



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
REGULAR MEETING AGENDA
THURSDAY, JANUARY 7, 2021 AT **7:30 PM**

BOARD OF EDUCATION
Scott L. Anderson, *President*
Kevin Daly, *Vice President*
John P. Vranas, *Secretary*
Jeffrey S. Evens
Myra A. Foutris
Elaina Geraghty
Rupal Shah Mandal

ADMINISTRATION
Dr. Kimberly A. Nasshan, *Superintendent of Schools*
Dr. David Russo, *Assistant Superintendent for Curriculum and Instruction*
Courtney Whited, *Business Manager/CSBO*

*Agenda of the Regular Meeting of the Board of Education of Lincolnwood School District 74,
Cook County, Illinois, to be held in the Lincoln Hall Auditorium
6855 North Crawford
Lincolnwood, IL 60712,
on Thursday, January 7, 2021.*

**Notice of Change in Meeting Location
for the January 7, 2021, Meeting of
the Board of Education of
School District Number 74,
Cook County, Illinois**

Public Notice is Hereby Given that the meeting of the Board of Education of School District Number 74, Cook County, Illinois, scheduled for 7th day of January, 2021, at 7:30 o'clock P.M., at the Village of Lincolnwood Council Chambers, 6900 North Lincoln Avenue, Lincolnwood, Illinois, has been relocated to the Auditorium of the Lincoln Hall Middle School Building, 6855 North Crawford Avenue, Lincolnwood, Illinois, and will also be accessible by video conference via Zoom webinar, which connection information will be made available via the following electronic link: <https://meetings.boardbook.org/Public/Organization/1270>.

The Agenda for the Meeting is as follows:

Bill reviewers for the month: Kevin Daly and Jeffrey S. Evens

IN-PERSON PARTICIPATION: Pursuant to the Governor's disaster proclamation issued on Friday, December 11, 2020, no more than 10 people may gather at this location for the meeting. Per Board Policy 2:230, anyone who wishes to address the Board during "Audience to Visitors" as indicated on the agenda may do so when recognized by the Board President. Typically each person is allotted three minutes. Members of the public may only participate by joining through ZOOM Conferencing. The Zoom Tech Check will be at 7:15 p.m.

Join the meeting via ZOOM app (video and audio): Meeting ID: # 897 9092 2900

(Link: <https://sd74-org.zoom.us/j/89790922900>)

or

Join the meeting via phone (audio only): Step #1: Dial 1-312-626-6799; Step #2: Enter Meeting ID: #897 9092 2900

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - (7:30 p.m.)

- Scott L. Anderson
- Kevin Daly
- Jeffrey S. Evens
- Myra A. Foutris
- Elaina Geraghty
- Rupal Shah Mandal
- John P. Vranas

ADMINISTRATIVE TEAM MEMBERS

- Dr. Kimberly A. Nasshan
- Dr. Dominick Lupo

- | | |
|------------------------|-----------------------|
| ___ Dr. David L. Russo | ___ Mark Atkinson |
| ___ Courtney Whited | ___ Chris Harmon |
| ___ Jennifer Ruttkay | ___ Erin Curry |
| ___ Christopher Edman | ___ Christina Audisho |
| ___ Renee Tolnai | |

2. AUDIENCE TO VISITORS

3. INFORMATION/ACTION: CONSENT AGENDA

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

a. APPROVAL OF MINUTES

- I. Regular Board Meeting Minutes - **December 3, 2020**
- II. Regular Board Meeting - Closed Session Minutes - **December 3, 2020**

b. EMPLOYMENT MATTERS

- I. Personnel Report
- II. New Employment
 - 1. **Sung Min Blades**, School Nurse, Todd Hall, effective January 4, 2021, \$30.48/hr

c. Policy

- I. Consent Only - Policies Excluded from 1st Reading for Approval*
 - *These policies are excluded from 1st Reading because they only involve changes in citations or immediate compliance with the law or Illinois School Code.
 - 1. 5:270 Employment At-Will, Compensation, and Assignment
 - 2. 6:315 High School Credit for Students Who Qualify
 - 3. 7:140 Search and Seizure
 - 4. 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
 - 5. 6:340 Student Testing and Assessment Program
 - 6. 6:20 School Year Calendar and Day
 - 7. 4:80 Accounting and Audits
 - 8. 3:40 Superintendent

d. Upcoming Staff Development Opportunity

- I. IASA School for Advanced Leadership VI (ISAL VI) Training Request

It is the Administrative recommendation to approve registration in the IASA School for Advanced Leadership VI (ISAL VI) cohort from April 2021 to June 2022 for Dr. David Russo, Assistant Superintendent for Curriculum and Instruction.

