



Niles Elementary School District 71

Regular Session

Published on May 15, 2026 at 3:35 PM CDT

Date and Time

Tuesday May 19, 2026 at 7:00 PM CDT

Location

Media Center

Agenda

I. Opening Items

- A. Roll Call and Pledge of Allegiance
- B. Call the Meeting to Order

II. Public Comment

III. Closed Session

- Discussion of minutes of the meetings lawfully closed under the Open Meetings Act as described by 5 ILCS 120/2(c)(2).
- Consider the appointment, employment, compensation, performance, or dismissal of specific employees of the District 5 ILCS 120/2(c)(9).

- Student disciplinary cases as described by 5 ILCS 120/2(c)(9).

IV. Recall To Order of Open Session

V. Acknowledging Communications to the Board of Education

VI. Additions or Changes to Agenda

VII. Consent Agenda

A. Motion to Approve the Consent Agenda

Approve minutes for Regular Session on April 21, 2026

VIII. Discussion and Action Items

A. Motion to Approve Accounts Payable

B. Approval of 2026-2027 Board Calendar

C. Approval of the Director of Business Services/CSBO Contract

D. Approval of the Following Board Policies

IX. Informational Items

A. NTDSE Report

X. Administrative Report

A. Admin Report

XI. Superintendent's Report

A. Advance Learning

1. PD Plan 26-27

2. Committee System Reorganization 26-27

B. Embrace Technology

1. Draft AI guidelines

C. Meet Social Emotional Needs

D. Steward Resources

1. Insurance Committee Review
2. Addition Update

E. Engage Community

1. FOIA Requests
2. District Enrollment

XII. Items of New Business

XIII. Second Closed Session if Needed

XIV. Closing Items

A. Adjourn Meeting

Coversheet

Motion to Approve the Consent Agenda

Section: VII. Consent Agenda
Item: A. Motion to Approve the Consent Agenda
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Session on April 21, 2026
Motion to Approve Consent Agenda.pdf
Minutes of the Finance Committee April 21, 2026.pdf
BOE Ltr of Recommendation for Hire, Teresa Gamble.pdf

DRAFT



Niles Elementary School District 71

Minutes

Regular Session

Date and Time

Tuesday April 21, 2026 at 7:00 PM

Location

Media Center

Directors Present

Dexi Karabatsos, Georgia Chronopoulos, Kenny Krueger, Matt Glancy, Matthew Holbrook

Directors Absent

Jackie Jaime, Victoria Luz

Guests Present

Debra Jordan, Erica Smolinski, John Kosirog, Katie Russ, Ken Kaufhold, Laura Guarraci

I. Opening Items

A. Roll Call and Pledge of Allegiance

B. Call the Meeting to Order

Matthew Holbrook called a meeting of the board of directors of Niles Elementary School District 71 to order on Tuesday Apr 21, 2026 at 7:02 PM.

II. Consent Agenda

A.

Motion to Approve the Consent Agenda

Matt Glancy made a motion to approve the minutes from Finance Committee Meeting on 03-24-26.

Kenny Krueger seconded the motion.

Minutes of the Finance Committee Meeting and the Consent Agenda were approved with this vote.

The board **VOTED** to approve the motion.

Roll Call

Dexi Karabatsos	Aye
Kenny Krueger	Aye
Georgia Chronopoulos	Aye
Jackie Jaime	Absent
Matt Glancy	Aye
Matthew Holbrook	Aye
Victoria Luz	Absent

Kenny Krueger made a motion to approve the minutes from Regular Session on 03-24-26.

The board **VOTED** to approve the motion.

Roll Call

Matt Glancy	Aye
Matthew Holbrook	Aye
Jackie Jaime	Absent
Dexi Karabatsos	Aye
Georgia Chronopoulos	Aye
Victoria Luz	Absent
Kenny Krueger	Aye

III. Discussion and Action Items

A. Motion to Approve Accounts Payable

B. Approval of 2026-2027 EBC Insurance Rates

Matt Glancy made a motion to Approve the 2026-2027 EBC Insurance Rates.

Kenny Krueger seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Victoria Luz	Absent
Matt Glancy	Aye
Dexi Karabatsos	Aye
Jackie Jaime	Absent
Kenny Krueger	Aye
Matthew Holbrook	Aye
Georgia Chronopoulos	Aye

C. Approval of the 2026-2027 Starting Salaries

Matt Glancy made a motion to Approve the starting salaries for the 2026-2027 school year.

Kenny Krueger seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Victoria Luz	Absent
Jackie Jaime	Absent
Georgia Chronopoulos	Aye
Kenny Krueger	Aye
Matthew Holbrook	Aye
Dexi Karabatsos	Aye
Matt Glancy	Aye

D. First reading of Board Policies

E. 2026-2027 Board Calendar

IV. Informational Items

A. NTDSE Report

The NTDSE Board meeting to be held April 22, 2026.

V. Superintendent's Report

A. Advance Learning

1. Action Plan 25-26

B. Embrace Technology

1. Draft AI Guidelines

C. Meet Social Emotional Needs

D. Steward Resources

1. Insurance Premiums Increase
2. Addition Repair Update

E. Engage Community

VI. Administrative Report

A.

Admin Report

Strategic Plan Activities:

Advance Learning and Innovation

- PLC Leadership
- K/1/2 HMH PD
- Special Education Teacher Professional Development Schedule for 2026-2027
- Paraprofessional Professional Development Schedule for 2026-2027
- Recruiting and Retaining High Quality Special Education Staff
- Athletic/Extracurricular Update
- PBIS
- PTA Events
- Field Trips
- Spring Music Concerts
- Staff Appreciation Week

VII. Public Comment

A. In Attendance

Teachers: Linda Kraus and Kellie Conklin

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:48 PM.

Respectfully Submitted,
Matthew Holbrook

Attest

Matt Holbrook, President

Attest

Victoria Luz, Board Secretary

MOTION

*Niles Elementary School District 71 Board May 19, 2026
At Culver School*

Member _____ moved to approve the following consent agenda with

Member _____ seconding the motion:

CONSENT AGENDA

- a. Approve the Minutes of the Regular Board of Education Meeting held on April 21, 2026.
- b. Approve the Minutes of the Finance Committee Meeting held on April 21, 2026.
- c. Personnel

Employment

- Teresa Gamble, .5 School Psychologist, at the rate of \$40,911.28 for the 2026-2027 school year.

Vice President,	Matt Glancy	yes _____	no _____
Secretary,	Victoria Luz	yes _____	no _____
President,	Matt Holbrook	yes _____	no _____
Member,	Ken Krueger	yes _____	no _____
Member,	Dexi Karabatsos	yes _____	no _____
Member,	Jackie Jaime	yes _____	no _____
Member,	Georgia Chronopoulos	yes _____	no _____



Niles Elementary School District 71

Minutes

Finance Committee Meeting

Date and Time

Tuesday April 21, 2026 at 6:30 PM

Location

Media Center

Committee Members Present

Matthew Holbrook

Committee Members Absent

Kenny Krueger, Matt Glancy

Guests Present

Debra Jordan, John Kosirog, Ken Kaufhold

I. Opening Items**A. Record Attendance****B. Call the Meeting to Order**

Matthew Holbrook called a meeting of the Finance Committee of Niles Elementary School District 71 to order on Tuesday Apr 21, 2026 at 6:30 PM.

II. Review/Talk Accounts Payable**A.**

Accounts Payable

Dr. Kosirog discussed the accounts payable with the Board.

III. Review/Talk Fund Balances

A. Fund Balances

The month's Fund Balances were discussed.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,
Matt Glancy



Niles Elementary School District 71

A Community of Excellence

6901 W. Oakton, Niles, IL 60714 847-966-9280 FAX 847-966-1478

To: Dr. John Kosirog

John Kosirog,
Ed.D
Superintendent

From: Laura S. Guarraci

Erica Smolinski,
Ed. D
Principal

Date: May 7, 2026

RE: Recommendation for employment for Teresa Gamble

Laura Guarraci
*Assistant
Superintendent for
Programs and
Student Services*

We would like to recommend Mrs. Teresa Gamble for the part-time school psychologist position for the 2026-2027 school year. Mrs. Gamble received her educational specialist degree in School Psychology from Loyola University, Chicago, in 2014, and has been practicing since.

Mrs. Gamble served in the role of school psychologist for Chicago Public Schools, moved to Georgia where she continued to work as a school psychologist, and then transitioned back to Illinois and joined Park Ridge-Niles District 64, where she has spent the past four years. Mrs. Gamble is joining our team with significant experience in early childhood interventions and play based assessments as well as special education evaluations for students in kindergarten through 8th grade.

Mrs. Gamble's references spoke very highly of her. They explicitly stated that she is great to work with as she is a hard worker and collaborative. It was shared that she excels in communicating in special education meetings, and in her ability to explain information to parents and walk them through eligibility criteria. Finally, her references each expressed that she would be an asset to any team.

We feel confident that Mrs. Gamble will be a contributing member to our Culver community and a great fit for our students and school. We are excited to have her in this role as a school psychologist for the next school year.

Thank you for your attention to this memo.

The mission of District 71 is to provide quality learning experiences that nurture, challenge, and inspire each student to contribute to a community of excellence.

Coversheet

Motion to Approve Accounts Payable

Section: VIII. Discussion and Action Items
Item: A. Motion to Approve Accounts Payable
Purpose: Vote
Submitted by:
Related Material: Motion to Approve Accounts Payable.pdf
Accounts Payable.pdf
Fund Balances.pdf

MOTION

*Niles Elementary School District 71 Board Meeting May 19, 2026
At Culver School*

Member _____ moved to approve Accounts Payable for \$872,163.81 with Member _____ seconding the motion.

On a roll call vote, motion approved as follows:

Vice President,	Matt Glancy	yes _____	no _____
Secretary,	Victoria Luz	yes _____	no _____
President,	Matt Holbrook	yes _____	no _____
Member,	Ken Krueger	yes _____	no _____
Member,	Dexi Karabatsos	yes _____	no _____
Member,	Jackie Jaime	yes _____	no _____
Member,	Georgia Chronopoulos	yes _____	no _____

Niles Elementary School District 71

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE **Date Range:** 04/17/2026 - 05/14/2026 **Sort By:** Check

Bank Account: 0691-59408 **Voucher Range:** - **Dollar Limit:** \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names **Exclude Voided Checks** **Exclude Manual Checks** **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE			Bank Account: 0691-59408				
7100018845	04/27/2026	1266	ABC COMMERCIAL MAINTENANCE SERVICE INC	2026-122	20.0.2540.323.30.0000.00	CLEANING SERVICES: APR 26	\$12,000.00
							Check Total:
7100018846	04/27/2026	1266	AMERICAN BUILDING SERVICES	4062497	20.0.2540.323.20.0000.00	SEE QUOTE	\$491.22
							Check Total:
7100018848	04/27/2026	1266	CMFP	629943	20.0.2540.323.20.0000.00	QUARTERLY SERVICE: 4/1-6/30/26	\$210.00
							Check Total:
7100018849	04/27/2026	1266	FIRST STUDENT INC	12117478+12117479	40.0.2550.331.06.0000.00	MARCH TRANS - REG ROUTE	\$31,540.76
7100018849	04/27/2026	1266	FIRST STUDENT INC	12117478+12117479	40.0.2550.331.12.0000.00	CHARTERS - MARCH 26	\$1,396.36
							Check Total:
7100018850	04/27/2026	1266	FOLLETT SOFTWARE, LLC	1609369	10.0.2220.412.04.0000.00	ANNUAL RENEWAL: 6/1-5/31/27	\$1,113.36
							Check Total:
7100018851	04/27/2026	1266	GLENVIEW PARK DISTRICT	V159407	10.0.1100.411.04.0000.00	FIELD TRIP BALANCE-5TH GRADE	\$600.00
							Check Total:
7100018852	04/27/2026	1266	GRAINGER	9810828484	20.0.2540.410.06.0000.00	MAINT MATERIALS	\$49.76
							Check Total:
7100018853	04/27/2026	1266	ILLINOIS ASSN OF SCHOOL BOARDS	481773	10.0.2310.410.00.0000.00	PRESS PLUS SUBSCRIPTION	\$2,250.00
							Check Total:
7100018854	04/27/2026	1266	MATT HOLBROOK	V489050	10.0.2310.312.00.0000.00	NSBA CONFERENCE	\$1,856.03
							Check Total:
7100018855	04/27/2026	1266	MC SQUARED ENERGY SERVICES	V473439	20.0.2540.466.00.0000.00	MONTHLY ELECTRIC SERV: 3/12-4/13/26	\$8,886.35
							Check Total:
7100018856	04/27/2026	1266	METAPHRASIS	I-502088	10.0.1200.310.00.0000.00	INTERPRETING SERVICES 4/9/26	\$191.40
							Check Total:

