.22 | | | Source of Revenue | |
| Revenue From Federal Sources | | | | | | | | | | | |
| 10-4210-1 | | FEDERAL LUNCH | 130,000.00 | 13,176.76 | 101,673.07 | 28,326.93 | 78.21 | 10-4210-1 | | | |
| 10-4220-1 | | FEDERAL BREAKFAST | 0.00 | 4,642.39 | 32,520.09 | (32,520.09) | 0.00 | 10-4220-1 | | | |
| 10-4300-14 | | TITLE I/2019-20 | 0.00 | 0.00 | 17,135.00 | (17,135.00) | 0.00 | 10-4300-14 | | | |
| 10-4300-15 | | TITLE I/2020-21 | 61,520.00 | 42,070.00 | 47,361.00 | 14,159.00 | 76.98 | 10-4300-15 | | | |
| 10-4399-1 | | REAP | 14,000.00 | 0.00 | 0.00 | 14,000.00 | 0.00 | 10-4399-1 | | | |
| 10-4400-1 | | TITLE IV/SAFE & DRUG FREE | 10,000.00 | 2,503.00 | 14,503.00 | (4,503.00) | 145.03 | 10-4400-1 | | | |
| 10-4600-1 | | IDEA PRESCHOOL/SUBGRANT-FLOW THROUGH | 2,601.00 | 849.00 | 2,541.00 | 60.00 | 97.69 | 10-4600-1 | | | |
| 10-4620-1 | | IDEA SPECIAL ED-FLOW THROUGH | 64,361.00 | 58,365.00 | 97,919.00 | (33,558.00) | 152.14 | 10-4620-1 | | | |
| 10-4932-1 | | TITLE II/7CH QUAL. | 7,646.00 | 2,543.00 | 7,902.00 | (256.00) | 103.35 | 10-4932-1 | | | |
| 10-4991-1 | | MEDICAID/ADM OUTREACH | 7,500.00 | 0.00 | 0.00 | 7,500.00 | 0.00 | 10-4991-1 | | | |
| 10-4992-1 | | MEDICAID/FEE FOR SERVICE | 2,500.00 | 0.00 | 8,223.84 | (5,723.84) | 328.95 | 10-4992-1 | | | |
| 10-4998-3 | | ESSR III | 54,287.00 | 0.00 | 0.00 | 54,287.00 | 0.00 | 10-4998-3 | | | |
| 10-4998-4 | | ESSR ARP | 3,100.00 | 0.00 | 2,304.00 | 796.00 | 74.32 | 10-4998-4 | | | |
| 10-4998-5 | | ESSR - HT TUTORING | 0.00 | 4,790.00 | 4,790.00 | (4,790.00) | 0.00 | 10-4998-5 | | | |
| | 4000 | Revenue From Federal Sources | 357,515.00 | 128,939.15 | 336,872.00 | 20,643.00 | 94.23 | | | Source of Revenue | |
| | 10 | Education Fund | 2,290,956.00 | 213,225.05 | 2,374,212.10 | (83,256.10) | 103.63 | | | Fund | |
| General Levy | | | | | | | | | | | |

La Harpe CSD 347 Revenue Report

Printed: 05/11/2023 2:26:48PM
La Harpe CSD 347

| Account | Description | Revenue Budget | M.T.D. Revenue | Y.T.D. Revenue | Budget Balance Revenue | % of Budget | State Account Number |
|--|------------------------------|-------------------|------------------|-------------------|------------------------|---------------|--------------------------|
| Oper, Build, & Maint Fund - 20 | | | | | | | |
| Source of Revenue 1000 General Levy | | | | | | | |
| 20-1111-01-1 | BLDG/CURR.TAX LEVY | 260,000.00 | 0.00 | 260,927.93 | (927.93) | 100.36 | 20-1111-01-1 |
| 20-1210-01-1 | MOBILE HOME TAXES | 130.00 | 0.00 | 0.00 | 130.00 | 0.00 | 20-1210-01-1 |
| 20-1510-1 | OBM-INT.ON INVESTMENT | 30.00 | 0.00 | 0.00 | 30.00 | 0.00 | 20-1510-1 |
| 20-1999-1 | OBM/OTHER & JOHNSON EST. | 35,000.00 | 0.00 | 85,000.00 | (50,000.00) | 242.86 | 20-1999-1 |
| 1000 General Levy | | 295,160.00 | 0.00 | 345,927.93 | (50,767.93) | 117.20 | Source of Revenue |
| Revenue From Federal Sources | | | | | | | |
| 20-4998-2 | ESSR II | 127,983.00 | 1,445.00 | 85,733.00 | 42,250.00 | 66.99 | 20-4998-2 |
| 20-4998-3 | ESSR III | 133,510.00 | 0.00 | 78,873.00 | 54,637.00 | 59.08 | 20-4998-3 |
| 20-4998-4 | ESSR ARP | 8,373.00 | 0.00 | 6,531.00 | 1,842.00 | 78.00 | 20-4998-4 |
| 4000 Revenue From Federal Sources | | 269,866.00 | 1,445.00 | 171,137.00 | 98,729.00 | 63.42 | Source of Revenue |
| Sources of Funds | | | | | | | |
| 20-7110-1 | ABATEMENT | 0.00 | 0.00 | 54,671.70 | (54,671.70) | 0.00 | 20-7110-1 |
| 7000 Sources of Funds | | 0.00 | 0.00 | 54,671.70 | (54,671.70) | 0.00 | Source of Revenue |
| 20 Oper, Build, & Maint Fund | | 565,025.00 | 1,445.00 | 571,736.63 | (6,710.63) | 101.19 | Fund |
| General Levy | | | | | | | |
| 30-1112-01-1 | DEBT SERVICE/CURR.TAX LEVY | 217,973.00 | 0.00 | 220,596.18 | (2,623.18) | 101.20 | 30-1112-01-1 |
| 30-1210-01-1 | MOBILE HOME TAXES | 120.00 | 0.00 | 0.00 | 120.00 | 0.00 | 30-1210-01-1 |
| 30-1510-1 | DEBT SERVICES/INT.ON INVEST | 30.00 | 0.00 | 0.00 | 30.00 | 0.00 | 30-1510-1 |
| 1000 General Levy | | 218,123.00 | 0.00 | 220,596.18 | (2,473.18) | 101.13 | Source of Revenue |
| 30 Debt Service Fund or Fund Group | | 218,123.00 | 0.00 | 220,596.18 | (2,473.18) | 101.13 | Fund |
| General Levy | | | | | | | |
| 40-1113-01-1 | TRANSPORTATION/CURR.TAX LEVY | 65,000.00 | 0.00 | 65,234.96 | (234.96) | 100.36 | 40-1113-01-1 |
| 40-1210-01-1 | MOBILE HOME TAXES | 35.00 | 0.00 | 0.00 | 35.00 | 0.00 | 40-1210-01-1 |
| 40-1412-1 | TRANS.FEES-OTHER DIST. | 0.00 | 250.00 | 250.00 | (250.00) | 0.00 | 40-1412-1 |
| 40-1510-1 | TRANSP/INT. ON INVEST. | 7.00 | 0.00 | 0.00 | 7.00 | 0.00 | 40-1510-1 |
| 40-1999-1 | TRANSP./OTHER & JOHNSON | 65,000.00 | 0.00 | 65,000.00 | 0.00 | 100.00 | 40-1999-1 |
| 1000 General Levy | | 130,042.00 | 250.00 | 130,484.96 | (442.96) | 100.34 | Source of Revenue |
| Revenue From State Sources | | | | | | | |
| 40-3500-1 | TRANSP -REGULAR | 72,779.00 | 17,771.30 | 81,322.21 | (8,543.21) | 111.74 | 40-3500-1 |
| 40-3510-1 | TRANSP/SPEC ED | 78,591.00 | 19,167.88 | 75,323.53 | 3,267.47 | 95.84 | 40-3510-1 |
| 3000 Revenue From State Sources | | 151,370.00 | 36,939.18 | 156,645.74 | (5,275.74) | 103.49 | Source of Revenue |
| 40 Transportation Fund | | 281,412.00 | 37,189.18 | 287,130.70 | (5,718.70) | 102.03 | Fund |
| General Levy | | | | | | | |
| 50-1114-01-1 | IMRF/CURR.TAX LEVY | 70,000.00 | 0.00 | 70,250.08 | (250.08) | 100.36 | 50-1114-01-1 |
| 50-1150-01-1 | FICA-MED.ONLY/CURR.TAX LEVY | 58,000.00 | 0.00 | 58,206.34 | (206.34) | 100.36 | 50-1150-01-1 |
| 50-1210-01-1 | MOBILE HOME TAXES | 60.00 | 0.00 | 0.00 | 60.00 | 0.00 | 50-1210-01-1 |

La Harpe CSD 347 Revenue Report

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| J.M.R.F./Soc. Sec. Fund 50 | | 1000 | | General Levy | | | |
|------------------------------------|-------------------------------------|----------------|----------------|----------------|------------------------|-------------|----------------------|
| Source of Revenue Account | Description | Revenue Budget | M.T.D. Revenue | Y.T.D. Revenue | Budget Balance Revenue | % of Budget | State Account Number |
| 50-1510-1 | 1000 General Levy | 14.00 | 0.00 | 0.00 | 14.00 | 0.00 | 50-1510-1 |
| | | 128,074.00 | 0.00 | 128,456.42 | (382.42) | 100.30 | Source of Revenue |
| | | 128,074.00 | 0.00 | 128,456.42 | (382.42) | 100.30 | Fund |
| | IMRF/INT. ON INVEST. | | | | | | |
| General Levy | | 27,000.00 | 0.00 | 27,651.25 | (651.25) | 102.41 | 70-1115-01-1 |
| 70-1115-01-1 | WORKING CASH/CURR. TAX LEVY | 14.00 | 0.00 | 0.00 | 14.00 | 0.00 | 70-1210-01-1 |
| 70-1210-01-1 | MOBILE HOME TAXES | 3.00 | 0.00 | 0.00 | 3.00 | 0.00 | 70-1510-1 |
| 70-1510-1 | WORK. CASH-INT. ON INVES | | | | | | |
| 1000 General Levy | | 27,017.00 | 0.00 | 27,651.25 | (634.25) | 102.35 | Source of Revenue |
| Sources of Funds | | | | | | | |
| 70-8110-1 | 7000 Sources of Funds | 0.00 | 0.00 | (54,671.70) | 54,671.70 | 0.00 | 70-8110-1 |
| 70 Working Cash Fund | | 0.00 | 0.00 | (54,671.70) | 54,671.70 | 0.00 | Source of Revenue |
| | | 27,017.00 | 0.00 | (27,020.45) | 54,037.45 | -100.01 | Fund |
| General Levy | | 185,000.00 | 0.00 | 185,660.40 | (660.40) | 100.36 | 80-1120-01-1 |
| 80-1120-01-1 | TORT IMMUNITY/CURR. TAX LEVY | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 | 80-1210-01-1 |
| 80-1210-01-1 | MOBILE HOME TAXES | 10.00 | 0.00 | 0.00 | 10.00 | 0.00 | 80-1510-1 |
| 80-1510-1 | TORT IMMUNITY/INT ON INVEST. | | | | | | |
| 1000 General Levy | | 185,110.00 | 0.00 | 185,660.40 | (550.40) | 100.30 | Source of Revenue |
| 80 Tort Immunity and Judgment Fund | | 185,110.00 | 0.00 | 185,660.40 | (550.40) | 100.30 | Fund |
| General Levy | | 27,000.00 | 0.00 | 27,098.36 | (98.36) | 100.36 | 90-1118-01-1 |
| 90-1118-01-1 | FIRE PREV/SFTY/ENRGY-CURR. TAX LEVY | 14.00 | 0.00 | 0.00 | 14.00 | 0.00 | 90-1210-01-1 |
| 90-1210-01-1 | MOBILE HOME TAXES | 3.00 | 0.00 | 0.00 | 3.00 | 0.00 | 90-1510-1 |
| 90-1510-1 | FIRE PREV/INT ON INVEST. | | | | | | |
| 1000 General Levy | | 27,017.00 | 0.00 | 27,098.36 | (81.36) | 100.30 | Source of Revenue |
| 90 Capital Improvement Fund | | 27,017.00 | 0.00 | 27,098.36 | (81.36) | 100.30 | Fund |
| | Report Total: | 3,722,735.00 | 251,859.23 | 3,767,870.34 | (45,135.34) | 101.21 | |

La Harpe CSD 347 Expenditure Report - Bc

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| Education Fund 10 | | 1000 | | Instruction | | Current | | M.T.D. | | Y.T.D. | | Budget | | % of | | State Account Number | |
|-------------------|---------|---------------------------------|------------|-------------|------------|------------|--------|--------------------|--------|----------|--------|----------|---------|--------|--------|----------------------|--|
| Function | Account | Description | Budget | Activity | Budget | Activity | Budget | Activity | Budget | Activity | Budget | Activity | Balance | Budget | Budget | | |
| | | ELEM/JRH TCH SALARIES | 490,000.00 | 16,936.81 | 399,089.53 | 90,910.47 | 88.36 | 10-1101-110-1 | | | | | | | | | |
| | | ELEM/JRH CLRM CLERKS & AIDES | 70,520.00 | 3,137.69 | 49,999.90 | 20,520.10 | 82.01 | 10-1101-115-1 | | | | | | | | | |
| | | ESSR III- PARAPROFESSIONAL | 56,666.00 | 0.00 | 0.00 | 56,666.00 | 0.00 | 10-1101-115-3 | | | | | | | | | |
| | | ELEM-JRH SUB TCH | 20,000.00 | 9,402.72 | 22,590.72 | (2,590.72) | 154.29 | 10-1101-120-1 | | | | | | | | | |
| | | ELEM-JRH SUB CLERKS & AIDES | 15,000.00 | 1,522.52 | 13,987.03 | 1,002.97 | 97.66 | 10-1101-125-1 | | | | | | | | | |
| | | ELEM/JRH TCH SALARIES (38B) | 11,000.00 | 283.25 | 6,037.37 | 4,962.63 | 59.70 | 10-1101-211-1 | | | | | | | | | |
| | | ELEM/JRH TCH SALARIES (51B) | 3,000.00 | 137.49 | 2,393.04 | 606.96 | 87.46 | 10-1101-212-1 | | | | | | | | | |
| | | ELEM-JRH/INS BENEFITS | 149,000.00 | 5,159.97 | 106,398.54 | 42,601.46 | 77.48 | 10-1101-220-1 | | | | | | | | | |
| | | KINDG. SUPPLIES | 200.00 | 0.00 | 70.69 | 129.31 | 35.35 | 10-1101-410-1 | | | | | | | | | |
| | | ELEM/GENERAL SUPL | 6,500.00 | 0.00 | 2,481.75 | 4,018.25 | 38.18 | 10-1101-410-1 | | | | | | | | | |
| | | 1ST GRADE SUPL | 200.00 | 0.00 | 222.77 | (22.77) | 111.39 | 10-1101-410-1-1 | | | | | | | | | |
| | | 2ND GRADE SUPPLIES | 200.00 | 0.00 | 301.03 | (101.03) | 150.52 | 10-1101-410-2-1 | | | | | | | | | |
| | | 3RD GRADE SUPPLIES | 200.00 | 0.00 | 309.77 | (109.77) | 154.89 | 10-1101-410-3-1 | | | | | | | | | |
| | | 4TH GRADE SUPPLIES | 200.00 | 0.00 | 236.00 | (36.00) | 118.00 | 10-1101-410-4-1 | | | | | | | | | |
| | | SUPPLY-5TH GRADE | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 | 10-1101-410-5-1 | | | | | | | | | |
| | | PRE-K SUPPLIES (NON-GRANT) | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 | 10-1101-410-6-1 | | | | | | | | | |
| | | MATH 6-7-8 | 2,600.00 | 0.00 | 6,719.88 | (4,119.88) | 259.46 | 10-1101-411-1 | | | | | | | | | |
| | | SCIENCE 6-7-8 | 200.00 | 0.00 | 91.23 | 108.77 | 45.62 | 10-1101-411-2-1 | | | | | | | | | |
| | | SOCIAL STUDIES 6-7-8 | 200.00 | 0.00 | 51.32 | 148.68 | 25.66 | 10-1101-411-3-1 | | | | | | | | | |
| | | LANGUAGE ARTS 6-7-8 | 200.00 | 0.00 | 74.12 | 125.88 | 37.06 | 10-1101-411-4-1 | | | | | | | | | |
| | | PE & HEALTH SUPL | 1,600.00 | 0.00 | 1,523.08 | 76.92 | 95.19 | 10-1101-411-550-1 | | | | | | | | | |
| | | ART SUPPLIES/ELEM- JRH | 1,500.00 | 50.58 | 757.59 | 742.41 | 50.51 | 10-1101-411-7-1 | | | | | | | | | |
| | | ACTIVITY FUND PURCH. | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 10-1101-411-8-1 | | | | | | | | | |
| | | JRH BAND & CHORAL MUSIC | 1,000.00 | 29.99 | 1,638.48 | (638.48) | 163.85 | 10-1101-411-9-1 | | | | | | | | | |
| | | BAND REPAIRS & SUPL | 1,000.00 | 106.50 | 329.90 | 670.10 | 32.99 | 10-1101-413-1 | | | | | | | | | |
| | | ARP-IDEA GRANT SUPPLIES | 0.00 | 0.00 | 7,800.47 | (7,800.47) | 0.00 | 10-1101-414-8 | | | | | | | | | |
| | | PRE SCH AT RISK/TRANSP | 50.00 | 0.00 | 0.00 | 50.00 | 0.00 | 10-1125-100-255-10 | | | | | | | | | |
| | | PRE K/TCH SALARY 2021-2022 | 0.00 | 0.00 | 8,443.50 | (8,443.50) | 0.00 | 10-1125-110-100-10 | | | | | | | | | |
| | | PRESCH TCH SAL./2022-2023 | 52,500.00 | 2,168.41 | 35,063.68 | 17,436.32 | 75.05 | 10-1125-110-100-11 | | | | | | | | | |
| | | PRE K/AIDE SALARY 2021-2022 | 0.00 | 0.00 | 152.00 | (152.00) | 0.00 | 10-1125-115-100-10 | | | | | | | | | |
| | | PRESCH/AIDE SAL. 2022-2023 | 18,000.00 | 821.33 | 12,427.34 | 5,572.66 | 78.17 | 10-1125-115-100-11 | | | | | | | | | |
| | | PRE K/TCH SALARY 2021-22 (38B) | 0.00 | 0.00 | 133.36 | (133.36) | 0.00 | 10-1125-211-100-10 | | | | | | | | | |
| | | PRESCH TCH SAL./2022-2023 (38B) | 1,200.00 | 34.05 | 549.11 | 650.89 | 51.43 | 10-1125-211-100-11 | | | | | | | | | |
| | | PRESCH/TRS-THIS BENEFIT | 625.00 | 0.00 | 0.00 | 625.00 | 0.00 | 10-1125-211-110-11 | | | | | | | | | |
| | | PRE K/TCH SALARY 2021-22 (51B) | 0.00 | 0.00 | 49.66 | (49.66) | 0.00 | 10-1125-212-100-10 | | | | | | | | | |
| | | PRESCH TCH SAL./2022-2023 (51B) | 305.00 | 12.58 | 202.87 | 102.13 | 74.76 | 10-1125-212-100-11 | | | | | | | | | |
| | | PRE SCH AT RISKSURANCE | 0.00 | 0.00 | 1,500.40 | (1,500.40) | 0.00 | 10-1125-220-100-10 | | | | | | | | | |
| | | PRESCH/INS BENEFIT | 19,500.00 | 799.13 | 12,661.52 | 6,838.48 | 73.34 | 10-1125-220-100-11 | | | | | | | | | |
| | | PRESCH/IMP/PROV INSTR 2022-2023 | 0.00 | 285.00 | 285.00 | (285.00) | 0.00 | 10-1125-332-221-11 | | | | | | | | | |
| | | PRESCH/PLAYGROUND | 0.00 | 0.00 | 6,629.00 | (6,629.00) | 0.00 | 10-1125-400-254-10 | | | | | | | | | |

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| Function Account | Instruction Description | Current Budget | M.T.D. Activity | Y.T.D. Activity | Budget Balance | % of Budget | State Account Number |
|--------------------|--------------------------------|----------------|-----------------|-----------------|----------------|-------------|----------------------|
| 10-1125-256-400-11 | PRESCH/FOOD SERV | 700.00 | 0.00 | 305.50 | 394.50 | 43.64 | 10-1125-400-256-11 |
| 10-1125-100-410-11 | PRESCH/ITCH SUPPL | 515.00 | 18.99 | 242.16 | 272.84 | 47.02 | 10-1125-410-100-11 |
| 10-1125-300-410-11 | PRESCH/COMM SERV SUP 2022-23 | 0.00 | 0.00 | 212.99 | (212.99) | 0.00 | 10-1125-410-300-11 |
| 10-1205-110-1 | SPEC ED-TCH SAL. | 88,000.00 | 3,330.59 | 67,381.30 | 20,618.70 | 84.14 | 10-1205-110-1 |
| 10-1205-113-1 | SPEC ED-/HOMEROUND TUTORING | 250.00 | 0.00 | 400.00 | (150.00) | 160.00 | 10-1205-113-1 |
| 10-1205-115-1 | SPEC ED-CLERK SAL. | 87,000.00 | 3,054.32 | 74,044.14 | 12,955.86 | 91.95 | 10-1205-115-1 |
| 10-1205-211-1 | SPEC ED-TCH SAL. (38B) | 2,000.00 | 21.84 | 450.68 | 1,549.32 | 24.72 | 10-1205-211-1 |
| 10-1205-212-1 | SPEC ED-TCH SAL. (51B) | 500.00 | 8.06 | 166.50 | 333.50 | 36.53 | 10-1205-212-1 |
| 10-1205-220-1 | SPEC ED-BENE/INS. | 51,000.00 | 1,435.54 | 34,557.09 | 16,442.91 | 73.64 | 10-1205-220-1 |
| 10-1205-300-1 | SPEC ED/CONTRACTED SERV | 250.00 | 0.00 | 16.99 | 233.01 | 6.80 | 10-1205-300-1 |
| 10-1205-332-1 | SPEC ED-TRAVEL | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 | 10-1205-332-1 |
| 10-1205-410-1-1 | SUPPLIES-ELEM | 500.00 | 13.50 | 48.85 | 451.15 | 9.77 | 10-1205-410-09-1 |
| 10-1205-410-2-1 | SUPPLIES-JR HIGH | 500.00 | 13.49 | 693.68 | (193.68) | 138.74 | 10-1205-410-2-1 |
| 10-1205-410-3-1 | ARRA IDEA PART B PRESCH | 0.00 | 283.00 | 2,264.00 | (2,264.00) | 0.00 | 10-1205-410-3-1 |
| 10-1205-410-4-1 | ARRA IDEA PART B FLOW THROUGH | 0.00 | 6,891.00 | 48,237.00 | (48,237.00) | 0.00 | 10-1205-410-4-1 |
| 10-1205-410-0-1 | PRE SCH SPEC ED/IDEA PART B | 0.00 | 0.00 | 6,891.00 | (6,891.00) | 0.00 | 10-1205-410-0-1 |
| 10-1250-100-110-14 | TITLE I SALARIES 2021-22 | 0.00 | 0.00 | 9,048.50 | (9,048.50) | 0.00 | 10-1250-110-100-14 |
| 10-1250-221-110-14 | TITLE I PROF DEV STIPEND | 0.00 | 0.00 | 3,309.82 | (3,309.82) | 0.00 | 10-1250-110-221-14 |
| 10-1250-100-211-14 | TITLE I/TRS - 9.85% | 0.00 | 0.00 | 142.08 | (142.08) | 0.00 | 10-1250-211-100-14 |
| 10-1250-212-100-14 | TITLE I SALARIES 2021-22 (51B) | 100.00 | 0.00 | 52.48 | 47.52 | 52.48 | 10-1250-212-100-14 |
| 10-1250-100-220-14 | TITLE I/INS BENEFITS | 0.00 | 0.00 | 1,532.92 | (1,532.92) | 0.00 | 10-1250-220-100-14 |
| 10-1255-100-100-15 | COMM SERV/RD NIGHT - SAL | 0.00 | 250.00 | 250.00 | (250.00) | 0.00 | 10-1255-100-300-15 |
| 10-1255-100-110-15 | TITLE I-SALARIES/2022-23 | 57,549.00 | 2,397.87 | 39,491.00 | 18,058.00 | 80.00 | 10-1255-110-100-15 |
| 10-1255-100-211-15 | TITLE I/TRS-10.41% | 2,663.00 | 2,410.91 | 3,109.20 | (446.20) | 125.98 | 10-1255-211-100-15 |
| 10-1255-211-300-15 | COMM SERV/RD NIGHT - SAL (38B) | 0.00 | 27.81 | 27.81 | (27.81) | 0.00 | 10-1255-211-300-15 |
| 10-1255-212-300-15 | COMM SERV/RD NIGHT - SAL (51B) | 1,000.00 | 13.91 | 236.96 | 763.04 | 27.32 | 10-1255-212-100-15 |
| 10-1255-212-300-15 | COMM SERV/RD NIGHT - SAL (35B) | 0.00 | 2.78 | 2.78 | (2.78) | 0.00 | 10-1255-212-300-15 |
| 10-1255-212-300-15 | TITLE I-INS BENEFITS | 9,910.00 | 412.73 | 7,136.92 | 2,771.08 | 82.99 | 10-1255-220-100-15 |
| 10-1255-220-300-15 | COMM SERV/RD NIGHT - SAL (46B) | 0.00 | 129.15 | 129.15 | (129.15) | 0.00 | 10-1255-220-300-15 |
| 10-1255-221-300-15 | TITLE H-IMPROV INST | 11,549.00 | 1,624.95 | 7,797.33 | 3,751.67 | 67.52 | 10-1255-300-221-15 |
| 10-1255-300-300-15 | TITLE I/COM SERV-PURCH SER | 5,750.00 | 0.00 | 0.00 | 5,750.00 | 0.00 | 10-1255-300-300-15 |
| 10-1255-100-310-15 | TITLE I/SOFTWARE | 3,429.00 | 0.00 | 0.00 | 3,429.00 | 0.00 | 10-1255-310-100-15 |
| 10-1255-221-400-15 | IMPROV OF INST/SUPP | 1,500.00 | 176.98 | 2,927.79 | (1,427.79) | 195.19 | 10-1255-400-221-15 |
| 10-1255-290-400-15 | TITLE I/HOMELESS | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 | 10-1255-400-290-15 |
| 10-1255-100-410-15 | TITLE I-SUPPLIES | 1,500.00 | 0.00 | 7,805.26 | (6,305.26) | 520.35 | 10-1255-410-100-15 |
| 10-1255-300-410-15 | TITLE I/COMM.SERV.SUPL | 2,909.00 | 642.01 | 2,150.11 | 758.89 | 73.91 | 10-1255-410-300-15 |
| 10-1400-110-1 | TECH SALARIES | 10,000.00 | 545.00 | 7,815.00 | 2,185.00 | 84.85 | 10-1400-110-1 |
| 10-1408-300-1 | TECH/PURCH. SERVICES | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 10-1408-300-1 |
| 10-1408-410-1 | TECH SUPPLIES | 3,600.00 | 0.00 | 679.71 | 2,920.29 | 18.88 | 10-1408-410-1 |
| 10-1408-411-1 | TECH/SUPPORT.LIC-AGRMT | 52,000.00 | 3,478.50 | 44,992.15 | 7,007.85 | 93.50 | 10-1408-411-1 |
| 10-1408-412-1 | TECH/SOFTWARE | 4,000.00 | 36.53 | 1,635.35 | 2,364.65 | 40.88 | 10-1408-412-1 |

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| Function Account | 1000 Description | Instruction | Current Budget | M.T.D. Activity | Y.T.D. Activity | Budget Balance | % of Budget | State Account Number |
|-------------------------|------------------------------|-------------|----------------|-----------------|-----------------|----------------|-------------|----------------------|
| 10-1408-425-1 | REAP/2020 | | 14,000.00 | 0.00 | 9,894.75 | 4,105.25 | 70.68 | 10-1408-424-1 |
| 10-1408-426-1 | REAP/2021 | | 0.00 | 403.60 | 30,276.23 | (30,276.23) | 0.00 | 10-1408-424-1 |
| 10-1408-540-1 | TECH/EQUIP PURCHASES | | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 | 10-1408-540-1 |
| 10-1510-410-1 | ATHLETIC BOOSTER/PURCH. | | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10-1510-410-1 |
| 10-1520-110-1 | JRH ATHLETIC SALARY | | 22,000.00 | 264.20 | 26,021.19 | (4,021.19) | 120.68 | 10-1520-110-1 |
| 10-1520-211-1 | JRH ATHLETIC SALARY (38B) | | 400.00 | 4.15 | 229.84 | 170.16 | 59.54 | 10-1520-211-1 |
| 10-1520-212-1 | JRH ATHLETIC SALARY (51B) | | 50.00 | 1.53 | 84.83 | (34.83) | 175.78 | 10-1520-212-1 |
| 10-1520-410-1 | JRH ATHLETIC SALARY (46B) | | 1,800.00 | 37.39 | 1,779.62 | 20.38 | 103.12 | 10-1520-220-1 |
| 10-1520-332-1 | JRH-TRAVEL | | 300.00 | 49.87 | 185.93 | 114.07 | 61.98 | 10-1520-332-1 |
| 10-1520-410-1 | JRH GIRLS BSKT | | 4,000.00 | 0.00 | 1,828.97 | 2,171.03 | 45.72 | 10-1520-410-1 |
| 10-1520-411-1 | JRH GIRLS VOLLEYBALL | | 4,000.00 | 200.00 | 2,104.90 | 1,895.10 | 52.62 | 10-1520-411-1 |
| 10-1520-412-1 | JRH BOYS BASEBALL | | 4,000.00 | 0.00 | 1,050.00 | 2,950.00 | 26.25 | 10-1520-412-1 |
| 10-1520-413-1 | JRH BOYS BASKETBALL | | 4,000.00 | 0.00 | 1,506.92 | 2,493.08 | 37.67 | 10-1520-413-1-1 |
| 10-1520-600-1 | JRH - OTHER EXPENSES | | 1,300.00 | 0.00 | 661.28 | 638.72 | 50.87 | 10-1520-600-1 |
| | | | 1,383,090.00 | 69,211.11 | 1,168,748.84 | 214,341.16 | 92.01 | * Function |
| Support Services | | | | | | | | |
| 10-2110-300-1 | SOCIAL WORKER PURCH SERV | | 25,000.00 | 2,795.00 | 22,360.00 | 2,640.00 | 100.62 | 10-2110-300-1 |
| 10-2130-300-1 | HEALTH SERVICES | | 3,500.00 | 0.00 | 1,740.00 | 1,760.00 | 54.69 | 10-2130-300-1 |
| 10-2130-410-1 | SCH.HEALTH SUPPLIES | | 0.00 | 49.80 | 265.05 | (265.05) | 0.00 | 10-2130-410-1 |
| 10-2140-110-1 | PSYCHOLOGY-SALARY | | 46,500.00 | 0.00 | 6,666.66 | 39,833.34 | 14.34 | 10-2140-110-1 |
| 10-2140-211-1 | PSYCHOLOGY-SALARY (38B) | | 500.00 | 0.00 | 104.68 | 395.32 | 20.94 | 10-2140-211-1 |
| 10-2140-212-1 | PSYCH/TRS-THIS BENEFIT | | 400.00 | 0.00 | 0.00 | 400.00 | 0.00 | 10-2140-212-110-1 |
| 10-2140-212-1 | PSYCH/TRS-SALARY (51B) | | 200.00 | 0.00 | 38.68 | 161.32 | 19.34 | 10-2140-212-1 |
| 10-2140-110-212-1 | PSYCH/TRS-NEC BENEFIT | | 140.00 | 0.00 | 0.00 | 140.00 | 0.00 | 10-2140-212-110-1 |
| 10-2140-220-1 | PSYCH-BENE/INS. | | 9,910.00 | 0.00 | 1,532.92 | 8,377.08 | 15.47 | 10-2140-220-1 |
| 10-2140-410-1 | PSYCH-SUPPLIES | | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 | 10-2140-410-1 |
| 10-2150-410-1 | SPEECH-SUPPLIES | | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 | 10-2150-410-1 |
| 10-2210-100-3-1 | TITLE I/TUTOR | | 0.00 | 2,320.00 | 7,040.00 | (7,040.00) | 0.00 | 10-2210-100-3-1 |
| 10-2210-211-3-1 | TITLE I/TUTOR (388B) | | 0.00 | 22.96 | 72.37 | (72.37) | 0.00 | 10-2210-211-3-1 |
| 10-2210-212-3-1 | TITLE I/TUTOR (35B) | | 0.00 | 9.28 | 29.94 | (29.94) | 0.00 | 10-2210-212-3-1 |
| 10-2210-220-3-1 | TITLE II(4932)IMPROV INSTRUC | | 0.00 | 541.00 | 1,541.72 | (1,541.72) | 0.00 | 10-2210-220-3-1 |
| 10-2210-400-2-1 | TITLE II(4932) SUPPL | | 7,046.00 | 900.00 | 4,543.29 | 2,502.71 | 64.48 | 10-2210-400-1 |
| 10-2210-400-4-1 | TITLE IV(4400) SUPPLIES | | 10,000.00 | 2,722.47 | 13,747.22 | (3,747.22) | 137.47 | 10-2210-400-4-1 |
| 10-2220-110-1 | LIBRARY - SALARY | | 20,000.00 | 1,001.00 | 18,792.87 | 1,207.13 | 103.97 | 10-2220-110-1 |
| 10-2220-220-1 | LIBRARY-BENE/INS | | 9,910.00 | 351.42 | 6,498.29 | 3,411.71 | 73.90 | 10-2220-220-1 |
| 10-2220-410-1 | LIBRARY SUPPLIES | | 200.00 | 0.00 | 23.99 | 176.01 | 12.00 | 10-2220-410-1 |
| 10-2220-430-1 | LIBRARY BOOKS | | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 | 10-2220-430-1 |
| 10-2220-432-1 | AV MATERIALS | | 500.00 | 0.00 | 369.52 | 130.48 | 73.90 | 10-2220-432-1 |
| 10-2310-310-1 | BD OF EDUC-PURCH SERV. | | 7,579.00 | 480.00 | 4,870.00 | 2,709.00 | 96.25 | 10-2310-310-1 |
| 10-2310-318-1 | BD OF EDUC.-LEGAL | | 7,500.00 | 811.25 | 4,819.30 | 2,680.70 | 66.22 | 10-2310-318-1 |

