P O L I C Y M A N U A L

CAREER EDUCATION ASSOCIATES OF NORTH CENTRAL ILLINOIS

BOONE-WINNEBAGO COUNTIES EDUCATIONAL SERVICE REGION
Administrative Agent

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CAREER EDUCATION ASSOCIATES OF NORTH CENTRAL ILLINOIS

ARTICLE 1 ORGANIZATION

ARTICLE 1 ORGANIZATION Section 1.01 – Philosophy

The Career Educations Associates of North Central Illinois shall function to support career and technical education programs and services for students enrolled in participating schools. The education for employment system exists to provide high quality career and technical education programs which are efficiently operated and accessible to all students who can benefit from them.

The principal purpose for which the Career Education Associates of North Central Illinois exists is to prepare and invest in all students for career and college through partnerships that build innovative regional opportunities. In support of the principal purpose, the following statements of belief are affirmed:

The Career Education Associates of North Central Illinois exists to:

1. provide equitable access to relevant programming for all students;
2. balance district and CEANCI priorities that align to current and projected regional needs;
3. practice fiscal responsibility in order to maximize efficient distribution of resources;
4. develop and sustain respectful relationships within the partnerships among all stakeholder groups.

In summary, the education for employment system will provide education for and about work. The system will endeavor to meet society's need for a skilled workforce and increase each individual's career opportunities and satisfaction. Career and technical education plays a vital role in the preparation of youth for the workforce by providing exposure to careers and the opportunity for the acquisition of technical skills. System programs and services will enhance member districts' capacity for providing quality career and technical education programs through judicious use of available resources.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 1 ORGANIZATION Section 1.02 – Rationale

The education for employment system will provide education for and about work. The system will meet the area's needs for competent workers and provide individuals with career development opportunities. Education for employment benefits both the individual and society by providing exposure to careers and the opportunity for the acquisition of technical skills. The Career Education Associates of North Central Illinois will facilitate efforts of the participating local education agencies (LEAs) to support comprehensive programs to all students who can benefit from education for employment training opportunities. Through cooperative efforts, both large and small agencies can provide high quality career and technical education programs and services which are efficient and accessible to all who need and want them. Further, the system will attempt to utilize all available resources within the region to achieve the purpose.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 1 ORGANIZATION Section 1.03 – Goals and Objectives

The following goals and objectives are aligned with the goals and objectives of participating districts and are established to provide impetus for action based on the philosophy and rationale contained herein:

GOAL 1

To provide and support education for employment programs that are realistic in light of actual or anticipated opportunities for gainful employment.

Objectives

1.1 To monitor national, state and regional labor market information,

1.2 To provide recommendations to member districts to reflect current employment trends, practices and technological advances,

1.3 To organize and utilize an effective program advisory committee system,

1.4 To sustain interactions with industry or community professionals in real workplace settings that foster in depth, first-hand engagement with the tasks required of a given career field

1.5 To coordinate system programs and services with other organizations such as the Job Service, Department of Labor, Department of Commerce and Community Affairs, etc.

GOAL 2

To assure that career and technical education programs and services are available to all students who need, and can profit from them.

Objectives

2.1 To conduct a periodic follow-up of all students who have been served by system programs,

2.2 To monitor prospective students with regard to their career development needs,

2.3 To make appropriate adjustments in system programs and services in light of information obtained from follow-up surveys,

2.4 To coordinate new system programs and services based on identified needs, and

2.5 To facilitate understanding among participating districts of system programs and services.

GOAL 3

To provide ancillary services necessary to foster and maintain high quality programs.

Objectives

3.1 To coordinate career guidance services for students within the system,

3.2 To develop and/or coordinate a staff development program for system personnel,

3.3 To periodically evaluate education for employment system programs and services,

3.4 To adjust system education for employment programs and services in light of information collected,

3.5 To maintain that a viable program of curriculum update, staff development, and equipment modernization be maintained within the education for employment system;

GOAL 4

To assure that education for employment programs are developed for all eligible clientele.

