

To: Dr. Charles Johns
Board of Education
From: Mr. Brad Swanson
Date: April 11, 2022
Re: Policies

I recommend that the Board of Education approve the following revisions and additions to the Board of Education Policies and Procedures as offered by the Board of Education Policy Committee. Please note the summary description underneath each recommended revised policy. In addition, some procedures that have been combined into policy are recommended to be sunsetted. Each of these recommendations have been fully processed by staff and administrator stakeholders.

1. 2030 Policy - Meetings of the Board of Education

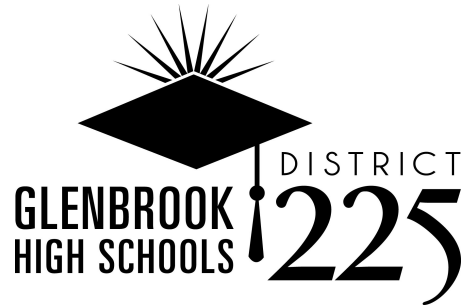
- a. Revised Policy - Updates public comment section to reflect current practice. Also includes recommended text from Justin Petrarca regarding Board expectations regarding public comment (see Section E, Subsection 7). Includes clarification regarding how requests from the public will be processed.

2. 6280 Policy - Sick Bank for Administrators

- a. Revised Policy - Provides clarification regarding the mechanism for administrators to opt-out of the sick leave bank (note: the only sick bank that is optional is the one for administrators, and dates back to December 1974). Provides clarification regarding how sick bank contributions and withdrawals are recorded on the employee's personnel record. Provides clarification regarding the number of days eligible to be withdrawn, using current calendar language as opposed to legacy 10-month and 12-month status languages.

b. 6280 Procedures - Administrative Sick Leave Bank

- i. Sunset Procedures - These procedures are no longer necessary as they have been combined into the policy.



3. 6432 Policy - Voluntary Termination Benefits for Educational Support Personnel

- a. Revised Policy - Revised to reflect GESSA and GESPA collective bargaining agreements.
 - i. Clarifies the classifications of Tier 1 and Tier 2 IMRF eligibility
 - 1. Tier 1 eligible at age 55
 - 2. Tier 2 eligible at age 62
 - ii. Health Benefits Options
 - 1. Option 1: Stay on the District's subsidized plan for 5 years or age 65
 - 2. Option 2: Waive participation on the District's subsidized plan and receive an HRA contribution for 10 years or age 65
 - 3. NOTE: Previous Health Benefits in the policy were only to stay on the District's subsidized plan until age 65
 - iii. Salary Benefits
 - 1. Entitled to a maximum of three (3) salary increases of six percent (6%)
 - 2. NOTE: Previous Salary Benefits were entitled to a maximum of two (2) salary increases of six percent (6%)

4. 7320 Policy - Graduation Guidelines for Special Education Students

- a. Revised Policy - Recommended language offers more clarity on some topics such as the timeline to provide services through the end of the school year in which a student turns the age of 22.

Meetings of the Board of Education

Section A - Regular Meetings

1. Regular meetings of the Board of Education of ~~District #225~~ shall be held ~~on the second and fourth Mondays of each month~~ at ~~a~~ locations and times approved by the board as part of the calendar of regular board meetings unless established by other action in keeping with provisions of the Open Meetings Act.
2. All regular, emergency and special meetings of the Board and all Board committee meetings shall be open to the public, subject ~~only~~ to public exclusion from closed sessions for matters ~~that~~ which are permitted to be conducted in closed session by statute, regulation or case law.

Section B - Quorum and Participation by Audio or Video Means

1. A quorum of the Board must be physically present at all Board meetings. A majority of the full membership (4) of the School board constitutes a quorum.
2. 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 board secretary or Superintendent at least 24 hours before the meeting unless such advance notice is impractical. The board secretary or Superintendent will inform the Board ~~of~~ president of the board member's notification and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, shall be deemed to be present at the meeting and may participate in all aspects of the Board meeting including voting on any item.

