

	Activity	Timeline/Notes
<i>Create a Safe and Caring Environment</i>	Review Student Handbooks	December 1, 2009-April 30, 2010 a. Administrators beginning process of securing school community input into student handbook review. b. Administrators have reviewed the IASB recommended items ("Checklist") to be included in Handbooks
	Continuous Facility Review	Ongoing a. Evaluate and Improve Security Systems. b. Complete Compliance with Health/Life Safety Compliance
	Evaluate Elementary Class Sizes	Ongoing a. Initial representative meeting scheduled for January 26, 2010 b. Align classroom needs to available space c. Development of varying scenarios (declining enrollment, stable, or increasing enrollment options)
<b>SCORECARD ITEMS: Discipline reports, Climate Surveys, HLS Compliance, ROE Recognition</b>		
<i>Create a Climate that Maximizes Student Achievement</i>	Innovative and Important Uses of Technology	November 15, 2009- April 30, 2010 a. Prototypical Classroom Technology group meeting January 27, 2010 b. Continue forward with Prototypical Lessons using Technology
	Improvement of Instructional Strategies	Ongoing a. Review, Revise and Write District Curriculum aligned with standards b. Profile and Inventory Appropriate Instructional Materials c. Continued improvement of Professional Improvement Committee Work including Examining Student Work, Lesson Design and Quality Assessments.
<b>SCORECARD ITEMS: ACT Benchmarks, ISAT Results, Local Assessments, Inservice Surveys and Professional Development Needs Assessments</b>		
<i>Responsibly Steward the District Finances</i>	Resolution of Activity Center Financial Obligation	Ongoing a. Inviting Bob Bergland to upcoming Operations Committee Meeting to discuss options b. Work with GSFEF to develop a debt relief plan c. Execute plan in fair manner
	Develop a Plan to Improve Programs Despite Declining State Revenues	December 1, 2009-March 30, 2010 a. Generate Forecasting reports in collaboration with PMA b. Saddled with delays and partial payments from ISBE (nearly \$1.1 M behind after 2 <sup>nd</sup> Quarter) c. Implement a more zero-based budgeting approach administratively for next two years d. Continue to identify viable financial partners to assist with and improve programs.
	Successfully Negotiate Successor GEA Contract	Ongoing
<b>SCORECARD ITEMS: Annual Financial Report, ISBE Financial Recognition Profile, Ratified Contract</b>		

SCORECARD STATEMENT	SPECIFIC ITEM	TIMELINE	TENTATIVE ACTION PLAN & COMMENTS
<b>Complete a study of facility needs for possible renovations and building additions</b>	Fine Arts Space at High School	Project "on hold" for now.	As a result of the June 24, 2009 Board Retreat, it was determined not to address this issue during the 2009-10 school year.
	Courtyard and Greenhouse	Discussed at the Oct. 8, 2009 and Dec. 15, 2009 Operations Committee Meetings.	Geneseo High School Health Life Safety Amendment #46 was submitted by Scott Johnson on October 19, 2009. This amendment was brought to the November 12, 2009 School Board Meeting for approval. The existing greenhouse will be removed in the summer of 2010. A new greenhouse will not be immediately constructed. The Committee wants to wait at least one year to truly determine the need and best location for a new one. Courtyard improvements will also be made.
	Elementary Classrooms - size and mobility issues	Discussed at the Oct. 8, 2009 and Dec. 15, 2009 Operations Committee Meetings.	A subcommittee will be formed to review the District's elementary needs regarding class space and building location. Regarding the Geothermal Project at Northside, a Health/Life Safety Amendment for this project has been approved by the State. Geothermal will be installed at Northside during the summer of 2010.
	Softball Complex	<b>Project completed</b>	Approved at 7/9/09 Board Meeting.
	Press Box on H.S. Football Field	Not on Scorecard. Discussed at Oct. 8, 2009 and Dec. 15, 2009 Operations Committee Meetings.	This is already on a Health/Life Safety Amendment for the H.S. The Operations Committee is recommending that Scott Johnson be given direction to <b>repair</b> the existing press box during the summer of 2010.

SCORECARD STATEMENT	SPECIFIC ITEM	TIMELINE	TENTATIVE ACTION PLAN & COMMENTS
<b>Complete a study of safety and security measures at each building</b>	Security Cameras	<b>Project completed</b>	16 new cameras have been added to the H.S. On Oct. 5, 2009, Mr. Schlindwein met with Brian Harper, the H.S. Security Officer, to discuss their effectiveness. He is very pleased with them. A security camera survey was also created. This survey was administered to the principals in the District. Results of the survey were shared with the Operations Committee Meeting.
	Entrances to Buildings	Discussed at Oct. 8, 2009 and Dec. 15, 2009 Operations Committee Meetings.	A pass card systems have been added to Millikin and Southwest. A H/L Safety Amendment for pass cards and a "buzzer" system was approved by the State for Northside. The Operations Committee will continue review the success and usefulness of these systems. Entrance into the H.S. is still under review.
	District Nurse Staffing/Needs	<b>Project completed</b>	Deb Rokis, Head District Nurse, attended the Operations Committee Meeting on 9/2/09 to review with the needs of the nursing staff. She feels that the District is more than adequately staffed, and compared to other Districts, we are well ahead of their staff. The Operations Committee agreed with her synopsis, and recommend that we maintain our current staff.
<b>SCORECARD STATEMENT</b>	<b>SPECIFIC ITEM</b>	<b>TIMELINE</b>	<b>TENTATIVE ACTION PLAN &amp; COMMENTS</b>

