



Community Consolidated School District 46

**Board of Education Meeting
Wednesday, November 4, 2020
Grayslake Middle School**

6:30 P.M.

Agenda

**TENTATIVE AGENDA
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 46
BOARD OF EDUCATION MEETING
WEDNESDAY, NOVEMBER 4, 2020 - 6:30 P.M.
GRAYSLAKE MIDDLE SCHOOL, 440 N. BARRON BLVD., GRAYSLAKE, IL**

- **CALL TO ORDER AND ROLL CALL**
- **ESTABLISHMENT OF QUORUM**
- **PLEDGE OF ALLEGIANCE**
- **APPROVAL OF AGENDA**
- **PUBLIC HEARING- Public Hearing to Adopt eLearning Program**
- **PUBLIC COMMENTS- *Thank you for attending the meeting of the Board of Education. You are reminded that these meetings are held in public but are not public meetings. You are welcome to address the Board during "Public Comment". You are asked to limit your remarks to fewer than three minutes. Guidelines for Public Comment are available at each meeting, along with the current agenda. Contact information for Board members and schools is listed at the end of this agenda.***
- **BOARD REPORTS**
- **SUPERINTENDENT REPORT**
- **COMMITTEE REPORTS**
 - **Community Engagement Committee**
 - **Equity and Inclusion Committee**
- **CONSENT AGENDA - *Approval of routine, procedural, informational and/or self-explanatory items. Can include discussion of individual items on the consent agenda. Board members may motion to remove items from the consent agenda to the full agenda for individual attention.***
 - **Motion to approve the Consent Agenda items including:**
 - **October 21, 2020 Regular Meeting Minutes as presented**
 - **Personnel Report as presented**
 - **Exception Report as presented**
 - **Accounts Payable as presented**
- **ACTION ITEMS - *These agenda items will be voted on by the Board at this meeting.***
 - **Motion to approve the Resolution to Adopt the eLearning Program**
 - **Motion to approve Board Policies:**
 - 7:40...Nonpublic School Students, Including Parochial and Home Schooled Students**
 - 2:220...Board of Education Meeting Procedure**
 - 7:190...Student Behavior**

7:340...Student Records

**7:345...Use of Educational Technologies; Student Data
Privacy and Security**

**4:180...Pandemic Preparedness; Management; and
Recovery**

- Motion to approve the Purchase of of 370 MacBook Air devices from Apple Education, Chicago, IL for \$288,230
- Motion to approve the Purchase the purchase of 350 Chromebooks from Tierney, St. Paul, MN for \$135,800
- Motion to approve the Amendment to the Arbor Food Services Contract
- **UNFINISHED BUSINESS** - *These are unresolved issues that were previously brought before the Board. The items will be discussed but no action will be taken at this meeting.*
- **NEW BUSINESS** - *These are new issues for the Board to discuss. No action will be taken at this meeting.*
 - Discussion of the IASB Delegate and Alternate Delegate
 - Discussion of a Sustainability Advisory Committee
- **TOPICS FOR FUTURE AGENDA ITEMS**
- **PUBLIC COMMENTS**
- **CLOSED SESSION** – Open Meetings Act 5 ILCS 120/2(c)(1) *“The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity”; and/or 5 ILCS 120/2(c)(11) “Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting”; and/or 5 ILCS 120/2(c)(2) “Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.”*
- **ADJOURNMENT**

<u>Board Members</u>		<u>Schools</u>	
Jim Weidman, President	847-223-3540 x5669	Avon School	847-223-3530
Stephen Mack, Vice-President	847-223-3540 x5679	District Office	847-223-3650
Kristy Braden, Secretary	847-223-3540 x5664	Frederick School	847-543-5300
Jason Lacroix, Member	847-223-3540 x5678	Grayslake Middle School	847-223-3680
Tamika Nash, Member	847-223-3540 x5618	Meadowview School	847-223-3656
Kristy Miller, Member	847-223-3540 x5691	Park Campus	847-201-7010
Steven Strack, Member	847-223-3540 x5648	Prairieview School	847-543-4230
		Woodview School	847-223-3668

Board Agreements

The District web site address is www.d46.org

Public Hearing

CCSD 46 eLearning Plan Public Hearing

November 4, 2020



One District - One Direction - #OneD46

Public Hearing Purpose

History

- *Discussed previously but were not 1-1 for K-8 and staff were not adequately trained on remote instructional practices
- *K-2 roll out of Chromebooks for 20-21
- *Covid-19 Pandemic resulted in Remote Learning Plan
- *Staff now has experience and knowledge of remote instructional practices
- *Makes more sense to consider now based on our new experiences



Public Hearing Purpose

eLearning vs. Remote Learning

eLearning - Day of instruction when emergency situations requires school closing.

Example - a snow day or loss of power

Superintendent has the discretion to determine if we will use it

Counts as a school day - no need to make up the 'Snow Day'

Remote Learning - Students working at home during a pandemic.

Example - what we have been doing so far this year

Determined by School Board, county, state, or other agencies

Counts as a school day



Public Hearing Purpose

eLearning Program Requirements

- *Notification to students, families, unions representation and staff members
- *Public Hearing with appropriate notification
- *Board approval of an eLearning plan for a term of three years
- *Verification by the Regional Office of Education

The Use of an eLearning Day

- *Emergency Day - Severe Weather, Power Outage, Other Emergency
- *Superintendent Discretion based on conditions and preparation



Public Hearing Purpose

eLearning Highlights

Communication through Google Classroom or Seesaw

Clear understanding of assignments and due dates provided

Combination of synchronous and asynchronous instruction

Resource services would be provided remotely

Regular school hours would continue

Regular class schedule would be followed



One District - One Direction - #OneD46

CCSD 46 eLearning Plan Public Hearing

Questions



One District - One Direction - #OneD46

Reports:

Board Members
Superintendent
Committees

CCSD 46 BOE Meeting Superintendent's Report: Community Health Metrics

November 4, 2020



One District - One Direction - #OneD46

FINAL 7 Day Rolling Average Incidence Rates

These numbers reflect a three day lag per the Illinois Dept of Health, and are considered “final numbers.” Hybrid Learning is recommended for rates between 7 and 14 per 100,000 for at least 7 consecutive days.

Date	FINAL Lake County 7 Day Rolling Average Rate
<i>Last Date Shared at Previous BOE Meeting</i> 10/18/20	22.8
10/27/20	27.7
10/28/20	29.8
10/29/20	31.4
10/30/20	37.2
10/31/20	38.5
11/1/20	39.6



DAILY 7 Day Rolling Average Incidence Rates

These numbers reflect tests done in Lake County, but may include tests from people living outside of Lake County. Also, there may be Lake County residents who are tested outside of Lake County and those cases may not appear until later. Therefore, there is more variability in this data. It is not yet “final.”

Date	Daily Lake County 7 Day Rolling Average	Daily Grayslake 46 7 Day Rolling Average
<i>Last Date Shared at Previous BOE Meeting 10/20/20</i>	20.8	22
10/28/20	29.8	35.4
10/29/20	31.4	37
10/31/20	38.5	44.9
11/1/20	39.6	47.8



DAILY 7 Day Rolling Average Positivity Rates

These numbers reflect tests done in Lake County, but may include tests from people living outside of Lake County. Also, there may be Lake County residents who are tested outside of Lake County and those cases may not appear until later. Hybrid Learning is recommended under 8% for at least 7 consecutive days.

Date	Daily Lake County 7 Day Rolling Average	Daily Grayslake 46 7 Day Rolling Average
10/23/20	6.79%	9.87%
10/24/20	7.78%	10.64%
10/25/20	6.86%	9.02%
10/26/20	7.81%	10.46%
10/27/20	9.02%	12.8%



- **Lake County Data Hub**
- **Mitigation 1**
- **Potential of moving into Mitigation 2 in 14 days**
 - **Reduce outside restaurant party to 6**
 - **Maximum indoor/outdoor gathering to 10**
- **3 Ws!**
 - **Wear a mask!**
 - **Wash hands!**
 - **Watch distance!**



CCSD 46 BOE Meeting Superintendent's Report: Metrics

November 4, 2020



One District - One Direction - #OneD46

Consent Agenda

- Minutes
- Personnel Report
- Exception Report
- Accounts Payable

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 46
BOARD OF EDUCATION MEETING
OCTOBER 21, 2020**

<i>Call To Order and Roll Call</i>	<p>The Regular Board of Education Meeting of the Community Consolidated School District 46, Lake County, Illinois was held at Grayslake Middle School, located at 440 N. Barron Blvd., Grayslake, IL on October 21, 2020</p> <p>Vice President Mack called the meeting to order at 6:30 p.m. Members Present Onsite: Stephen Mack. Members Remote: Kristy Braden, Jason Lacroix, Kristy Miller, and Steven Strack. Members absent: Tamika Nash and Jim Weidman. Also Present Onsite: Superintendent, Dr. Lynn Glickman. Remote: Assistant Superintendent, Paul Louis and CSBO, Mary Werling.</p>
<i>Establishment of Quorum</i>	Quorum was established.
<i>Pledge of Allegiance</i>	Pledge of Allegiance took place at this time.
<i>Approval of Agenda</i>	<p>Vice President Mack requested a motion for the approval of the October 21, 2020 Board Meeting Agenda as presented. Moted by Miller and seconded by Braden for the approval of the agenda as presented. Yeas: Miller, Strack, Mack, Braden and Lacroix. Nays: None. Motion carried.</p>
<i>Public Comment</i>	None.
<i>Board Member Reports</i>	<p>Mrs. Kristy Miller thanked the Community Engagement committee for a productive meeting. The Grayslake Public Library will begin publishing some flyers for the district.</p> <p>Mr. Jason Lacroix thanked the community and staff members for reaching out to the Board to express their thoughts on the Hybrid Model. He assured everyone that their opinions are taken into consideration when making decisions.</p>

<p>Superintendent Report</p>	<p>Dr. Lynn Glickman shared a presentation on the parameters that guided the decision to continue with remote learning and postpone the transition to hybrid learning. These parameters included metric changes based on daily incidence rates, particularly in Lake County, combined with the Lake County Health Department's strong recommendation that schools stay in remote learning. The district will continue to prepare for hybrid learning and watch the metrics to reopen the Safe Center and build a new timeline to begin hybrid learning.</p> <p>Mr. Chris Vipond, Director of Technology, shared exciting news regarding the refresh of staff devices scheduled to take place in the summer of 2021. After a discussion with our Apple representative, the company agreed to deliver the new MacBook Air devices in January and defer the first lease payment until July 2021. A lease will be brought to the Board for a vote in the future.</p>
<p>Committee Reports</p>	<p>Community Connections Committee- Mrs. Kristy Miller shared that the committee had their first Community Cafe where they identified the committee's purpose for this year: community service. They also conducted a community Thoughtexchange to identify the direction of the committee. The most common theme from the Thoughtexchange was families wanting a good education for their children. Several schools are offering many initiatives that include getting children outside and moving, book fairs, supporting the local economy, and traditional community service.</p> <p>Equity & Inclusion Committee- The next meeting is scheduled for Wednesday, November 11th. Mr. Paul Louis and Mrs. Kristy Braden will continue to work with ED-RED on their Equity and Inclusion Committees.</p>
<p>Consent Agenda</p>	<p>Vice President Mack requested a motion for the approval of the consent agenda as follows:</p> <ul style="list-style-type: none"> • Minutes from the following meetings: <ul style="list-style-type: none"> • October 7, 2020 Regular Meeting • October 14, 2020 Special Meeting • Personnel Report as presented • Exception Report as presented • Accounts Payable as presented • Imprest Check Listing as presented

	<ul style="list-style-type: none"> • Treasurer's Report as presented • Budget Summary as presented • Student Activity Treasurer's Report as presented • Student Activity Monthly Report as presented • Revenue Multi-Year Variance Report • Expense Multi-Year Variance Report <p>Motioned by Lacroix and seconded by Miller for the approval of the consent agenda as presented. Yeas: Braden, Lacroix, Strack, Miller and Mack. Nays: None. Motion carried.</p>
Action Items	<p>Vice President Mack requested a motion for the approval of the Strategic Planning Facilitator. Motioned by Braden and seconded by Miller for the approval of the Strategic Planning Facilitator. Yeas: Miller, Mack, Braden, Lacroix and Strack. Nays: None. Motion carried.</p>
Unfinished Business	None.
New Business	<p>Special Education Update- Mrs. Heather Lorenzo, Director of Special Education, shared a presentation regarding responses to remote learning in the special education department.. Mrs. Lorenzo explained how social and emotional needs are being met and shared the responses from family and staff remote learning surveys. The presentation is in the Board packet.</p> <p>Board Policies: 7:40...Nonpublic School Students, Including Parochial and Home Schooled Students 2:220...Board of Education Meeting Procedure 7:190...Student Behavior 7:340...Student Records 2:220-E9...Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration 7:345...Use of Educational Technologies; Student Data Privacy and Security 4:180...Pandemic Preparedness; Management; and Recovery The Board looked over the policies with the recommended IASB revisions. No additional changes recommended from the Board.</p>

<i>Topics for Future Agenda Items</i>	<ul style="list-style-type: none"> •Approval of the Board Policies •Public Hearing for the eLearning Plan •Approval of the eLearning Plan •Selection of the IASB Delegate and Alternate •Arbor Foods Contract Amendment •Approval of the MacBook Refresh •Discussion of a Sustainability Advisory Committee
<i>Public Comment</i>	<p>Ashley Mahoney shared her concerns regarding the delay of Onsite Learning and the impact on students. She also questioned the lack of student assessments.</p> <p>Jeremy Heintz commented on his concerns with the hybrid plan and the earlier decision to move to the plan when the metrics didn't support it.</p>
<i>Adjournment</i>	<p>There being no further business to come before the Board of Education, it was motioned by Lacroix and seconded by Miller for the adjournment of the October 21, 2020 board meeting at 7:59 p.m.</p> <p>Yeas: Lacroix, Miller, Mack, Strack and Braden.</p> <p>Nays: None.</p> <p>Motion carried.</p>

Jim Weidman, Board President

Kristy Braden, Board Secretary

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 46

PERSONNEL REPORT

For the November 4, 2020 Board Meeting

Resignation

Balentin Ricardo - Custodian at Grayslake Middle School, has submitted his letter of resignation effective Friday, October 30, 2020.