Section C - Meeting Procedures

1. The secretary ~~of the Board of Education~~ shall assume responsibilities relative to notification of time and place for all Board meetings and Board committee meetings, for the necessary physical arrangements, and for the distribution of appropriate materials relative to all meetings to the Board members. Such responsibilities shall be executed in compliance with relevant laws, statutes and Board policies and directives and with consideration for public accommodation.
2. The secretary ~~of the Board~~ shall prepare an agenda for each meeting of the Board, subject to final revision and approval by the Board at the meeting. ~~The agenda shall include items recommended by the Board or by the superintendent, and matters required by law or statute. Each Board agenda shall include Agenda Items for Future Board Meetings. At that time in the meeting individual Board members may propose topics for future Board agendas. As needed, the Board as a whole may will then~~ decide whether or not to place the proposed item on a future agenda.
3. Unless otherwise specified by legal requirements or ~~specific~~ Board actions, all meetings of the Board shall be conducted under procedures established by the Board. In the event the Board reaches an impasse in establishing a procedure (or procedures), Robert's Rules of Order shall govern.

4. The secretary of the Board shall keep written minutes of each meeting with such annotation as the Board deems appropriate. After the minutes are approved by the Board, the minutes shall be signed by the president and secretary of the Board.
5. The secretary of the Board shall electronically record regular ~~and special~~ meetings, and closed sessions of said meetings, of the Board and maintain the electronic recording until authorized by the Board to dispose of the recordings, ~~except that electronic recordings of regular and special meetings may be destroyed,~~ to the extent provided by law, ~~and, upon~~ after approval by the Board of the minutes for those respective meetings.
6. Not less than semi-annually, the Board shall review the minutes, the electronic recording, or a review of a summary of the topics contained on the electronic recording from closed sessions that are currently unavailable for public release. As a part of said review, the Board may meet in closed session, and shall determine which, if any, minutes, no longer require confidential treatment and are available for public inspection. Such determination shall be reported in an open session immediately following said closed session, if held. At this same biannual review of the electronic recordings or review of a summary of the topics contained on the electronic recording, the Board can make a recommendation that certain electronic recording of closed sessions may be destroyed by a future Board eighteen (18) months after the creation date of each recording.
7. After eighteen (18) months have passed since being made, the electronic recording of a closed session will be destroyed, provided the Board has approved both (a) the destruction of such electronic recording, and (b) the written minutes of such closed session, which written minutes shall comply with the requirements of Section 2.06(a) of the Illinois Open Meetings Act (5 ILCS 120/2.06(a)), as amended from time to time. The consent agenda item for this meeting shall list the specific date of the meeting on the recording recommended for destruction.
8. At no time will an electronic recording be released that would violate State or federal privacy or confidentiality requirements, including, but not limited to, any matter concerning (1) a named student, (2) an employee's or applicant's personnel file and personal information, (3) school security plans, (4) communications between the Board and an attorney representing the district, and (5) all information exempted from disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 et. seq. No minutes will be destroyed if said minutes pertain to pending or potential litigation, provided that as to said pending or potential litigation the District has received written notice thereof.
9. Requests by members of the public for access to the electronic recording of a closed session will be denied unless the Board has found that the electronic recording no longer needs confidential treatment. Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities, e.g., in order to check the accuracy of minutes or to determine whether the electronic recordings no longer require confidential treatment. In the interest of encouraging free and open expression by Board members during closed sessions, the electronic recordings of closed sessions should not be used by Board members to confirm or dispute the accuracy of recollections.

Section D - Public Communication With Board

The Board of Education encourages full public communication with the Board, either in person at Board meetings or through written statements, including emails, directed to the Board. The only limitations on such communications are:

1. exclusion of the public from the Board's closed sessions,
2. all members of the public addressing the Board shall be bound by the rules of order governing oral comments at Board meetings as outlined in Section E of this policy.

