

<b>What do we want to <u>do</u>?</b>	<b><u>WHAT IS THE NECESSARY DATA TO REVIEW AND HOW OFTEN TO WE WANT TO REVIEW IT?</u></b>	<b><u>How</u> are we doing?</b>
Implement plans to address Board Policy 1:35 for Academic Targets.	Student achievement data ISAT, PSAE, EXPLORE, PLAN, ACT, DRA2 Review numbers enrolled in specific class sections.	Recognizing the importance of MS and HS Reading performance, November 7 work with Gretchen Courtney.
Address physical plant concerns	Architect reports HLS Surveys Building inspections Custodial and Maintenance Walk-throughs	2009 amendments before the BOE. Drilling/testing for geothermal underway
Develop Balanced Budget Plan	Review of budget Review of Audits Cash Flow Reports Skyward Expense and Revenue Reports FRIS Inquiry Reports	Stephanie Ramsay reviewing audit with Board on November 11. Board approving tax levy with reduced rate 11/13.
Develop and initiate RtI Plan for the District	What about these types of “episodic” projects? District Improvement Plans School Improvement Plans	District team meeting November 12 with ROE and Henry Stark representatives for RtI and DIP plans.
Complete and implement 403(b) Plan	Does this require ongoing monitoring and reporting?	Board approved single provider agreement in September. Committee finalizing vendor choices. Plan on schedule.
Improve District-wide communications	SchoolMessenger reports? Google Analytics Reports?	Review <a href="http://www.gcsdblogs.org">www.gcsdblogs.org</a> to see increase in number of staff blogs. First meetings of 5/50/500 completed.
Create a state-approved Mentoring and Induction Plan	What about other grants? Do you want to see their reports and expenditures?	FY 09 Continuation Application has been filed. Tentative plans for Jan 16 half-day for leadership in instruction training for 20% of our staff.
Improve individual personnel performance	Staff surveys of inservices? Evaluation reports? Administrative growth plans?	MS Investigating Peer Coaching. Mentors have completed initial observations of protégés. Administrative study of SAM program.

BOARD INFORMATION ITEM  
DECEMBER 11, 2008

REVIEW OF TRI CONFERENCE ACTIVITIES

Please be prepared to discuss the following:

Any sessions that were of value to you.

Sessions that you wanted to attend but were unable.

Any suggestions for next year's conference that can be shared with either IASB or the Superintendent.

# INFORMATION ITEMS

December 11, 2008

2:220	School Board Meeting Procedure
4:160	Hazardous and Infectious Materials
5:90	Abused and Neglected Child Reporting
5:100	Staff Development Program
5:150	Personnel Records
5:240	Suspension
5:250	Leaves of Absence
5:290	Employment Termination and Suspensions
5:330	Sick Days, Vacation, Holidays, and Leaves

## School Board

### 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 discussion or explanation before School Board action. Upon the request of any Board member, ~~may request the withdrawal of any item under the consent agenda for independent consideration~~ **an item will be withdrawn from the consent agenda for independent consideration.**

Items submitted by School 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. Items not specifically on the agenda may still be discussed during the meeting.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each School 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 School 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 School 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 shall be rotated.

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

#### Minutes

The Board Secretary shall keep written minutes of all School 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. School 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 authorizing the closed meeting;
7. A record of all motions, ~~the members making the motion and the second~~ including individuals making and seconding motions; and
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 School Board for approval or modification at its next regularly scheduled open meeting.

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

The School Board's meeting minutes must be submitted to the Board's Treasurer on the first Monday of April and October, and at other 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 7 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 School Board member. Minutes from closed meetings are likewise available, but only if the School Board has released them for public inspection. The minutes shall not be removed from the Superintendent's office except by vote of the School Board or by court order.

The Board's open meeting minutes shall be posted on the District website within 7 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 close to the Board's regular meeting location.

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 listen to verbatim recordings when that action is germane to their responsibilities. 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 School Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or

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

#### Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, may use Robert's Rules of Order, Newly Revised (10th Edition), as a guide when a question arises concerning procedure.

#### Broadcasting and Recording Board Meetings

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

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

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.

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

Prosser v. Village of Fox Lake, 438 N.E.2d 134 (1982).