Retirement

Ruth Evans - Program Assistant at Prairieview, has submitted her letter of retirement. Ruth's last day worked will be Wednesday, November 11, 2020.

WORKSHEET: Retro Bumpers

NAME KEY		EMPLOYEE NAME																					
BLDG	LOC	TYPE	PAY	ACCOUNT NUMBER										PERCENT	AMOUNT	FREQ	FACTOR/HRS	TOTALS			HOURS	WRKD	
PC	100	TCH24	RTRO	10E100	2220	1120	60	000000					50.00%	112.2900	24	0.50	56.15						
PC	100	TCH24	RTRO	10E090	2220	1120	59	000000					50.00%	112.2900	24	0.50	56.15						
Pro-rated Totals:													100.00%			1.00	112.30					0.00	
PW	100	TCH24	RTRO	10E100	1110	1120	60	000000						107.9600	24	1.00	107.96						
WV	50	TCH24	RTRO	10E050	1110	1120	55	000000						207.0500	24	1.00	207.05						
FS	80	TCH24	RTRO	10E080	1110	1120	58	000000						158.8300	24	1.00	158.83						
WV	50	TCH24	RTRO	10E050	1110	1120	55	000000						516.9500	24	1.00	516.95						
FS	80	TCH24	RTRO	10E080	1110	1120	58	000000						285.3000	24	1.00	285.30						
WV	50	TCH24	RTRO	10E050	1110	1120	55	000000						105.8500	24	1.00	105.85						
PV	20	TCH24	RTRO	10E020	1110	1120	52	000000					60.00%	285.3000	24	0.60	171.18						
PV	20	TCH24	RTRO	10E030	1110	1120	53	000000					40.00%	285.3000	24	0.40	114.12						
Pro-rated Totals:													100.00%			1.00	285.30					0.00	
PV	20	TCH24	RTRO	10E020	1110	1120	52	000000						207.0500	24	1.00	207.05						
WV	50	TCH24	RTRO	10E050	1200	1120	55	000000						521.6100	24	1.00	521.61						
FS	80	TCH24	RTRO	10E080	1110	1120	58	000000						105.8500	24	1.00	105.85						
WV	50	TCH24	RTRO	10E050	1110	1120	55	000000						321.7100	24	1.00	321.71						
WV	50	TCH24	RTRO	10E050	1110	1120	55	000000						126.9900	24	1.00	126.99						
FS	80	TCH24	RTRO	10E080	1200	1120	58	000000						410.2800	24	1.00	410.28						
Page Totals:																14.00	3,473.03					0.00	

Community Consolidated SD 46
Standard Worksheet Report

WORKSHEET: Retro Bumpers

NAME KEY	EMPLOYEE NAME	BLDG	LOC	TYPE	PAY	ACCOUNT NUMBER	PERCENT	AMOUNT	FREQ	FACTOR/HRS	TOTALS	HOURS WRKD
PV		20		TCH24	RTRO	10E020 1110 1120 52 000000		336.9400	24	1.00	336.94	
FS		80		2TC24	RTRO	10E080 2220 1120 58 000000		385.4200	24	1.00	385.42	
PE		100		2TC24	RTRO	10E100 1200 1120 60 000000		208.0200	24	1.00	208.02	
WV		50		TCH24	RTRO	10E050 1110 1120 55 000000		559.5200	24	1.00	559.52	
FS		80		TCH24	RTRO	10E080 1110 1120 58 000000		118.4500	24	1.00	118.45	

Page Totals: 5.00 1,608.35 0.00

Report Totals: 19.00 5,081.38 0.00

Number of Records Processed : 19

Number of Records with Pay: 19

***** End of report *****

WORKSHEET: 2 CUSTODIAL

NAME KEY		EMPLOYEE NAME											
BLDG	LOC	TYPE	PAY	ACCOUNT NUMBER				PERCENT	AMOUNT	FREQ	FACTOR/HRS	TOTALS	HOURS WKKD
PC	20	OM24	OVT1	20E010	2540	1390	71 000000		14.6000	24	8.00	116.80	8.00
PC	20	OM24	OVT2	20E010	2540	1390	71 000000		21.9000	24	8.00	175.20	8.00
Employee Totals:											16.00	292.00	16.00
MS	40	OM24	OVT2	20E010	2540	1390	71 000000		30.4100	24	8.00	243.28	8.00
FS	80	OM24	OVT2	20E010	2540	1390	71 000000		25.8900	24	16.00	414.24	16.00
MV	60	OM24	OVT2	20E010	2540	1390	71 000000		26.5400	24	16.00	424.64	16.00
DO	10	OM24	OVT1	20E010	2540	1380	71 000000		14.1700	24	8.00	113.36	8.00
DO	10	OM24	OVT2	20E010	2540	1390	71 000000		21.2600	24	1.00	21.26	1.00
Employee Totals:											9.00	134.62	9.00

Page Totals: 65.00 1,508.78 65.00

Report Totals: 65.00 1,508.78 65.00

Number of Records Processed : 7

Number of Records with Pay: 7

***** End of report *****

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Community Consolidated SD 46
Standard Worksheet Report

11:21 AM 10/29/20
PAGE: 1

WORKSHEET: 6 EXTRA DUTY PAY

NAME KEY		EMPLOYEE NAME																			
BLDG	LOC	TYPE	PAY	ACCOUNT	NUMBER	PERCENT	AMOUNT	FREQ	FACTOR/HR	TOTALS									HOURS	WKD	
FS	80	PA20	XDY	10E080	1505 1340 58 000000		18.1400	24	2.00	36.28											

Page Totals:							2.00		36.28										0.00
Report Totals:							2.00		36.28										0.00
Number of Records Processed :					1														
Number of Records with Pay:					1														

***** End of report *****

WORKSHEET: 1 HOURLY

NAME KEY		EMPLOYEE NAME																	
BLDG	LOC	TYPE	PAY	ACCOUNT	NUMBER	PERCENT	AMOUNT	FREQ	FACTOR/HRS	TOTALS							HOURS	WKED	
SU	990	SUB	SUB	10E010	1110 1220 64 000000		110.0000	24	6.00	660.00							6.00		
SU	990	SUB	SUB	10E010	1110 1220 64 000000		205.0000	24	3.00	615.00							3.00		
Employee Totals:										9.00	1,275.00						9.00		
MS	40	TCH24	SUB	10E040	1110 1120 54 000000		110.0000	24	0.50	55.00							0.50		
DO	10	TMP	HRYFL	10E010	2520 1150 67 000000		40.0000	24	19.75	790.00							19.75		
DO	10	TMP	HRLY	10E010	2510 1110 67 000000		750.0000	24	3.50	2,625.00							3.50		

Page Totals: 32.75 4,745.00 32.75

Report Totals: 32.75 4,745.00 32.75

Number of Records Processed : 5

Number of Records with Pay: 5

***** End of report *****

WORKSHEET: 9 INTERNAL SUBBING

NAME KEY		EMPLOYEE NAME															
BLDG	LOC	TYPE	PAY	ACCOUNT NUMBER					PERCENT	AMOUNT	FREQ	FACTOR/HRS	TOTALS	HOURS WRKD			
FS	80	PA20	DOCKD	10E080	1250	1140	58	000000		-18.9800	24	3.67	-69.66				
FS	80	PA20	ISSB	10E010	1110	1220	64	000000		26.2300	24	3.67	96.26		3.67		
Employee Totals:												7.34	26.60		3.67		
FS	80	PA24	DOCK	10E080	1200	1140	58	000000		-18.6100	24	12.00	-223.32				
FS	80	PA24	ISSB	10E010	1110	1220	64	000000		26.2300	24	12.00	314.76		12.00		
Employee Totals:												24.00	91.44		12.00		
PV	20	PA24	DOCK	10E020	1250	1140	52	000000		-18.9800	24	5.00	-94.90				
PV	20	PA24	ISSB	10E010	1110	1220	64	000000		26.2300	24	5.00	131.15		5.00		
Employee Totals:												10.00	36.25		5.00		
FS	80	PA24	DOCKD	10E080	1200	1140	58	000000		-18.2500	24	13.75	-250.94				
FS	80	PA24	ISSB	10E010	1110	1220	64	000000		26.2300	24	13.75	350.66		13.75		
Employee Totals:												27.50	109.72		13.75		
PV	20	PA24	DOCK	10E020	1200	1140	52	000000		-17.2100	24	4.35	-74.86				
PV	20	PA24	ISSB	10E010	1110	1220	64	000000		26.2300	24	4.35	114.10		4.35		
Employee Totals:												8.70	39.24		4.35		
AV	30	PA24	DOCK	10E010	1200	1140	65	000000		-17.9000	24	7.75	-138.73				
AV	30	PA24	ISSB	10E010	1110	1220	64	000000		26.2300	24	7.75	203.28		7.75		
Employee Totals:												15.50	64.55		7.75		
WV	50	PA20	DOCK	10E050	1200	1140	55	000000		-19.7600	24	6.50	-128.44				
WV	50	PA20	ISSB	10E010	1110	1220	64	000000		26.2300	24	6.50	170.50		6.50		
Employee Totals:												13.00	42.06		6.50		
PreK	20	PA24	DOCK	10E020	1225	1140	52	000000		-15.2900	24	7.50	-114.68				
PreK	20	PA24	ISSB	10E020	1200	1140	52	000000		26.2300	24	7.50	196.73		7.50		
Employee Totals:												15.00	82.05		7.50		
Page Totals:												121.04	491.91		60.52		

WORKSHEET: 9 INTERNAL SUBBING

NAME KEY		EMPLOYEE NAME						PERCENT	AMOUNT	FREQ	FACTOR/HRS	TOTALS	HOURS WRKD
BLDG	LOC	TYPE	PAY	ACCOUNT NUMBER									
FS	80	PA20	DOCKD	10E080	1200	1140	58	000000	-15.2900	24	16.50	-252.29	
FS	80	PA20	ISSB	10E080	1200	1140	58	000000	26.2300	24	16.50	432.80	16.50
Employee Totals:											33.00	180.51	16.50
PV	20	PA24	DOCK	10E020	1225	1140	52	000000	-18.2500	24	3.00	-54.75	
PV	20	PA24	ISSB	10E010	1110	1220	64	000000	26.2300	24	3.00	78.69	3.00
Employee Totals:											6.00	23.94	3.00
AV	30	PA20	DOCKD	10E030	1800	1140	53	000000	-15.2900	24	4.83	-73.85	
AV	30	PA20	ISSB	10E010	1110	1220	64	000000	26.2300	24	4.83	126.69	4.83
Employee Totals:											9.66	52.84	4.83
PV	20	PA20	DOCKD	10E020	1250	1140	52	000000	-16.8600	24	6.50	-109.59	
PV	20	PA20	ISSB	10E010	1110	1220	64	000000	26.2300	24	6.50	170.50	6.50
Employee Totals:											13.00	60.91	6.50
AV	30	PA24	DOCKD	10E030	1200	1140	53	000000	-15.5900	24	2.50	-38.98	
AV	30	PA24	ISSB	10E010	1110	1220	64	000000	26.2300	24	2.50	65.58	2.50
Employee Totals:											5.00	26.60	2.50
PV	20	PA24	DOCK	10E020	1110	1140	52	000000	-19.3600	24	6.50	-125.84	
PV	20	PA24	ISSB	10E010	1110	1220	64	000000	26.2300	24	6.50	170.50	6.50
Employee Totals:											13.00	44.66	6.50
PV	20	PA20	DOCK	10E020	1250	1140	52	000000	-15.0700	24	12.00	-180.84	
PV	20	PA20	ISSB	10E010	1110	1220	64	000000	26.2300	24	12.00	314.76	12.00
Employee Totals:											24.00	133.92	12.00
PV	20	PA24	DOCKD	10E010	1110	1140	43	430000	-19.3600	24	19.50	-377.52	
PV	20	PA24	ISSB	10E010	1110	1220	64	000000	26.2300	24	19.50	511.49	19.50
Employee Totals:											39.00	133.97	19.50