~~Written correspondence to the board will receive a confirmation of receipt of the message. As a matter of practice, unless otherwise required by law, the Board of Education generally does not respond to written communication in any form. However, the sender will receive confirmation that the communication has been received. While the board generally does not respond, unless required by law, the Board, in its discretion, may respond communicate or reserves the right to direct such response communication through the superintendent or designee district or school administration for appropriate action/response. As a matter of practice, unless otherwise required required by law, the Board generally does not respond to written communication in any form.]]~~

Section E - Comments from Members of the Public at Board Meetings

~~While the Board of Education welcomes comments from members of the public, meetings of the Board of Education and its committee meetings are not public hearings, except as otherwise noticed or required by law. Such mMeetings of the Board and its committees of Education are public open meetings conducted to carry out the business of school district governance.~~

~~Therefore, to facilitate public comments consistent with and yet preserve the flow and the orderly completion of the meeting agenda, the Board has adopted the following rules of order for oral comments from members of the public during meetings of the Board::~~

1. ~~Individuals may be heard during the Public Comment Period portion of a Board meeting Participation after by indicating their intention to the Board Secretary upon arrival at the meeting. Requests must indicate such request to the Board secretary be made prior to the adoption of the agenda.~~
2. Individuals may ~~a~~Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board ~~P~~resident.
3. As a matter of practice, the total length of time at a regular Board of Education meeting for public participation will be 30 minutes. At the discretion of the Board, the public comment period may be extended beyond the 30-minute ~~time~~ period, or may be moved to another time during a Board meeting.
4. Individuals may speak to the Board for up to 2 minutes. At the discretion of the Board, the time for individuals may be extended beyond the 2 minutes. As a matter of practice, a group of individuals may not aggregate their time to extend beyond the 2 minutes.

5. When addressing the Board, individuals are asked to identify their ~~themselves oneself by name,~~ address, and relationship to the school district, and then to state their comments ~~concern, and limit comments to the designated minutes as described in (4).~~
6. Confidential information ~~regarding a student or group of students~~ will not be heard in the open meeting.
7. It is the Board's expectation that communication from the public at its meetings be delivered in a professional and respectful manner. While the Board does not control the topics brought to its attention or the substance of the public comment, speakers are reminded that their comments are not automatically protected by any immunity or other legal protection.
8. Individuals will follow ~~Observe the Board President's decisions onto determine~~ procedural matters regarding public participation not otherwise covered in this policy.
9. Individuals are expected to ~~Conduct themselves oneself~~ with respect and civility toward others and otherwise to abide by all ~~other~~ school rules, regulations, and policies that govern the operations of the school district.
10. As a matter of practice, the Board does not respond or engage with individuals during the public comments section of the meeting. The Board listens to and carefully considers comments, and may address comments at the appropriate time.
 - a. ~~A period for public comments shall be scheduled at or near the beginning of each regular or special Board meeting, and for each committee meeting conducted as a public meeting, open to the public. This public comment period shall normally be limited to 30 minutes; the public comment period may be extended beyond the 30 minute time period with the approval of the Board or may be moved to another time during a Board meeting, at the Board's discretion.~~
 - b. ~~The 30 minute time limitation shall not be in effect during formal "public hearings" mandated by statute or designated by the Board.~~
11. ~~Comments during the public comment period may concern items which are or are not on the meeting agenda except that public comments in a special Board meeting shall be limited to subjects appearing on the agenda for that special meeting.~~ ¶
 - a. ~~Public comments during specific agenda items, or at times other than the time designated for public comments, will not be permitted without the approval of the Board.~~ ¶
12. ~~Individuals who have comments or questions concerning specific students, staff, programs or school practices shall be encouraged to discuss the issue with the school principal and the superintendent before bringing the issue to the attention of the Board.~~ ¶
13. ~~Individuals requesting to comment shall identify themselves, and their residence (or if a legal representative, their business) address, and the topic they wish to review before addressing the~~

~~Board. All comments and questions shall be directed to the president of the Board, or to the individual presiding over the meeting.~~

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~~14. Members of the Board may ask clarifying questions of presenters. The Board shall have no obligation, however, to respond to comments made by members of the public.~~

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~~15.~~

~~a. Oral comments shall normally be limited to 5 minutes per individual.~~

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~~16. Presentations of more than 5 minutes in length shall be allowed with the approval of the Board and may be scheduled at the discretion of the Board.~~

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~~17. Comments on topics not subject to the jurisdiction of the Board shall be out of order. The Board may choose to receive confidential information or information which could lead to disciplinary action pertaining to specific employees and any matters regarding individual students in closed session, and the President or person presiding over the meeting may rule to be out of order any public comments which may contain such adverse or confidential information regarding any student or district employees.~~