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| Education Fund 10 | | 2000 | | Support Services | | | | |
|-------------------|---------|--------------------------------|----------------|------------------|-----------------|----------------|-------------|----------------------|
| Function | Account | Description | Current Budget | M.T.D. Activity | Y.T.D. Activity | Budget Balance | % of Budget | State Account Number |
| 10-2310-319-1 | | BANK & WIRE CHGS. | 50.00 | 0.00 | 0.00 | 50.00 | 0.00 | 10-2310-319-1 |
| 10-2310-332-1 | | BD OF ED-TRAVEL | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 | 10-2310-332-1 |
| 10-2310-340-1 | | BD OF EDUC.-POSTAGE | 1,600.34 | 16.74 | 550.34 | 1,049.66 | 34.40 | 10-2310-334-1 |
| 10-2310-350-1 | | ADVERTISING | 1,750.00 | 125.09 | 902.45 | 847.55 | 51.57 | 10-2310-350-1 |
| 10-2310-410-1 | | SUPPLIES | 15,000.00 | 256.06 | 9,613.10 | 5,386.90 | 64.81 | 10-2310-410-1 |
| 10-2310-610-1 | | MISC /OTHER | 1,500.00 | 1,827.40 | 2,161.22 | (661.22) | 144.08 | 10-2310-610-1 |
| 10-2310-640-1 | | DUES & FEES | 2,000.00 | 0.00 | 980.00 | 1,020.00 | 142.70 | 10-2310-640-1 |
| 10-2310-690-1 | | MISC-CONVENTION | 14,000.00 | 0.00 | 8,137.78 | 5,862.22 | 58.13 | 10-2310-690-1 |
| 10-2320-110-1 | | SUPT SALARY | 54,000.00 | 5,000.00 | 103,295.72 | (49,295.72) | 209.81 | 10-2320-110-1 |
| 10-2320-115-1 | | SUPT SECY/CO-OP STU | 18,000.00 | 3,069.33 | 33,018.40 | (15,018.40) | 217.54 | 10-2320-115-1 |
| 10-2320-211-1 | | SUPT SALARY (39B) | 2,715.00 | 78.50 | 1,594.98 | 1,120.02 | 64.53 | 10-2320-211-1 |
| 10-2320-110-211-1 | | TRS BENEFIT EXPENSE | 0.00 | 0.00 | (51.74) | 51.74 | 0.00 | 10-2320-211-110-1 |
| 10-2320-212-1 | | SUPT SALARY (35B) | 700.00 | 29.00 | 589.23 | 110.77 | 92.46 | 10-2320-212-1 |
| 10-2320-110-212-1 | | TRS/NEW EMPLOY.CONTR. | 0.00 | 0.00 | (19.11) | 19.11 | 0.00 | 10-2320-212-110-1 |
| 10-2320-220-1 | | EMPL.BENE/INS | 10,000.00 | 828.53 | 9,315.08 | 684.92 | 109.72 | 10-2320-220-1 |
| 10-2320-332-1 | | TRAVEL | 750.00 | 0.00 | 0.00 | 750.00 | 0.00 | 10-2320-332-1 |
| 10-2320-410-1 | | OFFICE SUPL./SUBSCRIP | 0.00 | 0.00 | 308.55 | (308.55) | 0.00 | 10-2320-410-1 |
| 10-2320-640-1 | | DUES & FEES | 800.00 | 0.00 | 1,323.07 | (523.07) | 165.38 | 10-2320-640-1 |
| 10-2410-110-1 | | ELEM.PRINC.-SALARY | 181,000.00 | 1,708.33 | 73,333.32 | 87,666.68 | 47.67 | 10-2410-110-1 |
| 10-2410-115-1 | | ELEM SEC.-SALARY | 30,000.00 | 1,814.82 | 34,149.44 | (4,149.44) | 127.06 | 10-2410-115-1 |
| 10-2410-211-1 | | ELEM.PRINC.-SALARY (39B) | 2,664.00 | 26.82 | 444.85 | 2,219.15 | 18.71 | 10-2410-211-1 |
| 10-2410-212-1 | | ELEM.PRINC.-SALARY (35B) | 1,015.00 | 9.91 | 164.35 | 850.65 | 18.14 | 10-2410-212-1 |
| 10-2410-220-1 | | ELEM.PRINC.-SALARY (46B) | 2,037.00 | 414.49 | 10,099.73 | (8,062.73) | 554.91 | 10-2410-220-1 |
| 10-2410-220-1 | | ELEM.PRINC.-BENE.INS. | 11,110.00 | 0.00 | 0.00 | 11,110.00 | 0.00 | 10-2410-220-1-1 |
| 10-2410-600-1 | | OTHER MISC. EXPENSE | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 | 10-2410-600-1 |
| 10-2410-332-1 | | ELEM.PRINC.-TRAVEL | 300.00 | 0.00 | 0.00 | 300.00 | 0.00 | 10-2410-332-1 |
| 10-2410-340-1 | | ELEM.-POSTAGE | 0.00 | 0.00 | 419.95 | (419.95) | 0.00 | 10-2410-340-1 |
| 10-2410-410-1 | | ELEM.OFFICE SUPPLIES | 2,500.00 | 608.45 | 2,777.33 | (277.33) | 111.09 | 10-2410-410-1 |
| 10-2410-640-1 | | ELEM.PRINC.-DUES & FEES | 500.00 | 0.00 | 309.00 | 191.00 | 61.80 | 10-2410-640-1 |
| 10-2490-110-1 | | DEAN OF STUDENT SALARY | 0.00 | 2,291.66 | 45,833.34 | (45,833.34) | 0.00 | 10-2490-110-1 |
| 10-2490-211-1 | | DEAN OF STUDENTS.-SALARY (39B) | 0.00 | 35.98 | 719.46 | (719.46) | 0.00 | 10-2490-211-1 |
| 10-2490-212-1 | | TRS | 0.00 | 13.29 | 265.82 | (265.82) | 0.00 | 10-2490-212-1 |
| 10-2490-220-1 | | ELEM.PRINC.-SALARY (35B) TRS | 0.00 | 324.37 | 6,075.78 | (6,075.78) | 0.00 | 10-2490-220-1 |
| 10-2510-110-1 | | DEAN OF STUDENTS - BENE.INS. | 0.00 | 2,983.75 | 50,573.25 | 7,426.75 | 95.21 | 10-2510-110-1 |
| 10-2510-220-1 | | SALARY-BOOKKEEPER | 58,000.00 | 412.73 | 8,077.60 | 1,832.40 | 89.84 | 10-2510-220-1 |
| 10-2510-300-1 | | EMPLOYEE BENE INS | 9,910.00 | 0.00 | 0.00 | 150.00 | 0.00 | 10-2510-300-1 |
| 10-2510-332-1 | | PURCHASED SERVICES | 150.00 | 0.00 | 0.00 | 150.00 | 0.00 | 10-2510-332-1 |
| 10-2510-352-1 | | TRAVEL | 875.00 | 0.00 | 0.00 | 875.00 | 0.00 | 10-2510-352-1 |
| 10-2510-652-1 | | BOOKKEEPER FIDELITY BOND | 1,275.00 | 0.00 | 0.00 | 1,275.00 | 0.00 | 10-2510-652-1 |
| 10-2520-300-1 | | FISCAL SERVICES/AUDIT | 13,000.00 | 0.00 | 12,500.00 | 500.00 | 96.15 | 10-2520-300-1 |
| 10-2540-340-1 | | UTIL-TELEPHONE | 8,100.00 | 651.95 | 6,211.78 | 1,888.22 | 84.39 | 10-2540-340-1 |

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| Function Account | 2000 Description | Current Budget | M.T.D. Activity | Y.T.D. Activity | Budget Balance | % of Budget | State Account Number |
|---|------------------------------|---------------------|-------------------|---------------------|---------------------|---------------|----------------------|
| 10-2560-110-1 | CAFETERIA SALARIES | 62,500.00 | 2,657.42 | 46,737.19 | 15,762.81 | 81.58 | 10-2560-110-1 |
| 10-2560-220-1 | EMPLOYEE BENE INS | 29,800.00 | 833.83 | 17,413.83 | 12,386.17 | 63.98 | 10-2560-220-1 |
| 10-2560-300-1 | CAFETERIA/PURCH.SERVICES | 5,000.00 | 40.00 | 430.00 | 4,570.00 | 10.80 | 10-2560-300-1 |
| 10-2560-323-1 | REPAIRS/MAINTENANCE | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 10-2560-323-1 |
| 10-2560-332-1 | TRAVEL | 200.00 | 0.00 | 190.00 | 10.00 | 95.00 | 10-2560-332-1 |
| 10-2560-410-1 | SUPL.-OTHER(NON FOOD) | 10,000.00 | 459.58 | 10,789.33 | (789.33) | 107.89 | 10-2560-410-1 |
| 10-2560-411-1 | SUPPLIES-FOOD ITEMS | 70,000.00 | 9,657.72 | 63,623.28 | 6,376.72 | 99.28 | 10-2560-411-1 |
| 10-2560-540-1 | CAPITAL OUTLAY | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 | 10-2560-540-1 |
| 10-2560-600-1 | MISC OTHER EXPENSES | 800.00 | 0.00 | 1,361.30 | (561.30) | 170.16 | 10-2560-600-1 |
| 10-2660-600-1 | DATA PROC./COPIER RENTAL | 7,600.00 | 909.02 | 7,555.74 | 44.26 | 111.88 | 10-2660-600-1 |
| 2000 Support Services | | 776,686.00 | 49,098.95 | 666,831.24 | 109,854.76 | 94.19 | Function |
| Nonprogrammed Charges | | 55,000.00 | 4,542.31 | 24,225.92 | 30,774.08 | 59.05 | 10-4120-320-1 |
| 10-4120-320-1 | TUITION PMTS-WOISEC | 55,000.00 | 4,542.31 | 24,225.92 | 30,774.08 | 59.05 | 10-4120-320-1 |
| 4000 Nonprogrammed Charges | | 55,000.00 | 4,542.31 | 24,225.92 | 30,774.08 | 59.05 | Function |
| 10 Education Fund | | 2,214,776.00 | 122,852.37 | 1,859,806.00 | 354,970.00 | 91.95 | Fund |
| Support Services | | 100,000.00 | 5,578.74 | 111,894.68 | (11,894.68) | 120.69 | 20-2540-110-1 |
| 20-2540-110-1 | OBM-REG.SALARIES | 3,210.00 | 0.00 | 1,767.50 | 1,442.50 | 55.06 | 20-2540-110-2 |
| 20-2540-110-2 | OBM-ESSR 2 SALARIES | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 20-2540-120-1 |
| 20-2540-120-1 | OBMSUB SALARIES | 19,850.00 | 1,213.22 | 22,867.35 | (3,017.35) | 127.68 | 20-2540-220-1 |
| 20-2540-220-1 | OBM-BENE/INS. | 1,450.00 | 0.00 | 0.00 | 1,450.00 | 0.00 | 20-2540-220-2 |
| 20-2540-220-2 | OBM-ESSR 2 BENEFITS | 63,000.00 | 541.00 | 27,114.51 | 35,885.49 | 49.72 | 20-2540-300-1 |
| 20-2540-300-1 | PURCHASED SERVICES | 3,676.00 | 0.00 | 0.00 | 3,676.00 | 0.00 | 20-2540-300-2 |
| 20-2540-300-2 | OBM-ESSR 2 PURCHASE SERVICES | 40,000.00 | 1,669.96 | 23,148.69 | 16,851.31 | 61.34 | 20-2540-321-1 |
| 20-2540-321-1 | UTIL.-HEATING | 82,000.00 | 5,237.95 | 78,602.97 | 3,397.03 | 101.55 | 20-2540-327-1 |
| 20-2540-327-1 | OBM/UTIL-ELECTRIC | 7,000.00 | 617.68 | 6,184.63 | 815.37 | 96.97 | 20-2540-328-1 |
| 20-2540-328-1 | OBM/UTIL-WATER & SEWAGE | 2,000.00 | 138.21 | 1,806.54 | 193.46 | 90.33 | 20-2540-332-1 |
| 20-2540-332-1 | TRAVEL | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 | 20-2540-334-1 |
| 20-2540-334-1 | UNIT TRUCK EXPENSE | 5,200.00 | 0.00 | 9,440.70 | (4,240.70) | 197.48 | 20-2540-410-1 |
| 20-2540-410-1 | OBM-CUSTODIAL SUPPLIES | 30,000.00 | 477.92 | 14,874.29 | 15,125.71 | 52.87 | 20-2540-411-1 |
| 20-2540-411-1 | REPAIRS/MAINT SUPPLIES | 0.00 | 19,748.96 | 21,094.00 | (21,094.00) | 0.00 | 20-2540-411-2 |
| 20-2540-411-2 | OBM-ESSR 2 BLDG SUPPLIES | 21,475.00 | 0.00 | 605.61 | 20,869.39 | 2.82 | 20-2540-413-8 |
| 20-2540-413-8 | IDEA ARP GRANT SUPPLIES | 10,000.00 | 0.00 | 6,380.00 | 3,620.00 | 610.52 | 20-2540-540-1 |
| 20-2540-540-1 | OBM-CAPITAL OUTLAY | 124,772.00 | 0.00 | 427,347.14 | (302,575.14) | 342.50 | 20-2540-540-2 |
| 20-2540-540-2 | OBM-ESSR 2 CAP PROJECTS | 0.00 | 0.00 | 1,754.33 | (1,754.33) | 0.00 | 20-2540-600-1 |
| 20-2540-600-1 | OBM-OTHER EXP. | 515,133.00 | 35,223.64 | 754,882.94 | (239,749.94) | 161.91 | Function |
| 20 Oper, Build, & Maint Fund | | 515,133.00 | 35,223.64 | 754,882.94 | (239,749.94) | 161.91 | Fund |

Debt Services

La Harpe CSD 347 Expenditure Report - Bc

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| Function Account | Debt Services | 5000 | Description | Current Budget | M.T.D. Activity | Y.T.D. Activity | Budget Balance | % of Budget | State Account Number |
|-------------------------|--|-------------------|-------------|------------------|-------------------|-----------------|------------------|---------------|----------------------|
| 30-5200-621-1 | DEBT SERVICE-INT EXPENSE/LONG TERM | 32,959.20 | | 0.00 | 17,065.20 | | 15,894.00 | 100.00 | 30-5200-621-1 |
| 30-5300-650-1 | DEBT SERVICES-PRINCIPAL LONG TERM | 183,000.00 | | 0.00 | 183,000.00 | | 0.00 | 100.00 | 30-5300-650-1 |
| 30-5400-655-1 | DEBT SERVICE-OTHER (AGENT FEE) | 500.00 | | 0.00 | 500.00 | | 0.00 | 100.00 | 30-5400-655-1 |
| 5000 | Debt Services | 216,459.20 | | 0.00 | 200,565.20 | | 15,894.00 | 100.00 | Function |
| 30 | Debt Service Fund or Fund Group | 216,459.20 | | 0.00 | 200,565.20 | | 15,894.00 | 100.00 | Fund |
| Support Services | | | | | | | | | |
| 40-2550-110-1 | TRANSP-REG. SALARY | 115,000.00 | | 5,308.38 | 89,199.13 | | 25,800.87 | 85.27 | 40-2550-110-1 |
| 40-2550-211-1 | TRANSP-REG. SALARY (388B) | 0.00 | | 22.30 | 48.12 | | (48.12) | 0.00 | 40-2550-211-1 |
| 40-2550-212-1 | TRANSP-REG. SALARY (51B) | 0.00 | | 8.24 | 17.78 | | (17.78) | 0.00 | 40-2550-212-1 |
| 40-2550-220-1 | TRANSP-BENE/INS. | 9,910.00 | | 758.81 | 8,851.56 | | 1,058.44 | 101.92 | 40-2550-220-1 |
| 40-2550-300-1 | LABOR REPAIR/PARTS | 10,000.00 | | 741.36 | 6,445.60 | | 3,554.40 | 67.26 | 40-2550-300-300-1 |
| 40-2550-310-1 | HEALTH SERVICES | 1,700.00 | | 0.00 | 1,480.19 | | 219.81 | 92.07 | 40-2550-310-1 |
| 40-2550-315-1 | TRANSP./PURCH SERVICES | 1,000.00 | | 0.00 | 0.00 | | 1,000.00 | 0.00 | 40-2550-315-1 |
| 40-2550-332-1 | TRAVEL | 200.00 | | 24.31 | 244.65 | | (44.65) | 122.33 | 40-2550-332-1 |
| 40-2550-411-1 | GASOLINE & DIESEL | 38,000.00 | | 6,340.02 | 36,432.41 | | 1,567.59 | 100.33 | 40-2550-411-1 |
| 40-2550-412-1 | OIL & GREASE | 0.00 | | 0.00 | 18.78 | | (18.78) | 0.00 | 40-2550-412-1 |
| 40-2550-413-1 | TIRES & TUBES | 1,000.00 | | 0.00 | 2,362.00 | | (1,362.00) | 236.20 | 40-2550-413-1 |
| 40-2550-414-1 | TRANSP/CELLULAR PHONE | 2,300.00 | | 0.00 | 811.20 | | 1,488.80 | 35.27 | 40-2550-414-1 |
| 40-2550-550-1 | CAPITAL OUTLAY-VEHICLES | 78,031.00 | | 0.00 | 74,030.76 | | 4,000.24 | 94.87 | 40-2550-550-1 |
| 40-2550-600-1 | OTHER EXPENSE | 2,500.00 | | 33.51 | 1,933.31 | | 566.69 | 83.37 | 40-2550-600-1 |
| 2000 | Support Services | 259,641.00 | | 13,236.93 | 221,875.49 | | 37,765.51 | 90.22 | Function |
| 40 | Transportation Fund | 259,641.00 | | 13,236.93 | 221,875.49 | | 37,765.51 | 90.22 | Fund |
| Instruction | | | | | | | | | |
| 50-1101-212-1 | ELEM.AIDES/IMRF | 7,004.00 | | 340.40 | 5,656.38 | | 1,347.62 | 92.90 | 50-1101-212-1 |
| 50-1101-213-1 | ELEM. AIDES/FICA | 4,469.00 | | 352.30 | 4,787.84 | | (318.84) | 121.95 | 50-1101-213-1 |
| 50-1101-214-1 | ELEM/IRH TCH-MED ONLY | 8,200.00 | | 382.74 | 6,118.73 | | 2,081.27 | 82.03 | 50-1101-214-1 |
| 50-1125-212-100.10 | PRE K/AIDE SALARY 2019-20 (33B) | 1,900.00 | | 0.00 | 3.84 | | 1,896.16 | 0.20 | 50-1125-212-100-10 |
| 50-1125-212-100.11 | PRESCH/AIDE SAL. 2020-21 (33B) | 420.00 | | 89.12 | 1,426.71 | | (1,006.71) | 382.13 | 50-1125-212-100-11 |
| 50-1125-213-100.10 | PRE K/AIDE SALARY 2019-20 (FR) | 945.00 | | 0.00 | 2.45 | | 942.55 | 0.26 | 50-1125-213-100-10 |
| 50-1125-213-100.11 | PRESCH/AIDE SAL. 2020-21 (FR) | 200.00 | | 62.84 | 957.88 | | (757.88) | 541.77 | 50-1125-213-100-11 |
| 50-1125-214-100.10 | PRE K/TCH SALARY 2019-20 (MR) | 630.00 | | 0.00 | 123.59 | | 506.41 | 19.62 | 50-1125-214-100-10 |
| 50-1125-214-100.11 | PRESCH TCH SAL./2020-2021 (MR) | 160.00 | | 31.44 | 514.68 | | (354.68) | 360.98 | 50-1125-214-100-11 |
| 50-1205-212-1 | LD AIDES/IMRF | 14,175.00 | | 331.41 | 8,539.39 | | 5,635.61 | 64.80 | 50-1205-212-1 |
| 50-1205-213-1 | LD AIDES/FICA | 7,350.00 | | 233.66 | 5,664.34 | | 1,685.66 | 83.26 | 50-1205-213-1 |
| 50-1205-214-1 | LD TCH/MEDICARE ONLY | 1,325.00 | | 44.15 | 966.20 | | 358.80 | 80.21 | 50-1205-214-1 |
| 50-1250-214-100.14 | TITLE I SALARIES 2017-201 (MR) | 0.00 | | 0.00 | 131.20 | | (131.20) | 0.00 | 50-1250-214-100-14 |
| 50-1255-212-100.15 | TITLE I-SALARIES/2020-21 (33B) | 250.00 | | 0.00 | 0.00 | | 250.00 | 0.00 | 50-1255-212-100-15 |

La Harpe CSD 347 Expenditure Report - Bc

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La Harpe CSD 347

| I.M.R.F./Soc. Sec. Fund 50 | | 1000 | | Instruction | | 1000 | | Instruction | |
|----------------------------|--------------------|-----------------------------------|-------------------|-----------------|-------------------|------------------|--------------|----------------------|-----------------|
| Function | Account | Description | Current Budget | M.T.D. Activity | Y.T.D. Activity | Budget Balance | % of Budget | State Account Number | |
| | 50-1255-212-300-15 | COMM SERV/RD NIGHT - SAL (33B) | 0.00 | 5.43 | 5.43 | (5.43) | 0.00 | 50-1255-212-300-15 | |
| | 50-1255-213-100-15 | TITLE I-SALARIES/2020-21 (FR) | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 | 50-1255-213-100-15 | |
| | 50-1255-213-300-15 | COMM SERV/RD NIGHT - SAL (FR) | 0.00 | 3.82 | 3.82 | (3.82) | 0.00 | 50-1255-213-300-15 | |
| | 50-1255-214-100-15 | TITLE I-SALARIES/2020-21 (MR) | 800.00 | 34.77 | 572.39 | 227.61 | 83.41 | 50-1255-214-100-15 | |
| | 50-1255-214-300-15 | COMM SERV/RD NIGHT - SAL (MR) | 0.00 | 2.88 | 2.88 | (2.88) | 0.00 | 50-1255-214-300-15 | |
| | 50-1400-213-1 | TECH/FICA | 0.00 | 41.69 | 532.06 | (532.06) | 0.00 | 50-1400-213-1 | |
| | 50-1400-214-1 | TECH TCH/MED. ONLY | 145.00 | 0.00 | 12.48 | 132.52 | 8.61 | 50-1400-214-1 | |
| | 50-1520-212-1 | JRH ATHLETICS/IMRF | 1,000.00 | 0.00 | 100.70 | 899.30 | 10.07 | 50-1520-212-1 | |
| | 50-1520-213-1 | JRH ATHLETICS/FICA | 1,000.00 | 0.00 | 870.80 | 129.20 | 87.08 | 50-1520-213-1 | |
| | 50-1520-214-1 | JRH ATHLETICS/MED.ONLY | 500.00 | 3.83 | 227.09 | 272.91 | 46.95 | 50-1520-214-1 | |
| | | 1000 Instruction | 50,673.00 | 1,960.48 | 37,220.88 | 13,452.12 | 81.03 | * | Function |
| | | Support Services | | | | | | | |
| | 50-2140-214-1 | PSYCH/MEDICARE ONLY | 680.00 | 0.00 | 96.68 | 583.32 | 14.22 | 50-2140-214-1 | |
| | 50-2210-212-3-1 | TITLE II/TUTOR (33B) | 0.00 | 78.11 | 203.95 | (203.95) | 0.00 | 50-2210-212-3-1 | |
| | 50-2210-213-3-1 | TITLE II/TUTOR (FR) | 0.00 | 82.62 | 183.60 | (183.60) | 0.00 | 50-2210-213-3-1 | |
| | 50-2210-214-3-1 | TITLE II/TUTOR (MR) | 0.00 | 22.13 | 72.93 | (72.93) | 0.00 | 50-2210-214-3-1 | |
| | 50-2220-212-1 | LIBR/IMRF | 2,400.00 | 108.60 | 2,163.07 | 236.93 | 99.18 | 50-2220-212-1 | |
| | 50-2220-213-1 | LIBR/FICA | 1,500.00 | 76.58 | 1,437.68 | 62.32 | 106.06 | 50-2220-213-1 | |
| | 50-2320-212-1 | CENT.OFFICE/IMRF | 4,300.00 | 333.03 | 3,789.45 | 510.55 | 103.62 | 50-2320-212-1 | |
| | 50-2320-213-1 | CENT.OFFICE/FICA | 2,800.00 | 234.81 | 2,525.99 | 274.01 | 106.99 | 50-2320-213-1 | |
| | 50-2320-214-1 | SUPT./MEDICARE ONLY | 1,751.00 | 72.50 | 1,497.80 | 253.20 | 93.82 | 50-2320-214-1 | |
| | 50-2410-212-1 | ELEM.PRINC./IMRF | 3,800.00 | 196.90 | 3,841.44 | (41.44) | 111.38 | 50-2410-212-1 | |
| | 50-2410-213-1 | ELEM.PRINC./SEC./FICA | 2,500.00 | 138.84 | 2,612.47 | (112.47) | 116.64 | 50-2410-213-1 | |
| | 50-2410-214-1 | ELEM.PRINC./MED.ONLY | 1,537.00 | 24.77 | 1,083.32 | 473.68 | 72.40 | 50-2410-214-1 | |
| | 50-2490-214-1 | DEAN OF STUDENTS/MED.ONLY | 0.00 | 33.23 | 664.60 | (664.60) | 0.00 | 50-2490-214-1 | |
| | 50-2510-212-1 | BKPR/IMRF | 8,000.00 | 323.74 | 5,827.17 | 2,172.83 | 79.15 | 50-2510-212-1 | |
| | 50-2510-213-1 | BKPR/FICA | 4,400.00 | 228.26 | 3,868.83 | 531.17 | 96.01 | 50-2510-213-1 | |
| | 50-2540-212-1 | CUSTODIAL/IMRF | 12,500.00 | 471.63 | 10,532.42 | 1,967.58 | 91.48 | 50-2540-212-1 | |
| | 50-2540-213-1 | CUSTODIAL/FICA | 8,000.00 | 426.77 | 8,569.95 | (569.95) | 115.41 | 50-2540-213-1 | |
| | 50-2550-212-1 | BUS DRIVER-IMRF | 4,000.00 | 278.92 | 5,426.30 | (1,426.30) | 147.94 | 50-2550-212-1 | |
| | 50-2550-213-1 | BUS DRIVER-FICA | 6,500.00 | 394.89 | 6,805.64 | (305.64) | 115.03 | 50-2550-213-1 | |
| | 50-2550-214-1 | TRANSP-REG. SALARY (MR) | 0.00 | 2.12 | 3.41 | (3.41) | 0.00 | 50-2550-214-1 | |
| | 50-2560-212-1 | COOKS/IMRF | 7,300.00 | 136.09 | 4,793.19 | 2,506.81 | 71.38 | 50-2560-212-1 | |
| | 50-2560-213-1 | COOKS/FICA | 4,700.00 | 203.34 | 3,575.38 | 1,124.62 | 82.99 | 50-2560-213-1 | |
| | 50-2560-214-1 | CAFETERIA SALARIES (MR) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50-2560-214-1 | |
| | | 2000 Support Services | 76,668.00 | 3,867.88 | 69,545.27 | 7,122.73 | 99.81 | * | Function |
| | | 50 I.M.R.F./Soc. Sec. Fund | 127,341.00 | 5,828.36 | 106,766.15 | 20,574.85 | 92.33 | | Fund |
| | | Support Services | | | | | | | |
| | 80-2362-300-1 | WORKERS' COMPENSATION INS | 15,000.00 | 0.00 | 14,141.94 | 858.06 | 94.28 | 80-2362-300-1 | |
| | 80-2363-300-1 | TORT/UNEMPLOYMENT INS.EXP. | 5,000.00 | 4,613.97 | 7,607.05 | (2,607.05) | 152.14 | 80-2363-300-1 | |

La Harpe CSD 347 Expenditure Report - Bc

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| Tort Immunity and Judgment Fund: 80 | | Support Services | | State Account Number | | |
|---|--------------------------------|------------------|-----------------|----------------------|----------------|-------------|
| Function | 2000 Description | Current Budget | M.T.D. Activity | Y.T.D. Activity | Budget Balance | % of Budget |
| 80-2364-300-1 | PROPERTY/CASUALTY INS.EXP. | 46,500.00 | 0.00 | 52,338.31 | (5,838.31) | 112.56 |
| 80-2367-100-1 | TORT/ED, INSPECT, SUPERV, SERV | 117,555.00 | 0.00 | 0.00 | 117,555.00 | 0.00 |
| 2000 Support Services | | 184,055.00 | 4,613.97 | 74,087.30 | 109,967.70 | 40.25 |
| 80 Tort Immunity and Judgment Fund | | 184,055.00 | 4,613.97 | 74,087.30 | 109,967.70 | 40.25 |
| Support Services | | 25,000.00 | 0.00 | 6,140.00 | 18,860.00 | 24.56 |
| 90-2530-300-1 | FIRE PREV & SAFETY/PURCH SERV. | 25,000.00 | 0.00 | 6,140.00 | 18,860.00 | 24.56 |
| 2000 Support Services | | 25,000.00 | 0.00 | 6,140.00 | 18,860.00 | 24.56 |
| 90 Capital Improvement Fund | | 25,000.00 | 0.00 | 6,140.00 | 18,860.00 | 24.56 |
| Report Total: | | 3,542,405.20 | 181,755.27 | 3,224,123.08 | 318,282.12 | 99.34 |

Paid Accounts Payable by Check Number

Printed: 05/023 3:17:44PM
 La Harpe CSD 347
 Expense on Date: 5/11/2023 to 5/11/2023

| Invoice # | A.S.N. | Vendor Name | Description | Batch # | P.O. # | Check # | Expense Date | Check Date | Amount | State Account # |
|------------|---------------|---------------------------|----------------------------------|---------|--------|--------------|--------------|------------|----------|-----------------|
| 409 | 20-2540-334-1 | 3B AUTO | A/C COMPRESSOR - TRUCK | 11 | | 90502 | 5/11/23 | 5/11/23 | 545.61 | 20-2540-334-1 |
| | | | | | | Total | | | 545.61 | |
| INV17002 | 20-2540-410-1 | ALAN ENVIRONMENTAL | OBM-CUSTODIAL SUPPLIES | 11 | | 90503 | 5/11/23 | 5/11/23 | 368.00 | 20-2540-410-1 |
| 454092 | 20-2540-410-1 | AREA DISTRIBUTORS INC. | OBM-CUSTODIAL SUPPLIES | 11 | | 90504 | 5/11/23 | 5/11/23 | 460.34 | 20-2540-410-1 |
| | | | | | | Total | | | 368.00 | |
| 04/13/2023 | 10-2310-410-1 | BEAUTIFUL & BELOVED | FLOWERS - SIEGWORTH & GRISHAM | 11 | | 90505 | 5/11/23 | 5/11/23 | 75.00 | 10-2310-410-1 |
| | | | | | | Total | | | 460.34 | |
| 27282 | 40-2550-600-1 | CARSON MOTORS INC. | TEST ACTIVITY BUS | 11 | | 90506 | 5/11/23 | 5/11/23 | 39.00 | 40-2550-600-1 |
| 27155 | 40-2550-600-1 | | TEST BUS #5 | 11 | | 90506 | 5/11/23 | 5/11/23 | 56.00 | 40-2550-600-1 |
| 27155 | 40-2550-600-1 | | TEST BUS #1 | 11 | | 90506 | 5/11/23 | 5/11/23 | 56.00 | 40-2550-600-1 |
| | | | | | | Total | | | 151.00 | |
| 04/26/2023 | 20-2540-327-1 | CONSTELLATION NEWENERGY | OBM/UTIL-ELECTRIC | 11 | | 90507 | 5/11/23 | 5/11/23 | 4,670.07 | 20-2540-327-1 |
| | | | | | | Total | | | 4,670.07 | |
| 112496 | 10-2560-300-1 | COPPES TERMITE & PEST | MONTHLY PEST CONTROL - CAFETERIA | 11 | | 90508 | 5/11/23 | 5/11/23 | 40.00 | 10-2560-300-1 |
| 112398 | 10-2560-300-1 | | ANT TREATMENT - CAFETERIA | 11 | | 90508 | 5/11/23 | 5/11/23 | 70.00 | 10-2560-300-1 |
| | | | | | | Total | | | 110.00 | |
| 1217631 | 10-2310-410-1 | DES MOINES STAMP MFG.CO. | NOTARY STAMP - DEETER | 11 | | 90509 | 5/11/23 | 5/11/23 | 33.00 | 10-2310-410-1 |
| | | | | | | Total | | | 33.00 | |
| AR219134 | 10-2660-600-1 | DIGITAL COPY SYSTEMS | DATA PROC./COPIER RENTAL | 11 | | 90510 | 5/11/23 | 5/11/23 | 947.33 | 10-2660-600-1 |
| | | | | | | Total | | | 947.33 | |
| 04/30/2023 | 10-2560-411-1 | EARTHGRAINS/BIMBO BAKERIE | CAFETERIA | 11 | | 90511 | 5/11/23 | 5/11/23 | 607.30 | 10-2560-411-1 |
| | | | | | | Total | | | 607.30 | |
| 1005 | 20-2540-411-1 | FAYHEE PM SOLUTIONS | KEY CYLINDER REPLACEMENTS | 11 | | 90512 | 5/11/23 | 5/11/23 | 985.75 | 20-2540-411-1 |
| | | | | | | Total | | | 985.75 | |
| 10-508166 | 20-2540-300-1 | GETZ FIRE EQUIPMENT | 5 YEAR SURVEY INSPECTION | 11 | | 90513 | 5/11/23 | 5/11/23 | 4,211.30 | 20-2540-300-1 |
| | | | | | | Total | | | 4,211.30 | |
| 378756 | 10-2310-640-1 | ILL ASSOC. OF SCH. BOARDS | IASB ANNUAL DUE | 11 | | 90514 | 5/11/23 | 5/11/23 | 1,874.00 | 10-2310-640-1 |
| 377133 | 10-2310-310-1 | | PRESS PLUS | 11 | | 90514 | 5/11/23 | 5/11/23 | 1,945.00 | 10-2310-310-1 |

Paid Accounts Payable by Check Number

Printed: 05/11/2023 3:17:44PM
 La Harpe CSD 347
 Expense on Date: 5/11/2023 to 5/11/2023

Invoice # A.S.N. Vendor Name Description Batch # P.O. # Check # Date Expense on Date Check # Amount State Account #

| | | | | | | | | | | |
|------------|---------------|-----------------------------|---------------------------------|----|--|---------|--------------|---------|-----------|-------------------|
| MH57680 | 20-2540-328-1 | JACKSON DISPOSAL - LRS | OBM/UTIL-GARBAGE | 11 | | 5/11/23 | 90515 | 5/11/23 | 3,819.00 | 20-2540-328-1 |
| | | | | | | | Total | | 270.60 | |
| 05/11/2023 | 10-2310-310-1 | KAREN NUDD | TREASURER DUTIES | 11 | | 5/11/23 | 90516 | 5/11/23 | 480.00 | 10-2310-310-1 |
| | | | | | | | Total | | 480.00 | |
| 04/30/2023 | 10-2560-411-1 | KOHL GROCER | CAFETERIA | 11 | | 5/11/23 | 90517 | 5/11/23 | 3,468.55 | 10-2560-411-1 |
| | | | | | | | Total | | 3,468.55 | |
| 04/30/2023 | 10-2540-340-1 | LA HARPE TELEPHONE CO. | UTIL-TELEPHONE | 11 | | 5/11/23 | 90518 | 5/11/23 | 623.57 | 10-2540-340-1 |
| | | | | | | | Total | | 623.57 | |
| 04/30/2023 | 20-2540-328-1 | LA HARPE WATERWORKS | OBM/UTIL-WATER & SEWAGE | 11 | | 5/11/23 | 90519 | 5/11/23 | 332.55 | 20-2540-328-1 |
| | | | | | | | Total | | 332.55 | |
| 04/30/2023 | 40-2550-300-1 | MELTON'S AUTO | BUS #6 LIGHTING REPAIR | 11 | | 5/11/23 | 90520 | 5/11/23 | 280.87 | 40-2550-300-300-1 |
| | | | | | | | Total | | 280.87 | |
| 02/21/2023 | 40-2550-310-1 | MEMORIAL MEDICAL CLINICS | PURDY BUS PHYSICAL | 11 | | 5/11/23 | 90521 | 5/11/23 | 85.00 | 40-2550-310-1 |
| 03/01/2023 | 10-2130-300-1 | | DEETER PHYSICAL | 11 | | 5/11/23 | 90521 | 5/11/23 | 104.00 | 10-2130-300-1 |
| | | | | | | | Total | | 189.00 | |
| 04/28/2023 | 10-2310-318-1 | MILLER, TRACY, BRAUN, FUNK, | BD OF EDUC.-LEGAL | 11 | | 5/11/23 | 90522 | 5/11/23 | 147.50 | 10-2310-318-1 |
| | | | | | | | Total | | 147.50 | |
| 08323-VKCM | 20-2540-540-1 | MONARCH | NEW DOOR LOCKS-READERS | 11 | | 5/11/23 | 90523 | 5/11/23 | 54,671.70 | 20-2540-540-1 |
| | | | | | | | Total | | 54,671.70 | |
| 05/01/2023 | 20-2540-321-1 | NICOR GAS | UTIL-HEATING | 11 | | 5/11/23 | 90524 | 5/11/23 | 1,388.77 | 20-2540-321-1 |
| | | | | | | | Total | | 1,388.77 | |
| 05/02/2023 | 30-5200-621-1 | PEOPLES NATIONAL BANK OF K | DEBT SERVICE-INT EXPENSE/LONG T | 11 | | 5/11/23 | 90525 | 5/11/23 | 15,894.00 | 30-5200-621-1 |
| | | | | | | | Total | | 15,894.00 | |
| 05/01/2023 | 10-2560-411-1 | PRAIRIE FARMS DAIRY | CAFETERIA | 11 | | 5/11/23 | 90526 | 5/11/23 | 1,798.67 | 10-2560-411-1 |
| | | | | | | | Total | | 1,798.67 | |
| 61956 | 10-1408-411-1 | QUALITY NETWORK SOLUTION: | MONTHLY CONTRACT INVOICE | 11 | | 5/11/23 | 90527 | 5/11/23 | 3,478.50 | 10-1408-411-1 |
| 68503 | 10-1408-411-1 | | 1 YEAR SERVER WARRANTY | 11 | | 5/11/23 | 90527 | 5/11/23 | 150.00 | 10-1408-411-1 |
| | | | | | | | Total | | 3,628.50 | |
| 05/05/2023 | 10-2130-300-1 | REG. OFFICE OF EDUC.#26 | REBECCA RING FINGERPRINTS | 11 | | 5/11/23 | 90528 | 5/11/23 | 70.00 | 10-2130-300-1 |

Paid Accounts Payable by Check Number

Printed: 05/11/23 3:17:44PM
 La Harpe CSD 347
 Expense on Date: 5/11/2023 to 5/11/2023

Invoice # A.S.I.N. Vendor Name Description Batch # P.O. # Check # Date Expense on Date Check # Amount State Account #

| Invoice # | A.S.I.N. | Vendor Name | Description | Batch # | P.O. # | Check # | Date | Expense on Date | Check # | Amount | State Account # |
|---------------------|-----------------|------------------------|--------------------------------|---------|--------|---------|---------|-----------------|--------------|---------------------|-----------------|
| 48619025 | 10-2220-430-1 | SCHOLASTIC INC. | LIBRARY BOOKS | 11 | | | 5/11/23 | 5/11/23 | 90529 | 70.00 | 10-2220-430-1 |
| | | | | | | | | | Total | 35.16 | |
| 05/01/2023 | 10-4120-320-1 | WEST CENT.ILL.SPEC.ED. | PER CAPITA - MAY | 11 | | | 5/11/23 | 5/11/23 | 90530 | 369.00 | 10-4120-320-1 |
| 05/01/2023 | 10-4120-320-1 | | FLAT FEE - MAY | 11 | | | 5/11/23 | 5/11/23 | 90530 | 56.00 | 10-4120-320-1 |
| 05/01/2023 | 10-4120-320-1 | | OT-PT - MAY | 11 | | | 5/11/23 | 5/11/23 | 90530 | 319.00 | 10-4120-320-1 |
| 05/01/2023 | 10-2110-300-1 | | SOCIAL WORKER - MAY | 11 | | | 5/11/23 | 5/11/23 | 90530 | 2,795.00 | 10-2110-300-1 |
| 05/01/2023 | 10-1205-410-4-1 | | ARRA IDEA PART B FLOW THROUGH- | 11 | | | 5/11/23 | 5/11/23 | 90530 | 6,891.00 | 10-1205-410-4-1 |
| 05/01/2023 | 10-1205-410-3-1 | | ARRA IDEA PART B PRESCH - MAY | 11 | | | 5/11/23 | 5/11/23 | 90530 | 283.00 | 10-1205-410-3-1 |
| 04/26/2023 | 10-4120-320-1 | | TUITION PMTS-MARCH | 11 | | | 5/11/23 | 5/11/23 | 90530 | 3,755.67 | 10-4120-320-1 |
| 04/26/2023 | 10-4120-320-1 | | TUITION PMTS-FEBRUARY | 11 | | | 5/11/23 | 5/11/23 | 90530 | 3,752.72 | 10-4120-320-1 |
| | | | | | | | | | Total | 18,221.39 | |
| 04/26/2023 | 40-2550-411-1 | WEST CENTRAL FS, INC. | 407 GL GAS @ 3.55/GL | 11 | | | 5/11/23 | 5/11/23 | 90531 | 1,694.51 | 40-2550-411-1 |
| | | | | | | | | | Total | 1,694.51 | |
| Report Total | | | | | | | | | | \$120,179.04 | |

Balan Sheet

Printed: 05/02/2023 10:44:13AM
 La Harpe CSD 347

| Agency Fund or Fund Group 89 | | Current Assets | | Y.T.B. Bal.Fwd. | | M.T.D. Activity | | Y.T.D. Activity | | State Account Number | |
|------------------------------|-------------|----------------|--|-----------------|--|-----------------|--|-----------------|--|----------------------|--|
| Account Class | Description | 100 | | | | | | | | | |

| | | | | | |
|-----|---------------------------|-------------|---------|-------------|-----------------|
| 100 | ACTIVITY CASH IN BANK | 14,504.18 | 65.33 | 14,569.51 | 99-112 |
| | Current Assets | 14,504.18 | 65.33 | 14,569.51 | * Account Class |
| | CONCESSIONS | (2,515.02) | (62.75) | (2,577.77) | 99-481-1000-99 |
| | JH GIRLS BASKETBALL | (0.14) | 0.00 | (0.14) | 99-481-1200-99 |
| | JH BASEBALL | (84.56) | 0.00 | (84.56) | 99-481-1300-99 |
| | JH VOLLEYBALL | (766.54) | 0.00 | (766.54) | 99-481-1400-99 |
| | JH BOYS BASKETBALL | (295.79) | 0.00 | (295.79) | 99-481-1500-99 |
| | REGIONAL TOURNAMENT | (6,552.50) | 0.00 | (6,552.50) | 99-481-1600-99 |
| | NOW INTEREST | (114.88) | (2.58) | (117.46) | 99-481-2100-99 |
| | MEMORIAL FUND | (189.00) | 0.00 | (189.00) | 99-481-2200-99 |
| | IN MEMORY | (310.00) | 0.00 | (310.00) | 99-481-2250-99 |
| | JUNIOR HIGH | (1,267.80) | 0.00 | (1,267.80) | 99-481-2300-99 |
| | BAND/MUSIC | (1,387.68) | 0.00 | (1,387.68) | 99-481-2400-99 |
| | LIBRARY | (659.92) | 0.00 | (659.92) | 99-481-2500-99 |
| | DRAMA | (3.75) | 0.00 | (3.75) | 99-481-2600-99 |
| | STUDENT COUNCIL FUND | (7.45) | 0.00 | (7.45) | 99-481-2700-99 |
| | PBIS | (149.48) | 0.00 | (149.48) | 99-481-2800-99 |
| | L.A.P.D | (133.06) | 0.00 | (133.06) | 99-481-2900-99 |
| | PLOTTER | (66.61) | 0.00 | (66.61) | 99-481-2950-99 |
| 400 | Current Liabilities | (14,504.18) | (65.33) | (14,569.51) | * Account Class |
| 99 | Agency Fund or Fund Group | 0.00 | 0.00 | 0.00 | Fund |
| | Report Total: | 0.00 | 0.00 | 0.00 | |

CLOSED MEETING

The Board of Education of La Harpe Community School District #347 held a regular meeting on April 25, 2023 in the school library. President Detherage called the meeting to order at 7:33 p.m. Roll Call was answered by Allen, Blythe, Collins, Gebhardt, Deitrich, Detherage, and Walker. Superintendent Janet Gladu was also in attendance.