Page Totals: 142.66 657.35 71.33

Report Totals: 263.70 1,149.26 131.85

Number of Records Processed : 32
Number of Records with Pay: 32

***** End of report *****

VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	INVOICE NUMBER	CHECK NUMBER	CHECK DATE	AMOUNT	TOTAL
Apple Computer, Inc	Purchase of Earpods	10E010 1200 4100 48 462000	AD00533443	1670365	11/05/2020	928.00	
	Purchase of iPads	10E010 1200 4100 48 462000	AD09818778		11/05/2020	2,940.00	3,868.00
Arbor Management, Inc.	Emergency Meal Plans (Breakfast & Lunch)	10E010 2560 3100 19 000000	022804	1670366	11/05/2020	22,103.10	
	Emergency Meal Plans (Breakfast & Lunch)	10E010 2560 3100 19 000000	022601		11/05/2020	8,899.01	31,002.11
Ayala, Cristine	Student Reimbursement	10R030 1811 0000 00 000000	201020-CA	1670367	11/05/2020	145.00	145.00
Batteries Plus Bulbs #296	Lithium Batteries (2pk)	20E010 2540 4100 21 000000	P29808316	1670368	11/05/2020	14.95	14.95
Camcor Inc.	Standup Desk - ISC	10E010 2660 4100 16 000000	2499345	1670369	11/05/2020	350.00	350.00
Chain O Lakes Transportation	Outplaced Transportation	40E010 2550 3310 20 351000	4750	1670370	11/05/2020	8,840.00	8,840.00
CHG Alternative Education, Inc	Outplaced Tuition	10E010 1912 6700 15 000000	1455488	1670371	11/05/2020	4,123.14	
	Outplaced Tuition	10E010 1912 6700 15 000000	1450743-1		11/05/2020	184.47	4,307.61
Chicago Metropolitan Fire Prev	Monitoring Services - GMS	20E010 2540 3100 21 000000	IN00344596	1670372	11/05/2020	75.00	
	Monitoring Services - WV	20E010 2540 3100 21 000000	IN00344593		11/05/2020	75.00	
	Monitoring Services - FS	20E010 2540 3100 21 000000	IN00344594		11/05/2020	75.00	
	Monitoring Services - MV	20E010 2540 3100 21 000000	IN00344592		11/05/2020	75.00	
	Monitoring Services - AV	20E010 2540 3100 21 000000	IN00344595		11/05/2020	75.00	375.00
Clayton, Kaitlin	Student Reimbursement	10R100 1811 0000 00 000000	201027-KC	1670373	11/05/2020	374.00	
	Student Reimbursement	10R090 1811 0000 00 000000	201027-KC		11/05/2020	289.00	663.00
ComED	Electric Services - ISC	20E070 2540 4660 21 000000	201015	1670374	11/05/2020	94.97	94.97
Connection's Academy East	Retro billing for Aug & Sep due to rate change	10E010 1912 6700 15 000000	7229	1670375	11/05/2020	291.04	291.04
COTG	Copier Services	10E010 2570 3250 13 000000	IN2507458	1670376	11/05/2020	216.64	
	Copier Services	10E030 2570 3250 03 000000	IN2507458		11/05/2020	446.87	
	Copier Services	10E040 2570 3250 04 000000	IN2507458		11/05/2020	1,337.89	
	Copier Services	10E050 2570 3250 05 000000	IN2507458		11/05/2020	562.66	
	Copier Services	10E080 2570 3250 08 000000	IN2507458		11/05/2020	831.61	3,395.67
Daily Herald	Subscription - 20/21 School Year - FS	10E080 1110 4100 08 000000	201019	1670377	11/05/2020	196.00	196.00
Dena Denny Physical Therapy PC	Physical Therapy Services	10E010 2130 3100 48 462000	1500	1670378	11/05/2020	1,620.00	1,620.00
DuPage Federation on Human Ser	Face-to-Face Interpreting Services	10E010 1800 3100 34 330500	6283	1670379	11/05/2020	3,465.00	3,465.00
Durham School Services-GL	Payment per contract agreement during remote learning for regular bus route	40E010 2550 3310 20 350000	91821553	1670381	11/05/2020	150,920.55	
	Payment per contract agreement during remote learning for regular bus route	40E010 2550 3310 20 351000	91821553		11/05/2020	81,081.63	
	Fuel Payment	40E010 2550 4640 20 000000	91822632		11/05/2020	707.47	232,709.65
Durham School Services-LV	Outplaced Transportation Services	40E010 2550 3310 20 351000	91823074	1670380	11/05/2020	15,162.36	15,162.36
Green, Tamara	Cooking Reimbursement & mini pumpkins	10E010 1200 4100 15 000000	201012-TG	1670382	11/05/2020	44.65	44.65
Hyde Park Day School	Outplaced Tuition	10E010 1912 6700 15 000000	20200914	1670383	11/05/2020	5,025.12	5,025.12
Illuminate Education, Inc.	Payment for online support	10E010 1200 3100 48 462000	INV0000052	1670384	11/05/2020	3,000.00	3,000.00

VENDOR	INVOICE	ACCOUNT					INVOICE	CHECK	CHECK	AMOUNT	TOTAL
	DESCRIPTION	NUMBER					NUMBER	NUMBER	DATE		
ISCorp	Skyward hosting services - Aug-2020	10E010	2520	3100	17	000000	0708474	1670385	11/05/2020	1,015.00	
	Hosting Services for November 2020	10E010	2520	3100	17	000000	0710712		11/05/2020	1,015.00	2,030.00
Johnson Controls, Inc	Service Agreement	20E010	2540	3100	21	000000	1-99038955	1670386	11/05/2020	5,333.31	5,333.31
Johnstone Supply	Supplies	20E010	2540	4100	21	000000	161281GU	1670387	11/05/2020	469.89	469.89
Keshet Day School	Student Reimbursement	10E010	1912	6700	15	000000	23581	1670388	11/05/2020	96.00	96.00
Lakemary Center, Inc.	Outplaced Tuition	10E010	1912	6700	15	000000	2009	1670389	11/05/2020	26,187.00	26,187.00
Matras, Monika	Student Reimbursement	10E090	1811	0000	00	000000	201014-MM	1670390	11/05/2020	195.00	195.00
McGraw-Hill Companies	Maravillas - KDG	10E010	1800	4100	34	330500	1150905660	1670391	11/05/2020	3,031.00	3,031.00
Metro Prep	Outplaced Tuition	10E010	1912	6700	15	000000	MP 64858	1670392	11/05/2020	14,854.14	14,854.14
North American Corporation of	Misc Covid Materials	20E010	2540	4100	21	032020	A964971	1670393	11/05/2020	2,765.69	2,765.69
Office Depot	Supplies - WV	10E050	1110	4100	05	000000	1284475130	1670394	11/05/2020	14.41	14.41
Ogierman, Tracey	Reimbursement for STEMSCOPES Materials	10E010	1110	4100	14	000000	2001014-TO	1670395	11/05/2020	54.94	54.94
Pearson Education	Payment for online support	10E010	1200	3100	48	462000	12056579	1670396	11/05/2020	3,700.00	3,700.00
QuaverEd.com	One Year Music License	10E010	1110	3100	14	000000	0000207575	1670397	11/05/2020	4,480.00	4,480.00
RICOH USA INC.	Services for Copier Center (09/14-10/13/2020)	10E010	2570	3250	13	000000	8003511433	1670398	11/05/2020	7,528.78	7,528.78
Rival3 Technologies Corp	IVoIP Telecommunication Service	10E010	2660	3100	16	000000	17125	1670399	11/05/2020	2,357.86	2,357.86
Skyward	Skyward training HR	10E010	2520	3100	17	000000	0000207575	1670400	11/05/2020	1,800.00	1,800.00
Soliant Health	Payment for Services	10E010	2150	3100	15	000000	20028703	1670401	11/05/2020	351.26	
	Payment for Services	10E010	3700	3100	48	462000	20028703		11/05/2020	1,087.65	
	Payment for Services	10E010	3700	3100	48	462000	20031505		11/05/2020	413.25	1,852.16
Special Edu. Dist. Of Lake Cou	Assistive Tech Services	10E010	2330	3100	15	000000	21CONTR.1	1670402	11/05/2020	2,082.00	
	2020 Summer School & Tuition Billing	10E010	1912	6700	15	000000	101220 EBY		11/05/2020	12,115.49	
	FY21 1ST QTR Ininerant Services - AUG-SEP	10E010	4220	6700	15	000000	2020-10-23		11/05/2020	4,611.52	18,809.01
Spectrum Center, Inc.	Outplaced Tuition	10E010	1912	6700	15	000000	2956934	1670403	11/05/2020	8,495.76	
	Outplaced Tuition	10E010	1912	6700	15	000000	2956935		11/05/2020	5,350.17	
	Outplaced Tuition	10E010	1912	6700	15	000000	2956936		11/05/2020	8,495.76	22,341.69
Technology Resource Advisors,	Repair Services - Touchscreen (3)	40E010	2550	3310	20	351000	29592	1670404	11/05/2020	300.00	
	Repair Services - Touchscreen (3)	10E010	2660	4100	16	000000	29592		11/05/2020	0.00	
	Chromebook Repair	10E010	2660	3100	16	000000	30558		11/05/2020	550.00	850.00
Thermosystems Aftermarket Divi	Supplies	20E010	2540	4100	21	000000	0084557	1670405	11/05/2020	165.54	165.54
TriMark Marlinn	Cooler for Avon	10E010	2560	5500	19	000000	2685722	1670406	11/05/2020	3,733.24	3,733.24
Unemployment Consultants, Inc.	Professional Services June 2020-May 2021	10E010	2520	3100	17	000000	06282020	1670407	11/05/2020	1,275.00	1,275.00
Veritiv Operating Company	Paper Order	10E010	2570	4100	13	000000	51061	1670408	11/05/2020	10,530.00	10,530.00
Vickers, Toshiba	Japanese Translation	10E010	1800	3100	13	000000	201009-TV	1670409	11/05/2020	900.00	
	Japanese Translation	10E010	1800	3100	13	000000	201023-TV		11/05/2020	622.50	1,522.50
Village Of Grayslake	Water Bill - PS	20E080	2540	3700	21	000000	201001-1	1670410	11/05/2020	512.74	

INVOICE		ACCOUNT		INVOICE		CHECK CHECK			
VENDOR	DESCRIPTION	NUMBER		NUMBER		NUMBER	DATE	AMOUNT	TOTAL
Village Of Grayslake	Water Bill - WV	20E050	2540 3700 21 000000	201001-2	1670410	11/05/2020		281.18	
	Water Bill - DO	20E080	2540 3700 21 000000	201001-6		11/05/2020		49.62	
	Water Bill - MV	20E060	2540 3700 21 000000	201001-3		11/05/2020		248.10	
	Water Bill - GMS	20E040	2540 3700 21 000000	201001-4		11/05/2020		496.20	
	Water Bill - ISC	20E070	2540 3700 21 000000	201001-5		11/05/2020		82.70	1,670.54
Village Of Hainesville	Sewer Bill - PV	20E020	2540 3700 21 000000	200930	1670411	11/05/2020		79.92	79.92
Village of Round Lake	Water Bill - PC	20E100	2540 3700 21 000000	200909	1670412	11/05/2020		56.10	56.10
Village Of Round Lake Beach	Water Bill - AV	20E030	2540 3700 21 000000	201020	1670413	11/05/2020		131.27	131.27
VT Services, Inc.	Macbook Air/iPad Repair	10E010	2660 3100 16 000000	145525	1670414	11/05/2020		1,173.75	1,173.75
WEX Bank	Fuel Purchases	20E010	2540 4640 21 000000	67791309	1670415	11/05/2020		1,174.17	1,174.17
Xerox Financial Services	Lease Payment - 10/25-11/24	20E010	2540 3100 21 032020	2327714	1670416	11/05/2020		1,610.93	1,610.93
Zaner Bloser Education Publ	Error in billing	10E010	1110 4200 14 000000	10244687	1670417	11/05/2020		0.68	0.68
Totals for checks								456,444.65	

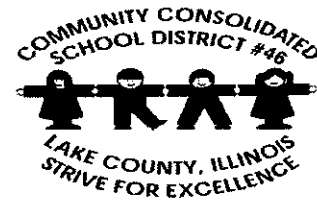
FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	Education Fund	0.00	1,003.00	184,487.36	185,490.36
20	Operations/Maintenance Fund	0.00	0.00	13,942.28	13,942.28
40	Transportation Fund	0.00	0.00	257,012.01	257,012.01
***	Fund Summary Totals ***	0.00	1,003.00	455,441.65	456,444.65

***** End of report *****

Action Items

Community Consolidated School District 46



565 Frederick Road • Grayslake • Illinois • 60030 (847) 223-3650 FAX (847) 223-3695

To: CCSD 46 Board of Education, Dr. Lynn Glickman

From: Paul Louis, Assistant Superintendent

Date: 11/4/20

Memo: eLearning Program

Background

The State of Illinois has provided additional guidance to school districts regarding the use of eLearning plans to be used during Emergency Days (Example - Snow Days, Inclement Weather, Power/Water issues) in lieu of needing to make up the days at the end of the year. Several years ago, the BOE discussed the possibility of a proposal for this. The school district was not prepared to have eLearning due to the fact that only our students in Grades 3-8 had a district-provided device. With the roll out of the devices for our K-2 students, re-examining an eLearning Plan makes sense.

In order for CCSD 46 to use eLearning days for Emergency Days, we need to follow the specifics outlined in the eLearning Program Verification Form. This form is attached to this memo. Some of the highlighted requirements are:

- *Notification to students, families, unions representation and staff members
- *Public Hearing with appropriate notification
- *Board approval of an eLearning plan for a term of three years
- *Verification by the Regional Office of Education

To create the eLearning Plan, we used the template for our Remote Learning Plan. We needed to ensure the following:

- *Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day
- * Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program
- *Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology
- *Ensure appropriate learning opportunities for students with special needs
- *Monitor and verify each student's electronic participation
- *Address the extent to which student participation is within the student's control as to the time,

Community Consolidated School District 46 will provide an educational environment that maximizes the potential of ALL students to be prepared for life's opportunities while developing a lasting appreciation for learning.

pace, and means of learning

- *Provide effective notice to students and their parents or guardians of the use of particular days for e-learning

- *Provide staff and students with adequate training for e-learning days' participation

- *Ensure that all teachers and staff who may be involved in the provisions of e-learning have access to any and all hardware and software that may be required for the program

- *Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an e-learning day

- *Review and revise the program as implemented to address difficulties confronted

- *Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day

Our eLearning Plan meets these requirements. A copy of this plan is included along with this memo.

