



BOARD POLICY MANUAL

**CAREER AND TECHNICAL EDUCATION
CONSORTIUM**

BOARD POLICY MANUAL

CareerTEC CORE VALUES

Core values are those things that a group considers to be fundamental to its existence. They are the basic principles on which an organization runs. From these core values derive the mission and goals that set the direction of the organization.

Members of the Career and Technical Education Consortium (*CareerTEC*) believe in the following core values:

- Mutually beneficial partnerships between schools, between business and education and between parents, communities and schools will allow us to share resources and accomplish more than we can accomplish alone.
- All students need career development opportunities that are meaningfully sequenced throughout their educational years K-12.
- Career preparation must focus on preparing students for careers of the future through innovative, creative programs.

CareerTEC MISSION STATEMENT

Arising out of these core values we affirm the following statement of mission and purpose for *CareerTEC*:

Partnering to prepare students for tomorrow's careers.

CareerTEC GOALS

Goals are broad statements that set a direction for an organization. A goal should be clear and compelling and serve as a unifying focal point of effort. The following goal statements are tied directly to the three identified core values. This allows the organization to directly measure its effectiveness in meeting its mission and core values. To accomplish its mission and purpose *CareerTEC* has established the following goals:

- I. Develop and foster partnerships among schools, between business and education and between parents, communities and schools that are mutually beneficial, share resources and support system programs.
- II. Provide K-12 sequenced career awareness and development opportunities so that all students are able to make age appropriate career decisions.
- III. Provide creative and innovative programs that challenge students to gain the skills and meet the standards of performance that are needed to be successful in careers of the future.

PURPOSE OF THIS MANUAL

This Manual is designed to provide information concerning the policies and procedures guiding *CareerTEC*. It is intended to inform members and employees of the normal operational and employment policies, procedures and work rules of CareerTEC for all members and employees. **Nothing in this Manual shall be deemed to create contractual or legally enforceable rights.** The policies, procedures and rules set forth in this Manual are not meant to be read narrowly, but rather to act as general guidelines which provide a framework for day-to-day practices. The Board may change or revoke the provisions of this Manual with or without prior notice to employees. To the extent that an occurrence arises which is not governed by any of the policies or provisions set forth herein, the Director may exercise his/her discretion to resolve the matter.

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Section I: BOARD OF DIRECTORS

1.01 ADMINISTRATIVE AGENT

1.01

Freeport School District 145 shall be designated as the Administrative Agent by the Board of Directors. Such designation of the Administrative Agent may be changed or altered from time to time by the Board of Directors upon a minimum two-thirds majority vote.

Revised January 9, 1995

Said Administrative Agent shall act as fiscal and legal agent for the Career and Technical Education Consortium (*CareerTEC*).

1.02 BOARD OF DIRECTORS

1.02

The Board of Directors shall be composed of the Superintendent from each of the member districts.

Amended March 12, 2013

1.03 ORGANIZATION OF THE BOARD OF DIRECTORS

1.03

From its membership the Board of Directors shall be comprised of a President and Vice President who shall serve for a term of two years. At the end of the two year term the Vice President will be appointed as the President. The next school district in line will be determined based upon an alphabetical by district name rotation. In the event that a district representative is new to his/her district when the district is slotted to serve as President, the Vice President will take the role of President.

The Board shall appoint a treasurer and may fix their compensation.

Amended May 9, 2013

1.04 COMMITTEE OF THE BOARD OF DIRECTORS

1.04

Board committees may be appointed by the President for any purpose approved by the Board. Two such committees may be Personnel and Finance. The President of the Board and the System Director shall be ex-officio members of all committees. Special committees shall be discharged upon completion of their assignment.

Amended March 12, 2013

1.05 RESPONSIBILITIES OF THE BOARD OF DIRECTORS

1.05

The major responsibilities of the Board of Directors shall be:

- a. Establish, implement, add, delete, or revise policies for the administration of the system.
- b. Employ a System Director.
- c. Adopt the annual budget prepared by the System Director.
- d. Consider recommendations of the System Director.
- e. Appoint, upon nomination and recommendations of the System Director, all system employees.
- f. Determine the schedule of salaries after consultations and discussion with the System Director.
- g. Adopt rules and regulations for the governing of the System in consultation with the System Director.
- h. Approve bills for payment and expenditures in accord with budget provisions adopted annually by the Board of Directors
- i. Select architects and pass upon plans for new buildings, and alterations submitted by them.
- j. Be the final appeal for teachers, supervisors, other employees, and patrons.
- k. Issue directions to teachers, system employees, and/or pupils through the System Director.
- l. Provide for the safekeeping of all school records.
- m. Cause to be conducted an annual audit of all system funds and accounts and all pupil extra-curricular funds.
- n. Promote an effective public relations program for the System through the Director.
- o. Orient new members of the Board of Director.
- p. Execute such other duties as the statutes of the State of Illinois and Board policies may require.
- q. Maintain yearly membership in the Chamber of Commerce.

Amended March 12, 2013

1.06 MEETINGS OF THE BOARD

1.06

Regular meeting dates, time, and place of the Board of Directors shall be established at the first meeting of each new fiscal year. The meetings will be held in accordance with the Illinois Open Meetings Law.

Any meetings other than regularly scheduled meetings such as Executive meetings, adjourned meetings, and special meetings will be called as per the School Code and Illinois Open Meetings Law specifications.

1.07 PUBLIC TO BE HEARD

1.07

Organizations and individuals who desire to address the Board shall contact the System Director who shall include them on the agenda at the next regularly scheduled meeting.

Amended March 12, 2013

1.08 QUORUM

1.08

A majority of all member districts shall constitute a quorum and a majority vote of those present is required for official action.

1.09 RULES OF ORDER

1.09

Roberts' Rules of Order, revised, shall be used as guidelines for the Board meetings, but shall not be applied in a rigid manner.

1.10 ORDER OF BUSINESS

1.10

An agenda shall be prepared by the System Director and President of the Board of Directors in advance of all regular meetings and shall be submitted to Board members for their consideration at least two days before such meetings. It shall set forth the order of business for that meeting and contain supporting data for the suggested items of business.

The agenda for a regular business meeting shall include: call to order, roll call, approval of minutes, approval of agenda, audience participation, approval of bills, informational items, old business, new business, motion to adjourn.

1.11 MINUTES

1.11

The minutes are official after the Board of Directors meets and approves them. The minutes shall be kept on file as permanent official records of school legislation of the System and are available to any citizen desiring to examine them during office hours of the system.

1.12 ADVISORY COMMITTEES

1.12

Advisory committees will operate in conformity to the State Advisory Council Handbook and with direction for the Board and the System Director.

1.13 ADMISSION OF NEW MEMBER SCHOOLS

1.13

Membership in the Career and Technical Education Consortium shall be extended to all school districts within the general area of Stephenson County and which meet all applicable laws and regulations, including those of the Board of Directors. The System may extend membership to any unit of local government or any agency of the state government or of the United States that requests admission and meets membership requirements.

1.14 ADOPTION/AMENDMENT/SUSPENSION OF POLICIES & PROCEDURES

1.14

Current policies and procedures of the Board shall be reaffirmed at the first meeting of each new fiscal year.

In the event of an emergency which is not covered by established policy, the System Director may act accordingly and request policy adoption at the next Board meeting.

The operation of any section(s) of Board policy or contract may be temporarily suspended by a majority vote of Board members present at a regular or special meeting

1.15 STUDY TIME ON POLICY DECISIONS

1.15

Policy decisions, whether changes in present policy or additions to established policy, will be presented and discussed at a Board meeting. Each member shall be furnished with a copy of the amendment or proposed policy. The proposal shall then be voted on at the next regular meeting.

1.16 DISTRIBUTION OF POLICY MANUALS

1.16

The System Director shall make Policy Manuals and any amendments available as follows:

- a. The System Director's office
- b. Each member of the Board of Directors
- c. Administrative Agent
- d. Central Office of each member district
- e. System employees or other persons or agencies at his/her discretion.

Policy Manuals shall be numbered and registered when issued and revisions and modifications shall be forwarded to all persons or agencies holding copies. The System Director may furnish Policy Manuals as necessary to system employees or other persons or agencies at his/her discretion.

1.17 GIFT BAN ACT POLICY & ETHICS OFFICIAL

1.17

Board Ethics Officer

The Board of Directors shall annually select one of its members to serve as the District's Ethics Officer. The Ethics Officer shall be appointed by the Board President with the concurrence of a majority of the Board. The Ethics officer shall have the duties of Ethics Officer in the district as provided by the Act. The Officer shall maintain familiarity with the Act and shall, at least report annually, regarding any relevant amendments to the Act and any court or Ethics Commission interpretations of the Act applicable to the district.