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

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

Motion by member: _____ Seconded by: _____

4. UNFINISHED BUSINESS

5. NEW BUSINESS

6. COMMUNICATION FROM BOARD MEMBERS

- a. NTDSE/District 807: **John P. Vranas/Kevin Daly**
- b. IASB (Illinois Association of School Boards): **Elaina Geraghty/Myra A. Foutris**
- c. Finance Committee: **Kevin Daly/John P. Vranas**
- d. Facilities Committee: **John P. Vranas/Elaina Geraghty**
- e. Policy Committee: **Rupal Shah Mandal/Myra A. Foutris/Jeffrey S. Evens**

Policy

I. 1st Reading

1. 4:90 Student Activity and Fiduciary Funds

f. President's Report: **Scott L. Anderson**

I. INFORMATION/DISCUSSION: Appointment of Zade Tagani to the Facilities Committee from the Finance Committee

7. COMMUNICATION TO THE BOARD OF EDUCATION

a. PTA (Parent Teacher Association): **Courtney Tucker (President)**

b. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Stacy Panoutsos/Jamie Schremser/Stephanie Shortell (Co-Presidents)**

c. LSSU (Lincolnwood Support Staff Union): **Tammer Gad (President)**

8. ADMINISTRATIVE REPORTS

a. Superintendent's Report: **Dr. Kimberly A. Nasshan**

I. INFORMATION/DISCUSSION: District Updates

b. Curriculum and Instruction, Assistant Superintendent's Report: **Dr. David L. Russo**

I. INFORMATION/DISCUSSION: Curriculum Department Update

II. INFORMATION/DISCUSSION: Second Grade Learning Platform Pilot Program

III. INFORMATION/DISCUSSION: Fall 2020 MAP Administration Assessment Report

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

I. INFORMATION/DISCUSSION: Finance Report - **OCTOBER 2020**

II. INFORMATION/DISCUSSION/ACTION: Resolution Declaring the Intention to Issue \$7,000,000 Working Cash Fund Bonds of the District for the Purpose of Increasing the District's Working Cash Fund, and Directing that Notice of Such Intention be Published in the Manner Provided by Law.

Rationale: The Lincolnwood School District 74 Board of Education approves a Resolution of Intent to issue bonds to increase the District's Working Cash Fund.

Recommended motion: I move the the Lincoln School District 74 Board of Education approve the resolution declaring the intention to issue \$7,000,000 Working Cash Fund Bonds of the District for the purpose of increasing the District's Working Cash Fund, and directing that notice of such intention be published in the manner provided by law.

Motion by member: _____ Seconded by: _____

III. INFORMATION/DISCUSSION/ACTION: Resolution Calling a Public Hearing Concerning the Intent of the Board of Education of the District to Sell \$7,000,000 Working Cash Bonds for the Purpose of Increasing the Working Cash Fund of the District.

Rationale: The Lincolnwood School District 74 Board of Education must hold a public hearing for public comments prior to the sale of the working cash fund bonds.

Recommended motion: I move the the Lincoln School District 74 Board of Education approve the resolution calling a public hearing concerning the intent of the Board of Education of the District to sell \$7,000,000 Working Cash Bonds for the purpose of increasing the working cash fund of the District.

Motion by member: _____ Seconded by: _____

IV. INFORMATION/ACTION: Bills Payable in the Amount of \$3,197,581.15

Bills reviewed this month by: Kevin Daly and Jeffrey S. Evens

Rationale: The Board of Education routinely reviews and approves invoices and bills.

Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$3,197,581.15.

Motion by Member: _____ Seconded by: _____

9. AUDIENCE TO VISITORS

10. RECESS INTO CLOSED SESSION

I move that the Lincolnwood School District 74 Board of Education recess into Closed Session for the purposes of: **5 ILCS 120/2(c)(1), amended by P.A. 101-459 - Personnel** and **5 ILCS 120/2(c)(2) - Collective Negotiating**.