Administrative Considerations

It is understood that an eLearning day can be used for up to five emergency days during the school year to count as student attendance. It is also understood that the CCSD46 Superintendent of Schools is responsible for identifying an Emergency Day and instituting an eLearning Day in lieu of making up the day later in the school year. It is understood that in order for us to have a successful eLearning Day, students would need to have their Chromebook at home. The administrative team will work with the superintendent when we are able to look at predictions of potential weather issues and tell students to take their assigned devices home. It is understood that in a true emergency, we may not have this ability, thus indicating a need to call a more traditional Emergency Day/Snow Day/Cold Weather day that may need to be made up later in the school year.

We will need to hold a Public Hearing regarding this topic at the November 4th meeting. Mr. Louis will provide a very short overview of this request and will be prepared to answer any additional questions.

Recommendation

Approval of the eLearning Program to be used for Emergency Days when appropriate is recommended.

BOARD RECOMMENDATION

BE IT RESOLVED: The CCSD 46 Board of Education approves the eLearning Program as presented.

**RESOLUTION TO ADOPT eLEARNING PROGRAM IN LIEU OF
THE DISTRICT'S SCHEDULED EMERGENCY DAYS**

WHEREAS, the Board of Education of Community Consolidated School District #46 is adopting an eLearning program district-wide that shall permit student instruction to be received electronically while students are not physically present in lieu of the district's scheduled emergency days.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Community Consolidated School District #46 that will employ an eLearning program that:

- May utilize the Internet, telephones, texts, chat rooms, or other similar means of electronic communication for instruction and interaction between teachers and students that meet the needs of all learners.
- Ensures and verifies that required clock hours of instruction or school work for each student participating in an eLearning day.
- Ensures access from home or other appropriate remote facility for all students participating in the program including availability of non-electronic materials to students who do not have access to the required technology.
- Ensures appropriate learning opportunities for students with special needs.
- Ensures the monitoring and verification of each student's electronic participation.
- Addresses the extent to which student participation is within the student's control as to the time, pace, and means of learning.
- Provides effective notice to students and their parents or guardians of the particular days for eLearning.
- Provides staff and students with adequate training for eLearning days' participation.
- Ensures an opportunity for any collective bargaining negotiations that would be legally required.
- Reviews the program as implemented to address difficulties confronted through revision or otherwise.
- Ensures that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, students, and parents at least 30 days prior to utilization.
- Ensures all teachers and staff who may be involved in the provision of eLearning have access to any and all hardware and software that may be required for the program.
- Will be verified by the Regional Office of Education for the school district to ensure access for all students.
- Will be implemented for a period of 3 years (2020-21, 2021-22, 2022-23) prior to renewal.

ADOPTED: November 4, 2020, by a roll call vote as follows:

YES: _____

NO: _____

ABSENT/OTHER: _____

President, Board of Education

Attest: _____
Secretary, Board of Education

e-Learning Program Verification Form

According to Public Act 101-0012 of 101st Illinois General Assembly, local school district e-learning programs, adopted by resolution, may not exceed the minimum number of emergency days in the approved school calendar. Before adoption, the school board must hold a public hearing for initial proposal or renewal of e-learning program by:

Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing
Date of Publication: October 22, 2020

Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district
Date of Notification: October 30, 2020

Written or electronic notice designed to reach any exclusive collective bargaining representatives of school district employees and all those employees not in a collective bargaining unit
Date of Notification: September 21, 2020

The school board's approval of a district's initial e-learning program and renewal of the e-learning program shall be for a term of 3 years

Date of Public Hearing: November 4, 2020 Date of Board Meeting/Resolution: November 4, 2020

Specifically, the regional office of education or intermediate service center for the school district must verify that the e-learning proposal will: 1) ensure access for all students; ensure that the specific needs of all students are met, including special education students and English learners; ensure that all mandates are still met using the e-Learning program adopted; and 2) contain provisions designed to reasonably and practicably accomplish the following:

- Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day
- Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program
- Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology
- Ensure appropriate learning opportunities for students with special needs
- Monitor and verify each student's electronic participation
- Address the extent to which student participation is within the student's control as to the time, pace, and means of learning
- Provide effective notice to students and their parents or guardians of the use of particular days for e-learning
- Provide staff and students with adequate training for e-learning days' participation
- Ensure that all teachers and staff who may be involved in the provisions of e-learning have access to any and all hardware and software that may be required for the program
- Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an e-learning day

- Review and revise the program as implemented to address difficulties confronted
- Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day

Verified by: School Dist. Superintendent (printed)

Signature* Date

Verified by: Regional Superintendent (printed)

Signature Date

**Supporting documentation for any/all items listed may be required by the regional office of education or intermediate service center*

CCSD 46 eLearning Plan
For Severe Weather / Emergency Day
Approved for the 20-21, 21-22, 22-23 School Years
(Updated October 21, 2020)

Introduction

According to Public Act 101-0012 of 101st

Illinois General Assembly, local school district e-learning programs, adopted by resolution, may not exceed the minimum number of emergency days in the approved school calendar. Before adoption, the school board must hold a public hearing for initial proposal or renewal of e-learning program by:

Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing Date of Publication: October 22, 2020

Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district Date of Notification: October 30, 2020

Written or electronic notice designed to reach any exclusive collective bargaining representatives of school district employees and all those employees not in a collective bargaining unit Date of Notification: September 21, 2020

The school board's approval of a district's initial e-learning program and renewal of the e-learning program shall be for a term of 3 years

Date of Public Hearing: November 4, 2020

Date of Board Meeting/Resolution: November 4, 2020

Specifically, the regional office of education or intermediate service center for the school district must verify that the e-learning proposal will: 1) ensure access for all students; ensure that the specific needs of all students are met, including special education students and English learners; ensure that all mandates are still met using the e-Learning program adopted; and 2) contain provisions designed to reasonably and practicably accomplish the following:

- Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day
- Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program

- Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology
- Ensure appropriate learning opportunities for students with special needs
- Monitor and verify each student's electronic participation
- Address the extent to which student participation is within the student's control as to the time, pace, and means of learning
- Provide effective notice to students and their parents or guardians of the use of particular days for e-learning
- Provide staff and students with adequate training for e-learning days' participation
- Ensure that all teachers and staff who may be involved in the provisions of e-learning have access to any and all hardware and software that may be required for the program
- Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an e-learning day
- Review and revise the program as implemented to address difficulties confronted
- Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day

Overall, this eLearning Plan 2.0 for Severe Weather/Emergency Days follows a similar plan as the Remote Learning Plan used to begin the 20-21 school year based on the Coronavirus Pandemic. It is understood that this plan can be used for up to five emergency days during the school year to count as student attendance. It is also understood that the CCSD46 Superintendent of Schools is responsible for identifying an Emergency Day and instituting an eLearning Day in lieu of making up the day later in the school year.

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CCSD 46 Remote Learning (eLearning)

What is Remote Learning (eLearning)?

Remote Learning, or eLearning, enables schools to provide continuous educational opportunities for students that are specifically designed for those times when students and educators are not able to physically be onsite. eLearning may be used for extreme weather (ex. Snow Day) or during times of pandemics such as COVID-19. eLearning is delivered remotely and online through a device (Chromebooks for our K-8 students) or other means for our Pre-K students.

The Superintendent of Schools is responsible for determining the appropriateness of calling for the use of eLearning when schools need to be closed for an emergency, severe weather, or other significant issues. It is understood that students would need to have their Chromebooks at home during one of these days. The school district will do their best to notify families, students and staff about the possibility of an eLearning day on the day preceding whenever possible. It is understood that the district will not be able to predict all potential cases ahead of time.

Purpose of eLearning

The purpose of eLearning is to provide all students with access to learning during school closures using a combination of technology-based instruction, as well as face-to-face interaction. Access to learning, with an emphasis on technology-delivered instruction, will also include other instructional delivery models as needed by our students. These may include related projects, research, and other small group assignments.

eLearning in District 46 will focus on:

- Supporting meaningful learning during times where students and educators are unable to connect within the same physical space.
- Providing continuous learning aligned to our scope and sequence documents.
- Engaging in virtual collaboration with students.

- Providing for strong partnerships between home and school.
- Supporting students' Social Emotional growth through daily interactions.
- Providing structure and predictability so that students, parents/guardians, and educators know what to expect.
- Instituting accountability with flexibility based on current needs and realities.

eLearning Details

The D46 eLearning will include the following:

- At least 5 clock hours of daily learning activities for students in Grades 1-8. Kindergarten students will participate in the same length of school time as the current program indicates. (Ex. If students are attending for a full day, the eLearning day will also be a full day.)
- Daily attendance being taken at the K-4 level.
- Attendance taken for every period at the 5-8 level.
- Parents/guardians are expected to call their child in if they will not be able to participate in that day's eLearning just like if they were onsite.
- Students will follow a daily schedule during the identified eLearning hours each day.
- Students will be expected to participate in the daily class meetings or check-in activities.
- Teachers will be providing regular direct instruction through Google Meet and/or recorded means.
- Whole group, small group, and individual teacher/student interactions are expected.
- Google Meet is being used as the primary tool for meeting with students.

eLearning Responsibilities

○ District Responsibilities

- ✓ Develop thoughtful, accessible eLearning Plans with stakeholder input.
- ✓ Support schools in creating and implementing eLearning plans.
- ✓ Identify curriculum that can be facilitated remotely.
- ✓ Support district-wide Social Emotional Learning.
- ✓ Develop a professional development plan for eLearning.

○ School Responsibilities

- ✓ Implement eLearning Plans.
- ✓ Communicate regularly with all families and stakeholders.
- ✓ Support teachers in planning and implementing the eLearning Plan.
- ✓ Assist families to develop skills necessary to support eLearning.
- ✓ Develop a plan to check on students' well being.

○ Staff Responsibilities

- ✓ Provide academically rigorous, differentiated remote learning activities that promote student growth in learning.
- ✓ Create and maintain a safe, engaging, and empowering culture for learning.
- ✓ Communicate regularly with students and families.
- ✓ Collaborate with staff, students, and parents to seek continuous improvement of the eLearning program.
- ✓ Provide timely feedback to students on progress related to learning activities.

○ Student Responsibilities

✓ Prepare to learn

- Sit in a designated quiet workspace, with upright seating.
- Chromebook is charged, powered on and ready to use or charger is nearby.
- Have materials as designated by teacher (i.e., paper, pencil).
- Take responsibility for own learning.

✓ Attend all Google classes and meetings in their entirety.

✓ Follow School or Grade Level Student Google Meet Expectations. More information will be provided as soon as possible.

✓ Complete assigned work by the due date.

✓ Ask clarifying questions and seek help when needed.

✓ Be curious, engaged, and ready to collaborate.

✓ Review and respond to ongoing feedback and communication from teachers.

○ **Parent / Caregiver Responsibilities**

✓ Review digital learning platform expectations.

✓ Provide a space for students to complete eLearning work.

✓ Set a schedule to help students establish and follow regular daily routines.

✓ Review and monitor assignments with students frequently.

✓ Request technological support as needed.

✓ Follow attendance procedures.

Daily Student Attendance / Engagement

Daily student attendance continues to be an expectation. Daily attendance is necessary for students to experience success with eLearning. For students in K-4, teachers will take daily attendance. For students in grades 5-8, teachers will take attendance for each course or subject. It is expected that students will be in attendance and engaged during the entire school day. Parents/guardians will be expected to call the school office and follow typical attendance procedures to report that their child(ren) would not be in attendance that day. Students will need to complete any required assignments upon their return to eLearning.

Engagement during eLearning is also important. Students will be expected to appropriately participate in discussions and instruction and complete assignments. Students and/or parents/guardians will need to communicate with their teachers if they need additional support or have questions.

Additional eLearning Details

The following are new details regarding eLearning. The scheduled time for Grades 1-4 of eLearning will be from 8:00 AM - 2:00 PM each day for MV, PV, WV, and AV. The scheduled time for students in Grades 1-4 at Park will be from 8:50 AM - 2:50 PM each day. The 5-8 scheduled time of eLearning will be 8:50 AM - 2:50 PM each day. Please see the Kindergarten section for specifics regarding times.

Students will be expected to be fully available during these hours to participate in learning activities. Students may need to complete any assignments after the designated school time as necessary, although teachers will be providing time during the school day to work on assignments during the school hours.

Grades will be based on multiple data pieces including formative assessments (quizzes and assignments), and summative assessments (chapter or unit tests and projects). We will have trimester report cards. It is understood that feedback from teachers is essential for students' growth and development. Formal and informal means of providing feedback will be utilized.

Kindergarten eLearning Sample Schedule

CCSD 46 will be returning to half-day kindergarten for 20-21. CCSD 46 continues to see a great benefit to a full-day kindergarten model, and is making this change in the

20-21 school year and subsequent years if required to a half day experience only in response to the unprecedented current health situation. A half-day experience will allow teachers to have a smaller class and will be able to more effectively support these young students during eLearning. We also believe that a full day of eLearning would be difficult for kindergarteners and parents to manage due to attention span and screen time issues. At this time it is unknown when CCSD 46 will return to a full day Kindergarten experience. When we move back to a full day experience, the schedule and timing will be more consistent with the 1-4 eLearning information in the next section.