<p><b>Other Safety Related Issues - Not on Scorecard</b></p>	<p>General workplace safety for all employees</p>	<p>Ongoing - discussed at all Operations Committee Meetings</p>	<p>Monthly Risk Management Report Forms are completed for each building. This information will be shared with the Operations Committee Meeting on an "as need" basis. The Administration will continue to encourage safe practices at all of the buildings.</p>
	<p>Playground safety</p>	<p>Discuss at future Operations Committee Meetings</p>	<p>All playground equipment will be reviewed by the District Maintenance Department. An outline of needs will be shared with the Operations Committee.</p>
	<p>Cafeteria safety</p>	<p>Discuss at future Operations Committee Meetings</p>	<p>Ms. Michele Hepner, Food Service Director, will be asked to compile and share this information with the Operations Committee.</p>
	<p>Busing safety</p>	<p>Discussed at Oct. 8, 2009 and Dec. 15, 2009 Operations Committee Meetings.</p>	<p>Bus security cameras are still not working up to expectations. New cameras are currently being sought. Other bus safety concerns continue to be reviewed and discussed by the Operations Committee.</p>
	<p>Preparedness Plan</p>	<p>Discuss at future Operations Committee Meetings</p>	<p>Share with Operations Committee information from the March Safety Committee Meeting.</p>

## Operational Services

### Waiver of Student Fees <sup>1</sup>

The Superintendent will recommend to the School Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. <sup>2</sup> In order that no student **be is** denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. <sup>3</sup> Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. <sup>4</sup>

### Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

### Eligibility Criteria

A student shall be eligible for a fee waiver when:

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**The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.**

<sup>1</sup> State or federal law requires this subject matter be covered by policy (105 ILCS 5/10-20.13). State or federal law controls this policy's content. This policy concerns an area in which the law is unsettled (see footnotes 2 and 3).

<sup>2</sup> Districts must waive textbooks fees (105 ILCS 5/10-20.13) and driver education fees (105 ILCS 5/27-23) for students whose parents/guardians are unable to afford them. In order to effectuate the law's intent, the term "textbook" should be interpreted broadly to include fees for instructional materials, laboratory fees, and workbooks. The enforceability of 105 ILCS 5/10-20.13(b) and implementing ISBE regulations (23 Ill.Admin.Code §1.245) requiring districts to waive "other fees" are questionable because they are unfunded mandates. According to an 8-5-91 letter from the State Superintendent to all superintendents, ISBE regulations on school fees will not be enforced because the General Assembly failed to make necessary appropriations (see also the Weekly Message from State Superintendent Robert Schiller, 8-15-03).

A school district may charge up to \$50 for district residents between 15 and 21 years of age who participate in the driver education course. The fee must be waived for any such resident who is unable to pay. When space permits, the district also may provide driver education for residents above age 55 who have never been licensed to drive and may charge a fee not to exceed actual costs of the course (105 ILCS 5/27-23).

Resident tuition fees are not permissible. Hamer v. Board of Education, School District No. 109, 292 N.E.2d 569 (Ill.App. 2, 1977); Polzin v. Rand, McNally & Co., 95 N.E. 623 (1911).

<sup>3</sup> This sentence is optional even though 105 ILCS 5/10-20.13(b) was added in 1983 to require districts to waive "other fees" in addition to the costs of textbooks (P.A. 83-603). The General Assembly, however, never appropriated the necessary funds making the amendment unenforceable because it violated the State Mandates Act (30 ILCS 805/1; see above footnote). Alternatively, if a board wants to make a longstanding commitment to waiving specific fees, it may list them by using this alternative:

In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the following fees are also waived for students who meet the eligibility criteria for fee waiver: athletic participation fees, lock fees, towel fees, shop fees, lab fees, registration fees, and driver education fees.

<sup>4</sup> Districts in which a referendum was approved to provide students with free textbooks must have a policy on textbook care and preservation (105 ILCS 5/28-17). The textbook loan program operated by the State Board of Education is found at 105 ILCS 5/18-17.

1. The student ~~is~~ currently ~~eligible for~~ lives in a household that meets the free lunches or ~~breakfasts~~ breakfast eligibility guidelines established by the federal government pursuant to ~~105 ILCS 125/4~~ the National School Lunch Act, 42 U.S.C. §1758; 7 C.F.R. Part 245 et seq.; or <sup>5</sup>
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children). <sup>6</sup>

The ~~Building Principal~~ Superintendent or designee will give additional consideration where one or more of the following factors are present: <sup>7</sup>

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

### Verification <sup>8</sup>

The Superintendent or designee must follow the verification requirements ~~The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of~~ 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).

When using a District established or other independent verification process, the Superintendent or designee may not require verification more often than every 60 calendar days. The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to The National School Lunch Act.