Motion by Member: _____ Seconded by: _____

11. ADJOURNMENT

Motion by Member: _____ Seconded by: _____

Dr. Kimberly A. Nasshan, 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.

DATED: The 5th day of January, 2021

*John Vranas
Secretary, Board of Education
School District Number 74, Cook County, Illinois*



LINCOLNWOOD SCHOOL DISTRICT 74
 BOARD OF EDUCATION
 REGULAR MEETING MINUTES
 THURSDAY, DECEMBER 3, 2020 AT **7:30 PM**

BOARD OF EDUCATION
Scott L. Anderson, President
Kevin Daly, Vice President
John P. Vranas, Secretary
Jeffrey S. Evens
Myra A. Foutris
Elaina Geraghty
Rupal Shah Mandal

ADMINISTRATION
Dr. Kimberly A. Nasshan, Superintendent of Schools
Dr. David Russo, Assistant Superintendent for Curriculum and Instruction
Courtney Whited, Business Manager/CSBO

Minutes of the Regular Meeting of the Board of Education of Lincolnwood School District 74, Cook County, Illinois, was held in the Lincoln Hall Auditorium, 6855 North Crawford, Lincolnwood, IL 60712 with ZOOM Video Conferencing available for public participation on Thursday, December 3, 2020.

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

President Anderson called the Regular Meeting to order at 7:35 p.m. Roll call was taken and the Pledge of Allegiance was recited:

MEMBERS PRESENT

Scott L. Anderson
 Kevin Daly
 Jeffrey S. Evens
 Myra A. Foutris
 Elaina Geraghty
 Rupal Shah Mandal
 John P. Vranas

MEMBERS NOT PRESENT

None

ADMINISTRATORS/STAFF PRESENT

| | | |
|-------------------------|------------------------------|------------------------------|
| Dr. Kimberly A. Nasshan | Dr. David L. Russo | Dr. Dominick Lupo (via ZOOM) |
| Courtney Whited | Mark Atkinson (via ZOOM) | Chris Harmon (via ZOOM) |
| Christopher Edman | Jennifer Ruttkay (via ZOOM) | Erin Curry (via ZOOM) |
| Renee Tolnai | Christina Audisho (via ZOOM) | |

2. AUDIENCE TO VISITORS

None

3. INFORMATION/ACTION: CONSENT AGENDA

a. APPROVAL OF MINUTES

- I. Regular Board Meeting Minutes - NOVEMBER 5, 2020
- II. Regular Board Meeting - Closed Session Minutes - NOVEMBER 5, 2020

b. EMPLOYMENT MATTERS

- I. Personnel Report
- II. New Employment
 - 1. **Mariam Auchana**, Paraprofessional, Lincoln Hall, effective November 2, 2020, \$15.45/hr
 - 2. **Bosung Park**, School Nurse, Rutledge Hall, effective November 30, 2020, \$30.48/hr
 - 3. **Laura Pagliari**, FTE Substitute, District Wide, effective November 16, 2020, \$50,860
 - 4. **Margaret Thoms**, 8th Grade Humanities 1-year position, Lincoln Hall, November 16, 2020, \$50,860
 - 5. **Alyssa Arkin**, FTE Substitute, District Wide, effective November 16, 2020, \$50,860 prorated

c. Anticipated Dates for the 2021 Board of Education Meetings

The Lincolnwood School District 74 Board of Education must approve dates for the 2021 Regular Board of Education meetings. The meetings are held at Lincolnwood Village Hall at 7:30 p.m., unless otherwise noted. Feedback from the community to any of these meeting dates is welcome.

Thursday, January, 7, 2021
Thursday, February 4, 2021
Thursday, March 4, 2021
Thursday, April 8, 2021
Tuesday, May 4, 2021
Thursday, June 3, 2021
Thursday, June 24, 2021 (July meeting)
Thursday, August 5, 2021
Thursday, September 2, 2021
Thursday, October 7, 2021
Thursday, November 4, 2021
Thursday, December 2, 2021

d. Annual Renewal of Building Automated Systems (BAS) Maintenance and Support

The Finance Committee concurs to recommend to the Board of Education to Renew Annual BAS (Building Automated Systems) Maintenance and Support Contract with Control Engineering Corp. for the 2021 calendar year in the amount of \$9,712.

e. 2021-22 Infinite Connections, Inc. Consulting Services Agreement - Seventh Extension

The Finance Committee concurs to recommend to the Board of Education to approve this Contract extension from Infinite Connections, Inc. for E-rate consultation services in the amount of \$4,400 from February 1, 2021 to January 31, 2022.

f. Rutledge Hall Stairwell Floor Coverings

The Facilities Committee concurs to recommend to the Board of Education to approve the installation of Rutledge Hall Stairwell Floor Coverings in an amount not to exceed \$70,000.

