

Agenda  
Matters for Board Consideration  
Casey-Westfield Community Unit School District C-4  
Monday, April 24, 2023  
Unit Office, 401 E. Main, Casey, IL 62420  
**7:00 P.M.**

1. Roll call
2. Recognize visitors
3. Review of Board of Election vote totals
4. Approve certification of election of board members
5. School Board Secretary administration of oath of office to elected Board members
6. Appointment of temporary chairperson/temporary secretary
7. Adjourn sine die
8. Recognition of retiring Board members
9. Convene new Board – Roll Call
10. Election of Board Officers
  - a. Board President
  - b. Board Vice President
  - c. Board Secretary
11. Appointment of District Treasurer – Julie Wortman
12. Discuss dates/times of regular board meetings

July 17	November 20	March 18
August 14	December 18	April 15
September 18	January 22	May 20
October 16	February 26	June 17

13. Approve Consent Agenda
  - a. Minutes of the regular meeting on March 20, 2023
  - b. Minutes of the special meeting on March 29, 2023
  - c. Destruction of closed session records 18 months and older as authorized by Board Policy 220 and 220-E1
  - d. Current invoices for payment and review of the financial and budgetary reports
  - e. Approve PRESS policies in Appendix A
  - f. Post the tentative amended budget and set the date and time for the budget hearing. "Notice is hereby given by the Board of Education of the School District C-4 in Counties of Clark, Coles, Cumberland, Crawford and Jasper, State of Illinois, that a tentative amended budget for said district for the fiscal year beginning July 1, 2023 will be on file and conveniently available for public inspection at the Unit Office, 401 E. Main, Casey, IL in this school district from and after 8:00 A.M. on the 25th day of May, 2023. Notice is further given that a public hearing on said budget will be at 7:00 P.M. on the 26th day of June, 2023 at 401 E. Main, Casey, IL."
14. Approve LED lighting bid
15. Approve old unit office bid
16. Administrator reports
  - a. FOIA request on 3/17/23 from SmartProcure for all purchasing records from 11/15/22 to current. Info provided via email on 3/20/23.
17. Approve adjourning to closed session under c1 (employment), of the open meetings act
18. Approve reconvening to regular session
19. Approve consent agenda
  - a. March 20, 2023 Closed Session Minutes
  - b. March 29, 2023 Closed Session Minutes
  - c. Administrator recommendations
  - d. Superintendent separation agreement
20. Addendum
21. Adjourn

## Appendix A

2:110, Qualifications, Term, and Duties of Board Officers	The policy, Legal References, Cross References, and footnote 10 are updated in response to 105 ILCS 5/22-94, amended by P.A. 102-702, eff. 7-1-23, requiring a sexual misconduct related employment history review (EHR) to be initiated prior to hiring an applicant that will have direct contact with children or students. Other continuous improvement updates are made to the Legal References and footnotes.
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	The exhibit is updated in response to 23 Ill.Admin.Code 207.20(b), requiring districts to post their attendance and truancy policies on their websites (if any), and for continuous improvement.
3:40, Superintendent	The policy is updated with a minor style change. Footnote 3 is updated in response to 105 ILCS 5/10-21.9(e-5), amended by P.A. 102-702, eff. 7-1-23, mandating a superintendent to notify the State Superintendent of Education and applicable regional superintendent of schools of any license holder believed to have committed sexual misconduct. Weblinks in the footnotes are also updated.
3:40-E, Checklist for Superintendent Employment Contract Negotiation Process	The exhibit is updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring a board to conduct an EHR when they hire an employee who will have direct contact with children or students, including a superintendent, and for continuous improvement
4:60, Purchases and Contracts	The Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring contractors to perform EHRs of contractor employees who will have direct contact with children or students. The footnotes are also updated in response to 105 ILCS 5/10-20.21, amended by P.A. 102-1101, exempting food services contracts from the State law bidding procedure for contracts in excess of \$25,000, provided certain criteria are met, and for continuous improvement. A Cross Reference to 5:90, Abused and Neglected Child Reporting, is added.

4:60-AP1, Purchases	The procedure is updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring contractors to perform EHRs of contractor employees who will have direct contact with children or students, and for continuous improvement.
4:60-AP2, Third Party Non-Instructional Contracts	The procedure is unchanged.
4:60-AP3, Criminal History Records Check of Contractor Employees	The procedure is updated in response to: 1. 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring contractors to perform EHRs of contractor employees who will have direct contact with children or students; 2. 105 ILCS 5/10-21.9(c), amended by P.A. 102-552, adding homicide offenses to the list of offenses barring individuals from school district employment; and 3. Continuous improvement.
4:60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees	NEW. The procedure is created in response to 105 ILCS 5/22-94, added by P.A. 102- 702, eff. 7-1-23, requiring contractors to perform EHRs of contractor employees who will have direct contact with children or students.
4:60-AP45, Federal and State Award Procurement Procedures	RENUMBERED. The procedure is renumbered in response to the creation of NEW 4:60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees. The procedure is also updated in response to Ill. Criminal Code of 2012, 720 ILCS 5/33E-9, amended by P.A 102-1119, raising the threshold for when a board or designee must approve change orders at or above \$1025,000, and for continuous improvement.
4:60-AP45, E1, Internal Procedures for Procurement Transactions	RENUMBERED. The procedure is renumbered in response to the creation of NEW 4:60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees. Minor style changes are also made to the procedure.
5:30, Hiring Process and Criteria	The policy, Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring districts to initiate an EHR prior to hiring an applicant who will have direct contact with children or students. Other continuous improvement updates are made in the policy and footnotes.