Section F - Requests for Information

~~The Board of Education has designated certain employees within the district to receive r~~Requests for information under the Illinois Freedom of Information Act ~~shall be submitted in accordance with Board Policy 9100. (Board Policy & Procedures 9100). The Board encourages members of the public to utilize this procedure and directs the Board Secretary, as a designated employee, to provide appropriate responses to requests for information:~~

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~~The Board Secretary shall prepare a Freedom of Information Act request form and shall make the form readily available at Board meetings and at the district office for members of the public to use to request information:~~

Section G - Press Coverage

The Board of Education encourages full press coverage of all of its meetings that are open to the public and directs the ~~superintendent or designee~~director of public information to provide appropriate assistance that~~which will~~ facilitates such coverage.

- Approved: August 20, 1973
- Revised: September 19, 1977
- January 14, 1985
- December 7, 1992
- February 28, 1994
- February 28, 2000
- June 11, 2001
- March 15, 2004
- September 27, 2004
- July 7, 2008



April 12, 2010
March 19, 2012
TBD

~~Administrative Sick Leave Bank~~ for Administrators

Section A - Introduction

All administrators ~~and instructional supervisors~~ have the option of becoming members of the administrative ~~sick bank~~. This irrevocable election shall be made within thirty (30) days of the start of the employee's first administrative assignment. The purpose of the sick bank is to afford ~~District #225~~ administrators ~~and instructional supervisors~~ extended sick leave coverage when a prolonged illness is incurred.

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Section B¶

~~The bank will provide sick leave coverage in addition to the 15 sick leave days granted yearly, accumulative to a maximum of 180 days for each administrator or instructional supervisor.~~

Section BC - Administrator's Contribution to the Sick Bank

Administrators assigned a calendar between 183 and 203 days will contribute 4 sick days to the sick bank each fiscal year until they have contributed 40 days.

Administrators assigned a 239 or 260 day calendar will contribute 4 sick days to the sick bank each fiscal year until they have contributed 60 days.

~~All eligible personnel will contribute 4 sick leave days to the bank each year until 10 month administrators and instructional supervisors have each contributed an additional 40 days. Twelve month administrators will contribute a maximum of 60 days.~~

All contributions to the sick bank will be recorded in the administrator's personnel record as "Sick Bank".

Section CD - Access to the Sick Bank

Prior to accessing the sick bank, the administrator must exhaust all accumulated sick days.

For the purposes of this policy, "accumulated sick days" shall be defined as:

- The total number of available days recorded in the administrator's personnel record as "Sick Days" as of July 1, including those days allotted to each administrator for the current fiscal year.
 - This number does not include the administrator's yearly contribution to the sick bank.
 - This number does not include those days recorded in the administrator's personnel record as "Sick Bank".

~~No administrator or instructional supervisor will be able to withdraw days from the bank until accumulated sick leave days have been exhausted.~~

~~Instructional supervisors and 10 month administrators assigned a calendar between 183 and 203 days will be allowed to withdraw up to two (2) times their accumulated sick leave days from the sick leave bank, not to exceed 150 total bank days.~~

~~Twelve month administrators assigned a calendar of 239 or 260 days will be allowed to withdraw up to three (3) times their accumulated sick leave days from the sick leave bank, not to exceed 260 total bank days.~~

If prolonged illness spans more than one school year, the administrator may continue to draw days from the bank in the ensuing school year in accordance with the maximum number of days for which the administrator was previously determined eligible.

All days utilized from the sick bank will be recorded in the administrator’s personnel record as “Sick Bank Days Borrowed” on a per-day basis, and not in the aggregate. The “Sick Bank Days Borrowed” record will appear as a negative number until all days have been repaid as defined in Section D of this policy.