The scheduled time for eLearning for Kindergarten will be:

Avon, Meadowview, Prairieview, Woodview

AM Session 8:00 - 10:30

PM Session 11:30 - 2:00

Park

AM Session 8:50 - 11:20

PM Session 12:20 - 2:50

Students will be expected to be fully available during these hours to participate in learning activities.

Please see this sample daily plan below. The order of instruction may vary by school.

Class Meeting to begin the day (5-20 minutes long)

Math (a minimum of 45 minutes)

Literacy - (a minimum of 1 hour)

Specials - (Potentially 40 minutes for PE once a week)

Wrap Up Class Meeting (5-20 minutes long)

Class Meeting - This meeting may be 5-20 minutes long. The day will begin with a class meeting through Google Meet. During this time, attendance will be taken. The class meeting may include an overview of the day's activities and Google Classroom / SeeSaw details, a SEL topic, an introduction to a technology tool or skill and/or classbuilding activities.

Math - (a minimum of 45 minutes) Math will begin with a whole class meeting that will include direct instruction through Google Meet and/or potentially pre-recorded video lessons. After the instruction, students will be provided time and support for practicing the assigned topics independently or in small groups. After this, some students will go off line and continue their work while other students might continue working in small groups or individually for additional support.

Literacy - (a minimum of 1 hour) Literacy will begin with a whole class meeting that

will include direct instruction through Google Meet and/or potentially pre-recorded video lessons. This instruction may include shared reading, handwriting, writing instruction and phonics/foundational skills. After the instruction, students will be provided time and support for practicing the assigned topics independently or small groups. After this, some students will go off line and continue their work and independent reading and writing time while other students might continue working in small groups or individually for additional support.

Specials - (approximately 40 minutes once a week) PE instruction will be delivered through a combination of direct instruction through Google Meet and pre-recorded instructional videos.

Wrap Up Class Meeting This meeting may be 5-20 minutes long. The day will end with a class meeting through Google Meet. The class meeting may include a review of the day's activities and Google Classroom / SeeSaw details, a SEL topic, a preview for the next day's plan, an introduction to a technology tool or skill and/or classbuilding activities.

Grades 1-4 eLearning Sample Schedule

The scheduled time for eLearning for grades 1-4 will be from 8:00 AM - 2:00 PM each day for students at MV, PV, WV, and AV. The scheduled time for eLearning for grades 1-4 at Park will be from 8:50 AM - 2:50 PM each day. Students will be expected to be fully available during these hours to participate in learning activities. Students may need to complete any assignments after the designated school time as necessary, although teachers will be providing time during the school day to work on assignments during the school hours.

Please see this sample daily plan below understanding that the order of instruction may vary by grade level.

Class Meeting to begin the day (5-20 minutes long)

Math (a minimum of 60 minutes)

Literacy - (a minimum of 1 hour and 45 minutes)

Specials - (approximately 40-60 minutes) Art, Music, PE, others

Lunch and Movement - (40 minutes)

Social Emotional Learning (SEL), Science, Social Science (combined minimum of 60 minutes)

Wrap Up Class Meeting (5-20 minutes long)

Class Meeting - This meeting may be 5-20 minutes long. The day will begin with a class meeting through Google Meet. During this time, attendance will be taken. The class meeting may include an overview of the day's activities and Google Classroom /

SeeSaw details, a SEL topic, an introduction to a technology tool or skill and/or classbuilding activities.

Math - (a minimum of 60 minutes) Math will begin with a whole class meeting that will include direct instruction through Google Meet and/or potentially pre-recorded video lessons. After the instruction, students will be provided time and support for practicing the assigned topics independently or in small groups. After this, some students will go off line and continue their work while other students might continue working in small groups or individually for additional support. All students will understand what their assignments are and when they will be due through Google Classroom or SeeSaw.

Literacy - (a minimum of 1 hour and 45 minutes) Literacy will begin with a whole class meeting that will include direct instruction through Google Meet and/or potentially pre-recorded video lessons. This instruction may include shared reading, handwriting, writing instruction and phonics/foundational skills. After the instruction, students will be provided time and support for practicing the assigned topics independently or small groups. After this, some students will go off line and continue their work and independent reading and writing time while other students might continue working in small groups or individually for additional support. All students will understand what their assignments are and when they will be due through Google Classroom or SeeSaw.

Specials - (approximately 40-60 minutes) Art, music, and PE instruction will be delivered through a combination of direct instruction through Google Meet and pre-recorded instructional videos. Students will be expected to fully participate in specials as grades will be assigned for students. Additional activities involving technology and Learning Center may also be included in this time.

Lunch and Movement - (40 minutes) Lunch and movement will be embedded into the daily schedule. This will be non-teacher directed time.

Social Emotional Learning (SEL), Science, Social Science (combined minimum of 60 minutes) Each of these classes will begin with a whole class meeting that will include direct instruction through Google Meet and/or potentially pre-recorded video lessons. After the instruction, students will be provided time and support for practicing the assigned topics independently or small groups. After this, some students will go off line and continue their work, some students might continue working in small groups or individually for additional support. All students will understand what their assignments are and when they will be due through Google Classroom or SeeSaw.

Wrap Up Class Meeting This meeting may be 5-20 minutes long. The day will end with a class meeting through Google Meet. The class meeting may include a review of the day's activities and Google Classroom / SeeSaw details, a SEL topic, a preview for the next day's plan, an introduction to a technology tool or skill and/or

classbuilding activities.

Grades 5-8 eLearning Sample Schedule

The scheduled time for eLearning for grades 5-8 will be from 8:50 AM to 2:50 PM each day. Students will be expected to be fully available during these hours to participate in learning activities. Students may need to complete any assignments after the designated school time as necessary, although teachers will be providing time during the school day to work on assignments during the school hours.

Please see this sample daily plan below. The order of instruction may vary by grade level. The variances in the minutes are based on school specific details.

Core Subjects -Math, Literacy, Science, Social Science (ranges from 40-80 minutes)

Lunch (ranges from 30-40 minutes)

Encore Classes (ranges from 30-40 minutes)

Physical Education (ranges from 30-40 minutes)

Core Classes - Math, Literacy, Science and Social Science classes will begin with a whole class meeting that will include direct instruction through Google Meet and/or potentially pre-recorded video lessons. After the instruction, students will be provided time and support for practicing the assigned topics independently or in small groups. After this, some students will go off line and continue their work while other students might continue working in small groups or individually for additional support. All students will understand what their assignments are and when they will be due through Google Classroom or SeeSaw. Attendance will be taken for each core class.

Encore and Physical Education Classes - Encore and PE classes will be delivered through a combination of direct instruction through Google Meet and pre-recorded instructional videos. Students will be expected to fully participate in specials as grades will be assigned for students. Attendance will be taken for each Encore class.

Lunch and Movement - Lunch and movement will be embedded into the daily schedule. This will be non-teacher directed time.

Band and Choir - Band and Choir will continue through the use of Google Meet.

Special Education and Section 504 Considerations

Each student who is currently eligible to receive special education services through an Individualized Education Plan or has a Section 504 Plan will continue with those

services during eLearning based on the schedule through the use of Google Meet. Students will receive any combination of videotherapy, teletherapy, or activity-based services.

English Learner and Bilingual Services

○ One-Way Dual Language Program PreK-6th Grade

✓ Incoming Kindergarten students and current students in the One-Way Dual (OWD) Language Classes will continue remotely.

✓ OWD students will follow the grade level and building-specific schedules.

○ English as a Second Language

✓ Students who receive English Development services will continue to receive their identified services through the use of Google Meet.

Technology

All students in grades K -8 will be provided district-issued Chromebooks.

New for the 20-21 school year, all students in grades K-2 will also be provided a district-issued Chromebook. All K-8 students will be provided instruction and information about the care and use of their Chromebooks. Parents/guardians and students will be asked to review and sign the technology acceptable use policy. All students will be expected to follow the guidelines for safe and appropriate use of the Chromebooks. It is understood that teachers will need to spend time during the first weeks of school teaching students to use the many different tools, websites, and subscriptions.

At this time, our district will be promoting the use of Google Meet for whole class meetings and instruction. To facilitate this, all of our K-8 students will be provided a district email. Email addresses for students can only be used internally between students and teachers in District 46.

The district acknowledges the transition to eLearning coupled with the addition of a new device and new platforms will require additional support. A new technology resource website has been added with tutorials on how to use the student Chromebooks in addition to troubleshooting tips and access to the district's technology support team.

Technology Tools That May Be Used During eLearning

	K	1st	2nd	3rd	4th	5th	6th	7th	8th
Google Suite of Tools (Docs, Sheets, Forms, etc)	X	X	X	X	X	X	X	X	X
Google Mail	X	X	X	X	X	X	X	X	X
Google Classroom				X	X	X	X	X	X
Kami	X	X	X	X	X	X	X	X	X
SeeSaw	X	X	X						
RazKids	X	X	X	X	X				
NEWSEla				X	X	X	X	X	X
Envisions Math Resources	X	X	X	X	X	X			
Carnegie Math Resources including Mathia							X	X	X
Handwriting Without Tears	X	X	X						
Zaner-Bloser Handwriting				X	X				
ABC-CLIO							X	X	X
BrainPop / BrainPop Jr.	X	X	X	X	X	X	X	X	X
STEMScopes 3D	X	X	X	X	X	X	X	X	X
Mystery Science	X	X	X	X	X				

Additional Technology Tools may be used by Special Education students or English Learners (EL) based on their needs. Additional Technology Tools may be added in the future.

Early Childhood Program
<p>○ The Early Childhood program will continue to provide services for eLearning to the best of their abilities. Parents/guardians should expect an email from their child's teacher. This email will include the plans for the eLearning day's activities.</p>

Document Status: Draft Update

STUDENTS

7:20 Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

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

Sexual Harassment Prohibited

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

Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member employee with whom the student is comfortable speaking. PRESSPlus3 A student may choose to report to an employee person of the student's same sex/gender.

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 6:90, Abused and Neglected Child Reporting, in addition to any response required by this policy. Reports under this policy will be considered a report under Board policy 2:260, Uniform Grievance Procedure, and/or Board policy 2:265, Title IX Sexual Harassment Grievance Procedure. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. PRESSPlus4

Nondiscrimination Coordinator:

Dr Lynn Glickman
565 Frederick Road, Grayslake, IL 60030
glickman.lynn@d46.org
847/223-3650

Chris Wolk
565 Frederick Road, Grayslake, IL 60030
wolk.chris@d46.org
847/223-3650

Complaint Managers:

Dr. Lynn Glickman
565 Frederick Road, Grayslake, IL 60030
glickman.lynn@d46.org
847/223-3650

Chris Wolk
565 Frederick Road, Grayslake, IL 60030
wolk.chris@d46.org
847/223-3650

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

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

Investigation Process

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

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

~~The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.~~

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee ~~PRESSPlus5~~ shall consider whether action under policy 2:265, Title IX Sexual Harassment Grievance Procedure, should be initiated.

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

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel ~~PRESSPlus6~~

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

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

Enforcement

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

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260,

Uniform Grievance Procedure, and 2:265, Title IX Sexual Harassment Grievance Procedure).

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

LEGAL REF.:

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

105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

23 Ill.Admin.Code §1.240 and Part 200.

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: March 4, 2020

PRESSPlus Comments

PRESSPlus 1. Executive Order (EO) 2019-11, titled "Strengthening Our Commitment to Affirming and Inclusive Schools" established the Affirming and Inclusive Schools Task Force (Task Force) to identify strategies and best practices for ensuring welcoming, safe, supportive, and inclusive school environments for transgender, nonbinary, and gender nonconforming students. The Task Force delivered a report that served as the basis for two non-regulatory guidance documents entitled *Supporting Transgender, Nonbinary and Gender Nonconforming Students* and *Sample District Policy and Administrative Procedures* at www.isbe.net/supportallstudents. The Ill. State Board of Education (ISBE) hosts these documents on its website.

If the Board would like to incorporate ISBE's *Sample District Policy and Administrative Procedures* policy recommendation into this policy, see the **PRESS Plus** Question 1 for policy 7:10, *Equal Educational Opportunities*. **Issue 105, August 2020**

PRESSPlus 2. Two laws apply to sexual harassment of students in Illinois. Title IX of the Education Amendments of 1972 (Title IX) and the IHRA prohibit discrimination on the basis of sex and sexual harassment in any educational program or activity receiving federal financial assistance. 20 U.S.C. §1681. Title IX defines sexual harassment as conduct on the basis of sex that meets one or more of the following: (1) a district employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal access to the District's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined in federal law. 34 C.F.R. §106.30. Consult the board attorney to ensure the nondiscrimination coordinator and complaint managers are trained to appropriately respond to allegations of Title IX sexual harassment.

See policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, and sample procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, available at **PRESS** Online by logging in at www.iasb.com.

The IHRA prohibits any district employee or agent from sexually harassing a student, and defines sexual harassment as any unwelcome sexual advances or requests for sexual favors made to a student, or any conduct of a sexual nature toward a student, when: (1) such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or (2) the district employee or agent either explicitly or implicitly makes the student's submission to or rejection of such conduct as a basis for making various enumerated education-related determinations. 775 ILCS 5/5A-201(E).

The Ill. Dept. of Human Rights investigates charges of sexual harassment in violation of the IHRA, and it is a civil rights violation when a district fails to take remedial or disciplinary action against an employee the district knows engaged in sexual harassment. 775 ILCS 5/5A-102. **Issue 105, August 2020**

PRESSPlus 3. Using "or any employee with whom the student is comfortable speaking" ensures compliance with Title IX regulations providing that "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment is deemed to have *actual knowledge* which triggers a district's duty to respond. 34 C.F.R. §106.30. By including "any employee" in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages,

hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. **Issue 105, August 2020**

PRESSPlus 4. Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a), amended at 85 Fed. Reg. 30573. Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number.