Compliance with State Gift Ban Act

The System shall comply with relevant provisions of the (5ILCS 430/1-5) State Officials and Employees Ethics Act. ARTICLE 10 GIFT BAN (Source: P.A. 93-617, eff. 12-9-03). The applicable provisions of the ACT are incorporated by this reference.

Ethics and Gift Ban

Prohibited Political Activity

Exemption of Board Members

Each member of the Board of Directors is exempted from the applicability of the Act to the full extent permitted by the Act.

Amendments to the Act

This policy shall also apply to relevant amendments to the Act as may be made from time to time.

Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by District employees and School Board members:

1. No employee shall intentionally perform any *political activity* during any *compensated time*, as those terms are defined herein.
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy

Adopted September 10, 2015

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Section II: ADMINISTRATIVE SERVICES

2.01 SYSTEM DIRECTOR

2.01

The System Director shall be appointed by the Board of Directors for a term and salary fixed by the Board in compliance with statutes and the Illinois State Board of Education. The administration of the system shall be delegated to the System Director who shall carry out his/her administrative functions in accordance with policies adopted by the Board.

2.02 JOB GOAL

2.02

To develop and operate a regional Education for Employment system for the purpose of providing students opportunities to obtain skills of sufficient quality and quantity to insure employability in the marketplace.

2.03 ORGANIZATIONAL RESPONSIBILITIES

2.03

- a. Administer the “Career and Technical Education Consortium” in accordance with local, state, and federal policies, procedures, and guidelines.
- b. Make recommendations to the Board of Directors concerning system operations and management.

2.04 RESPONSIBILITIES FOR PROGRAMS, PLANNING, PERSONNEL

2.04

- a. Develop a system-wide career and technical education plan in coordination with Highland Community College and other appropriate agencies.
- b. Develop and implement guidelines for system program management.
- c. Develop and implement a means for evaluating system programs
- d. Develop job descriptions and evaluation plans for system employees.
- e. Make employment recommendations to the Board of Directors.
- f. Meet regularly with the Principals’ Committee to plan, coordinate, and evaluate system programs.
- g. Coordinate career and technical education program site selection with the member districts and Highland Community College before making recommendations to the Board.
- h. Recommend to the Board of Directors specific curriculum, programs, and courses to be offered within the system career and technical education programs.
- i. Recommend to the Board of Directors the sites where career and technical education classes/programs will be offered.
- j. Prepare and submit to the Board for approval the calendar that will be used by system employees.
- k. Monitor programs to meet state compliance criteria
- l. Submit all state reports pertaining to the system.
- m. Set up advisory committees and coordinate the career and technical education advisory system.
- n. Plan and coordinate system-wide career and technical education in-service activities.
- o. Meet regularly with the Student Services Committee to plan and coordinate guidance and counseling services as they pertain to system program participants, including special needs students.
- p. Serve as liaison between the public and private sectors.
- q. Recommend to the Board of Directors for employment, termination, or remediation all system employees (certified and non-certified).

2.05 FINANCIAL RESPONSIBILITIES**2.05**

- a. Develop and recommend to the Board of Directors the system budget.
- b. Recommend, for Board approval, a schedule of charges back to participating districts/agencies for tuition and other expenditures.
- c. Recommend and administer policies and procedures for receiving and distributing all system funds.

2.06 PROFESSIONAL PARTICIPATION**2.06**

Maintain membership in and participate in, the affairs of professional societies devoted to the advancement of career and technical education. Membership for the System Director shall be paid by the Board of Directors for:

Association for Career and Technical Education
Illinois Association for Career and Technical Education
Illinois Career and Technical Administrators
National Council of Local Administrators
Area Vocational Director's Council
System Director's Council

2.07 OTHER RESPONSIBILITIES**2.07**

- a. Orient new Board members and Advisory Committee members in operations of the system.
- b. Coordinate public relations activities for the system.
- c. Recommend, for Board approval, transportation services as may be needed by the system.
- d. All other responsibilities as may be assigned from time to time by the Board of Directors.

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Section III: PERSONNEL

3.01 RESPONSIBILITY OF EMPLOYEE

3.01

All employees are expected to know and be responsible for observing all provisions of the law and all rules and regulations of the Board of Directors pertinent to their activities as employees of the system.

3.02 PERSONAL LEAVE

3.02

Two (2) days of personal leave will be granted to all system employees. Personal leave should be requested at least three (3) days prior to the personal leave day to be taken. The System Director may grant personal leave on an emergency basis with shorter notice. Personal leave days will not be allowed the first week of school or the last two weeks of the school year except for extreme emergencies.

Amended 2/9/17

3.03 HOSPITAL AND MAJOR MEDICAL INSURANCE

3.03

The Board of Directors provides individual hospital and major medical insurance for all system employees employed 45% or more in a full-time position. Family coverage is available and is the responsibility of the staff member.

3.04 JURY DUTY

3.04

When an employee is selected for jury duty, that employee shall suffer no loss in salary. The Board of Directors shall make a deduction from the employee's salary equal to the amount received for such jury duty. Absence for jury duty shall not constitute a basis for deducting from the employee's sick leave accumulation.

3.05 EMPLOYEE TRAVEL

3.05

Employee Travel will be permitted and reimbursed as it meets the needs of the System. The System Director shall determine which requests best meet that criterion. Reimbursement for registration and fees, mileage or actual cost for public transportation, meals and lodging, is at the System Director's discretion. Reimbursement rate will be established yearly by the Board of Directors.

3.06 STAFF EVALUATION

3.06

The System Director of the Career and Technical Education Consortium shall develop procedures for regular and on-going employee evaluation and professional growth. A written statement will be filed in the personnel file of each employee for each evaluation relating to his/her work performance.

CERTIFIED PERSONNEL

3.07 INSTRUCTIONAL PERSONNEL

3.07

Program providers will be responsible for staffing *CareerTEC* programs. Staff assigned will meet all certification requirements established by the Illinois State Board of Education. Curriculum taught will conform to the guidelines of the Education for Employment initiative for programs to be approved and for which state reimbursement is claimed and will be the responsibility of the program provider.

3.08 SICK LEAVE

3.08

Full time teachers shall annually receive sick leave as follows:

Consecutive Years	Number of Sick Days
1-4	10
5-10	13
11+	15

1. Any unused portion of sick leave during any school year is added to the sick leave for the following year. Sick leave accumulation shall be without limit.
Absence because of serious illness or death in the immediate family may be counted as sick leave. The Board may require such evidence as may be deemed necessary by its proper officials in support of claims for sick leave benefits. The immediate family for purposes of this section shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians, as per school code. For purposes of accessing this leave, the term "immediate family" shall include close personal friends or members of the extended family.
2. The number of personal sick days left for each teacher at the end of the contract year will be stated on the assignment and salary notice for the following year.
3. When school is officially closed prior to the start of the work day, no leave days previously arranged by a teacher will be deducted for such emergency days.

Adopted Nov. 13, 2007

3.09 PROFESSIONAL LEAVE

3.09

Professional leave to attend conferences or similar activities may be granted at the discretion of the System Director. Requests for professional leave should be made no later than one week prior to the leave day.

3.10 LEAVE OF ABSENCE

3.10

Leave of absences may be granted at the discretion of the Board of Directors.

3.11 TRANSCRIPT OF CREDITS

3.11

An official transcript of credits from all colleges attended shall be filed in the office by each certified person employed. Such transcripts should be updated as additional course work is completed

3.12 SPECIAL ASSIGNMENTS

3.12

Employees who are not in an administrative capacity will be expected to assume certain duties and responsibilities which would normally be within the school hours, but which may also include some out of school time or responsibilities. These duties will be assigned as equitably as possible by the administration.

3.13 PARTICIPATION ON EVALUATION TEAMS

3.13

Frequency of participation on evaluation teams shall be at the discretion of the System Director.

3.13.01 REDUCTION IN FORCE

3.13.01

The Board of Directors may dismiss a tenured teacher for a reduction in force in accordance with 105ILCS 5/24-12.

Approved February 13, 2007

3.13.02 TRS SUPPLEMENTAL SAVINGS PLAN

3.13.02

Required under Section 16-204 of the Illinois Pension Code, the CareerTEC Board of Directors adopted the Teacher Retirement System (TRS) SSP at its Aug. 11, 2022, meeting.

The TRS Supplemental Savings Plan is a tax-favored retirement savings vehicle that is intended to supplement the retirement benefits provided by the TRS defined benefit plan. The tax-favorable features of the plan are provided by federal tax laws and regulations regarding “eligible deferred compensation plans” under Section 457(b) of the Internal Revenue Code.

Unlike the traditional TRS defined benefit plan, participation in, and contributions to, the SSP are voluntary for eligible TRS members. In addition, employers can elect to make discretionary contributions to help their employees save for retirement.

