

LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
Regular Meeting AGENDA
Thursday, June 6, 2024 at **6:00 PM**

BOARD OF EDUCATION
Kevin Daly, *President*
Peter D. Theodore, *Vice President*
John P. Vranas, *Secretary*
Myra A. Foutris
Jay Oleniczak
Rupal Shah Mandal

ADMINISTRATION
Dr. David L. Russo, *Superintendent of Schools*
Dr. Dominick M. Lupo, *Assistant Superintendent for Curriculum and Instruction*
Courtney Whited, *Business Manager/CSBO*

*Agenda of the Regular Meeting of the Board of Education of Lincolnwood School District 74,
Cook County, Illinois, to be held in the Lincolnwood Village Hall - Gerald C. Turry Village Board Room
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712,
on Thursday, June 6, 2024.*

Bill Reviewers for the Month: Peter D. Theodore and John P. Vranas

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - **(6:00 p.m.)**

- Kevin Daly
- Myra A. Foutris
- Jay Oleniczak
- Rupal Shah Mandal
- Peter D. Theodore
- John P. Vranas

ADMINISTRATIVE TEAM MEMBERS

- Dr. David L. Russo
- Courtney Whited
- Aliaa Ibrahim
- Jennifer Ruttkay
- Jordan Stephen
- Renee Tolnai
- Dr. Dominick M. Lupo
- Mark Atkinson
- Joseph Segreti
- Chris Harmon
- Jackie McGoey

2. DISTRICT RECOGNITION

- a. Honoring Lincolnwood School District 74 Retirees:
 - Patricia Vasis, Rutledge Hall - Information Technology Assistant
 - Jean Catalano, Rutledge Hall - 4th Grade Teacher
 - Catherine Sanders, Rutledge Hall - Gifted Education
- b. Village of Lincolnwood - 2024 Vehicle Sticker Artwork Winner - Lincoln Hall 7th Grader Elle S.
- c. Illinois Junior Academy of Science and Engineering Fair -7th grade student Aamir P. earned a Gold Certificate in the State competition

The following 7th grade students advanced to the Regional Science Fair: Humza A., Daniel M., Zakir R., Benjamin K., Fatima M.

d. National Spanish Exam Winners - National Competition test on grammar, proficiency and achievement.

- **Premio de Oro (Gold) 98%:** Sebastian B.
- **Premio de Plata (Silver):** Marco K.
- **Honorifica:** Aileen C., Destiny G., Isaiah L., Valentina P., Santiago P.

3. AUDIENCE TO VISITORS

4. INFORMATION/ACTION: CONSENT AGENDA

(Any member of the Board wishing to vote separately on a Consent Agenda item should request removal of that item from the Consent Agenda.)

a. APPROVAL OF MINUTES

- I. Regular Board Meeting Minutes - **MAY 2, 2024**
- II. Regular Board Meeting - Closed Session Minutes - **MAY 2, 2024**

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b. EMPLOYMENT MATTERS

- I. Personnel Report
- II. New Employment
 1. **Christine Lyons**, Special Education Teacher, Todd Hall, effective August 26, 2024 Class 2, Level 9, \$71,536
 2. **Bridget Land**, Special Education Teacher - Resource, Rutledge Hall, August 26, 2024 Class 3, level 6, \$71,502
 3. **Carmin Raciti**, Special Education Teacher - Instructional, Rutledge Hall, August 26, 2024, Class 1, Level 1, \$54,015
 4. **Liliana Youkhana**, STEM Teacher, Rutledge Hall, effective August 26, 2024, Class 1, Level 1, \$54,015
 5. **Jane Mecklenburg**, Paraprofessional with PEL, Todd Hall, effective August 26, 2024, \$20.77/hr
 6. **Anthony Granato**, Physical Education Teacher, Rutledge Hall and Todd Hall, effective August 26, 2024, Class 3, Level 6, \$71,502
- III. Resignation
 1. **Jenna George**, Paraprofessional, Lincoln Hall, effective June 5, 2024
- IV. FMLA Leave Request
 1. **Maureen Cook**, 5th Grade Teacher, Rutledge Hall, requested an extension from the original request that was approved at the May 2, 2024 Board of Education meeting. The extension request is for May 2, 2024 with a return date of May 13, 2024
 2. **Nida Tabba**, Bilingual Teacher, Rutledge Hall and Todd Hall, requested an extension from the original request that was approved at the May 2, 2024 Board of Education meeting. The extension request is for April 22, 2024 with a return date of May 28, 2024
- V. Leave of Absence Request
 1. **Mallory Weiss**, 7th grade Social Studies Teacher, effective the 2024-2025 school year

c. Policy

- I. 2nd Reading/Adoption of Policy
 1. Press Plus Issue #113 October 2023
 - (1) Draft Updates
 - (1) 7:270 Administering Medicines to Students 15
 2. Press Plus #114 Spring 2024
 - (1) Draft Update
 - (1) 2:40 Board Member Qualifications 21
 - (2) 5:10 Equal Employment Opportunity and Minority Recruitment 23
 - (3) 5:20 Workplace Harassment Prohibited 28
 - (4) 7:10 Equal Educational Opportunities 34

(5) 7:20 Harassment of Students Prohibited	37
(6) 2:260 Uniform Grievance Procedure	42
(7) 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment	49
(2) Draft Update - Rewritten	
(1) 5:100 Staff Development Program	56
d. Upcoming Staff Development Opportunity	63
American Association of Teachers of Spanish and Portuguese (AATSP), Michelle Lange (7th Grade Spanish Teacher), June 30-July 2, 2024, as presented.	
e. Roller Shade Window Treatments for 2nd Floor Classrooms in Rutledge Hall	64
The Facilities Committee members in attendance supported the Administration's recommendation to the Board of Education to approve this Proposal from Indecor Inc. for Summer 2024 installation of new roller shade window treatments inside Rutledge Hall's second floor classrooms in the amount of \$24,941.67.	
f. FY25 Workers' Compensation Insurance Coverage from IPRF	66
The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to accept Workers' Compensation Insurance Coverage from Illinois Public Risk Fund in the amount of \$61,426 for the period beginning July 1, 2024 and ending June 30, 2025.	
g. Resolution to Transfer Funds	68
The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve the Resolution to Transfer \$211,965 from the District's Education Fund 10 to the Capital Projects Fund 60 on or before June 30, 2024.	
h. FY25 Early Childhood Alliance	72
The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to contribute \$2,000 in FY25 to the Early Childhood Alliance.	
i. Interactive Display Purchase and Installation	73
The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve this agreement from Midwest Computer Products for the purchase and installation of Interactive Flat Panel Displays in the amount of \$101,368.49.	
j. CDWG- Rutledge Hall Charging Carts	76
The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve this Quote from CDW-G for Charging Carts in the amount of \$11,121.66.	
k. 2024-2025 Encyclopedia Britannica Renewal	
The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve this agreement from Encyclopedia Britannica for the Britannica School Subscription in the amount of \$1,000 from July 1, 2024 till June 30, 2025.	

Rationale: As part of the Regular meeting, the Board of Education routinely approves minutes, personnel items, Board policies, and routine business matters.

Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approves those items on the Consent Agenda as appear above.

Motion by member: _____ Seconded by: _____

5. UNFINISHED BUSINESS

6. NEW BUSINESS

7. COMMUNICATION FROM BOARD MEMBERS

- a. NTDSE/District 807: **John P. Vranas/Kevin Daly**
- b. IASB (Illinois Association of School Boards): **Jay Oleniczak/Myra A. Foutris**
- c. Finance Committee: **Peter D. Theodore/Jay Oleniczak**
- d. Facilities Committee: **John P. Vranas/Rupal Shah Mandal**
- e. Policy Committee: **Rupal Shah Mandal/Myra A. Foutris**
 - I. Press Plus #114 Spring 2024
 - 1. Draft Update - New
 - (1) 2:270 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited
- f. President's Report: **Kevin Daly**

8. COMMUNICATION TO THE BOARD OF EDUCATION

- a. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Kevin Conley (Co-Presidents)**
- b. LSSU (Lincolnwood Support Staff Union): **Tommy Bujnowski (President) & Carol Krikorian (Vice President)**
- c. PALS (People Active with Lincolnwood Schools): **Mihra Seta (President)**

9. ADMINISTRATIVE REPORTS

- a. Superintendent's Report: **Dr. David L. Russo**
 - I. INFORMATION/DISCUSSION: District Updates
 - II. INFORMATION/DISCUSSION/ACTION: Approval of the 2024-2029 Lincolnwood School District 74 Strategic Plan
Rationale: The Lincolnwood School District 74 Board of Education approves the District's 5-year Strategic Plan

Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approve the District 2024-2029 Strategic Plan, as presented.

Motion by member: _____ Seconded by: _____

- III. INFORMATION/DISCUSSION/ACTION: Alternative Learning Opportunities Program
Rationale: The Lincolnwood School District 74 Board of Education approves all Intergovernmental Agreements (IGA).

Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approve this Intergovernmental Agreement (IGA) with the North Cook Intermediate Service Center for the Alternative Learning Opportunities Program (ALOP) with a first-year expenditure of \$39,375, as presented.

Motion by member: _____ Seconded by: _____

- b. Curriculum and Instruction, Assistant Superintendent's Report: **Dr. Dominick M. Lupo**
 - I. INFORMATION/DISCUSSION: Curriculum Department Update
- c. Business and Operations, Business Manager/CSBO: **Courtney Whited**
 - I. INFORMATION/DISCUSSION: Finance Report - **MARCH 2024**

- II. INFORMATION/ACTION: Bills Payable in the Amount of \$1,345,872.48
Bills reviewed this month by: Peter D. Theodore and John P. Vranas
Rationale: The Board of Education routinely reviews and approves invoices and bills.

Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$1,345,872.48.