Niles Elementary School District 71

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE Date Range: 04/17/2026 - 05/14/2026 Sort By: Check
 Bank Account: 0691-59408 Voucher Range: - Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
7100018857	04/27/2026	1266	MNJ TECHNOLOGIES DIRECT INC	CINV004137160	10.0.2220.500.01.0000.00	APC Replacement Battery Cartridge	\$570.00
7100018857	04/27/2026	1266	MNJ TECHNOLOGIES DIRECT INC	CINV004137160	10.0.2220.500.01.0000.00	Epson Replacement Air Filter - ELPAF60	\$116.40
7100018857	04/27/2026	1266	MNJ TECHNOLOGIES DIRECT INC	CINV004137160	10.0.2220.500.01.0000.00	BTI Projector Filter - ELPAF40-BTI	\$27.00
Check Total:							\$713.40
7100018858	04/27/2026	1266	NORTH AMERICAN CORPOF ILLINOIS	E523729	20.0.2540.410.00.0000.00	CUSTODIAL ITEMS	\$2,037.88
Check Total:							\$2,037.88
7100018859	04/27/2026	1266	NTDSE	V527297	10.0.4120.300.00.0000.00	PAYMENT #2	\$104,065.16
7100018859	04/27/2026	1266	NTDSE	V527297	10.0.4120.300.00.4620.00	PAYMENT #2	\$6,837.00
7100018859	04/27/2026	1266	NTDSE	V527297	10.0.4120.300.03.4620.00	PAYMENT #2	\$8,502.00
7100018859	04/27/2026	1266	NTDSE	V527297	10.0.4120.600.00.0000.00	PAYMENT #2	\$55,157.00
7100018859	04/27/2026	1266	NTDSE	V527297	10.0.4120.600.02.0000.00	PAYMENT #2	\$20,303.00
7100018859	04/27/2026	1266	NTDSE	V527297	10.0.4120.600.03.0000.00	PAYMENT #2	\$424,421.59
Check Total:							\$619,285.75
7100018860	04/27/2026	1266	PER MAR SECURITY SERVICES	706096+706727	20.0.2540.323.20.0000.00	SECURITY SERVICES: WEEKENDING 4/11/26	\$1,198.80
7100018860	04/27/2026	1266	PER MAR SECURITY SERVICES	706096+706727	20.0.2540.323.20.0000.00	SECURITY SERVICES: WEEKENDING 4/18/26	\$479.52
Check Total:							\$1,678.32
7100018861	04/27/2026	1266	PROVEN BUSINESS SYSTEMS	1464664	10.0.1100.323.00.0000.00	COPIER SERVICE: 3/28-4/27/26	\$1,064.46
Check Total:							\$1,064.46
7100018862	04/27/2026	1266	RATHS, RATHS & JOHNSON, INC	RRJ25127-20263065	60.0.2530.543.20.0000.00	PROFESSIONAL SERVICES THRU 3/27/26	\$7,302.50
Check Total:							\$7,302.50
7100018863	04/27/2026	1266	ULTIMATE SCREEN PRINTING	154187	10.0.1100.410.40.0000.00	READING CLUB TEES- SEE INVOICE 154187	\$110.00
Check Total:							\$110.00

Niles Elementary School District 71

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE **Date Range:** 04/17/2026 - 05/14/2026 **Sort By:** Check

Bank Account: 0691-59408 **Voucher Range:** - **Dollar Limit:** \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names **Exclude Voided Checks** **Exclude Manual Checks** **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
7100018864	04/27/2026	1266	ULTIMATE SCREEN PRINTING	153882	10.0.2310.410.00.0000.00	FUN RUN TSHIRTS- SEE INVOICE 153882	\$4,258.00
Check Total:							\$4,258.00
7100018865	04/27/2026	1266	VILLAGE OF NILES	238882	20.0.2540.370.00.0000.00	MONTHLY WATER:	\$766.30
7100018865	04/27/2026	1266	VILLAGE OF NILES	238882	20.0.2540.370.00.0000.00	WATER LINE CHARGE	\$5.00
Check Total:							\$771.30
7100018867	05/01/2026	1282	CHICAGO DOGS BASEBALL	V341732	10.0.1100.411.04.0000.00	6TH GRADE FIELD TRIP: 5/6/26	\$824.00
Check Total:							\$824.00
7100018868	05/01/2026	1282	DIAMOND DESIGN AND ENGRAVING	203395	10.0.1100.410.18.0000.00	YARD SIGNS	\$1,360.00
Check Total:							\$1,360.00
7100018869	05/01/2026	1282	G-FORCE PARKING LOT STRIPING	296	20.0.2540.530.00.0000.00	PLAYGROUND MARKINGS	\$2,300.00
Check Total:							\$2,300.00
7100018870	05/01/2026	1282	Grochecki, Kayla	V626532	10.0.2210.312.00.4930.00	REIMBURSEMENT ESL CLASS	\$200.00
Check Total:							\$200.00
7100018871	05/01/2026	1282	GROOT INDUSTRIES INC	16404490T092	20.0.2540.323.20.0000.00	MONTHLY SERVICE: MAY 26	\$852.92
Check Total:							\$852.92
7100018872	05/01/2026	1282	HARRIS BMO	V384200	10.0.1100.410.11.0000.00	1ST GRADE ITEMS	\$498.40
7100018872	05/01/2026	1282	HARRIS BMO	V384200	10.0.1100.410.40.0000.00	EXTRACURRICULAR SUPPLIES	\$66.29
7100018872	05/01/2026	1282	HARRIS BMO	V384200	10.0.1100.411.00.0000.00	STAFF ITEMS	\$190.83
7100018872	05/01/2026	1282	HARRIS BMO	V384200	10.0.1100.411.00.0000.00	BUS DRIVER EVENT	\$73.04
7100018872	05/01/2026	1282	HARRIS BMO	V384200	10.0.1100.411.00.0000.00	STAFF BOOK CLUB	\$238.59
7100018872	05/01/2026	1282	HARRIS BMO	V384200	10.0.1100.411.00.0000.00	STAFF SUPPLIES	\$151.49
7100018872	05/01/2026	1282	HARRIS BMO	V384200	10.0.1100.411.00.0000.00	EXTRACURRICULAR STUDENT ITEMS	\$302.62
7100018872	05/01/2026	1282	HARRIS BMO	V384200	10.0.1100.420.70.0000.00	STUDENT BOOKS	\$539.36
7100018872	05/01/2026	1282	HARRIS BMO	V384200	10.0.2110.410.01.0000.00	STUDENT INCENTIVE	\$92.95
7100018872	05/01/2026	1282	HARRIS BMO	V476934	10.0.1100.410.11.0000.00	1ST GRADE ITEMS	\$77.88
7100018872	05/01/2026	1282	HARRIS BMO	V476934	10.0.1100.410.14.0000.00	4TH GRADE ITEMS	\$997.81
7100018872	05/01/2026	1282	HARRIS BMO	V476934	10.0.1100.410.15.0000.00	5TH GRADE ITEMS	\$171.15

Niles Elementary School District 71

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE **Date Range:** 04/17/2026 - 05/14/2026 **Sort By:** Check

Bank Account: 0691-59408 **Voucher Range:** - **Dollar Limit:** \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names **Exclude Voided Checks** **Exclude Manual Checks** **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
7100018872	05/01/2026	1282	HARRIS BMO	V476934	10.0.1100.410.17.0000.00	MATH- GRADE 7	\$293.68
7100018872	05/01/2026	1282	HARRIS BMO	V476934	10.0.1100.410.17.0000.00	GRADE 7 ITEMS	\$174.89
7100018872	05/01/2026	1282	HARRIS BMO	V476934	10.0.1100.410.18.0000.00	8TH GRADE ITEMS	\$118.02
7100018872	05/01/2026	1282	HARRIS BMO	V476934	10.0.1100.410.24.0000.00	ART Q4	\$297.66
7100018872	05/01/2026	1282	HARRIS BMO	V476934	10.0.1100.410.40.0000.00	EXTRACURRICULAR ITEMS	\$117.97
7100018872	05/01/2026	1282	HARRIS BMO	V476934	10.0.2110.410.01.0000.00	PBIS ITEMS	\$356.08
7100018872	05/01/2026	1282	HARRIS BMO	V476934	10.0.2150.410.00.0000.00	SPEECH ITEMS	\$41.28
7100018872	05/01/2026	1282	HARRIS BMO	V476934	20.0.2540.410.06.0000.00	B&G PAINT	\$46.08
7100018872	05/01/2026	1282	HARRIS BMO	V476934	20.0.2540.410.06.0000.00	B&G HARDWARE	\$37.61
7100018872	05/01/2026	1282	HARRIS BMO	V476934	20.0.2540.410.06.0000.00	B&G SHOP ITEMS	\$284.38
7100018872	05/01/2026	1282	HARRIS BMO	V476934	20.0.2540.410.06.0000.00	LANDSCAPE MATERIALS	\$700.14
7100018872	05/01/2026	1282	HARRIS BMO	V476934	20.0.2540.410.06.0000.00	B&G LANDSCAPE ITEMS	\$284.12
7100018872	05/01/2026	1282	HARRIS BMO	V808772	10.0.1100.410.09.0000.00	PREK ITEMS	\$284.36
7100018872	05/01/2026	1282	HARRIS BMO	V808772	10.0.1200.410.00.0000.00	SPED MATERIAS	\$118.56
7100018872	05/01/2026	1282	HARRIS BMO	V808772	10.0.1200.410.00.0000.00	SPED CLASSROOM ITEMS	\$29.98
7100018872	05/01/2026	1282	HARRIS BMO	V808772	10.0.1200.410.00.0000.00	OT MATERIALS	\$57.87
7100018872	05/01/2026	1282	HARRIS BMO	V808772	10.0.2140.410.00.0000.00	RATING FORMS	\$505.48
7100018872	05/01/2026	1282	HARRIS BMO	V808772	10.0.2210.312.00.4930.00	CPI RENEWAL	\$2,499.00
7100018872	05/01/2026	1282	HARRIS BMO	V829572	10.0.1100.400.00.0000.00	CLASSROOM SUPPLIES	\$194.26
7100018872	05/01/2026	1282	HARRIS BMO	V829572	10.0.1100.411.00.0000.00	TEACHER APPRECIATION	\$741.02
7100018872	05/01/2026	1282	HARRIS BMO	V829572	10.0.1100.411.00.0000.00	MOTHER'S DAY EVENT	\$8.81
7100018872	05/01/2026	1282	HARRIS BMO	V829572	10.0.1100.411.00.0000.00	STAFF ITEMS	\$263.28
7100018872	05/01/2026	1282	HARRIS BMO	V829572	10.0.1100.411.00.0000.00	TEACHER APPRECIATION EVENT	\$110.24
7100018872	05/01/2026	1282	HARRIS BMO	V829572	10.0.1100.411.00.0000.00	TRIBUNE ACCESS	\$19.96
7100018872	05/01/2026	1282	HARRIS BMO	V829572	10.0.1100.411.00.0000.00	FUN RUN ITEMS	\$342.51
7100018872	05/01/2026	1282	HARRIS BMO	V829572	10.0.1100.411.04.0000.00	6TH GRADE FIELD TRIP	\$100.00
7100018872	05/01/2026	1282	HARRIS BMO	V829572	10.0.2220.412.04.0000.00	MONTHLY ACCESS	\$20.00
7100018872	05/01/2026	1282	HARRIS BMO	V829572	10.0.2310.341.00.0000.00	EMPLOYMENT ADS	\$1,483.11
7100018872	05/01/2026	1282	HARRIS BMO	V940308	10.0.1200.500.00.0000.00	SPED EQUIP ITEMS	\$482.89

Niles Elementary School District 71

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE Date Range: 04/17/2026 - 05/14/2026 Sort By: Check
 Bank Account: 0691-59408 Voucher Range: - Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
7100018872	05/01/2026	1282	HARRIS BMO	V940308	10.0.2210.312.00.4930.00	PARAPRO TEST	\$220.00	
7100018872	05/01/2026	1282	HARRIS BMO	V940308	10.0.2220.500.00.0000.00	MONTHLY HOSTING	\$154.00	
7100018872	05/01/2026	1282	HARRIS BMO	V940308	10.0.2220.500.01.0000.00	REPLACEMENT CABLES	\$27.91	
							Check Total:	\$13,815.56
7100018873	05/01/2026	1282	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	857335	10.0.2210.340.00.0000.00	MAP TESTS (SY 25/26)	\$623.50	
							Check Total:	\$623.50
7100018874	05/01/2026	1282	INFINITE CONNECTIONS INC	S3280	10.0.2630.300.00.0000.00	ERATE CONSULTING: 4/1-6/30/26	\$1,237.50	
							Check Total:	\$1,237.50
7100018875	05/01/2026	1282	KATHERINE RANALLI	V769858	10.0.1100.410.10.0000.00	REIMBURSEMENT CLASSROOM ITEMS	\$75.73	
							Check Total:	\$75.73
7100018876	05/01/2026	1282	KATHERINE RANALLI	V681391	10.0.2210.312.00.4930.00	REIMBURSEMENT ESL CLASS	\$200.00	
							Check Total:	\$200.00
7100018877	05/01/2026	1282	LAURA GUARRACI	V74010	10.0.1100.411.00.0000.00	REIMBURSEMENT STAFF	\$86.53	
							Check Total:	\$86.53
7100018878	05/01/2026	1282	NET56, INC	17355	10.0.2630.300.00.0000.00	MONTHLY SERVICE: MAY 26	\$6,796.35	
							Check Total:	\$6,796.35
7100018879	05/01/2026	1282	RIVAL5 TECHNOLOGIES CORP	27002	20.0.2540.340.00.0000.00	MONTHLY SERVICE: MAY 26	\$1,858.11	
							Check Total:	\$1,858.11
7100018880	05/01/2026	1282	SANDRA SMOLENSKI	V137603	10.0.1100.410.18.0000.00	CLASSROOM EXPENSES	\$265.34	
							Check Total:	\$265.34
7100018881	05/01/2026	1282	URBAN ELEVATOR SERVICE	15241813-106901	20.0.2540.323.20.0000.00	MONTHLY SERVICE: MAY 26	\$386.64	
							Check Total:	\$386.64
7100018882	05/07/2026	1283	ALPHA BAKING CO	V890162	10.0.2560.400.01.0000.00	APRIL LUNCH ITEMS	\$235.19	
7100018882	05/07/2026	1283	ALPHA BAKING CO	V890162	10.0.2560.404.00.0000.00	APRIL LUNCH ITEMS	\$104.97	
							Check Total:	\$340.16
7100018883	05/07/2026	1283	ALSCO	V846472	10.0.2560.322.00.0000.00	MONTHLY SERVICE: APRIL 2026	\$270.16	
							Check Total:	\$270.16
7100018884	05/07/2026	1283	BOB'S DAIRY SERVICE	V965976	10.0.2560.400.01.0000.00	APRIL LUNCH ITEMS	\$2,109.80	
							Check Total:	\$2,109.80