CROSS REF.: 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)

Amended By Board Action 04/07/1998

Amended By Board Action 03/06/2001

Amended By Board Action 02/03/2004

Amended By Board Action 11/14/2007

**Amended By Board Action 01/07/2009**

## Operational Services

### Hazardous and Infectious Materials

The Superintendent or designee(s) shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticides and infectious materials.

~~The Superintendent shall notify all employees who must be offered, according to State or Federal law, District paid hepatitis B vaccine and vaccination.~~

LEGAL REF.: 29 C.F.R. Part 1910.1030, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.280.  
105 ILCS 5/10-20.17a; and 135/1 et seq.; and 140, **Green Cleaning School Act.**  
225 ILCS 235/1 et seq., Structural Pest Control Act.  
415 ILCS 65/3(f), Lawn Care Products Application and Notice Act.  
820 ILCS 255/1 et seq., Toxic Substances Disclosure to Employees Act.  
23 Ill.Admin.Code §1.330.  
56 Ill.Admin.Code Part 205.

CROSS REF.: **4:150 (Facility Management and Building Programs)**, 4:170 (Safety)

Adopted By Board Action 04/06/1999  
Amended By Board Action 03/06/2001  
Amended By Board Action 01/09/2008  
**Amended by Board Action 01/07/2009**

## General Personnel

### Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall **immediately** report such a case to the Illinois Department of Children and Family Services **on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606**. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. **All District employees shall sign the *Acknowledgement of Mandated Reporter Status* form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained.**

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at [www.cybertipline.com](http://www.cybertipline.com). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

LEGAL REF.: 325 ILCS 5/1 et seq.

CROSS REF.: 2:20 (Powers and Duties of the School Board), 5:20 (Sexual Harassment), 5:100 (Staff Development Program), 5:150 (Personnel Records), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

Adopted by Board Action 03/05/1991  
 Amended by Board Action 05/01/2001  
 Amended by Board Action 01/07/2009

## General Personnel

### Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for certificated staff members shall be designed to effectuate the District and School Improvement Plan(s) so that student learning objectives meet or exceed goals established by the District and State.

~~At least once~~ The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of certificated school personnel and administrators shall include training on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

At least every 2 years, the Superintendent or designee shall arrange an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.

~~All staff members are encouraged to acquire, develop, and maintain the knowledge and skills necessary to properly administer life saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automatic external defibrillator, in accordance with a nationally recognized certifying organization. The staff development program may include training and services of experts in life saving techniques to instruct teachers and other school personnel.~~

LEGAL REF.: 105 ILCS 5/2-3.60, 5/10-22.39, 5/10-23.12, 5/24-5, and 110/3.  
745 ILCS 49/1 et seq. (Good Samaritan Act).

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Hazardous and Infectious Materials), 5:90 (General Personnel - Abused and Neglected Child Reporting), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day)

ADMIN PROC.: 4:170-AP6 (Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility), 5:100-AP (Staff Development Program), 5:150-AP (Personnel Records), 7:250-AP1 (Measures to Control the Spread of Head Lice at School)

Adopted By Board Action 09/03/1985  
Amended By Board Action 03/05/1991  
Amended By Board Action 06/04/2001  
Amended By Board Action 03/03/2003  
Amended By Board Action 12/12/2007  
Amended by Board Action 01/07/2009

## General Personnel

### Personnel Records

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent. No one else may have access to an employee's personnel files and personal information except for: (1) a supervisor or management employee who has an employment or business-related reason to inspect the record, or (2) anyone who has the employee's written consent.

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

LEGAL REF.: 745 ILCS 46/10.  
820 ILCS 40/1 et seq.  
23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District's Public Records), 7:340 (Student Records)

Adopted by Board Action 11/07/1991  
Amended by Board Action 06/04/2001  
Amended by Board Action 01/07/2009

## Professional Personnel

### Suspension

#### Suspension Without Pay

The School Board may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the School District. Administrative staff members may not be suspended without pay as a disciplinary measure.

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

At the request of the professional employee made within 5 calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the **professional employee teacher** of the alleged charges and the date and time of the hearing. At the pre-suspension hearing, the **professional employee teacher** or his/her representative may present evidence.

#### Suspension With Pay

The Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the professional employee to present the allegations and give the professional employee an opportunity to refute the charges. The professional employee will be told the dates and times the suspension will begin and end.