Motion by member: _____ Seconded by: _____

10. AUDIENCE TO VISITORS

11. **RECESS INTO CLOSED SESSION**

I move that the Lincolnwood School District 74 Board of Education recess into Closed Session for the purposes of: 5 ILCS 120/2(c)(1), amended by P.A. 101-459 - **Personnel** and 5 ILCS 120/2(c)(3) - **The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance.**

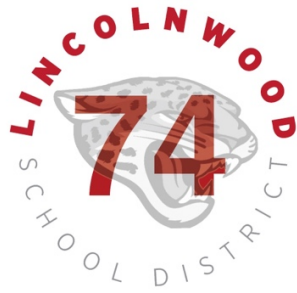
Motion by member: _____ Seconded by: _____

12. ADJOURNMENT

Motion by member: _____ Seconded by: _____

Dr. David L. Russo, Superintendent of Schools

Lincolnwood School District 74 is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or facility, are requested to contact the District Office at 847-675-8234 promptly to allow Lincolnwood School District 74 to make reasonable accommodations for those persons.



LINCOLNWOOD SCHOOL DISTRICT 74
 BOARD OF EDUCATION
 Regular Meeting Minutes
 Thursday, May 2, 2024 at **7:30 PM**

BOARD OF EDUCATION
Kevin Daly, President
Rupal Shah Mandal, Vice President
John P. Vranas, Secretary
Maxie Boynton
Myra A. Foutris
Jay Oleniczak
Peter D. Theodore

ADMINISTRATION
Dr. David L. Russo, Superintendent of Schools
Dr. Dominick M. Lupo, Assistant Superintendent for Curriculum and Instruction
Courtney Whited, Business Manager/CSBO

Minutes of the Regular Meeting of the Board of Education of Lincolnwood School District 74, Cook County, Illinois, was held in the Lincolnwood Village Hall - Gerald C. Turry Village Board Room 6900 North Lincoln Avenue, Lincolnwood, Illinois 60712, on Thursday, May 2, 2024.

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

President Daly called the meeting to order at 7:30 p.m., roll call was taken and the Pledge of Allegiance was recited.

<u>MEMBERS PRESENT</u> Kevin Daly Maxie Boynton Myra A. Foutris Jay Oleniczak Rupal Shah Mandal Peter D. Theodore	<u>MEMBERS ABSENT</u> John P. Vranas	
<u>ADMINISTRATORS/STAFF PRESENT</u> Dr. David L. Russo Dr. Dominick M. Lupo Mark Atkinson Chris Harmon	Aliaa Ibrahim Jackie McGoey Jennifer Ruttkay	Joseph Segreti Renee Tolnai

President Daly appointed Jay Oleniczak Secretary Pro-Tem

2. DISTRICT RECOGNITION

a. Lincolnwood SD74 Student Art Exhibit is on display from May 1-24, 2024, at the Lincolnwood Village Hall located at 6900 Lincoln Ave., Lincolnwood, IL. The District is honored to celebrate and showcase the creativity and dedication to the visual arts of Lincoln Hall, Rutledge Hall, and Todd Hall students.

A special reception recognizing the students and art teachers took place this evening from 5:00 p.m.-7:00 p.m. before the Board of Education meeting at 7:30 p.m. This event was free and open to families.

b. Lincoln Hall Musical Preview: Disney's Frozen Jr.

Lincoln Hall proudly presents Frozen Jr. on May 17, 2024 at 7:00 p.m., and May 18, 2024 at 2:00 p.m. and 7:00 p.m. A talented cast and crew of 28 Lincoln Hall students are preparing to take Lincolnwood by snowstorm this spring! Frozen Jr. brings Elsa, Anna, and the magical land of Arendelle to life on stage, and features all the memorable songs from the animated film, plus five new songs written for the Broadway production. The show will be performed at Lincoln Hall Middle School, with tickets costing \$7.00 for each performance. The show is directed by Hayley Reynolds, with assistant direction by Beth Sterba, music direction by Shannon Keys and Maxwell Greene, and choreography by Faye Florence-Steddum.

c. Lincoln Hall 6th Grade Boys Basketball Team - Little 9 Champs with an undefeated season.

At 7:44 p.m. President Daly called for a two-minute recess. President Daly called the meeting back to order at 7:46 p.m.

3. AUDIENCE TO VISITORS

None

4. BOARD WILL CONDUCT AN ELECTION OF OFFICERS (See Policies 2:210 and 2:110)

a. Election of President Pro-Tem

It was moved by Secretary Pro-Tem Oleniczak and seconded by President Daly that Dr. David L. Russo be appointed as President Pro-Tem for the purpose of conducting the election of School Board President.

President Daly submitted the motion to a voice vote and the motion passed.

b. Nominations for and Election of Board President

President Pro-Tem: Nominations were in order for the office of PRESIDENT.

Member Shah Mandal nominated Kevin Daly for PRESIDENT.

Member Oleniczak seconded.

President Pro-Tem: Member Daly was nominated for PRESIDENT. No further nominations were voiced, nominations were closed.

President Pro-Tem submitted the motion to a voice vote and the nomination passed. The Board elected Kevin Daly to the office of President.

The newly elected President Daly immediately assumed the chair and conducted the election of other Board officers.

c. Nominations For and Election of Board Vice President and Secretary

President Daly: Called for nominations for the office of VICE PRESIDENT.

Member Foutris nominated Peter D. Theodore for office of VICE PRESIDENT.

Member Shah Mandal seconded.

President Daly: Member Theodore was nominated for the office of Vice President. No further nominations were voiced, nominations were closed.

President Daly submitted the motion to a voice vote and the nomination passed. The Board elected Peter D. Theodore as Vice President.

The newly elected Vice President Theodore immediately assumed the position of Vice-President.

President Daly: Called for nominations for the office of SECRETARY.

Member Foutris nominated John P. Vranas for SECRETARY.

Vice President Theodore seconded.

President Daly: Member John P. Vranas was nominated for office of Secretary. No further nominations were voiced, nominations were closed.

President Daly submitted the nomination to a voice vote and the nomination passed. The Board elected John P. Vranas as Secretary.

The newly elected Secretary Vranas immediately assumed the position of Secretary.

5. CONSENT AGENDA

a. APPROVAL OF MINUTES

- Regular Board Meeting Minutes - **APRIL 4, 2024**
- Regular Board Meeting - Closed Session Minutes - **SESSION #1 - APRIL 4, 2024**
- Regular Board Meeting - Closed Session Minutes - **SESSION #2 - APRIL 4, 2024**
- Regular Board Meeting - Closed Session Minutes - **SESSION #3 - APRIL 4, 2024**

b. EMPLOYMENT MATTERS

- Personnel Report
- Resignation

1. **Audrey Evans**, Instructional Coach, Rutledge Hall, effective June 5, 2024
2. **Nicholas Stanbrough**, Paraprofessional, Lincoln Hall, effective April 17, 2024

- FMLA Leave Request

1. **Nida Tabba**, Bilingual Teacher, Todd Hall/Rutledge Hall, effective April 22, 2024 with a return date of May 20, 2024
2. **Maureen Cook**, 5th Grade Teacher, Rutledge Hall, effective April 12, 2024 with a return date of May 1, 2024

- Retirement

1. **Colleen O'Shaughnessy**, 4th Grade Teacher, Rutledge Hall, effective the end of the 2027-2028 school year
2. **Cathy Winckler**, EL Teacher, Rutledge Hall, effective the end of the 2027-2028 school year

- Leave of Absence Request

1. **Nida Tabba**, Bilingual Teacher, Todd Hall and Rutledge Hall, effective 2024-2025 school year

c. Annual Approval of Directors' Contracts

The Lincolnwood School District 74 Board of Education annually approves all Directors' Contracts.

- **James Caldwell, Sr.** - Director of Buildings and Grounds
- **Peter Lembessis** - Director of Food Service
- **Erin Curry** - Director of Student Services
- **Jaclyn McGoey** - Director of Communications and Community Relations
- **Jennifer Ruttkay** - Director of Special Education

d. Annual Approval of Administrator Contracts

The Lincolnwood School District 74 Board of Education approves all Administrator Contracts.

- **Aliaa Kamara-Ibrahim** - Rutledge Hall Principal
- **Joseph Segreti** - Lincoln Hall Assistant Principal

e. Consolidated District Plan 2024-2025

It is the recommendation of the Administration that the Board of Education approve the FY25 Consolidated District Plan.

f. 2024 Rutledge Hall Cabling Upgrades Bid

The Facilities Committee concurred with the Administration's recommendation to the Board of Education to approve this bid from Applied Communications Group for the 2024 Rutledge Hall Cabling Upgrades project in the amount of \$733,045.12 to commence June 10, 2024 and be completed by August 16, 2024.

g. Winter 2024-25 & 2025-26 Snow Removal Services Contract with Contour Landscaping Inc.

The Facilities Committee concurred with the Administration's recommendation to the Board of Education to approve this Contract from Contour Landscaping, Inc. for snow removal services in the amount of \$9,264 from November 1, 2024 through March 31, 2026.

h. Custodial Services Bid

The Facilities Committee concurred with the Administration's recommendation to the Board of Education to accept the bid from GSF USA, Inc. for three years of District-wide custodial services with the option to renew for two additional one-year periods. The first-year cost will be \$506,445.97 commencing August 1, 2024 and ending July 31, 2025.

i. Policy

- **Consent Only** - Policies Excluded from 1st Reading for Approval* *These policies are excluded from 1st Reading because they only involve changes in citations or immediate compliance with the law or Illinois School Code.

1. Press Plus #114 Spring 2024

(1) Draft Update

(2) 2:265 Title IX Grievance Procedure

(3) 5:300 Schedules and Employment Year

(2) Review and Monitoring

(1) 2:50 Board Member Term of Office

(2) 2:60 Board Member Removal from Office

(3) 4:20 Fund Balances

(4) 5:35 Compliance with the Fair Labor Standards Act

(5) 5:40 Communicable and Chronic Infectious Disease

(6) 6:40 Curriculum Development

(7) 2:140 Communications To and From the Board

(8) 4:110 Transportation

j. Transportation Contract Amendment 2024-25 with First Student, Inc.