5:30-AP2, Investigations	The procedure is updated in response to 105 ILCS 5/10-21.9, amended by P.A. 102-702, eff. 7-1-23, requiring the superintendent to notify the State Superintendent of Education and applicable regional superintendent of schools of any license holder believed to have committed sexual misconduct; and for continuous improvement.
5:30-AP3, Sexual Misconduct Related Employment History Review (EHR)	NEW. The procedure is created in response to 105 ILCS 5/22-94, added by P.A. 102- 702, eff. 7-1-23, requiring districts to initiate an EHR prior to hiring an applicant who will have direct contact with children or students.
5:30-AP3, E, EHR Letter to Applicant's Current/Former Employer	NEW. This exhibit is created for the reason stated in 5:30-AP3, Sexual Misconduct Related Employment History Review (EHR), above.
5:90, Abused and Neglected Child Reporting	The policy, Legal References, Cross References, and footnotes are updated in response to: 1. 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23, requiring districts to develop procedures to notify the parents/guardians of a student with whom a district employee, agent, or contractor is alleged to have engaged in sexual misconduct; 2. 105 ILCS 5/10-21.9(e-5), amended by P.A. 102-702, eff. 7-1-23, requiring superintendents to notify the State Superintendent of Education and applicable regional superintendent when there is reasonable cause to believe a license holder committed sexual misconduct as defined in 105 ILCS 5/22-85.5(c); and 3. Continuous improvement. New footnote 2 explains distinctions between conduct prohibited by the Abused and Neglected Child Reporting Act, the Ill. Criminal Code of 2012, and the School Code. A Cross Reference to 4:60, Purchases and Contracts, is added.
5:90-AP1, Coordination with Children's Advocacy Center	RENUMBERED. The procedure is updated for continuous improvement and renumbered in response to the creation of NEW 5:90-AP2, Parent/Guardian Notification of Sexual Misconduct.
5:90-AP2, Parent/Guardian Notification of Sexual Misconduct	NEW. The procedure is created in response to 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23, requiring districts to develop procedures to notify the parents/guardians of a student with whom a district employee, agent, or contractor is alleged to have engaged in sexual misconduct.

5:125, Personal Technology and Social Media; Usage and Conduct	The policy and footnotes are updated for continuous improvement. Footnote 1 is updated in response to 105 ILCS 5/21B-75, amended by P.A. 102-702, eff. 7-1-23, permitting the State Superintendent of Education to suspend or revoke any license, endorsement, or approval for sexual misconduct.
5:150, Personnel Records	The policy, Legal References, and footnotes are updated in response to 105 ILCS 5/22- 94(e), added by P.A. 102-702, eff. 7-1-23, requiring a district to maintain as part of an employee's personnel file a form including EHR information. The footnotes are also updated in response to: 1. Personnel Record Review Act (PRRA), 820 ILCS 40/8, amended by P.A. 102-702, eff. 7-1-23, requiring a district to share information related to an incident of sexual misconduct with a third party, even if the record is more than four years old; and 2. Continuous improvement.
5:150-AP, Personnel Records	The procedure is updated for the reasons stated in 5:150, Personnel Records, above.
5:170, Copyright	The policy is unchanged. A minor style change is made to Legal References. The footnotes are updated in response to a five-year review.
5:260, Student Teachers	The policy, Legal References and footnotes are updated in response to continuous improvement updates. Additionally, footnote 2 is updated in response to 105 ILCS 5/22- 94, amended by P.A. 102-702, eff. 7-1-23, requiring district employees and contractors to undergo an EHR when they will have direct contact with children or students.
6:135, Accelerated Placement Program	The policy and footnote 10 are updated in response to ISBE's Accelerated Placement Act FAQ (September 2022). Continuous improvement updates are also made to the footnotes.
6:135-AP, Accelerated Placement Program Procedures	The procedure is updated for continuous improvement. Footnote 15 is updated in response to ISBE's Accelerated Placement Act FAQ (September 2022).
6:230, Library Media Program	The policy and footnotes are updated in response to subscriber and III. Council of School Attorneys member feedback regarding management of library book challenges.
6:230-AP, Responding to Complaints About Library Media Resources	NEW. The procedure is created for the reason stated in 6:230, Library Media Program, above.
6:230-AP, E, Library Media Resource Objection Form	NEW. The exhibit is created for the reason stated in 6:230, Library Media Program, above.