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

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

Ayes: Daly, Evens, Foutris, Geraghty, Shah Mandal, Vranas, Anderson

Nays: None

Absent: None

Motion passed.

4. UNFINISHED BUSINESS

None

5. NEW BUSINESS

None

6. COMMUNICATION FROM BOARD MEMBERS

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

The NTDSE Governing Board last met on November 12, 2020. NTDSE will be on an Adaptive Pause from November 23, 2020 until January 19, 2021. NTDSE will be working with PMA Financial Network, LLC on the potential bond issuance with regards to the renovations project due to begin Summer 2021. The next NTDSE Governing Board meeting is scheduled for January 14, 2021 at 7 p.m.

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

Member Geraghty provided a brief overview of the insightful 2020 Virtual Summit which took place on November 20, 2020.

c. Finance Committee: **Kevin Daly/John P. Vranas**

- The Finance Committee last met on November 19, 2020.
The Committee sent two items to the Consent Agenda:
 1. Annual Renewal of Building Automated Systems (BAS) Maintenance and Support
 2. 2021-22 Infinite Connections, Inc. Consulting Services Agreement - Seventh Extension
- As recommended by the Finance Committee, the Lincolnwood School District 74's Final 2020 Property Tax Levy and the corresponding Resolutions in the amount of \$24,338,650, a one-time payment and a recommendation to pursue a \$7,000,000 bond issuance for the NTDSE Molloy Renovations and Additions Project and other District Capital and Health Life Safety Improvements are presented to the Board for approval.
- The next Finance Committee meeting is scheduled for Thursday, January 21, 2021 at 6:30 p.m. The public is welcome.

d. Facilities Committee: **John P. Vranas/Elaina Geraghty**

- The Facilities Committee last met on November 19, 2020.
- StudioGC presented the scope of work for the Todd Hall and Rutledge Hall Door Project.
- The options for the classroom locks were presented. The Committee recommended a keyed lock on both sides of the door with a visual indicator that shows whether the door is locked or unlocked from the outside.
- The contractor will be making a final walkthrough for the Lincoln Hall and Todd Hall roofing on Monday, November 23, 2020.
- The exterior work is complete on the Todd Hall Plaza Lighting. The contractor will be returning the week of Thanksgiving to complete the interior work.
- The Committee recommended the approval of the installation of Rutledge Hall Stairwell Floor Coverings in an amount not to exceed \$70,000.
- Courtney Whited, Business Manager/CSBO, outlined a request from Wolves Baseball, a community-based organization for indoor use. The organization must comply with all COVID-19 protocols.
- The Administration has developed a Seasonal Landscaping RFP.
- Starting January 2021, the Committee will meet the third Tuesday of the month at 6:00 p.m.
- The next Facilities Committee meeting will be held on our new day of the week and time – Tuesday, January 19, 2021 at 6:00 p.m. The public is welcome.

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

- The Policy Committee last met on Friday, August 21, 2020.
- The November 2020 Policy Committee meeting was cancelled due to light agenda.
- The next Policy Committee Meeting is scheduled for Friday, December 11, 2020 at 8:30 a.m. The public is welcome.

f. President's Report: **Scott L. Anderson**

Due to the Facilities Committee meeting day and time change, community member Zade Tagani will move from the Finance Committee to the Facilities Committee starting in January 2021.

On behalf of the Board of Education, President Anderson thanked the Administration, staff and parents for their continued work and flexibility as Trimester 1 comes to a close.

President Anderson commended the staff on their professionalism with regards to virtual parent-teacher conferences.