Niles Elementary School District 71

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE Date Range: 04/17/2026 - 05/14/2026 Sort By: Check
 Bank Account: 0691-59408 Voucher Range: - Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
7100018885	05/07/2026	1283	CITIBANK COSTCO VISA	V614360	10.0.1100.411.00.0000.00	VENDING/STAFF ITEMS	\$610.63
Check Total:							\$610.63
7100018886	05/07/2026	1283	COMCAST,	V167005	20.0.2540.340.00.0000.00	MONTHLY SERVICE: 5/9-6/8/26	\$213.76
Check Total:							\$213.76
7100018887	05/07/2026	1283	COZZINI BROS	V433900	10.0.2560.322.00.0000.00	MONTHLY SERVICE: MARCH & APR 2026	\$103.60
Check Total:							\$103.60
7100018888	05/07/2026	1283	DIAMOND DESIGN AND ENGRAVING	203404	10.0.2310.410.00.0000.00	SCHOOL AWARDS	\$1,753.00
Check Total:							\$1,753.00
7100018889	05/07/2026	1283	FORTE	89156088	10.0.2220.500.01.0000.00	ClearTouch 75" 6000A+ Interactive Panel	\$3,520.00
Check Total:							\$3,520.00
7100018890	05/07/2026	1283	FRANCOTYP-POSTALIA, INC	ri107239798	10.0.2220.412.01.0000.00	CARTRIDGE	\$148.82
Check Total:							\$148.82
7100018891	05/07/2026	1283	FREDRIKSEN FIRE EQUIPMENT	102907	20.0.2540.323.20.0000.00	COMPLIANCE INSPECTION-KITCHEN	\$436.00
Check Total:							\$436.00
7100018892	05/07/2026	1283	GET FRESH PRODUCE	V226634	10.0.2560.400.01.0000.00	APRIL LUNCH ITEMS	\$983.60
7100018892	05/07/2026	1283	GET FRESH PRODUCE	V226634	10.0.2560.404.00.0000.00	APRIL LUNCH ITEMS	\$1,903.66
Check Total:							\$2,887.26
7100018893	05/07/2026	1283	GORDON FOOD SERVICE INC	V193787	10.0.1100.411.00.0000.00	APRIL LUNCH ITEMS	\$1,078.43
7100018893	05/07/2026	1283	GORDON FOOD SERVICE INC	V193787	10.0.2560.400.01.0000.00	APRIL LUNCH ITEMS	\$12,500.28
7100018893	05/07/2026	1283	GORDON FOOD SERVICE INC	V193787	10.0.2560.404.00.0000.00	APRIL FOOD ITEMS	\$1,936.89
7100018893	05/07/2026	1283	GORDON FOOD SERVICE INC	V193787	10.0.2560.404.00.0000.00	APRIL LUNCH ITEMS	\$3,155.06
7100018893	05/07/2026	1283	GORDON FOOD SERVICE INC	V193787	10.0.2560.405.00.3705.00	APRIL LUNCH ITEMS	\$452.45
7100018893	05/07/2026	1283	GORDON FOOD SERVICE INC	V193787	10.0.2560.410.10.0000.00	APRIL LUNCH ITEMS	\$184.00
Check Total:							\$19,307.11
7100018894	05/07/2026	1283	GRAINGER	9118,9132,9939,4284,	20.0.2540.410.06.0000.00	B&G PARTS	\$88.68
7100018894	05/07/2026	1283	GRAINGER	9118,9132,9939,4284,	20.0.2540.410.06.0000.00	B&G MATERIALS	\$93.35
7100018894	05/07/2026	1283	GRAINGER	9118,9132,9939,4284,	20.0.2540.410.06.0000.00	B&G FILTERS	\$56.36

Niles Elementary School District 71

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE Date Range: 04/17/2026 - 05/14/2026 Sort By: Check
 Bank Account: 0691-59408 Voucher Range: - Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
7100018894	05/07/2026	1283	GRAINGER	9118,9132,9939,4284,	20.0.2540.410.06.0000.00	FILTER AND CALIB KIT	\$629.41
7100018894	05/07/2026	1283	GRAINGER	9118,9132,9939,4284,	20.0.2540.410.06.0000.00	B&G FILTER	\$63.28
7100018894	05/07/2026	1283	GRAINGER	9118,9132,9939,4284,	20.0.2540.410.06.0000.00	B&G PARTS	\$1,600.11
Check Total:							\$2,531.19
7100018895	05/07/2026	1283	HIMES, PETRARCA & FESTER, CHTD	59399	10.0.2310.318.01.0000.00	PROFESSIONAL SERVICES: APRIL 26	\$7,690.00
Check Total:							\$7,690.00
7100018896	05/07/2026	1283	HODGES, LOIZZI, EISENHAMMER, RODICK	68971	10.0.2310.318.02.0000.00	PROFESSIONALS SERVICES: MARCH 26	\$298.82
Check Total:							\$298.82
7100018897	05/07/2026	1283	KATHERINE RANALLI	V497374	10.0.1100.410.10.0000.00	RIMBURSEMENT CLASSROOM EXPENSES	\$76.90
Check Total:							\$76.90
7100018898	05/07/2026	1283	LEAF CAPITAL FUNDING LLC	20188842	10.0.1100.323.00.0000.00	MONTHLY SERVICE: MAY 26	\$1,272.38
Check Total:							\$1,272.38
7100018899	05/07/2026	1283	METAPHRASIS	I-502118	10.0.1200.310.00.0000.00	INTERPRETING SERVICES	\$484.80
Check Total:							\$484.80
7100018900	05/07/2026	1283	NATIONAL HEAT & POWER CORP	33054	20.0.2540.323.20.0000.00	PNEUMATIC CONTROL	\$2,161.00
Check Total:							\$2,161.00
7100018901	05/07/2026	1283	Nguyen, Annabelle	V571698	10.0.1100.410.17.0000.00	REIMBURSEMENT NGUYEN- CLASSROOM EXPENSES	\$169.81
Check Total:							\$169.81
7100018903	05/07/2026	1283	NORTH SHORE TRANSIT	RNSTR2002691	40.0.2550.331.20.0000.00	NTDSE- SPED ROUTES MARCH 26	\$20,197.08
Check Total:							\$20,197.08
7100018904	05/07/2026	1283	PER MAR SECURITY SERVICES	707630+707105	20.0.2540.323.20.0000.00	SECURITY SERVICES: WEEK ENDING 4/25/26	\$1,123.88
7100018904	05/07/2026	1283	PER MAR SECURITY SERVICES	707630+707105	20.0.2540.323.20.0000.00	SECURITY SERVICES WEEKENDING: 5/2/26	\$1,168.83
Check Total:							\$2,292.71

Niles Elementary School District 71

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE Date Range: 04/17/2026 - 05/14/2026 Sort By: Check
 Bank Account: 0691-59408 Voucher Range: - Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
7100018905	05/07/2026	1283	PETRARCA, GLEASON, BOYLE & IZZO, LLC	40777	10.0.2310.318.04.0000.00	PROFESSIONAL SERVICIES: APR 26	\$477.00	
							Check Total:	\$477.00
7100018906	05/14/2026	1295	ANDERSON PEST CONTROL-RENTOKIL CO	96485475	20.0.2540.321.00.0000.00	MONTHLY SERVICE: MAY 26	\$80.31	
							Check Total:	\$80.31
7100018907	05/14/2026	1295	ANDY FRAIN SERVICES, INC	394388	20.0.2540.323.20.0000.00	APRIL 26 CROSSING GUARDS	\$3,677.79	
							Check Total:	\$3,677.79
7100018908	05/14/2026	1295	Antuna, Carli	V232356	10.0.2210.312.00.4930.00	TRAINING REIMBURSEMENT - ANTUAN	\$275.00	
							Check Total:	\$275.00
7100018909	05/14/2026	1295	CONSTELLATION NEWENERGY - GAS DIVISION	4589294	20.0.2540.465.00.0000.00	MONTHLY GAS SERVICE: APRIL 26	\$1,609.10	
							Check Total:	\$1,609.10
7100018910	05/14/2026	1295	E3 DIAGNOSTICS	SRV-166917	10.0.2130.300.00.0000.00	AUDIO0-METER CALIBRATION-REF QUOTE	\$95.00	
							Check Total:	\$95.00
7100018912	05/14/2026	1295	Eramia, Elbron	V549576	10.0.1100.410.15.0000.00	REIMBURSEMENT- ERAMIA CLASSROOM ITEMS	\$31.56	
							Check Total:	\$31.56
7100018913	05/14/2026	1295	FOLLETT CONTENT SOLUTIONS LLC	750894	10.0.2220.410.00.0000.00	SEE ITEMS ON QUOTE 11960032	\$1,482.46	
							Check Total:	\$1,482.46
7100018914	05/14/2026	1295	FRANCOTYP-POSTALIA, INC	RI107246199	10.0.1100.323.00.0000.00	MONTHLY SERVICE: MAY 26	\$43.00	
							Check Total:	\$43.00
7100018915	05/14/2026	1295	GARVEY'S OFFICE PRODUCTS	WO-935876-1	10.0.1100.400.00.0000.00	SKID OF COPY PAPER	\$1,987.60	
7100018915	05/14/2026	1295	GARVEY'S OFFICE PRODUCTS	WO-935876-1	10.0.1100.400.00.0000.00	MASKING TAPE	\$34.56	
7100018915	05/14/2026	1295	GARVEY'S OFFICE PRODUCTS	WO-935876-1	10.0.1100.400.00.0000.00	PAPER CLIPS	\$2.97	
							Check Total:	\$2,025.13
7100018916	05/14/2026	1295	HD SUPPLY	9248513574	20.0.2540.323.30.0000.00	CUSTODIAL ITEMS	\$822.44	
							Check Total:	\$822.44
7100018917	05/14/2026	1295	ILLINOIS STATE POLICE	20260401660	10.0.1100.310.00.0000.00	MONTHLY SERVICE: APRIL	\$162.00	
							Check Total:	\$162.00

Niles Elementary School District 71

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE Date Range: 04/17/2026 - 05/14/2026 Sort By: Check
 Bank Account: 0691-59408 Voucher Range: - Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
7100018918	05/14/2026	1295	IMAGINE LEARNING, LLC	1137633	10.0.1800.300.00.4909.00	LANG & LITERACY LICENSE	\$1,500.00	
							Check Total:	\$1,500.00
7100018919	05/14/2026	1295	KATHERINE RANALLI	V666119	10.0.2210.312.00.4930.00	TRAINING REIMBURSEMENT	\$275.00	
							Check Total:	\$275.00
7100018920	05/14/2026	1295	MUSIC & ARTS CENTERS	inv059256575	10.0.1100.410.25.0000.00	INSTRUMENT MATERIALS SEE QUOTE	\$299.87	
							Check Total:	\$299.87
7100018921	05/14/2026	1295	NATIONAL HEAT & POWER CORP	33090	20.0.2540.323.20.0000.00	WORK ORDER-AC START UP	\$2,070.00	
							Check Total:	\$2,070.00
7100018922	05/14/2026	1295	NILES TOWNSHIP SCHOOL TREASURER	2026-25	10.0.2520.317.00.0000.00	ANNUAL BILLING FY 26	\$37,446.00	
							Check Total:	\$37,446.00
7100018923	05/14/2026	1295	NORTH SHORE TRANSIT	RNSTR2002707	40.0.2550.331.20.0000.00	CULVER SPED: APRIL 26	\$9,901.28	
							Check Total:	\$9,901.28
7100018924	05/14/2026	1295	Pankow, Victoria	V808855	10.0.1100.410.25.0000.00	REIMBURSEMENT MUSIC- PANKOW	\$30.00	
							Check Total:	\$30.00
7100018925	05/14/2026	1295	Precht, Madison	V200187	10.0.2210.312.00.4930.00	TRAINING REIMBURESEMENT- PRECHT	\$275.00	
							Check Total:	\$275.00
7100018926	05/14/2026	1295	RATHS, RATHS & JOHNSON, INC	RRJ25127-202604057	60.0.2530.543.20.0000.00	PROFESSIONAL SERVICES, THRU 4/24/26	\$1,140.00	
							Check Total:	\$1,140.00
7100018927	05/14/2026	1295	READING HORIZONS	INV74242	10.0.1800.300.00.4909.00	discovery softward	\$3,630.00	
7100018927	05/14/2026	1295	READING HORIZONS	INV74242	10.0.1800.300.00.4909.00	ELEVATE SOFTWARE	\$220.00	
							Check Total:	\$3,850.00
7100018928	05/14/2026	1295	SCHOOL DISTRICT 67	26002	10.0.1800.600.00.4909.00	TITLE 3 REIMBURSEMENT	\$6,649.00	
							Check Total:	\$6,649.00
7100018929	05/14/2026	1295	SCHOOL SPECIALTY LLC	208137022081	10.0.1100.400.00.0000.00	HOLIDAY GREEN 12X18 CONSTRUCTION PAPER	\$44.40	
7100018929	05/14/2026	1295	SCHOOL SPECIALTY LLC	208137022081	10.0.1100.400.00.0000.00	FESTIVE RED CONSTRUCITON PAPER	\$23.04	

