ISSUE 119
June 2025

# Update Memo

Please distribute to board members and appropriate staff.

# PRESS

## Policy Reference Education Subscription Service

## Contents

**Instructions** ..... **p. 1**
**PRESS Terminology** ..... **p. 2**
**PRESS Issue 119 Topic Bundles** ..... **p. 2**
**Progress Report** ..... **p. 4**
**Revisions to Policies, Administrative Procedures, and Exhibits (numerical table)** ..... **p. 5**
**Next Issue: Fall Legislative Update**

### Online Instructions

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

- Go to www.iasb.com and click on the Member Login button on the top navigation.

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

IASB Illinois Association of School Boards
Lighting the Way to Excellence in School Governance

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Debra Jacobson, Associate General Counsel and **PRESS** Editor, djacobson@iasb.com; Jeremy Duffy, IASB Deputy Executive Director/General Counsel and Assistant **PRESS** Editor, jduffy@iasb.com; Maryam Brotine, Associate General Counsel and Assistant **PRESS** Editor, mbrotine@iasb.com; or Megan Mikhail, Assistant General Counsel and Assistant **PRESS** Editor, mmikhail@iasb.com.

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

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated **P**olicy **R**eference **M**anual (**PRM**) pages.

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

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

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download and use **PRM** pages to update your policy manual, please go to www.iasb.com/policy/ to view the **PRESS** video tutorial located under the header entitled: **PRESS – P**olicy **R**eference **E**ducation **S**ubscription **S**ervice.

## PRESS Bundles

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

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

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

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


Copyright © 2025 Illinois Association of School Boards. All Rights Reserved

## Five-Year Reviews

**PRESS** Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB **PRESS PRM** occurs once every five years. The **PRM** contains approximately 480 separate pieces of material, including policies, administrative procedures, and related exhibits. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 5.

The following **PRESS** materials are updated:

1:10, School District Legal Status
1:20, District Organization, Operations, and Cooperative Agreements
1:20-AP, Checklist for Handling Intergovernmental Agreement Requests
1:30, School District Philosophy
2:10, School District Governance
2:120-E1, Guidelines for Serving as a Mentor to a New School Board Member
2:120-E2, Website Listing of Development and Training Completed by Board Members
2:125-E3, Resolution to Regulate Expense Reimbursements
2:130, Board-Superintendent Relationship
2:200-AP, Types of School Board Meetings
2:220-E4, Open Meeting Minutes
2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings
2:220-E9, Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration
2:240, Board Policy Development
2:240-E1, PRESS Issue Updates
2:240-E2, Developing Local Policy
3:30, Chain of Command
3:30-E, Organizational Chart for Administration
3:70-AP, Succession Plan
4:15-E1, Letter to Employees Regarding Protecting the Privacy of Social Security Numbers
4:15-E2, Statement for Purpose of Collecting Social Security Numbers
4:15-E3, Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers
4:50, Payment Procedures
4:55, Use of Credit and Procurement Cards
4:120-AP, Food Services; Competitive Foods; Exemptions
4:170-AP5, Unsafe School Choice Option
4:180-AP2, Pandemic Influenza Surveillance and Screening
4:180-AP3, Grant Flexibility; Payment of Employee Salaries During a Pandemic - **DELETED**
5:125-E, Employee Receipt of Board Policy on Personal Technology and Social Media
5:170-AP1, Copyright Compliance
5:170-AP2, Seeking Permission to Copy or Use Copyrighted Works
5:170-AP3, Instructional Materials and Computer Programs Developed Within the Scope of Employment
5:170-E1, Request to Reprint or Adapt Material

## PRESS Terminology

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

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

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

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

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

> **Administrative procedures should be dated for implementation by the administrative staff and kept separately from the board policy manual.**

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

> **Exhibits labeled with an "E" may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.**
>
> **Administrative procedures exhibits, always labeled with the "AP, E" format should be dated for implementation by the administrative staff.**

5:190-E2, Notice to Parents When Their Child is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Does Not Meet Applicable State Certification/Licensure Requirements
5:190-E3, Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment
5:240-AP, Suspensions
6:120-AP4, Care of Students with Diabetes
6:190-AP, Eligibility for Participation in Extracurricular Activities
6:235-E5, Children's Online Privacy Protection Act
6:250-AP, Resource Persons and/or School Volunteers; Screening
7:40, Nonpublic School Students, Including Parochial and Home-Schooled Students
7:90, Release During School Hours
7:130, Student Rights and Responsibilities
7:140, Search and Seizure
7:140-E, Letter to Parents/Guardians regarding the Right to Privacy in the School Setting Act
7:240-AP2, E1, Consent to Participate in Extracurricular Drug and Alcohol Testing Program
7:300, Extracurricular Athletics
8:80, Gifts to the District
8:95-E2, Verification of School Visitation
8:110, Public Suggestions and Concerns