7. COMMUNICATION TO THE BOARD OF EDUCATION

a. PTA (Parent Teacher Association): **Courtney Tucker (President)**

Via ZOOM, on behalf of the PTA Executive Board, PTA President Tucker was pleased to announce the success of the PTA Zoom meeting and social event on December 3, 2020. Thank you to all who participated. The next PTA Zoom meeting will be held on January 7, 2021. All are welcome.

b. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Stacy Panoutsos/Jamie Schremser/Stephanie Shortell (Co-Presidents)**

Via ZOOM, Co-president Shortell thanked the Board of Education and Administration for implementing an Adaptive Pause which pivoted to full remote learning for all learners beginning Monday, November 30, 2020 until January 4, 2021.

c. LSSU (Lincolnwood Support Staff Union): **Tammer Gad (President)**

None

8. ADMINISTRATIVE REPORTS

a. Superintendent's Report: **Dr. Kimberly A. Nasshan**

- With Trimester 1 ending, Superintendent Nasshan thanked the Lincolnwood Learning Community for their continued hard-work, dedication and flexibility.
- The Administration shared a token of appreciation to thank all the Board of Education members for their continued work.
- The Adaptive Pause will be ending on January 4, 2021. All families were asked to declare their family-choice for In-Person or Remote Learning by November 20, 2020. Please contact your building principal with any questions or concerns.
- As the District continues to review the teaching and learning through the pandemic, Superintendent Nasshan requests that the Family and Staff Trimester 1 Surveys be completed by December 11, 2020.
- Trimester 1 report cards will be emailed the week of December 7, 2020. Please be sure to check your email.

b. Curriculum and Instruction, Assistant Superintendent's Report: **Dr. David L. Russo**

December 11th Half-Day Professional Development

Next Friday, December 11, 2020 is a half-day AM only of remote learning. Teachers will participate in a range of professional planning and training activities in the afternoon.

ACCESS Testing

The window for the ACCESS test for English Learner students opens on January 4, 2021. Currently, the Illinois State Board of Education has issued guidance calling for all State required standardized tests, including ACCESS, to be administered in-person. We will be continuing to monitor communications from the State Board to see if any of the guidelines change in the next couple of weeks. The Administrative team is working on planning the logistics of this test administration. Information to families whose students will take ACCESS will be forthcoming.

Fall 2020 MAP Reports

This month families will be receiving their student's individual Progress Report from the Fall administration of the MAP test.

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

I. Finance Report - **SEPTEMBER 2020**

Business Manager/CSBO Whited presented the September 2020 Finance Report.

II. NTDSE Molloy Renovations Funding & Bond Issuance

It was moved by Secretary Vranas and seconded by Vice President Daly that the Lincolnwood School District 74 Board of Education approve a one-time payment in the amount of \$1,009,787 for the NTDSE Molloy Renovations and Additions Project.

Secretary Vranas provided a brief overview of the Member District's financial obligation for the NTDSE Molloy Renovations and Additions Project.

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

Ayes: Daly, Evens, Foutris, Geraghty, Shah Mandal, Vranas, Anderson

Nays: None

Absent: None

Motion passed.

It was moved by Secretary Vranas and seconded by Vice President Daly the Lincolnwood School District 74 Board of Education pursue a bond issuance for up to \$7,000,000 for the NTDSE Molloy Renovations and Additions Project and other SD74 Capital and Health Life Safety improvements.

Secretary Vranas provided a brief overview of the intent to pursue a bond issuance in Spring 2021 and offered the above revised motion.

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

Ayes: Daly, Evens, Foutris, Geraghty, Shah Mandal, Vranas, Anderson

Nays: None

Absent: None

Motion passed.

III. 2020 Final Property Tax Levy

PUBLIC HEARING

OPEN PUBLIC HEARING

It was moved by Vice President Daly and seconded by Secretary Vranas that the Lincolnwood School District 74 Board of Education open the public hearing regarding the 2020 Property Tax Levy.

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

AUDIENCE COMMENTS

None (In person or via ZOOM)

CLOSE PUBLIC HEARING

It was moved by Vice President Daly and seconded by Secretary Vranas that the Lincolnwood School District 74 Board of Education close the public hearing regarding the 2020 Property Tax Levy.