Niles Elementary School District 71

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE Date Range: 04/17/2026 - 05/14/2026 Sort By: Check
 Bank Account: 0691-59408 Voucher Range: - Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
7100018929	05/14/2026	1295	SCHOOL SPECIALTY LLC	208137022081	10.0.1100.400.00.0000.00	SKY BLUE CONSTRUCTION PAPER	\$21.18	
7100018929	05/14/2026	1295	SCHOOL SPECIALTY LLC	208137022081	10.0.1100.400.00.0000.00	TURQUOISE CONSTRUCTION PAPER	\$25.32	
7100018929	05/14/2026	1295	SCHOOL SPECIALTY LLC	208137022081	10.0.1100.410.10.0000.00	KINDERGARTEN	\$32.48	
							Check Total:	\$146.42
7100018930	05/14/2026	1295	ULTIMATE SCREEN PRINTING	154536	10.0.2310.410.00.0000.00	FUN RUN TSHIRTS	\$120.00	
							Check Total:	\$120.00
7100018931	05/14/2026	1295	VERIZON WIRELESS	6142895210	20.0.2540.340.00.0000.00	MONTHLY SERVICE: 4/7-5/6/26	\$116.43	
							Check Total:	\$116.43
							Bank Total:	\$872,163.81

<u>Fund</u>	<u>Amount</u>
10	\$751,800.27
20	\$48,885.56
40	\$63,035.48
60	\$8,442.50
Fund Totals:	\$872,163.81

End of Report

Disbursements Grand Total: \$872,163.81

Niles Elementary School District 71

Fund Balances

Fiscal Year: 2025-2026

Month: March
 Year: 2026
 Fund Type:

Include Cash Balance
 FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
10	EDUCATIONAL	\$4,391,416.62	\$7,928,373.10	(\$7,214,269.38)	\$0.00	\$5,105,520.34
20	OPERATIONS & MAINTENANCE	\$2,770,221.86	\$1,248,203.85	(\$1,032,215.97)	\$0.00	\$2,986,209.74
30	DEBT SERVICE	\$681,151.86	\$7,233.67	(\$635,044.00)	\$0.00	\$53,341.33
40	TRANSPORTATION	\$835,651.55	\$451,408.01	(\$409,083.03)	\$0.00	\$877,976.53
51	MUNICIPAL RETIREMENT	\$498,904.91	\$41,504.62	(\$43,257.57)	\$0.00	\$497,151.96
52	SOCIAL SECURITY	\$354,032.39	\$105,629.96	(\$123,367.51)	\$0.00	\$336,294.84
60	CAPITAL PROJECTS	\$621,450.64	\$5,802.09	(\$417,698.89)	\$0.00	\$209,553.84
70	WORKING CASH	\$1,094,635.35	\$17,635.60	\$0.00	\$0.00	\$1,112,270.95
80	TORT IMMUNITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90	FIRE PREVENTION & SAFETY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:		\$11,247,464.98	\$9,805,790.90	(\$9,874,936.35)	\$0.00	\$11,178,319.53

End of Report

Niles Elementary School District 71

Fund Balances

Fiscal Year: 2024-2025

Month: March
 Year: 2025
 Fund Type:

Include Cash Balance
 FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
10	EDUCATIONAL	\$7,691,359.53	\$9,892,179.41	(\$6,838,316.74)	\$0.00	\$10,745,222.20
20	OPERATIONS & MAINTENANCE	\$2,593,451.46	\$1,777,392.04	(\$978,511.36)	\$0.00	\$3,392,332.14
30	DEBT SERVICE	\$29,630.28	\$275.03	(\$629,168.00)	\$0.00	(\$599,262.69)
40	TRANSPORTATION	\$733,480.27	\$543,016.57	(\$298,596.12)	\$0.00	\$977,900.72
51	MUNICIPAL RETIREMENT	\$464,825.58	\$103,965.10	(\$35,186.61)	\$0.00	\$533,604.07
52	SOCIAL SECURITY	\$385,485.48	\$140,978.18	(\$114,444.62)	\$0.00	\$412,019.04
60	CAPITAL PROJECTS	\$1,401,004.88	\$3,071.66	(\$5,453,152.37)	\$0.00	(\$4,049,075.83)
70	WORKING CASH	\$3,844,012.46	\$55,764.25	\$0.00	\$0.00	\$3,899,776.71
80	TORT IMMUNITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90	FIRE PREVENTION & SAFETY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:		\$17,143,249.94	\$12,516,642.24	(\$14,347,375.82)	\$0.00	\$15,312,516.36

End of Report

Coversheet

Approval of 2026-2027 Board Calendar

Section: VIII. Discussion and Action Items
Item: B. Approval of 2026-2027 Board Calendar
Purpose: Vote
Submitted by:
Related Material: Motion to Approve the 2026-2027 Board Calendar.pdf
2026-2027 Board of Education Meeting Schedule Final.pdf

MOTION

*Niles Elementary School District 71 Board Meeting May 19, 2026
At Culver School*

**Member _____ moved to approve the 2026-2027 Board
Calendar with Member _____ seconding the motion.**

On a roll call vote, motion approved as follows:

Vice President,	Matt Glancy	yes _____	no _____
Secretary,	Victoria Luz	yes _____	no _____
President,	Matt Holbrook	yes _____	no _____
Member,	Ken Krueger	yes _____	no _____
Member,	Dexi Karabatsos	yes _____	no _____
Member,	Jackie Jaime	yes _____	no _____
Member,	Georgia Chronopoulos	yes _____	no _____



2026-2027 Board of Education Dates

Meetings start at 7:00 pm

Tuesday, May 19, 2026 (2025-2026)

Tuesday, June 16, 2026 (2025-2026)

July -No Meeting Scheduled

Tuesday, August 18, 2026

Tuesday, September 15, 2026

Tuesday, October 20, 2026

Tuesday, November 17, 2026

Tuesday, December 8, 2026 (4:00 pm start)

Tuesday, January 19, 2027

Tuesday, February 23, 2027

Tuesday, March 16, 2027

Tuesday, April 20, 2027

Tuesday, May 18, 2027

Tuesday, June 15, 2027

Dated this 19th day of May, 2026

President, Board of Education

Coversheet

Approval of the Director of Business Services/CSBO Contract

Section: VIII. Discussion and Action Items
Item: C. Approval of the Director of Business Services/CSBO Contract
Purpose: Vote
Submitted by:
Related Material: Motion to Approve the Director of Business Services_CSBO.pdf
Kaufhold Director of Business 26-29 final.pdf
Director of Business Services Job Description.pdf

MOTION

*Niles Elementary School District 71 Board Meeting May 19, 2026
At Culver School*

**Member _____ moved to approve the Director of
Business Services/CSBO Contract with Member _____
seconding the motion.**

On a roll call vote, motion approved as follows:

Vice President,	Matt Glancy	yes _____	no _____
Secretary,	Victoria Luz	yes _____	no _____
President,	Matt Holbrook	yes _____	no _____
Member,	Ken Krueger	yes _____	no _____
Member,	Dexi Karabatsos	yes _____	no _____
Member,	Jackie Jaime	yes _____	no _____
Member,	Georgia Chronopoulos	yes _____	no _____

DIRECTOR OF BUSINESS SERVICES/CSBO AGREEMENT

THIS AGREEMENT made this May 19, 2026 by and between the BOARD OF EDUCATION of NILES ELEMENTARY SCHOOL DISTRICT 71 (“BOARD”), and KEN KAUFHOLD (“DIRECTOR OF BUSINESS SERVICES/CSBO”), has been approved at the meeting of the BOARD held on May 19, 2026, and is appended to the Minutes of said meeting.

IT IS AGREED:

1. **EMPLOYMENT** - The DIRECTOR OF BUSINESS SERVICES/CSBO is hereby hired and retained from July 1, 2026 through and including June 30, 2029, as DIRECTOR OF BUSINESS SERVICES/CSBO of Niles Elementary School District 71. The DIRECTOR OF BUSINESS SERVICES/CSBO will work 260 work days during the term of this Agreement, such days to be determined by the Superintendent after consultation with the DIRECTOR OF BUSINESS SERVICES/CSBO. This Agreement will not be extended or renewed without the express, written consent of the parties.

2. **DUTIES** - The duties and responsibilities of the DIRECTOR OF BUSINESS SERVICES/CSBO will be those incidental to the office of the DIRECTOR OF BUSINESS SERVICES/CSBO, those set forth in the job description for the position of DIRECTOR OF BUSINESS SERVICES/CSBO (or, those duties contained in Board Policy, as adopted, and which may be amended from time to time), those obligations imposed by the laws of the State of Illinois upon the DIRECTOR OF BUSINESS SERVICES/CSBO, and the performance of other professional duties customarily performed by a DIRECTOR OF BUSINESS SERVICES/CSBO as from time to time may be assigned to the DIRECTOR OF BUSINESS SERVICES/CSBO by the BOARD or Superintendent. The BOARD reserves the right to reassign the DIRECTOR OF BUSINESS SERVICES/CSBO to different duties from time to time requiring during the term of this Agreement, without loss of pay or notice of a hearing.

3. **STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT** – This Agreement is a performance-based contract. The DIRECTOR OF BUSINESS SERVICES/CSBO will address and fulfill the student performance and academic improvement goals attached as Exhibit 1.

4. **SALARY** – For the 2026-2027 contract year, the DIRECTOR OF BUSINESS SERVICES/CSBO’S annual salary will be ONE HUNDRED TWENTY THOUSAND DOLLARS (\$120,000.00). For the 2027-2028 contract year the DIRECTOR OF BUSINESS SERVICES/CSBO’S annual salary will be calculated by increasing his 2026-2027 annual salary by the annual percentage increase in the Consumer Price Index-All Urban Consumers, as reported

in January 2027. Provided, however, in no event will the salary increase granted under this Agreement be less than three percent (3%), nor greater than five percent (5%). For the 2028-2029 contract year the DIRECTOR OF BUSINESS SERVICES/CSBO'S annual salary will be calculated by increasing his 2027-2028 annual salary by the annual percentage increase in the Consumer Price Index-All Urban Consumers, as reported in January 2028. Provided, however, in no event will the salary increase granted under this Agreement be less than three percent (3%), nor greater than five percent (5%).

Notwithstanding the salary computation method described above, in no case will the DIRECTOR OF BUSINESS SERVICES/CSBO'S annual creditable earnings reportable to the Illinois Teachers' Retirement Fund (TRS) exceed 6% of the prior year's reportable creditable earnings or by any other amount that would cause a penalty to the BOARD or DIRECTOR OF BUSINESS SERVICES/CSBO.

In consideration of the annual salary set forth above, The DIRECTOR OF BUSINESS SERVICES/CSBO agrees to devote such time, skill, labor and attention to his employment, during the term of this Agreement, in order to faithfully perform the duties of DIRECTOR OF BUSINESS SERVICES/CSBO. Salary will be paid in twenty-four (24) equal installments in accordance with the BOARD policy governing payment of salary to the other members of the professional staff, less such amounts as required by law or provided for in this Agreement. The BOARD retains the right to increase the annual salary and/or fringe benefits of the DIRECTOR OF BUSINESS SERVICES/CSBO during the term of this Agreement, and thereafter, provided that any salary and/or fringe benefit(s) adjustments will not be lower than the annual salary and fringe benefits paid by the BOARD for the preceding contract year. Any adjustment in salary and/or fringe benefits made during the life of this Agreement will be in writing and will become a part of this Agreement. It is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the DIRECTOR OF BUSINESS SERVICES/CSBO nor that the termination date of this Agreement has been in any way extended. The BOARD and the DIRECTOR OF BUSINESS SERVICES/CSBO, however, may enter into subsequent agreements or extensions of this Agreement for additional periods of time provided both parties agree, and the agreement is reduced to writing.