### Determination and Appeal

The Superintendent or designee ~~The Building Principal~~ will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. ~~A Building Principal's~~ The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. <sup>9</sup> The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

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<sup>5</sup> Required by 105 ILCS 5/10-20.13, amended by P.A. 96-360.

<sup>6</sup> This eligibility standard is optional and may be omitted. A board may establish a process for the determination of eligibility for fee waivers that is completely independent of the free lunch or breakfast eligibility guidelines in 42 U.S.C. 1758; 7 C.F.R. 245 et seq. 105 ILCS 5/10-20.13 (c), amended by P.A. 96-360.

<sup>7</sup> This paragraph is optional and may be omitted.

<sup>8</sup> 105 ILCS 5/10-20.13 (c), amended by P.A. 96-360.

<sup>9</sup> State law does not provide a specific appeal process.

LEGAL REF.: 105 ILCS 5/10-20.13 and 5/10-22.25.  
23 Ill.Admin.Code §1.245 [unenforceable].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services)

## General Personnel

### Hiring Process and Criteria <sup>1</sup>

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment ~~opportunities~~ opportunity and minority recruitment. <sup>2</sup> The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. <sup>3</sup> If the Superintendent's recommendation is rejected, the Superintendent must submit another. <sup>4</sup> No individual will be employed who has been convicted of a criminal offense listed in Section 5/21-23a ~~5/10-21.9(e)~~ of The School Code. <sup>5</sup>

All applicants must complete a District application in order to be considered for employment. <sup>6</sup>

### Job Descriptions

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. <sup>7</sup>

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**The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.**

<sup>1</sup> State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

<sup>2</sup> See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Districts may not classify a job as either a "male" or "female" job (29 C.F.R. §1604.5, 34 C.F.R. §106.55).

<sup>3</sup> Boards must consider the superintendent's recommendations concerning, among other things, "the selection, retention, and dismissal of employees," 105 ILCS 5/10-16.7. The board may want this alternative sentence:

All personnel decisions are made by the Board, but only on the recommendation of the Superintendent.

<sup>4</sup> additional optional sentence follows:

The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

<sup>5</sup> 105 ILCS 5/10-21.9(c), amended by P.A. 96-431.

<sup>6</sup> Any person who applies for employment as a teacher, principal, superintendent, or other certificated employee who willfully makes a false statement on his or her application for employment, material to his or her qualifications for employment, which he or she does not believe to be true, is guilty of a Class A misdemeanor (105 ILCS 5/22-6.5). District employment applications must contain a statement to this effect (Id.).

Each employment application for a certificated position must state the following (Id.):

Failure to provide requested employment or employer history which is material to the applicant's qualifications for employment or the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor.

<sup>7</sup> Districts should have job descriptions for each position in order to establish the position's essential functions. The Americans with Disabilities Act protects individuals who have a disability and are qualified, with reasonable accommodation, to perform the *essential functions* of the job (42 U.S.C. §12101, amended by the ADA Amendments Act (ADAAA), Pub. L. 110-325). Determining which functions are essential may be critical to determining if an individual with a disability is qualified. An individual is qualified to perform a job even though he or she is unable, due to a disability, to perform tasks which are incidental to the job. Only when an individual is unable to perform the *essential functions* of a job may a district deny the individual employment opportunities (29 C.F.R. §1630.2(m)).

A job description is evidence of a position's *essential functions* (29 C.F.R. §1630.2(n)). In order for a particular function to be essential: (1) the employer must actually require employees in the position to perform it, and (2) the position would be *fundamentally altered* if the function were removed (Id.). Whether a particular function is essential is a factual determination.



## 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 (when available) is performed on each applicant as required by State law. <sup>8</sup> The Superintendent or designee shall notify an applicant if the applicant is identified in either database. <sup>9</sup> The Board President will keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Teacher Certification Board, or any other person necessary to the hiring decision. <sup>10</sup>

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law. <sup>11</sup>

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 Section ~~5/21-23a~~ ~~5/10-21.9(e)~~ of The School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

## Physical Examinations

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. <sup>12</sup> All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical

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**Important:** The ADAAA makes significant changes to the ADA's definition of disability that broadens the scope of coverage and overturns a series of U.S. Supreme Court decisions that made it difficult to prove that an impairment was a disability. On June 17, 2009, the Equal Employment Opportunity Commission (EEOC) voted to approve a proposed Notice of Proposed Rulemaking (NPRM) to conform its current ADA regulations to the ADAAA. The EEOC has stated that it may immediately begin using the positions set forth in its proposed regulations for its litigation and enforcement proceedings because it views ADAAA as restorative to ADA. The latest information about the NPRM to the ADA regulations is available at: [www.eeoc.gov/ada/amendments\\_notice.html](http://www.eeoc.gov/ada/amendments_notice.html). Consult the board attorney regarding these amendment's impact on the district's hiring processes.

<sup>8</sup> The policy's requirements on criminal records checks are mandated by 105 ILCS 5/10-21.9. See administrative procedure 5:30-AP2, *Investigations*, for the process and positions requiring criminal background investigation.

<sup>9</sup> *Id.*

<sup>10</sup> 105 ILCS 5/10-21.9(b).