Administrators may make application for use of the sick bank by:

1. Submitting a written request accompanied by written verification of illness by a licensed physician to the superintendent or designee ~~assistant superintendent~~. If the treatment is by prayer or spiritual means, a statement from the spiritual advisor or practitioner of the person's faith must be provided verifying the illness before a request to borrow days from the sick bank is considered.
2. The superintendent will consider the request for use of the administrative sick bank, and determine the number of days the requesting administrator is eligible to borrow from the bank.
3. After the determination of days has been made, the superintendent or designee ~~assistant superintendent~~ will inform the requesting administrator in writing of the number of days that may be borrowed, and of the requesting administrator’s obligation to repay the sick bank.

Section DE - Repaying the Sick Bank

All personnel using sick ~~leave~~ days from the sick ~~bank~~ must repay the bank from their yearly granted sick ~~days~~ at the rate of 3 days repaid for each ~~15 days granted fiscal~~ yearly by the Board of Education until such time as their indebtedness is repaid.

All repayments to the sick bank will be recorded in the administrator’s personnel record as:

1. A decrease of days from the administrator’s “Sick Days” record; and
2. An increase of days from the administrator’s “Sick Bank Days Borrowed” record.

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~~Section EF~~

- ~~1. Accumulated sick leave shall be defined as the total number of sick days an administrator or instructional supervisor has personally accrued at the beginning of the current school year. The number of accrued sick days shall include those days allotted to each administrator or instructional supervisor by the Board of Education for the current school year minus each administrator's or instructional supervisor's yearly contribution to the sick leave bank.~~
- ~~2. If prolonged illness spans more than one school year, the administrator or instructional supervisor may continue to draw days from the bank in the ensuing school year in accordance with the maximum number of days for which she/he was determined eligible.~~

Section EG - Reporting of Unused Sick Days to TRS or IMRF

Administrators may apply unused sick-leave days that they have personally contributed to the administrative sick-leave bank for purposes of accumulating ~~170 days of~~ service credit in the Teacher Retirement System (TRS) or the Illinois Municipal Retirement System (IMRF) for retirement purposes.

If the administrator still owes days to the sick bank when ending in employment with the district, the amount of accumulated sick days reported for service credit in either TRS or IMRF will be reduced by that amount. For example:

- If an administrator has 30 available days recorded in their “Sick Days” record and 60 available days recorded in their “Sick Bank” record, and owes the sick bank 10 days, a total of 80 days will be reported to TRS or IMRF (60 sick bank days + 30 sick days = 90 days; 90 available sick days - 10 days owed = 80 reportable days).
- If an administrator has 30 available days recorded in their “Sick Days” record and 60 available days recorded in their “Sick Bank” record, and owes the sick bank 100 days, a total of 0 days will be reported to TRS or IMRF (60 sick bank days + 30 sick days = 90 days; 90 available sick days - 100 days owed = 0 reportable days). The school district will not seek additional compensation for sick bank days owed.

~~D~~However, days withdrawn from the sick-leave bank shall not be used in calculating the administrator's service recognition payment with respect to pension service credit.

Approved: December 16, 1974
Revised: June 7, 1976
Revised: November 16, 1979
Revised: December 17, 1984
Revised: September 25, 2000
Revised: TBD

PROCEDURES FOR IMPLEMENTING BOARD POLICY: ~~ADMINISTRATIVE SICK~~ 6280
~~LEAVE BANK~~

~~Administrators and instructional supervisors may make application for use of the sick leave bank by:~~

- ~~1. Submitting a written request accompanied by written verification of illness by a licensed physician to the director of human resources. If the treatment is by prayer or spiritual means, a statement from the spiritual advisor or practitioner of the person's faith must be provided verifying the illness before a request to borrow days from the sick leave bank is considered.~~

~~Approval of application for use of the sick leave bank shall be made in the following manner:~~

- ~~1. The director of human resources will discuss with the superintendent the request for use of the administrative sick leave bank, and determine the number of days the administrator is eligible to borrow from the bank.~~
- ~~2. The director of human resources will inform the administrator, by memorandum, of the number of days that may be borrowed and of the administrator's obligation to repay the bank.~~

~~Adopted: December 16, 1974~~
~~Revised: September 25, 2000~~

Voluntary Termination Benefits for Educational Support Personnel

Section A - Introduction

It shall be the policy of the Board of Education to recognize services of its full-time educational support personnel, who have provided long and effective service to the youth of our community through a program of voluntary termination benefits.