The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus** Question 1 in policy 2:260. **Issue 105, August 2020**

PRESSPlus 5. "Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used. **Issue 105, August 2020**

PRESSPlus 6. Required for districts located within a county served by an accredited Children's Advocacy Center (CAC). 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531 (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For further discussion see f/n 14 in sample policy 5:90, *Abused and Neglected Child Reporting*, available at **PRESS** Online by logging in at www.iasb.com.

If your school district is not within a county served by an accredited CAC, strike this subsection and select "Adopted with Additional District Edits" as the Save Status. **Issue 105, August 2020**

Document Status: 5-Year-Review - Needs Review

STUDENTS

7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students

Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Building Principal of the school in the school attendance area where the student resides. All requests for attendance in the following school year must be submitted before May 1.

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

Students with a Disability

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's individualized educational program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities, Including Interscholastic Competition

A nonpublic school student is eligible to participate in: (1) interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the School District maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to Board of Education policy 7:30, *Student Assignment and Intra-District Transfer*, as well as administrative procedures implementing this policy.

LEGAL REF.:

105 ILCS 5/10-20.24 and 5/14-6.01.

CROSS REF.: 4:110 (Transportation), 6:170 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 7:30 (Student Assignment and Intra-District Transfer), 7:300 (Extracurricular Athletics)

ADOPTED: November 18, 2015

Document Status: Draft Update

BOARD OF EDUCATION

2:220 Board of Education Meeting Procedure

Agenda

The Board of Education President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of Board of Education Meetings*.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Any Board member may request that his or her vote be changed before the President announces the result.

Any Board member may include a written explanation of his or her vote in the District file containing individual Board member statements; the explanation will not be part of the minutes.

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order. The Board's open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the District's main office.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

No Physical Presence of Quorum and Participation by Audio or Video: Disaster Declaration [PRESSPlus1](#)

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. [PRESSPlus2](#) The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the Quorum and Participation by Audio or Video Means subhead above, is not practical or prudent because of the disaster declaration. If neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination. [PRESSPlus3](#)

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, ^{PRESSPlus4} and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum, ^{PRESSPlus5}

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use *Robert's Rules of Order, Newly Revised* (11th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.:

5 ILCS 120/2a, 120/2.02, 120/2.05, ~~and 120/2.06, and 120/7.~~

105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: 2:80 (Board Member Oath and Conduct), ~~2:150 (Committees)~~, 2:200 (Types of School Board Meetings), ~~2:160 (Committees)~~, 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

Adopted: January 15, 2020

PRESSPlus Comments

PRESSPlus 1. 5 ILCS 120/2.01 and 120/7(e)(1)-(10), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. During the 2020 COVID-19 pandemic, Ill. Gov. Pritzker issued Executive Order (EO) 2020-07 pursuant to 20 ILCS 3305/7 (disaster proclamation due to public health emergency) that temporarily suspended OMA's physical quorum requirement. The Governor extended this OMA relief through subsequent Executive Orders as the crisis continued. See EOs 2020-18, 2020-33, and 2020-39. During the period covered by EO 2020-39, 5 ILCS 120/7(e), amended by P.A. 101-640 was enacted, immediately requiring public bodies to meet a number of conditions before suspending the physical quorum requirement.

Boards must remember that public comment is still required when a quorum is not physically present at the meeting location. See Public Comment section of the Ill. Atty. Gen.'s guidance entitled *Guidance to Public Bodies on the Open Meetings Act and the Freedom of Information Act During the COVID-19 Pandemic* on p. 5 at: www.foia.illattorneygeneral.net/pdf/OMA_FOIA_Guide.pdf. **Issue 104, June 2020**

PRESSPlus 2. The phrase "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, which provides the governor with the power to declare a disaster. 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns because [the governor has declared] a disaster" and while not aligning with IEMA text, means "public health emergency." For ease of understanding and alignment with IEMA, this policy uses "public health emergency."

To avoid confusion, note that the triggers under 5 ILCS 120/7(e), amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad than the School Code's triggers to implement remote and/or blended remote learning days (RLD/BLRDs). OMA states (1) the "governor or the director of IDPH has issued a disaster declaration of a disaster as defined in 20 ILCS 3305/" This means that it is possible for the board to meet remotely if the director of IDPH declares a disaster under OMA, but that may not mean a district must implement RLD/BLRDs because the School Code states that the governor must declare the disaster. **Issue 104, June 2020**

PRESSPlus 3. 5 ILCS 120/7(e)(2), amended by P.A. 101-640 states "the head of the public body as defined in [the Freedom of Information Act (FOIA), 5 ILCS 140/2(e), FOIA]." FOIA defines *head of the public body* to mean the *president* or "such person's duly authorized designee." 5 ILCS 140/2(e). Policy 2:110, *Qualifications, Term, and Duties of Board Officers*, designates the vice president to perform the duties of the president if that office is vacant or he or she is absent or unable to perform the office's duties.

For practical purposes if a disaster is declared due to a public health concern, this policy designates the superintendent as "[the president or vice president's] duly authorized designee" pursuant to the authority of 5 ILCS 140/2(e) for the board to move forward with the required determination to meet by audio or video with no physical presence of a quorum. **Issue 104, June 2020**

PRESSPlus 4. While this phrase of the sentence is not required in OMA, many attorneys agree that transparency best practices in this situation include the individual making the determination to: (1) put it in writing referring to the specific disaster declaration applicable to the board's jurisdiction and the public health concern/public health emergency that applies to not having an in-person meeting; and (2) include that written determination (a) on the board's published notice and agenda for the audio or video meeting, and (b) in the meeting minutes. **Issue 104, June 2020**

PRESSPlus 5. See 2:220-E9, *Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration*. Find this sample Board exhibit at your PRESS Plus dashboard under the Status **Draft Update - New**. **Issue 104, June 2020**

Document Status: Draft Update

STUDENTS

7:190 Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is

prohibited by this policy.

- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in [Article 13A or 13B of the School Code](#).
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Isolated Time Out, Time Out, and Physical Restraint^{Q1}

~~School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20-33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out, time out, nor physical restraints shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill. Admin. Code §§ 1.280, 1.285), and the District's procedure(s).~~

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code ([18](#)

U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look alikes* of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated

by Reference: 7:190-AP4, (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

20 U.S.C. §6081, Pro-Children Act of 1994.

20 U.S.C. §7961 *et seq.*, Gun Free Schools Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

23 Ill.Admin.Code §§ 1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

Adopted: April 23, 2019

Questions and Answers:

***Required Question 1. In late November 2019 and early 2020, in response to investigative journalism articles, ISBE issued emergency rules and subsequent amendments to those emergency rules that significantly limited the use of isolated time out and physical restraint. ISBE adopted permanent rules governing the use of isolated time out, time out, and physical restraint (permitted under limited circumstances and only until July 1, 2021), effective April 9, 2020.

Isolated time out, time out, or physical restraint may be used by staff members **only if** their use is authorized by policy and administrative procedure. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. See 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*, available at PRESS Online by logging in at www.iasb.com. **By default, this policy allows the use of isolated time out, time out, and physical restraint pursuant only to the conditions allowed in the School Code and ISBE rules.** State statute and ISBE rules contain complex restrictions on the use of isolated time out, time out, and physical restraint. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. According to the ISBE rule, isolated time out, time out, and physical restraints are allowed only if a board authorizes their use in a policy containing the numerous components identified in the rule. To comply with ISBE's rule, a board must also incorporate by reference the district's procedure, i.e., 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. By doing this, the policy includes the district's procedure.

Does the Board allow or prohibit the use of isolated time out, time out, and physical restraint?

- ☒ The Board allows the use of isolated time out, time out, and physical restraint. (Default)
 - ☐ The Board prohibits the use of isolated time out, time out, and physical restraint. (IASB will delete this subhead and its contents, amend the Legal Reference, and delete the Incorporated by Reference line.)
-

Document Status: Draft Update

STUDENTS

7:340 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to ~~object to~~ opt-out of the release of directory information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without parent consent to the official records custodian of another school district in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law. [PRESSPlus1](#)

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

LEGAL REF.:

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

[Owasso I.S.D. No. I-011 v. Falvo](#), 534 U.S. 426 (2002).

Family Educational Rights and Privacy Act, [20 U.S.C. §1232g](#) implemented by [34 C.F.R. Part 99](#).

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

Children's Privacy Protection and Parental Empowerment Act, [325 ILCS 17/](#).

[105 ILCS 5/10-20.21b](#), [5/20.37](#), [5/20.40](#), and [5/14-1.01 et seq.](#)

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

[50 ILCS 205/7](#).

[750 ILCS 5/602.11](#).

[23 Ill.Admin.Code Parts 226 and 375](#).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), [7:345 \(Use of Educational Technologies: Student Data Privacy and Security\)](#)

ADOPTED: February 21, 2018

PRESSPlus Comments

PRESSPlus 1. Updated with continuous improvement changes based on feedback from the Ill. Council of School Attorneys. Issue 104, June 2020

Document Status: Draft Update - New

7:345 Use of Educational Technologies; Student Data Privacy and Security

New/Unpublished Section

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria. [PRESSPlus1](#)

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or covered information. [PRESSPlus2](#) The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. [PRESSPlus3](#) Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff. [Q1](#)

Definitions

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes. [PRESSPlus4](#)

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District. [PRESSPlus5](#)

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. [PRESSPlus6](#) Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law. [PRESSPlus7](#)

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. [PRESSPlus8](#) In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law. [PRESSPlus9](#)

LEGAL REF.:

20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.

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

105 ILCS 85/, Student Online Personal Protection Act.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

Questions and Answers:

***Required Question 1. SOPPA permits, but does not require, districts to designate an appropriate staff person as a Privacy

Officer, who may also be an official records custodian under ISSRA, to carry out the duties and responsibilities assigned to schools and to ensure a district's compliance with the requirements of SOPPA. 105 ILCS 85/27(f), added by P.A. 101-516, eff. 7-1-21. Boards may designate an individual other than the Superintendent to serve in the capacity of Privacy Officer, such as a Business Manager, IT Director, or District Records Custodian.

Has the Board designated a Privacy Officer?

☐ No. (default)

☐ Yes, the Superintendent is designated to serve as Privacy Officer. (IASB will add the following sentence: "The Board designates the Superintendent to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21.")

☐ Yes, a title other than Superintendent has been designated to serve as Privacy Officer. (IASB will add the following sentence: "The Board designates the [Insert Title] to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21.") What is the Privacy Officer's Title?:

PRESSPlus Comments

PRESSPlus 1. The Student Online Personal Protection Act (SOPPA) (105 ILCS 85/), amended by P.A. 101-516, eff. 7-1-21, specifically requires boards to adopt a policy for designating which district employees are authorized to enter into agreements with *operators* (see **Operator Contracts** subhead). SOPPA is the State law that governs how educational technology companies, schools, and the Ill. State Board of Education (ISBE) use and protect *covered information* of students. The amendments to SOPPA were intended to strengthen protections for online student data, in part by centralizing the vetting and contracting process within schools, and to give parents ready access to information about how their children's data is being used at school. SOPPA does not, however, require a district to obtain parent opt-in or separate consent for the use of online services or applications, nor is such consent required if the operator is acting as a *school official* pursuant to the delineated exception in the Family Educational Rights and Privacy Act's (FERPA)(20 U.S.C. §1232g) implementing regulations. See 34 C.F.R. §99.3(a). **Issue 104, June 2020**

PRESSPlus 2. See policy 7:340, *Student Records*, and its implementing administrative procedure, 7:340-AP1, *School Student Records*, available at PRESS Online by logging in at www.iasb.com, for requirements addressing school student records under federal and State law. SOPPA does not override or otherwise supersede the requirements of FERPA or the Ill. School Student Records Act (ISSRA) (105 ILCS 10/). 105 ILCS 85/30(9), amended by P.A. 101-516, eff. 7-1-21.