<sup>11</sup> Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.* Consult with the board attorney regarding the district's rights and responsibilities under all Illinois laws if the district uses any electronic employment verification system, including *E-Verify* and/or the Basic Pilot Program (820 ILCS 55/, amended by P.A. 96-623). P.A. 96-623 urges employers who voluntarily use *E-Verify* (formerly known as the Basic Pilot/Employment Eligibility Verification Program) to consult the Ill. Dept. of Labor's website for current information on the accuracy of *E-Verify* and to review and understand their legal responsibilities relating to the use of any electronic employment verification systems. See footnote 2 in 5:150-AP, *Personnel Records*, for a more detailed discussion of *E-Verify* issues.

<sup>12</sup> Pre-employment medical inquiries must be limited to whether the applicant is able to perform job-related functions; required medical examinations of applicants is forbidden (American with Disabilities Act [ADA], 42 U.S.C. §12112(d)(2), as amended by the ADAAA, Pub. L. 110-325); see also footnote 7 for an explanation regarding the ADAAA. Districts may condition an employment offer on taking and passing medical inquiries or physical exams, provided that all entering employees in the same classification receive the same conditional offer. Boards must require new employees to furnish evidence of a physical examination and a tuberculin skin test and, if appropriate, an X-ray (105 ILCS 5/24-5).

Note that while examination by a spiritual leader/practitioner is sufficient for purposes of leaves, the statute does not permit an examination by a spiritual leader/practitioner for initial employment exams. This difference may present a constitutional issue; contact the board attorney for an opinion if an applicant wants to use an examination by a spiritual leader/practitioner.

examination and tuberculin test performed no more than 90 days before submitting evidence of it to the Board.

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, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a 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. <sup>13</sup> The Board will pay the expenses of any such examination.

#### 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.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §12112, 29 C.F.R. Part 1630.  
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.  
105 ILCS 5/10-16.7, 5/10-5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21-23a, 5/10-22.34,  
5/10-22.34b, 5/22-6.5, and 5/24-1 et seq.  
820 ILCS 55/.  
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (Ill.App.1, 1985), *aff'd*  
*in part and remanded* 505 N.E.2d 314 (Ill., 1987).  
Kaiser v. Dixon, 468 N.E.2d 822 (Ill.App.2, 1984).  
Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (Ill.App.1, 1945).

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:280 (Educational Support Personnel - Duties and Qualifications)

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<sup>13</sup> The State law (105 ILCS 5/24-5) allowing boards to require physicals of current employees "from time to time," has been superseded by federal law (ADA, 42 U.S.C. §12112(d)(4), as amended by the ADAAA, Pub. L. 110-325). The ADA allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program (Id.). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level (42 U.S.C. §12113; 29 C.F.R. Part 1630.2(r)). See footnote 7 for an explanation regarding the ADAAA.

See the above footnote for a discussion of examinations by spiritual leaders/practitioners.

## General Personnel

### Ethics <sup>1</sup>

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. <sup>2</sup>

The following employees must file a “Statement of Economic Interests” as required by the Illinois Governmental Ethics Act: <sup>3</sup>

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

### Ethics and Gift Ban

School Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. <sup>4</sup> Students shall not be used in any manner for promoting a political candidate or issue.

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<sup>1</sup> The State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.), requires a policy on a subject-matter covered in this sample policy; State and federal law controls its content. This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This policy concerns an area in which the law is unsettled.

<sup>2</sup> 105 ILCS 5/10-22.39, amended by P.A. 96-431, requires each board to conduct in-service training on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel. These expectations will be most effective when the in-service curriculum reflects local conditions and circumstances. While The School Code only requires the in-service, the new requirement presents an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for the in-service that instructs all district staff to maintain boundaries and act appropriately, professionally, and ethically with students. See discussion in third option of footnote 3, 5:100, *Staff Development*. After its discussion of these issues, the board may have further expectations and may choose to reflect those expectations here. Employee conduct issues may be subjects of mandatory collective bargaining, therefore consulting the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing procedures containing new conduct rules without first offering to negotiate them with the applicable exclusive bargaining representative.

<sup>3</sup> 5 ILCS 420/4A-101.

<sup>4</sup> The State Officials and Employees Ethics Act prohibits State employees from engaging in certain political activities and accepting certain gifts (5 ILCS 430/1-1 et seq.). The Act requires all school districts to adopt an “ordinance or resolution” “in a manner no less restrictive” than the Act’s provisions. See policy 2:105, *Ethics and Gift Ban*.

Districts may not inhibit or prohibit employees from petitioning, making public speeches, campaigning for or against political candidates, speaking out on public policy questions, distributing political literature, making campaign contributions, and seeking public office (50 ILCS 135/1). An employee may not use his/her position of employment to coerce or inhibit others in the free exercise of their political rights or engage in political activities at work. Id.

### Outside Employment and Conflict of Interest

No District employee shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article by or to the District, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the School Board. <sup>5</sup> An employee having an interest in instructional materials must file an annual statement with the Board Secretary. <sup>6</sup>

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District.