Closed Meeting:

A motion was made by Blythe with second by Gebhardt to adjourn to closed meeting to discuss items per 5 ILCS 120/2(c)(1)(14) listed below:

- (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees.
- (14) Closed session minutes(5 ILCS 120/2(c)(14))

Roll Call: Allen, yes; Blythe, yes; Collins, Yes; Gebhardt, yes; Deitrich, yes; Detherage, yes; and Walker, yes.

A motion was made by Blythe with second by Collins to return to open meeting at 7:57 PM Voice Vote confirmed all in favor. Motion carried.

President

Secretary

The School Board during its semi-annual review of closed session minutes, has decided these minutes no longer need confidential treatment.

These minutes are available for public inspection as of: _____
(Date)

2022-2023 Final Public School Calendar for La Harpe CSD 347, Draft, as of 5/10/2023

Codes: X = attendance day; XHI, XHPT, XID, XDS, XHS, XHSW, XHIH, XHPH, XHSH = half attendance day; XH = holiday attendance waiver; FPT, FPTH, WFPT = full day parent teacher conference; FI, WFI, FIH = teacher inservice; PI, TI, TIH = parent/teacher institute; ED = emergency day; XED = proposed emergency day; HOL = holiday; NIA = not in attendance

Total Days of Attendance: 176 Regular Day: 8:00AM - 3:00PM

Instruct. Day Lgth:

5 Hrs. 15 Mins.

| July 2022 | | | | | | | August 2022 | | | | | | | September 2022 | | | | | | |
|-----------|-----|-----|-----|-----|-----|-----|-------------|-----|-----|-----|-----|-----|-----|----------------|-----|-----|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| HOL | | | | | | | | | | | | | | HOL | X | X | X | X | X | X |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | | | | | | | | | | | | | | X | X | X | X | X | X | X |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | | | | | | | TI | | X | X | X | X | X | X | X | X | X | X | X | X |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 26 | 27 | 28 | 29 | 30 | | |
| | | | | | | | X | X | X | X | X | X | X | X | X | X | X | XHS | | |
| | | | | | | | 29 | 30 | 31 | | | | | | | | | | | |
| | | | | | | | X | X | X | | | | | | | | | | | |

July Atnd: 0 Accum: 0

Aug Atnd: 11 Accum: 11

Sept Atnd: 21 Accum: 32

| October 2022 | | | | | | | November 2022 | | | | | | | December 2022 | | | | | | |
|--------------|-----|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 28 | 29 | 30 | 31 | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | | 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| | | | | | | | | X | X | X | X | | | | | | X | X | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| X | X | X | X | X | | | X | HOL | X | X | HOL | X | X | X | X | X | X | X | X | X |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| HOL | X | X | X | TI | | | X | X | X | X | X | X | X | X | X | X | X | XHS | X | X |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| X | X | X | X | FPT | | | X | XHS | NIA | HOL | NIA | | | NIA | NIA | NIA | NIA | NIA | NIA | HOL |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |
| X | X | X | X | X | | | X | X | X | | | | | NIA | NIA | NIA | NIA | NIA | | |
| 31 | | | | | | | | | | | | | | | | | | | | |
| X | | | | | | | | | | | | | | | | | | | | |

Oct Atnd: 19 Accum: 51

Nov Atnd: 17 Accum: 68

Dec Atnd: 12 Accum: 80

| January 2023 | | | | | | | February 2023 | | | | | | | March 2023 | | | | | | |
|--------------|-----|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| | | | | | | HOL | | | X | X | X | | | | | X | X | X | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| X | X | X | X | X | | | X | X | X | X | XHS | | HOL | X | X | X | X | TI | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| X | X | X | X | X | | | X | X | X | X | X | X | X | X | X | X | X | FPT | X | X |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| HOL | X | X | X | X | | | NIA | X | X | X | X | X | X | X | X | X | X | X | X | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | | | | | | 27 | 28 | 29 | 30 | 31 | | |
| X | X | X | X | X | | | X | X | | | | | | X | X | X | X | ED | | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | |
| X | X | | | | | | | | | | | | | | | | | | | |

Jan Atnd: 21 Accum: 101

Feb Atnd: 19 Accum: 120

Mar Atnd: 21 Accum: 141

| April 2023 | | | | | | | May 2023 | | | | | | | June 2023 | | | | | | |
|------------|-----|-----|-----|-----|-----|-----|----------|-----|-----|-----|-----|-----|-----|-----------|-----|-----|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | | | 1 | 2 | | | | | | | | | | | 1 | 2 | 3 | 4 |
| | | | | | | | | | | | | | | | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| X | X | XHS | NIA | NIA | | | X | X | X | X | X | | | X | X | X | X | X | X | X |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| NIA | X | X | X | X | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| X | X | X | X | X | | | X | X | X | X | X | X | X | HOL | | | | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 26 | 27 | 28 | 29 | 30 | | |
| X | X | X | X | X | | | X | X | XHS | | | | | | | | | | | |
| | | | | | | | 29 | 30 | 31 | | | | | | | | | | | |
| | | | | | | | HOL | | | | | | | | | | | | | |

Apr Atnd: 17 Accum: 158

May Atnd: 18 Accum: 176

June Atnd: 0 Accum: 176

2022-2023 La Harpe CSD 347 as of 5/10/2023

Calendar Legend - Totals for the Year

| Calendar Code | Code Description | No. of Days | Totals |
|---------------|-------------------------------------|-------------|---|
| X | Pupil Attendance Day | 168 | |
| XHS | Half-Day School Improvement Program | 6 | |
| FPT | Full-Day Parent/Teacher Conference | 2 | |
| | | | Total Days Toward Pupil Attendance: 176 |
| TI | Teacher Institute/Workshop | 4 | |
| | | | Total Calendar Days: 180 |
| ED | Emergency Day | 1 | |
| HOL | Holiday | 12 | |
| NIA | Not in Attendance | 16 | |

PT /In-Service/Act of God/Explanations

School Begin Date: 08/15/2022 School End Date: 05/24/2023
 Regular Day: 8:00AM - 3:00PM Instruct. Day Lgth: 5 Hrs. 15 Mins.

| Cal. Date | Cal. Code | Code Descr. | Student Attend. | Activity Time | Brief Explanation for Activity or School Closing |
|------------|-----------|-------------------------------------|-------------------|-------------------|--|
| 08/15/2022 | TI | Teacher Institute/Workshop | | | |
| 08/16/2022 | TI | Teacher Institute/Workshop | | | Teachers' Institute to work on Curriculum Alignment |
| 09/30/2022 | XHS | Half-Day School Improvement Program | 8:00AM 12:30PM | 12:30PM 3:20PM | School Improvement Day to work on Curriculum Alignment |
| 10/14/2022 | TI | Teacher Institute/Workshop | | | |
| 10/21/2022 | FPT | Full-Day Parent/Teacher Conference | | 8:00AM 3:15PM | Parent/teacher conferences will be held on the previous 2 evenings from 3:30-7:30 each evening for a total of 8 hours. |
| 11/22/2022 | XHS | Half-Day School Improvement Program | 8:00AM 12:30PM | 12:30PM 3:20PM | School Improvement Day to work on Curriculum Alignment |
| 12/16/2022 | XHS | Half-Day School Improvement Program | 8:00AM 12:30PM | 12:30PM 3:20PM | School Improvement Day to work on Curriculum Alignment |
| 02/10/2023 | XHS | Half-Day School Improvement Program | 8:00AM 12:30PM | 12:30PM 3:20PM | School Improvement Day to work on Curriculum Alignment |
| 03/10/2023 | TI | Teacher Institute/Workshop | | | |
| 03/17/2023 | FPT | Full-Day Parent/Teacher Conference | | 8:00AM 3:15PM | Conferences will be held the previous 2 nights from 3:30-7:30 each evening for a total of 8 hours. |
| 04/05/2023 | XHS | Half-Day School Improvement Program | 8:00AM 12:30PM | 12:30PM 3:20PM | School Improvement Day to work on Curriculum Alignment |
| 05/24/2023 | XHS | Half-Day School Improvement Program | 8:00AM 12:30PM | 12:30PM 3:00PM | Curriculum alignment |

REQUIRED FOR SHIPPING

All fields required. Orders cannot be shipped until purchase order is received. Studies Weekly begins shipping materials in May for the applicable school year. Someone must be present to sign for the delivery.
 Disclaimer: If you did not designate your preference for partial or full shipped orders, all orders will default to partial shipping in mid-August.

QUOTE #73664

Quote Issued: 03/24/2023
 Expiration: 06/22/2023
 School Year: 2023-2024
 Refer to: Sales Rep

REQUESTER
 ANET GLADU
 A HARPE CMTY UNIT SD 335
 104 W MAIN ST
 A HARPE, IL 61450
 gladu@aharpeeagles.com
 217)659-7739

 Billing Name, Phone, Email (Billing contact if different than listed)

 Billing PO #

 Shipping Name, Phone, Email

 Shipping Address (if different from listed)

REQUIRED: When are you NOT available to receive the materials?

No shipping restrictions _____
Exclusion Dates for receiving

REQUIRED: Would you like to receive your materials as they become available or would you like us to hold your order until all can be shipped together?

Partial Ship Whole Ship

 Authorized Signature Date

By signing this quote you are agreeing to submit it as an order. All orders are subject to our terms and conditions found on <http://studiesweekly.com/legal>
Due to paper shortages and other ongoing supply chain issues, delivery may take longer than usual. However, you will have online access to your curriculum as soon as your order is processed. You can roster students through Studies Weekly's Secure File Transfer Protocol (SFTP). To qualify for third-party integration, your order must average \$2,000 per school, each year.

CONTACT US
 140 N 1430 W Orem, UT 84057
 Phone: 866-311-8734 | Fax: 866-531-5589
 Email: orders@studiesweekly.com

REGIONAL MANAGER
 Kare Druml
 kare.druml@studiesweekly.com
 114-943-3365

ACCOUNT MANAGER
 Adie Edwards
 adie.edwards@studiesweekly.com
 801)850-7330

TERMS AND CONDITIONS
 Please visit <http://www.studiesweekly.com/legal/>
 to learn more about our legal terms.

| Grade | SKU | Title | Class | Unit Price | Qty | Cost |
|-----------------------|-----|---|-------|------------|-----|-----------------|
| Social Studies | | | | | | |
| 0 | IL0 | Illinois Kindergarten: My World Studies Weekly - Near and Far | 2 | \$9.95 | 29 | \$288.55 |
| 1 | IL1 | (IL) The World Around Me Studies Weekly: Yesterday & Today | 2 | \$9.95 | 29 | \$288.55 |
| 2 | IL2 | Connecting Communities Studies Weekly: Illinois | 2 | \$9.95 | 25 | \$248.75 |
| 3 | IL3 | Our Community Studies Weekly: Illinois | 2 | \$9.95 | 25 | \$248.75 |
| 4 | IL4 | Illinois Studies Weekly: Our State, Our Nation | 2 | \$9.95 | 25 | \$248.75 |
| 5 | IL5 | Illinois Studies Weekly: Our Nation, Our World | 2 | \$9.95 | 25 | \$248.75 |
| Total | | | | | | \$1672.1 |

| | | | | | | |
|----------------|-----------|--|---|------------|----|-----------------|
| Science | | | | | | |
| 0 | EXSN0 | Explore Science Studies Weekly: Kindergarten | 2 | \$15.95 | 29 | \$462.55 |
| 0 | EXSN0-KIT | Explore Science Studies Weekly: Kindergarten (Kit) | 1 | \$997.00 | 1 | \$997.00 |
| 1 | EXSN1 | Explore Science Studies Weekly: First Grade | 2 | \$15.95 | 29 | \$462.55 |
| 1 | EXSN1-KIT | Explore Science Studies Weekly: First Grade (Kit) | 1 | \$797.00 | 1 | \$797.00 |
| 2 | EXSN2 | Explore Science Studies Weekly: Second Grade | 2 | \$15.95 | 25 | \$398.75 |
| 2 | EXSN2-KIT | Explore Science Studies Weekly: Second Grade (Kit) | 1 | \$997.00 | 1 | \$997.00 |
| 3 | EXSN3 | Explore Science Studies Weekly: Third Grade | 2 | \$15.95 | 25 | \$398.75 |
| 3 | EXSN3-KIT | Explore Science Studies Weekly: Third Grade (Kit) | 1 | \$697.00 | 1 | \$697.00 |
| 4 | EXSN4 | Explore Science Studies Weekly: Fourth Grade | 2 | \$15.95 | 25 | \$398.75 |
| 4 | EXSN4-KIT | Explore Science Studies Weekly: Fourth Grade (Kit) | 1 | \$997.00 | 1 | \$997.00 |
| 5 | EXSN5 | Explore Science Studies Weekly: Fifth Grade | 2 | \$15.95 | 25 | \$398.75 |
| 5 | EXSN5-KIT | Explore Science Studies Weekly: Fifth Grade (Kit) | 1 | \$1,097.00 | 1 | \$1,097.00 |
| Total | | | | | | \$8102.1 |

1 year

QUOTE #73664

Quote Issued: 03/24/2023
 Expiration: 06/22/2023
 School Year: 2023-2024
 Referral: Sales Rep

REQUESTER

ANET GLADU
 A HARPE CMTY UNIT SD 335
 104 W MAIN ST
 A HARPE, IL 61450
 gladu@aharpeeagles.com
 (217)659-7739

Services

| B | PDWEB | Webinar Session (up to 2 hrs) | 1 | \$750.00 | 2 | \$1,500.00 |
|---------------|-------|-------------------------------|---|----------|---|--------------------|
| Total | | | | | | \$1500 |
| Sub Total: | | | | | | \$11,174.20 |
| Tax: | | | | | | \$0.00 |
| Shipping: | | | | | | \$1,306.02 |
| Total: | | | | | | \$12,480.22 |

*↓
750 per topic*

*→ 653⁰¹
per subject*

Customer Note:

This quote expires June 22, 2023.

Thank you.

for your interest in Studies Weekly. If you are ready to purchase, please provide the information above and submit your order.

CONTACT US

140 N 1430 W Orem, UT 84057
 Phone: 866-311-8734 | Fax: 866-531-5589
 Email: orders@studiesweekly.com

REGIONAL MANAGER

Clare Druml
 clare.druml@studiesweekly.com
 (404) 943-3365

ACCOUNT MANAGER

Madie Edwards
 madie.edwards@studiesweekly.com
 (801) 850-7330

TERMS AND CONDITIONS

Please visit
<http://www.studiesweekly.com/legal/>
 to learn more about our legal terms.



Because learning changes everything.™

QUOTE PREPARED FOR:

La Harpe Comm Unit
RT 1 BOX A
LA HARPE, IL 61450
ACCOUNT NUMBER: 256095

SUBSCRIPTION/DIGITAL CONTACT:

JANET GLADU
jgladu@laharpeeagles.com
2176597739

CONTACT:

JANET GLADU
jgladu@laharpeeagles.com
2176597739

SALES REP INFORMATION:

Linda Alexander
linda.alexander@mheducation.com

| Section Summary | Value of All Materials | Free Materials | Product Subtotal |
|-------------------------------|------------------------|-------------------|-------------------|
| Teen Health 2021 (6yr Option) | \$3,447.03 | (\$266.79) | \$3,180.24 |
| Professional Development | \$1,500.00 | \$0.00 | \$1,500.00 |
| PRODUCT TOTAL* | \$4,947.03 | (\$266.79) | \$4,680.24 |
| ESTIMATED S&H** | | | \$374.42 |
| ESTIMATED TAX** | | | \$0.00 |
| GRAND TOTAL* | | | \$5,054.66 |

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Comments:

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 04/14/2023
QUOTE NUMBER: TGUYTON-04142023094835-001

ACCOUNT NAME: La Harpe Comm Unit
ACCOUNT #: 256095

EXPIRATION DATE: 05/29/2023
PAGE #: 1



Because learning changes everything.

| Product Description | ISBN | Qty | Unit Price | Free Materials | Line Subtotal |
|--|-------------------|-----|------------|-----------------|-------------------|
| Teen Health 2021 (6yr Option) | | | | | |
| TEEN HEALTH, STANDARD STUDENT BUNDLE, 6-YEAR SUBSCRIPTION (print & digital) | 978-1-26-418253-4 | 28 | \$113.58 | \$0.00 | \$3,180.24 |
| TEEN HEALTH, DIGITAL TEACHER CENTER, 6-YEAR SUBSCRIPTION (digital only) | 978-1-26-418233-6 | 1 | \$266.79 | \$266.79 | *Free Materials |
| Teen Health 2021 (6yr Option) Subtotal: | | | | \$266.79 | \$3,180.24 |
| Professional Development | | | | | |
| PROFESSIONAL DEVELOPMENT HALF DAY VIRTUAL TRAINING 2 HOUR SESSION GRADE 6-12 | 978-1-26-437306-2 | 1 | \$1,500.00 | \$0.00 | \$1,500.00 |
| Professional Development Subtotal: | | | | \$0.00 | \$1,500.00 |

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 04/14/2023

ACCOUNT NAME: La Harpe Comm Unit

EXPIRATION DATE: 05/29/2023

QUOTE NUMBER: TGUYTON-04142023094835-001

ACCOUNT #: 256095

PAGE #: 2



Because learning changes everything.

QUOTE PREPARED FOR:

La Harpe Comm Unit
RT 1 BOX A
LA HARPE, IL 61450
ACCOUNT NUMBER: 256095

CONTACT:

JANET GLADU
jgladu@laharpeeagles.com
2176597739

| | |
|---------------------------------|-------------------|
| VALUE OF ALL MATERIALS | \$4,947.03 |
| FREE MATERIALS | (\$266.79) |
| PRODUCT TOTAL* | \$4,680.24 |
| ESTIMATED SHIPPING & HANDLING** | \$374.42 |
| ESTIMATED TAX** | \$0.00 |
| GRAND TOTAL | \$5,054.66 |

SUBSCRIPTION/DIGITAL CONTACT:

JANET GLADU
jgladu@laharpeeagles.com
2176597739

Comments:

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Terms of Service:

By placing an order for digital products (the 'Subscribed Materials'), the entity that this price quote has been prepared for ('Subscriber') agrees to be bound by the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. Subject to Subscriber's payment of the fees set out above, McGraw Hill LLC hereby grants to Subscriber a non-exclusive, non-transferable license to allow only the number of Authorized Users that corresponds to the quantity of Subscribed Materials set forth above to access and use the Subscribed Materials under the terms described in the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. The subscription term for the Subscribed Materials shall be as set forth in the Product Description above. If no subscription term is specified, the initial term shall be one (1) year from the date of this price quote (the 'Initial Subscription Term'), and thereafter the Subscriber shall renew for additional one (1) year terms (a 'Subscription Renewal Term'), provided MHE has chosen to renew the subscription and has sent an invoice for such Subscription Renewal Term to Subscriber.

Terms Of Service

Provisions required by Subscriber State law

ATTENTION: In our effort to protect our customer's data, we will no longer store credit card data in any manner within our system. Therefore, as of April 30, 2016 we will no longer accept credit card orders via email, fax, or mail/package delivery. Credit card orders may be placed over the phone by calling the number listed above or via our websites by visiting www.mheducation.com (or www.mhcoast2coast.com).

School Purchase Order Number: _____

Name of School Official (Please Print)

Signature of School Official

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 04/14/2023

ACCOUNT NAME: La Harpe Comm Unit

EXPIRATION DATE: 05/29/2023

QUOTE NUMBER: TGUYTON-04142023094835-001

ACCOUNT #: 256095

PAGE #: 3

Sent to DC
April 26th

Updated

June 5th

LaHarpe Eagles Jr. High Golf Team

Grades 5-8 for upcoming school year, September 2023

The LaHarpe School Board members have approved our school to compete in golf for the next 2023/24 school year. This is a parent organization. This is strictly volunteer. The school will not offer transportation, will not pay fees, will not offer equipment or uniforms.

Terry Teesdale will be the volunteer coach. Terry will be required to have coaching certificate along with concussion training.

There will be a \$40 registration fee (paid by parent or guardian) that will be due by May 24. This fee can be turned in to Terry or Brittany Teesdale to be turned in to the LaHarpe Athletic Director Ryan Hopper at the school. Please make checks out to the LaHarpe School District #347. If you do not turn in the money by the 24th your golfer may not compete. If your golfer decides against competing in the fall, you will need to contact IESA for the refund of the \$40. We will not do that for you. There could be further fees with state tournament.

Parents/athletes will be responsible for their own uniforms (polo, shorts/skort/golf pants, golf shoes, golf balls, golf glove if desired, clubs (need to be appropriately sized clubs for their height and age), golf bag, golf caddy if desired, golf tees. Parents will also be responsible for transportation to and from practice and competition.

We ask that golfers do not try and share clubs/equipment. This is not ideal in the game of golf. Start/Tee times can and will be different based on age.

Golf polos will likely be purple with "La Harpe Eagles Golf" printed on them and we will order them as a group.

Equipment getting started can be pricey. We would estimate new or used clubs, plus balls/tees/uniform/shoes could cost anywhere from \$200-\$400 minimum. There is a place in Quincy called R&R Golf and place in Keokuk IA called Powdertown Golf, that would be a great place to start for equipment. Personally, we went to DSG.

Jr High golf athletes do not compete in regular matches between schools throughout a season. Instead there is a sectional event that will be held on Wednesday September 6, 2023 for girls and Thursday September 7, 2023 for boys.

If golfers qualify at the sectional, they will advance to the state tournament the following week. If golfers miss qualification at sectionals then the "season" is over. One competition might be all a golfer plays.

Golf experience is not necessary but recommended. We would be willing to work through the summer with golfers just learning. We will work on proper mechanics of a golf swing and club

selection. We would also teach athletes the rules and etiquette of golf. Practice is essential to learning the game of golf and proper swing mechanics. We strongly encourage that you help your golfer get started as soon as possible.

Please let us know as soon as possible if your child is interested in signing up. Please contact us by either texting, calling or email. Thank you!

Terry Teesdale (319) 572-5599 terryleeteesdale@gmail.com

Brittany Teesdale (309) 333-8850 teesdale@laharpeeagles.com

LaHarpe Eagles Jr. High Golf Team

Grades 5-8 for upcoming school year 2023/24

The LaHarpe School Board members have allowed us to compete in golf for the next 2023/24 school year. This is a parent organization. This is strictly volunteer. The school will not offer transportation, will not pay fees, will not offer equipment or uniforms.

Terry Teesdale will be the volunteer coach. Terry will be required to have coaching certificate along with concussion training.

There will be a \$40 registration fee that will be due by June 1. This will go to Terry or Brittany Teesdale to be turned in to the LaHarpe Athletic Director Ryan Hopper. There could be further fees with state tournament.

Parents/athletes will be responsible for their own uniforms (polo, shorts/skort, golf shoes, their own golf balls, golf glove if desired, clubs (need to be appropriately sized clubs for their height and age), golf bag, golf caddy if desired, golf tees. Parents will also be responsible for transportation to and from practice and competition.

Jr High golf athletes do not compete in regular matches between schools throughout a season. Instead there is a sectional event that will be held on Wednesday September 6, 2023 for girls and Thursday September 7, 2023 for boys.

If golfers qualify at the sectional, they will advance to the state tournament the following week. If golfers miss qualification at sectionals then the "season" is over. One competition might be all a golfer plays.

Golf experience is not necessary but recommended. We would be willing to work through the summer with golfers just learning. We would work on proper mechanics of a golf swing and club selection. We would also teach athletes the rules and etiquette of golf.

If you have any further questions, please reach out.

Terry Teesdale (319) 572-5599 terryleeteesdale@gmail.com

Brittany Teesdale (309) 333-8850 teesdale@laharpeeagles.com

La Harpe Community School District #347

404 West Main Street
La Harpe, Illinois 61450
Phone: (217)659-7739
Fax: (217)659-7730
www.laharpeeagles.org

Superintendent: Janet Gladu
Dean of Students: Ryan Hopper

May 16, 2023

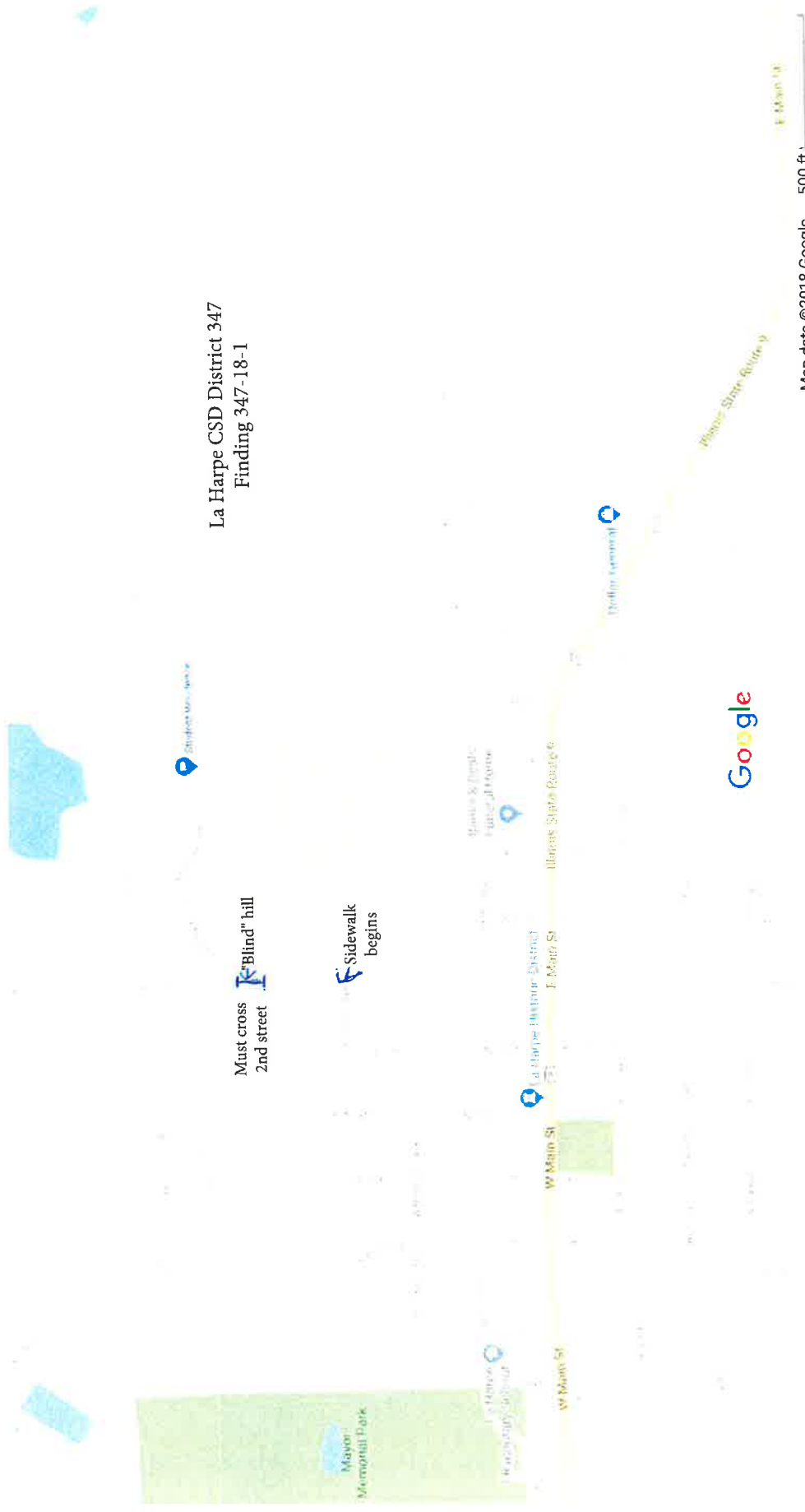
Re: **Serious Safety Hazard Finding**

To Whom it May Concern,

Included with this document is a Board approved Serious Safety Hazard finding. As part of that finding, the Board of Education for La Harpe CSD #347 added two judgement points for factors peculiar to the hazards due to traffic in this specific situation. As marked on the map as "blind hill", drivers of motor vehicles traveling north on North 2nd Street come over a hill just before Timberview Drive, and therefore are "blind" to what is directly over the hill as they are traveling that direction. With students walking south in the morning to school and north from school in the afternoon, drivers are unable to see what is over the hill until they have crested the hill. With a narrow ditch next to the road, which is not accessible for walking in, students on this walking route are forced to walk in the roadway, thereby putting themselves at risk of being struck if drivers do not see them in time coming over the hill. Therefore, the Board determined that due to the seriousness of this particular hazard, two judgement points were awarded to the overall Serious Safety Hazard finding putting the total for a Type II hazard at 12 points.

Sincerely,

Dr. Janet Gladu
Superintendent
La Harpe CSD #347



La Harpe CSD District 347
Finding 347-18-1

Must cross "Blind" hill
2nd street

Sidewalk
begins



Update Memo

Please distribute to board members and appropriate staff.

PRESS

Policy Reference Education Subscription Service

Contents

Instructions..... p. 1

PRESS Terminology p. 2

PRESS Issue 111 Topic Bundles p. 2



Progress Report p. 4

Revisions to Policies, Administrative Procedures, and Exhibits (numerical table) p. 5

Next Issue: Summer Five-Year Reviews

Online Instructions

Please follow these four easy steps to log in to **PRESS**:

1. Go to www.iasb.com and click on the  button.
2. Enter your email address and password.
 - If you do not know your password, do not create a new account; reset your password using your district email address. Use the "forgot your password?" link. Make sure to check your spam folder for an email from info@iasb.com, if you do not see it in your email inbox.
 - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
 - If you continue to have difficulty signing on to www.iasb.com, please contact Michael Ifkovits at mifkovits@iasb.com.
3. Click the  button on the top navigator bar. This will bring you to your account page
4. Under "My Account Links," click on "PRESS Login."

This publication is designed to provide information **only** and is **not** a substitute for legal advice from the Board Attorney. If you have any questions, please contact Issue 111 Lead Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1211, Kimberly Small, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1226, or Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1219.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated Policy Reference Manual (**PRM**) pages.

The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** material by striking out deleted words and underscoring new words, a/k/a "tracked changes."

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to www.iasb.com/policy/ to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

For answers to common questions about using **PRESS**, see [Q&A: Getting the Most Out of Your PRESS Subscription](#), now available on IASB's website.

PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 5.

Please spend time reviewing the **PRESS** Online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Have feedback on **PRESS** materials?

Click on the **PRESS** Feedback Button, located on the header bar of **PRESS** Online. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.



ILLINOIS ASSOCIATION OF SCHOOL BOARDS

Faith's Law Trailer Bill

Faith's Law, P.A. 102-676, amended multiple state statutes to close significant legal loopholes related to combating grooming (see discussion on page 4 of the **PRESS** Issue 108 Update Memo). The *Faith's Law* trailer bill, P.A. 102-702, eff. 7-1-23, further addresses grooming and aims to end "passing the trash" – the cycle in which an employee engages in sexual misconduct, is dismissed, is hired by another employer unaware of the sexual misconduct, and then engages in sexual misconduct again. The *Faith's Law* trailer bill does this with legislative changes that include:

1. 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requires districts and their third-party contractors to perform a sexual misconduct related employment history review (EHR) before hiring an applicant or assigning a contractor employee to a position that involves *direct contact with children or students*. The EHR is required for all permanent and temporary employment positions within a school, including substitute employees. The new EHR requirement is in addition to the *complete criminal history records check* that is already required for school employees and certain contractors (those who have direct, daily contact with students). Districts and their contractors must use templates developed by ISBE to initiate the EHR. Regarding contractors, consult the board attorney about management of the overlapping but different standards that trigger complete criminal history records checks and EHRs. See sample policy 4:60, *Purchases and Contracts*, at f/n 12, for more information.
2. 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23, requires districts to develop procedures to notify the parents/guardians of a student with whom a district employee, agent, or contractor is alleged to have engaged in sexual misconduct. Parent/guardian notification procedures are also required when formal action is taken against the employee, including acceptance of the employee's resignation.
3. 105 ILCS 5/10-21.9(e-5), amended by P.A. 102-702, eff. 7-1-23, requires superintendents to notify the State Superintendent of Education and the regional superintendent of schools, in writing, when he or she has reasonable cause to believe that any license holder has committed an act of sexual misconduct as defined in 105 ILCS 5/22-85.5(c) and that act resulted in the license holder's dismissal or resignation.
4. 105 ILCS 5/21B-75(b), amended by P.A. 102-702, eff. 7-1-23, authorizes the State Superintendent of Education to initiate the suspension or revocation of any license, endorsement, or approval due to sexual misconduct as defined in 105 ILCS 5/22-85.5(c).
5. 820 ILCS 40/8, amended by P.A. 102-702, eff. 7-1-23, prohibits districts from deleting disciplinary reports, letters of reprimand, or other records of disciplinary action related to an incident or an attempted incident of sexual misconduct as defined in 105 ILCS 5/22-85.5(c).

PRESS Terminology

What are the meanings of the "AP" and "E" after certain policy numbers?

The **PRESS** Policy Reference Manual (PRM) is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work, and staff work.

Policy. The board develops policies with input from various sources like district administrators, the board attorney, and **PRESS** materials. The board then formally adopts the policies, often after more than one consideration.

After adoption by the board, each policy should have an adoption date.

Administrative Procedures. Administrative procedures are developed by the superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190's related administrative procedure is 6:190-AP.

It is important to remember that administrative procedures do not require formal board adoption and are not included in a board policy manual.

Exhibits. Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, board policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

Exhibits labeled with an "E" may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.

Administrative procedures exhibits, always labeled with the "AP, E" format should be dated for implementation by the administrative staff.

The following **PRESS** materials are updated in response to this legislation:

- 2:110, Qualifications, Term, and Duties of Board Officers
- 3:40, Superintendent
- 3:40-E, Checklist for Superintendent Employment Contract Negotiation Process
- 4:60, Purchases and Contracts
- 4:60-AP1, Purchases
- 4:60-AP3, Criminal History Records Check of Contractor Employees
- 4:60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees - **NEW**
- 5:30, Hiring Process and Criteria
- 5:30-AP2, Investigations
- 5:30-AP3, Sexual Misconduct Related Employment History Review (EHR) - **NEW**
- 5:30-AP3, E, EHR Letter to Applicant's Current/Former Employer - **NEW**
- 5:90, Abused and Neglected Child Reporting
- 5:90-AP2, Parent/Guardian Notification of Sexual Misconduct - **NEW**

- 5:125, Personal Technology and Social Media; Usage and Conduct
- 5:150, Personnel Records
- 5:150-AP, Personnel Records
- 5:260, Student Teachers
- 7:190-AP6, Guidelines for Investigating Sexting Allegations - **REFORMATTED**

The **PRESS** editors extend their gratitude to the following individuals for their expert feedback on many pieces of **PRESS** material on *Faith's Law* trailer bill updates: **Dr. Kimberly C. Chambers**, Executive Director, Ill. Association of School Personnel Administrators, and Director of Human Resources, Adlai E. Stevenson High School District 125; **Cynthia L. DeCola**, Senior Counsel, Hodges, Loizzi, Eisenhammer, Rodick & Kohn, LLP; and **Charles Watkins**, Associate Director/General Counsel, Ill. Association of School Administrators.

