

LINCOLNWOOD SCHOOL DISTRICT 74  
 BOARD OF EDUCATION  
 Policy Committee Meeting AGENDA  
 Friday, August 16, 2024 at **8:30 AM**

**BOARD OF EDUCATION**  
 Kevin Daly, *President*  
 Peter D. Theodore, *Vice President*  
 John P. Vranas, *Secretary*  
 Myra A. Foutris  
 Ted Kwon  
 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 Policy Committee Meeting of the Board of Education of Lincolnwood School District 74, Cook County, Illinois, to be held in the Marvin Garlich Administration Building  
 6950 N. East Prairie Road  
 Lincolnwood, Illinois 60712,  
 on Friday, August 16, 2024.*

*IN-PERSON PARTICIPATION: It is expected that all members of the Policy Committee, plus several administrators, will be physically present at the Marvin Garlich Administration Building located at 6950 N. East Prairie Road, Lincolnwood, IL. The public is welcome.*

The June 14, 2024 Policy Committee meeting was canceled due to a light agenda. The July 19, 2024 was canceled due to a lack of quorum.

- 1. CALL TO ORDER/ROLL CALL  
POLICY COMMITTEE MEMBERS  
 Rupal Shah Mandal (BOE), Chair  
 Myra A. Foutris (BOE), Co-Chair  
 Melissa Theodore, Community Member

ADMINISTRATOR/STAFF  
 Dr. David L. Russo, Superintendent of Schools  
 Renee Tolnai, Administrative Assistant

2. AUDIENCE TO VISITORS

3. APPROVAL OF MINUTES

- a. Policy Committee Meeting Minutes - **May 24, 2024**

3

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

4. OLD BUSINESS

- a. Policy 2:260-AP1 Review

5. NEW BUSINESS

- a. Press Plus #115 - June 2024
  - I. Draft Update - New
    - 1. 2:70 Vacancies on Board of Education - Filling Vacancies
    - 2. 4:70 Resource Conservation
    - 3. 4:80 Accounting and Audits
    - 4. 2:125 Board Member Expenses 1
    - 5. 5:130 Responsibilities Concerning Internal Information

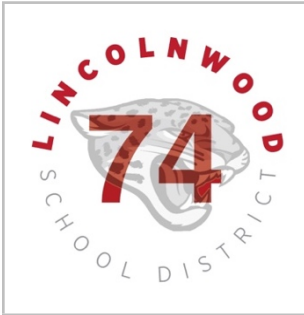
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6.	5:200 Terms and Conditions of Employment and Dismissal	20
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II.	Review and Monitoring	
	1. 4:15 Identity Protection	26
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	6. 6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program	44
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	8. 7:170 Vandalism	50
6.	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  
 Policy Committee Meeting Minutes  
 Friday, May 24, 2024 at **8:30 AM**

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*

*Minutes of the Policy Committee Meeting of the Board of Education of Lincolnwood School District 74, Cook County, Illinois, was held in the Marvin Garlich Administration Building  
 6950 N. East Prairie Road  
 Lincolnwood, Illinois 60712,  
 on Friday, May 24, 2024.*

1. CALL TO ORDER/ROLL CALL

Chair Shah Mandal called the May 24, 2024 Policy Committee meeting to order at 8:36 a.m., and roll call was taken.

POLICY COMMITTEE MEMBERS

Rupal Shah Mandal (BOE), Chair  
 Melissa Theodore, Community Member

POLICY COMMITTEE MEMBER NOT PRESENT

Myra A. Foutris (BOE), Co-chair

ADMINISTRATOR

Dr. David L. Russo, Superintendent of Schools

2. AUDIENCE TO VISITORS

None

3. APPROVAL OF MINUTES

a. Policy Committee Meeting Minutes - **APRIL 19, 2024**

A motion was made, seconded and passed to approve the April 19, 2024 Policy Committee meeting minutes.

4. OLD BUSINESS

a. Press Plus #114 Spring 2024

I. Draft Update - New

1. 2:270 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

The Committee sent this policy to *1<sup>st</sup> Reading, Adopt as Presented* on the June 6, 2024 Lincolnwood School District 74 Board of Education meeting agenda. The Committee members supported the Administration using the IASB suggested language to add a Policy 2:270 Administrative Procedure (AP).