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

LEGAL REF.: U.S. Constitution, First Amendment.  
5 ILCS 420/4A-101 and 430/.  
50 ILCS 135/.  
105 ILCS 5/[10-22.39](#), [5/22-5](#) and [5/24-22](#).  
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).  
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban); [5:100 \(Staff Development Program\)](#)

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<sup>5</sup> State law prohibits teachers from having an interest in the sale of any book, apparatus, or furniture used in any school in which the teacher is employed with the limited exception as provided in this policy (105 ILCS 5/22-5 and 5/24-22).

<sup>6</sup> Id.

## Educational Support Personnel

### Duties and Qualifications <sup>1</sup>

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to School Board policies as they may be changed from time to time at the Board's sole discretion.

### Paraprofessionals and Teacher Aides <sup>2</sup>

"Paraprofessionals" and "teacher aides" are noncertificated personnel with instructional duties; the terms are synonymous. Service as a paraprofessional or teacher aide requires a "statement of approval" issued by the Illinois State Board of Education (ISBE). ~~A paraprofessional or teacher aide first employed in a program for students with disabilities on or before June 30, 2005, shall be subject to this requirement as of July 1, 2007.~~

A paraprofessional or teacher aide in a targeted assistance program that is paid with federal funds under Title I, Part A, or in a school-wide program that is supported with such funds, shall hold a "statement of approval," issued by the ISBE, for this purpose. <sup>3</sup>

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals or teacher aides and the requirements in this section do not apply. In addition, individuals who are completing their clinical experiences and/or student teaching do not need to comply with this section, provided they otherwise qualify for instructional duties under ISBE rules. <sup>4</sup>

### Noncertificated Personnel Working with Students Performing Non-Instructional Duties

Noncertificated personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio) detention and discipline areas, and school-sponsored extracurricular activities; <sup>5</sup>
2. As supervisors, chaperones, or sponsors for non-academic school activities; or <sup>6</sup>
3. For non-teaching duties not requiring instructional judgment or student evaluation. <sup>7</sup>

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval. <sup>8</sup>

### Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. <sup>9</sup> ~~The coach for an extracurricular athletic activity sponsored~~

~~The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.~~

<sup>1</sup> State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

<sup>2</sup> 23 Ill.Admin.Code §25.510.

<sup>3</sup> 23 Ill.Admin.Code §25.510(d).

<sup>4</sup> 105 ILCS 5/10-22.34(d); 23 Ill.Admin.Code §25.520.

<sup>5</sup> 105 ILCS 5/10-22.34(a)(2).

<sup>6</sup> 105 ILCS 5/10-22.34a.

<sup>7</sup> 105 ILCS 5/10-22.34(a)(1).

<sup>8</sup> 105 ILCS 5/10-22.34b, last paragraph.

or sanctioned by the Illinois High School Association (IHSA) at or above the ninth grade level must have completed the IHSA's educational program and competency testing on preventing abuse of performance-enhancing substances. <sup>10</sup> Regardless of whether the athletic activity is ~~regulated~~ governed by an association, ~~all coaches must have completed a course on coaching principles and sport's first aid.~~ ~~The~~ the Superintendent or designee shall ensure that ~~all coaches have completed appropriate~~ each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training programs, and (3) is a trained Automatic External Defibrillator user according to rules adopted by the Illinois Department of Public Health. <sup>11</sup> Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law. <sup>12</sup>

### Bus Drivers

All school bus drivers must have a valid school bus driver permit. <sup>13</sup> The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. <sup>14</sup> New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>9</sup> A district should consult the handbooks and by-laws of the appropriate associations, e.g., the Illinois High School Association, the Southern Illinois Junior High School Athletic Association, and the Illinois Elementary School Association.

<sup>10</sup> Required by 105 ILCS 25/1.5, added by P.A. 96-132.

<sup>11</sup> Optional and may be amended. The first requirement identifies a basic competency and the second two requirements are intended to ensure coaches are trained emergency responders. For AED training program requirements, see Automated External Defibrillator Act (410 ILCS 4/15) and Automated External Defibrillator Code (77 Ill.Admin.Code Part 525).

<sup>12</sup> 225 ILCS 5/3 and 5/4, ~~as amended by P.A. 94-246.~~

<sup>13</sup> The regional superintendent is authorized to conduct school bus driver instruction courses and investigate whether persons hired to operate school buses have valid school bus driver permits (105 ILCS 5/3-14.23).

School bus driver permits are issued by the Secretary of State (625 ILCS 5/6-106.1). Districts must conduct a pre-employment interview with bus driver candidates, distribute bus driver applications and medical forms, and submit the applicant's fingerprint cards to the State Police for criminal background investigations. Districts must also certify in writing to the Secretary of State that all pre-employment conditions were completed, including an Illinois-specific criminal background investigation through the State Police and the submission of necessary fingerprints to the Federal Bureau of Investigation for criminal history information (Id.). The applicant presents this certification to the Secretary of State when submitting the school bus driver permit application (Id.).

A school bus driver operating a school bus at the time of an accident is deemed by the implied consent law to agree to submit to tests at the direction of a law enforcement officer of the driver's breath, blood, or urine to determine the presence of alcohol, or other drugs, in the person's system (625 ILCS 5/6-516).