Covered information is a broader concept than student records, and may include information that does not qualify as a student record. However, even if the covered information is not maintained as a student record, it may still qualify as a *public record* under the Local Records Act (50 ILCS 205/), such that a district would have an obligation to maintain it. Consult the board attorney for guidance on these issues. **Issue 104, June 2020**

PRESSPlus 3. 105 ILCS 85/26(1), added by P.A. 101-516, eff. 7-1-21. SOPPA includes a clarification that schools and operators are not prohibited from producing and distributing, free or for consideration, student class photos and yearbooks to the school, students, parents, or others authorized by parents, as long as there is a written agreement between the operator and district. 105 ILCS 85/30(10), amended by P.A. 101-516, eff. 7-1-21. **Issue 104, June 2020**

PRESSPlus 4. SOPPA specifically provides that it does not apply to general audience websites, online services, online applications, or mobile applications, even if login credentials are required to access the general audience sites, services, or applications. 105 ILCS 85/30(3), amended by P.A. 101-516, eff. 7-1-21. Consult the board attorney for guidance regarding whether certain applications that may be widely used by schools, but which may not have been originally marketed to K-12 (e.g., certain video conference applications), come within the scope of SOPPA. **Issue 104, June 2020**

PRESSPlus 5. Operators must notify districts of a breach of covered information within the most expedient time possible and without reasonable delay, but no later than 30 calendar days after the determination that a breach has occurred. 105 ILCS 85/15(5), added by P.A. 101-516, eff. 7-1-21. **Issue 104, June 2020**

PRESSPlus 6. This statement is required by 105 ILCS 85/27(b), added by P.A. 101-516, eff. 7-1-21. SOPPA provides that any agreement entered into in violation of SOPPA "is void and unenforceable as against public policy." Id. SOPPA does not provide for a private right of action against school districts; the Ill. Attorney General has enforcement authority under SOPPA through the Consumer Fraud Deceptive Trade Practices Act. 105 ILCS 85/35. **Issue 104, June 2020**

PRESSPlus 7. SOPPA requires specific provisions be included in a contract with any operator that seeks to receive covered information from a school district. 105 ILCS 85/15(4), added by P.A. 101-516, eff. 7-1-21. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, available at PRESS Online by logging in at www.iasb.com, for details. **Issue 104, June 2020**

PRESSPlus 8. 105 ILCS 85/27(e), added by P.A. 101-516, eff. 7-1-21. SOPPA does not provide specifics regarding security procedures or practices, nor is there a formal, nationalized standard specific to K-12. However, SOPPA requires ISBE to make available on its website guidance for schools pertaining to reasonable security procedures and practices. 105 ILCS 85/28, added by P.A. 101-516, eff. 7-1-21. ISBE, the U.S. Dept. of Education (DOE) and other experts in the field agree that training of all staff with access to a school's network is important to protecting schools against cyber threats, although such training is not currently mandated in Illinois. ISBE's grant-funded program, the Learning Technology Center of Illinois, offers cybersecurity training to administrators and educators throughout the State. See www.ltc.org. The U.S. Dept. of Education has also issued multiple guidance documents on security best practices for schools, available at www.studentprivacy.ed.gov/topic/security-best-practices. **Issue 104, June 2020**

PRESSPlus 9. In the event of a breach of covered information of students, SOPPA requires school districts to provide two types of notices: (1) individual notices to the parents of students whose covered information was involved in the breach and (2) a more general notice about the breach on the district's website (or at the district administrative office, if it does not maintain a website) if the breach involved 10% or more of the district's student enrollment. 105 ILCS 85/27(a)(5) & (d), added by P.A. 101-516, eff. 7-1-21. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, available at PRESS Online by logging in at www.iasb.com, for details about the required notices. **Issue 104, June 2020**

Document Status: Draft Update - Rewritten

OPERATIONAL SERVICES

4:180 Pandemic Preparedness; Management; and Recovery

Title has been updated. Original Title: Pandemic Preparedness

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during a pandemic. [PRESSPlus1](#)

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. [PRESSPlus2](#)

To prepare the School District community for a pandemic, the Superintendent or designee shall: (1) learn and understand how the roles that the federal, State, and local government function; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic school action plan; and (3) build awareness of the final plan among staff, students, and community.

Emergency School Closing [PRESSPlus3](#)

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or Regional Office of Education. [Q1](#)

During an emergency school closing, the Board President and the Superintendent [Q2](#) may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic. [PRESSPlus4](#)

Board Meeting Procedure: No Physical Presence of Quorum and Participation by Audio or Video [PRESSPlus5](#)

A disaster declaration related to a public health emergency [PRESSPlus6](#) may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *School Board Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

Payment of Employee Salaries During Emergency School Closures [PRESSPlus7](#)

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

Suspension of In-Person Instruction: Remote and/or Blended Remote Learning Day Plan(s) [PRESSPlus8](#)

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use *Remote Learning Days* or *Blended Remote Learning Days*, the Superintendent shall approve and present to the Board for adoption [PRESSPlus9](#) a Remote and/or Blended Remote Learning Day Plan (Plan) that: [Q3](#)

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic; [PRESSPlus10](#)
2. Implements the requirements of 105 ILCS 5/10-30; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.5, 5/10-20.56, and 5/10-30.

5 ILCS 120/2.01 and 120/7(e), Open Meetings Act.

20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1).

20 ILCS 3305/, Ill. Emergency Management Agency Act.

115 ILCS 5/, Ill. Educational Labor Relations Act.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the School Board; Indemnification), 2:220 (School Board Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

Questions and Answers:

***Required Question 1. Is your district served by an Intermediate Service Center rather than an ROE (suburban Cook County)?

☐ No. (default)

☐ Yes. (IASB will replace "Regional Office of Education" with "Intermediate Service Center")

***Required Question 2. This sample policy uses the board president and superintendent as the default text because during a pandemic, it may be difficult for a board policy committee to meet pursuant emergency executive orders that are issued, etc. See policies 2:150, *Committees*, and 2:240, *Board Policy Development*. Does the board prefer its policy committee to engage in this work?

☐ No. (default)

☐ Yes. (IASB will replace "Board President and the Superintendent" with "Board Policy Committee")

***Required Question 3. Remote Learning Days (RLDs) and Blended Remote Learning Days (BRLDs) are different from *e-learning days/e-learning programs*. RLD/BRLDs are for use when the governor declares a disaster under 20 ILCSA 3305/ and the state superintendent has declared a requirement for the district to use them to provide remote instruction to pre-kindergarten through grade 12 that count as pupil attendance days under 105 ILCS 5/10-19.05(j-5), amended by P.A. 101-643. 105 ILCS 5/10-30(1), added by P.A. 101-643. BRLDs allow districts to utilize "hybrid models of in-person and remote instruction. E-learning days are part of an e-learning program that require a board to, among other things, hold a public hearing and obtain approval by the Regional Office of Education (or Intermediate Service Center) to allow the district to provide instruction to students electronically while they are not physically present due to inclement weather and other unexpected events. 105 ILCS 5/10-20.56(b), amended by P.As. 101-12 and 101-643. School districts with e-learning programs may adapt them for use during RLDs and BRLDs (105 ILCS 5/10-20.56(a), amended by P.As. 101-12 and 101-643, and 5/10-30(2), added by P.A. 101-643.

Has the board adopted an e-learning program pursuant to 105 ILCS 5/10-20.56, added by P.A. 101-12?

☐ No. (default)

☐ Yes. (IASB will add the following text to number two after 105 ILCS 5/10-30: "by adapting into a Plan the District's e-learning program implemented pursuant to 105 ILCS 5/10-20.56")

PRESSPlus Comments

PRESSPlus 1. This policy is renamed from *Pandemic Preparedness* to *Pandemic Preparedness: Management and Recovery*. It is updated in response to the General Assembly, the Ill. State Board of Education (ISBE), Ill. Attorney General, and the U.S. Dept. of Education taking a number of actions and/or issuing guidance documents to address the ongoing COVID-19 pandemic as it affects public school operations and student learning. Its purpose is to establish board direction about pandemic preparedness, management, and recovery issues and inform the community about the board's role during a pandemic.

Certain subheads of this policy are required; see further PRESS Plus comments for more information.

A redlined version showing the changes and more information in the footnotes can be found at PRESS Online, accessed by logging in at www.iasb.com. **Issue 104, June 2020**

PRESSPlus 2. This paragraph embodies the CDC's pandemic definition. See www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html. The **Illinois Pandemic Influenza Preparedness and Response Plan**, Version 5.0, May 2014, also defines pandemic at page 9; however, that definition is specific to influenza. The new COVID-19 coronavirus is not an influenza virus yet was characterized as a pandemic by the World Health Organization. At the time of publication during the 2020 COVID-19 pandemic, it was not clear whether this Illinois resource's definition will be amended. **Issue 104, June 2020**

PRESSPlus 3. In times of emergency, the functions of different levels of State and federal government often become cloudy, and determining what governmental entity has powers to take a particular action can be confusing. The concept of federalism, or the coexistence of federal and state governments with their own local powers, was utilized during the response to the 2020 COVID-19 pandemic. Federalism is premised on the Constitutional limits of federal power. See U.S. Const. Art. I, Sec. 8 (limiting powers of Congress providing only those powers enumerated). Generally, during the 2020 COVID-19 pandemic, Illinois and other states were left with these remaining powers of government to respond to the crisis. In general, President Trump's administration set broad national policy, particularly with respect to international travel and the approval of treatments, and suggested guidance that States could follow regarding mitigation measures. The states' governors and local leaders made other state-specific or locality-specific decisions based upon the local conditions in each community. Depending upon the federal administration in power at the time of a pandemic, the federal government may seek to play a greater or lesser role in the management of a pandemic.

During the 2020 COVID-19 pandemic, the Governor and ISBE issued many directives and/or guidance, including reliance upon the advice and recommendations of local public health departments. See www.isbe.net/Documents/ISBE-Guidance-to-School-Coronavirus.pdf. And see other 2020 COVID-19 guidance documents as follows:

- Ill. Gov. Pritzker, ISBE, Ill. Association of School Admin., Ill. Principals' Assoc., Ill. Ed. Assoc., and Ill. Fed. of Teachers Joint Statement: www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf.
- IDPH-ISBE joint schools guidance: www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/schools-guidance
- IDPH-ISBE joint workplace health and safety guidance: www.dph.illinois.gov/covid19/community-guidance/workplace-health-and-safety-guidance
- Restore Illinois Plan: www2.illinois.gov/dceo/Pages/RestoreILLP3.aspx.

During the 2020 COVID-19 pandemic, several protests occurred and many lawsuits were filed challenging Ill. Gov. Pritzker's extensions of disaster declaration emergency power under IEMA, 20 ILCS 3305/7. See the 2020 COVID-19 Executive Orders (EO) at: coronavirus.illinois.gov/s/resources-for-executive-orders. Controversies existed across party and regional lines with all branches of government looking to balance the need to protect human life against the desire to preserve personal liberty. Gov. Pritzker's EOs faced unsettled challenges in both the courts of law and public opinion as a five-phased plan to re-open Illinois was also being introduced *a/k/a Restore Illinois Plan* (coronavirus.illinois.gov/s/restore-illinois-introduction). **Issue 104, June 2020**

PRESSPlus 4. Examples include, but are not limited to, policies 6:20, *School Year Calendar and Day*, 6:300, *Graduation Requirements*, 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*. For Executive Orders addressing these issues, see the footnotes available at PRESS Online by logging in at www.iasb.com. **Issue 104, June 2020**

PRESSPlus 5. 5 ILCS 120/2.01 and 120/7(e), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. See policy 2:220 and Board exhibit 2:220-E9 for more information. **Issue 104, June 2020**

PRESSPlus 6. While 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns," the text "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, the governing statute of disaster declarations. For ease of understanding and alignment with IEMA, this policy uses "public health emergency." **Issue 104, June 2020**

PRESSPlus 7. Required if a district wishes to continue to charge employee salaries and benefits to a grant during an extended school closure, depending upon the specific terms of government orders and/or guidance issued during a pandemic. 2 C.F.R. Part 200 (see www.whitehouse.gov/wp-content/uploads/2020/03/M-20-17.pdf, extended until 9-30-20 by www.whitehouse.gov/wp-content/uploads/2020/06/M-20-26.pdf) and 30 ILCS 708/.

During the 2020 COVID-19 pandemic, Gov. Pritzker and ISBE issued directives and/or guidance regarding payment of school

district employees that may impact a board's decision regarding continued payment of employees during an extended closure. ISBE and the Governor suspended in-person learning and issued a Joint Statement (JS) with other school administrator and union groups, which purported to mandate that all school district employees on the district's payroll be paid as if districts were functioning normally and they were performing their normal work. See www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf. The JS cited no specific authority for the payment mandate. Additionally, changes to wages, hours, terms and conditions of employment, even when made during an extraordinary circumstance such as a pandemic, remain subject to collective bargaining obligations.

See sample procedure 4:180-AP3, *Grant Flexibility; Payment of Employee Salaries During a Pandemic*, and its footnotes, available at PRESS Online by logging in at www.iasb.com. **Issue 104, June 2020**

PRESSPlus 8. 105 ILCS 5/10-30(3), added by P.A. 101-643, requires the "[board] to adopt and the superintendent to approve" these plans upon the following statutory triggers: (1) the governor declaring a disaster pursuant to 20 ILCS 3305/, and (2) the state superintendent of education declaring a requirement for a school district, multiple school districts, a region, or the entire State.

See sample administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*, available at PRESS Online by logging in at www.iasb.com, for the specifics of implementing Remote Learning Days (RLDs) and/or Blended Remote Learning Days (BLRDs).

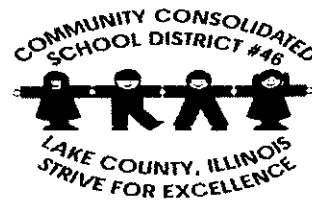
Implementing a plan under this subhead contains items on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This subhead of the policy concerns an area in which the law is unsettled. See 105 ILCS 5/10-30(7), added by P.A. 101-643 (stating that it does not increase or diminish any collective bargaining rights under existing law, and that aspects of the plan that impact the wages or other terms or conditions of employment will need to be bargained with the exclusive bargaining representative(s)).