5. TEACHERS' RETIREMENT SYSTEM CONTRIBUTION – In addition to the salary paid to the DIRECTOR OF BUSINESS SERVICES/CSBO by the BOARD as expressed in Section 4, the BOARD will pick up and pay on the DIRECTOR OF BUSINESS SERVICES/CSBO's behalf, the DIRECTOR OF BUSINESS SERVICES/CSBO entire contribution to the Illinois Teachers' Retirement System ("TRS") pursuant to the *Illinois Pension Code*.

It is the intention of the parties to qualify all such payments picked up and paid by the BOARD on the DIRECTOR OF BUSINESS SERVICES/CSBO'S behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The DIRECTOR OF BUSINESS SERVICES/CSBO will have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from TRS. The DIRECTOR OF BUSINESS SERVICES/CSBO does not have the option of choosing to receive the contributed amounts directly instead of having those contributions paid by the BOARD to TRS.

These contributions are made as a condition of the DIRECTOR OF BUSINESS SERVICES/CSBO'S employment for his future service, knowledge and experience.

6. TEACHERS' HEALTH INSURANCE SECURITY FUND CONTRIBUTION - The BOARD will pick up and pay on the DIRECTOR OF BUSINESS SERVICES/CSBO's behalf, the DIRECTOR OF BUSINESS SERVICES/CSBO's entire retirement contribution to the Teachers' Health Insurance Security ("THIS") fund. The BOARD will remit this contribution to "TRS" as the THIS fund's collection agent.

7. HOSPITALIZATION/MAJOR MEDICAL INSURANCE - The BOARD will provide the DIRECTOR OF BUSINESS SERVICES/CSBO, under a group policy, a certificate of hospitalization insurance providing benefits identical to that given other administrative and teaching personnel as more fully described in the contract between the BOARD and the NILES COUNCIL OF TEACHERS, DISTRICT 71.

8. TERM LIFE INSURANCE - The BOARD will provide and pay the premiums for a term life insurance policy for the DIRECTOR OF BUSINESS SERVICES/CSBO during the term of this Agreement in the amount of FIFTY THOUSAND DOLLARS (\$50,000.00). The BOARD will assign the ownership of the term life insurance policy to a person or trust designated by the DIRECTOR OF BUSINESS SERVICES/CSBO, and upon termination of this Agreement will allow that owner to continue the life insurance policy at its (or his) own expense.

9. MEDICAL EXAMINATION – Annually during the term of this Agreement, the DIRECTOR OF BUSINESS SERVICES/CSBO will obtain a comprehensive medical examination, one hundred percent (100%) of the actual cost will be paid by the BOARD. A copy of the examination or certificate of the physician certifying the physical ability of the DIRECTOR OF BUSINESS SERVICES/CSBO to perform his essential job functions will be given to the President of the BOARD. The physician performing the medical examination will be one licensed to practice medicine in all of its branches and will be chosen by the BOARD, or by mutual agreement of the BOARD and DIRECTOR OF BUSINESS SERVICES/CSBO.

10. SICK LEAVE –The DIRECTOR OF BUSINESS SERVICES/CSBO will be entitled to fifteen (15) work days of sick leave annually. If the DIRECTOR OF BUSINESS SERVICES/CSBO does not use the full amount of annual sick leave allowed, the unused amount will accumulate without limit. Sick leave availability and usage will be governed by Section 24-6 of the Illinois School Code (105 ILCS 5/24-6). The BOARD may require a physician's certificate, or equivalent, as a basis for pay during leave after an absence of three (3) days for personal illness, or as it may deem necessary in other cases.

11. VACATION AND PERSONAL LEAVE - The DIRECTOR OF BUSINESS SERVICES/CSBO will receive TWENTY (20) work days of vacation annually, exclusive of weekends and BOARD approved holidays for twelve-month staff. Vacation days will be cumulative to the extent that unused vacation days earned during the given year may be carried over for use during the next year to a maximum of TEN (10) days plus the current annual allocation of TWENTY (20) days. The scheduling of more than five (5) consecutive vacation days will be by agreement between the Superintendent and the DIRECTOR OF BUSINESS

SERVICES/CSBO. Additionally, the DIRECTOR OF BUSINESS SERVICES/CSBO will receive three (3) work days of personal leave annually.

12. **BUSINESS AND TRAVEL EXPENSES** - It is anticipated and agreed that the DIRECTOR OF BUSINESS SERVICES/CSBO will be required to incur certain personal expenses for the official business of the BOARD. As such, the BOARD agrees to reimburse the DIRECTOR OF BUSINESS SERVICES/CSBO for mileage incurred by him on behalf of the BOARD at the standard IRS rate for mileage reimbursement, subject, however, to the DIRECTOR OF BUSINESS SERVICES/CSBO'S substantiation and the BOARD'S approval of such expenses.

13. **MEMBERSHIP DUES** – With prior BOARD approval and upon proper substantiation, the DIRECTOR OF BUSINESS SERVICES/CSBO will be reimbursed for the dues and membership fees for three (3) national or state administrator, teacher and/or school board organization memberships and for local organizations to which he belongs.

14. **OTHER BENEFITS AND LEAVE** - The DIRECTOR OF BUSINESS SERVICES/CSBO will be allowed other non-TRS creditable privileges, leaves, and/or fringe benefits, including tuition reimbursement, not specifically enumerated herein, but as are extended to all other members of the professional administrative staff, except as set forth herein.

15. **OTHER WORK** - With the prior agreement of the BOARD, the DIRECTOR OF BUSINESS SERVICES/CSBO may undertake consultation work, speaking engagements, writing, teaching a college or university course, lecturing, or other professional duties and obligations unrelated to his duties as DIRECTOR OF BUSINESS SERVICES/CSBO provided, however, that this other work will not interfere in a material and substantial manner with the DIRECTOR OF BUSINESS SERVICES/CSBO'S obligations set forth in this Agreement. With the prior agreement of the BOARD, the DIRECTOR OF BUSINESS SERVICES/CSBO may keep any fee or stipend he receives for speaking engagements.

16. **PROFESSIONAL ACTIVITIES** - The DIRECTOR OF BUSINESS SERVICES/CSBO will be encouraged to attend appropriate professional meetings and continuing education at the local, state and national levels. The DIRECTOR OF BUSINESS SERVICES/CSBO may attend one national and one state convention each year. Within budget constraints, as approved by the BOARD, the cost of attendance will be paid by the BOARD.

17. **TERMINATION OF AGREEMENT** - This Agreement may be terminated prior to June 30, 2029, by:

- A. Mutual agreement of the parties.
- B. Retirement.
- C. Resignation provided, however, the DIRECTOR OF BUSINESS SERVICES/CSBO gives the BOARD at least ninety (90) days prior written

notice of the proposed resignation.

- D. Disability. In the event of disability by illness or incapacity, after the DIRECTOR OF BUSINESS SERVICES/CSBO'S sick leave has been exhausted, the compensation will be reinstated after the DIRECTOR OF BUSINESS SERVICES/CSBO has returned to employment and undertaken the full discharge of his duties. The BOARD may terminate this Agreement by written notice to the DIRECTOR OF BUSINESS SERVICES/CSBO at any time after the DIRECTOR OF BUSINESS SERVICES/CSBO has exhausted any accumulated sick leave and such other leave as may be available and has been absent from his employment for whatever cause for an additional continuous period of three (3) months. All obligations of the BOARD will cease upon such termination.

If a question exists concerning the capacity of the DIRECTOR OF BUSINESS SERVICES/CSBO to return to his duties the BOARD may require the DIRECTOR OF BUSINESS SERVICES/CSBO to submit to a medical examination, to be performed by a doctor licensed to practice medicine. The BOARD and DIRECTOR OF BUSINESS SERVICES/CSBO will mutually agree upon the physician who will conduct the examination. The examination will be done at the expense of the BOARD. The physician will limit his report to the issue of whether the DIRECTOR OF BUSINESS SERVICES/CSBO has a continuing disability which prohibits him from performing his duties.

- E. Discharge for cause. "For cause" will mean any conduct, act, or failure to act by the DIRECTOR OF BUSINESS SERVICES/CSBO which is seriously prejudicial to the operations of School District as determined by the BOARD. Reasons for discharge for cause will be given in writing to the DIRECTOR OF BUSINESS SERVICES/CSBO, who will be entitled to notice and a hearing before the BOARD to discuss the discharge. If the DIRECTOR OF BUSINESS SERVICES/CSBO chooses to be accompanied by legal counsel, he will bear any costs involved therein. The BOARD hearing will be conducted in closed session. The BOARD will not arbitrarily or capriciously dismiss the DIRECTOR OF BUSINESS SERVICES/CSBO.
- F. Failure to comply with the terms and conditions of this Agreement.

Nothing will prohibit the BOARD from suspending the DIRECTOR OF BUSINESS SERVICES/CSBO without pay pending completion of the requirements of this Section. After the effective date of dismissal, the DIRECTOR OF BUSINESS SERVICES/CSBO will not be entitled to further payments of compensation of any kind under this Agreement, except that the DIRECTOR OF BUSINESS SERVICES/CSBO will be entitled to any vested benefits payable under the terms and provisions of the Illinois Teachers' Retirement System.

18. **EVALUATION** - The BOARD and DIRECTOR OF BUSINESS SERVICES/CSBO agree that there will be an annual evaluation of the DIRECTOR OF BUSINESS SERVICES/CSBO'S performance under this Agreement. The evaluation will consider, but not be limited to, an examination of the establishment and maintenance of business service goals, administration of personnel, rapport with the BOARD and Superintendent and other factors of appraisal that may be established by the parties.

In the event that the Superintendent determines that the performance of the DIRECTOR OF BUSINESS SERVICES/CSBO is unsatisfactory in any respect, he will describe in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation will include recommendations as to areas of improvement in all instances where the Superintendent deems performance to be unsatisfactory. The DIRECTOR OF BUSINESS SERVICES/CSBO will have the right to make a written reaction or response to the evaluation. This response will become a permanent attachment to the DIRECTOR OF BUSINESS SERVICES/CSBO'S evaluation in his personnel file.

19. **PROFESSIONAL LIABILITY** - The BOARD agrees that it will defend, hold harmless, and indemnify the DIRECTOR OF BUSINESS SERVICES/CSBO from any and all demands, claims, suits, actions and legal proceedings brought against the DIRECTOR OF BUSINESS SERVICES/CSBO in his individual capacity, or in his official capacity as agent and employee of the BOARD provided the incident arose while the DIRECTOR OF BUSINESS SERVICES/CSBO was acting within the scope of his employment and excluding criminal litigation and such liability coverage as is beyond the authority of the BOARD to provide under state law. Except that, in no case, will individual BOARD members be considered personally liable for indemnifying the DIRECTOR OF BUSINESS SERVICES/CSBO against such demands, claims, suits, actions and legal proceedings.

20. **NOTICE** - Any notice or communication permitted or required under this Agreement will be in writing and will become effective on the day of mailing thereof by first class mail, registered or certified mail, postage prepaid, addressed:

If to the BOARD, to:

President
Board of Education
Niles Elementary School District 71
6901 W. Oakton Street
Niles, Illinois 60714

If to the DIRECTOR OF BUSINESS SERVICES/CSBO , to:

KEN KAUFHOLD
7909 N Nora Ave
Niles, Il 60714

(or at the last address of the DIRECTOR OF BUSINESS SERVICES/CSBO contained in official Business Office records of the BOARD).

21. **MISCELLANEOUS**

- A. This Agreement has been executed in Illinois and will be governed in accordance with the laws of the State of Illinois in every respect.
- B. Section headings and numbers have been inserted for convenience of reference only, and if there will be any conflict between such headings or numbers and the text of this Agreement, the text will control.
- C. This Agreement may be executed in one or more counterparts, each of which will be considered an original, and all of which taken together will be considered one and the same instrument.
- D. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior contracts, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- E. This Agreement will be binding upon and inure to the benefit of the DIRECTOR OF BUSINESS SERVICES/CSBO, his successors, assigns, heirs, executors, and personal representatives, and will be binding upon, and inure to the benefit of the BOARD, its successors and assigns.
- F. Both parties have had the opportunity to seek the advice of counsel.
- G. No subsequent alteration, amendment, change, or addition to this Agreement, will be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.
- H. The BOARD retains the right to repeal, change or modify any policies or procedures which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.
- I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it will be deemed removed herefrom, and the remainder of this Agreement will continue to have its intended full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and in the case of the BOARD, by its President and Secretary on the day and year first above written.

DIRECTOR OF BUSINESS SERVICES/CSBO

Date: _____

By: _____

BOARD OF EDUCATION
NILES ELEMENTARY SCHOOL
DISTRICT 71

Date: _____

By: _____
President

ATTEST:

Secretary

Exhibit 1
Student Performance and Academic Improvement Goals

Director of Business Services

Draft Job Description

Reports To	Superintendent
Classification	Administrative / Exempt
Work Year	12-month / 260-day administrator, or as determined by the Board
Retirement System	TRS or IMRF, depending on certification, assignment, and Board determination
Evaluation	Superintendent or designee

Position Summary

The Director of Business Services serves as a key member of the District leadership team and supports the Superintendent in the financial, operational, human resources, and technology management of the District. The Director is responsible for maintaining strong internal controls, accurate financial systems, effective business office operations, and sound long-range planning. The position also provides practical support for selected human resources functions and continued oversight of District technology operations, systems, vendors, and planning.