The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to accept this Amendment from First Student, Inc. for transportation services with a 4.90% rate increase on current rates effective August 1, 2024 through July 31, 2025.

k. Final Fiscal Year 2023 Single Audit by Lauterbach & Amen, LLP

This summary is for informational purposes. The final Fiscal Year 2023 Single Audit Report prepared by Lauterbach & Amen, LLP will be presented to the Lincolnwood School District 74 Board of Education for review at the May 2, 2024 Board of Education meeting, as supported by the Finance Committee members in attendance at the April 18, 2024 Finance Committee meeting.

l. E Rate Category I – AT&T High Speed Internet Access

The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve this Agreement from AT&T for Internet Services in the amount of \$999.60 per month from July 1, 2024 through June 30, 2026.

m. Infinite Connections Inc. Agreement Renewal

The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve the Infinite Connections, Inc. Agreement for Consulting Services in the amount of \$4,600 from February 1, 2024 to January 31, 2025.

n. Kings III Emergency Elevator Phone

The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve this Agreement from Kings III for Cellular Elevator Phones in the amount of \$98.34 plus required taxes and fees, beginning June 1, 2024. (Estimated)

o. E Rate Category II – SHI Wireless Access Points

The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve this agreement from SHI for Meraki Network Licensing in the amount of \$48,160 from September 21, 2024 through September 21, 2029.

It was moved by Secretary Pro-Tem Oleniczak and seconded by Vice President Theodore that the Lincolnwood School District 74 Board of Education approves those items on the Consent Agenda as appear above.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Shah Mandal, Foutris, Boynton, Oleniczak, Theodore, Daly

Nays: None

Absent: Vranas

Motion passed.

6. UNFINISHED BUSINESS

None

7. NEW BUSINESS

None

8. COMMUNICATION FROM BOARD MEMBERS

a. NTDSE/District 807: **John P. Vranas/Kevin Daly**

The NTDSE Governing Board last met on April 11, 2024. The following are brief highlights:

- Tarin Kendrick, Executive Director, gave updates on:
 - the NTDSE strategic plan
 - on Bill 3606, Bill 2721, and the Paid Leave Ordinance
 - Partnerships with Oakton Community College and UIC
- The Raptors basketball team took 2nd place in the State Special Olympics Basketball Competition.
- Christine Perry, Principal of Molloy Education Center, spoke about our relationship and collaboration with the Muslim Community Center and North Shore Transit.
- District 219 offered NTDSE a classroom at Niles West for the 2024-25 school year.
- Kathy Gavin, Director of Finance and Facilities, reported that the Administrative Team is working with Nicholas Construction and TRIA Architecture to resolve all open issues resulting from the Molloy construction.
- The next meeting of the NTDSE Governing Board is scheduled on May 9, 2024 at 6:00 p.m.

b. IASB (Illinois Association of School Boards): **Jay Oleniczak/Myra A. Foutris**

- Registration for the Joint Annual Conference is now open.
- IASB Member School Boards can now submit resolutions for consideration. Member school districts can now submit proposals for the 2024 Resolutions Process. The deadline for districts to submit resolutions is June 26, 2024.

c. Finance Committee: **Peter D. Theodore/Jay Oleniczak**

The Finance Committee last met on April 18, 2024.

- There were no formal recommendations voted on due to the lack of a quorum.
- The members of the committee in attendance sent five items to the Consent Agenda:
 1. Transportation Contract Amendment 2024-25 with First Student, Inc.
 2. Infinite Connections Inc. Agreement Renewal
 3. Kings III Emergency Elevator Phone
 4. E Rate Category II – SHI Wireless Access Points
 5. E Rate Category I – AT&T High Speed Internet Access
- The final Fiscal Year 2023 Single Audit Report prepared by Lauterbach & Amen, LLP will be presented to the Lincolnwood School District 74 Board of Education for review tonight.
- The next Finance Committee meeting is scheduled for Thursday, May 23, 2024 at 6:30 p.m. The public is welcome.

d. Facilities Committee: **John P. Vranas/Rupal Shah Mandal**

The Facilities Committee last met on April 16, 2024.

- Athi Toufexis, StudioGC, shared an update on the Rutledge Hall Furniture.
- There were two allowance authorizations for Summer 2024 Construction:
 - \$5,572 for concrete work in the Lincoln Hall courtyard to make the west entrance ADA compliant.
 - \$5,117 for additional upper cabinets as well as modifying a wall for electrical purposes in RH Room 18.
- Athi discussed the 179D Energy Efficiency Tax Deduction program. Athi noted that the deduction is estimated around \$9,700.
- Athi discussed an analysis of Todd Hall and Rutledge Hall Utilization based on enrollment and square footage. The Committee asked the Administration to begin exploring the financial impact of Todd Hall renovations and to

work with StudioGC on a comprehensive remodeling of Todd Hall interior instructional spaces in the summer of 2025.

- The Facilities Committee concurred with the Administration’s recommendation to the Board of Education to accept the bid from Applied Communications Group for the 2024 Rutledge Hall Cabling Upgrades project.
- The Facilities Committee concurred with the Administration’s recommendation to the Board of Education to accept the Contract from Contour Landscaping, Inc. for annual snow removal services.
- The Facilities Committee concurred with the Administration’s recommendation to the Board of Education to accept the bid from GSF USA, Inc. for three years of District-wide custodial services with the option to renew for two additional one-year periods.
- District Facilities Update:
 1. Lincolnwood Public Library requested use of the Rutledge Hall Parking lot for their Summer Reading Kick Off Party.
 2. Lincolnwood Baseball and Softball Association submitted a request to waive facility rental fees for the upcoming fiscal year beginning July 1, 2024 and ending June 30, 2025.
- The next Facilities Committee meeting is scheduled for Tuesday, May 21, 2024 at 6:00 p.m. The public is welcome.

e. Policy Committee: **Rupal Shah Mandal/Myra A. Foutris**

The Policy Committee last met on Friday, April 19, 2024.

- The Policy Committee sent ten policies to the Consent Agenda, and nine policies to 1st Reading by the Board.

1. 1st Reading by the Lincolnwood School District 74 Board of Education

1) Press Plus Issue #113 October 2023

(1) Draft Updates

(1) 7:270 Administering Medicines to Students

2) Press Plus #114 Spring 2024

(1) Draft Update

(1) 2:40 Board Member Qualifications

(2) 5:10 Equal Employment Opportunity and Minority Recruitment

(3) 5:20 Workplace Harassment Prohibited

(4) 7:10 Equal Educational Opportunities

(5) 7:20 Harassment of Students Prohibited

(6) 2:260 Uniform Grievance Procedure

(7) 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

(2) Draft Update - Rewritten

(1) 5:100 Staff Development Program

- Policy 2:270 was kept in Committee for further discussion.
- The next Policy Committee meeting is scheduled for Friday, May 24, 2024 at 8:30 a.m. in the Administration Building. The public is welcome.

b. President's Report: **Kevin Daly**

President Daly shared important District upcoming dates. Please see the District website for information: sd74.org.

President Daly presented the following Final Committee Appointments:

District 807/NTDSE:

John P. Vranas, Delegate (BOE)

Kevin Daly, Alternate (BOE)

IASB: (Illinois Association of School Boards)

Jay Oleniczak, Delegate (BOE)

Myra A. Foutris, Alternate (BOE)

Finance Committee:

Peter D. Theodore (BOE), Chair
Jay Oleniczak (BOE), Co-Chair

Members:

John P. Vranas (BOE)
Michael Bartholomew, Community Member
Maja Kenjar, Community Member
Steven Pawlow, Community Member
Paul Stellatos, Community Member

Facilities Committee:

John P. Vranas (BOE), Chair
Rupal Shah Mandal (BOE), Co-Chair

Members:

Myra A. Foutris (BOE)
Wendy Grano, Community Member
Emily McCall, Community Member
Zade Tagani, Community Member

Policy Committee:

Rupal Shah Mandal (BOE), Chair
Myra A. Foutris (BOE), Co-Chair

Members:

Maxie Boynton (BOE)
Melissa Theodore, Community Member

It was moved by Secretary Pro-Tem Oleniczak and seconded by Member Shah Mandal that the Lincolnwood School District 74 Board of Education approve the final Committee appointments, as presented, without objection.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Shah Mandal, Foutris, Boynton, Oleniczak, Theodore, Daly

Nays: None

Absent: Vranas

Motion passed.

9) COMMUNICATION TO THE BOARD OF EDUCATION

a. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Kevin Conley (Co-Presidents)**

No report.

b. LSSU (Lincolnwood Support Staff Union): **Tommy Bujnowski (President) & Carol Krikorian (Vice President)**

No report.

c. PALS (People Active with Lincolnwood Schools): **Mihra Seta (President)**

No report.

10) ADMINISTRATIVE REPORTS

a. Superintendent's Report: **Dr. David L. Russo**

District Updates

- At the May Board meeting we typically have so many ways to highlight the tremendous work of our students and staff and this year is no different. Prior to the meeting, we were treated to an outstanding display of students' talent in the visual arts. The quality of the artwork from all grade levels, also all the different media

students used to create their masterpieces were fantastic. Thank you to our Art Department...Mrs. Kovacs, Mrs. Weilgosz, and Mrs. Yanchuk along with all our talented artists.