5. NEW BUSINESS

None

6. ADJOURNMENT

A motion was made, seconded and passed to adjourn the Policy Committee meeting at 8:47 a.m. The next Policy Committee meeting is scheduled for Friday, June 14, 2024. The public is welcome.

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Rupal Shah Mandal, Chair

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~~Myra A. Foutris, Co-chair Absent~~

**Press Plus Issue #115 June 2024 - Policy Committee Meeting 7/19/24**

**1. Action to be taken:**

       **CONSENT**

       **1st READING**

       **STAY IN COMMITTEE**

       **DELETE POLICY**

**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*

### Board of Education

#### **2:70 Vacancies on Board of Education - Filling Vacancies**

##### Vacancy

Elective office of a Board of Education member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent;
2. Resignation in writing filed with the Secretary of the Board of Education;
3. Legal disability,
4. Conviction of a felony, bribery, perjury, or other infamous crime or of any offense involving a violation of official oath or of a violent crime against a child;
5. Removal from office;
6. The decision of a competent tribunal declaring his or her election void;
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in the School Code are violated;
8. An illegal conflict of interest; or
9. Acceptance of a second public office that is incompatible with Board of Education membership.

##### Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the North Cook Intermediate Service Center Executive Director [PRESSPlus1](#) of that vacancy within five days after its occurrence and shall fill the vacancy until the next regular Board of Education election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The Board shall fill the vacancy within 60 days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the Board of Education, the Board will publicize it and accept résumés from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

LEGAL REF.:

[105 ILCS 5/10-10](#) and [5/10-11](#).

CROSS REF.: 2:40 (Board Member Qualifications), 2:60 (Board Member Removal from Office), 2:120 (Board Member Development)

ADOPTED: September 1, 2016

REVISED: December 5, 2019

REVIEWED: December 5, 2019

**Comments:** MOVING FORWARD - Each District Policy should have the same look, one date for each: ADOPTED: REVISED: REVIEWED:

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### **PRESSPlus Comments**

PRESSPlus 1. Updated for clarity. **Issue 115, June 2024**

**Press Plus Issue #115 June 2024 - Policy Committee Meeting 7/19/24**

**1. Action to be taken:**

       **CONSENT**

       **1st READING**

       **STAY IN COMMITTEE**

       **DELETE POLICY**

**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*

### Operational Services

#### **4:70 Resource Conservation**

The School District will conserve energy resources by:

1. Periodic review of procurement procedures and specifications to ensure that purchased products and supplies are reusable, durable, or made from recycled materials, if economically and practically feasible.
2. Purchasing recycled paper and paper products in amounts that will, at a minimum, meet the specifications in the School Code, if economically and practically feasible.
3. Periodic review of procedures on the reduction of solid waste generated by academic, administrative, and other institutional functions. These procedures shall: (a) require recycling the District's waste stream, including landscape waste, computer paper, and white office paper, if economically and practically feasible; (b) include investigation of the feasibility of potential markets for other recyclable materials that are present in the District's waste stream.
4. ~~Adherence to e~~Energy conservation measures. [PRESSPlus1](#)

LEGAL REF.:

[105 ILCS 5/10-20.19c](#) and [5/19b](#).

CROSS REF.: 4:60 (Purchases), 4:150 (Facility Management and Expansion Programs)

ADOPTED: September 7, 2017

REVISED: November 4, 2021

REVIEWED: June 23, 2022

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to a five-year review. **Issue 115, June 2024**

**Press Plus Issue #115 June 2024 - Policy Committee Meeting 7/19/24**

**1. Action to be taken:**

**\_\_\_\_\_ CONSENT**

**\_\_\_\_\_ 1st READING**

**\_\_\_\_\_ STAY IN COMMITTEE**

**\_\_\_\_\_ DELETE POLICY**

**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*

### Operational Services

#### **4:80 Accounting and Audits**

The School District's accounting and audit services shall comply with the Requirements for Accounting, Budgeting, Financial Reporting, and Auditing, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

##### Annual Audit

At the close of each fiscal year, the Superintendent or designee shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. A presentation of the audit report will be made to the Board by the Superintendent or his/her designee.