## Miscellaneous

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

The following **PRESS** material is updated:

2:80, Board Member Oath and Conduct
4:175-AP1, Criminal Offender Notification Law; Screening
4:180, Pandemic Preparedness; Management; and Recovery
7:280-E2, Reporting and Exclusion Requirements for Common Communicable Diseases
7:325, Student Fundraising Activities
8:30-AP, Definition of Child Sex Offender

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

# Progress Report - The contents of this table frequently change.

| Topic | Our Response |
|---|---|
| **U.S. Supreme Court Hears Case on Parent Opt-Out from Use of LGBTQ+ Books in Elementary School Classrooms**<br>On April 22, 2025, the U.S. Supreme Court heard arguments in the case of Mahmoud v. Taylor. The Board of Education of Montgomery County Public Schools in Maryland was sued by a group of parents after it decided the schools should no longer provide parents with notice and the ability to opt their children out of classroom lessons that included books with LGBTQ+ characters and themes. The parents claimed the Board's decision to deny opt-out requests conflicted with the parents' religious beliefs. At the oral argument, a majority of the justices appeared sympathetic to the parents' position. The Board argued it was not operationally feasible to allow for such opt-outs, and that the students' mere exposure to such material in class did not burden the parents' exercise of religion. The U.S. Supreme Court is expected to issue a decision in this case by early July. | After the U.S. Supreme Court's decision is issued in this case, affected **PRESS** materials, which may include policies 6:40, *Curriculum Development,* 6:210, *Instructional Materials,* and/or 6:260, *Complaints About Curriculum, Instructional Materials, and Programs*, will be updated in the fall **PRESS** issue. |
| **Ill. General Assembly Passes Immigration Bill Impacting Schools**<br>As its spring session came to close, the 104th General Assembly passed HB 3247, which is intended to protect the right of immigrant students to access a free, public education in Illinois. Assuming the bill is signed into law by the Governor, it will require each school board to adopt a policy by 7-1-26 that prohibits the exclusion of a child or their parent/guardian from activities or programs because of a child's or parent's/guardian's perceived or actual immigration status, among other provisions. The bill also requires schools to develop procedures by 7-1-26 for reviewing and authorizing requests from law enforcement agents attempting to enter a school. | If HB 3247 becomes law, affected **PRESS** materials, including policy 7:150, *Agency and Police Interviews*, and administrative procedure 7:150-AP, *Agency and Police Interviews*, will be updated in the fall **PRESS** issue. |

## **PRESS Issue 119** Trivia

119 pages • 40,254 words • 56 PRM materials

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

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

**DELETED**. This material has been deleted from the **PRM**.

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

**RENAMED**. The title of the material has been amended.

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

**REFORMATTED**. Non-substantive changes in formatting, e.g., list renumbering, have been applied for consistency throughout the **PRM**. To preserve the readability of the Committee Worksheets, such formatting changes are not reflected as tracked changes.

# Revisions to Policies, Administrative Procedures, and Exhibits

| Number and Title | Revision Descriptions | |
|---|---|---|
| 1:10, School District Legal Status | The Legal References are updated with a minor style change in response to a five-year review. | ☐ |
| 1:20, District Organization, Operations, and Cooperative Agreements | The Legal References are updated with a minor style change in response to a five-year review. The footnotes are updated for continuous improvement. | ☐ |
| 1:20-AP, Checklist for Handling Intergovernmental Agreement Requests | The procedure is updated in response to a five-year review. | ☐ |
| 1:30, School District Philosophy | The policy is unchanged in response to a five-year review. | ☐ |
| 2:10, School District Governance | The policy is unchanged. The footnotes are updated in response to a five-year review. | ☐ |
| 2:80, Board Member Oath and Conduct | The policy, Cross References, and footnotes are updated. The policy is updated to correct the title of IASB's *Code of Conduct for Members of School Boards*. The footnotes and Cross References are updated in response to Ill. Council of School Attorneys member feedback regarding oath of office violations. Footnote 1 is updated to include optional language a board can adopt to express potential consequences if a board member violates his or her oath of office. | ☐ |
| 2:120-E1, Guidelines for Serving as a Mentor to a New School Board Member | The exhibit is updated in response to a five-year review. | ☐ |
| 2:120-E2, Website Listing of Development and Training Completed by Board Members | The exhibit is updated in response to a five-year review. | ☐ |
| 2:125-E3, Resolution to Regulate Expense Reimbursements | The exhibit is unchanged in response to a five-year review. | ☐ |