Section B - Eligibility

Employees who satisfy the following requirements, may apply for voluntary termination benefits under this policy as “Eligible Former Employees”:

1. Have been full-time employees of District 225 for a minimum of ten (10) years immediately preceding their voluntary termination or for an aggregate minimum of fifteen (15) years, of which a minimum of five (5) consecutive years are immediately preceding their voluntary termination; and
 - a. A “year” is considered to be the employee’s regularly scheduled work year. A newly hired employee must have worked no less than 50% of their scheduled workdays from July 1 to the following June 30 in their first year of employment in order for that work year to count toward the requirement in this Section 1.
2. Will meet one of the following eligibility criteria: ~~be at least 60 years of age by the effective date of their voluntary termination and eligible to retire under IMRF, or will be at least 55 years of age by the effective date of their voluntary termination and have completed 35 years of creditable service with IMRF; and~~
 - a. If classified as “Tier 1” under the IMRF system, must be at least 55 years of age on the effective date of voluntary termination and eligible to retire in the IMRF system; or
 - b. If classified as “Tier 2” under the IMRF system, must be at least 62 years of age on the effective date of voluntary termination and eligible to retire in the IMRF system.
3. Are not represented by GESSA, GESPA, or any other bargaining unit; and
4. Have not retired, nor are receiving retirement benefits, under any other District 225 retirement plan; and
5. Have requested to retire on either June 30 or December 31 of any given year.

Section C - Health Benefits Available to Eligible Former Employees

1. The Board of Education shall provide the Eligible Former Employees ~~with~~ ~~under IMRF access to~~ individual medical insurance coverage under ~~one of the district’s retiree health care plan(s), accessible to retirees~~ as selected by the Eligible Former Employee, for up to five (5) years after retirement or age 65, whichever occurs first. The Board shall pay an amount equal to 95% of the ~~single premium amount~~; the Eligible Former Employee shall be responsible for the remaining premium. In the event that the plan selected by the Eligible Former Employee is no longer an option, the Eligible Former Employee may select coverage under one of the remaining plans, ~~if~~

~~any, or under a plan that may be designated by the district, in its discretion.~~

2. Eligible Former Employees, who elect to waive continued participation in the district insurance plan upon voluntary termination will receive an annual employer-funded health reimbursement arrangement (HRA) contribution for a period of ten (10) years following voluntary termination or until age 65, whichever is sooner. The amount of the HRA contribution will be equal to 95% of the average retiree HMO and PPO single premium amount at the time of voluntary termination. Eligible Former Employees receiving these contributions will be subject to premium costs increases or decreases which may occur as a result of future changes in the cost of the noted premiums in the district plan used as the basis for calculating this benefit. Such payment shall be made as follows:
 - a. For a 260 or 239 employee retiring in June, they will receive a prorated contribution for the months of July through December, on or before July 31 of their first year as a retiree. Eligible Former Employees will subsequently receive their annual contribution on or before January 31, deposited into their district-established HRA account.
 - b. For a 203 or 186.5 employee retiring in June, they will receive a prorated contribution for the months of September through December, on or before September 30 of their first year as a retiree. (Participation in the district's health plan(s) will continue through August 31, as the premiums for these months would be prepaid during their final year). Eligible Former Employees will subsequently receive their annual contribution on or before January 31, deposited into their district-established HRA account.
 - c. Those employees retiring in December, will receive their first annual contribution, and subsequent annual contributions on or before January 31, deposited into their district-established HRA account.
 - d. In the year that the retiree reaches age 65, they will receive a prorated contribution for the months they are under 65 (e.g., if an Eligible Former Employee turns 65 on April 15, they will receive a prorated contribution for the months of January through April), deposited into their district-established HRA account.
3. Eligible Former Employees, who elect those insurance allowance benefits contained in paragraph 1 of this Section C, shall be allowed to maintain family medical insurance coverage under one of the district health care plans accessible to retirees as selected by the Eligible Former Employee, (provided they had family coverage on the effective date of their retirement). Eligible Former Employees shall be responsible for the full premium, therefore, less the Board's contribution referred to in paragraph 1 of this section.