The Superintendent or designee shall periodically, on or before October 15, submit an original and one copy of the audit to the North Cook Intermediate Service Center Executive Director. [PRESSPlus1](#)

##### Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

##### Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by [2 C.F.R. §200.313](#), if applicable. The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

##### Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

##### Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that

is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

### Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

### Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of ~~\$500.00~~ 1,000. [PRESSPlus2](#) All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

### Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

### Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.:

[2 C.F.R. §200](#) *et seq.*

[30 ILCS 708/](#), Grant Accountability and Transparency Act, implemented by [44 Ill.Admin.Code 7000](#) *et seq.*

[105 ILCS 5/2-3.27](#), [5/2-3.28](#), [5/3-7](#), [5/3-15.1](#), [5/5-22](#)<sup>12</sup>, [5/10-21.4](#), [5/10-20.19](#), [5/10-22.8](#) and [5/17-1](#) *et*

seq.

[23 III.Admin.Code Part 100.](#)

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity and Fiduciary Funds)

ADOPTED: February 2, 2012

REVISED: January 7, 2021

REVIEWED: January 9, 2020

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**PRESSPlus Comments**

PRESSPlus 1. Updated for clarity. **Issue 115, June 2024**

PRESSPlus 2. Updated in response to **PRESS** Advisory Board member feedback to raise the maximum balance for revolving fund bank accounts. **Issue 115, June 2024**

**Press Plus Issue #115 June 2024 - Policy Committee Meeting 7/19/24**

**1. Action to be taken:**

**\_\_\_\_\_ CONSENT**

**\_\_\_\_\_ 1st READING**

**\_\_\_\_\_ STAY IN COMMITTEE**

**\_\_\_\_\_ DELETE POLICY**

**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*

### Board of Education

#### **2:125 Board Member Expenses**

No Board member may receive compensation for services, but certain expenses related to conference and meeting attendance as specified herein that are attributable to Board members may be paid for by the Board, advanced to the Board member or reimbursed to the Board member.

Subject to the Attendance and Participation Prerequisite set forth herein, the Board of Education may advance or reimburse members the actual and necessary expenses incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the North Cook Intermediate Service Center Executive Director; [PRESSPlus1](#)
2. County or regional meetings and the annual meeting sponsored by any Board of Education association complying with [Article 23 of The School Code](#); and
3. Meetings sponsored by an organization in the field of public school education.

In addition, the Board may pay for or reimburse a member for registration fees or tuition for a course that allowed the member to comply with the mandatory training described in policy 2:120, *Board Member Development*.

Expense reimbursement is not guaranteed and Board members shall seek pre-approval of expenses, except in emergency situations. A member shall return to the District any portion of an expense advance not used. A Member shall submit an itemized, signed voucher to support any expense advanced or to seek expense reimbursement (on the applicable standardized form prepared by the District). The voucher must show the amount of actual expense, attaching receipts. A Board member submitting a bill for a group function shall record participating members' names on the receipt. No money shall be paid, advanced or reimbursed for: (1) the expenses of any person except the Board of Education member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement unless the entertainment is ancillary to the purpose of the program or event.

No payments, advancements, or reimbursements shall be made for any trip that requires airfare and/or hotel accommodations without first submitting a proposed budget for said trip and obtaining prior Board approval.

The Superintendent or designee shall review the submitted vouchers for compliance with this policy. If any voucher's compliance appears uncertain, the Superintendent shall notify the Board President, or Vice President if the voucher in question is from the President, as well as the Board member who submitted the voucher. All travel, meals, and/or lodging expenses attributable to a Board member, whether advanced or reimbursed to the Board member, or paid for directly by the District, must be approved by roll call vote at an open meeting of the Board.

#### Registration

When possible, registration fees will be paid by the District in advance.

## Transportation

The least expensive transportation will be used, providing that no hardship will be caused to the Board member. Board of Education members will be reimbursed for:

1. Air travel at the coach or equivalent class commercial airline rate. First class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances shall be explained on the expense voucher. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs shall not exceed the cost of coach airfare. Copies of tickets shall be attached to the expense voucher to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use shall be explained on the expense voucher.
5. Taxis, airport limousines, ride sharing or other local transportation costs.

## Hotel/Motel Charges

Board of Education members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed, subject to the GSA rate for the geographic location in which the expense is incurred.

Board of Education members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense voucher.

## Meal Charges

Any food, beverage or incidental expenses shall be subject to the applicable per diem spending limit for meals and incidental expenses as set by the General Services Administration for the geographic location in which the expense is incurred. If meals are included in the registration fee, the per diem allowance shall be reduced accordingly. Expense vouchers shall explain the meal charges incurred.