**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.: 5 ILCS 430 et seq.  
 105 ILCS 5/24-12.  
Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487 (1985).  
Barszcz v. Community College District No. 504, 400 F.Supp. 675 (N.D. Ill., 1975).  
Massie v. East St. Louis School District No.189, 561 N.E.2d 246 (Ill.App.5, 1990).

CROSS REF.: 5:290 (Educational Support Personnel - Employment Termination and Suspensions)

Adopted by Board Action 07/03/2001  
 Amended by Board Action 01/07/2009

## **Professional Personnel**

### **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.

Leaves of absence with pay may be granted to professional personnel by the Board. The provisions of the School Code shall apply to all such requests, except that the Board shall retain the exclusive right to grant or deny all requests for leaves.

An applicant for a leave of absence with pay shall submit a request for leave in writing to the Superintendent who shall forward the request to the Board together with his/her recommendation on each. When the Superintendent is requesting a leave of absence with pay, the request shall be presented directly to the Board with no Superintendent's recommendation attached.

The Board will consider each request individually, and after deliberation shall issue its approval or denial.

### **Sick and Bereavement Leave**

Each full-time professional staff member is granted 18 days sick leave each school year at full pay. Unused days may accumulate on an unlimited basis. Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption.

The School Board may require a physician's certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or if the treatment is by prayer or spiritual means, that of a spiritual adviser or practitioner of such person's faith, as a condition for paying sick leave after 3 days absence for personal illness, or as it deems necessary in other cases. If the Board requires a certificate during a leave of less than 3 days, it shall pay the expenses incurred by the employee.

### **Sabbatical Leave**

Sabbatical leave may be granted in accordance with The School Code.

### **Personal Leave**

Professional staff members are granted two personal leave days per year. A personal leave day is defined as a day to allow professional personnel time to conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time other than during a school day. Any unused personal leave days in a school year will be credited to the sick leave bank.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Employee Resource Management Access System (ERMA) 3 days in advance of the requested date,
2. Personal leave may not be used in increments of less than one hour,

3. Personal leave days are subject to a substitute's availability, and
4. Personal leave may not be used by more than 6 elementary teaching staff, 3 middle school teaching staff, and 3 high school teaching staff for use on the same day except in emergencies as determined by the Superintendent or his/her designee.

#### Leave of Absence Without Pay

The Board may grant a leave of absence without pay to tenured professional staff members who have rendered satisfactory service to the District and desire to return to employment in a similar capacity at a time mutually consistent with the needs of the District as determined by the Board. (Please refer to the Professional Agreement between the Geneseo Education Association and the Geneseo CUSD #228 Board of Education.)

Each approved leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students. Leaves of absence without pay for not more than one year (exceptions are provided for maternity leave) may be granted to tenured teachers according to the following conditions:

1. Written requests for leaves of absence without pay should be made at least three months before the leave is desired, subject to approval by the Board.
2. Dates of departure and return must be acceptable to the administration and determined prior to initiating the requests.
3. Leaves may be granted for:
  - a. Advance study learning to a degree in an approved university;
  - b. Military service;
  - c. Maternity;
  - d. Other reasons acceptable to the Board which improve the educational program in the District.
4. Employees on such leave may continue insurance benefits if they reimburse the District for any pro rata costs of benefits for which they apply.
5. Employees will not advance on the salary schedule while on any approved leave of absence without pay unless working at least one hundred (100) days in any given school year in which a leave is effective or as defined by State Statute for military leave.

#### 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 3 semesters), provided the request complies with this policy. Nothing in this policy shall prohibit a professional staff member from utilizing sick days during a disability due to pregnancy.

A teacher must 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.

### Leaves for Service in the Military

The School Board recognizes that at times of national emergencies District certified employees who are members of an armed forces reserve unit may be reactivated.

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, shall be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

The contractual continued service status of the certified employee is not affected because his or her reserve unit is called for duty. The guidelines for continued employment are:

1. If the certified employee's reserve unit is activated during the school year, the employee's salary shall continue to be paid by the District for the first two-week period of active duty.
2. The certified employee who receives full salary from the District for the first two weeks of the period his or her reserve unit is activated and is required to remain on active duty, shall return to the District that portion of his or her salary equal to the payment for the two-week period from the reserve unit. Excluded from this refund are those monies he or she receives from the reserve unit allocated to non-school days, travel, meals or housing allowance.
3. At the School Board's election, the District may continue to pay the certified employee's full salary while he or she is in active service as a result of the President's orders. Under this provision, the Board may deduct from the employee's salary any amount received for military service.
4. The conditions of the certified employee's contractual continued service shall continue as if the employee were working in the District throughout the entire period he or she is required to remain on active duty, e.g. service credit earned for promotion requirements, increases in salary, leaves of absence and other privileges based on an established period of employment.