The TRS SSP is enabled by Section 16-204 of the Illinois Pension Code, which was enacted by Public Act 100-769, effective August 10, 2018. The TRS Board of Trustees adopted the TRS SSP plan document, effective October 29, 2019, and amended it on October 30, 2020.

Active TRS employees of eligible employers can participate. An SSP-eligible employee is a full-time or part-time contractual TRS member who is a teacher as defined in Section 16-106 of the Illinois Pension Code. TRS members who are substitutes, part-time non-contractual or extra duty only are not eligible to participate in the TRS SSP.

Retired and inactive TRS members are not eligible to participate in the SSP. An eligible employer is a TRS employer subject to Article 16 of the Illinois Pension Code.

Approved August 11, 2022

NON-CERTIFIED PERSONNEL

3.14 OFFICE HOURS/HOLIDAYS

3.14

Hours for the office on all school days will be from 7:30 a.m. to 4:00 p.m.

3.14.1

EDUCATIONAL SUPPORT PERSONNEL –Sick Leave, Vacation, Holidays, Personal Leave

Sick Leave

Per IMRF Manual 3.20 F. Annual Sick Leave as required by the Illinois School Code section 24-6, “requires school districts to grant all employees eligible to participate in IMRF at least 10 days of sick leave at full pay in each school year.” Full-time and part time twelve-month educational support personnel shall be entitled to ten (10) days sick leave per year, then following the tenth year the employee shall be entitled to twelve (12) sick days per year. Unused sick leave shall accumulate, not to exceed 240 days (one year), as allowed by IMRF. Employees retiring from the system may convert earned unused sick leave as service credit as allowed by IMRF.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness, or death in the immediate family. The System Director shall monitor the use of employee's sick leave. After an absence of three (3) days for personal illness, the employee may be required by the System Director and/or Board to furnish a physician's certificate of treatment.

Vacation

Regular full-time and regular part-time twelve-month employees (prorated based on Full Time Equivalency) who have completed one full year or more of service prior to July 1 shall be entitled to two (2) weeks' vacation with full pay. Following six (6) or more years of service, such employees shall be granted three (3) weeks' vacation annually instead of two (2). Following twelve (12) or more years of service, such employees shall be granted four (4) weeks' vacation annually instead of three (3).

Vacation time earned in one fiscal year shall be used by the end of the following fiscal year or the employee shall lose it unless otherwise approved by the System Director or his/her designee. Employees terminating their employment shall be entitled to remuneration for the amount of vacation earned to the date of termination, provided they have been in the employ of the system for one year. Vacation remuneration shall be paid only when employment is terminated by the action of the School Board or by a two weeks' notice in writing by the employee. Vacation days are not accumulated when an employee is on leave.

Requests for more than two (2) consecutive vacation days should be submitted two (2) weeks prior to the System Director for approval. Approval of vacation days with shorter notice are at the discretion of the System Director.

Holidays

Office employees shall observe all legal school holidays as specified by law. A listing of these holidays will be approved with the yearly calendar by the Board of Directors. All other school vacations will be considered work days for the full time twelve (12) month office staff. Four (4) paid holidays for 9/10 month or equivalent part-time twelve-month employees.

Personal Leave

Regular and regular part-time twelve-month employees shall be granted two (2) days of special leave per year without loss of pay. Unused personal leave by end of the fiscal year will be added to the employee's sick leave accumulation in the following year.

Amended 2/9/17

3.15 ADMINISTRATIVE SECRETARY/BOOKKEEPER

3.15

The Administrative Secretary and Bookkeeper reports to the System Director. Term of employment is as determined by the Board of Directors. The System Director will prepare a job descriptions for each position of the Administrative Secretary and Bookkeeper. These job descriptions will be approved by the Board.

Amended February 9, 2017

3.16 PERSONNEL TRAVEL COMPENSATION

3.16

The Board of Directors shall permit and reimburse System employees and local member school vocational faculty and vocational support staff for approved travel expenses to required meetings, conferences and workshops as it meets the needs of the System Director's desecration and in accordance with guidelines of fund that are available. Prior approval must be obtained. Reimbursement rates shall be established annually by the Board. Guidelines for reimbursement shall be:

- a. Mileage - As established by the Board annually.
- b. Lodging - Actual single rate, plus tax at the conference hotel or other convenient hotel or motel if the conference hotel is not available
- c. Meals - As established by the Board annually during the budgeting process. State per diem guideline will be considered. If meals are a part of a conference program and are included in the registration for the conference, actual cost if fully reimbursable. If a meal is required as part of a professional meeting, full cost of the meal is reimbursable, with paid receipt.

- d. Registration - The actual cost of registration fees are reimbursable.
- e. Parking, tolls, porter, taxi - The full amount is reimbursable. Receipts are required for anything over \$10.00
- f. Airfare - Coach class with prior approval is reimbursable.

3.17 CONTRACTED SERVICES

3.17

The Board of Directors authorizes the Executive Director to enter into agreements on behalf of the Board for contracted services so support system programs and initiatives that meet approved budget guidelines and do not exceed \$400 per day. Contracted service in excess of \$500 per day must have prior Board approval. If regular Board meetings are not timely, prior approval may be obtained by polling Board members by telephone with formal approval to be documented at the next regularly scheduled Board meeting.

3.18 MEETING EXPENSES

3.18

The Board of Directors shall reimburse or pay reasonable and prudent meeting expenses deemed appropriate for support and implementation of system programs and initiatives. This may include such expenses are meals, refreshments, room rental, audio equipment, supplies and materials necessary to facilitate effective meetings and program. Prior approval as a sponsored event is required.

3.19 PERSONNEL EQUAL EMPLOYMENT

3.19

It is the policy of *CareerTEC* to:

- a. Provide equal employment opportunities to all persons regardless of their race, color, religion, national origin, alienage, sex, age, ancestry, marital status, physical or mental handicap unrelated to ability or unfavorable military discharge;
- b. Provide equal employment opportunities to all minority job applicants; and
- c. Actively recruit and hire minority employees including certified and non-certified employees.

Adopted January 14, 1991

3.20 PERSONNEL EMPLOYEE DRUG AND ALCOHOL POLICY

3.20

This policy is enacted to conform with the Federal Drug-Free Schools and Communities Act of 1989 (Public Law 101-226)

It is and policy of *CareerTEC* that no employee shall possess, use or distribute illicit drugs or alcohol on *CareerTEC* premises or while performing work for the system.

Definitions:

- a. The term “employee” is defined as any full or part-time employee of the system.
- b. The term “*CareerTEC* premises” shall include the buildings and grounds and other sites leased or controlled by the System.
- c. The term “while performing work” includes the regular work day either in the office or while attending professional meetings.
- d. The term ‘illicit drugs or alcohol’ is defined as drugs or alcohol possessed, used or distributed in violation of federal, state or local law.

An employee violating this policy may be subject to disciplinary action, up to and including termination and referral for prosecution.

Drug and Alcohol prevention programs will be supported, information distributed and rehabilitation referral services made available to System employees.

Adopted January 14, 1991

3.21 PERSONNEL SEXUAL HARASSMENT

3.21

A learning and working environment that is free from any form of sexual harassment is essential and shall be maintained. It shall be a violation of Board policy for an employee of the System to be sexually violent toward or to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

The Director or his/her designee will investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence. The Board will take corrective action where any employee is determined to have violated this policy. Such action will include a range of disciplinary measures, up to and including discharge.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by a member of the school staff to another student or staff member when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting that individual, or when
- c. Such conduct has the purpose or effect of substantially influencing an employee's or student's participation in a school-sponsored activity or use of a school facility, or when
- d. Such conduct has the purpose or effect of substantially interfering with an individual's professional or academic performance or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment, as defined above, may include, but is not necessarily limited to:

- a. Frequent uninvited sex-oriented verbal "kidding", or demeaning sexual innuendoes; or
- b. Unwelcome touching, such as patting, pinching, or constant brushing against another's body; or
- c. Suggesting sexual involvement to or demanding sexual involvement of any student or employee, whether or not such suggestion or demand is accompanied by implied or explicit threats concerning grades, employment status, or similar personal concern; or
- d. Suggesting sexual involvement to or demanding sexual involvement of another employee or student where such employee or student has made it clear that such a suggestion or demand is unwelcome; or
- e. Frequent uninvited expressions of humor or telling jokes about sex or gender specific traits.

Any act of sexual violence or sexual harassment, as defined above, when perpetrated on any student or employee by any employee will be treated as sexual harassment under this policy.