Accelerated Placement Program

In March 2021, 105 ILCS 5/14A-32(a-5) was amended to require that "by no later than the beginning of the 2023-2024 school year," district accelerated placement policies allow for a student's "automatic enrollment, in the following school term, into the next most rigorous level of advanced coursework offered by the high school" if the student meets or exceeds state standards in language arts, math, or science. Despite the law not specifying which grades it impacts, ISBE guidance limits its application to districts with grades

9-12. ISBE also clarified that having a policy in place by the beginning of the 2023-2024 school year means districts should use scores from the 2023-2024 school year to automatically enroll students during the 2024-2025 school year.

The following **PRESS** materials are updated in response to ISBE's guidance:

- 6:135, Accelerated Placement Program
- 6:135-AP, Accelerated Placement Program Procedures

Library Media Program and Resources

In response to the resurgence of school library book challenges, as well as feedback from **PRESS** subscribers and Ill. Council of School Attorney (ICSA) members, we have revised the 6:230 suite of **PRESS** materials, including adding a new administrative procedure and exhibit objection form to help districts manage library resource objections in a consistent manner.

The following **PRESS** materials are updated:

- 6:230, Library Media Program
- 6:230-AP, Responding to Complaints About Library Media Resources - **NEW**
- 6:230-AP, E, Library Media Resource Objection Form - **NEW**

Miscellaneous

The following **PRESS** materials are updated due to legislation, administrative rule and/or continuous improvement changes, including subscriber feedback. These are also detailed in the Revisions to Policies, Administrative Procedures, and Exhibits Table in numerical order beginning on p. 5.

The following **PRESS** materials are updated:

- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
- 4:60-AP5, Federal and State Award Procurement Procedures - **RENUMBERED**
- 4:60-AP5, E1, Internal Procedures for Procurement Transactions - **RENUMBERED**
- 5:90-AP1, Coordination with Children's Advocacy Center - **RENUMBERED**

PRM Five-Year Reviews

PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1400+ page IASB PRESS PRM occurs once every five years. The PRM contains approximately 465 separate pieces of material, including policies, administrative procedures, and related exhibits. These are also detailed in the Revisions to Policies, Administrative Procedures, and Exhibits Table in numerical order beginning on p. 5.

The following PRESS materials are updated in response to five-year reviews:

- 4:60-AP2, Third Party Non-Instructional Contracts
- 5:170, Copyright
- 7:180-AP1, E1, Resource Guide for Bullying Prevention
- 7:180-AP1, E2, Be a Hero by Reporting Bullying
- 7:180-AP1, E3, Memo to Staff Regarding Bullying

- 7:180-AP1, E4, Memo to Parents/Guardians Regarding Bullying
- 7:180-AP1, E5, Report Form for Bullying
- 7:180-AP1, E6, Interview Form for Bullying Investigation
- 7:180-AP1, E7, Response to Bullying
- 7:185-E, Memo to Parents/Guardians Regarding Teen Dating Violence
- 7:190-AP1, Student Handbook - Hazing Prohibited
- 8:20, Community Use of School Facilities

Please also spend time reviewing the PRESS Online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the PRESS Editors when necessary.

Progress Report — The contents of this table frequently change.

| Topics | Our Response |
|--|--|
| <p>Federal Agency Releases K-12 Cybersecurity Report and Toolkit</p> <p>As required by the federal K-12 Cybersecurity Act of 2021, the Cybersecurity and Infrastructure Security Agency (CISA) has released a report on cybersecurity risks facing K-12 schools, which includes specific recommendations for schools, as well as an extensive toolkit aligned to the recommendations. The report and toolkit are available at: https://www.cisa.gov/protecting-our-future-cybersecurity-k-12.</p> | <p>The 7:345 suite of PRESS materials will be updated with these resources in the fall 2023 PRESS issue.</p> |
| <p>Boards Need to Study and Decide Potential Opt-Out From Career Exploration and Development Requirements</p> <p>105 ILCS 5/10-20.83, added by P.A. 102-917, requires boards to adopt and commence certain career exploration and career development activities for grades 6-12 that are in alignment with State frameworks by 7-1-25, unless a board decides to opt out of all or part of the requirements of P.A. 102-917 by adopting a set of findings that considers six different factors. For an overview of the law's new requirements and opt-out process, see: http://edsystemsniu.org/governor-signs-hb3296-public-act-102-0917-advancing-on-pwr-act/.</p> | <p>Following the release of additional guidance and resources from the Ill. State Board of Education planned for 2023 and 2024, policy 6:60, <i>Curriculum Content</i>, will be updated in the fall 2024 PRESS Issue.</p> |
| <p>New Federal Laws Protect Pregnant and Nursing Employees</p> <p>On 12-29-22, the President signed two new laws that provide pregnant and nursing employees with greater legal protections. First, the Pregnant Workers Fairness Act (PWFA), eff. 6-27-23, requires covered employers to provide reasonable accommodations to pregnant employees, unless they would create an undue hardship for the employer. The EEOC is required to issue regulations within two years of the PWFA's enactment. See https://www.eeoc.gov/wysk/what-you-should-know-about-pregnant-workers-fairness-act. Second, the PUMP for Mothers Nursing Act (PUMP Act) requires covered employers to provide both non-exempt and exempt employees with reasonable break time to nurse a child or express breast milk and provide a private space (other than a bathroom) to do so, for one year after a child's birth. The PUMP Act is currently in effect, except that remedies for violations are not effective until 4-28-23. See https://www.dol.gov/agencies/whd/pump-at-work. Note that existing State laws already provide employees with protections very similar to the PWFA and PUMP Act; these new federal laws will provide employees with an additional avenue to seek remedies.</p> | <p>Affected PRESS materials, including 5:10, <i>Equal Employment Opportunity and Minority Recruitment</i> and 5:10-AP, <i>Workplace Accommodations for Nursing Mothers</i>, will be updated in PRESS Issue 112 (summer) or 113 (fall).</p> |

Revisions to Policies, Administrative Procedures, and Exhibits

Certain **PRM** materials in a **PRESS** Issue may be labeled in the **PRESS** Bundles, Revision Table and Committee Worksheets with one or more of the following categories:

NEW. This material is brand new to the **PRM**.

RENUMBERED. This material has been assigned a new number within the **PRM**, usually due to the addition of **NEW** material.

RENAMED. The title of the material has been amended.

REWRITTEN. The material has undergone significant revisions. To preserve the readability of the Committee Worksheets, suggested changes are not shown as tracked changes.

REFORMATTED. Non-substantive changes in formatting, e.g., list renumbering, have been applied for consistency throughout the **PRM**. To preserve the readability of the Committee Worksheets, such formatting changes are not reflected as tracked changes. This category is new beginning with **PRESS** Issue 111.

| Number and Title | Revision Descriptions | |
|--|---|--------------------------|
| 2:110, Qualifications, Term, and Duties of Board Officers ✓ | The policy, Legal References, Cross References, and footnote 10 are updated in response to 105 ILCS 5/22-94, amended by P.A. 102-702, eff. 7-1-23, requiring a sexual misconduct related employment history review (EHR) to be initiated prior to hiring an applicant that will have direct contact with children or students. Other continuous improvement updates are made to the Legal References and footnotes. | <input type="checkbox"/> |
| 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records ✓ | The exhibit is updated in response to 23 Ill.Admin.Code 207.20(b), requiring districts to post their attendance and truancy policies on their websites (if any), and for continuous improvement. | <input type="checkbox"/> |
| 3:40, Superintendent | The policy is updated with a minor style change. Footnote 3 is updated in response to 105 ILCS 5/10-21.9(e-5), amended by P.A. 102-702, eff. 7-1-23, mandating a superintendent to notify the State Superintendent of Education and applicable regional superintendent of schools of any license holder believed to have committed sexual misconduct. Weblinks in the footnotes are also updated. | <input type="checkbox"/> |
| 3:40-E, Checklist for Superintendent Employment Contract Negotiation Process ✓ | The exhibit is updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring a board to conduct an EHR when they hire an employee who will have direct contact with children or students, including a superintendent, and for continuous improvement. | <input type="checkbox"/> |
| 4:60, Purchases and Contracts ✓ | The Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring contractors to perform EHRs of contractor employees who will have direct contact with children or students. The footnotes are also updated in response to 105 ILCS 5/10-20.21, amended by P.A. 102-1101, exempting food services contracts from the State law bidding procedure for contracts in excess of \$25,000, provided certain criteria are met, and for continuous improvement. A Cross Reference to 5:90, <i>Abused and Neglected Child Reporting</i> , is added. | <input type="checkbox"/> |
| 4:60-AP1, Purchases ✓ | The procedure is updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring contractors to perform EHRs of contractor employees who will have direct contact with children or students, and for continuous improvement. | <input type="checkbox"/> |
| 4:60-AP2, Third Party Non-Instructional Contracts ✓ | The procedure is unchanged. | <input type="checkbox"/> |

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

| | |
|--|--|
| <p>4:60-AP3, Criminal History Records Check of Contractor Employees ✓</p> | <p>The procedure is updated in response to: <input type="checkbox"/></p> <ol style="list-style-type: none"> 1. 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring contractors to perform EHRs of contractor employees who will have direct contact with children or students; 2. 105 ILCS 5/10-21.9(c), amended by P.A. 102-552, adding homicide offenses to the list of offenses barring individuals from school district employment; and 3. Continuous improvement. |
| <p>4:60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees ✓</p> | <p>NEW. The procedure is created in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring contractors to perform EHRs of contractor employees who will have direct contact with children or students. <input type="checkbox"/></p> |
| <p>4:60-AP45, Federal and State Award Procurement Procedures ✓</p> | <p>RENUMBERED. The procedure is renumbered in response to the creation of NEW 4:60-AP4, <i>Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees</i>. The procedure is also updated in response to Ill. Criminal Code of 2012, 720 ILCS 5/33E-9, amended by P.A. 102-1119, raising the threshold for when a board or designee must approve change orders at or above \$1025,000, and for continuous improvement. <input type="checkbox"/></p> |
| <p>4:60-AP45, E7, Internal Procedures for Procurement Transactions ✓</p> | <p>RENUMBERED. The procedure is renumbered in response to the creation of NEW 4:60-AP4, <i>Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees</i>. Minor style changes are also made to the procedure. <input type="checkbox"/></p> |
| <p>5:30, Hiring Process and Criteria ✓</p> | <p>The policy, Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring districts to initiate an EHR prior to hiring an applicant who will have direct contact with children or students. Other continuous improvement updates are made in the policy and footnotes. <input type="checkbox"/></p> |
| <p>5:30-AP2, Investigations ✓</p> | <p>The procedure is updated in response to 105 ILCS 5/10-21.9, amended by P.A. 102-702, eff. 7-1-23, requiring the superintendent to notify the State Superintendent of Education and applicable regional superintendent of schools of any license holder believed to have committed sexual misconduct; and for continuous improvement. <input type="checkbox"/></p> |
| <p>5:30-AP3, Sexual Misconduct Related Employment History Review (EHR) ✓</p> | <p>NEW. The procedure is created in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring districts to initiate an EHR prior to hiring an applicant who will have direct contact with children or students. <input type="checkbox"/></p> |
| <p>5:30-AP3, E, EHR Letter to Applicant's Current/Former Employer ✓</p> | <p>NEW. This exhibit is created for the reason stated in 5:30-AP3, <i>Sexual Misconduct Related Employment History Review (EHR)</i>, above. <input type="checkbox"/></p> |
| <p>5:90, Abused and Neglected Child Reporting ✓</p> | <p>The policy, Legal References, Cross References, and footnotes are updated in response to: <input type="checkbox"/></p> <ol style="list-style-type: none"> 1. 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23, requiring districts to develop procedures to notify the parents/guardians of a student with whom a district employee, agent, or contractor is alleged to have engaged in sexual misconduct; 2. 105 ILCS 5/10-21.9(e-5), amended by P.A. 102-702, eff. 7-1-23, requiring superintendents to notify the State Superintendent of Education and applicable regional superintendent when there is reasonable cause to believe a license holder committed sexual misconduct as defined in 105 ILCS 5/22-85.5(c); and 3. Continuous improvement. <p>New footnote 2 explains distinctions between conduct prohibited by the Abused and Neglected Child Reporting Act, the Ill. Criminal Code of 2012, and the School Code. A Cross Reference to 4:60, <i>Purchases and Contracts</i>, is added.</p> |

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

| | | |
|---|---|-------------------------------------|
| 7:180-AP1, E1, Resource Guide for Bullying Prevention | The exhibit is updated in response to a five-year review. | <input checked="" type="checkbox"/> |
| 7:180-AP1, E2, Be a Hero by Reporting Bullying | The exhibit is updated in response to a five-year review. | <input checked="" type="checkbox"/> |
| 7:180-AP1, E3, Memo to Staff Regarding Bullying | The exhibit is updated in response to a five-year review. | <input type="checkbox"/> |
| 7:180-AP1, E4, Memo to Parents/Guardians Regarding Bullying | The exhibit is updated in response to a five-year review. | <input checked="" type="checkbox"/> |
| 7:180-AP1, E5, Report Form for Bullying | The exhibit is unchanged. | <input checked="" type="checkbox"/> |
| 7:180-AP1, E6, Interview Form for Bullying Investigation | The exhibit is updated in response to a five-year review. | <input checked="" type="checkbox"/> |
| 7:180-AP1, E7, Response to Bullying | The exhibit is updated in response to a five-year review. | <input checked="" type="checkbox"/> |
| 7:185-E, Memo to Parents/Guardians Regarding Teen Dating Violence | The exhibit is updated in response to a five-year review. | <input checked="" type="checkbox"/> |
| 7:190-AP1, Student Handbook - Hazing Prohibited | The exhibit is updated in response to a five-year review. | <input type="checkbox"/> |
| 7:190-AP6, Guidelines for Investigating Sexting Allegations | REFORMATTED. The procedure is updated in response to 105 ILCS 5/21B-75, amended by P.A. 102-702, eff. 7-1-23, allowing the State Superintendent of Education to suspend or revoke a license, endorsement, or approval for sexual misconduct; and for continuous improvement. | <input type="checkbox"/> |
| 8:20, Community Use of School Facilities | The Legal References, Cross References, and footnotes are updated in response to a five-year review. | <input type="checkbox"/> |

PRESS Issue 111 Trivia

177 PRM pages • 45,885 words • 42 PRM materials

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

| | | |
|--|--|-------------------------------------|
| 5:90-AP1, Coordination with Children's Advocacy Center | RENUMBERED. The procedure is updated for continuous improvement and renumbered in response to the creation of NEW 5:90-AP2, <i>Parent/Guardian Notification of Sexual Misconduct</i> . | <input checked="" type="checkbox"/> |
| 5:90-AP2, Parent/Guardian Notification of Sexual Misconduct ✓ | NEW. The procedure is created in response to 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23, requiring districts to develop procedures to notify the parents/guardians of a student with whom a district employee, agent, or contractor is alleged to have engaged in sexual misconduct. | <input type="checkbox"/> |
| 5:125, Personal Technology and Social Media; Usage and Conduct | The policy and footnotes are updated for continuous improvement. Footnote 1 is updated in response to 105 ILCS 5/21B-75, amended by P.A. 102-702, eff. 7-1-23, permitting the State Superintendent of Education to suspend or revoke any license, endorsement, or approval for sexual misconduct. | <input checked="" type="checkbox"/> |
| 5:150, Personnel Records | The policy, Legal References, and footnotes are updated in response to 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23, requiring a district to maintain as part of an employee's personnel file a form including EHR information. The footnotes are also updated in response to: 1. Personnel Record Review Act (PRRA), 820 ILCS 40/8, amended by P.A. 102-702, eff. 7-1-23, requiring a district to share information related to an incident of sexual misconduct with a third party, even if the record is more than four years old; and 2. Continuous improvement. | <input checked="" type="checkbox"/> |
| 5:150-AP, Personnel Records | The procedure is updated for the reasons stated in 5:150, <i>Personnel Records</i> , above. | <input checked="" type="checkbox"/> |
| 5:170, Copyright | The policy is unchanged. A minor style change is made to Legal References. The footnotes are updated in response to a five-year review. | <input checked="" type="checkbox"/> |
| 5:260, Student Teachers | The policy, Legal References and footnotes are updated in response to continuous improvement updates. Additionally, footnote 2 is updated in response to 105 ILCS 5/22-94, amended by P.A. 102-702, eff. 7-1-23, requiring district employees and contractors to undergo an EHR when they will have direct contact with children or students. | <input checked="" type="checkbox"/> |
| 6:135, Accelerated Placement Program | The policy and footnote 10 are updated in response to ISBE's <i>Accelerated Placement Act FAQ</i> (September 2022). Continuous improvement updates are also made to the footnotes. | <input checked="" type="checkbox"/> |
| 6:135-AP, Accelerated Placement Program Procedures | The procedure is updated for continuous improvement. Footnote 15 is updated in response to ISBE's <i>Accelerated Placement Act FAQ</i> (September 2022). | <input checked="" type="checkbox"/> |
| 6:230, Library Media Program | The policy and footnotes are updated in response to subscriber and Ill. Council of School Attorneys member feedback regarding management of library book challenges. | <input checked="" type="checkbox"/> |
| 6:230-AP, Responding to Complaints About Library Media Resources | NEW. The procedure is created for the reason stated in 6:230, <i>Library Media Program</i> , above. | <input type="checkbox"/> |
| 6:230-AP, E, Library Media Resource Objection Form | NEW. The exhibit is created for the reason stated in 6:230, <i>Library Media Program</i> , above. | <input type="checkbox"/> |



Debra Jacobson
Assistant PRESS Editor,
Assistant General Counsel
(ext. 1211), djacobson@iasb.com



Kimberly Small
PRESS Editor,
IASB General Counsel
(ext. 1226), ksmall@iasb.com



Maryam Brotine
Assistant PRESS Editor,
Assistant General Counsel
(ext. 1219), mbrotine@iasb.com



Ummehani Faizullahbhoj
Assistant Director,
Office of General Counsel
(ext. 1227), ufaizullahbhoj@iasb.com



Michael Ifkovits
Legal Assistant,
Office of General Counsel
(ext. 1237) mifkovits@iasb.com

The IASB Office of General Counsel's mission is to honestly, professionally, and credibly protect and preserve IASB through legal risk management and compliance services for the IASB Board of Directors and staff; promote best practices to IASB members; create educational products and services; and maintain strong, collaborative relationships with the public education community.

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- Charles Watkins**, Associate Director/General Counsel, Illinois Association of School Administrators
- Brian Schwartz**, Deputy Executive Director & General Counsel, Illinois Principals Association
- Harlan K. Brickman**, Attorney, Hodges, Loizzi, Eisenhammer, Rodick & Kohn LLP
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- Kathy Marshall**, Assistant Superintendent, Bureau-Henry-Stark Regional Office of Education 28
- David G. Penn**, Attorney, Schmiedeskamp, Robertson, Neu & Mitchell LLP
- Merry Rhoades**, Attorney, Tueth, Keeney, Cooper, Mohan & Jackstadt P.C.
- M. Curt Richardson**, Attorney, McLean County Unit District 5
- Caroline Roselli**, Attorney, Robbins Schwartz
- Wayne Savageau**, former IASB Policy Consultant, and former Superintendent
- Dr. Lisa L. Smith**, Retired Associate Superintendent for Educational Services, Community School District 308
- Dr. Glenn A. Wood**, Assistant Superintendent, Plainfield Community Consolidated School District 202
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School Board

Qualifications, Term, and Duties of Board Officers

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

President

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

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act;
10. Administer the oath of office to new Board members;
11. Serve as or appoint the Board's official spokesperson to the media;
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; and
13. Ensure that all fingerprint-based criminal history records information checks, screenings, and sexual misconduct related employment history reviews (EHRs) required by State law and policy 5:30, *Hiring Process and Criteria*, are completed for the Superintendent.

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

The Vice President fills a vacancy in the Presidency.

Vice President

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

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

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

Secretary

The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed

\$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

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

Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

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

Treasurer

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

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

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

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

LEGAL REF.: 105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, 5/17-1, 5/21B-85, and 5/22-94.
5 ILCS 120/7, Open Meetings Act.
5 ILCS 420/4A-106, Ill. Governmental Ethics Act.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (School Board Meeting Procedure), 5:30 (Hiring Process and Criteria)

School Board

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

[For use by only those Districts that have websites.]

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

| Web-posted records and information (use of an * is explained in the paragraph above this table) | Web-posting statutory reference and special instructions |
|--|---|
| <p>*Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar or fiscal year</p> <p>*Public notice of each Board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded</p> <p>*Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded</p> <p>Note: For school districts that do not post board meeting notices and/or agendas on a website (because they do not have a website maintained by a full-time staff member), the notice and agenda must be continuously available for public review during the entire 48-hour period preceding the meeting</p> | 5 ILCS 120/2.02. |
| *Official open meeting minutes that are posted within 10 days of the Board's approval and remain posted for at least 60 days (required if the District has a website maintained by a full-time staff member) | 5 ILCS 120/2.06(b). |
| <p>*Description of the District and its records including:</p> <ol style="list-style-type: none"> 1. Summary of the District's purpose 2. Functional subdivisions 3. Total amount of operating budget 4. Number and location of all of its separate offices 5. Approximate number of full- and part-time employees (see also, salary and benefits information report for the Superintendent, administrators, and teachers, District's Statement | <p>5 ILCS 140/4.</p> <p>The District must prominently post the list at each administrative office and make it available for inspection and copying.</p> |

| Web-posted records and information (use of an * is explained in the paragraph above this table) | Web-posting statutory reference and special instructions |
|---|--|
| <p>of Affairs)</p> <ol style="list-style-type: none"> 6. Identification and membership of the Board 7. Brief description of the methods whereby the public may request information and public records 8. Directory information for the Freedom of Information Officer 9. Address where requests for public records should be directed 10. Fees | |
| <p>*A hyperlink to an email address(es) for members of the public to communicate with members of the Board</p> | <p>50 ILCS 205/20. The hyperlink must be easily accessible from the District's home page.</p> |
| <p>Annual budget for current fiscal year, itemized by receipts and expenditures</p> | <p>105 ILCS 5/17-1.2. This may be accomplished using the Ill. State Board of Education (ISBE) <i>School District Budget Form (50-36)</i> or the summary pages from it. The District must notify its students' parents/guardians when the budget is web-posted along with its website address.</p> |
| <p>*District Report Card and a Report Card for each School (the Report Cards will be provided by ISBE by Oct. 31 of each year, unless otherwise provided by law)</p> | <p>105 ILCS 5/10-17a; amended by P.A.s 102-16, 102-294, 102-539, and 102-594. Annually, no more than 30 calendar days after receiving the Report Cards from the State Superintendent, the District must: (1) present them at a regular Board meeting, (2) post them on the District's website, (3) make them available to a newspaper of general circulation serving the District, and (4) upon request, send them home to parents/guardians. 105 ILCS 5/10-17a(5). The District also must send a written notice home to parents/guardians stating: (1) that the Report Cards are available on the website, (2) the website's address, (3) that a printed copy will be sent upon request, and (4) the telephone number to request a printed copy. <u>Id.</u></p> |
| <p>*The District's discipline plan and progress on the plan, in the event the District is identified by ISBE to be in the</p> | <p>105 ILCS 5/2-3.162. If the District is required to submit a plan</p> |

| Web-posted records and information (use of an * is explained in the paragraph above this table) | Web-posting statutory reference and special instructions |
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| top 20% (for three consecutive years) of districts for out-of-school suspensions, out-of-school expulsions, or racial disproportionality in the use of out-of-school suspensions and expulsions | to ISBE, it must be approved at a public board meeting and posted on the District's website. Within one year after being identified by ISBE, the District must submit to ISBE and post on its website a progress report describing implementation of the plan and the results achieved. |
| *A list of all contracts in excess of \$25,000 and any contracts with an exclusive bargaining representative | 105 ILCS 5/10-20.44. There is no statutory timeline for web-posting. Each year, in conjunction with the submission of the Statement of Affairs to ISBE, before Dec. 1, the District must submit to ISBE an annual report on all contracts over \$25,000 awarded during the previous fiscal year. |
| *Contract(s) with any commercial driver training school(s) for driver education | 105 ILCS 5/27-24.2. The District is required to web-post this document if it has a website. If the District has no website, it must make the contract available upon request. |
| Annual Statement of Affairs | 105 ILCS 5/10-17. The District is not required to web-post this document. It must, annually by Dec. 1, submit the Statement to ISBE for posting on ISBE's website, have copies of the Statement available in the main administrative office, and publish a summary of the Statement in a newspaper of general circulation published in the District. |
| *Fiscal Efficiency Report, summarizing the District's attempts to improve fiscal efficiency through shared services or outsourcing in the prior fiscal year | 105 ILCS 5/17-1.1, amended by P.A. 102-1088. The report must be: (1) approved by the Board at an open meeting, and (2) primarily in checklist form and approximately one page in length. |
| Beginning in levy year 2022, if the District has an aggregate property tax levy greater than \$5,000,000, it will make good faith efforts to electronically publish the following data from all vendors and subcontractors doing | 35 ILCS 200/18-50.2, added by P.A. 102-265. The law does not define <i>electronically</i> |

| Web-posted records and information (use of an * is explained in the paragraph above this table) | Web-posting statutory reference and special instructions |
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| <p>business with the District:</p> <ol style="list-style-type: none"> Whether the vendor or subcontractor is minority-owned, women-owned, or veteran-owned Whether the vendor or subcontractor holds a certification as a minority-owned, women-owned, or veteran-owned business as defined in 30 ILCS 575/, or if they are self-certifying; and If the vendor self-certifies, whether it qualifies as a small business under federal Small Business Administration standards (See www.sba.gov/federal-contracting/contracting-guide/size-standards). | <p><i>publish</i>; website posting is a means of compliance. This item is not asterisked should the District choose to electronically publish the information offline.</p> |
| <p>*Explanation of the data elements of <i>covered information</i> that the District collects, maintains, or discloses to any person, entity, third party, or governmental agency.</p> <p>*A description of the procedures that parents/guardians may use to carry out their rights under 105 ILCS 85/33(c)(1), (2), & (3), including the right to:</p> <ol style="list-style-type: none"> Inspect and review their child's covered information Request a paper or electronic copy of their child's covered information Request corrections for factual inaccuracies contained in their child's covered information | <p>105 ILCS 85/27(a)(1).</p> <p>The explanation of data elements of covered information must be clear and understandable by a layperson and cover the following: (1) how the District uses the covered information; (2) to whom or what entities the District discloses the covered information; and (3) for what purpose the District discloses the covered information.</p> <p>The explanation of data elements and description of parent rights procedures must be updated by Jan. 31 and July 31 each year, as needed.</p> |
| <p>*A list of operators with whom the District has written agreements and the following for each operator:</p> <ol style="list-style-type: none"> Copy of the agreement Business address List of any subcontractors to whom covered information may be disclosed or a link to a page on the operator's website that clearly lists the subcontractors | <p>105 ILCS 85/27(a)(2) & (3).</p> <p>The District must post new operator contracts and an explanation of the data elements of covered information disclosed to the operator (see immediate row above) within 10 business days after entering into the contract. 105 ILCS 85/27(c).</p> <p>This list must also be updated by Jan. 31 and July 31 each year, as needed.</p> |
| <p>*A list of <i>breaches</i> of covered information maintained by the school or an operator involving 10% or more of the District's student enrollment. The list must include:</p> <ol style="list-style-type: none"> Number of students whose covered information was involved in the breach, unless the breach involved <i>personal information</i> as defined in the Personal Information Protection Act, 815 ILCS | <p>105 ILCS 85/27(a)(5).</p> <p>The District must update breach information by Jan. 31 and July 31 each year, and it must remain on the District's website for at least five years after the District adds it to the list. Breaches that occurred (or were estimated to have</p> |

| Web-posted records and information (use of an * is explained in the paragraph above this table) | Web-posting statutory reference and special instructions |
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| <p>530/5, in which case the number of students involved may not be disclosed</p> <p>2. Date, estimated date, or estimated date range of the breach</p> <p>3. Name of the operator, if applicable</p> | <p>occurred) prior to 7-1-21 or breaches that were posted more than five years prior to updating the current list do not need to be posted.</p> |
| <p>*Board policy 7:180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i></p> <p>*Information developed as a result of the evaluation and assessment of the bullying policy's outcomes and effectiveness</p> | <p>105 ILCS 5/27-23.7(b)(10) and (11).</p> |
| <p>*Contact information for the District's Title IX Coordinator(s) and Board policies 2:260, <i>Uniform Grievance Procedure</i>; and 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i></p> | <p>34 C.F.R. §106.8.</p> |
| <p>*Training materials for any individuals designated as Title IX Coordinator(s), investigators, decision-makers, and informal resolution facilitators</p> | <p>34 C.F.R. §106.45(b)(10)(i)(D). Naming only the training provider and course does not meet this requirement. The U.S. Dept. of Education (DOE) requires training materials be publicly available "so that a district's approach to training Title IX personnel may be transparently viewed by the [district's] educational community and the public, including for the purpose of holding a [district] accountable for using training materials that comply with [Title IX] regulations." 85 Fed. Reg. 30254. Consult the board attorney regarding this requirement; making training materials of third-party consultants publicly available may violate their intellectual property rights. The DOE acknowledged the potential for intellectual property violations, suggesting that districts either "secure permission from the consultant to publish the training materials" or create their own training materials. 85 Fed. Reg. 30412.</p> |
| <p>*Board policy 7:20, <i>Harassment of Students Prohibited</i>, and age-appropriate explanations of its contents in student handbook(s)</p> | <p>105 ILCS 5/10-20.69. The District must have an age-appropriate policy on sexual harassment (1) in the student handbook(s), (2) posted on the</p> |

| Web-posted records and information (use of an * is explained in the paragraph above this table) | Web-posting statutory reference and special instructions |
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| | District's website, and (3) posted in any other area where policies, rules and standards of conduct are posted in each school. |
| *Board policy 7:290, <i>Suicide and Depression Awareness and Prevention</i> | 105 ILCS 5/2-3.166, amended by P.A. 102-267. |
| *Contact information for the National Suicide Prevention Lifeline (1-800-273-8255) and Crisis Text Line (Text 741741), if the District does not issue student identification cards to all students | 105 ILCS 5/10-20.76, added by P.A. 102-134 and renumbered by P.A. 102-813. |
| *Administrator and Teacher Salary and Benefits Report (itemized salary report for the Superintendent and all administrators and teachers); <i>benefits</i> includes, without limitation, vacation days, sick days, bonuses, annuities, and retirement enhancements | 105 ILCS 5/10-20.47. Annually on or before Oct. 1: (1) the information must be presented at a regular Board meeting and posted on the District's website, and (2) after the Board meeting at which the information was presented, the Report must be provided to ISBE. |
| *All records pertaining to the creation, alteration or revision of school attendance areas shall be open to the public | 105 ILCS 5/10-21.3. This law also requires school attendance areas to be periodically revised, if necessary, to prevent or eliminate segregation by color, race, or nationality. See policy 7:30, <i>Student Assignment and Intra-District Transfer</i> . |
| *Vacancies for teaching positions in a subject shortage area, before hiring a retired teacher to any such position | 40 ILCS 5/16-150.1, amended by P.A. 102-440. The District must, on an ongoing basis, post the vacancy for a period of at least 90 days during the six months preceding either the fall or spring term for which it seeks to employ a retired teacher in a subject shortage area. This posting requirement is in effect for employment ending no later than June 30, 2024. |
| *Information regarding a Severance Agreement entered into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination | 50 ILCS 205/3c. Within 72 hours of Board approval, the District must post: (1) the name/title of person receiving payment under the severance agreement, (2) the amount of |

| Web-posted records and information (use of an * is explained in the paragraph above this table) | Web-posting statutory reference and special instructions |
|--|---|
| | <p>payment, (3) that the employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as applicable, and (4) the date, time, and location of the meeting at which the agreement was approved.</p> <p>Note: The Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2), prohibits an employee of a school district with contract provisions for severance pay from receiving any severance if the employee is fired by the board for <i>misconduct</i>, which includes sexual harassment and/or discrimination. <u>Id.</u> at 415/5. For more discussion about the reconciling these laws, see f/n 6 in sample policy 2:260, <i>Uniform Grievance Procedure</i>.</p> |
| <p>*As an employer that participates in the Ill. Municipal Retirement Fund (IMRF), a compensation report for employees who have a total compensation package that exceeds \$75,000 per year; <i>total compensation package</i> means salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted</p> | <p>5 ILCS 120/7.3.</p> <p>The report must be posted within six business days after the District approves a budget. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</p> <p>The Ill. Attorney General's office has not provided guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., Teachers' Retirement System (TRS) participants.</p> |
| <p>*As an employer that participates in the IMRF, a compensation report for employees who have a total compensation package that is equal to or in excess of \$150,000 per year; total compensation package means payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted</p> | <p>5 ILCS 120/7.3.</p> <p>The report must be posted at least six days before the District approves an employee's total compensation package that is equal to or in excess of \$150,000. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for</p> |

| Web-posted records and information (use of an * is explained in the paragraph above this table) | Web-posting statutory reference and special instructions |
|---|---|
| | <p>accessing that information.</p> <p>The Ill. Attorney General's office has not provided guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., TRS participants.</p> |
| <p>*As an employer that participates in IMRF, a link to information posted on the IMRF website at: www.imrf.org/en/about-imrf/transparency/employer-cost-and-participation-information</p> | <p>40 ILCS 5/7-135.5.</p> |
| <p>*Board policy 5:120, <i>Employee Ethics; Code of Professional Conduct; and Conflict of Interest</i></p> | <p>105 ILCS 5/22-85.5(e), added by P.A. 102-676.</p> |
| <p>A description of activities to address intergroup conflict (an optional program authorized by Sec. 27-23.6)</p> | <p>105 ILCS 5/27-23.6(c).</p> |
| <p>The total number of personnel with a school support personnel endorsement, and for each endorsement area:</p> <ol style="list-style-type: none"> 1. Those actively employed by the District on a full-time basis; 2. Those actively employed by the District on a part-time basis; and 3. Those actively employed by a special education cooperative providing services to students in the District | <p>105 ILCS 5/10-20.80, added by P.A. 102-302 and renumbered by P.A. 102-813.</p> <p>Annually by Dec. 1st, the District must report its school support personnel information as of Oct. 1 to ISBE and web-post it.</p> |
| <p>The total number of students enrolled in the District and of that total, the number of students with an individualized education program (IEP) or Section 504 plan</p> | <p>105 ILCS 5/2-3.182, added by P.A. 102-302 and renumbered by P.A. 102-813.</p> <p>Annually by Dec. 1st, the District must report its enrollment information as of Oct. 1 to ISBE and web-post it.</p> |
| <p>*Notice that students with disabilities who do not qualify for an IEP may qualify for services under Section 504</p> | <p>105 ILCS 5/14-6.01, amended by P.A. 102-1072. The notice shall: (1) identify the location and phone number of the District office or employee to whom inquiries about the identification, assessment, and placement of children with disabilities should be directed, and (2) inform parents who are deaf or do not typically communicate using spoken English that they are entitled to the services of an interpreter when participating in a Section 504 meeting.</p> |

| Web-posted records and information (use of an * is explained in the paragraph above this table) | Web-posting statutory reference and special instructions |
|--|---|
| *Names of Board members who have completed professional development leadership training | <p>105 ILCS 5/10-16a, amended by P.A. 102-638, requires the District to post on its website the names of all Board members who have completed professional development leadership training. The web-posting may be expanded to log all Board members' training and development activities.</p> <p>5 ILCS 120/1.05(b) and (c) require each Board member to complete training on the Open Meetings Act. After completing the training, each Board member must file a copy of their certificate of completion with the Board.</p> <p>105 ILCS 5/24-16.5 requires each Board member to complete a training program on performance evaluations before voting on a dismissal based on a performance evaluation pursuant to the Performance Evaluation Reform Act.</p> |
| Immunization data reported to ISBE by each Nov. 15 | <p>105 ILCS 5/27-8.1(6).</p> <p>By Dec. 1, the District must annually make the immunization <i>data</i> that it must report to ISBE each year publicly available. The data, not its format, must be identical to the data reported to ISBE. Boards have control over the method(s) used to make this data publicly available. One method is to instruct the reader to ask for the data directly from ISBE.</p> |
| Information on mental health issues and local treatment resources | <p>The Ill. House of Representatives encouraged this in HR 478 (99th General Assembly, 5-31-15).</p> |
| *All reliable assessments, scored by entities other than the District that are administered in each of the District's schools | <p>105 ILCS 5/22-82(b).</p> <p>These must be made available to parents and/or guardians through the District's website or paper handouts.</p> |
| *The District's Remote and/or Blended Remote Learning Day Plan, when the Governor has declared a public health emergency pursuant to 20 ILCS 3305/7. | <p>105 ILCS 5/10-30(6).</p> |
| *When the Board allows for student participation in | <p>23 Ill.Admin.Code §255.200(b)(4) and</p> |

| Web-posted records and information (use of an * is explained in the paragraph above this table) | Web-posting statutory reference and special instructions |
|--|--|
| <p>registered apprenticeship programs:</p> <ol style="list-style-type: none"> 1. Notification to students and parents of the opportunities for registered apprenticeships, which includes the following statements: <ol style="list-style-type: none"> a. Students may participate in any registered apprenticeship program listed by the District, and b. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the District. 2. Board policy 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i> (specifically, the section titled Registered Apprenticeship Program) 3. A form for a parent/guardian to request that when their child successfully completes a registered apprenticeship program, it be substituted for a course | (c). |
| <p>*If offered by the District, identification of the curriculum the District uses to provide comprehensive personal health and safety and comprehensive sexual health education (National Sex Education Standards (NSES)), the scope and sequence of these instructional materials, and the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials</p> | 105 ILCS 5/27-9.1a, added by P.A. 102-522. |
| <p>*Board policy 6:135, <i>Accelerated Placement Program</i></p> | 23 Ill.Admin.Code §227.60(a). |
| <p>*Board policy 7:70, <i>Attendance and Truancy</i></p> | 23 Ill.Admin.Code §207.20(b). |

General School Administration

Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with School Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with State law, the Board's policies, and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-21.9, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.
5 ILCS 120/7.3, Open Meetings Act.
23 Ill.Admin.Code §§1.310, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

General School Administration

Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

The School Board hires and employs the Superintendent. The Superintendent shall be in charge of the administration of the schools under the direction of the Board, through its policies. See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7. As an effective employer, the Board must develop and maintain a productive relationship with the Superintendent. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/.