- Audiences have a great deal to be excited about from the sneak peek Frozen Jr. that was performed. Fantastic job by our cast, crew and directors! We know you have all put a huge amount of effort into preparing for opening night on May 17, 2024. There are directions on the District's website for how to purchase any remaining tickets. Those are on sale through May 10, 2024.
- The District is on the verge of celebrating an extremely special milestone in the calendar next week, Teacher and Staff Appreciation Week. Every adult in our organization plays a vital role in serving as a role model to students and providing the highest quality educational experience possible. Through your creativity, compassion, and tireless efforts, you inspire a love of learning and empower our students to reach their full potential. Thank you for the countless hours you invest in preparing instruction, building relationships, and fostering a positive learning environment. We are incredibly grateful for all that you do! A thank you as well to all those who contributed to providing gifts, purchasing treats, and making visible reminders for how important our teachers and staff are to this community.
- At an event earlier this week we welcomed back the Lincoln Hall Class of 2020 for a reunion. We also recognized this year's recipients of the John Cahill Scholarship. There were 14 applicants this year. Each of them had a compelling story to tell about the impact growing up in Lincolnwood has had on their lives and what future aspirations are in store for their education. The three recipients each receive a \$500 scholarship. This year's recipients are: Jesal Patel, Jr., Asma Patel, and Daniel Woo. Congratulations to all the applicants on their impending high school graduation!
- Don't forget to register your child or children for the 2024-2025 school year. There is a \$20.00 Early Registration Incentive in the form of a lunch credit given to each K-8 student who is completely re-registered by May 10, 2024, with full payment submitted. Re-registration must be complete, meaning all required paperwork has been submitted and approved, along with full fee payment. There will be a \$25.00 Late Registration Fee applied to the account for each student beginning August 1, 2024. Currently, there are 532 total registrations in some state of completion. Of the 260 re-registrations, 161 are approved and finalized. There have been 62 new registrations. Please keep in mind that this figure includes Pre-K, kindergarten, and students new to the District at all other grade levels.

b. Curriculum and Instruction, Assistant Superintendent's Report: **Dr. Dominick M. Lupo**

Curriculum Department Update

- Spring MAP Assessments will begin this month. This is the time that students get to show how much they have grown over the course of the year.
- Our middle school science team, and all of our K-5 teachers will get their initial trainings on the new curriculum adoptions at the end of this month.
- As you heard during a previous Board meeting, the collaboration that our 8th grade students had with our Kindergarten students, we are happy to announce that these teams collaborated again last Friday for an incredible reading event!

c. Business and Operations, Business Manager/CSBO: **Courtney Whited**

1. Finance Report - **FEBRUARY 2024**

Courtney Whited, Business Manager/CSBO presented the February 2024 Finance Report.

2. Authorization to Use Fire Prevention and Safety Funds for the 2024 Rutledge Hall Renovations

It was moved by Vice President Theodore and seconded by Member Shah Mandal that the Lincolnwood School District 74 Board of Education approve the proposed Request for Authorization to Use Fire Prevention and Safety Funds in the total amount of \$1,399,154.75.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Shah Mandal, Foutris, Boynton, Oleniczak, Theodore, Daly

Nays: None

Absent: Vranas

Motion passed.

3. Bills Payable in the Amount of \$2,092,782.90

Bills reviewed this month by: Kevin Daly and Jay Oleniczak

It was moved by President Daly and seconded by Secretary Pro-Tem Oleniczak that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$2,092,782.90.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Shah Mandal, Foutris, Boynton, Oleniczak, Theodore, Daly

Nays: None

Absent: Vranas

Motion passed.

11) AUDIENCE TO VISITORS

None

12) **RECESS INTO CLOSED SESSION**

It was moved by President Daly and seconded by Vice President Theodore that the Lincolnwood School District 74 Board of Education recess into Closed Session for the purposes of: **5 ILCS 120/2(c)(1), amended by P.A. 101-459 - Personnel.**

President Daly submitted the motion to a voice vote and the motion.

13) ADJOURNMENT

It was moved by President Daly and seconded by Vice President Theodore to adjourn the Regular meeting of the Lincolnwood School District 74 Board of Education.

President Daly submitted the motion to a voice vote and the motion passed at 8:36 p.m.

Kevin Daly, President

Jay Oleniczak, Secretary Pro-Tem

Press Plus Issue #113 October 2023 - Policy Committee Meeting 1/19/24

1. Action to be taken:

CONSENT

1st READING

STAY IN COMMITTEE

2. Policy Committee to Determine:

Adopt as Presented (change "revised" & "reviewed" date)

Adopt with Additional District Edits (change "revised" & "reviewed" date)

Not Adopt (change "reviewed" date)

Document Status: Draft Update

Students

7:270 Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, [PRESSPlus1](#) (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Opioid Antagonists [PRESSPlus2](#)

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of

undesigned opioid antagonists and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesigned opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesigned opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesigned Oxygen Tanks^{Q1}

In schools where the District maintains special educational facilities, the Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesigned oxygen tanks in the name of the District and provide or administer them as necessary. The supply shall be maintained in accordance with manufacturer instructions and local fire department rules.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

The **School District Supply of Undesignated Oxygen Tanks** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for oxygen tanks from a qualifying prescriber, [PRESSPlus3](#) or (2) fill the District's prescription for undesignated oxygen tanks.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

LEGAL REF.:

[105 ILCS 5/10-20.14b](#), [5/10-22.21b](#), [5/22-30](#), and [5/22-33](#).

[105 ILCS 145/](#), Care of Students with Diabetes Act.

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

[720 ILCS 550/](#), Cannabis Control Act.

[23 Ill.Admin.Code §1.540](#).

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

ADOPTED: September 10, 2002

REVISED: June 23, 2022

REVIEWED: June 23, 2022

Questions and Answers:

***Required Question 1. 105 ILCS 5/22-30(f), amended by P.A. 103-196, eff. 1-1-24, permits a district maintaining special educational facilities to maintain a supply of undesignated oxygen tanks in a secure location that is accessible before, during, and after school where a person with developmental disabilities is most at risk, including, but not limited to classrooms and lunchrooms. *Special educational facility* is not specifically defined in 105 ILCS 5/14-4.01; consult the board

attorney for advice regarding this term and if it is limited to separate buildings, self-contained classrooms, and/or programs attended solely by students with disabilities. For example, this option may not be available if a district utilizes a special education cooperative for all of its special education programming. There is a reference to *special education facilities* in 105 ILCS 5/14-12.01, which may provide some guidance; it addresses reimbursement for the construction and maintenance of “special education facilities designed and utilized to house instructional program, diagnostic services” and “other special education services for children with disabilities.” 105 ILCS 22-30(f), amended by P.A. 103-196, eff. 1-1-24, does not specify who can administer undesignated oxygen, nor does it specify any training requirements for its use in schools. To minimize potential liability and ensure proper administration, a best practice is to restrict who can administer undesignated oxygen to school nurses and other school personnel who have received appropriate training on the emergency use and storage of oxygen. See sample administrative procedure 7:270-AP2, *Checklist for District Supply of Undesignated Medication(s)*, available at PRESS Online by logging in at www.iasb.com.

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated oxygen tanks and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities. Also fraught with legal liabilities is if the district provides them, but does not have them accessible before, during, and after school where a person with development disabilities is most at risk as required by 105 ILCS 5/22-30(f), amended by P.A. 103-196, eff. 1-1-24. See *In re Estate of Stewart*, 406 Ill.Dec. 345 (2nd Dist. 2016) (denying tort immunity to district, finding its response to a student’s asthma attack was *willful* and *wanton* (which district disputed as a possible heart attack)); *In re Estate of Stewart*, 412 Ill.Dec. 914 (Ill. 2017)(school district’s appeal denied).

Does the district maintain special educational facilities for children with disabilities under 105 ILCS 5/14-4.01?

No. (IASB will delete the subhead regarding School District Supply of Undesignated Oxygen Tanks.)

Yes. If yes, does the board want the district to maintain a supply of undesignated oxygen tanks in the name of the District and provide or administer them as necessary? Type "yes" or "no." If no, IASB will delete the subhead regarding School District Supply of Undesignated Oxygen Tanks.):

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.21b and 105 ILCS 5/22-30, amended by P.A. 103-175, replacing the retired *Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form* with allergy emergency action plan in the School Code provisions regarding administration of medication to students. **Issue 113, October 2023**

PRESSPlus 2. Required by 105 ILCS 5/22-30(f), amended by P.A. 103-348, eff. 1-1-24. In the case of a shortage of opioid antagonists, a district must make reasonable efforts to maintain a supply. At least one opioid antagonist, a naloxone nasal spray, has been approved by the U.S. Federal Food and Drug Administration for over-the-counter, nonprescription use. A district must obtain a prescription for a supply of opioid antagonists from a *health care professional* with prescriptive authority under the Substance Use Disorder Act, 20 ILCS 301/5-23, unless it is able to secure a supply without a prescription. *Health care professional* means a physician licensed to practice medicine in all its branches, a licensed physician assistant with prescriptive authority, a licensed advanced practice registered nurse with prescriptive authority, or an advanced practice registered nurse who practices in a hospital or ambulatory surgical treatment center and possesses appropriate

clinical privileges in accordance with the Nurse Practice Act, 20 ILCS 301/5-23(d)(4). **Issue 113, October 2023**

PRESSPlus 3. 105 ILCS 22-30(f), amended by P.A. 103-196, eff. 1-1-24, provides that a physician, a physician assistant who has prescriptive authority under the Physician Assistant Practice Act of 1987 (225 ILCS 95/7.5), or an advanced practice registered nurse who has prescriptive authority under the Nurse Practice Act (225 ILCS 65-40) may prescribe undesignated oxygen tanks in the name of the district to be maintained for use when necessary. **Issue 113, October 2023**

**Press Plus Issue #114 Spring 2024
4/19/24 Policy Committee Meeting**

1.ACTION TO BE TAKEN:

1st READING

2.POLICY COMMITTEE TO DETERMINE:

Adopt as Presented

Press Plus Issue #114 - Spring 2024 - 4/19/24 Policy Committee Meeting

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 2 - Board of Education \

Document Status: Draft Update

Board of Education

2:40 Board Member Qualifications

A Board of Education member must be, on the date of election or appointment, a United States citizen, at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter.

Reasons making an individual ineligible for Board membership include holding an incompatible office, and certain types of State or federal employment, and conviction of an infamous crime. [PRESSPlus1](#) A child sex offender, as defined in State law, is ineligible for Board membership.

LEGAL REF.:

Ill. Constitution, Art. II, § 1; Art. IV, § 2(e); Art. VI, § 13(b).