Reporting Procedures

- a. Any person who believes he or she has been the victim of sexual harassment or sexual violence by an employee of the System, or any third person with knowledge or belief of conduct that may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate System official designated by this policy. The Board encourages the reporting party or complainant to use the report form available from the System.
- b. The Board hereby designates the Director of the System to receive reports or complaints of sexual harassment and sexual violence from any student, employee, or individual. If the complaint involves the Director, the complaint shall be filed directly with the Board President.
- c. The name of the Director shall be posted including a mailing address and telephone number.
- d. Submission of a complaint or report will not affect the individual's future employment, grades, or work assignments.
- e. Use of formal reporting forms is not mandatory.

The Board will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the Board's legal obligations and the necessity to investigate allegations and take disciplinary action when the conduct has occurred.

Investigation and Recommendation

By authority of the Board, the System Director, upon receipt of a report or complaint shall immediately authorize an investigation. This investigation may be conducted by System officials or by a third party designated by the System Director. The investigating party shall provide a written report on the status of the investigation within 10 working days to the System Director.

The Board may take immediate steps, at its discretion, to protect the complainant, students, and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

The Director shall make a report to the Board.

Board Action

Upon receipt of a recommendation that the complaint is valid, the Board will take such action as appropriate based on the results of the investigation.

The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the Board or designee. The report will document any disciplinary action taken as a result of the complaint.

Reconsideration

The person who reported the alleged conduct, the individual subjected to the reported conduct, and the person alleged to have committed the reported acts may appeal decisions by asking the Board to reconsider the decision.

Reprisal

The Board will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Discipline

Any Action taken pursuant to this policy will be consistent with requirements of the Illinois Statutes, and other appropriate System policies. The Board will take such disciplinary action as it deems necessary and appropriate, including warning, suspension, or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

Adopted March 8, 1995

3.22 PERSONNEL: DRUG AND ALCOHOL FREE WORKPLACE

3.22

The following policy is hereby adopted in keeping with the Board of Director's commitment to provide a safe and healthful work environment in accordance with the Drug-Free Schools and Community Act of 1986, the Drug-Free Workplace Act of 1988 and the Illinois Drug-Free Workplace Act.

All staff and students will follow the policy and procedures as stated in Drug and Alcohol-Free Workplace Policy 500.70 for Freeport School District 145, who serves as the Administrative Agent for *CareerTEC*.

Violations of this policy will result in disciplinary action up to and including expulsion or termination and referral for prosecution.

Adopted September 11, 2000

3.23 PERSONNEL: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS

3.23

It is the policy of the Board of Directors to provide a safe, healthful, and drug- and alcohol-free work environment for its drivers and that all drivers will meet the Federal Motor Carrier Safety requirements on drug and alcohol abuse as set forth in 49 Code of Federal Regulation (CFR) Part 40 and Part 382.

All staff and students will follow the policy and procedures as stated in Drug and Alcohol Free Workplace Policy 500.71 for Freeport School District 145, who serves as the Administrative Agent for *CareerTEC*.

Violations of these requirements will result in termination.

Adopted September 11, 2000

ACCESS TO ELECTRONIC NETWORKS

Electronic networks, including the Internet, are a part of the System's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Director shall develop an implementation plan for this policy and appoint system administrator(s).

The System is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the System will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum

The use of the System's electronic networks shall: (1) be consistent with the curriculum adopted by the System as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Staff members may, consistent with the Director's implementation plan, use the Internet throughout the curriculum.

The System's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the System's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the System's electronic networks or System computers. General rules for behavior and communications apply when using electronic networks. The System's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Each System computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Director or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Director or system administrator. The Director or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the System's *Authorization for Electronic Network Access* as a condition for using the System's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the System's computers to access the Internet shall maintain the confidentiality of student records.

Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Example:

Dear Parent(s)/Guardian(s),

We have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The System's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world
- Information from government sources, research institutions, and other sources
- Discussion groups
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Authorization for Electronic Network Access* and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The System takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the System supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the *Authorization for Electronic Network Access* with your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form on the last of this packet. Return only the last page to the CareerTEC instructor.

Thank you,

Brian Greene
System Director

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

Each teacher/staff member must sign this Authorization as a condition for using the System's Electronic Network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. School Board members and administrators are treated like teachers for purposes of this Authorization. Please read this document carefully before signing.

All use of the Internet shall be consistent with the System's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use – Access to the System's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the System, or (b) for a legitimate business use.
2. Privileges – The use of the System's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;

- j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The System will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The System specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the System for any losses, costs, or damages, including reasonable attorney fees, incurred by the System relating to, or arising out of, any breach of this *Authorization*.
7. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges – The System assumes no responsibility for any unauthorized charged or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

10. Copyright Web Publishing Rules – Copyright law and System policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

11. Use of Electronic Mail

- a. The System’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the System. The System provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. The System reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the System’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the System. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this System. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of those messages transmitted to external recipients.
- f. Use of the System’s electronic mail system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this *Authorization*, and otherwise follow this *Authorization*.
2. Staff members shall supervise students while students are using System Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.
3. Each System computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Director or designee.
4. The system administrator shall monitor student Internet access.

Students, parent(s)/guardian(s), and teachers need only sign this *Authorization for Electronic Network Access* once while enrolled or employed by the system.

Authorization for Electronic Network Access

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the System and /or its agents may access and monitor my use of the Internet, including my E-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and /or appropriate legal action may be taken. In consideration for using the System's electronic network connection and having access to public networks, I hereby release the System and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

DATE: _____

USER SIGNATURE

(Required if the user is a student:)

I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the System has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the System to restrict access to all controversial and inappropriate materials. I will hold harmless the System, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility from supervision if and when my child's use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the System's Internet.

DATE: _____

PARENT/GUARDIAN NAME *(Please Print)*:

SIGNATURE: _____

Adopted November 12, 2012

3.25 Staff Benefit: Child Tuition Waiver

The Board of Directors authorizes tuition waiver for eligible children of CareerTEC staff and teachers. Tuition waiver applies only to regional programs hosted by CareerTEC directly and only if the seat is available. All related fees are the responsibility of staff. Home school collaboration required by staff member.

Adopted 4/5/2018

Policy 3.26 IMRF Include Cash Payment Related to Health Insurance as IMRF Earnings

CareerTEC Board adopted IMRF Resolution Number 6.75

On December 12, 2017, the IMRF Board of Trustees adopted Board Resolution 2017-12-17. This resolution gives employers the option to include certain cash payments made as an alternative to employer-provided health insurance as reportable earnings to IMRF.

IMRF Board Resolution 2017-12-17 amends the definition of reportable earnings to include:

- Cash payments made separately from salary and made in lieu of employer-provided health insurance.
- Cash payments made separately from salary and made in association with or related to healthcare benefits.

To include these payments as IMRF earnings, *your employer's governing body must pass a resolution allowing cash payments in lieu of or related to healthcare benefits to be reported as IMRF earnings.*

Adopted 6/6/2019

POLICY MANUAL

SECTION IV FINANCIAL AND ACCOUNTING

- 4.01** *Assessment of Member Districts*
- 4.02** *Schedule of Payments*
- 4.03** *Care and Custody of Records*
- 4.04** *Annual Audit*
- 4.05** *Accounting*
- 4.06** *Petty Cash*
- 4.07** *Required Signatures on Checks*
- 4.08** *Custody of District Funds*
- 4.09** *Depository of Funds*
- 4.10** *Investment of Funds*
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- 4.12** *Budget*
- 4.13** *Payment of Bills*
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- 4.25** *Fund Balance Policies*
- 4.26** *System Board Members, System Employee and/or Member District Employee Compensation; Expenses*
- 4.27** *Whistleblower Policy*
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- 4.29** *Procurement*
- 4.30** *Sub-Recipient Review*

Section IV FINANCIAL AND ACCOUNTING

4.01 ASSESSMENT OF MEMBER DISTRICTS

4.01

Member districts may be assessed for administrative or fixed costs and for program or tuition costs. Fixed costs shall be charged to member districts on a 9-12 average daily attendance basis from the prior school year. Program costs are charged to member districts on a per credit enrollment basis. Each member district is responsible for timely payments of all financial obligations to the System.

4.02 SCHEDULE OF PAYMENTS

4.02

The System Director will compute administrative and program costs due from each member district. The payment schedule, unless otherwise determined by official action of the Board of Directors, will be as follows:

Administrative (fiscal) Costs

By August 1: 30% of total assessed each district

By October 31: 40% of total
assessed each district

By March 31: 30% of total assessed each district

Program (tuition) Costs

First semester program or tuition costs will be billed to each district after the 11th day of attendance. Tuition will be paid for actual enrollments, but not less than the guaranteed numbers in each program area.

Second semester billings and payments will be conducted as per the first semester.

4.03 CARE AND CUSTODY OF RECORDS

4.03

The official financial records which become a part of the official audit may not be removed from the building, except upon authorization of the System Director.