Essential Duties and Responsibilities

Financial Leadership and Business Operations

- Prepare, monitor, and administer the annual District budget in collaboration with the Superintendent and Board of Education.
- Prepare financial reports, forecasts, cash flow projections, budget amendments, and long-range financial analyses for the Superintendent and Board.
- Oversee day-to-day business office functions, including accounts payable, payroll, purchasing, deposits, banking, benefits processing, student activity funds, and financial software systems.
- Maintain accurate financial records and ensure compliance with applicable Board policy, Illinois School Code requirements, ISBE reporting, grant requirements, and generally accepted accounting practices.
- Coordinate the annual audit process and prepare or support required local, state, and federal financial reports.
- Monitor revenues and expenditures to identify trends, concerns, and opportunities for improved efficiency.
- Assist with levy planning, tax extension analysis, tuition calculations, debt service, grants, and other revenue-related matters.
- Implement and monitor purchasing procedures, vendor relationships, contracts, insurance programs, and risk management processes.
- Support Board agenda preparation related to financial, operational, personnel, technology, and contractual items.

Human Resources and Employee Benefits Support

- Provide administrative support for selected human resources functions, including employee benefits plan design, salary and benefit costing, and personnel-related budget planning.
- Support recruitment, onboarding, employee records, compensation placement, and employment documentation in coordination with the Superintendent and other administrators.

Draft for review

- Assist with employee benefits administration, including health insurance, retirement system coordination, COBRA, open enrollment, employee deductions, and related communications.
- Provide financial and operational support for collective bargaining, labor-management discussions, salary schedules, benefit proposals, and cost modeling.
- Assist the Superintendent with HR compliance processes, required reporting, job descriptions, employment contracts, and personnel procedures as assigned.
- Maintain confidentiality and handle personnel, payroll, benefit, and employee relations information with discretion.

Technology Oversight and Systems Support

- Provide continued oversight of District technology operations in collaboration with technology staff, vendors, and building administrators.
- Support long-range technology planning, budgeting, equipment replacement cycles, software licensing, cybersecurity planning, data systems, and technology-related contracts.
- Ensure that business, HR, payroll, student information, communications, and instructional technology systems are supported and aligned with District needs.
- Coordinate with technology staff and vendors to support network reliability, device management, data security, user support, and operational continuity.
- Assist with compliance and documentation related to technology purchases, E-rate, data privacy agreements, cybersecurity insurance, and related operational requirements.
- Help evaluate technology services, contracts, and staffing models to ensure effective support for instruction and District operations.

Operations, Facilities, and Risk Management

- Support the Superintendent in planning and monitoring facilities, transportation, food service, safety, insurance, and operational services as assigned.
- Assist with capital planning, maintenance planning, project budgeting, bid processes, contracts, and vendor coordination.
- Monitor District insurance coverage, claims, risk management practices, and operational procedures.
- Coordinate with building and department leaders to ensure that financial and operational decisions support student safety, student services, and instructional priorities.

Leadership and Communication

- Serve as a collaborative member of the administrative team and provide clear, accurate, and timely information to the Superintendent, Board, staff, auditors, vendors, and outside agencies.
- Supervise, support, and evaluate assigned business office, technology, operational, or support staff as assigned.
- Develop and maintain written procedures for business office operations, purchasing, payroll, benefits, financial systems, technology processes, and other assigned areas.
- Communicate complex financial, operational, HR, and technology information in a clear and practical manner.
- Maintain a service-oriented approach while ensuring accountability, compliance, and consistency across District operations.
- Perform other duties as assigned by the Superintendent.

Required Qualifications

- Bachelor's degree in business, accounting, finance, public administration, educational leadership, human resources, technology management, or a related field.
- Illinois Chief School Business Official endorsement, or ability to obtain the endorsement within a timeline acceptable to the District, if the position is intended to serve as CSBO.
- Strong knowledge of school district finance, budgeting, payroll, benefits, purchasing, financial reporting, and internal controls.
- Ability to supervise staff, manage projects, maintain confidentiality, and work collaboratively with administrators, staff, Board members, vendors, and outside agencies.
- Strong written and verbal communication skills.
- Proficiency with financial, payroll, HR, spreadsheet, and data systems.

Preferred Qualifications

- Master's degree in school business management, educational leadership, finance, accounting, public administration, or a related field.
- Illinois CSBO endorsement.
- Experience in Illinois public school finance and operations.
- Experience with collective bargaining support, employee benefits, IMRF/TRS processes, grants, audits, and Board reporting.
- Experience supervising business office, technology, facilities, or operational staff.
- Familiarity with school technology operations, cybersecurity planning, E-rate, data privacy, and vendor management.

Knowledge, Skills, and Abilities

- High level of accuracy, judgment, confidentiality, and follow-through.
- Ability to balance service, compliance, fiscal responsibility, and operational efficiency.
- Ability to analyze financial and operational data and present recommendations clearly.
- Ability to manage multiple priorities and deadlines in a small-district environment.
- Ability to build effective working relationships with staff while maintaining appropriate systems and accountability.
- Ability to support the Superintendent and Board with practical options, cost analysis, and implementation planning.

Physical Demands and Work Environment

The position generally requires work in an office and school environment. The employee must be able to use standard office and computer equipment, attend meetings, move throughout District facilities, and occasionally lift or move light materials. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Equal Opportunity Statement

The District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, veteran status, or any other legally protected category.

Coversheet

Approval of the Following Board Policies

Section: VIII. Discussion and Action Items
Item: D. Approval of the Following Board Policies
Purpose:
Submitted by:
Related Material: Motion to Approve Board Policies.pdf
Board Policies Part 1 April 21.pdf
Board Policies Part 2 42126.pdf

MOTION

*Niles Elementary School District 71 Board Meeting May 19, 2026
At Culver School*

Member _____ moved to approve the following Board Policies: 2:200, 2:220, 2:250, 4:165, 5:30, 5:250, 5:330, 6:65, 6:100, 6:15, 6:170, 7:20, 7:50, 7:100, 7:185, 7:240, 7:260, 7:300, 8:90, 7:220, 7:230, 7:280, with Member _____ seconding the motion.

On a roll call vote, motion approved as follows:

Vice President,	Matt Glancy	yes _____	no _____
Secretary,	Victoria Luz	yes _____	no _____
President,	Matt Holbrook	yes _____	no _____
Member,	Ken Krueger	yes _____	no _____
Member,	Dexi Karabatsos	yes _____	no _____
Member,	Jackie Jaime	yes _____	no _____
Member,	Georgia Chronopoulos	yes _____	no _____

Document Status: Draft Update

SCHOOL BOARD

2:200 Types of School Board Meetings

General

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2:220, *School Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1).
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. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the

- public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
 5. Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5).
 6. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
 7. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
 8. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
 9. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
 10. Student disciplinary cases. 5 ILCS 120/2(c)(9).
 11. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
 12. 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. 5 ILCS 120/2(c)(11).
 13. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
 14. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
 15. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
 16. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any 3 members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office [Q1](#) at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.:

5 ILCS 120/, Open Meetings Act.

5 ILCS 140/, Freedom of Information Act.

105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational School Board Meetings), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks), 8:30 (Visitors to and Conduct on School Property)

Adopted: January 16, 2024

Questions and Answers:

***Required Question 1. Some attorneys find the Open Meetings Act's (OMA's) posting requirements for special meetings to be unclear and recommend that a board post notices and agendas of such meetings at the district's main office *and* at the location where the meeting is to be held. Consult the board attorney for guidance on this issue and ensure that posting practices align with this policy and administrative procedure 2:200-AP, *Types of School Board Meetings*. Posting at the meeting location promotes greater transparency.

Does the Board post notices and agendas for special meetings at the location where the meeting is to be held, in addition to posting at the district's main office? If yes, note that this policy may require posting in the same manner for reconvened and rescheduled meetings, in alignment with OMA.

- No (Default)
 - Yes (IASB will revise this sentence after "the District's main office" to add "and the location where the meeting is to be held")
-

Niles Elementary School District 71 \ SECTION 2 - SCHOOL BOARD \

Document Status: Draft Update

SCHOOL BOARD

2:220 School Board Meeting Procedure

Agenda

The School Board 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. Discussion items suggested by District residents [PRESSPlus1](#) may be added to the agenda upon unanimous approval of those Board members present. 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 School Board 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 [Q1](#) 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.

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.

Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) determines which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a *semi-annual review*. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session.

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 a records secretary, an administrative official of the public body, or any elected official of the public body. 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 a records secretary, an administrative official of the public body, or any elected official of the public body. 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, (3) a family or other emergency, ~~or~~ (4) unexpected childcare obligations, **or (5) performance of active military duty as a service member.** [PRESSPlus2](#). 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

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. 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.

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, 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.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use the most recent edition of Robert's Rules of Order Newly Revised, 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, 120/2.06, and 120/7120/7, Open Meetings Act.

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), 2:210 (Organizational School Board Meeting), 2:230 (Public Participation at School Board Meetings and Petitions to the Board)

Adopted: January 16, 2024

Questions and Answers:

***Required Question 1. Does the Board take a roll call vote on *all* action items?

No (Default)

Yes (IASB will replace this paragraph with the following sentence: The Board shall take a roll call vote on all matters requiring its action, including but not limited to, all questions involving the expenditure of money and all questions involving the closing of a meeting to the public.)

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 121, March 2026**

PRESSPlus 2. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/7(a), amended by P.A. 104-438. OMA borrows the definition for *active military duty* from the Service Member Employment and Reemployment Act, 330 ILCS 61/1-10. 5 ILCS 120/7(a), amended by P.A. 104-438. It means any full-time military service regardless of length or voluntariness, including, but not limited to, annual training, full-time National Guard Duty, and State active duty. 330 ILCS 61/1-10. *Service member* means a resident of Illinois who is a member of any component of the U.S. Armed Forces or the National Guard of any state, D.C., a commonwealth, or territory of the U.S. **Issue 121, March 2026**

Niles Elementary School District 71 \ SECTION 2 - SCHOOL BOARD \

Document Status: Draft Update

SCHOOL BOARD

2:250 Access to District Public Records

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

Freedom of Information Officer

The Superintendent shall serve as the District's Freedom of Information Officer and assumes all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees, but the delegation shall not relieve the Superintendent of the responsibility for the delegated action ~~that was delegated~~.

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District. The District's public records do not include junk mail. [PRESSPlus1](#)

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Oral requests may be accepted provided personnel are available to handle them. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. Email requests must include the entirety of the request within the body of the email and not as an attachment or hyperlink. [PRESSPlus2](#)

The Superintendent or designee shall instruct District employees to immediately forward any request for inspection and copying of a public record to the District's Freedom of Information Officer or designee.

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; ~~or~~
3. Complying with the request would be unduly burdensome.

4. The request would require the District to open electronically attached files or hyperlinks to view or access details of a request. In that case, the requester shall be notified within five business days that the entirety of the electronic request must appear within the body of the electronic submission; or
5. The District has a reasonable belief that the request was not submitted by a person, and the requester fails to verify orally or in writing that they are a person within 30 days of the District's request for such verification. [PRESSPlus3](#)

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to five business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

The time periods are extended for responding to requests for records made for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a *commercial purpose* and fees, costs, and personnel hours in connection with responding to a *voluminous request*.

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the District's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the District's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a *voluminous request*, as defined in FOIA.

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material requested and the cost of copying it.

Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to the District's website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy.

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.:

5 ILCS 140/, Illinois Freedom of Information Act.

50 ILCS 205/, Local Records Act.

105 ILCS 5/10-16 and 5/24A-7.1.

820 ILCS 40/11, Personnel Record Review Act.

820 ILCS 130/5, Prevailing Wage Act.

CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records), 7:340 (Student Records)

Adopted: December 13, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Freedom of Information Act (FOIA), 5 ILCS 140/2, amended by P.A 104-438. *Junk mail* means any unsolicited commercial mail or commercial electronic communication sent to a district and not responded to by a district. **Issue 121, March 2026**

PRESSPlus 2. Updated in response to FOIA, 5 ILCS 140/3(c), amended by P.A. 104-438. **Issue 121, March 2026**

PRESSPlus 3. Updated in response to FOIA, 5 ILCS 140/3(j), added by P.A. 104-438. **Issue 121, March 2026**

Document Status: Draft Update

SCHOOL BOARD

2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or has a complaint regarding any one of the following:

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

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this

grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parent(s)/guardian(s)); this includes mediation.

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

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

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager or designee shall process and review the complaint under Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

For any complaint alleging sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the Title IX Coordinator or designee shall process and review the complaint under Board policy 2:265, *Title IX Grievance Procedure*.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, in addition to any response required by this policy.

For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy, in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement,

(2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time from the Superintendent.