[105 ILCS 5/10-3](#) and [5/10-10](#).

CROSS REF.: 2:30 (District Elections), 2:70 (Vacancies on the Board of Education- Filling Vacancies)

ADOPTED: September 10, 2002

REVISED: December 1, 2009

REVIEWED: April 4, 2019

Comments: The District has now asked the following look be carried through to all policies:

ADOPTED: REVISED: REVIEWED:

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. Individuals who have been or are convicted of an infamous crime are ineligible for board membership. 105 ILCS 5/10-11. Examples of an infamous crime include, not are not limited to, any felony, bribery, and perjury. Consult with the board attorney regarding other possible infamous crimes. **Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024
4/19/24 Policy Committee Meeting**

1. ACTION TO BE TAKEN:

1st READING

2. POLICY COMMITTEE TO DETERMINE:

Adopt as Presented

Document Status: Draft Update

General Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

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

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the under Board policy 2:260, Uniform Grievance Procedure, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited. [PRESSPlus1](#) These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the under Board policy 2:260, Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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

Nondiscrimination Coordinator:

Dr. Dominick Lupo, Asst. Superintendent
for Curriculum and Instruction

District Office

District Office

6950 N. East Prairie Rd.,
Lincolnwood, IL 60712

dlupo@sd74.org

847-675-8234

Complaint Managers:

Dr. Dominick Lupo, Asst.
Superintendent
for Curriculum and Instruction

District Office

6950 N. East Prairie Road,
Lincolnwood, IL 60712

dlupo@sd74.org

847-675-8234

Aliaa Ibrahim, Principal

Rutledge Hall

6850 N. East Prairie Road,
Lincolnwood, IL 60712

aibrahim@sd74.org

847-675-8236

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

Minority Recruitment

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

LEGAL REF.:

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

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

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

[29 U.S.C. §218d](#), Fair Labor Standards Act.

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

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

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

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

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

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

42 U.S.C. §2000ff *et seq.*, Genetic Information Nondiscrimination Act of 2008.

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

[42 U.S.C. §2000gg](#) *et seq.*, Pregnant Workers Fairness Act.

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

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

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

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

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

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

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

[775 ILCS 5/1-103](#), [5/2-101](#), [5/2-102](#), [5/2-103](#), [5/2-103.1](#), [5/2-104\(D\)](#) and [5/6-101](#), Ill. Human Rights Act.

[775 ILCS 35/](#), Religious Freedom Restoration Act.

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

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

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

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

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

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

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

ADOPTED: September 10, 2002

5:10

REVISED: January 6, 2022

REVIEWED: January 6, 2022

Comments: Complaint Manager/Nondiscrimination Coordinator contact info updated effective 6/30/22 due to change in administration - RETAIN this note for district historical reference

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. **Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024
4/19/24 Policy Committee Meeting**

1. ACTION TO BE TAKEN:

1st READING

2. POLICY COMMITTEE TO DETERMINE:

Adopt as Presented

Document Status: Draft Update

General Personnel

5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; [PRESSPlus1](#) 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

Sexual Harassment Prohibited

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

The Superintendent shall use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be

made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

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

Whom to Contact with a Report or Complaint

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

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

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

Nondiscrimination Coordinator:

Dr. Dominick Lupo, Assistant Superintendent for Curriculum and Instruction

District Office

6950 N. East Prairie Rd., Lincolnwood, IL 60712

dlupo@sd74.org

847-675-8234

Complaint Managers

Dr. Dominick Lupo, Assistant
Superintendent for Curriculum and
Instruction

Aliaa Ibrahim, Principal

District Office

Rutledge Hall

6950 N. East Prairie Rd., Lincolnwood,
IL 60712

6850 N. East Prairie Road, Lincolnwood, IL 60712

dlupo@sd74.org

aibrahim@sd74.org

847-675-8234

847-675-8236

Investigation Process

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

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

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

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged workplace harassment that does not require action under Board policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

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

Enforcement

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

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and*

Harassment on the Basis of Race, Color, and National Origin Prohibited), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act ([775 ILCS 5/](#)).

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

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

LEGAL REF.:

[42 U.S.C. §2000e](#) et seq., Title VII of the Civil Rights Act of 1964; [29 C.F.R. §1604.11](#).

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

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

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

[56 Ill. Admin.Code Parts 2500](#), [2510](#), [5210](#), and [5220](#).

[Vance v. Ball State Univ.](#), 570 U.S. 421 (2013).

[Crawford v. Metro. Gov't of Nashville & Davidson Cnty.](#), 555 U.S. 271 (2009).

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

[Oncale v. Sundowner Offshore Servs.](#), 523 U.S. 75 (1998).

[Burlington Indus. v. Ellerth](#), 524 U.S. 742 (1998).

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

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

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

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

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

Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).

Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: September 10, 2002

REVISED: January 12, 2023

REVIEWED: January 12, 2023

Comments: Complaint Manager/Nondiscrimination Coordinator contact info updated effective 6/30/22 due to change in administration - RETAIN this note for district historical reference

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. The policy is also updated to incorporate the title change to 2:265, *Title IX Sexual Harassment Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024
4/19/24 Policy Committee Meeting**

1. ACTION TO BE TAKEN:

1st READING

2. POLICY COMMITTEE TO DETERMINE:

Adopt as Presented

Document Status: Draft Update

Students

7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using the Board policy 2:260, Uniform Grievance Procedure, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited. [PRESSPlus1](#)

Sex Equity

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

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

Administrative Implementation

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

LEGAL REF.:

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

29 U.S.C. §791 et seq., Rehabilitation Act of 1973; [34 C.F.R. Part 104](#).

[42 U.S.C. §2000d](#), Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

[42 U.S.C. §11431](#) et seq., McKinney-Vento Homeless Assistance Act.

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

[Ill. Constitution, Art. I](#), §18.

[105 ILCS 5/3.25b](#), [5/3.25d\(b\)](#), [5/10-20.12](#), [5/10-20.60](#), [5/10-20.63](#), [5/10-22.5](#), and [5/27-1](#).

[775 ILCS 5/1-101](#) et seq., Illinois Human Rights Act.

[775 ILCS 35/5](#), Religious Freedom Restoration Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED: September 10, 2002

REVISED: February 3, 2022

REVIEWED: February 3, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. **Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024
4/19/24 Policy Committee Meeting**

1. ACTION TO BE TAKEN:

1st READING

2. POLICY COMMITTEE TO DETERMINE:

Adopt as Presented

Document Status: Draft Update

Students

7:20 Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; [PRESSPlus1](#) association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 2:265, [PRESSPlus2](#) Title IX ~~Sexual Harassment~~ *Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

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

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, Title IX ~~Sexual Harassment~~ *Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

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

Nondiscrimination Coordinator:

Dr. Dominick Lupo, Assistant Superintendent for
Curriculum and Instruction

District Office

6950 N. East Prairie Rd.,
Lincolnwood, IL 60712

dlupo@sd74.org

847-675-8234

Complaint Managers:

Dr. Dominick Lupo,
Assistant Superintendent for
Curriculum and Instruction

Aliaa Ibrahim, Principal

District Office

Rutledge Hall

6950 N. East Prairie Rd.,
Lincolnwood, IL 60712

6850 North East Prairie Road,
Lincolnwood, IL 60712

dlupo@sd74.org

aibrahim@sd74.org

847-675-8234

847-675-8236

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

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

Investigation Process

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

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

and free of unlawful discrimination, including harassment.

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

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. [PRESSPlus3](#)

For any other alleged student harassment that does not require action under Board policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

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

Enforcement

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

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

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

LEGAL REF.:

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

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973; [34 C.F.R. Part 104](#).

[42 U.S.C. §2000d](#), Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

[105 ILCS 5/10-20.12](#), [5/10-22.5](#), [5/10-23.13](#), [5/27-1](#), and [5/27-23.7](#).

[775 ILCS 5/1-101](#) *et seq.*, Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX [Sexual Harassment](#) Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities); 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:295 (Student Personal Body Safety Program)

ADOPTED: September 10, 2002

REVISED: March 3, 2022

REVIEWED: March 3, 2022

Comments: Complaint Manager/Nondiscrimination Coordinator contact info updated effective 6/30/22 due to change in administration - RETAIN this note for district historical reference

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, adding protected categories to the prohibition on bullying. **Issue 114, March 2024**

PRESSPlus 2. Updated in response to the title change to 2:265, *Title IX Sexual Harassment Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

PRESSPlus 3. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. **Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024
4/19/24 Policy Committee Meeting**

1. ACTION TO BE TAKEN:

1st READING

2. POLICY COMMITTEE TO DETERMINE:

Adopt as Presented

Document Status: Draft Update

Board of Education

2:260 Uniform Grievance Procedure

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or its agents have violated their rights guaranteed by the [State](#) or [federal Constitution](#), State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, [42 U.S.C. §12101](#) et seq.
2. Title IX of the Education Amendments of 1972, [20 U.S.C. §1681](#) et seq., excluding Title IX sexual harassment complaints governed by [Board](#) policy 2:265, *Title IX ~~Sexual Harassment~~ [PRESSPlus1](#) Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791](#) et seq.
4. [Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. \(see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*\) \[PRESSPlus2\]\(#\)](#)
5. ~~Equal Employment Opportunities Act~~ (Title VII of the Civil Rights Act of 1964), 42 U.S.C. §2000e et seq. (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under [Board](#) policy 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#)
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff et seq.](#)
16. Employee Credit Privacy Act, [820 ILCS 70/](#).

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the

complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

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

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

Investigation Process

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

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

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the

complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

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

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

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

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

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

Appointing a Nondiscrimination Coordinator and Complaint Managers

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

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

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

Nondiscrimination Coordinator:

Dr. Dominick Lupo, Assistant Superintendent for
Curriculum and Instruction

District Office

District Office

6950 N. East Prairie Rd., Lincolnwood, IL 60712

dlupo@sd74.org

847-675-8234

Complaint Managers

Dr. Dominick Lupo, Assistant Superintendent
for Curriculum and Instruction

Aliaa Ibrahim, Principal

District Office

Rutledge Hall

6950 N. East Prairie Rd.,
Lincolnwood, IL 60712

6850 North East Prairie Road

dlupo@sd74.org

aibrahim@sd74.org

847-675-8234

847-675-8236

LEGAL REF.:

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

[20 U.S.C. §1232g](#), Family Education Rights Privacy Act.