The foundation for a productive employment relationship begins when the Board identifies the most qualified superintendent candidate (*successful superintendent candidate*) after an established interview process. The Board then extends an offer of employment to the successful superintendent candidate. The employment search process and resulting relationship should consist of mutual respect and a clear understanding of respective roles, responsibilities, and expectations. This relationship should begin with the Board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See *Principles* at the link above.

Below, the *Checklist for the Superintendent Employment Contract Negotiation Process (Checklist)* provides a column entitled **Superintendent Contract Term Considerations for the Board**. It lists common superintendent employment contract terms and points of consideration for boards to prepare for during the contract formation process. Another column entitled **Explanation, Special Considerations, and Resources** provides extra information about these common superintendent employment contract terms.

The *Checklist* is intended to serve as a resource to educate and guide the Board through the employment contract negotiation process with its successful superintendent candidate. Board members who are educated about the content within the *Checklist* are crucial to successful negotiation processes. An educated contract formation and negotiation process, along with a well-written contract and job description for the Superintendent, all set the foundation for mutual respect and a clear understanding of the Board and Superintendent's respective roles, responsibilities, and expectations.

Important: This *Checklist* is a resource for contract formation; it is not a list of must have items for a superintendent's employment contract or a basis for a board to re-open contracts currently in effect.

Prior to providing the successful superintendent candidate an offer for employment and contract for review, consideration, and negotiation, consult the Board Attorney about the *Checklist* and the scope of the terms the Board wishes to offer the successful superintendent candidate. The Board and the successful superintendent candidate should expect and encourage the other to seek the advice of their respective attorneys during the employment contract formation process.

Many attorneys agree and best practices suggest that boards and successful superintendent candidates work with their own separate attorneys in an amicable and cooperative manner to complete the employment contract negotiation process.

Board Attorney. Prior to providing any successful superintendent candidate with an offer for employment and a contract for review, consideration, and negotiation, best practices suggest consulting the Board Attorney about the *Checklist*. **Note:** Boards should view a successful superintendent candidate retaining his or her own attorney as a best practice (as opposed to a warning sign). Each party is beginning the employment relationship in a cooperative manner to set an appropriate foundation to the future working relationship.

Power and Duties of the Superintendent

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
|---|--|
| Duties | <p>Does the Board enumerate the duties of the Superintendent in the employment contract?</p> <ol style="list-style-type: none"> 1. Are the statutory duties of the Superintendent listed? 2. Has the Board incorporated policy references to the other duties related to the Superintendent's employment? <p>See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7.</p> |
| Full-time, Attention and Energy Clause | <p>How will the Board address outside activities of the Superintendent?</p> <ol style="list-style-type: none"> 1. How will the Board define <i>outside activities</i>? 2. Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract? 3. Will the Board require approval/notification before the Superintendent engages in outside activities? |

Employment and Compensation

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
|---|--|
| Duration of Contract | <p>A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure.</p> <p>No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See 105 ILCS 5/10-23.8.</p> <p>If the duration is one year or less, then the contract need not reference goals or suspension of tenure.</p> |
| Salary | <p>Special Considerations for the Board may include:</p> <ol style="list-style-type: none"> 1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises above six percent (40 ILCS 5/15-155(g)) prior to retirement? 2. What is the <i>cost shift</i> implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor's statutory salary? School districts are responsible for paying the actuarial cost of the pension |

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
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| | <p>benefits earned on the portion of a TRS member's salary that exceeds the governor's statutory salary. The governor's annual salary is published by TRS at: www.trsil.org/employers/payments/contribution-rates-earnings-limitations.</p> <p>3. Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)?</p> <p>Items the Board may see the successful superintendent candidate request of it:</p> <ol style="list-style-type: none"> 1. A fixed salary for each year of the contract. 2. A guaranteed minimum salary. 3. Compensation increases. |
| Severance Agreements | <p>Any contract that contains a condition of severance pay must include the following provisions required by the Government Severance Pay Act (GSPA), 5 ILCS 415/10:</p> <ol style="list-style-type: none"> 1. A restriction to an amount not exceeding 20 weeks of compensation; and 2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. See the <i>Severance Pay</i> row under the Changes to the Superintendent's Employment Contract subhead below for a definition of what misconduct means in the context of this law. |
| Teachers Retirement System (TRS) & Teacher Health Insurance (THIS) | <p>How does the Board want to address:</p> <ol style="list-style-type: none"> 1. Pension contributions (TRS-THIS)? 2. Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation? 3. Unforeseen pension reform issues? |

Conditions of Employment

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
|---|---|
| Administrative License | Does the Board want to require the successful superintendent candidate to guarantee that as the future Superintendent of the District, he or she has and will |

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
|---|--|
| | maintain the appropriate licensure throughout the employment contract? |
| Criminal Background Check Law | 105 ILCS 5/10-21.9. See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i> , and the subhead entitled Fingerprint-based Criminal History Records Information Check in administrative procedure 5:30-AP2, <i>Investigations</i> . |
| Sexual Misconduct Related Employment History Review Law | 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i> and PRESS sample administrative procedure 5:30-AP3, <i>Sexual Misconduct Related Employment History Review (EHR)</i> . |
| Other Background Check Laws | <p>Does the Board want to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9 and sexual misconduct related employment history review required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23 and discussed above? If yes, consult the Board Attorney and consider the following laws:</p> <p>15 U.S.C. § 1681 <i>et seq.</i>, Federal Fair Credit Reporting Act (FCRA), is a federal law that regulates the gathering and use of information about consumers by third party <i>consumer reporting agencies</i>, including credit information, criminal background, driving record, personal characteristics/reputation, etc. The law requires consumer reporting agencies to comply with certain procedural notice requirements when gathering information from a consumer.</p> <p>820 ILCS 75/, Ill. Job Opportunities for Qualified Applicants Act, prohibits employers from inquiring about an applicant's criminal history until the application has been determined qualified and notified that he/she has been selected for an interview (<i>a/k/a ban the box law</i>).</p> <p>820 ILCS 55/, Ill. Right to Privacy in the Workplace Act (RPWA), prohibits employers from:</p> <ol style="list-style-type: none"> 1. Requesting, coercing, or requiring any employee or prospective employee to provide a user name and password for any personal online account; 2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access to that individual's personal online account; and 3. Taking an adverse employment action against an individual (including refusal to hire) based on |

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
|---|---|
| | <p>that individual's use of a lawful product off District property during nonworking hours, i.e., tobacco, cannabis, or alcohol. (Note: RPWA allows employers to regulate employees' use of those lawful products that impair an employee's ability to perform the employee's assigned duties. See policy 5:50, <i>Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition</i>, and its f/ns).</p> <p>820 ILCS 70/, III. Employee Credit Privacy Act, prohibits employers from inquiring into an individual's credit history or taking action against an employee based such history unless a satisfactory credit history is a <i>bona fide occupational requirement</i>, which is further defined in the statute. The job descriptions of superintendents generally meet this standard because they: (1) describe a managerial position that involves direction of school districts; (2) include signatory power over more than \$100; and (3) involve having access to confidential and financial information. Note: Any one of these grounds alone is sufficient.</p> |
| Medical Examination | <p>105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases.</p> <p>The Americans with Disabilities Act allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. 42 U.S.C. §12112(d)(4). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. §1630.2(r).</p> <p>See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i>, specifically f/ns 25 and 26.</p> |
| Tenure | <p><u>Suspension of Tenure</u></p> <p>With multi-year contracts and multi-year extensions, superintendents waive their rights to tenure in a school district, but no previously acquired tenure may be lost.</p> <p><u>Continued Tenure</u></p> <p>Superintendents serving multiple one year contracts may still accrue service toward and acquire tenure.</p> |

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
|---|---|
| | See 105 ILCS 5/10-23.8 and the <i>Duration of Contract</i> row in the Employment and Compensation checkbox, above. |

Evaluations and Goals

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
|---|---|
| Board Goals and Indicators of Student Performance and Academic Achievement for the Superintendent | <p>105 ILCS 5/10-23.8 requires each performance-based contract to include the goals and indicators of student performance and academic improvement determined and used by the Board to measure the performance and effectiveness of the Superintendent and other information as the Board may determine.</p> <p>Regarding its goals and indicators, has the Board:</p> <ol style="list-style-type: none"> 1. At minimum, addressed student performance and academic achievement (105 ILCS 5/10-23.8 states “and other information as the Board may determine”)? 2. Included them in the body of the employment contract? Or as an exhibit to it? 3. Set them to be: <ol style="list-style-type: none"> a. Measurable and achievable, i.e., are they within the Superintendent’s control? b. Objective, subjective or a combination of both? 4. Set a timeline for achievement, and if so is it on an: <ol style="list-style-type: none"> a. Annual basis? b. Prior to completion of the employment contract? 5. Set them as procedural, substantive, or a combination of both? <p>For more information about setting goals and indicators for superintendents regarding student performance and academic achievement, see: www.iasb.com/conference-training-and-events/training/workshops/</p> <p>Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for school boards to hold their superintendents accountable for district performance, including academic achievement: <i>Setting District Goals and Direction</i> (leads a board and</p> |

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
|---|--|
| | <p>superintendent to develop their own district language for specific measurable, and attainable goals and indicators)</p> <p><i>The Superintendent Evaluation Process</i> (describes an effective method of holding the superintendent accountable)</p> |
| Superintendent Evaluation | <p>Once the Board has developed its goals and indicators (as discussed immediately above), 105 ILCS 5/10-20, 5/10-23, and 5/10-23.8 require the Board to:</p> <ol style="list-style-type: none"> 1. “Direct, through policy, its superintendent in his or her charge of the administration of the school district;” and 2. Evaluate the superintendent in his or her “administration of school board policies and his or her stewardship of the assets of the district.” <p>How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators?</p> <p>Does the Board state when it will evaluate the successful superintendent candidate upon the goals and indicators that it set? Note: Some districts do not consider the superintendent evaluation to be a <i>one-time event</i> and put an on-going process into place. Contrast other districts, which depending upon their preferences, generally find the best time of year to evaluate is in the winter or early springtime.</p> <p>Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent’s evaluation process?</p> <p>What evaluation instrument will be used? How will the evaluation be documented?</p> <p>Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate?</p> <p>Is the evaluation instrument the Board will use tied to its goals and indicators of student performance and academic improvement and other information as the Board may determine?</p> <p>For more information about best practices when planning for and evaluating the Superintendent, see:</p> <p><i>The Superintendent Evaluation Process</i> at: www.iasb.com/iasb/media/documents/superintendent-evaluation-process.pdf;</p> |

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
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| | IASB's <i>Foundational Principles of Effective Governance</i> , Principle 3. The board employs a superintendent , at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/ ; stating "the board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy." |

Expenses and Benefits

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
|---|---|
| Expenses and Allowances | <p>How will the Board address expenses and allowances in its employment contract negotiations with the successful superintendent candidate?</p> <p><u>Business</u></p> <ol style="list-style-type: none"> 1. What standard will the Board use, e.g., reasonable, itemized, etc.? 2. Will the Board designate the Board President or another individual to review and/or approve the Superintendent's expenses? <p><u>Transportation</u></p> <p>Will the Board reimburse travel? If yes, what types of travel will the board reimburse? Some transportation topics that successful superintendent candidates request discussion about include:</p> <ol style="list-style-type: none"> 1. Vehicle insurance reimbursement(s) 2. Vehicle repair reimbursement(s) 3. A travel allowance only at either a set amount or the District's per mile rate 4. A vehicle 5. Out-of-district travel |
| Insurance | <p>Will the Board address insurance in its employment contract negotiations with the successful superintendent candidate?</p> <p>Some items successful superintendent candidates request include:</p> <ol style="list-style-type: none"> 1. Insurance contributions as part of a Cafeteria Plan, or in the alternative, the Board paying the premiums. 2. Specific insurance coverages from the Board, such as health, dental, vision, life, disability, etc. |

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
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| Vacation | <p>Will the Board address vacation days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many days? 2. Will vacation days accumulate? And, if so, how? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking a vacation? If yes, describe the process. 4. Will the Board address reimbursement for unused days? 5. Will vacation days need to be used for days off during winter or spring breaks? |
| Sick Leave/Days | <p>Will the Board address sick days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. Will sick leave be limited to annual sick leave days in the District's teachers' contract or will a different amount be provided? 2. How will sick day accumulation be addressed? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking or upon returning from a sick day? If yes, describe the process. |
| Professional Activities and Organizations Memberships in Community Organizations | <p>Will the Board address memberships in professional activities/organizations and/or community organizations its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many organizations will the Board allow the Superintendent to join? 2. Which organizations will be allowed? 3. What is the Board's limit for the cost of dues to professional organizations? |
| Retirement | <p>Will the Board address any type of payment(s) upon the Superintendent's retirement? If yes, then:</p> <ol style="list-style-type: none"> 1. Has the Board thoroughly examined and addressed: <ol style="list-style-type: none"> a. Any consequences or other penalties to it? b. The impact of any prior salary increases? |

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
|---|---|
| | <p>c. Potential pension reform issues?</p> <p>2. Often, a successful superintendent candidate's attorney has interest in the following issues:</p> <ul style="list-style-type: none"> a. Available post-retirement options available, e.g., payments for sick/vacation days, post-retirement insurance, longevity annuity payment, etc. b. Whether a potential retirement payment will be properly creditable for TRS purposes. Note: Ultimately, only TRS has the authority to determine creditability. |
| Annuities and Other Deferred Compensation | <p>Will the Board address any type of annuities and other deferred compensation issues? If yes, then:</p> <ul style="list-style-type: none"> 1. Will it offer such compensation in addition to the Superintendent's agreed-upon salary? 2. Will it contribute creditable earnings for TRS purposes? |

Changes to the Superintendent's Employment Contract

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
|---|---|
| Non-Renewal at End of Contract | <p>How will the Board and successful superintendent candidate agree to address orderly end to the employment contract when the Board chooses not to renew it?</p> <ul style="list-style-type: none"> 1. Will there be a non-renewal notification date? Do both parties' attorneys find it reasonable? 2. Will the Board require the Superintendent to remind it of the non-renewal date? 3. Will there be any agreement to a clause for an automatic one-year renewal if the Board fails to provide end-of-contract non-renewal notification? 4. Will the Board agree to language in the employment contract that would provide the Superintendent with a hearing upon non-renewal? |
| Renewal at End of Contract | <p>Will the Board agree to a procedure for renewing the employment contract at its end? If yes, then:</p> <ul style="list-style-type: none"> 1. What date would be the earliest that the Board could renew its employment contract with the Superintendent? |

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
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| | <p>2. What criteria will the Board base its renewal upon? For example, some boards base renewal upon superintendents achieving their stated goals and indicators of student performance and academic improvement and other information they required.</p> |
| Contract Extensions | <p>Will the Board agree to allow for an extension of its employment contract during its term? If yes, then:</p> <ol style="list-style-type: none"> 1. Will the Board agree to extend it during its term if the Board determines that the Superintendent successfully met all of the Board’s stated goals and indicators of student performance and academic improvement and other information it required? 2. Will the Board agree to extend a one-year contract when the Superintendent is not required to meet any goals? <p>See 105 ILCS 5/10-23.8.</p> |
| Terminations | <p>If the successful superintendent candidate accepts employment with the Board and becomes the Superintendent, how will the Board outline the grounds and procedures for terminating the Superintendent’s employment during the contract’s term?</p> <ol style="list-style-type: none"> 1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement? 2. Will the Board allow retirement to be an appropriate reason for terminating its employment contract with the Superintendent? And if so, will the Board require reasonable notice from its Superintendent? 3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other? 4. Will the Board terminate the employment contract for permanent disability of the Superintendent? <ol style="list-style-type: none"> a. How will the Board define permanent disability in the contract? b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or c. Will the Board consider duration of |

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
|---|---|
| | <p>absence; e.g., 90-days after exhaustion of available leave, whichever is greater? See PRESS sample policy 5:180, <i>Temporary Illness or Temporary Incapacity</i>.</p> <p>5. What standard will the Board use to terminate the employment contract for cause? Items to consider include:</p> <ol style="list-style-type: none"> a. Any conduct detrimental/prejudicial to the District;* b. Just cause; c. Sufficient to dismiss a tenured teacher; d. Material breach of contract; or e. Not arbitrary and capricious. <p>*50 ILCS 205/3c, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964. See Severance Pay row directly below.</p> <p>6. Will the Board agree to provisions for hearing and due process for the Superintendent?</p> <p>7. How will the Board address death of its Superintendent during the duration of the employment contract?</p> |
| Severance Pay | <p>Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA, 5 ILCS 415/10(a)(1):</p> <p>A restriction to an amount not exceeding 20 weeks of compensation; and</p> <p>A prohibition on any severance if the Superintendent is fired for <i>misconduct</i> by the Board. This law defines misconduct to include sexual harassment and/or discrimination. But 50 ILCS 205/3c limits sexual harassment or discrimination to instances when an employee is “found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964.” For more discussion about these laws, see f/n 6 in policy 2:260, <i>Uniform Grievance Procedure</i>.</p> |
| Liquidated Damages | Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the |

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
|--|--|
| | <p>employment contract?</p> <ol style="list-style-type: none"> 1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys? 2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent? |
| Amendments | How will the Board and Superintendent agree to allow for amendments to the employment contract? |

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

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
|--|---|
| Technical clauses (common in contracts) | <p>If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent's attorney reviewed them?</p> <ol style="list-style-type: none"> 1. Notice 2. Applicable law 3. Headings and numbers 4. Complete understanding, i.e., do the Board members and Superintendent share the same understanding of the various provisions written in the employment contract? 5. Counterparts 6. Effect of Policy Amendments 7. Severability 8. Advice of Counsel |

Miscellaneous Issues

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
|--|---|
| Board Obligations Under the Employment Contract | <p>Do all members of the Board understand the District's obligations under the employment contract and what not complying with them will mean to the District?</p> <p>Specifically, are Board members aware of the Board's specific obligations regarding:</p> <ol style="list-style-type: none"> 1. The Superintendent Evaluation 2. Goal setting 3. Required notifications/actions by each party prior to termination of the employment contract |
| Ongoing Monitoring of Each | Are the Board and Superintendent actually complying |

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources |
|--|---|
| Party's Compliance with the Contract . | with the terms of the employment contract? Has the Board Attorney explained how the Board should monitor compliance with the employment contract? |
| Legislative Issues | How might pending pension reform legislation or other trending legislation affect the employment contract? |

Operational Services

Purchases and Contracts

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

Standards for Purchasing and Contracting

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

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

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

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

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 *et seq.*
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:
 - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibit any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of

any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.

- b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having *direct contact with children or students* if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR; (3) maintain all records of EHRs and provide the District access to such records upon request; and (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g).
 - c. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and (2) require any new or existing employee who provides services to students or in schools to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Dept. of Public Health rules or order of a local health official.
9. Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
10. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.

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

LEGAL REF.: 2 C.F.R. Part 200.
105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., 5/22-94, and 5/24-5.
30 ILCS 708/, Grant Accountability and Transparency Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting)

Operational Services

Administrative Procedure - Purchases

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

Requirements for Purchases and Contracts

- A. Each of the following requirements describes the type of purchase and/or contract to which it applies; requirements in Sections B and C may also apply to a specific purchase or contract.
1. All purchases of goods or services must be made through the use of contracts or purchase orders, except for those purchases made from petty cash funds or the Imprest Fund, or as otherwise specifically authorized by the Superintendent.
 2. Ill. Use Tax Act compliance (105 ILCS 5/10-20.21(b) and 35 ILCS 105/):
 - a. Persons bidding for and awarded a contract, and all affiliates of the person, must collect and remit Ill. Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provision of the Ill. Use Tax Act.
 - b. All bids and contracts must include: (1) a certification that the bidder or contractor is not barred from bidding for or entering into a contract, and (2) an acknowledgment that the Board may declare the contract void if the certification is false.
 3. All entities seeking to enter into a contract with the District must provide written certification to the District that it will provide a drug free workplace by complying with the Ill. Drug Free Workplace Act, 30 ILCS 580/. All contractors must comply with the notification mandates and other requirements in the Ill. Drug Free Workplace Act. "Contractor" is defined in the Ill. Drug Free Workplace Act as "a corporation, partnership, or other entity with 25 or more employees at the time of letting the contract, or a department, division, or unit thereof, directly responsible for the specific performance under a contract of \$5,000 or more."
 4. Before soliciting bids or awarding a contract for supplies, materials, equipment, or services, a certified education purchasing contract that is already available through a State education purchasing entity (as defined in the Education Purchasing Program, 105 ILCS 5/28A), may be considered as a bid. 105 ILCS 5/10-20.21(d).
 5. All contracts must include provisions required by State or federal law, as applicable. Topics commonly requiring a provision include equal opportunity employment, prevailing wage, minimum wage, and performance bond.
 6. The procurement of architectural, engineering, and land surveying services is governed by the Local Government Professional Services Selection Act, 50 ILCS 510/, implemented by 2:170-AP, *Qualification Based Selection*.
 7. A list must be posted on the District's website, if any, of all contracts in excess of \$25,000 and any contract with an exclusive bargaining representative. 105 ILCS 5/10-20.44(b).
 8. Each contractor with the District must comply with 105 ILCS 5/10-21.9(f) and: (a) not allow any of its employees to have direct, daily contact with one or more students if the employee was found guilty of any offense listed in 105 ILCS 5/10-21.9(c) or 5/21B-80(c); (b) prohibit any of its employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; (c) require each of its employees who will have direct, daily contact with one or more student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her; and (d)

- reimburse the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a contractor who will have direct, daily contact with a student(s). See 4:60-AP3, *Criminal History Records Check of Contractor Employees*.
9. For each position involving *direct contact with children or students*, each contractor must perform sexual misconduct related employment history reviews (EHRs) of its employees as required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, and: (a) prohibit any of its employees from having direct contact with children or students if the contractor has not performed an EHR; (b) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by an EHR, and prohibit any such employee from having direct contact with children or students; (c) immediately inform the District of any instances of sexual misconduct involving an employee as provided in 105 ILCS 5/22-94(j)(3); (d) prohibit any of its employees from having direct contact with children or students if the District objects to the employee's assignment after being informed of an instance of sexual misconduct; (e) maintain all records of EHRs and provide copies of such records upon the District's request; and (f) not enter into any agreements prohibited by 105 ILCS 5/22-94(g). See 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*.
 10. Each contractor with the District must comply with 105 ILCS 5/24-5 and: (a) concerning each new employee who will provide services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and (b) require any new or existing employee who provides services to students or in schools to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Dept. of Public Health rules or order of a local health official.
 11. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10) (food donations).
 12. Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act by (a) requesting a bid with an alternative for asphalt-based or latex-based sealant product, and (b) considering whether an asphalt-based or latex-based sealant product should be used for the project based upon costs and life cycle costs that regard preserving pavements, product warranties, and the benefits to public health and safety.
- B. To the extent feasible, the following govern all purchases and/or the award of contracts for supplies, materials, or work, and/or contracts with private carriers for transporting students, involving: (a) an expenditure of \$25,000 or less, or (b) in an emergency, an expenditure in excess of \$25,000, provided such expenditure is approved by three-quarters of the Board. See 105 ILCS 5/10-20.21(a)(xiv) (3/4s of the members of the Board must approve an emergency expenditure in excess of \$25,000 when the bidding process is not used) and 5/29-6.1 (time limitations for transportation contracts).
1. Telephone quotations, verbal quotations, or catalog prices are used to purchase materials that are needed urgently, or small quantity orders.
 2. Written quotations are used to purchase materials or services when time requirements allow. Whenever possible, quotations should be received from at least two competitors. The Superintendent or designee may negotiate with vendors at any time, including after receiving quotations.
- C. The following govern all purchases and/or the award of contracts involving an expenditure in excess of \$25,000 for supplies and materials or work. 105 ILCS 5/10-20.21(a).

1. Contracts are awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability, except contracts or purchases for:
 - a. Services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
 - b. Printing of finance committee reports and departmental reports;
 - c. Printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
 - d. Perishable foods and perishable beverages;
 - e. Materials and work that have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price;
 - f. Maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
 - g. Use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
 - h. Duplicating machines and supplies;
 - i. Fuel, including diesel, gasoline, oil, aviation, natural gas, or propane, lubricants, or other petroleum products;
 - j. Equipment previously owned by some entity other than the District itself;
 - k. Repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility;
 - l. Goods or services procured from another governmental agency;
 - m. Goods or services that are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone, or telegraph;
 - n. Emergency expenditures when such an emergency expenditure is approved by three-quarters of the members of the Board;
 - o. Goods procured through an education master contract, as defined in the Education Purchasing Program, 105 ILCS 5/28A; and
 - p. Providing for the transportation of students, which contracts must be advertised in the same manner as competitive bids and awarded by first considering the bidder(s) most able to provide safety and comfort for the students, stability of service, and any other factors set forth in the request for proposal regarding quality of service, and then price.
 - q. Goods, services, or management in the operation of a school's food service, including a school that participates in any of the U.S. Dept. of Agriculture's (USDA) child nutrition programs if a good faith effort is made on behalf of the District to give preference to contracts that: (a) procure food that promotes the health and well-being of students, in compliance with USDA nutrition standards for school meals, and contracts should also promote the production of scratch-made, minimally processed foods; (b) give a preference to State or regional suppliers that source local food products; (c) utilize producers that adopt hormone and pest management practices recommended by the USDA; (d) give a preference to food suppliers that value animal

welfare; and (e) increase opportunities for businesses owned and operated by minorities, women, or persons with disabilities.

When this exemption applies, the bidder shall submit to the District at the time of the bid, to the best of the bidder's ability, and annually thereafter during the term of the contract, the food supplier data required in this Section q. The food supplier data shall also include the name and address of each supplier, distributor, processor, and producer involved in the provision of the products that the bidder is to supply.

2. Competitive bidding process:
 - a. An invitation for bids is advertised, where possible, by public notice at least 10 days before the bid date in a newspaper published in the District, or if no newspaper is published in the District, in a newspaper of general circulation in the area of the District. 105 ILCS 5/10-20.21(a).
 - b. The following information should be included in the advertisement for bids:
 - i. A description of the materials, supplies, or work involved;
 - ii. Completion or delivery date requirements;
 - iii. Requirements for bids, bonds, and/or deposits;
 - iv. Requirements for performance, labor, and material payment bonds;
 - v. Date, time, and place of the bid opening;
 - vi. The approximate time period between the opening of bids and the award of the contract; and
 - vii. Any other useful information.
 - c. If specifications are available, the advertisement for bids describes where they may be obtained and/or inspected.
 - d. All bids must be sealed by the bidder. 105 ILCS 5/10-20.21(a).
 - e. A Board member or District employee opens the bids at a public bid opening at which time the contents are announced. 105 ILCS 5/10-20.21(a). Bids may be communicated, accepted, and opened electronically. The following safeguards apply to an electronic bid opening (105 ILCS 5/10-20.21(a)):
 - i. On the date and time of a bid opening, the primary person conducting the electronic bid process shall log onto a specified database using a unique username and password previously assigned to the bidder to allow access to the bidder's specific bid project number.
 - ii. The specified electronic database must be on a network that: (i) is in a secure environment behind a firewall; (ii) has specific encryption tools; (iii) maintains specific intrusion detection systems; (iv) has redundant systems architecture with data storage back-up, whether by compact disc or tape; and (v) maintains a disaster recovery plan.
 - f. Each bidder is given at least three days' notice of the time and place of the bid opening. 105 ILCS 5/10-20.21(a).
 - g. Conduct that promotes deception and collusion during the bidding process is prohibited and may violate the Ill. Criminal Code, 720 ILCS 5/33E-1 et seq. Examples include interference with public contracting, bid-rigging, and acquisition or disclosure of bidding information by a public official.
3. Following the opening of bids, the Superintendent (and Board Attorney, if needed) determines the lowest responsible bidder and verifies the bidders' qualifications. Contracts are awarded at a properly called open meeting of the Board. If the Superintendent recommends a bidder other than the lowest bidder, the Superintendent must provide the

Board with the factual basis for the recommendation in writing. The Board, if it accepts a bid from a bidder other than the lowest, records the factual basis for its decision in its minutes. A contract arises only when the Board votes to accept a bid, although written notice of the award will later be given to the successful bidder.

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

LEGAL REF.: 105 ILCS 5/10-20.21, 5/10-20.44, 5/10-21.9, 5/21B-80, 5/22-94, and 5/24-5.
30 ILCS 580/, Ill. Drug Free Workplace Act.
35 ILCS 105/, Ill. Use Tax Act.
50 ILCS 510/, Local Government Professional Services Selection Act.
410 ILCS 170/10, Coal Tar Sealant Disclosure Act.

Operational Services

Administrative Procedure - Third Party Non-Instructional Contracts

When completed, this procedure documents that the requirements in 105 ILCS 5/10-22.34c have been fulfilled, thereby allowing the School Board to approve a contract for third party non-instructional services currently performed by any employee or bargaining unit member (such as, but not limited to, custodial services, student transportation, and school meal services). However, these conditions are not mandatory for the Board to enter into a contract, of no longer than three months in duration, with a third party for non-instructional services currently performed by an employee or bargaining unit member for the purpose of augmenting the current workforce in an emergency situation that threatens the safety or health of the District's students or staff, provided that the Board meets all of its obligations under the Ill. Educational Labor Relations Act.

Name of proposed contractor: _____

Name and description of proposed contract for third party non-instructional services: _____

Effective date of proposed contract: _____

Each of the following conditions must be checked to document that it was present or fulfilled:

- Any lay-off resulting from entering into the contract for third party non-instructional services will comply with the applicable collective bargaining agreement and/or Board policy 5:290, *Employment Terminations and Suspensions*.
- The proposed contract will not be entered into or become effective during the term of an applicable collective bargaining agreement covering any employees who perform the non-instructional services.
- The proposed contract will take effect upon or after the expiration of an existing collective bargaining agreement.
- The proposed contractor has submitted a bid that includes the following:
 - A. Evidence of liability insurance in scope and amount equivalent to the liability insurance provided by the Board pursuant to 105 ILCS 5/10-22.3;
 - B. A benefits package for the third party's employees who will perform the non-instructional services comparable to the benefits package provided to District employees who perform those services;
 - C. A list of the number of employees who will provide the non-instructional services, the job classifications of those employees, and the wages the proposed contractor will pay those employees;
 - D. A minimum three-year cost projection, using generally accepted accounting principles, and which the proposed contractor is prohibited from increasing if the bid is accepted by the Board, for each and every expenditure category and account for performing the non-instructional services;
 - E. Composite information about the criminal and disciplinary records, including alcohol or other substance abuse, Ill. Dept. of Children and Family Services complaints and investigations, traffic violations, and license revocations or any other licensure problems, of any employees who may perform the non-instructional services, provided that the individual names and other identifying

information of employees need not be provided with the submission of the bid, but must be made available upon request of the Board; and

- F. An affidavit, notarized by the president or chief executive officer of the proposed contractor, that each of its employees has completed a criminal background check as required by 105 ILCS 5/10-21.9 within three months prior to submission of the bid, provided that the results of such background checks need not be provided with the submission of the bid, but must be made available upon request of the Board.
- The following is attached or otherwise available: a cost comparison, using generally accepted accounting principles, of each and every expenditure category and account that the District projects it would incur over the term of the contract if it continued to perform the non-instructional services using its own employees with each and every expenditure category and account that is projected the proposed contractor would incur if it performed the non-instructional services.
 - The Board reviewed and considered all bids by third parties to perform the non-instructional services in open session of a regularly scheduled Board meeting, unless the exclusive bargaining representative of the employees who perform the non-instructional services, if any such exclusive bargaining representative exists, agreed in writing that such review and consideration could take place in open session at a specially scheduled Board meeting.
Date of Board meeting: _____
 - Each of the following occurred:
 1. A minimum of one public hearing, conducted by the Board prior to a regularly scheduled Board meeting, to discuss the proposed contract was held before the Board entered such contract.
Date of hearing: _____
 2. The Board provided notice to the public of the date, time, and location of the first public hearing on or before the initial date that bids to provide the non-instructional services are solicited or a minimum of 30 days prior to entering into such a contract, whichever provides a greater period of notice.
Date and manner of notice: _____
 - The proposed contract contains provisions requiring the proposed contractor to offer available employee positions pursuant to the contract to qualified School District employees whose employment is terminated because of the contract.
 - The proposed contract contains provisions requiring the proposed contractor to comply with a policy of nondiscrimination and equal employment opportunity for all persons and to take affirmative steps to provide equal opportunity for all persons.

Operational Services

Administrative Procedure - Criminal History Records Check of Contractor Employees

Use this procedure to implement the *complete criminal history records check* referenced in 5:30-AP2, *Investigations*, that is required when an employee of a contractor will have direct, daily contact with one or more students.

| Actor | Action |
|---|--|
| <p>Firm contracting with the District, referred to herein as "contractor"</p> | <p>Prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 105 ILCS 5/10-21.9(c) or 5/21B-80(c), amended by P.A. 102-552.</p> <p>Prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense.</p> <p>Requires each employee who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her. 105 ILCS 5/10-21.9(f).</p> <p>Reimburses the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a contractor who will have direct, daily contact with student(s).</p> <p>Follows 4:60-AP4, <i>Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees</i>, if the contractor's employees will have <i>direct contact with children or students</i>, as defined by 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.</p> |
| <p>Superintendent, Business Manager, or designee</p> | <p>To ensure that a contractor complies with the fingerprint-based criminal history records check under 105 ILCS 5/10-21.9, may require that the following sample language or similar language be included in each contract with any firm whenever any employee of the firm will have direct, daily contact with one or more students.</p> <p>The contractor shall not send to any school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/10-21.9(c) and/or 5/21B-80(c), as amended from time to time, or who is listed in the Ill. Sex Offender Registry or the Ill. Murderer and Violent Offender Against Youth Registry. The contractor shall not send to any school building or school property any employee or agent who</p> |

| Actor | Action |
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| <p>Superintendent, Business Manager, or designee, cont'd</p> | <p>has been convicted of a crime listed in 105 ILCS 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense. The contractor shall make every employee who will have direct, daily contact with one or more students available to the District for the purpose of submitting to a fingerprint-based criminal history records check. The check shall occur before any employee or agent is sent to any school building or school property. The contractor will reimburse the District for the cost of each check. The District must also provide a copy of the report to the individual employee of the contractor, but is not authorized to release it to the contractor. Additionally, at least quarterly, the contractor shall check if any of its employees or agents having direct, daily contact with one or more students is listed on the Ill. Sex Offender Registry or the Ill. Murderer and Violent Offender Against Youth Registry.</p> <p>Completes the required forms to request a fingerprint-based criminal history record check on each contractor's employee who will have direct, daily contact with one or more students. 105 ILCS 5/10-21.9(f). See 5:30-AP2, <i>Investigations</i>. Screens the individual's name and address against the: (1) Ill. Sex Offender Registry, www.isp.illinois.gov/Sor/Disclaimer, and (2) the Violent Offender Against Youth Registry maintained by the Ill. State Police (ISP), www.isp.illinois.gov/MVOAY/Disclaimer. The fingerprint-based criminal history record check and two registry screens constitute the complete criminal history background check that must be conducted under 105 ILCS 5/10-21.9(f), as described in 5:30-AP2, <i>Investigations</i>.</p> <p>Whenever a contractor sends an employee who will have direct, daily contact with a student(s) to the District for the first time, ASKS the contractor:</p> <p>Will this employee be assigned to more than one school district? IF YES, may request the applicable Regional Superintendent to be responsible for obtaining a fingerprint-based criminal history records check and checking the Statewide Sex Offender Database for each such employee. The Regional Superintendent is required to promptly report to the District any information concerning the employee's record of conviction and identification as a sex offender. 105 ILCS 5/10-21.9(f).</p> <p>Has another Illinois school district already conducted a fingerprint-based criminal history records check on the employee within the last year? IF YES, may request a copy of it for that contractor's employee from the school district where the contractor's employee worked or works. The District may rely on a check done by another district within the last year. 105 ILCS 5/10-21.9(f-5).</p> |

| Actor | Action |
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| | <p>Note: State law does not define “within the last year.”</p> <p>Upon a request from any school, school district, community college district, or private school for a copy of a fingerprint-based criminal history records check for an employee of a contractor, FIRST determines if the District conducted the check within the last year. IF YES, provides a copy of it to the requesting entity. 105 ILCS 5/10-21.9(f-5). Note: An immunity provision, contained in 20 ILCS 2635/7(A)(3), makes the District not liable to an individual for its reasonable actions taken in reliance on the individual’s Criminal History Records Information (CHRI) report. The District will lose the immunity if it was notified by the individual or by the ISP that the CHRI report is inaccurate or incomplete.</p> <p>Follows 4:60-AP4, <i>Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees</i>, if the contractor’s employees will have <i>direct contact with children or students</i>, as defined by 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.</p> |

Operational Services

Administrative Procedure - Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees

Use this procedure to implement the sexual misconduct related employment history review (EHR) required by 105 ILCS 5/22-94 when an employee of a contractor will have direct contact with children or students. A copy of this procedure may be provided to a contractor to inform or remind the contractor of its legal obligations.