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

2020 PROPERTY TAX LEVY APPROVAL

It was moved by Vice President Daly and seconded by Secretary Vranas that the Lincolnwood School District 74 Board of Education adopts the 2020 Property Tax Levy Resolutions as presented. This represents a 4.99% increase on the capped funds, along with a 4.82% decrease on debt service. The District will levy a total of \$24,338,650 which is an overall increase of 4.27% on the prior year's extension. The Board also directs the

Business Manager to file the Truth in Taxation Certificate of Compliance and all other documentation before the last Tuesday in December.

President Anderson confirmed with Vice President Daly that due to the retirement of the NEID TIF, Lincolnwood property taxpayers will see a minimal, if any, change on the property tax rate.

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

Ayes: Daly, Evens, Foutris, Geraghty, Shah Mandal, Vranas, Anderson

Nays: None

Absent: None

Motion passed.

IV. Bills Payable in the Amount of \$845,383.14

Bills reviewed this month by: Scott L. Anderson and Jeffrey S. Evens

It was moved by Member Evens and seconded by President Anderson that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$845,383.14.

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

Ayes: Daly, Evens, Foutris, Geraghty, Shah Mandal, Vranas, Anderson

Nays: None

Absent: None

Motion passed.

9. AUDIENCE TO VISITORS

Community member Leah Brennan asked if a Town Hall meeting was planned before the return from the Adaptive Pause on January 4, 2021. President Anderson confirmed there is no meeting planned at this time.

10. RECESS INTO CLOSED SESSION

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

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

11. ADJOURNMENT

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

President Anderson submitted the motion to a voice vote and the motion passed at 8:30 p.m.

Scott L. Anderson, President

John P. Vranas, Secretary

Document Status: 5-Year-Review - Needs Review

Educational Support Personnel

5:270 Employment At-Will, Compensation, and Assignment

Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in School Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

Compensation and Assignment

The School Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.:

[105 LCS 5/10-22.34](#) and [5/10-23.5](#).

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Educational Support Personnel - Employment Termination and Suspensions), 5:310 (Educational Support Personnel - Compensatory Time-Off)

ADOPTED: October 7, 2015

REVISED:

REVIEWED:

PP Issue #106 (November 2020) - Sent to Policy Committee on 12/11/20 Agenda

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 6 - Instruction \

Document Status: 5-Year-Review - Needs Review

Instruction

6:315 High School Credit for Students Who Qualify

The Superintendent or designee may investigate, coordinate, and implement a program for students who qualify to enroll in a course required for a high school diploma.

If a program is available, students that qualify may enroll in a course required for a high school diploma. Students who successfully complete a course required for a high school diploma will receive academic credit if permitted by, and in accordance with, the policy of the district where the elementary student will attend high school.

LEGAL REF.:

[105 LCS 5/10-22.43](#) and [5/27-22.10](#).

[23 Ill.Admin.Code §1.460](#).

ADOPTED: April 7, 2016

REVISED:

REVIEWED:

Document Status: Draft Update

Students

7:140 Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, [105 ILCS 75/](#):

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or request a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, school officials may request the student to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6](#), and [5/10-22.10a](#).

Right to Privacy in the School Setting Act, [105 ILCS 75/](#).

[Cornfield v. Consolidated High School Dist. No. 230](#), 991 F.2d 1316 (7th Cir. 1993). [PRESSPlus1](#)

People v. Dilworth, 169 Ill.2d 195, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).

People v. Pruitt, 278 Ill.App.3d 194, 662 N.E. 2d 540 (Ill.App.1st Dist., 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).

T.L.O. v. New Jersey, 405 S.Ct. 733, 469 U.S. 325 (1985).

Vernonia School Dist. 47J v. Acton, 415 S.Ct. 2386, 515 U.S. 646 (1995).

Safford Unified School Dist. No. 1 v. Redding, 429 S. Ct. 2633, 557 U.S. 364 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Government Agency and Law Enforcement Interviews of Students at School), 7:190 (Student Behavior)

ADOPTED: January 12, 2016

REVISED:

REVIEWED:

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to a five-year review. **Issue 106, November 2020**

Document Status: Draft Update

Students

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

A student's parent(s)/guardian(s) shall present proof that the student was examined by a licensed physician and received the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health (IDPH) rules:

1. Within one year before entering kindergarten or the first grade;
2. Upon entering the sixth and ninth grades; and
3. Whenever a student first enrolls in a District school, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grade 6.