[20 U.S.C. §1400](#), The Individuals with Disabilities Education Act.

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

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

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

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973.

[29 U.S.C. §2612](#), Family and Medical Leave Act.

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

42 U.S.C. §2000e *et seq.*, ~~Equal Employment Opportunities Act~~ (Title VII of the Civil Rights Act of 1964).

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

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.

[42 U.S.C. §12101](#) *et seq.*, Americans With Disabilities Act.

105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69 5/10-20.75 (final citation pending), 5/10-22.5, 5/22-19, [5/22-95 \(final citation pending\)](#), 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

[5 ILCS 415/10](#)(a)(2), Government Severance Pay Act.

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

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

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

[740 ILCS 175/](#), Ill. False Claims Act.

[775 ILCS 5/](#), Ill. Human Rights Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act; [56 Ill.Admin.Code Part 280](#).

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

[820 ILCS 70/](#), Employee Credit Privacy Act, [70/10\(b\)](#), and [70/25](#).

[23 Ill.Admin.Code §§1.240](#), [200.40](#), [226.50](#), and [226.570](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX [Sexual Harassment](#) Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

ADOPTED: October 3, 2006

REVISED: January 6, 2022

REVIEWED: January 6, 2022

Comments: Complaint Manager/Nondiscrimination Coordinator contact info updated effective 6/30/22 due to change in administration - RETAIN this note for district historical reference

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate the title change to 2:265, *Title IX Sexual Harassment Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

PRESSPlus 2. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-2:260

472, eff. 8-1-24, requiring a district to have an internal process for the filing of complaints regarding discrimination and harassment based on race, color, and national origin. Policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, utilizes this policy as an internal complaint process. See also sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, available at PRESS Online by logging in at www.iasb.com, which includes additional procedures to be followed when responding to complaints of discrimination and harassment on the basis of race, color, and national origin. **Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024
4/19/24 Policy Committee Meeting**

1. ACTION TO BE TAKEN:

1st READING

2. POLICY COMMITTEE TO DETERMINE:

Adopt as Presented

Document Status: Draft Update

Students

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

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 and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, [PRESSPlus1](#) pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by ~~at the School District~~ or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only in cases in which when a school administrator or teacher receives a report that bullying through this means has occurred and; it does not require a district or school to staff or members to monitor any nonschool-related activity, function, or program.

Definitions from [105 ILCS 5/27-23.7](#)

Bullying includes *cyberbullying* and 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:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements listed below:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named

officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Dr. Dominick Lupo, Assistant Superintendent for Curriculum and Instruction

District Office

6950 N. East Prairie Rd.,

Lincolnwood, IL 60712

dlupo@sd74.org

847-675-8234

Complaint Managers:

Dr. Dominick Lupo, Assistant Superintendent for Curriculum and Instruction

Aliaa Ibrahim, Principal

District Office

Rutledge Hall

6950 N. East Prairie Rd.,

6850 North East Prairie Road,

Lincolnwood, IL 60712

Lincolnwood IL 60712

dlupo@sd74.org

aibrahim@sd74.org

847-675-8234

847-675-8236

4. Consistent with federal and State laws and rules governing student privacy rights, ~~the Superintendent or designee shall promptly inform~~ parent(s)/guardian(s) of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. ~~and discuss, a~~As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-

hour period. [PRESSPlus2](#)

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of ~~the a bullying~~ incident ~~of bullying~~ was received and taking into consideration additional relevant information received during the course of the investigation about the reported ~~bullying~~ incident ~~of bullying~~.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the ~~report of the reported~~ incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents ~~and~~ /guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the ~~Building P~~erincipal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported ~~act~~ incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, ~~which that~~ may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's ~~publicly accessible~~ website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and ~~Board~~ policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6\(b-20\)](#), [5/24-24](#), and [5/27-23.7](#).

[405 ILCS 49/](#), Children's Mental Health Act.

[775 ILCS 5/1-103](#), Ill. Human Rights Act.

[23 Ill.Admin.Code §§1.240](#), [1.280](#), and [1.295](#).

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:295 (Student Personal Body Safety Program), 7:310 (Restrictions on Publications; Elementary Schools)

ADOPTED: November 6, 2014

REVISED: February 2, 2023

REVIEWED: February 2, 2023

Comments: Complaint Manager/Nondiscrimination Coordinator contact info updated effective 6/30/22 due to change in administration - RETAIN this note for district historical reference

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, adding protected categories to the prohibition on bullying. The bases are also re-ordered to align with the order they are listed within the Ill. State Board of Education (ISBE) Model Bullying Prevention Policy (available at www.isbe.net/Documents/Model-Bullying-Prevention-Policy.pdf).

Additionally, 105 ILCS 5/27-23.7(f), added by P.A. 103-47, requires districts to collect non-identifiable data regarding verified allegations of bullying within the District and submit it in an annual report to ISBE by no later than August 15 of each year, beginning with the 2024-25 school year through the 2030-31 school year. ISBE must adopt rules for data submission that include but are not limited to: (1) a record of each verified allegation of bullying and action taken; and (2) whether the instance of bullying was based on actual or perceived characteristics identified in 105 ILCS 5/27-23.7(a) and, if so, lists the relevant characteristics. **Issue 114, March 2024**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, requiring notification within 24 hours to the parents/guardians of students involved in bullying incidents. **Issue 114, March 2024**

**Press Plus Issue #114 Spring 2024
4/19/24 Policy Committee Meeting**

1. ACTION TO BE TAKEN:

1st READING

2. POLICY COMMITTEE TO DETERMINE:

Adopt with Additional District Edits

(change “revised” & “reviewed” date)

Document Status: *Draft Update - Rewritten*

General Personnel

ANSWER REQUIRED

5:100 Staff Development Program

The Superintendent or designee shall implement a staff development program. [PRESSPlus1](#) The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate any School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

Abused and Neglected Child Reporting Act (ANCRA) and *Erin's Law* Training

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA) mandated reporter training and training on the awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) as follows (see Board policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*):

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), [PRESSPlus2](#) and boundary violations.

In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all District staff who work with pupils on: [PRESSPlus3](#)

1. Health conditions of students, including but not limited to training on:
 - a. Chronic health conditions of students;
 - b. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
 - c. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting, [PRESSPlus4](#)
 - d. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
 - e. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
 - f. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
 - g. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable. [PRESSPlus5](#)

2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.
3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*).
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
 - a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
 - b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
 - c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and
 - d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS 110/3.10 (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
 - a. The federal Americans with Disabilities Act as it pertains to the school environment; and
 - b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
 - a. Teacher-student conduct;
 - b. School employee-student conduct; and
 - c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-23.4 (violence prevention and conflict resolution education).

Additional Training Requirements

4/19/24 PC Wants All RED REMOVED

In addition, the staff development program shall include each of the following: [PRESSPlus6](#)

1. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain

documentation for a three-year period.

3. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
4. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
5. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
6. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
7. For all District staff, annual sexual harassment prevention training.
8. Title IX requirements for training as follows (see Board policy 2:265, *Title IX Grievance Procedure*):
 - a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
 - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
 - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.
9. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years. [PRESSPlus7](#)
10. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it. [PRESSPlus8](#)

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*. [Q1](#)

LEGAL REF.:

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

42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.

105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, and 5/24-5.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 145/25, Care of Students with Diabetes Act

105 ILCS 150/25, Seizure Smart School Act.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

775 ILCS 5/2-109 and 5/5A-103, Ill. Human Rights Act.

23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.

77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

Questions and Answers:

***Required Question 1. For districts that have a practice of providing instruction in life-saving techniques and first-aid in their staff development programs, insert the following optional paragraph that restates 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800:

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

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

Would the board like to add the optional paragraph shown above, restating 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800?

No. (Default)

Yes. (IASB will add the optional paragraph shown above, restating 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800.)

PRESSPlus Comments

PRESSPlus 1. This policy is rewritten due to Public Act 103-542, which significantly streamlines school in-service training requirements into eight categories. Though P.A. 103-542 was to be effective on 1-1-24, most of its changes become operative on 7-1-24. As a result, legislative action during Veto Session amended the effective date of P.A. 103-542 to 7-1-24. For more information, see the footnotes of sample policy 5:100, *Staff Development Program*, available at PRESS Online by logging in at www.iasb.com.

This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. **Issue 114, March 2024**

PRESSPlus 2. Sexual misconduct under Faith's Law is defined in 105 ILCS 5/22-85.5(c), added by P.A. 102-676. **Issue 114, March 2024**

PRESSPlus 3. This list of in-service trainings is required by State law but only numbers 4, 5(d), and 7 are required to be specified in board policy. **Issue 114, March 2024**

PRESSPlus 4. Consult the board attorney about whether:

1. All asthma action plans should require immediate 911 calls based upon In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017) (school district's appeal denied). The court held that a teacher's failure to dial 911 immediately upon a student's asthma attack was willful and wanton conduct, subjecting the school district to liability under the Local Governmental and Governmental Employees Tort Immunity Act.
2. The duties and responsibilities of the district when it asks for but does not receive an asthma action plan from a parent/guardian and the logistics of distributing any received plans to those employees who need to know based upon Stewart, above.

Issue 114, March 2024

PRESSPlus 5. From 6-30-23 through 7-1-24, 105 ILCS 5/10-22.39(g), added by P.A. 103-128, requires that at least once every two years, all District personnel be trained on methods to respond to trauma, including instruction on how to respond to an incident involving life-threatening bleeding and, if applicable, how to use a school's trauma kit. See 105 ILCS 5/10-20.85, added by P.A. 103-128, for a definition of *trauma kit*. To avoid confusion between trauma related to life-threatening bleeding and trauma as defined in 105 ILCS 5/3-11(b), added by P.A. 103-413, this policy uses the phrase *trauma bleeding control kit* instead of *trauma kit*.