Anyone driving a bus chartered to transport students to or from interscholastic athletic or interscholastic or school sponsored activities must have a valid school bus driver permit; this does not apply to any driver employed by a public transportation provider when the bus is on a regularly scheduled route for transporting other fare paying passengers (625 ILCS 5/6-104(d-5)).

<sup>14</sup> This sentence is optional but the notification is required by 625 ILCS 5/6-106.1(h), added by P.A. 96-89. "Active duty" is defined in the statute as active duty pursuant to an executive order of the U.S. President, an act of the Congress, or an order of the Governor. Upon notification, the Secretary of State will characterize the permit as inactive until a permit holder renews the permit pursuant to 625 ILCS 5/6-106.1(b).

LEGAL REF.: No Child Left Behind Act of 2001, 20 U.S.C. §6319(c).  
34 C.F.R. §§200.58 and 200.59.  
105 ILCS 5/10-22.34, 5/10-22.34a, ~~and~~ 5/10-22.34b, and 25/1.5.  
625 ILCS 5/6-104 and 5/6-106.1.  
23 Ill.Admin.Code §§25.510, 25.520.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

## How does Geneseo CUSD 228 Best Prepare for the 2010-11 Budget?

1. Earlier this year I provided 18 years of legislative school mandates that are either partially or completely unfunded. We hope that the legislators approve HB 4711 to eliminate unfunded mandates because not only do these mandates necessitate LEAs to expend property tax dollars on often unnecessary mandates, but philosophically extends the state's governing responsibility beyond the local good judgment of elected school boards. Often, it is forgotten the additional staff time involved in preparing the reports and compliance documents for many of the mandates enacted over the past two decades. Here are a few examples of the impact of these unfunded mandates over nearly two decades of legislation:
  - a. PA 92-0505 required school districts to contribute to the Teachers' Retirement System 0.5% of the teacher payroll to cover the cost of the Teachers Retirement Insurance Program (TRIP). Districts are not allowed to levy a separate tax for these pension costs as they are afforded legislatively for the Illinois Municipal Retirement System (IMRF).
  - b. PA 93-0406 requires school districts to develop, establish, and implement a new teacher induction and mentoring program. While this can be a valuable program and opportunity for professional development, in our District alone, the costs are upwards of \$20,000 for our modest supplies and stipends provided.
  - c. PA 93-0909 requires a school district to submit a teacher applicant's fingerprints to the State Police when requesting a background check. These are direct district's costs at \$55 per applicant.
  - d. PA 94-0676 requires school districts to increase the high school graduation requirements for science, math and English. While this is a noble cause it creates additional overload section costs to offer more course sections in our district at a cost of approximately \$2100 each semester per overload. In many districts the costs are even greater to offer more classes and class sections because they don't have sufficient numbers of teachers.
2. Mandated categorical funding provides partial reimbursement for nine programs required by the State. The major concern we have is the lateness and/or future availability of funds to cover **mandated categorical payments** (ie. Lunch/Breakfast, Regular Orphanage, Special Education Extraordinary, Special Education Orphanage, Special Education Personnel, Special Education Private Tuition, Special Education Summer School, Special Education Transportation, Regular Transportation) and other **major categorical payments** (Early Childhood, Reading Improvement, Bilingual Education, Career & Technical Education, Extended Learning Opportunities, Standards, Assessment and Accountability and Alternative Learning).



- a. The impact from the pro-rating or delaying of these categorical payments means that our District is owed **\$ 1,099,474.85** during this fiscal year, and note that this is only through December 31, 2009.
  - b. If these delays and pro-ratings extend into the next fiscal year, our District will be forced to spend deeply into our reserves and take more significant examination at reduction of programs and personnel.
3. The Illinois Constitution states “the State has the primary responsibility for financing the system of public education.” However, local property tax revenue primarily funds schools. Annually, General State Aid Payments count for approximately \$4 billion, while property tax revenues equal \$13 billion.
  - a. Understand that increases in the Foundation level do not equate to an increase to each student in the school district.
  - b. Please know that for every \$1 million increase to a District’s EAV used to calculate General State Aid for a foundation district:
    - i. Unit Districts lose \$30,000 in GSA
    - ii. Elementary Districts lose \$23,000 in GSA
    - iii. High School Districts lose \$10,500 in GSA
  - c. General State Aid in our District accounts for **29.13%** of our total revenue. A 10% reduction in GSA would mean a dollar loss of **\$703,251.20** to our District. This loss in GSA would require a **\$0.23** increase in our Education Fund tax rate to make up for this loss, which would require our taxpayers to approve a rate referendum.
4. Specifically, if our District does not receive state revenues at least at the Fiscal Year 2009 level, we will be forced to make the following changes to programs, personnel, and services within our District. We will examine the options to reduce the transportation for our PreK program, which will probably result in less participation by parents. We will reduce our classroom aide staff at the elementary schools. We will examine reductions in our Career and Technical Education offerings at the high school. Our progression of technology infusion will be slowed, and the professional development we have been implementing will also be reduced.