A student enrolling in the School District from a school outside the United States shall also present proof that he/she is tuberculosis free prior to enrollment. In addition, whenever any enrolled student tests positive for tuberculosis, any other student living in the home must undergo testing and present proof that he/she is tuberculosis free in order to continue attendance.

1. As required by State law: The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered PRESSPlus1 nurse ~~who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations~~, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. ~~Beginning with the 2017-2018 school year, a~~ An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parent(s)/guardian(s) information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s).

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school will request that the student presents proof: (1) of a completed eye

examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school will request that the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced **registered** practice **registered** nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment. The Board of Education is empowered, at its discretion, to require, at its own expense, that a homeless child submit to an examination by a licensed physician and receive the immunizations against and screening for, preventable, communicable diseases, as otherwise required by the Department of Public Health.

LEGAL REF.:

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

[105 ILCS 5/27-8.1](#) and [45/1-20](#).

[410 ILCS 45/7.1](#) and [315/2e](#).

[23 Ill.Admin.Code §1.530](#).

[77 Ill.Admin.Code Part 665](#).

[77 Ill.Admin.Code Part 690](#).

CROSS REF.: 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED: September 10, 2002

REVISED: February 7, 2019

REVIEWED: February 7, 2019

PRESSPlus Comments

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 106, November 2020**

Document Status: Draft Update

Instruction

6:340 Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers to students the State assessment system, known as the *Illinois Assessment of Readiness (IAR)*, all standardized assessments required by the Ill. State Board of Education (ISBE), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests. [PRESSPlus1](#)
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/guardians of students and to the community. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:

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

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

[105 ILCS 5/2-3.63](#), [5/2-3.64a-5](#), [5/10-17a](#), [5/22-82](#), and [5/27-1](#).

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED: February 5, 2015

REVISED: September 5, 2019

REVIEWED: March 1, 2018

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate continuous improvement changes suggested by the **PRESS** Advisory Board. **Issue 106, November 2020**

Document Status: Draft Update

Instruction

6:20 School Year Calendar and Day

School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board of Education may, from time to time, designate a regular school day as a commemorative holiday.

School Day

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."

The Board of Education establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements.

LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, [5/10-20.56](#), 5/10-24.46, [5/10-30](#), 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1. [PRESSPlus1](#)

[10 ILCS 5/11-4.1.23 Ill.Admin.Code §1.420\(f\)](#).

Metz v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), [4:180 \(Pandemic Preparedness: Management; and Recovery\)](#), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: September 10, 2002

REVISED: December 5, 2019

REVIEWED: December 5, 2019

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 106, November 2020**

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.

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. 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 an accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians. [PRESSPlus1](#)

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](#), [5/10-21.4](#), [5/10-20.19](#), [5/10-22.8](#) and [5/17-1](#) *et seq.*

[23 Ill.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 9, 2020

REVIEWED: January 9, 2020

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate 23 Ill.Admin.Code §§100.20, 100.80 and 100.85 (establishing *fiduciary* funds as a category of funds separate from *student activity funds*, for which a district has custodial responsibilities). See policy 4:90, *Student Activity and Fiduciary Funds*, for more information about a board's responsibilities for *student activity funds* and *fiduciary funds*. **Issue 106, November 2020**

Document Status: Draft Update

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Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with Board of Education policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Superintendent is authorized to develop administrative procedures to implement Board of Education policy.

The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board of Education policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

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

Evaluation

The Board of Education will evaluate the Superintendent's performance and effectiveness according to the terms contained in the Superintendent's employment contract. A specific time should be designated for a formal evaluation session with all Board of Education members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, additional schooling, and in-service training.

Compensation and Benefits

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

LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-20.47](#), [5/10-21.4](#), [5/10-23.8](#), [5/21B-20](#), [5/21B-25](#), [5/24-11](#), and [5/24A-3](#).

23 Ill.Admin.Code §§1.310, 1.705, and ~~29.130-25.355~~ [PRESSPlus1](#)

CROSS REF: 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

ADOPTED: June 25, 2015

REVISED:

REVIEWED: JANUARY 9, 2020

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PRESSPlus 1. The Legal References are updated in response to the repeal of 23 Ill.Admin.Code §29.130. ~~~ ! ! ~ ~ . & / 0~~
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