Beginning with the 2024-25 school year, training on life-threatening bleeding must be completed within six months of employment and renewed within two years. Beginning with the 2027-28 school year,

training on life-threatening bleeding must be completed within six months of employment and renewed at least once every five years thereafter. 105 ILCS 5/10-22.39(b-5)(7), added by P.A. 103-542, eff. 7-1-24. **Issue 114, March 2024**

PRESSPlus 6. Optional. These in-services and/or trainings are required by State and/or federal law but are not required to be specified in board policy. Putting this optional list into the policy will help the board monitor that the required in-service and training topics are being covered. While it is possible to *pick and choose*, this practice is likely to add more confusion to an already confusing responsibility. Unless noted, the School Code does not mandate the frequency with which the training must occur. Several other trainings that are mentioned in laws other than the School Code are addressed in other sample policies and procedures. **Issue 114, March 2024**

PRESSPlus 7. Updated in response to 775 ILCS 5/5A-103(c), added by P.A. 103-472, eff. 8-1-24. For training requirement details, see sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, available at PRESS Online by logging in at www.iasb.com. **Issue 114, March 2024**

PRESSPlus 8. 105 ILCS 5/2-3.163(c), amended by P.A. 103-504. **Issue 114, March 2024**



STAFF
Pre-Approval for Conference/Meeting
(Overnight)

Employee: Michelle Lange Position: 8th Spanish
Conference/Mtg.: AATSP Location: Portland, OR
Conference/Mtg. Dates (from): 06/30/24 (to): 07/02/24
Dates absent from work (from): (to):

TRAVEL

Maximum ESTIMATES of expenses for which employee will request reimbursement:

- Plane, bus, or train fare 380.00
Special fares for bus and taxi 2024 Rate: 0.67 (http://www.irs.gov/)
Auto mileage: 0.000 Miles x rate: \$ 0.670 = 0.00
Parking: 0.000 Day(s) x rate: 0.000 = 0.00

LODGING

Submit estimated rates or receipt/confirmation for hotel or motel bill

MEAL & INCIDENTAL EXPENSES - Per Diem (For rates, visit: www.gsa.gov/)
Includes tips and gratuities (Servers, Bellhops, etc.)

- Maximum (per GSA) per day is authorized for meals and incidentals 185.74

REGISTRATION FEES

AATSP Early Bird 225.00

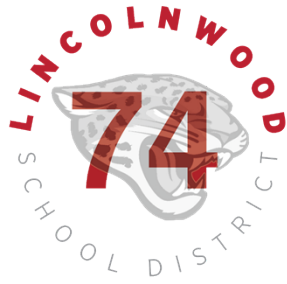
MISCELLANEOUS CONFERENCE EXPENSES. PLEASE ITEMIZE:

Three empty boxes for itemizing miscellaneous conference expenses.

Budget Code: 10.0.2210.00.0000.03 Total Estimate of Expenses: \$790.74

Principal/Administrator Approved: [Signature] Date: 4/26/24
Superintendent or Designee Approved: [Signature] Date: 5.28.24

Upon approval of the conference, it is the staff member's responsibility to officially register for the event using the Building Principal's p-card.
Please submit TWO copies.
One will be returned and should be resubmitted when actual conference expenses have been finalized.
ALSO, please attach a brief summary about the purpose of attending this conference/meeting and how it will enhance the educational environment for students.



Executive Summary Board of Education Meeting

DATE: June 6, 2024

TOPIC: Roller Shade Window Treatments for 2nd Floor Classrooms in Rutledge Hall

PREPARED BY: Courtney Whited

Recommended for:

Action

Discussion

Information

Purpose/Background:

The Board approves expenditures over \$10,000.

Roller shade window treatments were installed in Rutledge Hall's first floor classrooms in the Summer of 2023. The attached proposal addresses the second floor classrooms.

Legal Counsel noted the proposal should state "Includes installation in compliance with the Prevailing Wage Act" and Indecor Inc. willingly made that adjustment.

Fiscal Impact:

\$24,941.67

The District paid \$22,350 in 2023-24 with Indecor Inc. for 1st Floor Roller Shades in Rutledge Hall classrooms.

Recommendation:

The Facilities Committee members in attendance supported the Administration's recommendation to the Board of Education to approve this Proposal from Indecor Inc. for Summer 2024 installation of new roller shade window treatments inside Rutledge Hall's second floor classrooms in the amount of \$24,941.67.

Customer

Indecor Inc.
8222 Lehigh Ave
Morton Grove, IL
60053, US
(773) 561-7670

Prepared By:
Adam Campisano
(312) 315-3784
adam@indecorinc.com

Lincolnwood School District 74
6950 E Prairie Rd
Lincolnwood, IL
60712, US

Jim Caldwell
(224) 636-3370
jcaldwell@sd74.org

Project: **Rutledge Hall - 2nd Floor**

Scope of Work

84 SWF Manual Clutch Roller Shades

- Standard Controls
- Fabric: Crosshatch S300 (3% Open) Color: Fog
- Includes White Fascia
- Includes Prevailing Wage Installation
- Tax Exempt

Take-Down of Existing by Others

Excluded (-)

1. New Safety Standards from the Consumer Products Safety Commission have been passed into law, and will become effective on June 1, 2024. This proposal includes corded products that meet current ANSI/WCMA A100.1 safety standards, and does not include costs to furnish and install window treatments that will comply with manufacturing requirements after June 1, 2024. .
Pricing is valid for 30 days

Notes

Summary

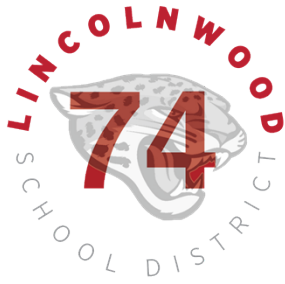
Subtotal \$24,941.67

\$24,941.67

Accepted By

Date

.....



Executive Summary Board of Education

DATE: June 6, 2024

TOPIC: FY25 Workers' Compensation Insurance Coverage from IPRF

PREPARED BY: Courtney Whited

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

The Board of Education approves all expenditures in excess of \$10,000.

Illinois Public Risk Fund (IPRF) has been providing workers' compensation insurance since FY19. Previously, the District received worker's compensation insurance from CLIC at a cost of \$150,513 during FY18. IPRF has been responsive and the claim process runs smoothly.

Pricing decreased 12.8% or \$8,990 but a future grant reduces that amount by \$9,704.

Fiscal Impact:

\$61,426

[Anticipated \\$9,704 from Safety Grant equates to a net of \\$51,722](#)

Prior Year's Cost was **\$70,415 initial invoice +/- \$(unknown)** to be charged after the payroll audit and the Safety Grant reduced costs by \$10,764

Recommendation:

The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to accept Workers' Compensation Insurance Coverage from Illinois Public Risk Fund in the amount of \$61,426 for the period beginning July 1, 2024 and ending June 30, 2025.



Illinois Public Risk Fund

P. O. Box 725
Bedford Park, IL 60499-0725
(800) 289-4773 Phone
(708) 429-6488 Fax

Invoice # 92537		Page 1 of 1
Account Number	Date	
1478-00000	5/13/2024	
BALANCE DUE ON		
7/1/2024		
AMOUNT PAID	Amount Due	
	\$61,426.00	

Lincolnwood School District #74
Courtney Whited
6950 N. East Prairie Road
Lincolnwood, IL 60712

Selected Workers' Compensation	PolicyNumber: 1478	Effective: 7/1/2024 to 7/1/2025
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Item #	Trans Eff Date	Due Date	Trans	Description	Amount
269170	7/1/2024	7/1/2024	RENB	07-01-24/25 Annual Workers' Compensation	\$59,637.00
269171	7/1/2024	7/1/2024	AFEE	07-01-24/25 Annual Administrative Fee	\$1,789.00
Total Invoice Balance:					\$61,426.00

Please remit the top portion of the invoice to the P. O. Box shown above.



Executive Summary
Board of Education Meeting

DATE: June 6, 2024

TOPIC: Resolution to Transfer Funds

PREPARED BY: Courtney Whited

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

The FY24 District Budget set a course to collect Federal ESSER Grant Revenue as follows:

Education Fund 10: \$258,409

Capital Projects Fund 60: \$219,429

As of April 30, 2024, only \$7,464 had been recorded as Fund 60 ESSER Revenue while \$465,275 had been recorded as Fund 10 ESSER Revenue.

The attached Resolution to Transfer \$211,965 out of Fund 10/Education and into Fund 60/Capital Projects will yield a result more closely aligned to the anticipated revenue plans cited in the District’s FY24 Budget as shown in the table:

FY24	FY24 Budgeted ESSER Revenue	Actual ESSER Revenue up to 04/24	Resolution to Transfer Funds	Actual ESSER Revenue by 06/24
Ed Fund 10	\$258,409	\$465,275	-\$211,965	\$253,310
Cap. P. Fund 60	\$219,429	\$7,464	+\$211,965	\$219,429

Fiscal Impact:

\$211,965 of Fund 10/Education transfers to Fund 60/Capital Projects on or before June 30, 2024.

Recommendation:

The Finance Committee members in attendance stated their support of the Administration’s recommendation to the Board of Education to approve the Resolution to Transfer \$211,965 from the District’s Education Fund

to the Capital Projects Fund 60 on or before June 30, 2024.