4.04 ANNUAL AUDIT

4.04

All *CareerTEC* financial records shall be audited annually, as soon after June 30 as practical, by a certified public accountant selected by the Board of Directors who is licensed to practice in the State of Illinois.

4.05 ACCOUNTING

4.05

The Career and Technical Education Consortium will use the computerized system of accounting in accordance with rules and regulations prescribed by the Illinois Office of Education and as identified in the Illinois Program Accounting Manual and the School Code of the State Of Illinois. The treasurer is charged with the responsibility of keeping, or causing to be kept, an accurate record of all receipts and expenditures of the *CareerTEC* funds in such detail as may be required by the Board of Directors.

4.06 PETTY CASH

4.06

A petty cash fund shall be established in the amount of \$50.00. Such expenditures are to be reported monthly to restore petty cash fund to \$50.00.

4.07 REQUIRED SIGNATURES ON CHECKS

4.07

The Board President or Designee of the CareerTEC system is responsible for signing all payroll and approved vouchered checks.

The System Director shall have the authority to sign checks drawn upon the Impress Fund, Student Activity Fund, and the Pop Fund.

Amended March 12, 2013

4.08 CUSTODY OF DISTRICT FUNDS

4.08

The *CareerTEC* treasurer is the legal custodian of *CareerTEC* funds and shall conduct his/her duties in accordance with those portions of Section 8 of the Illinois School Code which pertains to this position.

4.09 DEPOSITORY OF FUNDS

4.09

A depository for *CareerTEC* funds shall be designated by the Board of Directors in accordance with Section 8-7 of the School Code of the State of Illinois. It shall be the policy of the Board of Directors to annually designate a depository bank for the active operating accounts.

4.10 INVESTMENT OF FUNDS

4.10

Career and Technical Education Consortium funds not necessary for current operating expenses of the system are to be invested by the System Director with designated banks or in obligations of the United States of America

4.11 FISCAL YEAR

4.11

The fiscal year for the Career and Technical Education Consortium shall be July 1 through June 30 of the succeeding year.

4.12 BUDGET

4.12

The Board of Directors shall cause to be prepared, and shall adopt an annual budget in accordance with Section 17.1 of the School Code of the State of Illinois.

A tentative budget shall be prepared and presented by the System Director at the regular May meeting of the Board of Directors. The final copy of the tentative budget shall be prepared by the System Director for the regular August meeting of the Board of Directors.

4.13 PAYMENT OF BILLS

4.13

Invoices for goods or services received and/or system payrolls and benefit obligations may be paid upon their approval at a regular meeting of the Board of Directors or upon the approval of the System Director and Administrative Agent in months where no board meeting is held. The System Director may pay any invoice for regularly contracted goods or services when failure to pay the invoice would result in the loss of a discount or the imposition of a penalty. In all cases - The Board of Directors will receive a monthly listing of bills to be paid and should notify the System Director of the questionable payment of any bill by the second Monday of the month. All bills will be approved at the next regular board meeting.

4.14 FINANCIAL STATEMENTS

4.14

A monthly statement of expenditures of the system shall be submitted to the Board of Directors in accordance with provisions of Section 8.6 and 8.15 of the School Code of the State of Illinois

4.15 INSURANCE COVERAGE

4.15

An up-to-date insurance manual shall be kept in the office the Career and Technical Education Consortium showing expiration date, policy numbers, companies, agents, coverages and dates when premiums are due, including a summary of policy coverages.

4.16 SPECIFICATIONS FOR BUILDING INSURANCE

4.16

The System Director shall be responsible for obtaining necessary insurance coverage for the system, its operations, and assets. All insurance policies will be approved by the Board of Directors. Specifications for necessary insurance coverage shall be written for a one, two or three year period.

4.17 PURCHASING

4.17

All purchasing for the system shall be done by official purchase order through the office of the System Director. Purchase orders shall show the vendor, the item ordered and the price for each item. All purchase orders are to be signed by the System Director. Copies of the purchase order shall be distributed as follows:

- Original copy to the vendor
- Second copy to the instructor when item(s) are paid for
- Third copy file alphabetically in office with paid invoice
- Fourth copy filed numerically in office

The System Director shall submit to the Board of Directors for approval all major capital outlay purchases. The System Director is authorized to take the action required by emergencies which necessitate immediate repairs, the procurement of standby equipment or other items of such nature.

4.18 ACTIVITY ACCOUNT

4.18

All funds received by the Career and Technical Education Consortium not considered *CareerTEC* funds shall be known as Activity Funds. The System Director is assigned as custodian of the Activity Account and shall keep or cause to be kept, such accounts in a manner meeting the requirements of the School Code of Illinois. Activity accounts shall be independently audited on an annual basis.

4.19 FEES

4.19

Items for personal use such as system equipment or merchandise shall not be sold by a staff member to a student without the express and prior approval of the System Director.

Program fees may be charged to students by program providers according to the fee schedule of the program provider.

4.20 PAYROLL

4.20

The Board of Directors, in accordance with its approved salary index for professional employees and established wage policies for non-professional employees, authorizes the treasurer to authorize the writing of payroll checks to be drawn for the payment of wages and salaries for the current pay period. All payroll checks in the payroll journal and the check stub shall show the date, gross amount, itemized deductions and the net amount of the check which shall serve as a permanent record for the system. Checks shall be issued to all employees every two weeks or 26 pay periods per year.

4.21 CAPITAL EQUIPMENT FUND

4.21

A capital equipment account for the purchase and replacement of CareerTEC equipment shall be established. Capital equipment reimbursement income shall be credited to this account. Income generated from the profits of the construction trades projects and all earned income from the investment of district operation funds or from other sources as so directed by the Board of Directors may be applied to such an account.

Amended Sept. 8, 2016

4.22 MEMBER SCHOOL EQUIPMENT AND MATERIALS

4.22

It is the policy of the Career and Technical Education Consortium to:

1. Distribute instructional equipment and instructional materials to the member district schools on a request basis.
2. Such equipment transferred to the member districts shall become the responsibility of the member district regarding cost of care, repair, maintenance and inventory.

Adopted March 9, 1992

4.23 INVESTMENT POLICY

4.23

The System Director or a designee is responsible for making all claims for revenue, State Aid, special state funds for specific programs, federal funds, and categorical grants.

The System Director shall either appoint a Chief Investment Officer or serve as one. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and System Director shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

The objectives for the System's investment activities are:

1. Safety of Principal. - Every System investment will be made with safety as the primary and over-riding concern. Each investment transaction shall ensure that the loss of capital, whether from credit or market risk, is avoided.
2. Liquidity. - The investment portfolio shall provide liquidity to pay System obligations as they become due. In this regard, maturity and marketability of System investments will be considered.
3. Rate of Return. - The highest return on System investments is sought, consistent with the preservation of principal and prudent investment principles.
4. Diversification. - The investment portfolio is diversified as to material and investments, as appropriate to the nature, purpose, and amount of the principal.

The Chief Investment Officer may invest any System funds:

1. In bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest:
2. In bonds, notes, debentures, or other similar obligations of the United States of America or its agencies:

The term "agencies of the United States of America" includes: (i) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto; (ii) the federal home loan banks and the federal home loan mortgage corporation; and (iii) any other agency created by Act of Congress.

3. In interest-bearing accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligation of any bank as defined by the Illinois Banking Act:

4. In short term obligations of corporations organized in the United States with assets exceeding \$5,000,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature not later than 180 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations and (iii) no more than one-third of the public agency's funds may be invested in short term obligations of corporations:
5. In money market funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) of this subsection and to agreements to repurchase such obligations.
6. In short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by saving banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by such public agency or its governing authority.
7. In dividend-bearing share accounts, share certificate accounts or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principal office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
8. In a Public Treasures' Investment Pool created under Section 17 of the State Treasurer Act. Any public agency may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
9. In the Illinois School District Liquid Asset Fund Plus.
10. In repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986 subject to the provisions of said Act and the regulations issued thereunder. The government securities, unless registered or inscribed in the name of the public agency, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

Except for repurchase agreements of government securities which are subject to the Government Securities Act of 1986, no public agency may purchase or invest in instruments which constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of any public agency unless the instrument and the transaction meet the following requirements:

- A. The securities, unless registered or inscribed in the name of the public agency, are purchased through banks or trust companies authorized to do business in the State of Illinois.
- B. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a designated institution. The "custodial bank" is the bank or trust company, or agency of government which acts for the public agency in connection with repurchase agreements involving the investment of funds by the public agency. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.