To avoid confusion, note that the triggers under the Open Meetings Act (OMA), 5 ILCS 120/7, amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad: (1) the "governor or the director of IDPH has issued a disaster declaration of a disaster as defined in 20 ILCS 3305/, and (2) all or part of the jurisdiction of the [school board] is covered by the disaster area. This means that it is possible for the board to meet remotely under OMA if the director of IDPH declares a disaster, but the School Code requires the governor to be the one to declare the disaster under 20 ILCS 3305/ in order for the state superintendent of education to declare that a district implement RLD/BLRDs. **Issue 104, June 2020**

PRESSPlus 9. 105 ILCS 5/10-30(3), added by P.A. 101-643 states "the district shall adopt a remote and blended remote learning day plan approved by the district superintendent." For ease of administration, to avoid confusion during implementation, and to align with the IASB Foundational Principles of Effective Governance (www.iasb.com/principles_popup.cfm), this policy assigns the duty to *adopt* the remote and blended remote learning day plan (plan) by "the district" to the board. In alignment with this policy, administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*, requires the superintendent to *approve* the plan and present it to the board for *adoption* prior to district-wide implementation and posting on the district's website. **Issue 104, June 2020**

PRESSPlus 10. 105 ILCS 5/10-30(8), added by P.A. 101-643 does not excuse districts from completing all statutory and regulatory curricular mandates and offerings. **Issue 104, June 2020**

Community Consolidated School District 46



565 Frederick Road • Grayslake • Illinois • 60030 (847) 223-3650 FAX (847) 223-3695

To: Board of Education, Dr. Lynn Glickman

From: Chris Vipond

Date: October 30, 2020

Memo: Teacher Laptop Refresh

Background

Previously approved teacher laptop refresh plans indicate that teacher laptops were scheduled to be refreshed in the summer of 2021. Teachers running GoGuardian, Google Meet, and sharing their screen puts great strain on the older computer and affects performance of current teacher laptops.

Administrative Considerations

We have an opportunity to refresh teacher laptops sooner than the summer of 2020, while not paying the first lease installment until July of 2021. The latest MacBook Air models (released in March of 2020) will provide faster processor speeds and will increase overall performance and capabilities for teachers. Moving up the timeline of this purchase will help address current needs while not impacting the overall budget by deferring the first payment until July of 2021.

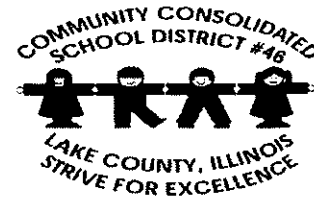
Recommendation

It is recommended that the Board of Education approve the purchase of 370 new MacBook Air devices at a cost of approximately \$290,000 to refresh the current 6 year old teacher laptops. This refresh was previously planned for July 2021. A lease option is available for the district to receive the devices in December of 2020 and defer the first payment to July 2021. Deferring the payment means there will be no impact to this year's overall budget. Lease paperwork will be available for approval at the November 18 Board of Education meeting.

BOARD RECOMMENDATION

BE IT RESOLVED: The CCSD 46 Board of Education approves the purchase of 370 MacBook Air devices.

Community Consolidated School District 46



565 Frederick Road • Grayslake • Illinois • 60030 (847) 223-3650 FAX (847) 223-3695

To: Board of Education, Dr. Lynn Glickman

From: Chris Vipond

Date: October 30, 2020

Memo: Purchase of Teacher/Classroom Chromebooks

Background

As teachers continue to do everything they can to provide quality instruction to students during remote learning, the technology department continues to seek ways in which we can make their lives easier. One request that has been echoed by many across the district is for teachers to have access to an additional device to use during this time. This additional device will allow the teacher to share his or her screen while providing synchronous instruction, view all students in the class with the use of tile view of Google Meet, and monitor student activity in GoGuardian. This would make multitasking easier for the teacher, which in turn makes it easier to provide meaningful instruction. Teachers across the district have requested access to a Chromebook since the initial implementation of 1:1 student chromebooks.

Administrative Considerations

Providing a new Chromebook as a secondary device for teachers will allow more flexibility and a greater ability to multitask during remote or hybrid instruction. Currently, running GoGuardian, Google Meet, and sharing their screen puts great strain on the computer and affects performance. A second device would allow the teacher to split the workload, limiting technological issues and increasing the quality of their instruction. This device can be used immediately by the teacher during these challenging times, and in the future the device can still function as an additional classroom or student Chromebook when needed.

Funding for the new devices will be through the state's Digital Equity Grant. This grant still provides additional funds for other resources that may be needed to support the district's hybrid learning model. As the district experienced this past summer, the availability of Chromebooks in this price range is very limited. The technology department has contacted multiple vendors who are all concerned about the supply chain and have warned of the possibility of not being able to receive new Chromebooks for months. As of this writing, only one vendor has availability of a model similar to the device that our K-2 students are using.

Recommendation

It is recommended that the Board of Education approve the purchase of 350 Acer Chromebook Spin 311 devices along with Chrome management licenses for a total cost of \$135,800. A formal quote will be included in the board packet.

BOARD RECOMMENDATION

BE IT RESOLVED: The CCSD 46 Board of Education approves the purchase of 350 Chromebooks to support teaching and learning in remote and hybrid models.



Quote

#194401

1771 Energy Park Drive, Suite 100, St. Paul, MN 55108
(612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
www.tierney.com

10/29/2020

Bill To

Accounts Payable
Community Consolidated School District 46
565 Frederick Rd
Grayslake IL 60030

Ship To

Accounts Payable
Community Consolidated School District 46
565 Frederick Rd
Grayslake IL 60030

Memo:

Expires	Sales Rep	Contract	Terms
1/27/2021	458 Tyler Livingston		NEW

Qty	Item	MFG	Price	Ext. Price
350	NX.HKKAA.005 Acer Chromebook Spin 311	Acer	\$364.00	\$127,400.00
350	CROSSWDISEDU Google Chrome OS Management Console License, Education	Google	\$24.00	\$8,400.00

Subtotal \$135,800.00

Tax (0%) \$0.00

Shipping Cost \$0.00

Total \$135,800.00

To accept this quotation, sign here : _____

If accepting this quote via purchase order please reference this quote number on your PO. To order via credit card please contact customer service at 612-331-5500.

This document is subject to the terms and conditions found here: www.tierneybrothers.com/SOTC

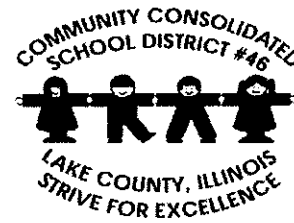
Pricing Adjustments as it Relates to Tariffs: If/When international tariff changes impact any product(s) included in this quote, Tierney reserves the right to adjust or cancel this quote.

Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods. Clients using their own carriers will be responsible for filing their own freight claims if product is damaged in transit. Returns require an authorization number and must be made within 30 days. Custom orders and "Consumables", such as projector lamps, may not be returned. Returns are subject to restocking fees with the exception of out of box failures and replacements under warranty. Restocking fees varying depending on the product line, expect a minimum charge of 25%.



194401

Community Consolidated School District 46



565 Frederick Road • Grayslake • Illinois • 60030 (847) 223-3650 FAX (847) 223-3695

To: Board of Education, Dr. Lynn Glickman
From: Mary Werling, Interim CSBO
Date: November 4, 2020
Memo: 2020-2021 Arbor Management Contract Amendment

Background

Arbor Management, Inc, Itasca, IL, is the District food service provider. Contracts for student nutrition services fall under the guidance of the National School Lunch Program (NSLP) managed by the U.S. Department of Agriculture (USDA). Due to the pandemic, the USDA announced waiver extensions allowing school districts to operate under the Summer Food Service Program (SFSP) through the end of School Year 2020-21, offering free meals to all children in the community aged 18 and under seven days per week.

Administrative Considerations

A contract amendment is necessary because the summer lunch rate was not part of the original contract and due to economic reasons. The economic factors involved include:

- Low student participation rates
- Higher food costs and disposables due to packaging of meals
- Requirement under SFSP Grab 'N Go meal distribution to serve all five meal components

Reimbursable Meal Rate	Original Contract 2020-2021	Amended Contract 2020-2021
Breakfast	\$1.5736	
Lunch	\$2.9083	
A la Carte Equivalents fee	\$2.9083	\$4.5686
Summer Breakfast	\$1.5736	\$3.2336
Summer Lunch	---	\$4.5686

Student participation and the cost of operations will continue to be monitored on a monthly basis. If participation improves and operations are able to function more efficiently, the contract can be amended again midyear.

The contract amendment is enclosed for Board review and consideration.

Recommendation

Arbor Management has proven to be a strong partner with the District, especially during the current time period and public health matters. The children in the District continue to benefit from the partnership with Arbor whether there is remote or onsite learning. The administration recommends the Board of Education approve the Arbor Management contract amendment, as presented.

BOARD RECOMMENDATION

Be it resolved the CCSD46 approves the amended contract with Arbor Management, Itasca, for the 2020-2021 school year as presented.

**COVID-19 Emergency Contract Amendment for School Year 2020-2021
Food Management Services/ Vended Meals Services
Nonprofit Food Service Program**

This document contains the fixed price per meal rates and fees for the contract of food management services/ vended meals services for nonprofit food service programs for the period beginning September 1, 2020, and shall not exceed the original contract renewal end date for school year 2020-2021. The terms and conditions of the original contract are applicable to this contract amendment. Upon acceptance, this document shall constitute a contract amendment between the Food Service Management Company (FSMC)/ Vended Meals Company (Vendor) and the School Food Authority (SFA).

The FSMC/Vendor shall not plead misunderstanding or deception because of the character, location, or other conditions pertaining to the contract.

PER MEAL PRICES MUST BE CALCULATED AS IF NO USDA COMMODITIES WILL BE RECEIVED

	2020-2021 Contract Rate ⁽²⁾	Model 1 Transition Rate ⁽³⁾	Model 2 Transition Rate ⁽⁴⁾
1. Reimbursable Breakfasts with Milk	1. 1.5736	1. _____	2. _____
2. Reimbursable Lunches ⁽¹⁾ with Milk	2. 2.9083	2. _____	3. _____
3. Reimbursable Breakfasts without Milk	3. _____	3. _____	3. _____
4. Reimbursable Lunches ⁽¹⁾ without Milk	4. _____	4. _____	4. _____
5. Management Fee per School Meal (Breakfasts and Lunches)	5. _____	5. _____	5. _____
6. A la Carte Equivalents Fee ⁽¹⁾	6. 2.9083	6. 4.5686	6. 4.5686
7. Reimbursable After-School Snack	7. _____	7. _____	7. _____
8. Special Milk	8. _____	8. _____	8. _____
9. Reimbursable After-School Supper	9. _____	9. _____	9. _____
10. Reimbursable Summer Breakfast	10. 1.5736	10. 3.2336	10. 3.2336
11. Reimbursable Summer Lunch	11. _____	11. 4.5686	11. 4.5686

⁽¹⁾ Reimbursable Lunch and A la Carte Equivalents Fee Rates must be the same.

⁽²⁾ Rates must be per 2020-21 contract renewal terms as per the original contract.

⁽³⁾ Rates must be a fixed price per meal based on a blended in-person and remote learning day plan.

⁽⁴⁾ Rates must be a fixed price per meal based on a full remote plan where the school district no longer has in-person instruction.

Arbor Management, Inc.

Food Service Management Company/ Vended Meals Company

917 W. Hawthorn Drive

Street Address

Itasca

City

Illinois

State

60143

Zip Code

By submission of this contract amendment, the FSMC/Vendor certifies that the FSMC/Vendor shall operate in accordance with all applicable current Child Nutrition Program rules and regulations. This amendment shall not exceed the original contract renewal end date for school year 2020-2021.


Authorized Signature of FSMC/ Vendor



Title

10-13-20
Date

Acceptance of Contract Amendment

Community Consolidated SD # 46

School Food Authority (SFA)


34-049-0460-04

Agreement Number (RCDT Code)

Authorized Signature of SFA

Title

Date

**COVID-19 Emergency Contract Amendment for School Year 2020-2021
Food Management Services/ Vended Meals Services
Nonprofit Food Service Program**

The COVID-19 Emergency Contract Amendment Certification Statement for School Year 2020–2021 must be completed and signed by the School Food Authority's (SFA's) authorized representative.

School Food Authority Information

Agreement Number (RCDT Code 34-049-0460-04

School Food Authority Name Community Consolidated SD # 46

Certification Statement

Under the provisions of the United States Department of Agriculture, Food and Nutrition Service, I certify as a sponsor in the Child Nutrition Programs all information contained in the executed **COVID-19 Emergency Contract Amendment Form for School Year 2020–2021** is true and accurate.

I understand the nonprofit school food service program account cannot be used to pay for unallowable contract costs. As the authorized representative for the school food authority noted above, I will ensure operation of the nonprofit school food service program, including use of nonprofit school food service program account funds, is in compliance with the rules and regulations of the Illinois State Board of Education and the United States Department of Agriculture regarding Child Nutrition Programs.

I understand revisions cannot be made to the executed *Invitation for Bid and Contract* without first submitting proposed revisions to the Illinois State Board of Education Nutrition Department for review and receiving written notification the proposed revisions are allowable within the regulatory guidelines. Furthermore, I understand additional documents and/or agreements, including those developed by the contractor, cannot become part of the executed contract.

I understand all contract information provided to the Illinois State Board of Education Nutrition Department is being given in connection with the receipt of federal funds and deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes. Further, I understand such misrepresentation could result in the loss of federal and state funding received by the school food authority for School-Based Child Nutrition Programs.

SFA Authorized Representative Signature	Title	E-mail	Date
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Please submit signed copies of the following documents only once. For example, do not email and mail. Only one copy of documents is necessary. All original documents should be retained in the SFA's files.

- COVID-19 Contract Amendment (page 1)
- COVID-19 Contract Amendment Certification Statement (page 2)

Mail or email to: Nutrition Department
 Illinois State Board of Education
 100 North First Street W270
 Springfield, IL 62777-0001
 Email: nutritionprocurement@isbe.net

ISBE USE ONLY

Approved By: _____

Date: _____

Unfinished Business

New Business

Closed Session