Objectives

4.1 To assure that education for employment programs and services are free from bias and are available to all without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy.

4.2 To inform non-public local education agencies of education for employment system opportunities,

4.3 To provide special services for individuals with disabilities, from economically disadvantaged families, preparing for nontraditional fields, single parents, English learners, homeless individuals, youth who are in or have aged out of the foster care system, youth with parents on active duty

GOAL 5

To facilitate linkages among governmental agencies, educational institutions, labor, industry, commerce, and the professions.

Objectives

5.1 To facilitate cooperative efforts among career service providers within the education for employment system,

5.2 To utilize available personnel, equipment, facilities, supplies, and services obtainable from private business and industry within education for employment boundaries,

5.3 To monitor education for employment programs and services offered by all institutions and agencies within the education for employment system, and

5.4 To facilitate understanding by regional institutions and agencies of programs and services offered by the education for employment system.

5.5 To align region secondary CTE programs and services with community college programs and services.

Policy adopted March 2019, reviewed by PC October 2018

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CAREER EDUCATION ASSOCIATES OF NORTH CENTRAL ILLINOIS

ARTICLE 2 BOARD OF GOVERNORS

ARTICLE 2 BOARD OF GOVERNORS Section 2.01 – Board of Governors

The Board of Governors shall be composed of the Superintendent or designee from each of the member districts, as specified in the IGA Resolution February 1993.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 2 BOARD OF GOVERNORS Section 2.02 - Organization of the Board of Governors

The Membership of the Board of Governors shall cycle through executive positions. Serving consecutive roles as Secretary, Vice-President, and President, each term will conclude after one fiscal year unless extended by vote due to unforeseen circumstances. The rotation will follow an alphabetical order by district name.

Policy adopted March 2026

ARTICLE 2 BOARD OF GOVERNORS Section 2.03 - Meetings of the Board of Governors

All regular and special meetings of the Board of Governors shall be public and open unless by a majority vote the Board adjourns to a closed session to discuss matters expressly allowed by the Open Meetings Act.

Regular Meetings

The Board of Governors shall be held at least quarterly. Meetings shall be held at the Regional Office of Education unless changed by Board action. Meetings will be held in accordance with the Illinois Open Meetings Act which provided that all meetings of public agencies in the State exist to conduct the peoples' business. Meeting dates may be changed with 10 days' notice in accordance with State law. A meeting agenda shall be posted at the Regional Office of Education at least 48 hours before a regular meeting.

Special Meetings

A special meeting of the Board may be called by the President or by any three Board members. The Secretary of the Board of Governors shall give each member at least 48 hours written notice or 24 hours personal notice prior to the special meeting. The notice must state the time, place, and purpose(s) of the meeting. Public notice shall be given at least 24 hours prior to any special meetings.

Closed Meetings

The Board of Governors may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
2. Student disciplinary cases.
3. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
4. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect
5. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
6. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal Governors weakness, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America.

The Board of Governors may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board of Governors member present, and the reason for the closed meeting will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 2 BOARD OF GOVERNORS Section 2.04 - Meeting Procedures of the Board of Governors

The Board President is responsible for focusing the Board meeting agendas on appropriate content. The Director shall prepare the agendas for Board of Governors meetings in consultation with the Board President. Items submitted by Board of Governors members to the Director or the President shall be placed on the agenda for an upcoming meeting. The Board will take final action only on items contained in the posted agenda. Items not on the agenda may still be discussed.

The Director shall provide a copy of the agenda, with adequate data and background information, to each Board of Governors member at least 48 hours before each meeting, except a meeting held in the event of an emergency.

The Board President shall determine the order of business at regular Board of Governors meetings. Upon consent of the majority of members present, the order of business at any meeting may be changed.

Agendas for regular business meetings shall include: Call to order, Roll call, Approval of minutes, Approval of agenda, Audience participation, Approval of bills, Old business, New business, Informational, and Motion to adjourn.