## Miscellaneous Expenses

Board of Education members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense voucher and attaching receipts.

## Approval of Expenses in Excess of the Amount Allowed

All requests for expense advancements, reimbursements, payments and/or purchase orders that exceed the amounts outlined in this policy may only be approved when:

1. An emergency or other extraordinary circumstance exists; and
2. The request is approved by a roll call vote at an open Board meeting.

## Receipt Required

No request for reimbursement shall be honored without the member having submitted a receipt detailing the expense claimed and proving that the expense was paid.



### Attendance and Participation Prerequisite

The purpose of Board Member Development (per policy 2:120) is that individual members learn, understand, and practice effective governance principles to fulfill the obligations of the office to which the members were elected or appointed. To further these goals, no Board of Education member shall be eligible to attend any of the above meetings (except state-mandated training) at the expense of the District or Board of Education without first having maintained obligation to attend regular and special meetings of the Board of Education and of the committees to which members are assigned. The minimal attendance standard is that members attend 75% of all regular and special Board of Education meetings for the six months preceding the event which the Board member seeks to attend at Board of Education expense. For purposes of this Policy, the term “attend” means member attendance at a full meeting (inclusive of any closed session and any committee of the whole meetings). This requirement applies six months after a member is first elected or appointed to serve on the Board of Education.

### Additional Requirements for Travel Expenses Charged to Federal and State Grants

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act ([30 ILCS 708/](#)) must comply with Board policy 5:60, *Expenses*, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.:

[105 ILCS 5/10-20](#) and [5/10-22.32](#).

[30 ILCS 708/](#), Government Accountability and Transparency Act.

[50 ILCS 150/](#), Local Government Travel Expense Control Act.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:120 (Board Member Development), 4:50 (Payment Procedures)

ADOPTED: March 7, 2013

REVISED: June 3, 2020

REVIEWED: June 3, 2020

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### **PRESSPlus Comments**

PRESSPlus 1. Updated for clarity. **Issue 115, June 2024**

**Press Plus Issue #115 June 2024 - Policy Committee Meeting 7/19/24**

**1. Action to be taken:**

       **CONSENT**

       **1st READING**

       **STAY IN COMMITTEE**

       **DELETE POLICY**

**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*

### [General Personnel](#)

#### **5:130 Responsibilities Concerning Internal Information**

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed Board of Education meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

#### LEGAL REF.:

~~Family Educational and Privacy Rights Act~~, 20 U.S.C. §1232g, Family Educational and Privacy Rights Act.

~~Uses and Disclosures of Protected Health Information; General Rules~~, 45 C.F.R. §164.502, Uses and Disclosures of Protected Health Information; General Rules.

~~Ill. Freedom of Information Act~~, 5 ILCS 140/, Ill. Freedom of Information Act.

~~Local Records Act~~, 50 ILCS 205/, Local Records Act.

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

105 ILCS 85, Student Online Personal Protection Act, [PRESSPlus1](#)

~~Personnel Record Review Act~~, 820 ILCS 40/, Personnel Record Review Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADOPTED: September 6, 2012

REVISED: December 5, 2019

REVIEWED: December 5, 2019

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 115, June 2024**

**Press Plus Issue #115 June 2024 - Policy Committee Meeting 7/19/24**

**1. Action to be taken:**

       **CONSENT**

       **1st READING**

       **STAY IN COMMITTEE**

       **DELETE POLICY**

**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)*

# Press Plus Issue #115 - June 2024 - Policy Committee Meeting 7/19/24

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 5 - Personnel \ Professional Personnel \

## Document Status: Draft Update

### Professional Personnel

#### 5:200 Terms and Conditions of Employment and Dismissal

School Year, School Day (Teacher Work Day), Assignments and Transfers, Dismissal, Evaluation

Please refer to the current “**Agreement between the Board of Education, School District #74, Lincolnwood, Illinois, and the Lincolnwood Teacher’s Association, Local 1274 IFT/AFT, AFL-CIO and the Lincolnwood Support Staff Union, Local 1274 IFT/AFT, AFL-CIO for additional information, if applicable.**”

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

#### Duty-Free Lunch

Teachers employed for at least four hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.