**BOARD OF EDUCATION OF
LINCOLNWOOD SCHOOL DISTRICT NO. 74,
COOK COUNTY, ILLINOIS**

**RESOLUTION RE: THE TRANSFER OF \$211,965 FROM THE
EDUCATION FUND TO THE CAPITAL PROJECTS FUND
PURSUANT TO 23 Ill. Admin Code §100.50**

WHEREAS, the Illinois Administrative Code (23 Ill. Admin Code §100.50) authorizes the permanent inter-fund transfer of money from the Education Fund to the Capital Projects Fund when revenues or other sources of funds are pledged to pay for a capital project or acquisition; and

WHEREAS, this Board of Education finds and determines that it is necessary to pledge \$211,965 in the Education Fund to pay for capital projects or acquisitions; and

WHEREAS, this Board of Education is now authorized to permanently transfer the sum of \$211,965 from the Education Fund to the Capital Projects Fund pursuant to 23 Ill. Admin Code §100.50; and

WHEREAS, this Board of Education deems it advisable, necessary and for the best interests of the District that \$211,965 be transferred from the Education Fund to the Capital Projects Fund.

NOW, THEREFORE, Be It Resolved by the Board of Education of Lincolnwood School District No. 74, Cook County, Illinois, as follows:

SECTION ONE. That the preambles to this Resolution are hereby incorporated by reference into this Section One as if fully set forth and stated herein *verbatim*.

SECTION TWO. That the Treasurer of this School District is hereby directed and authorized to transfer on or before June 30, 2024, the sum of \$211,965 from the Education Fund to the Capital Projects Fund.

SECTION THREE. That this Resolution shall be in full force and effect forthwith upon its adoption.

ADOPTED: This 6th day of June, 2024, by the following roll call vote:

AYES: _____

NAY: _____

ABSTAIN: _____

ABSENT: _____

President, Board of Education
Lincolnwood School District No. 74

Secretary, Board of Education
Lincolnwood School District No. 74

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Lincolnwood School District No. 74, Cook County, Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of a resolution entitled:

**RESOLUTION RE: THE TRANSFER OF \$211,965 FROM THE
EDUCATION FUND TO THE CAPITAL PROJECTS FUND
PURSUANT TO 23 Ill. Admin Code §100.50**

as adopted by the Board at its meeting held on the 6th day of June, 2024.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 6th day of June, 2024.

Secretary, Board of Education



Executive Summary Board of Education Meeting

DATE: June 6, 2024

TOPIC: FY25 Early Childhood Alliance

Contribution PREPARED BY: David Russo

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

The Early Childhood Alliance (ECA) includes over 45 multi-sector partners, including eight Niles Township school districts, early childhood education and care providers, village libraries and governments, social service providers, local businesses, and health care providers.

According to their materials, the ECA creates programs to:

- ï Provide access to information to support a child's early learning
- ï Connect families with comprehensive early childhood programming
- ï Provide access to free/low-cost services for low-income children and families
- ï Support pregnant women
- ï Enhance children's physical, mental, and emotional well-being

In October 2023, the Board approved to become a partner organization with the ECA. During the school year, the Administration has begun to work with the ECA to provide support to District families. Therefore, the Administration is now recommending the District make a financial contribution to the ECA. Currently, the range in contribution from partner school districts is between \$1,500-\$11,000.

Fiscal Impact:

\$2,000

Recommendation:

The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to contribute \$2,000 in FY25 to the Early Childhood Alliance.



Executive Summary Board of Education Meeting

DATE: June 6, 2024
TOPIC: Interactive Display Purchase and Installation
PREPARED BY: Jordan Stephen

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

During our updates at Rutledge Hall over the last year, the team has been able to install 65” Interactive Flat Screens in many of the classrooms. The remodel to the Rutledge Hall classrooms presents a great opportunity as the District has the ability to modernize the learning environment for all of the classrooms. The teachers and the team have all agreed that they would like to continue to use the interactive flat panel monitors that we have installed, but by rotating the classroom 90°, this new orientation calls for a larger model monitor to make the screen much more visible within the classroom space.

The team reached out to various vendors for pricing on this project. Ultimately we were able to continue to work with our current BenQ vendor to obtain educational pricing on a larger 75” unit for these classrooms. The quote that was provided also includes shipping, unpacking, debris removal as well as a full mounting and network installation on all of the units. Also included with this quote is an installation for the current 65” units, as those will be relocated to other areas of Rutledge Hall.

Since we are going to be working on this in August, it is our top priority to ensure that we have everything completed to open up the classrooms to the teachers and students as soon as possible. Any units that are not being used in Rutledge Hall will be moved to either Todd or Lincoln Hall.

Vendor		Total
CDWG	Product Only	\$114,198.93
TouchBoards	Product Only	\$112,023.00
SHI	Product Only	\$106,866.00
Midwest Computer Products	Installation Included	\$101,368.49

Fiscal Impact:

The total cost is \$101,368.49

Recommendation:

The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve this agreement from Midwest Computer Products for the purchase and installation of Interactive Flat Panel Displays in the amount of \$101,368.49.



Lincolnwood School District 74

6950 East Prairie Road
Lincolnwood, IL 60712

Jordan Stephen
jstephen@sd74.org
847-675-8234

Ben Q for Summer Construction

MCP will install 27 75-inch BenQ Interactive Boards (Room #'s TBD). The installation process shall entail:

- Unpacking the boards
- Removing them from their packaging
- Mounting them on pre-installed wall mounts
- Ensuring all necessary OFE cables, including network and power, are connected.

In addition to the new display, MCP will also relocate 11 65-Inch BenQ Interactive Boards (Rooms #'s TBD). The installation process shall entail:

- Relocating 11 boards from various classrooms
- Removing the boards from mobile stands
- Installing them on wall mounts
- Connecting all required OFE cables, such as network and power.

27 Displays w/ NFC Cards	\$	73,274.30
MCP Installation Services	\$	15,179.93
Total (75")	\$	88,454.23

Wall Mounts (Installation included)	\$	5,665.00
Installation of 11 65" Displays	\$	7,249.26
Total (65")	\$	12,914.26

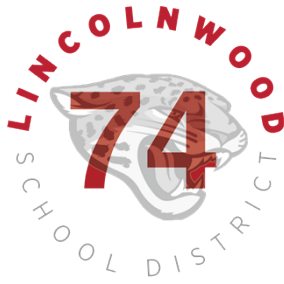
Combined Projects	\$	101,368.49
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Pricing Valid for 30 days

Sincerely,



Thomas B. Warda, CTS



Executive Summary Board of Education Meeting

DATE: June 6, 2024

TOPIC: CDWG- Rutledge Hall Charging Carts

PREPARED BY: Jordan Stephen

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

During the planning process for Rutledge Hall, it was determined by the staff members that classrooms would need a storage unit to be provided for student iPads for either charging or storage needs. The counter top boxes that are currently being utilized in the classrooms would not fit due to the size and would take up much of the countertop space that is provided with the new case work. Discussions around having a mobile cart in each of the classrooms began.

The team went to work to start looking at various alternatives and reached out to the ILTPP (Illinois Technology Purchase Program) and gathered proposals from many different vendors. The team selected the following piece of equipment based upon customer reviews, flexibility, electrical capacity, and growth as well as an overall description of the product.

Since CDW-G is a hardware vendor and this is a hardware product, this item would not have to go through legal counsel as this is a general commercial use product.

Qty	Vendor	Price	Total
18	LockNCharge EPIC 24 Charging Cart	\$617.87	\$11,121.66

Fiscal Impact:

The total cost is \$11,121.66.

Recommendation:

The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve this Quote from CDW-G for Charging Carts in the amount of \$11,121.66.



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

JORDAN STEPHEN,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

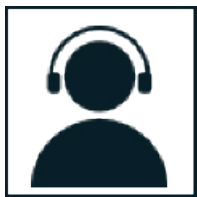
Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NVSG448	4/10/2024	NVSG448	1313173	\$11,121.66

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
LocknCharge EPIC 24 Charging Cart	18	6352742	\$617.87	\$11,121.66
Mfg. Part#: LNC14-10410				
Contract: Illinois ILTPP AEPA-022G (022-G)				

SUBTOTAL	\$11,121.66
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$11,121.66

PURCHASER BILLING INFO	DELIVER TO
Billing Address: LINCOLNWOOD SCHOOL DISTRICT #74 BUSINESS MGR. 6950 N EAST PRAIRIE RD LINCOLNWOOD, IL 60712-2554 Phone: (847) 675-8234 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: LINCOLNWOOD SCHOOL DISTRICT #74 BUSINESS MGR. 6950 N EAST PRAIRIE RD LINCOLNWOOD, IL 60712-2554 Phone: (847) 675-8234 Shipping Method: DROP SHIP-COMMON CARRIER
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Meg Heaphy | 800.808.4239 | meg.heaphy@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION

\$11,121.66	\$322.64/Month	\$11,121.66	\$367.90/Month
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Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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Support



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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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Executive Summary

Board of Education Meeting

DATE: June 6, 2024

TOPIC: 2024-2025 Encyclopedia Britannica Renewal

PREPARED BY: Jordan Stephen

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

Encyclopedia Britannica is a curricular tool that is available online to all students in the District. The resources found through this service meet the unique needs of every learner as students can toggle between reading levels on each article, have articles read aloud, and use Merriam-Webster's dictionary to hear words pronounced and read their definitions. Each article can also be translated into over 80 languages, which is a great asset to our growing ELL population. Articles pulled from Britannica School are all fact-checked from credible sources.

Newly added features include the ability for teachers to easily integrate these resources into the Google classroom LMS or save them in a format to use with their classes. Students also have the ability to review the information and save that back into their own personal Google Drive folders and create a library of resources for reference. Other new features include the ability to automatically cite their information in many different writing styles.

Based upon usage statistics, this product continues to be one of the most widely used across the district being used widely across the District.

Though the price on this product increased substantially, the District worked with the vendor to secure a lower price point for the 2024-2025 school year.

Fiscal Impact:

\$1,000 for the use of Britannica School Subscription for all students and teachers in the school District. The District paid Encyclopedia Britannica \$715.50 in 2023-2024.

Recommendation:

The Finance Committee members in attendance stated their support of the Administration's recommendation to the Board of Education to approve this agreement from Encyclopedia Britannica for the Britannica School Subscription in the amount of \$1,000 from July 1, 2024 till June 30, 2025.