<u>Rules of Order</u>
Robert's Rules of Order, shall govern the conduct of all regular and special meetings of the Board.

Quorum
A majority of all voting members present shall constitute a quorum of the Board of Governors and a majority vote of those present is required for official action.

Minutes
Records of all official actions of the Board of Governors shall be set forth in full in the minutes. The minutes are official after the Board meets and approves them. The minutes shall be retained as permanent, official records. The System shall act as custodian of the minutes and shall make them available to any citizen desiring to examine the same.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 2 BOARD OF GOVERNORS Section 2.05 - Public to Be Heard

To insure that complaints and concerns are resolved at the lowest level possible, organizations and individuals who desire to address the Board shall contact the Director who shall include them on the agenda of the next regularly scheduled meeting. In the event that organizations or individuals appear at a Board meeting without previous notice, their request to be heard may be postponed until the next regular meeting.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 2 BOARD OF GOVERNORS Section 2.06 – Admission of New Member~~ship~~

Full voting membership in the Career Education Associates of North Central Illinois is extended to all districts within reasonable distance and which satisfy applicable laws and reasonable distance and which satisfy applicable laws and regulations, including regulations of the Board of Governors. No district shall be excluded if it is willing to assume legal, equitable administrative costs, provided approval is granted by the Board of Governors. A two-thirds vote of the Board is required to admit a new district.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 2 BOARD OF GOVERNORS Section 2.07 - Voting

Votes shall be by a voice vote of "yes" or "no" or "abstain" and the votes shall be recorded.
Each motion which is voted upon shall be recorded in the minutes together with the record of voting and the President's ruling as to the disposition of the motion, i.e., "passed or failed". On all questions involving expenditures, or transfer or dismissal of personnel, a roll call vote shall be taken and the yeses, no's, and abstentions entered in the record of proceedings of the Board. On all other matters, the vote may be taken vocally.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 2 BOARD OF GOVERNORS Section 2.08 – Responsibilities of the Board of Governors

Major duties of the Board of Governors shall include:

1. Establishing policies for the operation of the education for employment system;
2. Employing personnel needed to carry out the philosophy and goals of the system;

3. Adopting a budget for the system;
4. Considering recommendations and issues brought before it;
5. Determining salaries of system employees;
6. Adopting policies and procedures necessary for effective and efficient operation of the system;
7. Approving payment of bills;
8. Acting as the final appeal for all system-related issues;
9. Assuring appropriate communication of actions taken;
10. Providing safe keeping for all system records;
11. Overseeing annual audit of all system funds and accounts;
12. Maintaining an effective public relations program;
13. Orienting new members to the Board of Governors ~~Control~~;
14. Determining system programs/courses and services; and
15. Evaluating system programs/courses and services.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 2 BOARD OF GOVERNORS Section 2.09 - Committees of the Board of Governors

Special sub-committees of the Board may be appointed by the President for any purpose approved by the Board. The function of such sub-committees shall ordinarily be fact finding, and their reports shall be made to the Board for discussion and action. The function of such committees may be legislative or administrative when so authorized by special action of the Board. The President of the Board shall be an ex-officio member of all sub-committees. Special committees shall be discharged upon completion of assignments.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 2 BOARD OF GOVERNORS Section 2.10 – Advisory Committees

Duties

Two types of advisory committees will be utilized. They are (a) CTE Director Committee (CTED) and (b) Program Advisory Committee (PAC).

The CTED shall be composed of a representative from each member high school, and shall be formed for the purpose of administration and coordination of grant activities for the education for employment system.