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

| | | |
|---|---|---|
| 2:130, Board-Superintendent Relationship | The policy and footnotes are updated in response to a five-year review. | ☐ |
| 2:200-AP, Types of School Board Meetings | The procedure is updated in response to a five-year review. | ☐ |
| 2:220-E4, Open Meeting Minutes | The exhibit is updated in response to a five-year review. | ☐ |
| 2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings | The exhibit is updated in response to a five-year review. | ☐ |
| 2:220-E9, Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration | The exhibit is updated in response to a five-year review. | ☐ |
| 2:240, Board Policy Development | The policy is unchanged. The footnotes are updated in response to a five-year review. | ☐ |
| 2:240-E1, PRESS Issue Updates | The exhibit is updated in response to a five-year review. | ☐ |
| 2:240-E2, Developing Local Policy | The exhibit is updated in response to a five-year review. | ☐ |
| 2:250-E3, Recurrent Requestor Notification | The exhibit is unchanged in response to a five-year review. | ☐ |
| 3:30, Chain of Command | The policy is unchanged in response to a five-year review. | ☐ |
| 3:30-E, Organizational Chart for Administration | The exhibit is unchanged in response to a five-year review. | ☐ |
| 3:70-AP, Succession Plan | The procedure is unchanged in response to a five-year review. | ☐ |
| 4:15-E1, Letter to Employees Regarding Protecting the Privacy of Social Security Numbers | The exhibit is updated in response to a five-year review. | ☐ |
| 4:15-E2, Statement for Purpose of Collecting Social Security Numbers | The exhibit is updated in response to a five-year review. | ☐ |
| 4:15-E3, Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers | The exhibit is updated in response to a five-year review. | ☐ |
| 4:50, Payment Procedures | The policy is unchanged in response to a five-year review. | ☐ |
| 4:55, Use of Credit and Procurement Cards | The policy is unchanged. The footnotes are updated in response to a five-year review. | ☐ |

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

| | | |
|---|---|---|
| 4:120-AP, Food Services; Competitive Foods; Exemptions | The procedure is updated in response to a five-year review. | ☐ |
| 4:170-AP5, Unsafe School Choice Option | The procedure is updated in response to a five-year review. | ☐ |
| 4:175-AP1, Criminal Offender Notification Law; Screening | The procedure is updated in response to a five-year review. | ☐ |
| 4:180, Pandemic Preparedness; Management; and Recovery | The policy is unchanged. The footnotes are updated in response to the deletion of 4:180-AP3, *Grant Flexibility; Payment of Employee Salaries During a Pandemic*, and for continuous improvement. | ☐ |
| 4:180-AP2, Pandemic Influenza Surveillance and Screening | The procedure is updated in response to a five-year review. | ☐ |
| 4:180-AP3, Grant Flexibility; Payment of Employee Salaries During a Pandemic | **DELETED**. The procedure is deleted in response to a five-year review. | ☐ |
| 5:125-E, Employee Receipt of Board Policy on Personal Technology and Social Media | The exhibit is unchanged in response to a five-year review. | ☐ |
| 5:170-AP1, Copyright Compliance | The procedure is updated in response to a five-year review. | ☐ |
| 5:170-AP2, Seeking Permission to Copy or Use Copyrighted Works | The procedure is updated in response to a five-year review. | ☐ |
| 5:170-AP3, Instructional Materials and Computer Programs Developed Within the Scope of Employment | The procedure is updated in response to a five-year review. | ☐ |
| 5:170-E1, Request to Reprint or Adapt Material | The exhibit is unchanged in response to a five-year review. | ☐ |
| 5:190-E2, Notice to Parents When Their Child is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Does Not Meet Applicable State Certification/ Licensure Requirements | The exhibit is updated in response to a five-year review. | ☐ |
| 5:190-E3, Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment | The exhibit is updated in response to a five-year review. | ☐ |
| 5:240-AP, Suspensions | The procedure is updated in response to a five-year review. | ☐ |