#### School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in [105 ILCS 5/14-1.09a](#).

#### Salary

Teachers shall be paid according to the salaries fixed by the Board of Education, but in no case less than the minimum salary provided by the School Code. Teachers shall be paid at least monthly on a 10- or 12-month basis.

#### LEGAL REF.:

[29 U.S.C. §218\(d\)](#), [Pub. L. 117-328](#), Pump for Nursing Mothers Act.

[42 U.S.C. §2000gg et seq.](#), [Pub. L. 117-328](#), Pregnant Workers Fairness Act.

[105 ILCS 5/10-19](#), [5/10-19.05](#), [5/10-20.65](#), [5/14-1.09a](#), [5/22-965](#), [PRESSPlus1 5/22.4](#), [5/24-16.5](#), [5/24-2](#), [5/24-8](#), [5/24-9](#), [5/24-11](#), [5/24-12](#), [5/24-21](#), [5/24A-1 through 24A-20](#).

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

[23 Ill.Admin.Code Parts 50](#) (Evaluation of Educator Licensed Employees) and [51](#) (Dismissal of Tenured Teachers).

[Cleveland Bd. of Educ. v. Loudermill](#), 470 U.S. 532(1985).

CROSS REF.: 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

ADOPTED: September 10, 2002

REVISED: January 11, 2024

REVIEWED: January 11, 2024

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## **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/22-96, added by P.A. 103-46 and amended by P.A. 103-564, requires school districts, when hiring or assigning educators for physical education, music, or visual arts, to prioritize the hiring or assigning of educators who hold an educator license and endorsement in those areas. The law also requires educators in these areas to obtain short-term approval if they are not licensed in the content area, or, if no short-term approval is available, they must meet criteria specified by the Ill. State Board of Education (ISBE). Educators must obtain an endorsement in the area being taught prior to the end of the short-term approval period to continue to maintain the educator's employment for subsequent school years. In the alternative, educators do not need to be licensed, obtain short-term approval, or meet other ISBE requirements if they meet the requirements of Title 23 of the Illinois Administrative Code except for Section 1.710. **Issue 115, June 2024**

**Press Plus Issue #115 June 2024 - Policy Committee Meeting 7/19/24**

**1. Action to be taken:**

**\_\_\_\_\_ CONSENT**

**\_\_\_\_\_ 1st READING**

**\_\_\_\_\_ STAY IN COMMITTEE**

**\_\_\_\_\_ DELETE POLICY**

**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*

### Instruction

#### **6:140 Education of Homeless Children**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A *homeless child* is defined as provided in the McKinney Homeless Assistance Act and the Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. The Superintendent shall appoint a Liaison for Homeless Children. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the North Cook Intermediate Service Center Executive Director and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children may, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

A "homeless child" is defined as provided in the McKinney Homeless Assistance Act.

LEGAL REF.:

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

[105 ILCS 45/](#), Education for Homeless Children Act.

[23 Ill.Admin.Code §1.241](#), [PRESSPlus1](#)

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), [4:140 \(Waiver of Student Fees\)](#), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers to and from Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye and Dental Examinations, Immunizations, and Exclusion of Students)

ADOPTED: September 10, 2002

REVISED: June 23, 2022

REVIEWED: June 23, 2022



PRESSPlus 1. The Legal References are updated. **Issue 115, June 2024**

**Press Plus Issue #115 June 2024 - Policy Committee Meeting 7/19/24**

**1. Action to be taken:**

**\_\_\_\_\_ CONSENT**

**\_\_\_\_\_ 1st READING**

**\_\_\_\_\_ STAY IN COMMITTEE**

**\_\_\_\_\_ DELETE POLICY**

**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: Review and Monitoring*

### Operational Services

#### **4:15 Identity Protection**

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to: [PRESSPlus1](#)

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, [5 ILCS 179/](#). Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

#### Treatment of Personally Identifiable Information Under Grant Awards

The Superintendent ensures that the District takes reasonable measures to safeguard: (1) *protected personally identifiable information*, (2) other information<sup>27</sup> that a federal awarding agency, pass-through

agency or State awarding agency designates as sensitive, such as *personally identifiable information* (PII) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information*), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act ([30 ILCS 708/](#)).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information. Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.:

[2 C.F.R. §200.303\(e\)](#).

[5 ILCS 179/](#), Identity Protection Act.

[30 ILCS 708/](#), Grant Accountability and Transparency Act

[50 ILCS 205/3](#), Local Records Act.