Unfortunately the burden would be borne against our local taxpayers as we would be forced to issue additional Working Cash bonds to battle this shortfall. Illinois schools in this area already compete against newer buildings and programs on the Iowa side of the river, and cutting programs and increasing class sizes is a vicious cycle we have to avoid to stem the already active enrollment declines our District and others in our area have been experiencing over the past five years. We will have greater difficulty

attracting new residents to this area if the State cannot meet their obligations.

5. Collective bargaining issues must be reviewed and weighed against state budget ramifications, as well as personnel projections based upon retirements. To that end the following action steps are in order over the next six to eight weeks:
  - a. Developing a facilities plan that addresses Health/Life Safety issues and generally accepted cleaning and maintenance standards
  - b. A task force reviews the issues of class size at the elementary schools, and what impacts human and material resources at those buildings
  - c. A task force is reviewing and planning for technology purchasing
  - d. Building administration will be working with staff and PTAs and other possible partnerships in examining instructional materials, as well as reviewing our textbook cycle.
  - e. Significant examination of professional development needs will be reviewed by administration, the Professional Improvement Committee and the Curriculum/Policy Committee.

Board Information Item

Draft 2010-11 School Calendar Presentation

January 14, 2010

Enclosed in your packet are two basic calendar examples.

Option A shows a calendar similar to what we have implemented the past several years. A fairly "late" start where semester exams would not be completed prior to Christmas Break.

Option B shows a calendar that begins earlier in August, but would allow for semester exams to be completed prior to Christmas. It also impacts the end of the school year where seniors would not be missing as much of the May term of the school year, assuming we keep graduation on the Sunday of Memorial Day weekend (which the Board actually already approved for 2011).

Necessary now is to garner input from the GEA as per the negotiated professional agreement. These will be reviewed under several different lenses of scrutiny and there is the possibility that what is presented in February for Action is some "hybrid" and neither of these.

This meeting would be the opportunity for members of the Board of Education to provide some input into "wishes" for the 2010-11 calendar to consider as it is being developed and reviewed.

**2010-2011 School Calendar  
Geneseo Community School District #228**

Aug-10						
Mon	Tue	Wed	Thu	Fri	Total	
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
(O1	24	25	26	27	5	
30	31				2	
<b>Total</b>					<b>7</b>	

Sep-10						
Mon	Tue	Wed	Thu	Fri	Total	
		1	2	3	3	
X	7	8	9	10	4	
13	14	15	16	17	5	
20	21	22	23	24	5	
27	28	29	30		4	
<b>Total</b>					<b>21</b>	

Oct-10						
Mon	Tue	Wed	Thu	Fri	Total	
				1	1	
4	5	6	7	8	5	
X	12	13	14	15	4	
18	19	20	21	22	5	
25	26	27	28	29	5	
<b>Total</b>					<b>20</b>	

**48**

Nov-10						
Mon	Tue	Wed	Thu	Fri	Total	
1	2	3	4	5	5	
8	9	10	X	12	4	
15	16	17	18	19	5	
22	23	24	25	=	3	
29	30				2	
<b>Total</b>					<b>19</b>	

**67**

Dec-10						
Mon	Tue	Wed	Thu	Fri	Total	
		1	2	3	3	
6	7	8	9	10	5	
13	14	15	16	17	5	
20	21	=	=	=	2	
=	=	=	=	=		
<b>Total</b>					<b>15</b>	

**28**

**82**

Jan-11						
Mon	Tue	Wed	Thu	Fri	Total	
3	4	5	6	7	5	
10	11	12	13	14	5	
X	18	19	20	21	4	
24	25	26	27	28	5	
31					1	
<b>Total</b>					<b>20</b>	

**102**

Feb-11						
Mon	Tue	Wed	Thu	Fri	Total	
	1	2	3	4	4	
7	8	9	10	11	5	
14	15	16	17	18	5	
X	22	23	24	25	4	
28					1	
<b>Total</b>					<b>19</b>	

**121**

Mar-11						
Mon	Tue	Wed	Thu	Fri	Total	
	1	2	3	4	4	
7	8	9	10	11	5	
14	15	16	17	18	5	
21	22	23	24	25	5	
28	29	30	31		4	
<b>Total</b>					<b>23</b>	

**144**

Apr-11						
Mon	Tue	Wed	Thu	Fri	Total	
				1	1	
4	5	6	7	8	5	
11	12	13	14	15	5	
=	=	=	=	=	0	
25	26	27	28	29	5	
<b>Total</b>					<b>16</b>	

\*Easter April 24

**160**

May-11						
Mon	Tue	Wed	Thu	Fri	Total	
2	3	4	5	6	5	
9	10	11	12	13	5	
16	17	18	19	20	5	
23	24	25	26	27	5	
X	E				1	
<b>Total</b>					<b>21</b>	

**181**

Jun-11						
Mon	Tue	Wed	Thu	Fri	Total	
		E	E	E	3	
E	7	8	9	10	1	
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30			
<b>Total</b>					<b>4</b>	

**185**

Jul-11						
Mon	Tue	Wed	Thu	Fri	Total	
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		
<b>Total</b>						