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

| | | |
|---|---|---|
| 6:120-AP4, Care of Students with Diabetes | The procedure is updated in response to a five-year review. | ☐ |
| 6:190-AP, Eligibility for Participation in Extracurricular Activities | The procedure is updated in response to a five-year review. | ☐ |
| 6:235-E5, Children's Online Privacy Protection Act | The exhibit is updated in response to a five-year review. | ☐ |
| 6:250-AP, Resource Persons and/or School Volunteers; Screening | The procedure is updated in response to a five-year review. | ☐ |
| 7:40, Nonpublic School Students, Including Parochial and Home-Schooled Students | The policy and footnotes are updated in response to a five-year review. | ☐ |
| 7:90, Release During School Hours | The policy and footnotes are updated in response to a five-year review. | ☐ |
| 7:130, Student Rights and Responsibilities | The Legal References are updated with minor style changes in response to a five-year review. The footnotes are updated for continuous improvement. | ☐ |
| 7:140, Search and Seizure | The policy, Legal References, and footnotes are updated in response to a five-year review. | ☐ |
| 7:140-E, Letter to Parents/Guardians regarding the Right to Privacy in the School Setting Act | The exhibit is updated in response to a five-year review. | ☐ |
| 7:240-AP2, E1, Consent to Participate in Extracurricular Drug and Alcohol Testing Program | The exhibit is updated in response to a five-year review. | ☐ |
| 7:280-E2, Reporting and Exclusion Requirements for Common Communicable Diseases | The exhibit is updated in response to 77 Ill. Admin. Code Part 690, amended by 48 Ill. Reg. 15900, revising reporting requirements for certain diseases or conditions. | ☐ |
| 7:300, Extracurricular Athletics | The Legal References and footnotes are updated in response to a five-year review. | ☐ |
| 7:325, Student Fundraising Activities | The policy and footnotes are updated in response to a five-year review. | ☐ |
| 8:30-AP, Definition of Child Sex Offender | The procedure is updated in response to 720 ILCS 5/11-9.3(d), amended by P.A. 103-1071, eff. 7-1-25, amending certain sex offense definitions as they relate to juvenile sex offenders. | ☐ |
| 8:80, Gifts to the District | The policy, Legal References, and footnotes are updated in response to a five-year review. | ☐ |
| 8:95-E2, Verification of School Visitation | The exhibit is unchanged in response to a five-year review. | ☐ |

## Acknowledgement to PRESS Advisory Board

The **P**olicy **R**eference **E**ducation **S**ubscription **S**ervice (**PRESS**) Advisory Board consists of a group of distinguished individuals, from the legal and education field. These individuals dedicate and volunteer their time to provide valuable input and suggestions on **PRESS** Issues. We appreciate their contributions and thank them sincerely.

**— Debra Jacobson, Jeremy Duffy, Maryam Brotine, Megan Mikhail**

**Charles Watkins,** Associate Director/General Counsel, Illinois Association of School Administrators

**Brian Schwartz,** Deputy Executive Director & General Counsel, Illinois Principals Association

**Heather K. Brickman,** Attorney, Hodges, Loizzi, Eisenhammer, Rodick & Kohn LLP

**Dr. Kimberly C. Chambers,** Executive Director, Illinois Association of School Personnel Administrators; Director of Human Resources, Adlai E. Stevenson High School District 125

**Teri Engler,** Attorney, Engler Callaway Baasten & Sraga, LLC

**Dr. Dale R. Fisher,** Assistant Superintendent for Human Resources, Deerfield Public Schools District 109

**Yashekia Goldsmith**, Deputy General Counsel, Rockford School District 205

**Stephanie E. Jones,** Attorney, Kriha Boucek LLC

**Kathy Marshall**, Assistant Superintendent, Bureau-Henry-Stark ROE 28

**Steve Miller**, Assistant Superintendent of Business Operations, Schaumburg CCSD 54

**David G. Penn,** Attorney, Schmiedeskamp, Robertson, Neu & Mitchell LLP

**Merry Rhoades,** Attorney, Tueth, Keeney, Cooper, Mohan & Jackstadt P.C.

**M. Curt Richardson,** Attorney, McLean County Unit District 5

**Luis Rodriguez,** General Counsel, Oak Park Elementary School District 97

**Caroline Roselli,** Attorney, Robbins Schwartz

**Wayne Savageau,** former IASB Policy Consultant, and former Superintendent

**Dr. Glenn A. Wood,** Superintendent, Plainfield Community Consolidated School District 202

**IASB Staff Members,** especially Policy Services Directors and select Outreach and Training and Governmental Relations Directors

### Special Acknowledgement to IASB Legal Assistants

The following individuals provide us with excellent assistance between and during the drafting of each **PRESS** issue. We also thank them and appreciate their dedication and contributions to the quality of this service.

**Ummehani Faizullabhoy,** Office of General Counsel, preparation, formatting, quality assurance, editor, State and federal regulations monitor

**Michael Ifkovits,** Office of General Counsel, preparation, formatting, quality assurance, editor, State and federal regulations monitor

**Karis Li,** Office of General Counsel, preparation, formatting, quality assurance, editor, State and federal regulations monitor

## Office of General Counsel



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



**Jeremy Duffy**
Assistant PRESS Editor,
Deputy Executive Director
and General Counsel
(ext. 1234) jduffy@iasb.com



**Maryam Brotine**
Assistant PRESS Editor,
Associate General Counsel
and Director, Diversity, Equity
& Inclusion Services
(ext. 1219) mbrotine@iasb.com



**Megan Mikhail**
Assistant PRESS Editor,
Assistant General Counsel,
(ext. 1215) mmikhail@iasb.com



**Ummehani Faizullabhoy**
Assistant Director,
Office of General Counsel
(ext. 1227) ufaizullabhoy@iasb.com



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



**Karis Li**
Legal Assistant,
Office of General Counsel
(ext. 1236) kli@iasb.com