[105 ILCS 10/](#), Illinois School Student Records Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: September 5, 2013

REVISED: January 9, 2019

REVIEWED: January 9, 2019

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## **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 115, June 2024**

**Press Plus Issue #115 June 2024 - Policy Committee Meeting 7/19/24**

**1. Action to be taken:**

       **CONSENT**

       **1st READING**

       **STAY IN COMMITTEE**

       **DELETE POLICY**

**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: Review and Monitoring*

### Board of Education

#### **2:160 School Board Attorney**

The Board of Education may retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the Board in its capacity as the governing body for the School District. The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services or as memorialized by an engagement letter. The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board. [PRESSPlus1](#)

The Superintendent, his or her designee, or Board President, are authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may also authorize a specific Board member to confer with the Board Attorney on its behalf.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to be informed of and/or consider the matter.

The Board of Education retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REF.:

[Rule 1.7](#) (Conflict of Interest: Current Clients) and [Rule 1.13](#) (Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

CROSS REF.: 4:60 (Purchases and Contracts)

ADOPTED: September 10, 2002

REVISED: June 3, 2020

REVIEWED: June 3, 2020

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#### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and

re-adopted

**Issue 115, June 2024**

**Press Plus Issue #115 June 2024 - Policy Committee Meeting 7/19/24**

**1. Action to be taken:**

       **CONSENT**

       **1st READING**

       **STAY IN COMMITTEE**

       **DELETE POLICY**

**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: Review and Monitoring*

### General Personnel

#### **5:180 Temporary Illness or Temporary Incapacity**

**Please refer to the current "Agreement between the Board of Education, School District #74, Lincolnwood, Illinois, and the Lincolnwood Teacher's Association, Local 1274 IFT/AFT, AFL-CIO and the Lincolnwood Support Staff Union, Local 1274 IFT/AFT, AFL-CIO for additional information, if applicable."** [PRESSPlus1](#)

For employees not covered by this agreement:

Temporary illness or temporary incapacity is an illness or other capacity of ill-being which renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The Board of Education's intent is that in no case will the employee who is temporarily disabled receive more than 100 percent of gross salary.

Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes a teacher or other licensed employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the teacher or other licensed employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

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

LEGAL REF.:

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

[105 ILCS 5/10-22.4](#), [5/24-12](#), and [5/24-13](#).

*Elder v. School Dist. No.127 1/2*, 60 Ill.App.2d 56 (1st Dist. 1965).

*School District No. 151 v. ISBE*, 154 Ill.App.3d 375 (1st Dist. 1987).

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

REVISED: October 7, 2021

REVIEWED: October 7, 2021

**Comments:** Brian Bare Legal asked us to put in for "additional information, if applicable" on all such policies 9/2/21

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## **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

## **Issue 115, June 2024**

**Press Plus Issue #115 June 2024 - Policy Committee Meeting 7/19/24**

**1. Action to be taken:**

**\_\_\_\_\_ CONSENT**

**\_\_\_\_\_ 1st READING**

**\_\_\_\_\_ STAY IN COMMITTEE**

**\_\_\_\_\_ DELETE POLICY**

**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: Review and Monitoring*

### Educational Support Personnel

#### **5:290 Employment Termination and Suspensions**

Please refer to the current "Agreement Between the Board of Education, School District #74, Lincolnwood, Illinois and the Lincolnwood Support Staff Union, Local 1274 IFT/AFT, AFL-CIO for additional information, if applicable." [PRESSPlus1](#)

**For employees not covered by this Agreement:**

#### Resignation and Retirement

An employee is requested to provide 2 weeks' written notice of a resignation to the Secretary of the Board of Education or the Superintendent. In most cases, resigning employees are permitted to work to their effective resignation date. A resignation notice cannot be unilaterally revoked by the employee once received by the Board of Education or the Superintendent. An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

#### Employment and Retirement Benefits

The employment and retirement benefits paid to classified personnel is outlined in 5:290-AP.