The certified employee who returns disabled from active military service and unable to serve in his or her original position, but who is otherwise qualified for another position, shall be rehired to a position that is as close as possible in seniority, status and pay as the position to which they otherwise would have been entitled.

### General Assembly

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 Department of Defense overseas school.

### School Visitation Leave

An eligible professional staff member is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the teacher's child, if the conference or activity 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 or Sexual Violence

Any professional staff member may take an unpaid leave from work who: (1) is a victim of domestic or sexual violence, or (2) has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act, governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, an employee is entitled to a total of 12 work weeks of 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 or Trustee of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in 105 ILCS 5/24-6.3, and (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.

LEGAL REF.: 20 ILCS 1805/30.1 et seq.  
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.  
820 ILCS 147/1 et seq. and 180/1 et seq.

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

Adopted by Board Action 09/03/1985  
Amended by Board Action 04/08/1991  
Amended by Board Action 06/04/2001  
Amended by Board Action 03/03/2003  
Amended by Board Action 01/07/2009

## **Educational Support Personnel**

### **Employment Termination and Suspensions**

#### Resignation and Retirement

An employee is requested to provide 2 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 2 months before the retirement date.**

#### Non-RIF Dismissal

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.

#### Reduction in Force and Recall

This section is applicable whenever the Board decides 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, an educational support employee is removed, dismissed, or his or her hours are reduced.

The Board may use a seniority list to determine the order of dismissal or removal. The seniority list, categorized by positions, shows the length of continuing service of each full-time educational support employee. The employee with the shorter length of continuing service within the respective category of position may be dismissed first.

Except as provided below, written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, or his or her hours are reduced, together with a statement of honorable dismissal and the reason therefore if applicable. The prior written notice will be extended to at least 90 days if the lay-off is due to the District entering into a contract with a third party for non-instructional services. The prior written notice will be shortened to at least 5 days before an employee's hours are reduced as a result of an unforeseen reduction in the student population.

Any vacancies for the following school term or within one calendar year from the beginning of the following school term may be offered to the employees so removed or dismissed from that category or any other category of position provided they are qualified to hold such positions.

#### 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 third business day 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.

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.: [5 ILCS 430 et seq.](#)  
105 ILCS 5/10-22.34c and 5/10-23.5.  
820 ILCS 105/4a.

CROSS REF.: 5:240 (Professional Personnel - Suspension), 5:270 (Educational Support Personnel - Employment At-Will, Compensation, and Assignment)

Adopted by Board Action 05/07/1991  
Amended by Board Action 07/03/2001  
Amended by Board Action 04/09/2008  
[Amended by Board Action 01/07/2009](#)

## Educational Support Personnel

### 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

Full-time educational support personnel who work at least 600 hours per year receive 18 paid sick leave days per year. 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 may accumulate on an unlimited basis.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

The School Board may require a physician’s certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or if the treatment is by prayer or spiritual means, that of a spiritual adviser or practitioner of such person’s faith, as a condition for paying sick leave after 3 days absence for personal illness, or as it deems necessary in other cases. If the Board requires a certificate during a leave of less than 3 days, it shall pay the expenses incurred by the employee.

#### Vacation

~~Twelve month~~ Educational Support Personnel Employees shall be eligible for paid vacation days ~~as outlined in the Educational Support Personnel Handbook.~~ according to the following schedule:

<u>Length of Employment</u>		<u>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

Educational Support Personnel Employees are eligible for paid holidays as outlined in the Educational Support Personnel Handbook. ~~Unless the District receives a waiver or modification of The School Code pursuant to Section 2-3.25g, allowing it to schedule school on a holiday listed below, District employees will be paid for, but will not be required to work on:~~

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Casimir Pulaski's Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

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

Educational Support Personnel Employees who are eligible for personal leave may access such leave as outlined in the Educational Support Personnel Handbook. ~~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 3 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 5 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.~~

## 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. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.

LEGAL REF.: 20 ILCS 1805/30.1 et seq.  
105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.  
820 ILCS 147 and 180/1 et seq.

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

Adopted by Board Action 01/07/2009