Among responsibilities of CTED's are to:

1. Serve as a communication channel between the education for employment System, school district administration, counselors, and the community;
2. Foster cooperation and understanding between employers, the general public, consortium members, and the System;
3. Address curricula, facility and technology needs, post-secondary alignment, agreements and teacher qualifications, and professional development for CTE programs ;
4. Suggest related and technical information which should be considered in development of career and technical education programs;
5. Suggest ways of improving dissemination of System and program information;
6. Keep the districts informed of changes in specific needs in the labor market, and review the curricula in light of local, state, and national needs;
7. Assist in the implementation of the long range plan; and

8. Suggest and support needed local, state, and national action to assure, adequate career pathway programs.

Among responsibilities of PAC's are to:

1. Speak on behalf of employers and employees from specific career and technical program areas;
2. Serve as a communication channel between programs and community occupational groups.
3. List specific skills, and suggest related and technical information, for the program and courses required for entry into, and advancement in, a specific occupational cluster;
4. Advise regarding skills, knowledge, and attitudes needed to prepare students for entering into occupations;
5. Recommend characteristics of facilities and equipment for the career and technical program area;
6. Make suggestions which will promote the highest quality program:
7. Recommend standards of competency and achievement necessary to enter into employment and advancement in the occupational area;
8. Participate in evaluations of the career pathways;
9. Suggest ways for improving dissemination of program information to potential students and employers;
10. Keep the System informed of specific changes in the needs of the labor market;
11. Provide a means for the system to inform the community of needed vocational programs; and
12. Assist in long-term program planning.

<u>Membership</u>

1. The CTED shall be composed of at least one member nominated by each high school;
2. Appointment of members to the CTED shall be made on recommendations by the building administration;
3. The PAC chairpersons shall be elected by the respective committee membership;
4. The Director shall, serve as secretary of the CTED committee;
5. The personal qualifications of advisory committee members shall be:
    a. willingness to devote time to the committees,
    b. wide range of experience,
    c. recognize leadership,
    d. commitment to vocational education,
    e. Interest in development of education for employment, and
    f. knowledge of the region.

<u>Organization</u>

1. Norms governing the operation of the advisory committees shall be formulated by committee members with direction from System personnel;
2. The System shall work with each committee chairperson to establish meeting times and places, formulate agendas, and assure proper committee operation;
3. The System shall be responsible for recording and disseminating minutes of each meeting, and
4. Advisory committee recommendations shall be made to the Director for transmission to the Board of Governors.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 2 BOARD OF GOVERNORS Section 2.11 - Ethics and Gift Ban

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.

Prohibited Political Activity

The following precepts govern political activities being conducted by CEANCI employees and Board of Governors members:

1. No employee shall intentionally perform any "political activity" during any "compensated time.
2. No Board member or employee shall intentionally use any CEANCI 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, i.e., 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 prohibited political activity. A Board Member or employee may engage in activities that: (1) are otherwise appropriate as part of his or her official duties, or (2) are undertaken by the individual on a voluntary basis that are not prohibited by this policy.

Limitations on Receiving Gifts

The Board of Governors may accept on behalf of the system any bequest or gift of money or property for a purpose deemed by the Board to be suitable, and to utilize such money or property so designated.
To be acceptable, a gift must:

1. Have a purpose consistent with those of the system;
2. Not add to staff load;
3. Not begin a program which the Board of Governors would be unwilling to take over when gift or grant funds are exhausted;
4. Not bring undesirable or hidden costs to the system;
5. Place no restrictions on the program;
6. Not be inappropriate for, or harmful to students;
7. Not be in conflict with any provision of the school or public law.

All gifts, grants and bequests shall become system property. Gifts presented to the system must be accompanied by a letter from the donor for official action and recognition by the Board of Governors. A letter of appreciation signed by the chairperson of the Board of Governors and by the Director shall be sent to a donor.

Except as permitted by this policy, no Board Member or CEANCI employee, and no spouse of or immediate family member living with any Board Member or employee, shall intentionally solicit or accept

any “gift” from any “prohibited source”, as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy. The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fund-raising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board Members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding $75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board Member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board Member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to a Board Member or employee from another Board Member or employee, and "intergovernmental gift" means any gift given to a Board Member or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than $100. Each of the listed exceptions is mutually exclusive and independent of every other. A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or

an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code.