Section D - Additional Health and Insurance Benefits Available to Eligible Former Employees

1. In addition to the benefits provided in Section C, the Board of Education shall contribute \$2,500, annually, to an employer-funded ~~HRA health reimbursement arrangement~~ account, on behalf of the Eligible Former Employee, for a period of five (5) years after the effective date of retirement. Such payment shall be made on or before January 31, deposited into their district-established

HRA account.

2. Eligible Former Employees who elect to continue coverage, past Medicare eligibility must enroll in a health insurance policy coordinated with Medicare if one exists. Such a policy may also provide for a reduction in benefits and premiums. Eligible Former Employees shall be responsible for the full premium of these plans.
3. The Board of Education shall allow Eligible Former Employees to maintain the dental and vision coverage they had in effect at the time of retirement, or as such plan may be amended from time to time for current district employees, until age 65 or until the Eligible Former Employee is eligible for Medicare, whichever occurs first. Eligible Former Employees shall be responsible for the full premium of these plans.
4. The Board of Education shall provide Eligible Former Employees with \$10,000 of term life insurance until the Eligible Former Employees reach age 65 or the age of Medicare eligibility, whichever shall occur first. The term life insurance shall be provided by the Board at no cost to the Eligible Former Employee.
5. The Eligible Former Employees shall be allowed to convert any term life insurance, bought or provided for by the Board of Education and in effect on their last date of employment, to any alternative policy approved by the insurance carrier. After such conversion, Eligible Former Employees shall be responsible for full payment of any premium.
6. Eligible Former Employees shall be allowed to continue to participate, at no cost, in the Employee Assistance Program provided by the Board for regularly employed ~~employees~~ educational support personnel.

Section E - Salary Benefits Available to Eligible Former Employees

1. Educational support personnel submitting their notice of intent to retire will be entitled up to a maximum of ~~three~~ (3) salary increases of six percent (6%) for each year prior to the effective date of retirement.
2. The 6% increase described in Paragraph 1 of this section shall be in lieu of any salary increase, which the employee would otherwise receive.
3. Salary payments described in paragraph 1 of this section shall be defined as contractual salaries paid for the performance of duties as an employee. The salaries shall not include any stipends or any other payment of any type whatsoever.
4. During the employee's last four years of employment, they shall not receive any new stipends or other extra duty payments, of any type, (not previously performed in prior years) that would result in exceeding the State maximum salary increase of 6%. Any employee who incurs a State maximum salary penalty shall be ineligible for any benefits contained in this policy.
5. All requests for participation under this section must be submitted in writing to the ~~Assistant~~ Superintendent or designee no earlier than February 1 of the year before the first year for which

the employee is seeking the salary enhancement described in paragraph 1 of this section, and no later than ~~for Human Resources by~~ April 1 of the first year for which the employee is seeking the salary enhancement described in paragraph 1 of this section. ~~in advance of the first year for which the employee is seeking the salary enhancement described in paragraph 1 of this section.~~ For the first year, payments will be made over the employee's remaining paychecks based on the date of declaring their intent to retire. The request shall include a copy of the ~~e~~Employee's latest statement from the IMRF system indicating the ~~e~~Employee's service credit information if that information is necessary to qualify the ~~e~~Employee's for this plan.

6. Participation in the benefits of this policy is dependent upon unconditional and irrevocable resignation from employment, effective at the end of the school year identified in the ~~e~~Employee's notice. Any employee who does not fulfill their agreement's timeline, for whatever reason, shall be ineligible for any of the benefits contained in this policy.
7. ~~The 6% increase described in Paragraph 1 of this section shall be in lieu of any salary increase, which the employee would otherwise receive.~~
8. ~~Salary payments described in paragraph 1 of this section shall be defined as contractual salaries paid for the performance of duties as an employee. The salaries shall not include any stipends or any other payment of any type whatsoever.~~
9. ~~During the employee's last four years of employment, they shall not receive any stipends or other payments, of any type, that would result in exceeding the State maximum salary increase of 6%. Any employee who incurs a State maximum salary penalty shall be ineligible for any benefits contained in this policy.~~