Glossary of Terms

Contractor - A firm holding a contract with any school including, but not limited to, food service workers, school bus drivers, and other transportation employees who have direct contact with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Direct contact with children or students - The possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

School - A public or nonpublic elementary or secondary school. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Sexual misconduct - Any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include but are not limited to: 1) a sexual or romantic invitation, 2) dating or soliciting a date, 3) engaging in sexualized or romantic dialog, 4) making sexually suggestive comments that are directed toward or with a student, 5) self-disclosure or physical exposure of a sexual, romantic, or erotic nature, 6) a sexual, indecent, romantic, or erotic contact with the student. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23; 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

EHR of Contractor Employees

| Actor | Action |
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| Contractor | <p>At the time of initial hiring of an employee or prior to the assignment of an employee to perform work involving <i>direct contact with children or students</i>, conducts an EHR of the employee, in accordance with 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, specifically:</p> <p>Provides the employee with: (a) a <i>Sexual Misconduct Disclosure</i> form, using the Ill. State Board of Education’s (ISBE) <i>Sexual Misconduct Disclosure Template for Applicant</i> at www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf and (b) copies of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form, using ISBE’s <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template</i> at www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf for the applicant to</p> |

| Actor | Action |
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| | <p>complete for each current employer and for each former employer where the applicant worked in direct contact with children or students. The Contractor cannot hire an applicant for a position involving direct contact with children or students who does not provide the information required by the forms (105 ILCS 5/22-94(f), added by P.A. 102-702, eff. 7-1-23).</p> <p>Reviews the applicant's completed <i>Sexual Misconduct Disclosure</i> form and <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form(s).</p> <p>Provides to all employers identified by the applicant in Section 3 of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form a copy of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23). The employer(s) must return the completed form(s) to the Contractor within 20 calendar days (105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23) after receipt.</p> <p>Informs the District of any instance known to the Contractor in which the employee: (a) has been the subject of a sexual misconduct allegation unless a subsequent investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; (b) has ever been discharged, been asked to resign from, resigned from, or otherwise been separated from any employment, been removed from a substitute list, been disciplined by an employer, or had an employment contract not renewed due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation was false, unfounded, or unsubstantiated; or (c) has ever had a license or certificate suspended, surrendered, or revoked due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated. 105 ILCS 5/22-94(j)(3)(A-C), added by P.A. 102-702, eff. 7-1-23.</p> |
| <p>Superintendent, Business Manager, or designee</p> | <p>Confirms that the Contractor has performed or will perform an EHR for each of its employees who will perform work involving direct contact with children or students. The EHR remains valid as long as the employee remains employed by Contractor, even if the employee is assigned to perform work for another school. 105 ILCS 5/22-94(j)(1), added by P.A. 102-702, eff. 7-1-23.</p> <p>To ensure the EHR is performed, may require the following sample language or similar language be included in each</p> |

| Actor | Action |
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| | <p>contract with the Contractor:</p> <p>Either at the time of initial hiring or prior to assigning any employee to perform work in the District involving direct contact with children or students, the Contractor will perform an Employment History Review (EHR) for the employee, in accordance with the requirements of 105 ILCS 5/22-94, as it may be amended from time to time. Notwithstanding the foregoing, if Contractor is furnishing substitute staffing services, Contractor shall perform the EHR upon initial hiring of the substitute employee.</p> <p>In performing the EHR, the Contractor agrees it will provide the employee with: (1) a <i>Sexual Misconduct Disclosure</i> form, using the Ill. State Board of Education's (ISBE) <i>Sexual Misconduct Disclosure Template for Applicant</i> at www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf and (2) copies of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form, using ISBE's <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template</i> at www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf for the employee to complete for each current employer and for each former employer where the employee worked in direct contact with children or students. The Contractor shall provide to all employers identified by the employee in Section 3 of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form a copy of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23). The Contractor will instruct the identified employer(s) to return the completed form(s) to the Contractor within 20 calendar days after receipt. The Contractor shall immediately inform the District of any instances of sexual misconduct involving the employee as set forth in 105 ILCS 5/22-94(j)(3). The Contractor shall maintain all records of EHRs and upon the District's request shall provide the District with access to and copies of records pertaining to the EHRs of Contractor employees. The Contractor shall not send to any school building or other District property: (1) any employee for whom an EHR has not been performed, (2) any employee who provides false information or willingly fails to disclose information required by the EHR, or (3) any employee to whom the District objects after the</p> |

| Actor | Action |
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| | <p>Contractor informs it of an instance of sexual misconduct involving the employee as set forth in 105 ILCS 5/22-94(j)(3). 105 ILCS 5/22-94(e) provides that a “contractor who provides information or records about a current or former employee or applicant under this Section [105 ILCS 5/22-94] is immune from criminal and civil liability for the disclosure of the information or records, unless the information or records provided were knowingly false.”</p> <p>For the duration of this Agreement, and in accordance with 105 ILCS 5/22-94(g), the Contractor agrees it will not enter into any collective bargaining agreement, employment contract, agreement for resignation or termination, severance agreement, or any other contract or agreement that: (1) has the effect of suppressing information concerning a pending investigation or a completed investigation in which an allegation was substantiated related to a report of suspected sexual misconduct by a current or former employee, (2) affects the ability of the Contractor to report suspected sexual misconduct to the appropriate authorities, or (3) requires the Contractor to expunge information about allegations or findings of suspected sexual misconduct from any documents maintained by the Contractor, unless, after an investigation, an allegation is found to be false, unfounded, or unsubstantiated.</p> <p>Whenever a Contractor sends an employee who will have direct contact with children or students to the District for the first time, requests that the Contractor provide the District with copies of the records pertaining to the EHR of any employee involved in an instance of sexual misconduct as set forth in 105 ILCS 5/22-94(j)(3).</p> |

Following the EHR of Contractor Employees

| Actor | Action |
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| Contractor | <p>Maintains records documenting EHRs as required by law and upon the District’s request, provides the District access to records pertaining to the employment history reviews of employees. 105 ILCS 5/22-94(j)(2), added by P.A. 102-702, eff. 7-1-23.</p> <p>Prohibits the assignment of an employee to a position at the District involving direct contact with children or students if: (1) the employee does not provide the information required by 105 ILCS 5/22-94(c) or provides false information or willfully fails to disclose information required by the EHR (2) the Contractor determines the employee is unfit for the position, or (3) the</p> |

| Actor | Action |
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| | <p>District objects to the assignment after the Contractor informs it of an instance of sexual misconduct as listed in the section above. 105 ILCS 5/22-94(f) and j(4), added by P.A. 102-702, eff. 7-1-23.</p> <p>Disciplines, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR. 105 ILCS 5/22-94(d), added by P.A. 102-702, eff. 7-1-23.</p> <p>As appropriate, reports responses received from an applicant's employer(s) to ISBE, a state licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer. Note: A contractor or district that reports information or records about a current or former employee or applicant under 105 ILCS 5/22-94 is immune from criminal and civil liability for the disclosure of the information or records unless the information or records provided were knowingly false. 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23.</p> |
| <p>Superintendent, Business Manager, or designee</p> | <p>Reviews all EHR records provided by the Contractor to evaluate the employee's fitness to be assigned to work in the District.</p> <p>As appropriate, reports responses received from an applicant's employers to ISBE, a state licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer.</p> <p>If a Contractor employee is alleged to have engaged in sexual misconduct with an enrolled student, ensures notice to the student and parent(s)/guardian(s) of the student is provided and the allegations are investigated in accordance with administrative procedure 5:90-AP2, <i>Parent/Guardian Notification of Sexual Misconduct</i>, see the Notification of Alleged Sexual Misconduct subhead.</p> <p>If any of the Contractor's employees will have direct, daily contact with one or more students, conducts a <i>complete criminal history records check</i> of the Contractor employees under 105 ILCS 5/10-21.9(f) by following 4:60-AP3, <i>Criminal History Records Check of Contractor Employees</i>.</p> |

Operational Services

Administrative Procedure - Federal and State Award Procurement Procedures

In addition to the State legal requirements for purchases and contracts set forth in Board policy 4:60, *Purchases and Contracts*, and 4:60-AP1, *Purchases*, the following procedures apply to District procurement under federal awards and State awards governed by the Grant Accountability and Transparency Act (GATA). The District maintains oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

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

Code of Conduct

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

General Procurement Standards

- A. The District shall avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. **Note:** A conflict between this regulation's requirements and the Ill. Criminal Code of 2012 may exist. See 720 ILCS 5/33E-2(i-5) and 5/33E-18 (defines and prohibits bid stringing, a Class 4 felony) and 720 ILCS 5/33E-3 (prohibits bid rigging, a Class 3 felony).
- B. To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.
- C. The District may use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- D. The District may use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost. **Note:** A conflict between this regulation's requirements and the Ill. Criminal Code of 2012 may exist. See 720 ILCS 5/33E-2(i-5) and 5/33E-18 (defines and prohibits bid stringing, a Class 4 felony).
- E. The District shall only award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. **Note:** State law requires award to the "lowest responsible bidder."
- F. The District shall maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of

procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

- G. The District may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Note: The Ill. Criminal Code of 2012 (720 ILCS 5/33E-9) requires approval of the Board or designee when a contract cost increases or decreases by \$25,000, a/k/a *change orders*. If a change order will exceed the original contract price by 10%, it must be rebid.
- H. The District shall be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements.

Competition

- A. All procurement transactions for the acquisition of property or services required under an award shall be conducted in a manner providing full and open competition consistent with the standards of State law (105 ILCS 5/10-20.21), policy 4:60, *Purchases and Contracts*, and this section. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Situations considered to be restrictive of competition include, but are not limited to:
 - 1. Placing unreasonable requirements on firms in order for them to qualify to do business;
 - 2. Requiring unnecessary experience and excessive bonding;
 - 3. Noncompetitive pricing practices between firms or between affiliated companies;
 - 4. Noncompetitive contracts to consultants that are on retainer contracts;
 - 5. Organizational conflicts of interest;
 - 6. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
 - 7. Any arbitrary action in the procurement process.
- B. The District shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographic preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. **Note:** State law may also encourage or discourage these preferences. Discuss these with the Board Attorney. See also Doyle Plumbing & Heating Co. v. Bd. of Educ., Quincy Pub. Sch. Dist. No. 172, 291 Ill.App.3d 221 (4th Dist. 1997); Cardinal Glass Co. v. Bd. of Educ. of Mendota Comm. Consol. Sch. Dist. 289, 113 Ill.App.3d 442 (3rd Dist. 1983). Nothing in this section preempts State licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. **Note:** The Board must also follow the Local Government Professional Services Selection Act. 50 ILCS 510/.
- C. Procurement Transactions. All solicitations will:
 - 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured.
 - a. Such description must not, in competitive procurements, contain features which unduly restrict competition.
 - b. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum

- essential characteristics and standards to which it must conform if it is to satisfy its intended use.
- c. Detailed product specifications should be avoided if at all possible.
 - d. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated.
2. Identify all requirements which offerors must fulfill and all other factors to be used in evaluating bids and proposals.
- D. The District shall ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. **Note:** State laws may conflict with this provision. See 105 ILCS 5/10-20.21 and 50 ILCS 510/.
 - E. The District shall not preclude potential bidders from qualifying during the solicitation period.
 - F. Noncompetitive procurements can only be awarded in accordance with the requirements detailed in paragraph E of the **Methods of Procurement** subhead below.

Methods of Procurement

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

- A. Micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of \$10,000, as may be amended from time to time. To the extent practicable, the District shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the Board considers the price to be reasonable based on research, experience, purchase history, or other information and documents it maintains. **Note:** See 105 ILCS 5/10-20.21 and policy 4:60, *Purchases and Contracts*.
- B. Small purchase procedures. Small purchase procedures may be used for the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the Simplified Acquisition Threshold of \$250,000, as may be amended from time to time. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources, as determined appropriate by the District.
- C. Sealed bids. Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. **Note:** 105 ILCS 5/10-20.21 requires “lowest responsible bidder.” The sealed bid method is the preferred method for procuring construction, if the conditions in 2 C.F.R. §200.320(b)(1)(i) apply. If sealed bids are used, the requirements in 2 C.F.R. §200.320(b)(1)(ii) apply. **Note:** 105 ILCS 5/10-20.21 requires sealed bids.
- D. Proposals. The use of proposals is a procurement method in which either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. Proposals must be solicited from an adequate number of qualified offerors. If this method is used, the requirements in 2 C.F.R. §200.320(b)(2) apply. **Note:** 105 ILCS 5/10-20.21 requires sealed bids.

- E. Noncompetitive procurement. Noncompetitive procurement may be used only when one or more of the circumstances in §200.320(c) apply: (1) the cost does not exceed the micro-purchase threshold; (2) the item is available only from a single source; (3) public exigency or emergency will not permit a delay resulting from publicizing a competitive solicitation; (4) the awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the District; or (5) after solicitation of a number of sources, the District determines competition is inadequate. **Note:** 50 ILCS 510/ may conflict with this regulation.

Procurement of Recovered Materials

When the District procures items designated by the Environmental Protection Agency (EPA) as capable of being produced with recovered materials, and the purchase of the items exceeds \$10,000 or the quantity of the items (or functionally equivalent items) purchased in the preceding fiscal year exceeded \$10,000, the District shall:

- A. Ensure the items contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The decision not to procure such items must be based on a determination that the items: (1) are not reasonably available within a reasonable period of time, (2) fail to meet the performance standards in the applicable specifications, or (3) are only available at an unreasonable price.
- B. Procure solid waste management services in a manner that maximizes energy and resource recovery.
- C. Establish an affirmative procurement program for procurement of recovered materials identified in EPA guidelines. The program must contain the following elements:
 1. Preference program for purchasing the designated items;
 2. Promotion program;
 3. Procedures for obtaining estimates and certifications of recovered materials content and for verifying the estimates and certifications; and
 4. Annual review and monitoring of the effectiveness of the program.

Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

The District shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

- A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- B. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Dept. of Commerce; and
- F. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (A) through (E) of this section.

Contract Cost and Price

- A. The District shall perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-federal entity must make independent estimates before receiving bids or proposals.
- B. The District shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographic area for similar work.
- C. Costs or prices based on estimated costs for contracts under the federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the District under Subpart E, Cost Principles, of 2 C.F.R. Part 200.
- D. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

Federal Awarding Agency or Pass-Through Entity Review

The District shall make available, upon request of the federal awarding agency or pass-through entity (Ill. State Board of Education):

- A. Technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition; and
- B. Procurement documents (such as requests for proposals or invitations for bids, or independent cost estimates) for pre-procurement review when one or more of the circumstances in §200.325(b) apply.

Bonding Requirements

- A. For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the federal awarding agency or pass-through entity may accept the bonding policy and requirements of the District provided that the federal awarding agency or pass-through entity has made a determination that the federal interest is adequately protected.
- B. If such a determination has not been made, the minimum requirements shall be as follows:
 - 1. A bid guarantee from each bidder equivalent to five percent of the bid price. The *bid guarantee* must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
 - 2. A performance bond on the part of the contractor for 100 percent of the contract price. A *performance bond* is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.
 - 3. A payment bond on the part of the contractor for 100 percent of the contract price. A *payment bond* is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Contract Provisions

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

Operational Services

Exhibit - Internal Procedures for Procurement Transactions

| Actor | Action |
|---|--|
| Staff Member | Identifies a procurement need and makes a written request to the appropriate department head and/or Building Principal. |
| Building Principal, appropriate department head or designee | Evaluates the staff member's request by conducting a needs analysis, determining a funding source, and determining if the request should be sent to the Business Manager and/or designee for further analysis. Note: The Principal's procurement role likely varies based upon each district and type of expense. |
| Business Manager and/or designee | Upon request of the Building Principal, conducts further analysis of the staff member's request in order to verify information and determine if funds are available. Provides the Building Principal with results of further analysis. |
| Building Principal, appropriate department head or designee | Provides the Superintendent and/or designee with the staff member's written procurement request, his/her analysis of the staff member's request, and, if applicable, any further analysis conducted by the Business Manager and/or designee. |
| Superintendent and/or designee | <p>Reviews the staff member's request and analyses of same; evaluates the educational value of procurement requested. The Superintendent and/or designee may then:</p> <ul style="list-style-type: none"> • Approve the procurement request if it is below the amount set by the School Board and/or State law (105 ILCS 5/10-20.21); • Deny the procurement request; or • If the procurement request amount exceeds the Superintendent's authority, seek Board permission for procurement. See policy 4:60, <i>Purchases and Contracts</i>, for the amount designated by the Board. <p>When presenting a contract or purchase for Board approval, the Superintendent and/or designee shall ensure it complies with applicable State and federal law, consulting with the Board Attorney as needed. See policies 4:60, <i>Purchases and Contracts</i> and 7:345, <i>Use of Educational Technologies; Student Data Privacy and Security</i>.</p> |

| Actor | Action |
|--------------------------------|--|
| School Board | <p>Considers any procurement requests submitted by the Superintendent and/or designee.</p> <p>Considers any contract requests submitted by the Superintendent and/or designee.</p> |
| Superintendent and/or designee | Identifies appropriate method of procurement and ensures appropriate method is followed. |

General Personnel

Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

All applicants must complete a District application in order to be considered for employment.

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80 or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.

The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.

The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.

The District does not request or require an applicant to disclose wage or salary history as a condition of employment.

The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.

The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.

The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.

The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving *direct contact with children or students*, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.
15 U.S.C. § 1681 et seq., Fair Credit Reporting Act.
8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b,
5/21B-10, 5/21B-80, 5/21B-85, 5/22-6.5, 5/22-94, and 5/24-5.
20 ILCS 2630/3.3, Criminal Identification Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985),
aff'd in part and remanded 115 Ill.2d 482 (Ill. 1987).
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

General Personnel

Administrative Procedure - Investigations

Immigration Investigation

All newly hired employees must complete section one of the U.S. Citizenship and Immigration Services Form I-9 (Form I-9) no later than three business days following their first working day (Immigration Reform and Control Act, 8 U.S.C. §1324a, 8 C.F.R. §274a.2). See: www.uscis.gov/i-9. If an individual is unable to provide the required documents to complete it, the individual may present a receipt for the application of the required documents within three days of the hire. The individual must then present the required documents within 90 days of the hire. The Superintendent or designee completes section two of the Form I-9 and confirms the employee's information.

If the Employment Eligibility Verification System (E-Verify) is used to complete Form I-9, the Superintendent or designee will review the Ill. Dept. of Labor's website and its E-Verify factsheet, available at: <https://labor.illinois.gov/content/dam/soi/en/web/idol/laws-rules/legal/documents/e-verification-facts-poster.pdf>. See the Ill. Dept. of Labor Right to Privacy in the Workplace Act, 820 ILCS 55/12.

The completed Form I-9 shall be maintained in a file separate from other personnel records in order to prevent unauthorized review of personnel files. The Form I-9 shall be retained for a period of three years after the date of hire or one year after individual employment is terminated, whichever is later.

Fingerprint-based Criminal History Records Information Check (105 ILCS 5/10-21.9, amended by P.A. 102-702, eff. 7-1-23)

A fingerprint-based criminal history records information check must be initiated prior to employment, but the District may permit the individual to be hired and begin employment pending its outcome. See *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: www.isbe.net/Documents/guidance_chr.pdf.

A complete criminal history records check pursuant to 105 ILCS 5/10-21.9 consists of:

1. Fingerprint-based checks through (a) the Ill. State Police (ISP) for criminal history records information (CHRI) pursuant to the Ill. Uniform Conviction Information Act (20 ILCS 2635/), and (b) the Federal Bureau of Investigation (FBI) national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (Pub. L. 109-248),
2. *A check of the Ill. Sex Offender Registry (see the Sex Offender Community Notification Law, 730 ILCS 152/ et seq.), and
3. *A check of the Murderer and Violent Offender Against Youth Registry (see the Murderer and Violent Offender Against Youth Registration Act, 730 ILCS 154/75-154/105).

*These checks must be conducted by the District or the Regional Superintendent once every five years that an individual remains employed by the District. 105 ILCS 5/10-21.9(a-5), (a-6), amended by P.A. 102-552.

See also policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*. **Important:** 20 ILCS 2630/5.2 outlines how an individual may petition to have an arrest record expunged by the arresting authority and the records of the arrest sealed by the circuit court clerk. It also details offenses for which an individual cannot have his or her conviction sealed.

Note: The following criminal history records check guides are also available:

1. Guide to Understanding Criminal History Record Check Information is available at: <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/background-check-guide-071817.pdf>.
2. Ill. State Board of Education non-regulatory guidance document, Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel, at: www.isbe.net/Documents/guidance_chr.pdf.

The following individuals are responsible for the actions listed:

Applicant - Each applicant for employment in any position (except bus drivers employed by a private student transportation contractor) must provide a written authorization for a complete criminal history records check at the time he or she submits the application.

Individual Student Teaching or beginning a required internship - Each individual student teaching or beginning a required internship must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees) prior to participating in any field experiences in the District. See 105 ILCS 5/10-21.9(g).

Applicant for Bus Driver - Each applicant for a bus driver position must complete the application required by the Secretary of State for a school bus driver permit (obtained from the District) and submit it to the District along with the necessary fingerprint submission as required by the ISP to conduct a fingerprint-based criminal history records check. The Superintendent or designee will conduct a pre-employment interview with prospective school bus driver candidates, distribute school bus driver applications and medical forms, and submit the applicant's fingerprint cards to the ISP. The Superintendent or designee will certify in writing to the Secretary of State that all pre-employment conditions have been successfully completed, including the successful completion of a criminal history records check as required by State law. The applicant must present the certification to the Secretary of State at the time of submitting the school bus driver permit application. See 625 ILCS 5/6-106.1, amended by P.A. 102-168; 92 Ill.Admin.Code §1035.25.

Superintendent or designee - *Note: Add any additional steps to efficiently receive a complete criminal history records check.*

1. Fingerprint-Based Criminal History Records Check:
 - a. For all applicants, the Superintendent or designee completes the required forms to request the criminal history records checks from an appropriate ISP or LiveScan vendor. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the School Board President shall ensure that these checks are completed. This may include submitting the applicant's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers to the ISP and FBI on the forms prescribed by each agency.
 - b. The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, will provide the applicant with a copy of the ISP and FBI reports. Required by 105 ILCS 5/10-21.9(b) and 20 ILCS 2635/7. The applicant has the obligation and responsibility to notify the District within seven (7) working days if information in the report furnished by the ISP is inaccurate or incomplete. Id.
 - c. The Superintendent or designee, or the Regional Superintendent, notifies the State Superintendent of Education in writing within 15 business days when a CHRI returns a *conviction* of a crime set forth in 105 ILCS 5/21B-80. 105 ILCS 5/21.9(e), and:

- i. Makes a preliminary determination that the applicant will be disqualified based on a conviction record when: (1) the District is prohibited by 105 ILCS 5/10-21.9 from employing the individual because the conviction is an offense listed in 105 ILCS 5/21B-80, amended by P.A. 102-552; (2) there is a *substantial relationship* between one or more of the previous criminal offenses and the employment sought or held; or (3) the employment would involve an *unreasonable risk* to property or to the safety or welfare of specific individuals or the general public.

Conviction record means information indicating that a person has been convicted of a felony, misdemeanor or other criminal offense, placed on probation, fined, imprisoned, or paroled pursuant to any law enforcement or military authority. 775 ILCS 5/1-103(G-5). It includes the results of a *complete criminal history records check* conducted pursuant to 105 ILCS 5/10-21.9.

Substantial relationship means a consideration of whether a job position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the position. 775 ILCS 5/2-103.1(A).

To determine whether an applicant is disqualified based on a *substantial relationship* or *unreasonable risk*, considers the following factors: (1) length of time since the conviction; (2) number of convictions that appear on the conviction record; (3) nature and severity of the conviction and its relationship to the safety and security of others; (4) the facts or circumstances surrounding the conviction; (5) the age of the employee at the time of the conviction; and (6) evidence of rehabilitation efforts. 775 ILCS 5/2-103.1(B). See also Ill. Dept. of Human Rights (IDHR) *Conviction Record Protection – Frequently Asked Questions* (March 2021), at: <https://dhr.illinois.gov/conviction-record-protection-frequently-asked-questions.html>.

- ii. When the applicant's conviction record disqualifies him/her/they, notifies the applicant of the preliminary decision in writing. The written notice shall contain: (1) the disqualifying convictions that are the basis for the preliminary decision and the District's reasoning for the disqualification; (2) a copy of the *complete criminal history records check* conducted pursuant to 105 ILCS 5/10-21.9; and (3) an explanation of the applicant's right to submit evidence challenging the accuracy of the conviction record that is the basis for the disqualification within seven (7) working days of the applicant's receipt of the copy of the conviction record if the applicant wishes to dispute the accuracy of the conviction record and/or submit evidence in mitigation, such as rehabilitation. 775 ILCS 5/2-103.1(C)(1) and (2). See 5:30-AP2, E1, *Notice of Preliminary Hiring Decision Based on Conviction Record*, for a sample letter template.

Note: Evidence of rehabilitation may include education, training, stable employment, family and community involvement, and recovery from substance abuse. For more information, see *EEOC*

Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decision under Title VII of the Civil Rights Act, at: www.eeoc.gov/laws/guidance/enforcement-guidance-consideration-arrest-and-conviction-records-employment-decisions.

- iii. When the final decision disqualifies the applicant based on the conviction record, provides a second written notice to the applicant that contains: (1) notice of the disqualifying conviction(s) that are the basis for the final decision and the District's reasoning for the disqualification; (2) any existing procedure the employer has for the applicant to challenge the decision or request reconsideration (this is not required); and (3) the right to file a charge with the IDHR. 775 ILCS 5/2-103.1(C)(3). See 5:30-AP2, E2, *Notice of Final Hiring Decision Based on Conviction Record*, for a sample letter template.
 - d. The Superintendent or designee, or the Regional Superintendent, or as applicable the entity that provides background checks for public schools, notifies the State Superintendent of education in writing within 10 business days after receiving information of a *pending* criminal charge for an offense set forth in 105 ILCS 5/21B-80. Required by 105 ILCS 5/10-21.9(e).

Note: For substitute teachers, the Superintendent will need to ensure that the District performs these checks. Contact the board attorney and/or ISBE regarding the validity of a *certificate of authorization*, if a substitute teacher presents one. From 1-1-11 through 7-1-11, the Regional Superintendent or Suburban Cook County Intermediate Service Center Executive Director, whichever is appropriate, was allowed to issue *certificates of authorization* to substitute teachers. Issuance of a *certificate of authorization* was proof that the substitute teacher applicant had met all of the requirements to substitute teach in the educational service region; i.e., a fingerprint-based criminal history records check, a physical examination, and a negative tuberculin test. Because P.A. 97-607 deleted *certificates of authorization*, substitute teachers no longer receive them because they no longer exist. For those substitute teachers who did receive them, there is not an answer to the question of whether their *certificates of authorization* are still valid. Attorneys in the field suggest looking for an expiration date on the *certificate of authorization*. If the document has no expiration date, it is likely invalid because the document no longer exists. If there is an expiration date, then the document is likely valid until the date listed.
 - e. For individuals student teaching or beginning a required internship, the Superintendent or designee ensures that the individual completes the required forms, authorizations, and provides payment to the District for the costs of completing a complete criminal history records check prior to student teaching or beginning a required internship (105 ILCS 5/10-21.9(g) and policy 5:260, *Student Teachers*). For more information, see also ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: www.isbe.net/Documents/guidance_chr.pdf.
2. Screen of the Statewide offender databases upon hire and every five years thereafter that an individual remains employed by the District. 105 ILCS 5/10-21.9(a-5), (a-6), amended by P.A.s 101-531 and 102-552. The Superintendent or designee, or when the applicant is a

successful superintendent candidate who has been offered employment by the Board, the Board President, performs a screen for each applicant of:

- a. The Statewide Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>, as authorized by the Sex Offender Community Notification Law (730 ILCS 152/ et seq.), and
- b. The Statewide Murderer and Violent Offender Against Youth Registry <https://isp.illinois.gov/MVOAY/Disclaimer>, as authorized by the Murderer and Violent Offender Against Youth Registration Act (730 ILCS 154/75-154/105).

The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, notifies the individual if he or she is identified in the database as a sex offender. Required by 105 ILCS 5/10-21.9 (a-5), (a-6), and (b). The Superintendent or designee, or the Regional Superintendent, notifies the State Superintendent of Education in writing within 15 business days, when a database screen finds a *registration* for an individual licensed by ISBE. 105 ILCS 5/21.9(e).

ISP and FBI - The ISP and FBI furnish records of convictions (until expunged), pursuant to the District's request, to the Board President. **Note:** The ISP and FBI must "furnish, pursuant to a fingerprint-based criminal history records check, records of convictions, until expunged, to the president of the school board...". See 105 ILCS 5/10-21.9(a) and (g). 20 ILCS 2630/3.3 establishes authority for the ISP to collect fees from the District if wishes to participate in a Federal *Rap Back Service*. Rap Back Service is a capability of the FBI's Next Generation Identification (NGI) system that provides authorized agencies notification of criminal activity and, in limited cases, of civil activity, that occurs after the initial processing and retention of criminal or civil transactions, e.g., an initial fingerprint-based criminal history records check. The Board may determine that it wants to participate. Participation includes ISP submitting fingerprints that the District orders to the FBI Rap Back Service to be retained for the purpose of being searched by future submissions to the FBI Rap Back Service. For a student teacher, the report shall be returned to the Superintendent or designee (see ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: www.isbe.net/Documents/guidance_chr.pdf).

Board President - The School Code requires the Board President to keep a conviction record confidential. The information may only be shared between the Board President, the Superintendent or designee, Regional Superintendent (if the check was requested by the District), State Superintendent of Education, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the ISP and/or Statewide Sex Offender Registry for clarification purposes, or the Teachers' Retirement System of the State of Illinois (TRS) when the board learns that a teacher has been convicted of a felony. See 105 ILCS 5/10-21.9(b), 105 ILCS 5/21B-10, and 105 ILCS 5/21B-85, amended by P.A. 102-552. For further discussion about the practical implementation issues for the Board President to ensure that a fingerprint-based criminal history records information check and other database screens are initiated and completed prior to employment, see f/n 11 in 5:30, *Hiring Process and Criteria*.

Regional Superintendent/Suburban Cook County Intermediate Service Center Executive Director - The Superintendent or designee may require the applicant to authorize the Regional Superintendent or Suburban Cook County Intermediate Service Center Executive Director, whichever is appropriate, to conduct the check when an applicant is (1) seeking employment in more than one District simultaneously as (a) a substitute teacher, (b) a concurrent part-time employee, and/or (c) educational support personnel, or (2) the employee works for a contractor holding contracts with

more than one district. The Regional Superintendent or Suburban Cook County Intermediate Service Center Executive Director, whichever is appropriate, also performs a check of the Statewide Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>, as authorized by the Sex Offender Community Notification Law (730 ILCS 152/115), and the Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>, as authorized by the Murderer and Violent Offender Against Youth Registration Act (730 ILCS 154/75-154/105). See 105 ILCS 5/10-21.9 (a-5), (a-6), and (b), amended by P.A. 102-552.

Contractors - The above requirements for a *complete criminal history records check* apply to all employees and agents of contractors who have direct, daily contact with students. 105 ILCS 5/10-21.9(f). Every contractor with the District shall: (1) make every employee or agent who will have direct, daily contact with students submit to a complete criminal history records check, (2) confirm that it will make those employees available to the District for the criminal history records check, and (3) submit payment for the costs of the check(s) to the District.

Note: The provisions in 105 ILCS 5/10-21.9(f) and (g) apply to employees of contractors who have “direct, daily contact” with students. To be comprehensive and to eliminate uncertainty, this procedure and policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, may require a criminal history records check on *all* employees of contractors who may work in any school building or on school property. Whether the District uses the comprehensive language or the direct language from the School Code, the District, not the contractor, must perform the background checks. Contractors are not authorized under any State or federal law to: (1) conduct the required criminal history background checks; or (2) see the employee’s criminal history furnished by the ISP and the FBI. All contracts should also require the contractor to purchase insurance to cover misconduct by their employees and/or an indemnification clause. Additionally, the Superintendent or designee should check insurance coverage to determine whether employees of contractors are covered. See also policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and administrative procedure 4:60-AP3, *Criminal History Records Check of Contractor Employees*, for the responsibilities of contractors. Last, if the District has received, within the last year, information that concerns the record of conviction and identification as a sex offender of any contractors’ employees, the District must provide the information to another school or school district that requests it. 105 ILCS 5/10-21.9(f-5). For more information, see ISBE’s non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: www.isbe.net/Documents/guidance_chr.pdf. Unless notified by the individual named in a criminal history records information (CHRI) request or by the ISP that the information furnished in a CHRI report is inaccurate or incomplete, the District cannot be liable for damages to any person to whom the CHRI pertains for actions it reasonably took in reliance on the accuracy and completeness of CHRI report. 20 ILCS 2635/7(A)(3).

District - The District complies with 105 ILCS 5/10-21.9, amended by P.A.s 102-552 and 102-702, eff. 7-1-23, and 5/21B-80, amended by P.A. 102-552. It will not knowingly employ a person, or allow a person to work or student teach/complete a required internship (105 ILCS 5/10-21.9(g)) on school grounds, who:

1. Has been convicted of any one or more of the following offenses, until seven years following the end of the sentence for the criminal offense:
 - a. Those defined in the Cannabis Control Act, 720 ILCS 550/, except: 720 ILCS 550/4(a), 550/4(b), 550/4(c), 550/5(a), 550/5(b), and any offense for which the holder of a license is placed on probation under the provisions of 550/10 provided that if the

- terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
- b. Those defined in the Ill. Controlled Substances Act, 720 ILCS 570/100 *et seq.*, except: any offense for which the holder of a license is placed on probation under the provisions of 570/410 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
 - c. Those defined in the Methamphetamine Control and Community Protection Act, 720 ILCS 646/, except: any offense for which the holder of a license is placed on probation under the provisions of 646/70 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
 - d. Any attempt to commit any of the offenses listed in (a)-(c) of this section.
 - e. Any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in Illinois, would have been punishable as one or more of the offenses listed in (a)-(d) of this section.
2. Has been convicted of committing or attempting to commit any one or more of the following offenses:
 - a. Attempting to commit, conspiring to commit, soliciting, or committing first-degree murder or any Class X felony.
 - b. Attempting to commit, conspiring to commit, soliciting, or committing any offense defined in Article 9 (Homicide) of the Criminal Code of 1961 or the Criminal Code of 2012.
 - c. Attempting to commit, conspiring to commit, soliciting, or committing any *sex offense*. Sex offense means any offense defined in:
 - i. Sections 11-6 and 11-9 through 11-9.5, inclusive, and 11-30 (if punished as a Class 4 felony) of the Criminal Code of 1961 or the Criminal Code of 2012;
 - ii. Sections 11-14.1 through 11-21, inclusive, of the Criminal Code of 1961 or the Criminal Code of 2012;
 - iii. Sections 11-23 (if punished as a Class 3 felony), 11-24, 11-25, and 11-26 of the Criminal Code of 1961 or the Criminal Code of 2012; and
 - iv. Sections 11-1.20, 11-1.30, 11-1.40, 11-1.50, 11-1.60, 12-4.9, 12-13, 12-14, 12-14.1, 12-15, 12-16, 12-32, 12-33, 12C-45, and 26-4 (if punished pursuant to 26-4(d)(4) or (5)) of the Criminal Code of 1961 or the Criminal Code of 2012.
 - d. Any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in Illinois, would have been punishable as one or more of the foregoing offenses.
 3. Has been found to be the perpetrator of sexual or physical abuse of any minor less than 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987.

Reporting New Hires

The Superintendent or designee shall timely file an IRS Form W-4 or IDES *New Hire Reporting Form* for each newly hired employee with the Ill. Dept. of Employment Security. See 820 ILCS 405/1801.1. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure either the retiring Superintendent or designee performs this task.

General Personnel

Administrative Procedure - Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving *direct contact with children or students*, a sexual misconduct related employment history review (EHR) must be initiated, but the District may permit the individual to be hired and begin employment pending its outcome. This applies to all permanent and temporary employment positions within a school, including substitute employees and employees of contractors. An EHR is not required for volunteers.

Glossary of Terms

Contractor - A firm holding a contract with any school including, but not limited to, food service workers, school bus drivers, and other transportation employees who have direct contact with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Direct contact with children or students - The possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Initiate an EHR - The District initiates an EHR when it submits an *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form(s) to every current and previous employer identified by the applicant on said form(s).

School - A public or nonpublic elementary or secondary school. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Sexual misconduct - Any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include but are not limited to: 1) a sexual or romantic invitation, 2) dating or soliciting a date, 3) engaging in sexualized or romantic dialog, 4) making sexually suggestive comments that are directed toward or with a student, 5) self-disclosure or physical exposure of a sexual, romantic, or erotic nature, 6) a sexual, indecent, romantic, or erotic contact with the student. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23; 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

Substitute Employees

For substitute employees, the EHR is required only prior to the initial hiring of a substitute employee or placement on a school's or district's approved substitute list. A substitute employee seeking to be added to another school's or district's substitute list must undergo another EHR. An EHR conducted upon initial hiring by a contractor or any other entity that furnishes substitute staffing services, e.g., a regional office of education, satisfies the EHR requirement for all schools using that contractor's/entity's services. 105 ILCS 5/22-94(i), added by P.A. 102-702, eff. 7-1-23.

Employees of Contractors

For employees of contractors, the EHR is performed either at the time of initial hiring or prior to the employee's assignment to perform work for a school involving direct contact with children or students. 105 ILCS 5/22-94(j)(1), added by P.A. 102-702, eff. 7-1-23. Contractors must maintain records documenting EHRs for all such employees and, upon the District's request, provide the

District with access to the records. 105 ILCS 5/22-94(j)(2), added by P.A. 102-702, eff. 7-1-23. See Board policy 4:60, *Purchases and Contracts*, administrative procedure 4:60-AP1, *Purchases*, and administrative procedure 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for employment history review requirements for employees of contractors who have direct contact with children or students.