Calendar Legend	
Legal School Holidays	X
Institutes	O
Not in Attendance	=
School Begins	(
*School Closes	)
Half-Day Inservice	^
Full-day P/T Conferences	P/T
Parent Institute	pi
School Improvement Day	S
Students dismissed at 11:25	+
Emergency Day	E
Pupil Attendance (at least 174)	
Approved institute days (limit 4)	
Approved all day parent/teacher conference days (limit 2)	
<b>Total (180 or more days)</b>	

**185**

Legal Public School Holidays	
<b>Independence Day</b>	4-Jul
<b>Labor Day</b>	6-Sep
<b>Columbus Day</b>	11-Oct
<b>*Veterans Day</b>	11-Nov
<b>Thanksgiving Day</b>	25-Nov
<b>Christmas Day</b>	25-Dec
<b>New Year's Day</b>	1-Jan
<b>M.L. King's Day</b>	17-Jan
<b>*Lincoln's Birthday</b>	12-Feb
<b>*Casimir Pulaski Day</b>	7-Mar
<b>Memorial Day</b>	30-May

\*waived

PSAE Testing  
Apr 26-27  
Presidents' Day  
Feb 21

ISAT  
Feb 28-Mar 11

\*School closing is subject to adding emergency days to the end of the school year.

**2010-2011 School Calendar  
Geneseo Community School District #228**

Aug-10					
Mon	Tue	Wed	Thu	Fri	Total
2	3	4	5	6	
9	10	11	12	13	
(O1	17	18	19	20	5
23	24	25	26	27	5
30	31				2
<b>Total</b>					<b>12</b>

Sep-10					
Mon	Tue	Wed	Thu	Fri	Total
		1	2	3	3
X	7	8	9	10	4
13	14	15	16	17	5
20	21	22	23	24	5
27	28	29	30		4
<b>Total</b>					<b>21</b>

Oct-10					
Mon	Tue	Wed	Thu	Fri	Total
				1	1
4	5	6	7	8	5
X	12	13	14	15	4
18	19	20	21	22	5
25	26	27	28	29	5
<b>Total</b>					<b>20</b>

**53**

Nov-10					
Mon	Tue	Wed	Thu	Fri	Total
1	2	3	4	5	5
8	9	10	X	12	4
15	16	17	18	19	5
22	23	24	25	=	3
29	30				2
<b>Total</b>					<b>19</b>

**72**

Dec-10					
Mon	Tue	Wed	Thu	Fri	Total
		1	2	3	3
6	7	8	9	10	5
13	14	15	16	17	5
20	21	=	=	=	2
=	=	=	=	=	
<b>Total</b>					<b>15</b>

**33**

**87**

Jan-11					
Mon	Tue	Wed	Thu	Fri	Total
3	4	5	6	7	5
10	11	12	13	14	5
X	18	19	20	21	4
24	25	26	27	28	5
31					1
<b>Total</b>					<b>20</b>

**107**

Feb-11					
Mon	Tue	Wed	Thu	Fri	Total
	1	2	3	4	4
7	8	9	10	11	5
14	15	16	17	18	5
X	22	23	24	25	4
28					1
<b>Total</b>					<b>19</b>

**126**

Mar-11					
Mon	Tue	Wed	Thu	Fri	Total
	1	2	3	4	4
7	8	9	10	11	5
=	=	=	=	=	0
21	22	23	24	25	5
28	29	30	31		4
<b>Total</b>					<b>18</b>

**144**

Apr-11					
Mon	Tue	Wed	Thu	Fri	Total
				1	1
4	5	6	7	8	5
11	12	13	14	15	5
18	19	20	=	=	3
25	26	27	28	29	5
<b>Total</b>					<b>19</b>

\*Easter April 24

**163**

May-11					
Mon	Tue	Wed	Thu	Fri	Total
2	3	4	5	6	5
9	10	11	12	13	5
16	17	18	19	20	5
23	24	E	E	E	5
X	E				1
<b>Total</b>					<b>21</b>

**184**

Jun-11					
Mon	Tue	Wed	Thu	Fri	Total
		E	2	3	1
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		
<b>Total</b>					<b>1</b>

**185**

Jul-11					
Mon	Tue	Wed	Thu	Fri	Total
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
<b>Total</b>					

Calendar Legend	
Legal School Holidays	X
Institutes	O
Not in Attendance	=
School Begins	(
*School Closes	)
Half-Day Inservice	^
Full-day P/T Conferences	P/T
Parent Institute	pi
School Improvement Day	S
Students dismissed at 11:25	+
Emergency Day	E
Pupil Attendance (at least 174)	
Approved institute days (limit 4)	
Approved all day parent/teacher conference days (limit 2)	
Total (180 or more days)	

**185**

Legal Public School Holidays	
Independence Day	4-Jul
Labor Day	6-Sep
Columbus Day	11-Oct
*Veterans Day	11-Nov
Thanksgiving Day	25-Nov
Christmas Day	25-Dec
New Year's Day	1-Jan
M.L. King's Day	17-Jan
*Lincoln's Birthday	12-Feb
*Casimir Pulaski Day	7-Mar
Memorial Day	30-May

\*waived

PSAE Testing  
Apr 26-27

Presidents' Day  
Feb 21

ISAT  
Feb 28-Mar 11

\*School closing is subject to adding emergency days to the end of the school year.

Option B