The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

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

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall provide its written decision to the Complainant and the accused, as well as to the Complaint Manager. This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers

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

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

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

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

Nondiscrimination Coordinator:

Dr. John Kosirog
6901 W. Oakton, Niles, IL 60714
jkosirog@niles71.org
847-966-9280

Title IX Coordinator:

Dr. John Kosirog
6901 W. Oakton, Niles, IL 60714
jkosirog@niles71.org
847-966-9280

Complaint Managers:

Dr. John Kosirog
6901 W. Oakton, Niles, IL 60714
jkosirog@niles71.org
847-966-9280

LEGAL REF.:

- 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
- 20 U.S.C. §1232g, Family Education Rights Privacy Act.
- 20 U.S.C. §1400, The Individuals with Disabilities Education Act.
- 20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R. Part 106.
- 29 U.S.C. §206(d), Equal Pay Act.
- 29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
- 29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
- 29 U.S.C. §2612, Family and Medical Leave Act.
- 42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
- 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964.
- 42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.
- 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
- 42 U.S.C. §12101 et seq., Americans With Disabilities Act; 28 C.F.R. Part 35.
- 105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69, 5/10-20.75, 5/10-22.5, 5/22-19, 5/22-95 (final citation pending), 5/22-110, 5/24-4, and 5/27-1, 5/27-23.7, and 45/1-15. [PRESSPlus1](#)
- 105 ILCS 45/, Education for Homeless Children Act.

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

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

410 ILCS 513/, Ill. Genetic Information Privacy Act.

740 ILCS 174/, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

775 ILCS 5/, Ill. Human Rights Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 112/, Equal Pay Act of 2003.

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

23 Ill.Admin.Code §§1.240, 200.40, 226.50, and 226.570.

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

Adopted: June 10, 2025

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/22-110, renumbered by P.A. 104-391, and for continuous improvement. **Issue 121, March 2026**

Document Status: Draft Update

OPERATIONAL SERVICES

4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
 - b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and employee-student boundary violations pursuant to policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;
 - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; and
 - c. How to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and employee-student boundary violations with evidence-informed educational information that also includes:
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of*

Interest, and how to prevent child sexual abuse from happening;

- b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing. [PRESSPlus1](#)

LEGAL REF.:

105 ILCS 5/10-23.13, 5/22-85.5, and 5/27-1015-9.1a, and 5/27-13.2. [PRESSPlus2](#)

105 ILCS ~~110/3~~5/27-215, Critical Health Problems and Comprehensive Health Education Act.

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

720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

Adopted: December 13, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to the repeal of 105 ILCS 5/27-13.2, by P.A. 104-391. **Issue 121, March 2026**

PRESSPlus 2. The Legal References are updated in response to 105 ILCS 27/1015 and 27/215, both renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update

General Personnel

5:30 Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

All applicants must complete a District application in order to be considered for employment.

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, appropriate Intermediate Service Center Executive Director, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80 or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant

for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving *direct contact with children or students*, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination. [PRESSPlus1](#)

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

15 U.S.C. §1681 et seq., Fair Credit Reporting Act.

42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/21B-10, 5/21B-80, 5/21B-85, 5/22-6.5, 5/22-94, and 5/24-5.

20 ILCS 2630/3.3, Criminal Identification Act.

820 ILCS 55/, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 112/, Equal Pay Act of 2003.

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd in part and remanded* 115 Ill.2d 482 (Ill. 1987).

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).

Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

Adopted: December 12, 2023

PRESSPlus Comments

PRESSPlus 1. Consult the board attorney if a staff member requests more than one physical examination to obtain a second opinion. **Issue 121, March 2026**

Document Status: Draft Update

Professional Personnel

5:250 Leaves of Absence

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave, Sabbatical Leave, Personal Leave, Leave of Absence Without Pay, Leave for Service in the Military

Please refer to the applicable collective bargaining agreement(s).

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

Family Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of a covered family member, which includes an employee's child, stepchild, spouse, [PRESSPlus1](#) domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making

arrangements necessitated by the death of the covered family member, (3) grieving the death of the covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

The leave must be completed within 60 days after the date on which the employee received notice of the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Family Bereavement Leave Act. This policy does not create any right for an employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act.

Child Extended Bereavement Leave

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 but not more than 249 employees on a full-time basis, an employee is entitled to a total of six weeks of unpaid leave within one year after the employee notifies the District of the loss. An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

Child-Rearing Leave

The Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed three semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy.

A teacher should request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess.

Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence, or any other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance, and to grieve and attend to matters necessitated by the death of a family or household member who is killed in a crime of violence, without suffering adverse employment action.

The Victims' Economic Security and Safety Act (VESSA) governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, and subject to any exceptions in VESSA, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

Leaves to Serve as an Officer, Trustee, or Representative of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) up to twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3, (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2, and (4) up to 10 days of paid leave per school term for teachers elected to represent a statewide teacher association in federal advocacy work in accordance with 105 ILCS 5/24-3.5.

COVID-19 Paid Administrative Leave

When applicable, paid administrative leave related to COVID-19 will be granted to eligible employees in accordance with State law.

Family Neonatal Intensive Care Leave [PRESSPlus2](#)

An unpaid leave from work is available to any staff member whose child [PRESSPlus3](#) is a patient in a neonatal intensive care unit (NICU) in accordance with the requirements of the Family Neonatal

Intensive Care Leave Act. If the District employs at least 51 employees, an employee is entitled to a total of 20 days of unpaid leave while a child of the employee is a patient in a NICU. [Q1](#) The District may require reasonable verification of the employee's child's length of stay in a NICU. [PRESSPlus4](#)

LEGAL REF.:

105 ILCS 5/10-20.83, 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.

10 ILCS 5/13-2.5, Election Code.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

820 ILCS 147/, School Visitation Rights Act.

820 ILCS 154/, Family Bereavement Leave Act.

820 ILCS 156/, Child Extended Bereavement Leave Act.

820 ILCS 157/, Family Neonatal Intensive Care Leave Act.

820 ILCS 180/, Victims' Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

Adopted: December 12, 2023

Questions and Answers:

***Required Question 1. A district that employs 50 or fewer employees may substitute the following sentence: "If the District employs at least 16 but not more than 50 employees, an employee is entitled to a total 10 days of unpaid leave while a child of the employee is a patient in a NICU." 820 ILCS 157/10, added by P.A. 104-259, eff. 6-1-26. A district that employs 15 or fewer employees is not subject to the requirements of 820 ILCS 157/. If the district employs 15 or fewer employees, it may choose to delete this subhead.

How many employees are employed by the district, including part-time workers?

- 51 or more full- or part-time employees. (Default)
- 50 or fewer full- or part-time employees. (IASB will substitute the following sentence: "If the District employs at least 16 but not more than 50 employees, an employee is entitled to a total 10 days of unpaid leave while a child of the employee is a patient in a NICU.")

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. A covered family member includes a spouse under 105 ILCS 154/5. **Issue 121, March 2026**

PRESSPlus 2. Updated in response to 820 ILCS 157/, added by P.A. 104-259, eff. 6-1-26. This

leave is separate from FMLA leave, and an employer must allow the employee to take the leave in addition to FMLA leave. The term *employee* includes part-time workers. **Issue 121, March 2026**

PRESSPlus 3. *Child* means an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. **Issue 121, March 2026**

PRESSPlus 4. An employer may not request confidential information protected by the Health Insurance Portability and Accountability Act or other law when asking for reasonable verification. Consult the board attorney for guidance on acceptable forms of verification. **Issue 121, March 2026**

Document Status: Draft Update

Educational Support Personnel

5:330 Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 240 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The Superintendent or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need to foster care. Such leave is limited to 30 days,

unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Vacation

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Earned Per Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Holidays

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Abraham Lincoln's Birthday
- Casimir Pulaski's Birthday
- Labor Day
- Columbus Day
- Veterans Day
- 2024 General Election Day when required by law [PRESSPlus1](#)

~~General Election Day, when required by law~~

- Memorial Day
- Thanksgiving Day
- Juneteenth National Freedom Day
- Christmas Day
- Independence Day

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Leave to Serve as a Trustee of the Ill. Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with State law.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Family Bereavement Leave.
6. Child Extended Bereavement Leave.
7. Leave to serve as an election judge.
8. COVID-19 Paid Administrative Leave.
9. Family Neonatal Intensive Care Leave. [PRESSPlus2](#)

LEGAL REF.:

105 ILCS 5/10-20.7b, 5/10-20.83, 5/24-2, 5/24-6, and 5/24-6.3.

10 ILCS 5/13-2.5, Election Code.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Family Bereavement Leave Act.

820 ILCS 156/, Child Extended Bereavement Leave Act.

820 ILCS 157/, Family Neonatal Intensive Care Leave Act.

820 ILCS 180/, Victims' Economic Security and Safety Act.

School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

Adopted: December 12, 2023

PRESSPlus Comments

PRESSPlus 1. The General Assembly passed legislation adding General Election Day as a school holiday for 2020, 2022, and 2024. Language referring to a General Election holiday when required by law is maintained in this policy should this practice continue. **Issue 121, March 2026**

PRESSPlus 2. Updated in response to 820 ILCS 157/, added by P.A. 104-259, eff. 6-1-26. See policy 5:250, *Leaves of Absence*, for important information about this leave. **Issue 121, March 2026**

Document Status: Draft Update

INSTRUCTION

6:65 Student Social and Emotional Development

Social and Emotional Learning [PRESSPlus1](#) (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Ill. Learning Standards. The Ill. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age- and culturally appropriate classroom instruction, and District-wide and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Ongoing staff professional development and training support to promote students' SEL development. ~~This may include providing all personnel with age-appropriate academic and SEL and how to promote it.~~
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.

7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

LEGAL REF.:

~~Children's Mental Health Act~~, 405 ILCS 49/, Children's Mental Health Act.

CROSS REF.: 1:30, (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

Adopted: December 13, 2022

PRESSPlus Comments

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 121, March 2026**

Niles Elementary School District 71 \ SECTION 6 - INSTRUCTION \

Document Status: Draft Update

INSTRUCTION

6:100 Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

LEGAL REF.:

105 ILCS 5/2-3.122 and; 5/27-~~265~~¹⁴, and 112; [PRESSPlus1](#)

105 ILCS 5/112, Dissection Alternatives Act.

CROSS REF.: 6:40 (Curriculum Development)

Adopted: August 17, 2021

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/27-265, renumbered by P.A. 104-391, and for continuous improvement. **Issue 121, March 2026**

Document Status: Draft Update

INSTRUCTION

6:145 Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District in accordance with federal law.

This program will:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State and federal educational programs, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant ~~children~~ students [PRESSPlus1](#) with full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet.
4. Provide, to the extent feasible:
 - a. Advocacy and outreach programs to migrant children and their families, including helping such children and families gain access to other education, health, nutrition, and social services,
 - b. Professional development programs, including mentoring, for District staff,
 - c. Family literacy programs, and
 - d. The integration of information technology into educational and related programs.
 - e. ~~Provide~~ programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students in an understandable format and language.

Migrant Education Program for Parent/Guardian and Family Member Engagement

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.:

20 U.S.C. §6318.

20 U.S.C. §6391 et seq., Education of Migratory Children.

34 C.F.R. §200.81 et seq.

CROSS REF.: 6:170 (Title I Programs)

Adopted: August 17, 2021

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 121, March 2026**

Document Status: Draft Update

INSTRUCTION

6:170 Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parent and Family Engagement

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts plans. [PRESSPlus1](#)

District-Level Parent and Family Engagement Plan Compact

The Superintendent or designee shall develop a District-Level Parent and Family Engagement Plan Compact (District Plan) according to Title I requirements. This District Plan-Level Parent and Family Engagement Compact shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the District Plan Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parent and Family Engagement Plan Compact

Each Building Principal or designee shall develop a School-Level Parent and Family Engagement Plan Compact (School Plan) according to Title I requirements. This School Plan-Level Parent and Family Engagement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the School Plan Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Incorporated

by Reference: 6:170-AP1, E1 (District-Level Parent and Family Engagement Plan Compact) and

6:170-AP1, E2 (School-Level Parent and Family Engagement Plan Compact)

LEGAL REF.:

Title I of the Elementary and Secondary Education Act, 20 U.S.C. §§6301-6514, Title I of the Elementary and Secondary Education Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

Adopted: August 17, 2021

PRESSPlus Comments

PRESSPlus 1. To comply with the Elementary and Secondary Education Act (ESEA), a board must incorporate by reference the district's exhibits 6:170-AP1, E1, *District-Level Parent and Family Engagement Plan*, and 6:170-AP1, E2, *School-Level Parent and Family Engagement Plan*. These exhibits, which have both been renamed to more closely align with federal statutes and guidance and terminology used by ISBE, contain all legally required components and are compatible with sample templates contained in the U.S. Dept. of Education's non-regulatory guidance titled Parent and Family Engagement (2025), at: www.ed.gov/media/document/parent-and-family-engagement-guidance-2025-109202.pdf.

Districts receiving a Title I, Part A allocation that are required to submit proof of parent and family engagement (PFE) compliance to the Ill. State Board of Education (ISBE) as part of their FY 2027 Consolidated District Plan (CDP) will need to submit this adopted policy and both exhibits 6:170-AP1, E1 and 6:170-AP1, E2. **Please note that the plans must be customized to reflect the district's actual Title I parent and family engagement activities.** At the end of March, ISBE will offer a recorded webinar on CDPs that will include additional information on Title I requirements. **Issue 121, March 2026**

Document Status: Draft Update

STUDENTS

7:20 Harassment of Students Prohibited

No person, including a **School** District employee, 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; gender identity (whether or not traditionally associated with the student's sex assigned at birth); gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents 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 employee with whom the student is comfortable speaking.