Enforcement

The Board President and Director shall seek guidance from the Board attorney concerning compliance with the enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task. Written complaints alleging a violation of this policy shall be filed with the Director or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Director or Board President shall, after consulting with the Board attorney, place the alleged violation on a Board meeting agenda for the Board's disposition.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 2 BOARD OF GOVERNORS Section 2.12 - Public Communications

It is the desire of the Board of Governors that two-way communication be maintained between the system and the people of the participating districts. The Board will attempt to create and maintain a system which reflects the public's wishes, and will do its best to keep the people informed of system affairs.

To help achieve the above goals, the Board of Governors authorizes the Director to:

1. Prepare or guide the preparation of informational materials, including newsletters, articles for periodicals, newspapers and /or radio releases, special pamphlets, and other material and to maintain close liaison with mass media and publicity organizations for improved dissemination of system information;
2. Organize, or assist in development of speakers' bureaus and speaking engagements with civic, parent organizations, church, and other groups; and
3. Provide staff members with assistance and materials for working with educational conventions meeting locally and in preparation of material for community and staff consumption (handbooks, recruiting leaflets, etc.).

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 2 BOARD OF GOVERNORS Section 2.13 - Membership Withdrawal

Member districts may withdraw from participation in the system provided they give written notice 12 months preceding July 1, to the System and to the Illinois Board of Education. Withdrawal may be effective only on July 1. If a member district gives written notice of withdrawal, that district shall continue in its participation and financial obligations until the effective date of withdrawal. If a district withdraws, all the equipment purchased by the system and housed in that district remains the property of the system. These items are included in the CEANCI joint intergovernmental agreement.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 2 BOARD OF GOVERNORS Section 2.14 - Adoption, Amendment or Suspension of Policies

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

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

The operation of any section(s) of Board policy not established by law or contract may be temporarily suspended by a majority vote of Board members present at a regular or special meeting.

Policy decision, 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 same which shall be voted on at the next regular meeting.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 2 BOARD OF GOVERNORS Section 2.15 – Distribution of Policy Manuals

The Director shall make Policy Manuals and amendments available to:

1. The Office of the Regional Superintendent of School;
2. Each member of the Board of Governors;
3. Other copies as determined by the Board of Governors.

The Director may, upon written request, make Policy Manuals available to residents of a member district. Policy Manuals shall be numbered and registered when issued and revision and modifications shall be forwarded to each policy manual holder.

Policy adopted March 2019, reviewed by PC October 2018

CEANCI
CAREER EDUCATION ASSOCIATES OF NORTH CENTRAL ILLINOIS

ARTICLE 3 GENERAL ADMINISTRATION

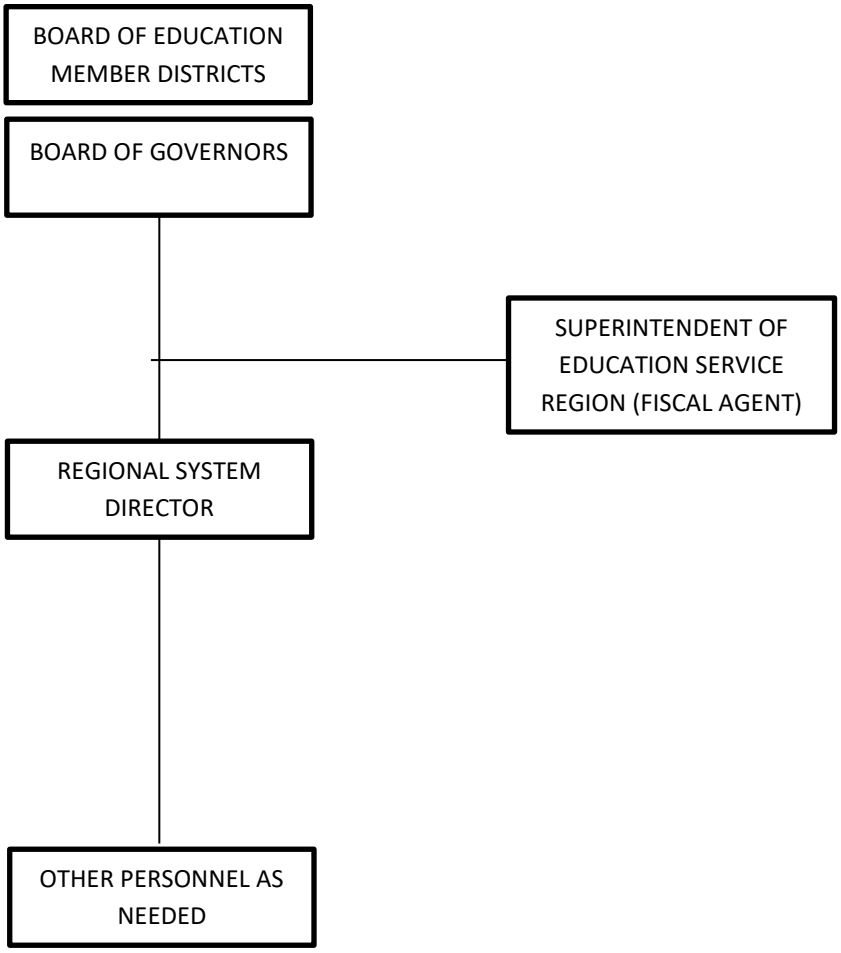
ARTICLE 3 GENERAL ADMINISTRATION Section 3.01 – Administrative Agent