#### Retirement Stipend

As a reward for longevity of service, educational support personnel who have been employed by District 74 for at least fifteen (15) consecutive years of full time service and who have ten years of service to the District as of June 1, 2011 shall qualify for a retirement stipend, calculated as follows:

- First ten (10) years of service  
\$150 per year
- Next five (5) years of service  
\$200 per year
- Next five (5) years of service  
\$250 per year
- All remaining years of service  
\$300 per year

For each employee who qualifies for the retirement stipend and submits an irrevocable written notice of resignation from the District for purposes of retirement, the retirement stipend will be paid by increasing the employee's Illinois Municipal Retirement Fund ("IMRF") earnings by the maximum amount permitted by IMRF without triggering an "Accelerated Payment" for the District

(as such term is defined by the IMRF). The payments for this retirement stipend will be paid with the employee's regular payrolls for the shortest of the following periods, as determined by the length of the employee's notice:

(a) the employee's final three (3) years of employment, if notice is given 3 years or more before resignation; or

(b) the period of time remaining prior to resignation, if notice is given less than 3 years before resignation.

Any portion of the retirement stipend not paid due to the Accelerated Payment limitation set forth above and still remaining after the effective date of resignation will be paid to the employee as a lump sum in the month after the month following the resignation date (e.g., an employee who resigns effective June 15 will be paid in August). An employee who resigns earlier than the effective date of retirement stated in his/her notice will receive the remainder of his/her retirement stipend as a post-retirement payment in the month after the month following his/her actual resignation date. The Board intends this retirement stipend to constitute an applicable employment retention plan under [26 U.S.C. 457\(f\)](#).

### Longevity Recognition

At the conclusion of the school year during which a classified employee completes ten years of full time employment in the District, and at the conclusion of each year of additional service thereafter, the employee shall receive a longevity net payment of no less than \$150.00 as determined by the Board of Education; such payment to be made to the employee by June 30. At the conclusion of the 10th year of full time service in the Lincolnwood Schools, the full time classified employee shall receive an increase of \$500.00. At the conclusion of the 20th year of full time service in the Lincolnwood Schools, the full time classified employee shall receive an increase of \$1,000.00 in additional to their base pay.

### Non-RIF Dismissal

The District may terminate an at-will employee at any time for any reason, subject to State and federal law. The Superintendent or supervisor may recommend an employee's discharge subject to the Board of Education's approval. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by [325 ILCS 5/](#).

Employees who are employed annually or have a contract may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

### Reduction in Force and Recall

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow [Sections 10-22.34c](#) (outsourcing non-instructional services) and [10-23.5](#) (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

### Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay

on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

## **Suspension**

### Suspension Without Pay

The Superintendent or designee is authorized to suspend without pay, for a period not to exceed fifteen (15) workdays, any non-certificated employee, for any one or more of the following reasons:

Misconduct that is detrimental to the School District includes:

- Incompetence
- Cruelty
- Negligence
- Immorality
- Insubordination, including any failure to follow an oral or written directive from a supervisor
- Violation of Board Policy or Administrative Procedure
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

Prior to any suspension under this policy, the affected employee shall be notified of the charges by the Superintendent or designee and shall have the right to explain or rebut the charges. The employee shall have the right to be accompanied by a representative of his/her choice.

The Superintendent or designee shall then verbally advise the employee of his/her decision regarding the suspension, and the employee shall be required to immediately comply. As soon as practicable thereafter, the Superintendent or designee shall provide the employee with written confirmation of the decision.

Within five (5) school days of the verbal notification of the decision to impose the suspension, the employee may file a written request with the Superintendent or designee for a hearing before the Board of Education. If a suspended employee fails to request a review of the decision, he or she shall be deemed to have accepted the decision of the Superintendent or designee and no review by the Board shall take place.

If the Superintendent or designee is of the opinion that the best interests of the School District require a longer suspension than the fifteen (15) paid work days provided for above, the Superintendent or designee shall notify the Board of Education concerning this recommendation, and the matter shall be presented to the Board as soon as practicable. Written notice of the hearing shall be provided to the employee.

The hearing regarding review of an administrative suspension and/or the recommendation for a suspension for longer than fifteen (15) days shall take place before the Board of Education. At the hearing the employee shall have the right to be accompanied by counsel of his/her choice at the employee's expense. The employee shall have the right to present witnesses and proof relative to the charges. If the Board determines<sup>38</sup> that the suspension was not properly invoked, the suspension references shall be deleted from the employee's personnel record and the lost

pay promptly paid to the employee. If the Board believes the employee's conduct warrants a longer suspension, it may extend the suspension without pay for a longer period of time as deemed appropriate under the circumstances.