Section F - Unused Vacation Benefits

In addition to those benefits contained in Section D, Eligible Former Employees who were employed by the district on a full-time, twelve-month basis, may choose to have the Board of Education directly contribute to an employer-funded ~~HRA health reimbursement arrangement~~ account, the value of up to ten (10) days of unused vacation days, at their then-current annual base salary per diem rate for the first year of retirement. Any other vacation days accrued and earned, must be used or they will convert to sick leave on the ~~Eligible Former Employee's~~ employee's last day of work. ~~Such payment shall be made within 60 days of retirement, deposited into their district-established HRA account.~~

Section G - Miscellaneous Provisions

1. For purposes of this Policy, the school year shall begin on July 1 and end on June 30.
2. If an employee, who has been approved for participation in one of the plans in this Policy, dies prior to their declared retirement date, the employee's prorated salary shall be calculated utilizing the 106% salary rates, in lieu of any benefits otherwise provided under this policy.
3. If changes occur in the operation of IMRF or for any other reason the Board determines appropriate, the Board may revise this Policy
4. This policy shall be effective from and after ~~February 14, 2022~~ March 16, 2020.

Revised: September 16, 1996
Revised: September 25, 2000
Revised: December 6, 2000
Revised: February 13, 2006
Revised: September 10, 2007
Revised: July 30, 2012
Revised: June 22, 2015
Revised: March 16, 2020
Revised: TBD

Graduation Guidelines for Special Education Students

Section A - Introduction

It is the policy of the Board of Education of ~~District #225~~ that all students who possess an Individualized Education Plan (IEP) ~~¶~~ ~~(special education students)~~, must satisfy all requirements of the State of Illinois and Board of Education policy ~~on Graduation Requirements 7300~~, prior to being granted a ~~District #225~~ diploma, unless a student is unable to meet the requirements due to the student's disability. It is the responsibility of an ~~special education student's~~ IEP team to identify when ~~the a special education~~ student, because of his/her disability, is unable to satisfy the graduation requirements ~~described in Board policy 7300~~ and to develop an Alternative Graduation Plan as part of the IEP for each student so identified. The Alternative Graduation Plan ~~/IEP~~ shall specify the coursework and level of performance necessary for the student to be granted a diploma. Students with disabilities who satisfy all requirements contained in their Alternative Graduation Plan ~~/IEP~~ shall be granted a regular ~~high school District #225~~ diploma.

Section B - Notification to Parents

At least one year prior to a student's anticipated graduation with a regular ~~high school District #225~~ diploma, both the parent and the student shall receive written notification in conformance with 23 Illinois Administrative Code Part 226 that eligibility for public school special education services ends following the granting of a regular high school diploma, and that the parent (or the student if parent rights have transferred to the student ~~in accordance with Illinois under The School Code and 23 Illinois Administrative Code Part 226~~) may request a review of the recommendation that the student receive a ~~regular~~ high school diploma.

Section ~~CD~~ - Duration of Services

Students who do not satisfy all graduation requirements of the State of Illinois and Board of Education Policy 7300 or their Alternative Graduation Plan shall be provided continued educational services until the requirements are met, or until ~~the day before the student's end of the regular school year in which the student reaches their 22nd birthday, whichever comes first.~~

Section ~~DE~~ - Appeal Process

Parents of special education students who disagree with the IEP team's recommendations pertaining to graduation or the continuation of the educational program, may request ~~an informal meeting with the special education staff to discuss their concerns, request an IEP meeting, and/or seek to address their concerns through the channels~~ ~~request an impartial due process hearing as~~ described in the Illinois State Board of Education's current "Notice of Procedural Safeguards for Parents/Guardians of Students with Disabilities," in order to resolve the disagreement.

Section ~~EF~~ - Graduation Ceremony Participation

If a student has completed 4 years of high school at the end of a school year but his/her IEP calls for the student to continue to receive special education, transition ~~planning, transition services, or related~~ services, the student may participate in the District's graduation ceremony and receive a certificate of completion. Students with disabilities who have participated in the District's graduation ceremony but have not been awarded a regular high school diploma continue to be eligible to receive a free appropriate public education through the ~~end of the regular school year in which the student reaches their day before the student's 22nd birthday, unless otherwise determined by their IEP team.~~

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