Employment History Review for Direct Hires

| Actor | Action |
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| Board President | When the applicant is a superintendent candidate, ensures that either the resigning Superintendent, Human Resources Administrator, or designee initiates the EHR. |
| Superintendent, Human Resources Administrator, or designee | <p>After a conditional hiring offer has been extended to an applicant for a temporary, permanent, or substitute position involving direct contact with children or students, initiates the EHR and provides the applicant with:</p> <ol style="list-style-type: none"> 1. A <i>Sexual Misconduct Disclosure</i> form, using the Ill. State Board of Education (ISBE) <i>Sexual Misconduct Disclosure Template for Applicant</i> at www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf. 2. Copies of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form, using the ISBE <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template</i> at www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf, for the applicant to complete for each current/former employer, 3. Instructions to complete and return all forms within [insert number] calendar days after receipt, and 4. Notice that the District cannot hire an applicant who does not provide the information required by the forms (105 ILCS 5/22-94(f), added by P.A. 102-702, eff. 7-1-23). |
| Applicant | Completes the <i>Sexual Misconduct Disclosure</i> form and <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form(s) and returns them to the Superintendent, Human Resources Administrator and/or designee. 105 ILCS 5/22-94(c)(3), added by P.A. 102-702, eff. 7-1-23. |
| Superintendent, Human Resources Administrator, or designee | <p>Reviews the applicant’s completed <i>Sexual Misconduct Disclosure</i> form and <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form(s). Maintains copies of these forms in the personnel file. See policy 5:150, <i>Personnel Records</i>, and administrative procedure 5:150-AP, <i>Personnel Records</i>.</p> <p>Provides, to all employers identified by the applicant in Section 3 of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form:</p> <ol style="list-style-type: none"> 1. A copy of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> |

| Actor | Action |
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| | <p>form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23); and</p> <p>2. Instructions to complete the form and return it to the Superintendent, Human Resources Administrator, or designee within 20 calendar days (105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23) after receipt.</p> <p>For applicants licensed by ISBE, verifies the applicant's reported previous employers with previous employers in ISBE's Educator Licensure Information System (ELIS) to ensure accuracy. 105 ILCS 5/22-94(c)(5), added by P.A. 102-702, eff. 7-1-23.</p> <p>Reviews all responses received from the applicant's employers and uses information in the responses to evaluate the applicant's fitness to be hired or for continued employment. 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23.</p> <p>May report information in the responses, as appropriate, to ISBE, a state licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer. <i>Id.</i></p> <p>Note: An employer, school, school administrator, or contractor who provides information or records about a current or former employee or applicant is immune from criminal and civil liability for the disclosure of the information or records, unless the information or records provided were knowingly false. <i>Id.</i></p> <p>Maintains the <i>Sexual Misconduct Disclosure</i> form and all responses received from the current/former employers in the personnel file. See policy 5:150, <i>Personnel Records</i>, and administrative procedure 5:150-AP, <i>Personnel Records</i>.</p> |

General Personnel

Exhibit - EHR Letter to Applicant's Current/Former Employer

Use this letter when the District contacts an applicant's current or former employer to complete a sexual misconduct related employment history review. 105 ILCS 5/22-94.

On District Letterhead

Re: Applicant's Sexual Misconduct Related Employment History Review

Attention [*insert name of applicant's current/former employer*]:

You are receiving this letter pursuant to the Illinois School Code (105 ILCS 5/22-94) because your organization has been listed by the applicant as a current employer, a former employer that was a school or school contractor, or a former employer at which the applicant had direct contract with children or students, meaning the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.

To help protect children and students from the threat of sexual misconduct, Illinois law requires all Illinois public/non-public elementary and secondary schools to conduct sexual misconduct related employment history reviews on certain applicants for hire. Therefore, we are required to ask, and you are required to complete, the enclosed standardized form, which was developed using a template created by the Ill. State Board of Education (ISBE). Illinois law further requires you to disclose the information requested on the enclosed form within twenty (20) calendar days of your receipt of the form. If you have an office of human resources or central office, such information must be provided by that office. Additionally, if you answer yes to any question, you must provide further information about the matter disclosed as well as all related records. Information received shall not be deemed a public record.

We will use the information we receive from you to evaluate the applicant's fitness to be hired or for continued employment. We may also report the information, as appropriate, to ISBE, a State licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer.

Under Illinois law, an employer, school, school administrator, or contractor who provides information or records about a current or former employee or applicant pursuant to this request is immune from criminal and civil liability for the disclosure of the information or records, unless the information or records provided were knowingly false. This immunity is in addition to, and not a limitation on, any other immunity provided by law or any absolute or conditional privileges applicable to the disclosure by virtue of the circumstances of the applicant's consent to the disclosure. Additionally, this immunity extends to any circumstances when the employer, school, school administrator, or contractor in good faith shares findings of sexual misconduct with another employer.

Unless the laws of another state prevent the release of the information or records requested, or disclosure is restricted by the terms of a contract entered into before July 1, 2023, and notwithstanding any other provisions of law to the contrary, an employer, school, school administrator, contractor, or applicant must report and disclose all relevant information, records, and documentation that may otherwise be confidential.

Please return a copy of your response by email to: *[insert email address]*, or by US mail to:

Thank you for your cooperation,

[Insert title, such as Superintendent or Human Resources Administrator]

Enclosure: *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response form*

General Personnel

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement. *Negligent failure to report* occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at www.report.cybertip.org or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

6. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
7. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.
8. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations as required by law and policy 5:100, *Staff Development Program*.

Alleged Incidents of Sexual Abuse: Investigations

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

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When the Superintendent has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under *Faith's Law*, and (2) that act resulted in the license holder's dismissal or resignation from the District, the Superintendent shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

The Superintendent shall develop procedures for notifying a student's parents/guardians when a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student as defined in *Faith's Law*. The Superintendent shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor, or agent following the investigation of sexual misconduct. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in sexual misconduct is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated.

The Superintendent shall execute the recordkeeping requirements of *Faith's Law*.

Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the School Board; Indemnification*.

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.
105 ILCS 5/10-21.9, 5/10-23.13, 5/21B-85, 5/22-85.5, and 5/22-85.10.
20 ILCS 1305/1-1 et seq., Department of Human Services Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/12C-50.1; Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

General Personnel

Administrative Procedure - Coordination with Children's Advocacy Center

Children's Advocacy Centers (CACs) are child-focused, trauma-informed, facility-based programs that provide a multi-disciplinary, comprehensive response to child abuse. Illinois CACs are organized and operate under the Children's Advocacy Center Act. 55 ILCS 80/. CACs are accredited based on standards set by the National Children's Alliance. 55 ILCS 80/2.5. See www.nationalchildrensalliance.org/.

If the District is located within a county that is served by an accredited CAC, it must coordinate with the CAC to implement the **Alleged Incidents of Sexual Abuse; Investigations** subhead of Board policy 5:90, *Abused and Neglected Child Reporting*. 105 ILCS 5/22-85. For a map of accredited CACs, and to identify a CAC that may serve the District, see www.childrensadvocacycentersofillinois.org/about/map. Use this procedure to coordinate with the District's local CAC.

Glossary of Terms

Alleged incident of sexual abuse - An incident of sexual abuse of a child (as defined in the Ill. Criminal Code of 2012, 720 ILCS 5/11-9.1A) that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred either: on school grounds during a school activity, outside of school grounds, or not during a school activity. 105 ILCS 5/22-85(b).

Alleged victim - A student who is alleged to be the victim of an alleged incident of sexual abuse.

Appropriate law enforcement agency - A law enforcement agency whose employees have been involved, in some capacity, with an investigation of a particular alleged incident of sexual abuse. 105 ILCS 5/22-85(b).

Child advocate - May be a school social worker, a school or equally-qualified psychologist, or a person in a position the Ill. State Board of Education (ISBE) has identified as an appropriate advocate for a student during a school's investigation into an alleged incident of sexual abuse. 105 ILCS 5/22-85(i).

Forensic interview - An interview between a trained forensic interviewer, as defined by National Children's Alliance standards, and a child in which the interviewer obtains information from children in an unbiased and fact finding manner that is developmentally appropriate and culturally sensitive to support accurate and fair decision making by the multidisciplinary team in the criminal justice and child protection systems. 55 ILCS 80/2.5.

School personnel - School employees, vendors, and volunteers.

Sexual Abuse and Sexual Assault - See Ill. Criminal Code of 2012 definitions at:

720 ILCS 5/11-9.1A. Permitting sexual abuse of a child.

720 ILCS 5/11-1.20. Criminal sexual assault.

720 ILCS 5/11-1.30. Aggravated criminal sexual assault.

720 ILCS 5/11-1.40. Predatory criminal sexual assault of a child.

720 ILCS 5/11-1.50. Criminal sexual abuse.

720 ILCS 5/11-1.60. Aggravated criminal sexual abuse.

Coordination with CAC

| Actor | Action |
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| ISBE | Identifies persons in positions who may be appropriate child advocates for students during a school’s investigation into an alleged incident of sexual abuse. As of March 2023, ISBE has not identified any persons. |
| Superintendent or designee | <p>Establishes a CAC Communication Committee (Committee) to operate as a Superintendent committee. See 2:150-AP, <i>Superintendent Committees. Consider</i> including:</p> <p>District Nondiscrimination Coordinator (see 2:260, <i>Uniform Grievance Procedure</i>; and 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i>)</p> <p>District Safety Coordinator (see 4:170-AP1, <i>Comprehensive Safety and Security Plan, Part C, District Safety Coordinator and Safety Team; Responsibilities</i>)</p> <p>District-level administrators</p> <p>Building Principals (Building Principals are mandatory for successful implementation of the Alleged Incidents of Sexual Abuse; Investigations subhead of policy 5:90, <i>Abused and Neglected Child Reporting</i>)</p> <p>School personnel</p> <p>Employees from the accredited CAC that serves the District</p> <p>Chairs and convenes Committee meetings for the purpose of implementing the Alleged Incidents of Sexual Abuse; Investigations subhead of policy 5:90, <i>Abused and Neglected Child Reporting</i>.</p> <p>Note: To achieve the minimum requirement of State law that the District coordinate with its local CAC, this procedure establishes an administrative committee. Establishing a committee provides a best practice for aligning with governance principles and examining implementation issues specific to each individual school district and the CACs that serve each district. While smaller school districts, e.g., one-building districts, may be able to implement a program through one meeting, larger school districts will likely require the uniform coordination this Committee provides.</p> <p>Informs the School Board of the Committee’s progress and needs by adding information items to the Board’s agendas as needed.</p> <p>Ensures that at least every two years, school personnel are trained to understand, provide information and referrals to, and address issues pertaining to students who are parents, expectant parents, or victims of domestic or sexual violence. Note: 105 ILCS 5/10-22.39(d) requires this training to be conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting students and must include training concerning each of the following:</p> |

| Actor | Action |
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| | <ol style="list-style-type: none"> 1. Communicating with and listening to student victims of domestic or sexual violence and expectant and parenting students. 2. Connecting student victims of domestic or sexual violence and expectant and parenting students to appropriate in-school services and other agencies, programs, and services as needed. 3. Implementing the school district's policies, procedures, and protocols with regard to such students, including confidentiality. |
| School Personnel | <p>Upon suspecting or receiving knowledge of an alleged incident of sexual abuse, shall perform each of the following (105 ILCS 5/22-85(c))</p> <ol style="list-style-type: none"> 1. Immediately report to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873 (within Illinois); 1-217-524-2606 (outside Illinois); or 1-800-358-5117 (TTY). 2. Follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. 25 ILCS 5/7. The written report shall include, if known, each of the following: The name and address of the child, his or her parents/guardians, or other persons having custody; The child's age; The child's condition, including any evidence of previous injuries or disabilities; and Any other information that the reporter believes may be helpful to DCFS for its investigation. 3. Promptly notify the Superintendent or Building Principal that a report has been made. |
| Superintendent or Building Principal | <p>Immediately coordinates any necessary notifications to the student's parents/guardians with DCFS, the applicable school resource officer (SRO), and/or local law enforcement which includes the local State's Attorney's Office.</p> <p>Notifies the District's Nondiscrimination Coordinator of the reported alleged incident of sexual abuse.</p> |
| DCFS and/or Appropriate Law Enforcement Agency | <p>Determines whether to accept a reported alleged incident of sexual abuse for investigation. If a reported alleged incident is accepted, refers the matter to the CAC serving the District. 105 ILCS 5/22-85(d).</p> <p>Note: If neither DCFS nor law enforcement investigate the alleged incident of sexual abuse, the District can move forward with its own investigation without CAC involvement.</p> |
| CAC | <p>Coordinates the investigation of the alleged incident of sexual abuse in accordance with its existing multidisciplinary team protocol and National Children's Alliance accreditation standards. 105 ILCS 5/22-85(e)(1).</p> <p>Facilitates communication between the DCFS/law enforcement multidisciplinary team investigating the alleged incident of sexual abuse</p> |

| Actor | Action |
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| | <p>and the District’s Nondiscrimination Coordinator. At a minimum:</p> <ol style="list-style-type: none"> 1. Ensures that all applicable parties have each other’s contact information; and 2. Shares the CAC’s protocol regarding the process of approving the viewing of a forensic interview by school personnel, and a contact person for questions regarding the protocol. 105 ILCS 5/22-85(e)(2). |
| Nondiscrimination Coordinator | <p>Upon being notified of the reported alleged incident of sexual abuse by the Superintendent or Building Principal, shall:</p> <p>Open and conduct the District’s investigation into the alleged incident of sexual abuse in accordance with policy 7:20, <i>Harassment of Students Prohibited</i>.</p> <p>Schedule regular follow-up calls to the CAC to inquire whether DCFS/law enforcement has opened an investigation into the alleged incident of sexual abuse.</p> <p>If DCFS/law enforcement investigation is not opened, stops using this procedure and continues the District’s investigation in accordance with policy 7:20, <i>Harassment of Students Prohibited</i>.</p> <p>If DCFS/law enforcement investigation is opened, continues with the following steps.</p> <p>Notes the date DCFS/law enforcement opened its investigation and sets a reminder for 15 calendar days after it.</p> <p>Note: This time period is important because the CAC has 15 calendar days to conduct a forensic interview of the alleged victim. During this time, the District is cannot interview the alleged victim regarding the alleged incident.</p> <p>While the child abuse and/or criminal investigations related to the alleged incident of sexual abuse are being conducted by DCFS/law enforcement, the Nondiscrimination Coordinator:</p> <p>Continues the District’s investigation, which may include interviewing the alleged witnesses and/or the alleged perpetrator.</p> <p>May request information from the alleged victim or his or her parent/guardian to ensure his or her safety and well-being at school during the investigations. 105 ILCS 5/22-85(f).</p> <p>Refrains from interviewing the alleged victim until after the CAC completes its forensic interview. 105 ILCS 5/22-85(f).</p> <p>Upon request, must inform DCFS/law enforcement investigators of any evidence it has gathered, as permitted by federal or State law. 105 ILCS 5/22-85(f).</p> <p>Note: Evidence gathered by the Nondiscrimination Coordinator during the District’s investigation may be confidential under the Illinois School Student Records Act (105 ILCS 10/) and the Family Rights and</p> |

| Actor | Action |
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| | <p>Educational Privacy Act (20 U.S.C. §1232g). Consult the Board Attorney regarding what disclosures, if any, are allowed in response to a request from DCFS and/or law enforcement and conditions that must be met prior to disclosure.</p> <p>Schedule regular follow-up calls with the CAC to inquire about the status of the forensic interview of the alleged victim.</p> |
| CAC | <p>Informs the Nondiscrimination Coordinator that:</p> <ol style="list-style-type: none"> 1. The forensic interview of the alleged victim is complete, and the electronic recording of the forensic interview may be viewed; or 2. The CAC determined a forensic interview will not be conducted. 105 ILCS 5/22-85(g), (h). |
| Nondiscrimination Coordinator | <p>If the electronic recording of the forensic interview of the alleged victim is available for viewing:</p> <ol style="list-style-type: none"> 1. Verifies the CAC has obtained informed consent from an alleged victim over the age of 13 or the alleged victim's parent/guardian for school personnel to view the forensic interview (105 ILCS 5/22-85(h); and Note: Each CAC may have its own consent form. Contact your local CAC to confirm that it will obtain written consent from the alleged victim over the age of 13 or the alleged victim's parent/guardian (if under the age of 13). 2. Views the electronic recording of the forensic interview. <p>If the CAC has not performed a forensic interview of the alleged victim within 15 calendar days after DCFS/law enforcement opens an investigation, notifies the CAC that the District intends to interview the alleged victim.</p> |
| CAC | <p>After receiving notification that the District intends to interview the alleged victim, has 10 additional calendar days to conduct a forensic interview. 105 ILCS 5/22-85(g).</p> |
| Nondiscrimination Coordinator | <p>If the CAC does not conduct a forensic interview of the alleged victim within the 10 additional calendar days, proceeds with the District's interview of the alleged victim. <u>Id.</u></p> <p>If the alleged victim is under 18 years old, makes a child advocate available to the alleged victim and allows the child advocate to be present during the interview. A child advocate may be a school social worker, a school or equally qualified psychologist, or a person in a position that ISBE has identified as an appropriate advocate for a student during a school's investigation into an alleged incident of sexual abuse. 105 ILCS 5/22-85(i).</p> <p>Schedules regular follow-up calls to DCFS/law enforcement to inquire if the investigation of an incident has been suspended and/or is complete, including the outcome of the investigation. 105 ILCS 5/22-85(j), (k).</p> |

General Personnel

Administrative Procedure - Parent/Guardian Notification of Sexual Misconduct

When a District employee, contractor, or agent is alleged to have engaged in *sexual misconduct* as defined in 105 ILCS 5/22-85.5(c) with a student, the District must first provide notice to the student and then provide written notice to the student’s parents/guardians.

Following the District’s investigation of the alleged sexual misconduct, additional notice must be provided when the Board takes any action relating to the employment of the alleged perpetrator, including whether employment was terminated or whether the Board accepted the employee’s resignation. Notice of formal Board action must first be provided to the student and then written notice must be provided to the student’s parents/guardians.

The only time student notification is not required before parental notification is when a District employee or agent deems it necessary to address an imminent risk of serious physical injury or death of a student or another person, including the victim. If notification is not given to the student first, then it must be given as soon as practicable and without delay following parental notification.

These parent/guardian notification procedures do not apply if the student’s parent/guardian is the alleged perpetrator of sexual misconduct, and/or if the student is at least 18 years of age or emancipated.

Sexual misconduct - Any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include but are not limited to: 1) a sexual or romantic invitation, 2) dating or soliciting a date, 3) engaging in sexualized or romantic dialog, 4) making sexually suggestive comments that are directed toward or with a student, 5) self-disclosure or physical exposure of a sexual, romantic, or erotic nature, 6) a sexual, indecent, romantic, or erotic contact with the student. 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

Notification of Alleged Sexual Misconduct

| Actor | Action |
|--------------------------------------|--|
| Superintendent or Building Principal | <p>Upon learning that a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with a student:</p> <ul style="list-style-type: none"> Verifies that the allegation has been reported to the Ill. Dept. of Children and Family Services (DCFS) in accordance with Board policy 5:90, <i>Abused and Neglected Child Reporting</i>. Immediately coordinates any necessary notifications to the student’s parents/guardians with DCFS, the applicable school resource officer, and/or local law enforcement which includes the local State’s Attorney’s Office. Notifies the District’s Nondiscrimination Coordinator of the reported alleged sexual misconduct. |
| Nondiscrimination Coordinator | <p>Upon being notified of the reported alleged sexual misconduct by the Superintendent or Building Principal, shall:</p> |

| Actor | Action |
|--|--|
| | <p>Determine whether the alleged sexual misconduct is also being investigated by the Ill. Dept. of Children and Family Services (DCFS) and/or law enforcement.</p> <p>Open and conduct an investigation into the alleged incident of sexual misconduct in accordance with policy 7:20, <i>Harassment of Students Prohibited</i>.</p> <p>Considering any DCFS and/or law enforcement investigation(s), identify the appropriate time frame for notifying the student and the student's parents/guardians of the alleged sexual misconduct. 105 ILCS 5/22-85.10(a)(1), added by P.A. 102-702, eff. 7-1-23.</p> <p>Note: Notification must be provided as soon as feasible after the District becomes aware of the alleged sexual misconduct, subject to the requirements of 105 ILCS 5/22-85(f) restricting interviews of a student who is a victim of an alleged incident of sexual abuse. <i>Id.</i> at (a)(4). See 5:90-AP1, <i>Coordination with Children's Advocacy Center</i>.</p> |
| <p>Nondiscrimination Coordinator, School Counselor, and/or a staff member trained in child development</p> | <p>Notifies the student, in a developmentally appropriate manner, with a staff member present who is trained in child development or is one the student trusts, that a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student. Notice will include:</p> <ol style="list-style-type: none"> 1. That notice will be given to the student's parent(s)/guardian(s) (105 ILCS 5/22-85.10(a)(2)(A), added by P.A. 102-702, eff. 7-1-23); 2. What information will be included in the notice to parent(s)/guardian(s) (<i>Id.</i> at (a)(2)(B)); 3. Any District and community-based counseling options for students affected by grooming behaviors identified by the Student Support Committee (see the <i>Erin's Law Counseling Options, Assistance, and Intervention</i> subhead of policy 7:250, <i>Student Support Services</i>); 4. If the student is 12 years of age or older, any available counseling services under 105 ILCS 5/3-550 (105 ILCS 5/22-85.10(a)(2)(C), added by P.A. 102-702, eff. 7-1-23); and 5. Beginning 7-1-25, any available resources for the student within the school and community in accordance with 105 ILCS 5/26A, including the name and contact information of the District's domestic and sexual violence and parenting resource coordinator under 105 ILCS 5/26A-35 (<i>Id.</i> at (a)(2)(C), (D)). |
| <p>Nondiscrimination Coordinator</p> | <p>After the student notification, notifies parent(s)/guardian(s) in writing of:</p> <ol style="list-style-type: none"> 1. The alleged sexual misconduct (<i>Id.</i> at (a)(3)(A)); 2. Any District and community-based counseling options for students affected by grooming behaviors identified by the Student Support Committee (see the <i>Erin's Law Counseling Options,</i> |

| Actor | Action |
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| | <p>Assistance, and Intervention subhead of policy 7:250, <i>Student Support Services</i>); and</p> <p>3. Beginning 7-1-25, any available resources for the student within the school and community in accordance with 105 ILCS 5/26A, including the name and contact information of the District’s domestic and sexual violence and parenting resource coordinator under 105 ILCS 5/26A-35 ((105 ILCS 5/22-85.10(a)(3)(B), added by P.A. 102-702).</p> |

Notification of Board Action

| Actor | Action |
|---|---|
| <p>Superintendent and Nondiscrimination Coordinator</p> | <p>As soon as feasible after the Board takes any action relating to the employment of the alleged perpetrator, notifies the student, in a developmentally appropriate manner, of:</p> <ol style="list-style-type: none"> 1. The fact that notice will be given to the student’s parent(s)/guardian(s) (<u>Id.</u> at (b)(2)(A)); 2. Information that will be included in the notice to parents/guardians (<u>Id.</u> at (b)(2)(B)); 3. Any District and community-based counseling options for students affected by grooming behaviors identified by the Student Support Committee (see the <i>Erin’s Law Counseling Options, Assistance, and Intervention</i> subhead of policy 7:250, <i>Student Support Services</i>); 4. If the student is 12 years of age or older, any available counseling services under 405 ILCS 5/3-550 (105 ILCS 5/22-85.10(b)(2)(C), added by P.A. 102-702, eff. 7-1-23); and 5. Beginning 7-1-25, any available resources for the student within the school and community in accordance with 105 ILCS 5/26A, including the name and contact information of the District’s domestic and sexual violence and parenting resource coordinator under 105 ILCS 5/26A-35 (105 ILCS 5/22-85.10(b)(2)(C), (D), added by P.A. 102-702). <p>If the student is no longer enrolled when the Board takes action, written notice may be sent to the last known address in the student’s file. <u>Id.</u> at (b)(5).</p> |
| <p>Superintendent</p> | <p>After the student notification, notifies parent(s)/guardian(s), in writing of:</p> <ol style="list-style-type: none"> 1. The Board’s action (<u>Id.</u> at (b)(3)(A)); 2. Whether a report concerning the alleged sexual misconduct was or will be submitted to the State Superintendent of Education and the Regional Superintendent pursuant to 105 ILCS 5/10-21.9 (<u>Id.</u> at (b)(3)(B)); 3. Any District and community-based counseling options for students affected by grooming behaviors identified by the Student |

| Actor | Action |
|-------|---|
| | <p>Support Committee (see the <i>Erin's Law Counseling Options, Assistance, and Intervention</i> subhead of policy 7:250, <i>Student Support Services</i>); and</p> <p>4. Beginning 7-1-25, any available resources for the student within the school and community in accordance with 105 ILCS 5/26A, including the name and contact information of the District's domestic and sexual violence and parenting resource coordinator under 105 ILCS 5/26A-35 (105 ILCS 5/22-85.10(b)(3)(C), added by P.A. 102-702).</p> <p>If the student is no longer enrolled when the Board takes action, written notice may be sent to the last known address in the student's file. <u>Id.</u> at (b)(5).</p> |

General Personnel

Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means “includes without limitation” or “includes, but is not limited to.”

Social media - Media for social interaction, using highly accessible web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, TikTok, Snapchat, and YouTube*.

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes computers, tablets, smartphones, and other devices.

Usage and Conduct

All District employees who use personal technology and/or social media shall:

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; and 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee’s obligations under policy 5:90, *Abused and Neglected Child Reporting*.
6. Not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District’s logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.

9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

Superintendent Responsibilities

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*.
5. Periodically review this policy and any implementing procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
 775 ILCS 5/5A-102, Ill. Human Rights Act.
 820 ILCS 55/10, Right to Privacy in the Workplace Act.
 23 Ill.Admin.Code §22.20, Code of Ethics for Ill. Educators.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

General Personnel

Personnel Records

Maintenance and Access to Records

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

Access to personnel records is available as follows:

9. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
10. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
11. Anyone having the respective employee's written consent may have access.
12. Access will be granted to anyone authorized by State or federal law to have access.
13. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall:

14. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to Ill. Dept. of Children and Family Services (DCFS); and
15. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.
16. Manage the District's responses to employer requests for sexual misconduct related employment history review (EHR) information in accordance with *Faith's Law*.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

LEGAL REF.: 20 U.S.C. §7926.
105 ILCS 5/22-94.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 46/10, Employment Record Disclosure Act.
820 ILCS 40/, Personnel Record Review Act.
23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student Records)

General Personnel

Administrative Procedure - Personnel Records

Applicant Records

Records for a successful employment applicant are maintained with the individual's employment records. Records for an unsuccessful employment applicant are maintained for no less than five years from the application date. Applicant records include the following if received by the District:

- Employment application forms
- Transcripts
- Previous work experience
- References
- Such other relevant information as the District desires of applicants for screening purposes

Personnel Records

Personnel records for all employees include:

- Pre-employment records, including verification of past employment
- Dates of employment
- Valid certificate and/or evidence of required credentials for services being performed
- Criminal background investigation history and report
- Sexual Misconduct Related Employment History Review (EHR) records
- Form I-9 required under the Immigration Reform and Control Act
- Records maintained pursuant to Internal Revenue Service regulations
- Payroll information and deductions, including all records required to be kept by 5:35-AP2, *Employee Records Required by the Fair Labor Standards Act* (29 C.F.R. §§516.2 and 516.3)
- Records maintained for the Ill. Teachers' Retirement System or the Ill. Municipal Retirement System
- Credit release information
- Sick leave, leaves of absence, personal leave, and vacation data (where appropriate)
- Salary schedule data
- Relevant health and medical records, including the verification of freedom from tuberculosis required by the School Code (105 ILCS 5/24-5)
- Supervisory evaluations
- Promotions
- Awards received
- Personnel documents that have been or are intended to be used in determining an employee's qualification for promotion, transfer, discharge, or disciplinary action
- Disciplinary actions and accompanying records
- Notice of discharge and accompanying records
- Letter of resignation or retirement
- Notification that an employee is the subject of an Ill. Dept. of Children and Family Services (DCFS) investigation pursuant to the Abused and Neglected Child Reporting Act (ANCRA) and any report to DCFS made or caused to be made by a District employee concerning another employee; this record will be deleted if DCFS informs the District that the allegations were unfounded

Any additional information the District deems to be relevant

In addition to the above, personnel records for all professional personnel include:

Valid certificate for services being performed

Copies of official transcripts required by the School Code (105 ILCS 5/24-23)

Transcripts of graduate work completed

Verification of past teaching experience, if any

Record of in-service work completed

Acknowledgement of mandated reporter status

Employment records will be maintained permanently for all District employees and former employees unless the Local Records Commission's approval is obtained to dispose of them.

Restrictions on Information that May Be Kept

The District will not gather or keep a record of an employee's associations, political activities, publications, communications, or non-employment activities, unless the employee submits the information in writing or authorizes the District in writing to keep or gather such records. However, the District may gather or keep records in an employee's personnel file concerning: (1) activities or associations with individuals or groups involved in the physical, sexual, or other exploitation of a minor, or (2) activities occurring on the District's premises or during the employee's working hours that interfere with the performance of the employee's duties or activities, or those of other employees, regardless of when and where occurring, that constitute criminal conduct or may reasonably be expected to harm the District's property, operations or educational process, or programs, or that could, by the employee's actions, cause the District financial liability. 820 ILCS 40/9.

Access to Employee Records and Correction Requests

An employee is granted access to his or her personnel records according to provisions in the Ill. Personnel Record Review Act (PRRA), 820 ILCS 40/, and any relevant provisions in an applicable collective bargaining agreement. Except for the documents described in 820 ILCS 40/10, an employee is granted access to his or her personnel records at least two times in a calendar year at reasonable intervals. Unless otherwise indicated in an applicable bargaining agreement, access to the employee's personnel records will be according to the following guidelines:

1. The employee must submit a written inspection request to the Superintendent or the Superintendent's designee.
2. The Superintendent or designee will provide the employee the opportunity for inspection within seven working days after the request. If such deadline cannot reasonably be met, the District will have an additional seven days to comply.
3. The employee will inspect the personnel record at the District's administrative office during normal working hours or at another time mutually convenient to the employee and the Superintendent or designee.
4. Inspection of personnel records will be conducted under the supervision of an administrative staff member.
5. Neither an employee nor his or her designated representative will have access to records that are treated as exceptions in the PRRA discussed below.
6. The employee may copy material maintained in his or her personnel record. Payment for record copying will be based on the District's actual costs of duplication.
7. The employee may not remove any part of his or her personnel records from his or her file or may not remove any part of his or her personnel records from the District's administrative office.

8. Should the employee demonstrate his or her inability to inspect his or her personnel records in person, the District will mail a copy of the specific record(s) upon written request.
9. Should the employee be involved in a current grievance against the District or involved in any other contemplated proceedings against the District, the employee may designate in writing a representative who has the authority to inspect the personnel records under the same rights as the employee.
10. If the employee disagrees with any information contained in the personnel record, a removal or correction of that information may be mutually agreed upon by the District and employee. If agreement cannot be reached, the employee may submit a written statement explaining his or her position. The District will attach the employee's statement to the disputed portion of the personnel record and the statement will be included whenever that disputed record is released to a third party as long as the disputed record is part of the employee's personnel file. Inclusion of any written statement attached to the disputed record in an employee's personnel file without any further comment or action by the District will not imply or create any presumption that the District agrees with the statement's contents.

Requests by Third Parties

The Board Attorney shall be consulted whenever a subpoena or court order requests personnel record information. Any other request for personnel information by a third party will be treated as a FOIA request and immediately forwarded to the School District's Freedom of Information Officer (see 2:250-AP1, *Access to and Copying of District Public Records*). Concerning a request for a disciplinary report, letter of reprimand, or other disciplinary action:

1. If the responsive record is more than four years old and is not related to an incident or an attempted incident of sexual abuse, severe physical abuse, or sexual misconduct as defined in 105 ILCS 5/22-85.5(c), access will be denied unless the release is ordered in a legal action or arbitration. 5 ILCS 140/7.5(q); 820 ILCS 40/8, amended by 102-702, eff. 7-1-23.
2. If the responsive record is more than four years old and is related to an incident or an attempted incident of sexual abuse, severe physical abuse, or sexual misconduct as defined in 105 ILCS 5/22-85.5(c), the request cannot be denied. 820 ILCS 40/8, amended by P.A. 102-702, eff. 7-1-23.
3. If the responsive record is four years old or less, access will be granted (regardless of its nature). The District will provide the employee with written notice or through electronic mail, if available, on or before the day any such record is released, unless notice is not required under the Personnel Record Review Act. 5 ILCS 140/7.5(q); 820 ILCS 40/7 and 40/8, amended by P.A. 102-702, eff. 7-1-23.
4. The employee will not be informed if the employee has specifically waived written notice as part of a written, signed employment application with another employer; the disclosure is ordered to a party in a legal action or arbitration; or information is requested by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency.

A FOIA request for a performance evaluation will be denied. 820 ILCS 40/11, 5 ILCS 140/7.5(q).

Before replying to a request from a third party, the District will review the requested records and delete or redact material that is protected from disclosure. 820 ILCS 40/8, amended by P.A. 102-702, eff. 7-1-23.

Restriction on Employee Access

The PRRA, 820 ILCS 40/10, provides that the right of the employee or the employee's designated representative to inspect his or her personnel records does not extend to:

1. Letters of reference for that employee.
2. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of or the entire test document.
3. Materials relating to the employer's staff planning, such as matters relating to the District's development, expansion, closing or operational goals, where the materials relate to or affect more than one employee, provided, however, that this exception does not apply if such materials are, have been or are intended to be used by the employer in determining an individual employee's qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual employee's discharge or discipline.
4. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
5. Records relevant to any other pending claim between the District and employee that may be discovered in a judicial proceeding.
6. Investigatory or security records maintained by the District to investigate criminal conduct by an employee or other activity by the employee that could reasonably be expected to harm the District's property, operations, or education process or programs, or could by the employee's activity cause the District financial liability, unless and until the District takes adverse personnel action based on information in such records.

Complying with Requirements in the Abused and Neglected Child Reporting Act

The Superintendent will execute the requirements in ANCRA whenever a District employee makes a report to DCFS involving another District employee's conduct. This includes performing the following tasks (325 ILCS 5/4 and 820 ILCS 40/13):

1. Disclose to any school district requesting information concerning a current or former employee's job performance or qualifications the fact that he or she was the subject of another employee's report to DCFS. Only the fact that a District employee made a report may be disclosed.
2. Inform the District employee who is or has been the subject of such report that the Superintendent will make the disclosure as described above.
3. Delete the record of such a report if DCFS informs the District that the allegation was unfounded.

Complying with Requirements of Faith's Law

The Superintendent or designee shall execute the recordkeeping requirements of *Faith's Law*. This includes performing the following tasks (105 ILCS 5/22-94(e)):

1. At the time of an employee's separation from employment, or upon request of any employee, ensures the completion of the *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response* form, using the Ill. State Board of Education *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response Template* at: www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf.
2. If the District is still investigating an employee for *sexual misconduct* after the employee's separation from employment, updates the information in the *Authorization for Release of*

Sexual Misconduct Related Information and Current/Former Employer Response form accordingly.

3. Maintains the completed *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response* form in the employee's personnel file.
4. Responds to employer requests for sexual misconduct related employment history information under *Faith's Law* by: (a) completing the *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form provided by the employer within 20 calendar days of receipt, and (b) providing to the employer any relevant information, including copies of personnel records, regarding instances of sexual misconduct in accordance with the instructions on the form.

LEGAL REF.: 5 ILCS 140/, Freedom of Information Act.
105 ILCS 5/22-94.
325 ILCS 5/4 and 5/7.4, Abused and Neglected Child Reporting Act.
820 ILCS 40/, Personnel Record Review Act.
23 Ill.Admin.Code §1.660.

General Personnel

Copyright

Works Made for Hire

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and School Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

Copyright Infringement; Designation of District Digital Millennium Copyright Act (DMCA) Agent

The employee listed below receives complaints about copyright infringement within the use of the District's online services. The Superintendent or designee will register this information with the federal Copyright Office as required by federal law.

District DMCA Agent:

Name

Dr. Janet Gladu

Address

404 West Main St., La Harpe, IL 61450

Email

jgladu@laharpeeagles.com

Telephone

217-659-7739

LEGAL REF.: 17 U.S.C. §101 et seq., Federal Copyright Law of 1976.
105 ILCS 5/10-23.10.

CROSS REF.: 6:235 (Access to Electronic Networks)

Professional Personnel

Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to Section 5/21B-80 of the School Code or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach.

Before permitting an individual to student teach or begin a required internship in the District, the Superintendent or designee shall ensure that:

1. The District performed a *105 ILCS 5/10-21.9(g) Check* as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A *105 ILCS 5/10-21.9(g) Check* shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 *et seq.*); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Registration Act (730 ILCS 154/75-105).

The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/10-21.9(g) check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Ill. State Police (ISP), to the ISP. The Superintendent or designee will provide each student teacher with a copy of his or her report.

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities.

LEGAL REF.: 34 U.S.C. §20901 *et seq.*, Adam Walsh Child Protection and Safety Act, P.L. 109-248.
20 ILCS 2635/1, Uniform Conviction Information Act.
105 ILCS 5/10-21.9, 5/10-22.34, and 5/24-5.

CROSS REF.: 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:190 (Teacher Qualifications)

Instruction

Accelerated Placement Program

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

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP;
3. Assessment processes that include multiple valid, reliable indicators; and
4. The automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows:
 - a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
 - b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
 - c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.: 105 ILCS 5/14A.
23 Ill.Admin.Code Part 227, Gifted Education.

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

Instruction

Administrative Procedure - Accelerated Placement Program Procedures

The District's Accelerated Placement Program (APP) places qualified students in an educational setting that includes curriculum usually reserved for students who are older or in higher grades than the student, and is implemented by the Superintendent or designee. 105 ILCS 5/14A.