Nothing in this policy shall be interpreted to impair the Board's right to suspend an employee pending a dismissal hearing or to dismiss employees.

### Suspension With Pay

The Board of Education or Superintendent or designee may suspend a non-certified employee with pay:

1. during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests.
2. as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or
3. pending a Board hearing to suspend a teacher without pay.

The Superintendent or designee shall meet with the non-certified employee to present the allegations and give the professional employee an opportunity to refute the charges. The non-certified employee will be told the dates and times the suspension will begin and end.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

### LEGAL REF.:

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

[5 ILCS 430](#) *et seq.*, State Officials and Employees Ethics Act.

[325 ILCS 5/7.4](#)(c-10), Abused and Neglected Child Reporting Act.

[820 ILCS 105/4a](#), Minimum Wage Law.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED: June 2, 2005

REVISED: September 2, 2021

REVIEWED: September 2, 2021

**Comments:** Brian Bare asked us to include for additional information, if applicable on all such policies. 9/2/21

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### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that 5:290

each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 115, June 2024**



**Press Plus Issue #115 June 2024 - Policy Committee Meeting 7/19/24**

**1. Action to be taken:**

**\_\_\_\_\_ CONSENT**

**\_\_\_\_\_ 1st READING**

**\_\_\_\_\_ STAY IN COMMITTEE**

**\_\_\_\_\_ DELETE POLICY**

**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: Review and Monitoring

### Educational Support Personnel

#### 5:310 Compensatory Time-Off

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, [29 U.S.C. § 201 et seq.](#), and (2) are not represented by an exclusive bargaining representative. Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off. [PRESSPlus1](#)

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

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

#### Implementation

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

#### LEGAL REF.:

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

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

ADOPTED: March 31, 2009

REVISED:

REVIEWED: August 1, 2019

**Comments:** The Committee reviewed made no changes The District is keeping one Adopted date and one reviewed/revised date for every policy moving forward per Kim Nasshan

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## **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 115, June 2024**

**Press Plus Issue #115 June 2024 - Policy Committee Meeting 7/19/24**

**1. Action to be taken:**

       **CONSENT**

       **1st READING**

       **STAY IN COMMITTEE**

       **DELETE POLICY**

**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: Review and Monitoring*

### Instruction

#### **6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program**

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following: [PRESSPlus1](#)

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselor
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

LEGAL REF.:

[105 ILCS 5/2-3.41](#), [5/2-3.66](#), [5/10-20.9a](#), [5/13B](#), [5/26-2a](#), [5/26-13](#), [5/26-14](#), and [5/26-16](#).

CROSS REF.: 6:280 (Grading and Promotion), 7:70 (Attendance and Truancy)

ADOPTED: January 8, 2015

REVISED:

REVIEWED: August 1, 2019

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 115, June 2024**

**Press Plus Issue #115 June 2024 - Policy Committee Meeting 7/19/24**

**1. Action to be taken:**

       **CONSENT**

       **1st READING**

       **STAY IN COMMITTEE**

       **DELETE POLICY**

**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: Review and Monitoring*

### Instruction

#### **6:150 Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. [PRESSPlus1](#)

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

The pay for teachers of home-bound children will be set by the Board of Education and reviewed periodically.

#### LEGAL REF.:

[105 ILCS 5/10-19.05\(e\)](#), [5/10-22.6a](#), [5/14-13.01](#), and [5/18-4.5](#).

[23 Ill.Admin.Code §§1.520](#), [1.610](#), and [226.300](#).

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED: October 2, 2014

REVISED: December 5, 2019

REVIEWED: October 7, 2021

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#### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the



review, the Board may choose to:

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**Issue 115, June 2024**

**Press Plus Issue #115 June 2024 - Policy Committee Meeting 7/19/24**

**1. Action to be taken:**

**\_\_\_\_\_ CONSENT**

**\_\_\_\_\_ 1st READING**

**\_\_\_\_\_ STAY IN COMMITTEE**

**\_\_\_\_\_ DELETE POLICY**

**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: Review and Monitoring*

### Students

#### **7:170 Vandalism**

The Board may seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property. [PRESSPlus1](#)

LEGAL REF.:

[740 ILCS 115/](#).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED: September 10, 2002,

REVISED: November 1, 2005

REVIEWED: August 1, 2019

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#### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
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**Issue 115, June 2024**