- C. A custodial bank must be a member bank of the Federal Reserve System or maintain account with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank's computer records through a member bank of the Federal Reserve System. These securities must be credited to the public agency on the records of the custodial bank and the transaction must be confirmed in writing to the public agency by the custodial bank.
- D. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
- E. The security interest must be perfected.
- F. The public agency enters into a written master repurchase agreement which outlines the basic responsibilities and liabilities of both buyer and seller.
- G. Agreements shall be for periods of 330 days or less.
- H. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
- I. The custodial bank must take delivery of and maintain the securities in its custody for the account of the public agency and confirm the transaction in writing to the public agency. The Custodial Undertaking shall provide that the custodian takes possession of the securities exclusively for the public agency; that the securities are free of any claims against the trading partner; and any claims by the custodian are subordinate to the public agency's claims to rights to those securities.
- J. The obligations purchased by a public agency may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
- K. The custodial bank shall be liable to the public agency for any monetary loss suffered by the public agency due to the failure of the custodial bank to take and maintain possession of such securities.

11. In any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 11 supersedes paragraphs 1-10 and controls in the event of conflict.

Investments may be made only in banks which are insured by the Federal Deposit Insurance Corporation, unless the System enters into an agreement with the institution requiring any funds not insured to be collateralized as provided below.

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last 2 sworn statements of resources and liabilities or reports of examination, which the institution is required to furnish to the appropriate state or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the System with a copy of all statements of resources and liabilities or all reports of examination, which it is required to furnish to the appropriate state or federal agency.

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized by securities eligible for System investment or any other high-quality, interest-bearing security rated at least AA/Aa by one or more standard rating services to include Standard & Poor's, Moody's, or Fitch. The market value of the pledged securities shall equal or exceed the portion of the deposit requiring collateralization. The Chief Investment Officer shall determine other collateral requirements.

The preferred method for safekeeping is to have securities registered in the System's name and held by a third-party custodian. Safekeeping practices should qualify for the General Accounting Standards Board's Statement III, Category I, the highest recognized safekeeping procedures.

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

Ethics and Conflicts of Interest

The System Board and System officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board Members are bound by the *Board Member Conflict of Interest* policy 2:100. No System employee having influence on the System's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments which the System is authorized to invest.
2. Have any interest, directly or indirectly in the sellers, sponsors, or managers of those investments.
3. Receive, in any manner, compensation of any kind from any investments in which the agency is authorized to invest.

Adopted September 11, 2000

4.24 CAPITAL ASSETS & INVENTORIES

4.24

The purpose of this policy is to provide guidelines and regulations for the CareerTEC Consortium to follow regarding purchases being made with funds that represent capital assets. Capitalization of assets is recorded in the financial statements and establishes management control and continuing accountability for investment in capital assets with public funds.

In addition, it is CareerTEC's responsibility to ensure proper accountability of certain other purchases made with funds that do not represent in capital assets. This policy will encompass that responsibility as well.

1. Capitalization:

The following items will be capitalized in the capital asset (Equipment) account group:

- a. Land
- b. Buildings
- c. Building Improvements that do not constitute repairs and maintenance
- d. Vehicles*
- e. Machinery and Equipment*
- f. Office Equipment*
- g. Other Improvements*

* These items will be subject to a dollar value test and/or life expectancy test.

2. Costs

Capital Assets shall be recorded at historical cost, or if the cost is not reasonably determined, at estimated cost. Donated capital assets shall be recorded at their estimated fair value at the time received.

- a. Actual Cost: This will include not only the purchase of construction cost, but also charges necessary to place the asset in its intended location. This includes costs such as freight and transportation, site preparation expenditures, interest costs, and professional fees directly attributable to asset acquisition.

- b. Estimated Cost: This will be based on as many documentary evidence that can be found to support the cost.
- c. Donated Cost: These assets will be based on their estimated fair value at the time of their acquisition.

3. Accumulated Depreciation

Depreciation is a method for allocating the cost of buildings and equipment over their useful lives. Generally accepted accounting principles (GAAP) dictate that the value of capital assets must be written off as an expense over the life of the asset as an indirect cost. Annual depreciation is calculated using the straight-line method.

4. Dollar Value and Life Expectancy Tests (Capitalization Threshold)

Assets purchased with a dollar value of \$1,000 or more and with a life expectancy of five years will be classified as capital assets (Equipment).

5. Controllable Assets

Controllable assets are assets which do not meet the criteria for a capital asset, but will be included in inventory as non-capitalized equipment for control purposes. Such items will range in price from \$500- 999.99 and have a life expectancy of five years. Such property would be including individual items such as televisions, VCR/DVD players, computers, and associated hardware, furniture, textbooks, and other items as designated by the administration.

6. Operating/Capital Lease Assets

Assets acquired under operating leases will not be capitalized.

7. Inventories

The Director or the Director's designee shall be responsible for the development and maintenance of the inventory of capital equipment, and non-capitalized equipment of CareerTEC. The inventory record of equipment shall include such items as description of each item, the quantity, the location, the date of purchase, and the cost or the estimated replacement cost.

8. Asset Reduction

Items no longer owned by or in the possession of CareerTEC shall be removed from asset/inventory records.

Adopted November 8, 2011

4.25 FUND BALANCE POLICIES

4.25

Fund balance measures that net financial resources available to finance expenditures of future periods. CareerTEC's Unassigned Education, Operations and Maintenance, and Transportation Fund Balances will be maintained to provide CareerTEC with sufficient working capital and a margin of safety to address local educational emergencies without borrowing. The Unassigned Education, Operations and Maintenance, and Transportation Fund Balances may only be committed by resolution of the Board of Directors.

Fund balance of CareerTEC may be committed for a specific source by formal action of the Board of Directors. Amendments or modification to the committed fund balance must also be approved by formal action of the Board of Directors. Committed fund balance does not lapse at year-end.

The Board of Directors does not delegate authority to assign fund balance without prior Board of Directors approval.

For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first, followed in order by committed fund balance, assigned fund balance, and lastly, unassigned fund balance.

This policy should be revisited each year for review.

Adopted November 8, 2011

4.26 System Board Members, System Employee and/or Member District Employee 4.26 Compensation; Expenses

Roll Call Vote

All System board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of System Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the System by resolution. No later than approval of the annual budget and when necessary, the System Director will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the Consortium's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, system employee, and/or member district employee (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Advancements

The Board may advance to its member's actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and professional associations related to position;
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the System Director on the System's Conference Request approval form. After spending expense advancements, Board members, system employees, and member district employees must use the System's Request for Reimbursement expense reimbursement form and submit to the System Director and or Bookkeeper with the amount of actual expenses by attaching receipts. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members, system employees, and member district employees should seek pre-approval of expenses by providing an estimation of expenses on the System's Conference Request approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members, system employees, and member district employees must seek reimbursement on the System's Request for Reimbursement expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members or member district employees.

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the System must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member, system employee and/or member district employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the System in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member, system employee, and/or member district employee. Reimbursement allowed for:

- a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, or other local transportation costs.
3. Meals. Meals charged to the System should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
 4. Lodging. Board members, system employees, and/or member district employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Personal expenses should be paid at checkout. If that is impossible, deductions for the charges should be made on the expense form.
 5. Miscellaneous Expenses. Board members, system employees, and/or member district employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32. Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.: 3.05 (Employee Travel), 3.16 (Travel Compensation), 3.18 (Meeting Expenses)

4.26 System Board Members, System Employee and/or Member District Employee Compensation; Expenses

Exhibit - Resolution to Regulate Expense Reimbursements

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/, added by P.A. 99-604, eff. 1-1-17) provides that the School Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policy *4.26 System Board Members, System Employee and/or Member District Employee Compensation; Expenses*

WHEREAS, based upon the System's budget and other financial considerations, the System Director has recommended to the Board a maximum allowable reimbursement amount of \$1000.00 for System Board members, system employees, and/or member district employees;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation (50 ILCS 150/10 and 20);

WHEREAS, submitted expenses that exceed the Board's maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists (50 ILCS 150/10 and 15);

WHEREAS, all Board member expenses must be approved by a roll call vote at an open meeting of the Board (50 ILCS 150/15);

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board policy *4.26 System Board Members, System Employee and/or Member District Employee Compensation; Expenses*
2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed \$1000.00, effective on February 9, 2017 until the Resolution is rescinded or replaced by the Board.
3. Supersedes its previously adopted resolutions for reimbursement, as of the effective date in paragraph two above.
4. Requires use of Board exhibits: *Conference Request and Request for Reimbursement forms*
5. May approve expenses that exceed the Board's maximum allowable reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
6. Must approve its members' expenses by a roll call vote at an open meeting.

Attested by: _____, Board President

Attested by: _____, Board Secretary

Adopted February 9, 2017

4.27 Whistleblower Protection

4.27

This Whistleblower Protection Policy is for the Career and Technical Education Consortium, Education for Employment Region #220, hereafter referred to as CareerTEC, and all sub-recipient districts of the CareerTEC Joint Agreement. CareerTEC and Joint Agreement members are committed to operating in furtherance of stated educational purposes, and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its officers, employees, Board members or sub-recipients.