This administrative procedure contains seven sections as follows:

1. Definitions
2. Annual Notification
3. Referral Process
4. Evaluation Process
5. Eligibility Determination
6. Automatic Enrollment in Advanced High School Coursework
7. Program Reporting, Review, and Expanded Access Plan

Definitions

Accelerated placement is the placement of a student in an educational setting with curriculum that is usually reserved for students who are older or in higher grades than the student. Accelerated placement includes, but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject, and grade acceleration.

Early entrance to kindergarten is the admission to kindergarten of a student who: (a) is assessed for and meets the District's readiness standards to attend school; and (b) will not be five years of age on or before September 1 of that school term.

Early entrance to first grade is the admission to first grade of a student who is assessed for and meets the District's readiness standards to attend school. A student may, but is not required to, have attended a non-public preschool and continued his or her education at that school through kindergarten and been taught in kindergarten by an appropriately certified teacher. A student who is younger than six upon starting first grade but who was admitted early to kindergarten does not need to be reevaluated prior to admission to first grade.

Individual subject acceleration is the practice of assigning a student to a specific content area at a higher instructional level than is typical given the student's grade for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas. It may be accomplished by either: (a) physically moving the student to a higher level class for instruction; or (b) using higher level curricular or study materials in the student's current classroom.

Whole grade acceleration is the practice of assigning a student to a higher grade level than is typical, given the student's age, on a full-time basis for the purpose of providing access to appropriately challenging learning opportunities. Commonly referred to as skipping a grade, grade acceleration may be done at the beginning of or during the school term.

Annual Notification

| Actor | Action |
|----------------------------|--|
| Superintendent or designee | Annually notifies the community, including community-based organizations, providers of out-of-school programs, |

| Actor | Action |
|-------|--|
| | <p>parent(s)/guardian(s), students, and school personnel, about the:</p> <ol style="list-style-type: none"> 1. APP 2. Process for referring a student for possible evaluation for accelerated placement, including: <ol style="list-style-type: none"> a. Steps to be taken to make a referral; b. Individual(s) to whom a referral may be submitted; c. Deadlines by which a referral must be made; and d. Information that must be provided in the referral. 3. Methods used to determine whether a student is eligible for accelerated placement. 4. Strategies used to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. <p>Provides such notification:</p> <ol style="list-style-type: none"> 1. By varied communication methods, such as student handbooks and District/school websites; and 2. In multiple languages. |

Referral Process

| Actor | Action |
|--|--|
| <p>Parent(s)/Guardian(s), Licensed Educational Professionals, Student (with written consent of a parent/guardian), or Peer (through a licensed educational professional who has knowledge of the student's abilities).</p> <p>In addition to the above-noted individuals, referrals for possible early entrance to kindergarten or first grade may also come from: Preschool Educator, Non-public Kindergarten Teacher, Pediatrician, or Psychologist who knows the student.</p> | <p>Refers a student for possible evaluation for accelerated placement using the process set forth in this procedure.</p> |
| <p>Student Services Director, Building Principal, or designee</p> | <p>Within [<i>insert number</i>] school days after receiving a referral, determines whether an evaluation for accelerated placement is</p> |

| Actor | Action |
|-------|---|
| | <p>warranted.</p> <p>To determine whether an evaluation is warranted, may review existing data about the student, utilize screening data, and conduct preliminary procedures such as observation of the student, consultation with the teacher or other individual making the request, and a conference with the student.</p> <p>Provides the student's parent(s)/guardian(s) with written notice of the referral determination. For cases not warranting an evaluation, the process ends here. For cases warranting an evaluation, proceed to Evaluation Process, below.</p> |

Evaluation Process

| Actor | Action |
|---|---|
| <p>Student Services Director, Building Principal, or designee</p> | <p>Convenes an Evaluation Team (consisting of District teacher(s) and school support personnel, as appropriate) having the knowledge and skills necessary to:</p> <ol style="list-style-type: none"> 1. Identify multiple valid, reliable indicators to use during the evaluation; 2. Identify appropriate assessment instruments; 3. Administer said assessments; and 4. Interpret evaluation results. <p>The composition of the team may vary depending upon the type of acceleration requested and other relevant factors.</p> |
| <p>Evaluation Team</p> | <p>Identifies multiple valid, reliable indicators and any assessment instruments appropriate to use during the evaluation.</p> <p>Prepares a written document identifying the evaluation components. This may occur without a meeting.</p> |
| <p>Student Services Director, Building Principal, or designee</p> | <p>Provides parent(s)/guardian(s) with written notification of the Evaluation Team's conclusions regarding the evaluation components and requests parent(s)/guardian(s)' written consent to conduct the evaluation.</p> |
| <p>Parent/Guardian</p> | <p>Provides written consent to conduct the evaluation.</p> |
| <p>Evaluation Team</p> | <p>Completes the evaluation within [<i>insert number</i>] school days following the date of receipt of parent(s)/guardian(s)' written consent to conduct the evaluation.</p> <p>Ensures the evaluation is nondiscriminatory and follows policy 7:10, <i>Equal Educational Opportunities</i>.</p> |

Eligibility Determination

| Actor | Action |
|-----------------|---|
| Evaluation Team | <p>Convenes a meeting with parent(s)/guardian(s) to review evaluation results and determine eligibility for the APP. Provides parent(s)/guardian(s) with written notice of eligibility determination.</p> <p>If the student is found eligible for the APP, prepares and provides parent(s)/guardian(s) with a written plan detailing the type of acceleration the student will receive and strategies to support the student.</p> <p>If the student is not found eligible for the APP, provides parent(s)/guardian(s) with written notice of their right to appeal the eligibility determination, within five calendar days after receiving the determination, by submitting a written request to the Superintendent.</p> |
| Parent/Guardian | <p>If desired, within [<i>insert number</i>] calendar days after receiving written notice that student is not eligible for the APP, submits written appeal to the Superintendent.</p> |
| Superintendent | <p>Within [<i>insert number</i>] calendar days after receiving the written appeal request, reviews the case, and provides parent(s)/guardian(s) with written notice of his/her decision.</p> <p>The Superintendent's decision is final.</p> |

Automatic Enrollment in Advanced High School Coursework

| Actor | Action |
|--|---|
| Student Services Director, Building Principal, or designee | <p>Identifies students who qualify for automatic enrollment in the "next most rigorous level of advanced coursework" (NMR) offered by the District, for the following school term, by reviewing State assessment results in English language arts, mathematics, and science.</p> <p>For English language arts, the NMR includes courses in English, social studies, humanities, or related subjects.</p> <p>For a student entering grade 12, the NMR in English language arts or mathematics must be a dual credit course (as defined in the Dual Credit Quality Act, 110 ILCS 27/5), an Advanced Placement course (as defined in the College and Career Success for All Students Act, 105 ILCS 302/10), or an International Baccalaureate course. The same is true for all other subjects, except that the NMR may also include an honors class, an enrichment opportunity, a gifted program, or another program offered by the District.</p> <p>Provides written notice to parent(s)/guardian(s) of a qualified</p> |

| Actor | Action |
|-----------------|---|
| | <p>student of the student's eligibility for automatic enrollment in the NMR level of advanced coursework offered by the high school that:</p> <ol style="list-style-type: none"> 1. Identifies the course(s) the student is eligible for, including the location and schedule, if known, of the course(s); 2. Informs the parent(s)/guardian(s) of the option to instead enroll the student in alternative coursework that better aligns with the student's postsecondary education or career goals; 3. Identifies the alternative coursework the student is eligible for, including the location and schedule, if known, of the alternative coursework; and 4. Requests that the parent(s)/guardian(s) notify the District within [insert number] calendar days of their course enrollment decision. |
| Parent/Guardian | Provides the District with written notice of their course enrollment decision within [insert number] calendar days after receiving the written notice. |

Program Reporting, Review, and Expanded Access Plan

| Actor | Action |
|--|--|
| Superintendent, Student Services Director, or designee | <p>Submits by July 31 each year to the Ill. State Board of Education (ISBE) through the Student Information System (SIS):</p> <ol style="list-style-type: none"> 1. Demographic information for each student participating in the APP; 2. Student participation in the APP; and 3. Type of APP placement. <p>Reviews disaggregated data on APP participation and successful completion rates to address gaps among demographic groups in accelerated placement opportunities.</p> <p>Develops and, as necessary, updates a plan to expand access to the APP and to ensure the teaching capacity necessary to meet any increased demand.</p> |

Instruction

Library Media Program

The Superintendent or designee shall manage the District's library media program to comply with (1) State law and Ill. State Board of Education (ISBE) rule and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's resources and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
5. Staff members are invited to recommend additions to the collection.
6. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.
7. The program is guided by the principles of the American Library Association's *Library Bill of Rights* and its interpretation for school libraries.

Parents/guardians, employees, and community members who believe that library media program resources violate rights guaranteed by any law or Board policy may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*.

The Superintendent or designee shall establish criteria consistent with this policy for the review of objections. Parents/guardians, employees, and community members with suggestions or complaints about library media program resources may complete a *Library Media Resource Objection Form*. The Superintendent or designee shall inform the parent/guardian, employee, or community member, as applicable, of the District's decision.

LEGAL REF.: 23 Ill.Admin.Code §1.420(o).

CROSS REF.: 6:60 (Curriculum Content), 6:170 (Title I Programs), 6:210 (Instructional Materials)

Students

Administrative Procedure - Responding to Complaints About Library Media Resources

| Actor | Action |
|---|---|
| Parents/Guardians, Employees, or Community Members | Submits any feedback or complaints about the District's library media resources to the Building Principal, using 6:230-AP, E, <i>Library Media Resource Objection Form</i> . |
| Building Principal | <p>Directs any parent/guardian, employee, or community member wishing to submit formal feedback or a complaint regarding the District's library media resources to complete 6:230-AP, E, <i>Library Media Resource Objection Form</i>.</p> <p>If the complaint alleges a violation of law or board policy, refers the complaint to the District Complaint Manager for processing under Board policy 2:260, <i>Uniform Grievance Procedure</i>.</p> <p>Transmits the <i>Library Media Resource Objection Form</i> to the Superintendent or designee for further action.</p> |
| Superintendent, in consultation with the School Librarian | <p>Determines on a case-by-case basis what action, if any, will be taken in response to a complaint about a library media resource. In making a determination, considers whether the library media resource is aligned with the criteria set forth in Board policy 6:230, <i>Library Media Program</i>, specifically, does the resource in question:</p> <ol style="list-style-type: none"> 1. Supplement classroom instruction 2. Foster reading for pleasure 3. Enhance information literacy 4. Support research 5. Align with the principles of the American Library Association's <i>Library Bill of Rights</i> regarding selection of materials, which include: <ol style="list-style-type: none"> a. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. b. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. c. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment. <p>Consults with the Board Attorney regarding responses to complaints about library resources.</p> <p>Prepares and sends a written response to the person who submitted the <i>Library Media Resource Objection Form</i>, informing the person of the District's decision.</p> <p>Notes on the <i>Library Media Resource Objection Form</i> the date on which the response was provided and attaches the response to the form.</p> |

Instruction

Exhibit - Library Media Resource Objection Form

Use this form to submit feedback and/or complaints about the District's library media resources. Please complete this form and return it to the Building Principal, who will submit it to the Superintendent or designee. Please print.

Book/Library Resource Title

School

Please explain why you object to this library resource and state your desired outcome, if any. Please be specific.

Complainant name *(please print)*

Telephone

Email Address

Complainant represents: Student Parent/guardian of student
 Other

Complainant address

Complainant signature

Date

Completed by the Superintendent or designee.

Written response provided to Complainant on: _____ (attach response to this form)

Superintendent or Designee Signature

Date

Students

Exhibit - Resource Guide for Bullying Prevention

General Resources

Safe2Help Illinois:

www.safe2helpil.com/

Ill. State Board of Education *School Bullying Prevention Task Force Report*:

www.isbe.net/Documents_SBPTF/sbptf_report_030111.pdf

Resources section of the website managed by the U.S. Department of Health & Human Services:

www.stopbullying.gov

Bullying in Schools - Cops – U.S. Department of Justice:

<https://cops.usdoj.gov/RIC/Publications/cops-w0018-pub.pdf>

Restorative Discipline Resources

Positive Behavior Intervention & Supports (PBIS):

www.pbis.org/

Social and Emotional Learning Standards:

www.isbe.net/Documents/SEL-Standards.pdf

Dignity in Schools:

<http://dignityinschools.org/take-action/model-school-code/>

Illinois Balanced and Restorative Justice:

<https://ibarj.org/>

Conditions for Development and Learning; Data Collection Resources

Centers for Disease Control and Prevention (CDC)'s *Measuring Bullying Victimization, Perpetration, and Bystander Experiences: A Compendium of Assessment Tools*:

www.cdc.gov/violenceprevention/pdf/bullycompendium-a.pdf

Safe Supportive Learning's School Climate Survey Compendium:

<https://safesupportivelearning.ed.gov/topic-research/school-climate-measurement/school-climate-survey-compendium>

CDC's *Youth Violence: Measuring Violence-Related Attitudes, Behaviors, and Influences Among Youths: A Compendium of Assessment Tools - Second Edition*:

https://www.cdc.gov/violenceprevention/pdf/yv_compendium.pdf

CDC's *Intimate Partner Violence and Sexual Violence Victimization Assessment Instruments for Use in Healthcare Settings, Version 1:*

<https://www.cdc.gov/violenceprevention/pdf/ipv/ipvandsvscreening.pdf>

World Health Organization's *Creating an environment for emotional and social well-being: an important responsibility of a health promoting and child-friendly school.*

<https://apps.who.int/iris/handle/10665/42819>

Rachel's Challenge:

<https://rachelschallenge.org>

Students

Exhibit - Be a Hero by Reporting Bullying

| | |
|---|---|
| Who reports? | YOU, if you have information about bullying, harassment, and/or a threat of one of these actions. It doesn't matter whether you are the target of bullying or think someone is being bullied, please report it! |
| What do I report? | <p>Any activity that targets someone to be hurt in any way. Bullying, harassment, and threats take many forms. One thing they have in common – someone is targeted to be hurt. Examples of these hurtful behaviors include unwanted teasing, intimidation, physical violence, humiliation, spreading false rumors, social exclusion, or theft or destruction of property.</p> <p>Bullying, harassment, and threats may occur almost anywhere students go – in school buildings, on school grounds or buses, or at bus stops, for example. Bullying or harassing may also occur using social networking sites or cell phones.</p> |
| When should I report? | As soon as possible. |
| Where or how do I report? | <p>Tell any school staff member. You may do this in person, by phone, or by email. You may be asked to complete 7:180-API, E5, <i>Report Form for Bullying</i>.</p> <p>You may make an anonymous tip.</p> |
| Why should I report? | Fear and abuse have no place in our school. Be a hero and report bullying. If you are being bullied, a report will help you and other students who may also be targeted for bullying. |
| What will happen after I report? | <p>An Administrator will:</p> <ol style="list-style-type: none"> 1. Acknowledge and review your report. 2. Treat your report with privacy and respect its sensitive nature. 3. Investigate your report. The school will not bring students who bully and those they bully into the same room to confront each other. All interviews will be private. 4. Take appropriate action that may include increased monitoring and supervision, restructuring schedules, additional resources, and disciplinary action for conduct code violations, among others. 5. Provide you with feedback, if appropriate. |

Students

Exhibit - Memo to Staff Regarding Bullying

On District or School Letterhead

Date

Re: Bullying

All staff members:

Please join me in stopping and preventing student bullying in our school. The purpose of this letter is to introduce you to our three-pronged approach that will help accomplish this goal.

First - If a student reports bullying to you, respond immediately and with compassion. Ask for the basic facts (who-what-when-where). Refer the report to my office. Give the student our form for reporting bullying, 7:180-API, E5, *Report Form for Bullying*.

Second - Provide me your feedback and concerns. Do you know of any bullying *hot spots* that need additional supervision or monitoring? Are there known bullies or targets of bullying?

Third - Intervene immediately to stop a bullying incident. When teachers or adults ignore bullying, students interpret it as acceptable behavior. Immediately contact administration and building security or law enforcement if the incident involves a weapon or other illegal activity.

Bullying is defined in School Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, as follows:

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

5. Placing the student or students in reasonable fear of harm to the student's or students' person or property.
6. Causing a substantially detrimental effect on the student's or students' physical or mental health.
7. Substantially interfering with the student's or students' academic performance.
8. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

The Board's entire policy may be found on the District's website. Please let me know if you have any questions or concerns.

Sincerely,

Building Principal

Students

Exhibit - Memo to Parents/Guardians Regarding Bullying

On District or School Letterhead

Date

Re: Bullying

Dear Parents/Guardians:

At our school, bullying of any kind, by any person, is unacceptable. All students should be free from worries about being bullied. Students who bully others must be taught other, appropriate ways of interacting with peers. The purpose of this letter is to provide you with information concerning the School District's anti-bullying program and to encourage you to help us identify students who are being bullied.

The School Board policy on bullying begins with this goals statement:

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying is defined as follows:

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

I asked our school staff members to respond immediately and with compassion to a student who reports bullying or school violence. After evaluating the situation to determine if an immediate referral to my office is needed, a staff member will give the student our form for reporting bullying, 7:180-API, E5, *Report Form for Bullying*. I will inform you whenever your child is involved in a bullying report.

I also asked our staff members for their feedback and concerns specifically regarding locations that may be bullying *hot spots* needing additional supervision or monitoring or if there are any known bullies or targets of bullying in our building. I want to ask you to do the same thing. Please inform me if you know of any bullying *hot spots* in or around our school, or if you are aware of a known bully or target of bullying.

Finally, I requested our staff members to intervene immediately to stop a bullying incident. They will immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity.

Below are some of the signs that a young person is being bullied.

- Does not want to go to school and refuses to explain the reason
- Talks about not having any friends
- Has unexplained bruises, cuts, scratches, or abrasions
- Has unexplained damage to clothing, possessions, books, etc.
- Frequently loses money or possessions
- Loses interest in school and/or has declining grades
- Becomes withdrawn and/or has stress or depression symptoms

These signs do not necessarily mean your child is being bullied, but if present, ask your child whether they are being bullied.

Please let me know if you have any questions or concerns.

Sincerely,

Building Principal

Students

Exhibit - Report Form for Bullying

To be completed by the bullying target, witness, or person with information about an incident of bullying and submitted to the Building Principal's office. Make readily accessible via website(s) and other publicized designated areas in schools.

Please print and check appropriate boxes.

Name: _____ Date: _____

Student Parent Staff Other

Indicate here if you prefer to remain anonymous: Yes No

Are you the target of the bullying that your are reporting: Yes No

Date of incident: _____ Time of Incident: _____

Person(s) being reported as targets of bullying:

Name: _____ Student Staff

Name: _____ Student Staff

Name: _____ Student Staff

Person(s) being reported as aggressors engaged in bullying:

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Person(s) who witnessed the bullying:

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Was the incident based on any of these characteristics? (Check all that apply).

- Race
- Color
- Nationality
- Sex
- Sexual orientation
- Gender identity
- Pregnancy
- Gender-related expression
- Ancestry
- Age
- Religion
- Physical disability
- Mental disability
- Order of protection status
- Homeless status
- Marital status
- Parental status

Associated with person/group with one or more of the above actual or perceived characteristics

Other _____

I do not know.

Student(s) were targeted for bullying in the following way(s): (Check all that apply.)

Electronic devices (e.g., internet, social media platforms, text, email, cyberbullying, etc.)

Written communication (e.g., handwritten notes, other written documents, email, etc.)

Physical act or conduct (e.g., pushing, hitting, destruction of property, stalking, etc.)

Verbal act or conduct (e.g., rumors, lies, name-calling, using derogatory slurs, etc.)

Social (e.g., purposeful exclusion, causing psychological harm, etc.)

Items depicting implied hatred or prejudice were worn, possessed or displayed

Other (please explain): _____

Student(s) were targeted for bullying in the following place(s): (Check all that apply.)

Classroom

Locker room

Hallway

Extracurricular activity

Cafeteria

Bus

Restroom

Bus stop

Gym

School or related activity or event

Other: _____

Please tell us about the incident in your own words. Use as much detail as possible - what time did the incident(s) take place, who witnessed it, what was said, what types of interactions occurred (physical, written, social, electronic, etc.)

The above information is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Students

Exhibit - Interview Form for Bullying Investigation

To be completed by the Building Principal or designee to obtain information about a bullying report. Use this form as a coversheet for each person interviewed during the investigation.

Name of person interviewed: _____ Date: _____

Name of interviewer: _____ Title: _____

Instructions for Interviewer

1. Protect the identity of the student who reports. Begin a prompt, thorough and impartial investigation by interviewing witnesses separately in a private location with a school colleague present (not the school resource officer). Use the **Questions** section below to guide your notes while you interview the person listed above. Attach to 7:180-API, E7, *Response to Bullying*.
2. Make your notes on a separate document and attach them to this form.
3. Review and preserve any videos, photos, screenshots or other physical evidence and label it.
4. File this form, notes, and any other evidence provided in a designated investigation and response folder.
5. Use this form to complete 7:180-API, E7, *Response to Bullying*.
6. Create a *Basic Facts* section, i.e., who, what, where, when, why and how.
7. Record the actions and behavior that were experienced or observed (follow-up with leading questions to complete the description of what happened and its consequences, if necessary).
8. Include open-ended questions. For example, ask "How are you feeling?" "How has what happened affected you?"

Questions

1. Has this happened before?
2. Do you fear for your safety? How? Where (at school, home, or both places)?
3. Do you fear that harm would come to any of your personal property? How?
4. In a developmentally appropriate manner, ask whether the target's health (physical, emotional, and/or mental) has been affected. How (seen by a doctor, missing school)?
5. Has your academic performance been affected? How (increase in tardiness/absences, grades going down, missed assignments)?
6. Have you quit or modified attendance in any extracurricular activities?
7. Have you changed any of your usual routines at school (using different hallway, skipping lunch in lunchroom or using different lunch period, taking different route to school, etc.)?
8. Why do you think this behavior is happening?
9. What will help make you feel safe?

Students

Exhibit - Response to Bullying

To be completed by the Building Principal and attached as a coversheet for the school office's designated bullying report investigation and response folder. Place a copy of the completed coversheet only (not attachments) in each listed student's temporary school student record. Redact all student names other than the student's name for which the record pertains.

Investigator: _____ Title: _____

Investigation

File an interview form for each party interviewed in the designated investigation and response folder.

Check here to indicate that all interview forms have been properly completed and filed.

Target: _____ Date: _____

Aggressor: _____ Date: _____

Witnesses: _____ Date: _____

_____ Date: _____

_____ Date: _____

Are there any prior documented incidents by the aggressor identified above? Yes No (Attach information)

If yes, have incidents involved target or target group previously? Yes No

Findings

Bullying Other: _____

Aggressor motivated by protected characteristics listed in policy 7:20, *Harassment of Students Prohibited*.

Bullying Investigation Response

Response and Plan for Target (Check all that apply and include descriptions.)

Contact parent/guardian: _____ Date: _____

Circle contact method: Phone Email Letter In-person Other: _____

Safety plan: _____

Increase staff supervision: _____

Education: _____

Minimize contact with aggressor: _____

District resources: (Student Services/IDEA/504) _____

Other: _____

Target follow-up scheduled date: _____ Date and initial completed: _____
Parent/guardian follow-up date: _____ Date and initial completed: _____

Circle contact method: Phone Email Letter In-person Other: _____

Provide parent/guardian with copies of Board policies 2:260 and 7:180. Date: _____

Response and Plan for Aggressor (Check all that apply and include descriptions.)

Contact parent/guardian: _____ Date: _____

Circle contact method: Phone Email Letter In-person Other: _____

7:190-E1, *Aggressive Behavior Reporting Letter and Form* sent Date: _____

Provide parent/guardian with copies of Board policies 2:260 and 7:180 Date: _____

Restorative Responses

Safety plan: _____

Increase staff supervision: _____

Education: _____

Non-District affiliated psychological services : _____

Alternative school assignment: _____

Minimize contact with target: _____

District resources (Student Services/IDEA/504): _____

Other: _____

Punitive Responses

Loss of privileges: _____

Detention: _____

Suspension: _____

Expulsion: _____

Community agency service: _____

Reciprocal Reporting Act utilized: Yes No _____

Report to School Resource Officer/Law Enforcement: _____

Other: _____

Aggressor follow-up date: _____ Date and initial completed: _____

Circle contact method: Phone Email Letter In-person Other: _____

Parent/guardian follow-up date: _____ Date and initial completed: _____

Circle contact method: Phone Email Letter In-person Other: _____

Contact District complaint manager: _____ Date: _____

Target response implementation: _____

Aggressor response implementation: _____

Systemic culture/climate intervention: _____

Referral to address needs for ideal conditions for developmental learning: _____

Other: _____

Submit reports to: Building Principal (if not the investigator) Date: _____

Superintendent Date: _____

Signature of investigator: _____ Date: _____

Students

Exhibit - Memo to Parents/Guardians Regarding Teen Dating Violence

On District or School letterhead

Date

Re: Teen Dating Violence

Dear Parents/Guardians:

At our school, teen dating violence is unacceptable. We are committed to providing our students with a school environment where they can learn free from worries about school violence. The purpose of this letter is to inform you of School Board policy, 7:185, *Teen Dating Violence Prohibited*, which is a component of the District's anti-bullying program.

Research has shown that teen dating violence can form lifelong, unhealthy habits during young adults' formative years. Educating parents/guardians, students, and staff about teen dating violence can help us identify incidents of teen dating violence at school or school-related activities. The Board's policy states that *teen dating violence* occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Students in grades 7 through 12 will receive age-appropriate instruction on teen dating violence including its warning signs and prevention. School staff will also receive training on handling the signs and incidents of teen dating violence. I have asked our school staff members to respond immediately and with compassion to a student who reports teen dating violence. After evaluating the situation to determine if an immediate referral to my office is needed, a staff member will give the student our form for reporting bullying, 7:180-AP1, E5, *Report Form for Bullying*.

Finally, I have directed staff members to intervene immediately to stop incidents of teen dating violence occurring at school. They will proceed under our District's procedures for responding to incidences of bullying and school violence.

Below are some warning signs that your child may be involved in teen dating violence:

- Name-calling and *put-downs*. Does one individual in the relationship call the other person names? Do they use insults to put the other person down?
- Extreme Jealousy. Does one individual in the relationship act overly jealous when the other talks to peers? Does one individual accuse the other of flirting even when it's innocent conversation?
- Making Excuses. Does one individual in the relationship make excuses for the other? Do they have to apologize for the other person's behavior?
- Canceling or changing plans. Does one individual cancel plans often, and at the last minute? Do the reasons make sense or sound untrue?
- Monitoring. Does one individual call, text message, or check up on the other constantly? Do they demand to know the other person's plans or with whom the other person was with?
- Uncontrolled Anger. Have you seen one individual lose his or her temper? Do they throw things – or break things – when angry? Does one individual in the relationship worry a lot about upsetting the other?
- Isolation. Has one individual in the relationship given up spending time with friends? Has that individual stopped doing activities that used to be important?

- **Dramatic Changes.** Have either of the individuals in the relationship had appearance changes? Have they lost or gained weight? Have their grades dropped? Do they seem depressed?
- **Injuries.** Does one individual in the relationship have unexplained injuries, or do they give explanations that don't make sense?
- **Quick Progression.** Did the relationship get serious very quickly?

These signs do not necessarily mean that your child is involved in teen dating violence, but, if present, talk to your child about teen dating violence.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at:

www.cdc.gov/injury/features/dating-violence/index.html

Please let me know if you have any questions or concerns.

Sincerely,

Building Principal

Students

Student Handbook - Hazing Prohibited

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. *Hazing* means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities,
2. Conference with parents/guardians, and/or
3. Referral to appropriate law enforcement agency.

Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:

1. Suspension for up to 10 days, and/or
2. Expulsion for the remainder of the school term.

Students

Administrative Procedure - Guidelines for Investigating Sexting Allegations

Establishing procedures with local law enforcement agencies and State's attorneys to investigate allegations of sexting protects the District, its staff and its students from the broad legal implications that sexting allegations present. This administrative procedure contains three sections:

1. Glossary of Terms
2. Preparation of Guidelines for Investigating Sexting Allegations
3. Investigation and Management of Sexting Allegations

Glossary of Terms

Electronic device: any type of electronic communication device, defined in the Juvenile Court Act of 1987 at 705 ILCS 405/3-40(a). It includes, but is not limited to, a wireless telephone, personal digital assistant, or a portable or mobile computer, that is capable of transmitting images or pictures. This includes cellular telephones (see www.thesaurus.com/, listing cellular and wireless telephones as synonyms). For more discussion, see f/n 3 in administrative procedure 7:190-AP5, *Student Handbook - Electronic Devices*.

Sexting: a portmanteau word of sex and texting with no clear definition. It is commonly explained as the act of sending sexually explicit photos, images, or messages electronically, primarily by mobile phone or the internet. For purposes of this procedure, it also includes:

1. Indecent visual depiction, which under the Juvenile Court Act of 1987 means a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the unclothed or transparently clothed genitals, pubic area, buttocks, or, if such person is female, a fully or partially developed breast of the person (705 ILCS 405/3-40(a) (enacted to provide law enforcement officials an alternative to bringing child pornography charges against minors in possession of indecent visual depictions through placing them under the supervision of juvenile courts)), or
2. Non-consensual dissemination of private sexual images, which under the Criminal Code of 2012 is a crime that is committed when a person:
 - a. intentionally disseminates an image of another person:
 - i. who is at least 18 years of age; and
 - ii. who is identifiable from the image itself or information displayed in connection with the image; and
 - iii. who is engaged in a sexual act or whose intimate parts are exposed, in whole or in part; and
 - b. obtains the image under circumstances in which a reasonable person would know or understand that the image was to remain private; and
 - c. knows or should have known that the person in the image has not consented to the dissemination (720 ILCS 5/11-23.5(b)).

Preparation of Guidelines for Investigating Sexting Allegations

This section identifies best practices to create guidelines for investigating sexting allegations at the District-wide level. The Superintendent should discuss this procedure with local law enforcement agencies and State's attorneys to minimize the potential legal implications for students and

administrators that managing sexting in school presents. Customize the procedure to each District's specific needs.

| Actor | Action |
|-----------------------------------|--|
| <p>Superintendent or designee</p> | <p>Convene a meeting with the Board Attorney, local law enforcement agencies, and State's attorney to determine best practices and procedures for investigating sexting in the District. Use the Investigation and Management of Sexting Allegations section (see below) as a template for discussion at the meeting and customize it to meet local considerations as necessary.</p> <p>Ask the Board Attorney to provide direction about searching student owned electronic devices in Step 2: Isolate Evidence / Confiscate Device in the Investigation and Management of Sexting Allegations section (see below).</p> <p>Searching electronic devices involves Fourth Amendment search and seizure and the federal Stored Communication Act (SCA) (18 U.S.C. §2701) issues. Generally asking for permission, calling the parents to come and look through the phone, or getting a warrant solves this issue. Note: See <i>Searching and Seizing Computers and Obtaining Electronic Evidence Manual</i> (Sept. 2009), Chapter 3, The Stored Communication Act, at: https://www.justice.gov/file/442111/download and Orin S. Kerr, <i>A User's Guide to the Stored Communications Act, and a Legislator's Guide to Amending It</i>, <i>George Washington Law Review</i> (Aug. 2004), at: courses.ischool.berkeley.edu/i205/s10/readings/week10/kerr-storedcomm.pdf.</p> <p>Identify and list all State's attorneys and local law enforcement agencies with jurisdiction over the District's boundaries. Provide this list to all Building Principals in the District.</p> <p>Provide the local State's attorney offices and law enforcement agencies with an annual list of school buildings and the names of each building's administrators that are located within their jurisdictions.</p> <p>Invite local State's attorney offices and law enforcement agencies to meet with District school officials to provide input on how the District should manage sexting.</p> <p>Add an agenda item about sexting to a Parent Teacher Advisory Committee meeting (see policy 2:150, <i>Committees</i>). Include information from discussions with State's attorneys and local law enforcement about the issue. Discuss local considerations for:</p> <ol style="list-style-type: none"> 1. Disciplinary actions and consequences in response to sexting; and 2. Sexting education and prevention efforts. <p>Consider adding information about the negative consequences of sexting to the District's sex education curriculum. See, U.S. Dept. of Justice (DOJ) Guide titled <i>Citizen's Guide to United States Federal Child</i></p> |

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| | <p><i>Exploitation and Obscenity Laws</i>, at: www.justice.gov/criminal-ceos/citizens-guide-us-federal-child-exploitation-and-obscenity-laws; MTV's four-part series titled <i>Sexting in America: When Privates Go Public</i>, available at: www.mtv.com/news/1631123/mtv-news-sexting-in-america-when-privates-go-public-premieres-on-valentines-day/.</p> <p>Consider adding the above resources to 4:170-AP2, E4, <i>Exhibit-Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting</i>.</p> <p>Convene a meeting with Building Principals to inform them of the District's Investigation and Management of Sexting Allegations procedures (see below).</p> <p>Raise awareness of and increase educational opportunities about sexting as necessary. Follow the Parent Teacher Advisory Committee's recommendations for providing sexting education and prevention efforts. Invite the local State's attorney and local law enforcement to participate in the District's education and prevention efforts.</p> |
| Building Principals | <p>Educate building staff members about the procedures for Investigation and Management of Sexting Allegations (see below).</p> <p>Follow the Investigation and Management of Sexting Allegations.</p> |

Investigation and Management of Sexting Allegations

This section relies upon the Building Principal or designee to manage several practical and legal implications when conducting sexting allegation investigations.

| Actor | Action |
|--------------------------------|--|
| Building Principal or designee | <p>Step 1: Investigate</p> <p>Determine where actions took place.</p> <p>Contact parents/guardians of all students involved.</p> <p>Contact the Superintendent and request permission to contact the Board Attorney.</p> <p>Step 2: Isolate Evidence / Confiscate Device</p> <p>NEVER transfer or store depictions on personal or school electronic devices to minimize accusations of possession of child pornography. (See 720 ILCS 5/11-20.1 <i>et seq.</i>, 720 ILCS 5/11-23.5(c) (provides an exception on transfer of an image for a lawful purpose), and 18 U.S.C. §§2251, 2252, and 2252A). Also see the DOJ's Child Exploitation and Obscenity Section discussing child pornography issues, available at: www.justice.gov/criminal-ceos.</p> <p>Contact the Board Attorney for guidance to determine whether to involve local law enforcement or manage the situation within the District's disciplinary policy.</p> <p>See Joshua D. Herman, <i>Criminal Law. Sexting: It's No Joke, It's a Crime</i>. Illinois Bar Journal, Volume 98, No. 4, P. 192 at f/n 42</p> |

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| | <p>(published April 2010), at: www.isba.org/ibj/2010/04/criminallaw, (quoting an attorney in the Ill. Attorney General’s High Tech Crimes Bureau who advises school administrators to immediately confiscate devices with such material on them and report the incident to law enforcement immediately, stating that possession of a sext message that is child pornography is no different than possessing a “kilo of cocaine.”)</p> <p>Follow Board policy 7:140, <i>Search and Seizure</i> and 7:150-AP, <i>Agency and Police Interviews</i>.</p> <p>Follow the Board Attorney’s direction regarding searches of student owned technological devices. See Preparation of Guidelines for Investigating Sexting Allegations (above).</p> <p>Step 3: Follow the reporting requirements of Board policy 5:90, <i>Abused and Neglected Child Reporting, when applicable</i></p> <p>A <i>sexted</i> image may constitute child abuse depending upon the visual depiction or image, the ages of the individuals involved, and other circumstances. See 325 ILCS 5/3 and 705 ILCS 405/2-3(2) which includes sex offenses defined at 720 ILCS 5/1-1 <i>et seq.</i> School personnel are granted broad immunities against civil and criminal claims for filing reports in good faith, even if the report is unfounded. In contrast, school personnel who willfully fail to report may be guilty of a Class A misdemeanor (325 ILCS 5/4(m)) and face suspension or revocation of their licenses, endorsements, or approvals (105 ILCS 5/21B-75, amended by P.A.s 102-552 and 102-702, eff. 7-1-23).</p> <p>Step 4: Determine appropriate disciplinary actions for all students involved in the incident</p> <p>Evaluate disciplinary options. Remember that a student who forwards sexts of himself or herself likely expected the depiction to remain private. As a result, consider the social stigma, bullying, harassment, and severe embarrassment issues involved in the issue.</p> <p>Provide an equivalent discipline to all students involved in the creation, dissemination and storage of the sexted image, whenever possible.</p> <p>See Sorenen, Vitale, and Haase, <i>Sexting at School: Lessons Learned the Hard Way</i>. National School Board Association, Council of School Attorney’s Inquiry & Analysis, f/n 40 (published February 2010), and available at: http://kycss.org/ns/wp-content/uploads/2020/11/SSI-Sexting-Handout-NSBA-Sexting-at-School-Lessons-Learned-the-Hard-Way.pdf. It discusses several sex equality claims against school districts for punishing students differently when they are involved in the same incident.</p> <p>For situations that may require unequal punishment, contact the Superintendent so that he or she may consult the Board Attorney.</p> |

| Actor | Action |
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| | <p>Step 5: Prepare a plan to prevent harassment and bullying of involved students</p> <p>Remind the students and their parents/guardians of the Board policies 7:20, <i>Harassment of Students Prohibited</i>; 7:180, <i>Prevention of and Response to Bullying Intimidation and Harassment</i>; and 7:185, <i>Teen Dating Violence Prohibited</i>.</p> <p>Instruct involved students not to harass anyone involved in the sexting incident and keep the issues confidential.</p> <p>Consider involving the social worker or school counselor, if available, in the process to assist students.</p> <p>Follow 7:180, <i>Prevention of and Response to Bullying Intimidation and Harassment</i>, for students who violate the policy.</p> |

Community Relations

Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the School Board.

LEGAL REF.: 20 U.S.C. §7905, Boy Scouts of America Equal Access Act.
10 ILCS 5/11-4.1, Election Code.
105 ILCS 5/10-20.41, 5/10-22.10, and 5/29-3.5.
Good News Club v. Milford Central School, 533 U.S. 98 (2001).
Lamb's Chapel v. Center Moriches Union Free School District, 508 U.S. 384 (1993).
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Buildings - Equal Access), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