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 Grievance Procedure*. The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager or designee 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, Title IX Coordinator, and Complaint Managers.

Nondiscrimination Coordinator:

Dr. John Kosirog

6901 W. Oakton, Niles, IL 60714

Title IX Coordinator:

Dr. John Kosirog

6901 W. Oakton, Niles, IL 60714

jkosirog@niles71.org

847-966-9280

jkosirog@niles71.org

847-966-9280

Complaint Managers:

Dr. John Kosirog

6901 W. Oakton, Niles, IL 60714

jkosirog@niles71.org

847-966-9280

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

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

Investigation Process

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

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

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

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

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

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

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS

5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

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

Enforcement

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

Retaliation Prohibited

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

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

LEGAL REF.:

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

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

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

105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/22-110, 5/26A, and 5/27-1, ~~and 5/27-23.7~~. [PRESSPlus1](#)

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 Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165

(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

Adopted: June 10, 2025

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/22-110, renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update

STUDENTS

7:50 School Admissions and Student Transfers To and From Non-District Schools

Age

To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade

level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services (DCFS) when enrolling in or changing schools. The District's liaison ensures that DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

LEGAL REF.:

8 U.S.C. §1101 et seq., Illegal Immigrant and Immigrant Responsibility Act of 1996.

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

20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.

29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/22-105, 5/26-1, and 5/26-2, and 5/27-8.1. [PRESSPlus1](#)

105 ILCS 10/8.1, Ill. School Student Records Act.

105 ILCS 45/, Education for Homeless Children Act.

105 ILCS 70/, Educational Opportunity for Military Children Act.

325 ILCS 50/, Missing Children Records Act.

325 ILCS 55/, Missing Children Registration Law.

410 ILCS 315/2, Communicable Disease Prevention Act.

20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.

23 Ill.Admin.Code Part 226, Special Education.

23 III.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

Adopted: December 13, 2022

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/22-105, titled *Health examinations and immunizations* (formerly 105 ILCS 5/27-8.1), renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update

STUDENTS

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

Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

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

As required by State law:

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

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required

immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

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

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

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

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

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

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

Exemptions

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

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.

3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.:

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

105 ILCS 5/~~27-8.1~~22-105, and [PRESSPlus1](#)

105 ILCS 45/1-20, Education for Homeless Children Act.

410 ILCS 45/7.1, Lead Poisoning Prevention Act.

410 ILCS 315/2e, Communicable Disease Prevention Act.

23 Ill.Admin.Code §1.530.

77 Ill. Admin.Code Part 664, Socio-Emotional and Developmental Screening.

77 Ill.Admin.Code Part 665, Child and Student Health Examination and Immunization.

77 Ill.Admin.Code Part 690, Control of Notifiable Diseases and Conditions Code.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

Adopted: December 10, 2024

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/22-105, titled *Health examinations and immunizations* (formerly 105 ILCS 5/27-8.1), renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update

STUDENTS

7:185 Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, **the term** *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 - b. 2:265, *Title IX Grievance Procedure*. This policy prohibits a District employee, agent, or student from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a District employee, agent, or student, from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 and 8, in accordance with the District's

comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated

by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

105 ILCS 5/27-240~~110/3.10~~. [PRESSPlus1](#)

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: June 10, 2025

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/27-240, renumbered by P.A. 104-391. **Issue 121, March 2026**

Niles Elementary School District 71 \ SECTION 7 - STUDENTS \

Document Status: Draft Update

STUDENTS

7:240 Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 and 8 participating in these programs.

LEGAL REF.:

Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 594 U.S. 180 (2021). [PRESSPlus1](#)

Bd. of Educ. of Independent Sch. Dist. No. 92 v. Earls, 536 U.S. 822 (2002).

Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).

Clements v. Bd. of Educ. of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985).

Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist. 1999).

Todd v. Rush County Schs., 133 F.3d 984 (7th Cir. 1998).

105 ILCS 5/24-24, and 5/27-255(d) 23.3, and 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:300 (Extracurricular Athletics)

Adopted: February 15, 2022

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/27-255(d), renumbered by P.A. 104-391, and for continuous improvement. **Issue 121, March 2026**

Document Status: Draft Update

STUDENTS

7:260 Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-8, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

LEGAL REF.:

105 ILCS 5/27-710~~6~~. [PRESSPlus1](#)

225 ILCS 60/, Medical Practice Act.

23 Ill.Admin.Code §1.420(p) and §1.425(d), (e).

CROSS REF.: 6:60 (Curriculum Content)

Adopted: February 15, 2022

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/27-710, renumbered by P.A. 104-391. **Issue 121, March 2026**

Niles Elementary School District 71 \ SECTION 7 - STUDENTS \

Document Status: Draft Update

STUDENTS

7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The **Pre-Participation Physical Examination Form**, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by an insurance [PRESSPlus1](#) policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance [plan policy](#).
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about [the Board's concussion](#) policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.:

105 ILCS 5/10-20.30, [and](#) 5/22-80, [and](#) 25/2. [PRESSPlus2](#)

23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Athlete Concussions and Head Injuries), 7:340 (Student Records)

Adopted: September 16, 2025

PRESSPlus Comments

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 121, March 2026**

PRESSPlus 2. The Legal References are updated. **Issue 121, March 2026**

Document Status: Draft Update

COMMUNITY RELATIONS

8:90 Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's school. While parent organizations and booster clubs have no administrative authority and cannot determine District Board [PRESSPlus1](#) policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has bylaws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.: 8:80 (Gifts to the District)

Adopted: August 17, 2021

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 121, March 2026**

Niles Elementary School District 71 \ SECTION 7 - STUDENTS \

Document Status: Review and Monitoring

STUDENTS

7:220 Bus Conduct

All students must follow the District's *School Bus Safety Rules*. [PRESSPlus1](#)

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

LEGAL REF.:

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

105 ILCS 5/10-20.14, 5/10-22.6, and 10/.

720 ILCS 5/14-3(m).

23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records)

Adopted: August 17, 2021

PRESSPlus Comments

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

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

Issue 121, March 2026

Niles Elementary School District 71 \ SECTION 7 - STUDENTS \

Document Status: Review and Monitoring

STUDENTS

7:230 Misconduct by Students with Disabilities

Behavioral Interventions^{PRESSPlus1}

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

LEGAL REF.:

Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.

Gun-Free Schools Act, 20 U.S.C. §7151 et seq.

34 C.F.R. §§300.101, 300.530 - 300.536.

105 ILCS 5/10-22.6 and 5/14-8.05.

23 Ill.Admin.Code §226.400.

Honig v. Doe, 108 S.Ct. 592 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)

Adopted: August 17, 2021

PRESSPlus Comments

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

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- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 121, March 2026

NilesElementary School District 71 \ SECTION 7 - STUDENTS \

Document Status: Review and Monitoring

STUDENTS

7:280 Communicable and Chronic Infectious Disease

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns. PRESSPlus1

LEGAL REF.:

105 ILCS 5/10-21.11.

23 Ill.Admin.Code §§ 1.610 and 226.300.

77 Ill.Admin.Code Part 690.

20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.

29 U.S.C. §794(a), Rehabilitation Act of 1973, Section 504.

Adopted: August 17, 2021

PRESSPlus Comments

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

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

Issue 121, March 2026

5:290 Employment Termination and Suspensions

Resignation and Retirement

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

An employee is requested to provide two weeks’ notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

In general, staff members who intend to retire shall submit written notice to the Board of Education at least sixty (60) days before the intended date of retirement. In general, staff retirements shall be submitted and accepted to be effective at the close of a fiscal year, namely, June 30th.

A staff member who retires and who:

- has reached his/her 55th birthday and
- has ten (10) years or more experience in District 71

may apply for a “Service Recognition Award”. The “Service Recognition Award” shall consist of:

1. an amount equal to one thousand dollars (\$1000.00) per year for each year of service to District 71, and
2. an amount equal to the percentage as determined from the table below of the accumulated sick days at the person’s full daily rate of pay not to exceed \$30.00 per day.

Years of Service in District 71	Percentage of Accumulated Sick Days
10	25%
11	30%
12	35%
13	40%
14	45%
15 and over	50%

Acceptance of the “Service Recognition Award” shall disqualify the person from applying the accumulated sick days toward service credit with the Illinois Municipal Retirement Fund

Non-RIF Dismissal

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

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

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/.

Reduction in Force and Recall

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

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

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation;
or
2. Remove the employee as recommended, proceeding with:
 - a. A suspension with pay; or
 - b. A suspension without pay.

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

LEGAL REF.:

105 ILCS 5/10-22.34c and 5/10-23.5

5 ILCS 430 et seq., State Officials and Employees Ethics Act.

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

820 ILCS 105/4a, Minimum Wage Law.

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

Coversheet

Admin Report

Section: X. Administrative Report
Item: A. Admin Report
Purpose:
Submitted by:
Related Material: May, 2026 Administrative BoE Update (2).pdf

Admin Report BoE May, 2026

Strategic Plan Activities:

Advance Learning and Innovation

- **PLC Leadership** - During our final meeting of the school year, we reflected on areas of celebration in our PLCs and shared those with all. We also talked about having a schoolwide, positive behavior goal as we look ahead to next year.
- **ELA/Math Committee** - As we wrap up the year with these academic committees, we are getting feedback on this year's progress and looking ahead to our new committee structure/goals next year.
- **Special Education Teacher Professional Development** - Liz Lawrence presented a training on dyslexia to the special education staff about myths, types of dyslexia, and appropriate interventions to support students.
- **Recruiting and Retaining High Quality Special Education Staff** - We are continuing to look for another member of our special education teacher team. Additionally, although not special education staff, we have started interviews for the English Learning teacher position.

Responsibly embrace technology to empower creativity, problem solving, collaboration, communication and learning.

- **Technology Student Device Collection** - Student devices are collected at the end of the year. 8th grade collection happened during the ice cream social. The rest of the students' devices will be collected starting on Tuesday, June 2nd. Over the summer the devices get cleaned and checked for any repairs that are needed over the summer.

Meet students' increasing social emotional needs.

- **Athletic/Extracurricular Update** - Boys volleyball and girls soccer have wrapped up their seasons. Our boys JV team came in 2nd overall. Today our track athletes traveled to Niles North for the track meet.
- **PBIS** - We held our last PBIS meetings this past week and discussed the improvements we saw in student behavior through the use of stickers, assemblies, and grade level competitions. We are excited to resume this work in the fall with clear expectations and incentives.
- **Recess**- The goal of recess is to give students an opportunity to be active, build social skills, and take a healthy break from academic learning during the school day. Our school provides playground equipment and activities to encourage safe, positive play for all students. We also have established procedures and trainings in place to help ensure student safety and appropriate supervision during recess activities.

Engage and expand community and parent resources

- **8th Grade Events** - Our 8th grade parent committee has been working hard, planning many, memorable end of year events. This is a very special, bittersweet time for our 8th graders, their teachers, and families.

Community Building

- **Staff v. Student v. Alumni volleyball event** - We had an overwhelming turnout for this event. We had multiple staff teams, multiple student teams, and multiple alumni teams show up to play. It was such a fun afternoon.



- **Young Authors** - We hosted our annual Young Authors event, and over 60 writers participated. Thanks to Ms. Masini, Mrs. Kelly, and Miss Conklin for all their hard work and thoughtful planning.



- **End of Year Luncheon** - We look forward to gathering to celebrate this year's retirees, at noon on Friday, June 5th at the Morton Grove Moretti's:
 - Carol Provost
 - Linda Kraus
 - Jeanette Mendez
 - Maria Radko

Coversheet

Engage Community

Section: XI. Superintendent's Report
Item: E. Engage Community
Purpose:
Submitted by:
Related Material: Niles 71 FOIAS.pdf
2025-2026 enrollment - Sheet1(9).pdf

	Niles 71 FOIAS	
	206-2027	
05/07/2026	Merlon Kerr	Absolute Software, Incident IQ, Hazel Health,

2025-2026 Enrollment

2025-2026 Enrollment												
Grade	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
PK	69	69	68	71	68	69	70	69	70	71		
K	41	42	42	43	41	42	42	42	43	43		
1	67	68	68	68	67	67	68	68	68	68		
2	52	51	51	51	51	48	51	51	51	51		
3	63	67	67	68	68	67	66	68	68	68		
4	68	68	68	67	67	68	68	68	68	68		
5	65	66	65	65	65	63	65	65	65	65		
6	83	83	83	83	83	84	84	84	84	84		
7	64	64	65	65	65	64	65	65	65	65		
8	72	74	74	74	74	74	74	74	74	74		
Total	644	652	651	655	649	646	653	654	656	657		
Speech												
NTDSE	14	15	16	17	17	17	17	17	17	17		
Satellite		4	5	5	5	5	5	5	5	5		
Total	658	671	672	677	671	668	675	676	678	679		
Students Transferred Into District												
	K				1				2			
	3				4				5			