CareerTEC requires directors, officers and employees to observe high standards of business and personal ethics in conduct of their duties and responsibilities related to CareerTEC. As employees and representatives of CareerTEC we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

This document outlines policy and procedures for CareerTEC and Joint Agreement sub-recipient employees to report actions that the person reasonably believes violate a law or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter that is related to CareerTEC's business and does not relate to private acts of an individual not connected to the business of CareerTEC.

CareerTEC has an open-door policy and suggests that employees share their concerns with their supervisor relating to the use and/or administration of grants received through CareerTEC. Any person not comfortable speaking with an immediate supervisor, or not satisfied with the supervisor's response, is encouraged to speak with the sub-recipient's compliance officer. In any case where the sub-recipient does not have a policy and compliance officer, the employee may speak directly with the CareerTEC Director. This Whistleblower Policy is intended to encourage and enable employees of CareerTEC and Joint Agreement sub-recipients to raise serious concerns internally so that CareerTEC and the sub-recipient can address and correct inappropriate conduct and actions.

A. Application. This Whistleblower Protection Policy applies to all of the CareerTEC's staff, whether full-time, part-time, or temporary employees, to all volunteers, to all who provide contract services, and to all officers and directors, and all Joint Agreement sub-recipient employees, each of whom shall be entitled to protection. Joint Agreement sub-recipients have their own Whistleblower Policies, and the compliance officers so named in each policy will also act as the first line of reporting complaints under the CareerTEC Whistleblower Policy.

B. Acting in Good Faith. A protected person in each CareerTEC Joint Agreement district shall be encouraged to report information relating to any illegal practices or violations in relation to the regulations regarding use and/or administration of grants received through CareerTEC, that such person in good faith has reasonable cause to believe is credible. Information shall be reported to the compliance officer published in each sub-recipient's Whistleblower Policy unless the report relates to the compliance officer, in which case the report shall be made to the CareerTEC Director, who shall be responsible to provide an alternative procedure. A CareerTEC employee will report any suspected violation directly to the CareerTEC Board President.

Anyone filing a written complaint concerning a violation or suspected violation must act in good faith, and have reasonable grounds for believing that the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense, to be addressed according to each sub-recipient's individual policy.

C. Investigating Information. The sub-recipient's compliance officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The compliance office at each CareerTEC Joint Agreement sub-recipient shall promptly investigate each such report received in relation to use and/or administration of grant funds received through CareerTEC, and prepare a written report to the CareerTEC Director. In connection with such investigation, all persons entitled to protection shall provide the compliance officer with credible information. All actions of the compliance officer in receiving and investigating the report and additional information shall endeavor to protect the confidentiality of all persons entitled to protection.

D. Confidentiality. CareerTEC encourages anyone reporting a violation to identify him/herself when making a report in order to facilitate the investigation of the violation. However, reports may be submitted anonymously through the sub-recipient's published procedures. Reports of violations or suspected violations will be kept confidential to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable the district or law enforcement to conduct an adequate investigation.

E. Protection from Retaliation. No person entitled to protection shall be subjected to retaliation, intimidation, or harassment for reporting information in accordance with this Policy. Any person entitled to protection who believes that he or she is the subject of any form of retaliation for such participation should immediately report the same as a violation of and in accordance with the policy of his/her district.

Any individual within the a CareerTEC Joint Agreement district who retaliates against another individual who has reported a violation in good faith or who, in good faith, has cooperated in the investigation of a Violation, is subject to discipline including termination of employment or volunteer status, based on the sub-recipient's published policy.

F. Dissemination and Implementation of Policy. This Policy shall be disseminated in writing to all Joint Agreement sub-recipients, through publishing on the CareerTEC website, and through training at the CareerTEC Principal, Counselor, and teacher meetings.

CareerTEC procedures for implementation of this Policy include:

- (1) documenting reported violations;
- (2) keeping the CareerTEC board of directors informed of the complaints and the progress of the investigation;
- (3) on-site visits including interviewing employees;
- (4) requesting and reviewing relevant documents, and/or requesting that an auditor or counsel investigate the complaint; and
- (5) preparing a written record of the reported violation and its disposition, to be retained for a specified period of time.

The procedures for implementation of this Policy shall include a process for communicating with a complainant about the status of the complaint, to the extent that the complainant's identity is disclosed, and to the extent consistent with any privacy or confidentiality limitations. Upon receipt of a complaint, CareerTEC will notify the person who submitted the complaint to acknowledge receipt of the reported or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Adopted August 10, 2017

4.28 Fraud Awareness Program

4.28

Policy Statement: It is the policy of CareerTEC that all grant funds must be used in accordance with published grant requirements, and in accord with Illinois Accounting standards, and the Illinois Grant Accountability and Transparency Act (GATA).

CareerTEC will clarify with CareerTEC member representatives at the administrator meetings what fraud is in the context of grant administration, and will provide guidance about avoiding potentially fraudulent behavior. The goal will be in accordance with The Office of the Inspector General, to prevent and detect fraud, waste and abuse and improve the economy, efficiency and effectiveness of Education Department programs and operations.

Training will take place in the first published meeting of the principals and board at the beginning of each fiscal year. Materials will include resources from the Office of Inspector General on fraud prevention. Information will specifically address:

- Grant application with false information
- Performance report with false data
- Expenditure report that falsely indicates federal funds have been expended

Adopted August 10, 2017

4.29 Procurement

4.29

Policy Statement: It is the policy of CareerTEC that all grant funds must be used in accordance with published grant requirements, and in accord with Illinois Accounting standards, and the Illinois Grant Accountability and Transparency Act (GATA).

In accordance with Procurement Standards 200.318 (c)

Conflict of Interest

Any real or possible conflict of interest for employees engaged in selection, award or administration of contracts supported by grant awards must be fully disclosed to the Board prior to purchase recommendations.

No employee, management, Board member or officer may participate in the selection, award, or administration of a contract supported by a grant award if he/she has a real or apparent conflict of interest.

Procurement Standards

Procurement Standards will be followed by CareerTEC.

CareerTEC and member districts are solely responsible for good administrative practices and sound business judgment, and for the settlement of all contractual and administrative issues arising out of procurements. All procurements must be conducted in a manner that provides full and open competition.

CareerTEC and member districts must maintain records sufficient to document the rationale for the procurement method, selection of contract type, contract selection or rejection, and the basis for a contract price.

CareerTEC and member districts must avoid acquisition of unnecessary or duplicative items.

Procurement by micro-purchases under \$3,000 may be awarded without soliciting competitive quotations if the CareerTEC Joint Agreement member considers the price to be reasonable.

No contractor who develops or drafts specification, requirements, and statement of work (scope of services) for Request for Proposals may be excluded from competing for such procurements.

All procurement transaction solicitations must incorporate clear and accurate description of the technical requirements for all material, product or service to be procured, and must identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids of proposals.

Adopted August 10, 2017

4.30 Sub-Recipient Review

4.30

Policy Statement: It is the policy of CareerTEC that all grant funds must be used in accordance with published grant requirements, and in accord with Illinois Accounting standards, and the Illinois Grant Accountability and Transparency Act (GATA).

A standardized protocol will be followed when conducting fiscal and administrative on-site reviews. Reports will be issued for on-site reviews, with deficiencies noted. District management will be required to provide responses and corrective action plans for deficiencies noted. Follow-up on implementation of all corrective plans will be scheduled and documented.

A five-year cycle for sub-recipient review will be established in FY18, with priority given for high risk districts based on the factors listed above, as well as any state determined factors.

Risk evaluation of sub-recipients will be reviewed annually. Factors will include:

- Receipt by CareerTEC of most recently completed Annual Audits
- Timely submission of grants in IWAS, in accord with state deadlines
- Size of grant award (greater award amounts have higher risk implication)
- Timely and correct submission to CareerTEC of requests for equipment purchases documents prior to object 500 purchase orders
- Timely submission to CareerTEC of monthly documented requests for reimbursement of sub-recipient Board paid invoices for allowable expenses under the current approved grants
- Timely submission of Program Activity Reports
- Use of all grant funds, as allowable, by the end of the grant year

Sub-recipient reviews for districts with Audit findings related to CareerTEC issued grant funds will verify status of corrective action progress.

Sub-recipient reviews will include review of sub-recipient properties lists for items purchased with CareerTEC issued grant funds, and small, significant purchases.

Adopted August 10, 2017

POLICY MANUAL

SECTION V STUDENTS

- 5.01** *Absences*
- 5.02** *Disciplinary Action*
- 5.03** *Student Records*
- 5.04** *Instructional Materials/Equipment*
- 5.05** *Sickness or Injury*
- 5.06** *Enrollment Policy*
- 5.07** *Transportation and Driving Policy*
- 5.08** *Early Student Dismissal*
- 5.09** *Student Drug and Alcohol Policy*
- 5.10** *School Fees - Waiver of Student Fees*
- 5.11** *Participation of Students from Non-member Schools*
- 5.12** *Internet Safety Policy*

Section V: STUDENTS

5.01 ABSENCES

5.01

Attendance will be checked daily in all classes. Absences will be reported by the program provider back to home schools on a daily basis. Absences may be excused or unexcused depending on the circumstances and is a cooperative decision between the program provider and home school.

5.02 DISCIPLINARY ACTION

5.02

Students will be required to follow the rules and regulations for conduct of their home school while attending classes at another school. Additional rules and regulations may be required by the program provider. Students will receive a copy of rules and regulations that they are expected to follow.

Disciplinary action may be taken for violations of rules and regulations. The action taken is a cooperative decision between the program provider and home school.

5.03 STUDENT RECORDS

5.03

The maintenance of student records will conform to member district policies with regard to collection, access and release according to guidelines of the Illinois Office of Education.

5.04 INSTRUCTIONAL MATERIALS/EQUIPMENT

5.04

Instructional materials for classes will be provided by the program provider. Fees may be charged on a break-even basis for certain classes. Students may be required to purchase certain safety equipment such as safety glass or uniforms required in some classes.

Capital equipment will be provided by program providers or *CareerTEC* utilizing local, state or federal revenue sources for the purchase and/or maintenance of such equipment.

5.05 SICKNESS OR INJURY

5.05

Emergency cards will be maintained by program providers for each student. In case of illness or injury the parent/guardian and/or home school will be notified. Medical emergencies may require prompt action and in such situations will be sought first and notification will be accomplished as soon as possible.

5.06 ENROLLMENT POLICY

5.06

Enrollment in any *CareerTEC* program will be at the discretion of the home school according to its policies and procedures. Tuition will be paid for students enrolled or guaranteed in *CareerTEC* programs.

5.07 TRANSPORTATION AND DRIVING POLICY

5.07

Transportation of students to and from program sites is the responsibility of the home school district. Students may drive to *CareerTEC* programs with permission of the home school.

Amended November 13, 2012

5.08 EARLY STUDENT DISMISSAL

5.08

Students are not permitted to leave program sites prior to regular dismissal schedules unless proper notification is given by the home school.

5.09 STUDENT DRUG AND ALCOHOL POLICY

5.09

This policy is enacted to conform with the Federal Drug-Free Schools and Communities Act of 1989 (Public Law 101-226).

It is the policy of the Career and Technical Education Consortium (*CareerTEC*) that no student shall possess, use or distribute illicit drugs or alcohol on *CareerTEC* premises or as part of its activities.

Definitions:

- A. The term “student” includes any person attending any *CareerTEC* classes.
- B. The term “*CareerTEC* premises shall include the buildings and grounds and other sites leased, controlled or used by the system.
- C. The term “activities” includes all in-school and out-of-school functions sponsored by *CareerTEC*.
- D. The term “illicit drugs or alcohol” is defined as drugs or alcohol possessed, used or distributed in violation of federal, state or local law.

Student violating this policy will be referred to their home high school for disciplinary action as specified by the home school.

Local school drug and alcohol prevention programs will be supported by *CareerTEC* as well as referrals to community rehabilitation agencies.

Adopted January 14, 1991

5.10 SCHOOL FEES - WAIVER OF STUDENT FEES

5.10

The Board of Directors may establish fees and charges to fund certain programs. The Board recognizes that some students will be unable to pay these fees. However, students shall not be denied educational services or academic credit due to the inability of parents or guardians to pay fees and charges.

Students whose parents are unable to afford student fees may receive a waiver of the fees through their local school district. However, these students are not exempt from charges for lost and damaged books, materials, supplies, tools, and equipment. Waiver of fees shall cover basic participation costs and shall not include optional costs and expenses.

Application for fee waivers shall be submitted to a student’s building principal according to local school district policy and procedures. A student shall be eligible for a waiver of fees when they have met their local district’s prerequisites and/or qualifying criteria for waiver of fees for school courses and/or programs. Verification of eligibility for fee waiver of CareerTEC program fees will be submitted to CareerTEC by the student’s building principal. CareerTEC will bill each local school for fees and equipment for their eligible students receiving waivers.

Procedures for the Resolution of Disputes will be handled by the student’s local school district in accordance to local district policy and procedures.

Adopted January 14, 2002

5.11 PARTICIPATION OF STUDENTS FROM NON-MEMBER SCHOOLS **5.11**

Non-member schools who have students who desire to participate in System programs may petition the Board for enrollment in System programs. They must have approval of their local Board of Education to participate.

Students from member schools shall have priority status for enrollment in System programs. Students from non-member schools shall be able to fill open spots in class enrollment after guaranteed enrollment numbers have been received and tabulated (usually no later than May 15 of the year preceding participation).

Non-member tuition fees shall be calculated at one and one-half (1 ½) times regular course tuition for member school students to cover the cost of tuition and administration of programs.

Non-public schools students are required to come to the public school setting by applying to the public school district where they reside for part-time enrollment before being accepted into a CareerTEC course. They will be considered to be public school students for that portion of the day they are participating in CareerTEC offerings.

*Adopted May 13, 2003
Revised September, 2003
Revised April 25, 2006*

ACCESS TO ELECTRONIC NETWORKS

Electronic networks, including the Internet, are a part of the System's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Director shall develop an implementation plan for this policy and appoint system administrator(s).

The System is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the System will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum

The use of the System's electronic networks shall: (1) be consistent with the curriculum adopted by the System as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Staff members may, consistent with the Director's implementation plan, use the Internet throughout the curriculum.

The System's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the System's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the System's electronic networks or System computers. General rules for behavior and communications apply when using electronic networks. The System's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Each System computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Director or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Director or system administrator. The Director or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the System's *Authorization for Electronic Network Access* as a condition for using the System's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the System's computers to access the Internet shall maintain the confidentiality of student records.

Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Example:

Dear Parent(s)/Guardian(s),

We have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The System's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world
- Information from government sources, research institutions, and other sources
- Discussion groups
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Authorization for Electronic Network Access* and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The System takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the System supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the *Authorization for Electronic Network Access* with your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form on the last of this packet. Return only the last page to the CareerTEC instructor.

Thank you,

Brian Greene
System Director

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

Each teacher/staff member must sign this Authorization as a condition for using the System's Electronic Network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. School Board members and administrators are treated like teachers for purposes of this Authorization. Please read this document carefully before signing.

All use of the Internet shall be consistent with the System's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use – Access to the System's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the System, or (b) for a legitimate business use.
2. Privileges – The use of the System's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's account or password;

- i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising; Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - l. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The System will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The System specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- a. Indemnification – The user agrees to indemnify the System for any losses, costs, or damages, including reasonable attorney fees, incurred by the System relating to, or arising out of, any breach of this Authorization.
 - b. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

- c. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- d. Telephone Charges – The System assumes no responsibility for any unauthorized charged or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
- e. Copyright Web Publishing Rules – Copyright law and System policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.
 - 1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - 2. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - 3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - 4. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - 5. Student work may only be published if there is written permission from both the parent/guardian and student.
- f. Use of Electronic Mail
 - 1. The System’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the System. The System provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
 - 2. The System reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - 3. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

4. Electronic messages transmitted via the System's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the System. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this System. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
5. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of those messages transmitted to external recipients.
6. Use of the System's electronic mail system constitutes consent to these regulations.

Internet Safety

- A. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*.
- B. Staff members shall supervise students while students are using System Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.
- C. Each System computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Director or designee.
- D. The system administrator shall monitor student Internet access.

Students, parent(s)/guardian(s), and teachers need only sign this *Authorization for Electronic Network Access* once while enrolled or employed by the system.

Authorization for Electronic Network Access

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the System and /or its agents may access and monitor my use of the Internet, including my E-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and /or appropriate legal action may be taken. In consideration for using the System's electronic network connection and having access to public networks, I hereby release the System and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

DATE: _____

USER SIGNATURE

(Required if the user is a student:)

I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the System has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the System to restrict access to all controversial and inappropriate materials. I will hold harmless the System, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility from supervision if and when my child's use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the System's Internet.

DATE: _____

PARENT/GUARDIAN NAME *(Please Print)*:

SIGNATURE: _____

Adopted November 13, 2012

POLICY MANUAL

SECTION VI

MISCELLANEOUS

Entire section is deleted. Related to Center Operation.