In accordance with Section 3-15.14 of the Illinois School Code, the Boone-Winnebago Counties Education Service Region superintendent shall be designated as Administrative Agent.
Designation of the Administrative Agent under the Cooperative Agreement may be changed by the Board upon approval by two-thirds, vote of the member boards of education as outlined in the Intergovernmental Agreement. The effective date of any change of designation of Administrative Agent shall be the beginning of the Intergovernmental Agreement's fiscal year. A vote to change the designation of the Administrative Agent must occur prior to March 31 to be effective in the coming fiscal year.

After a vote to change designation, all districts, and the Administrative Agent, may agree by stipulation to accelerate or postpone the effective date of the change.
Said Agent shall be the legal and fiscal entity required to execute the program in accordance with Section 10-22.31a of the School Code. The Agent shall be responsible for establishing and directing the fiscal and accounting requirements and procedures of the system.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 3 GENERAL ADMINISTRATION Section 3.02 – Administrative Structure



Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 3 GENERAL ADMINISTRATION Section 3.03 – Duties of System Personnel

The Director shall be under contract to the System, through the administrative agent and shall report directly to the Board of Governors.

The Director shall prepare and present policies relative to development, implementation, and supervision of the education for employment system for approval by the Board. Such policies shall be in accordance with provisions of Illinois law. These policies shall be administered by the Director and staff under supervision of the Director in accordance with established, written procedures.

The Director shall be responsible for operation of the system in accordance with policy established by the Board. The Director's duties shall include supervision of professional and non-professional system staff, budgeting, financial planning and management, curriculum development, and other tasks necessary for effective and efficient operation of the system.

The Director of Career Education Associates of North Central Illinois receives authority from the System's Board of Governors.

The responsibilities of the System Personnel are to:

1. Implement policies established by the Board of Governors;
2. Coordinate activities of the education for employment system;
3. Maintain close working relationships with community and state agencies and area commerce, industry, and labor organizations, to provide training consistent with identified needs;
4. Continuously appraise and evaluate the total education for employment program to achieve the established goal of providing opportunities for people to prepare for gainful employment;
5. Maintain current knowledge of all pertinent rules and regulations affecting career and technical education;
6. Actively pursue state and federal funds for career and technical education programs;
7. Assume responsibility for the collection, review, and submission of all forms and reports relative to career and technical education to state and other external agencies;
8. Recommend needed career and technical programs for post-graduate and alternative programs for non-graduates;
9. Coordinate gathering, selecting and analyzing of data with respect to jobs available;
10. Work to identify and define local job opportunities and the role of schools in meeting these opportunities;
11. Arrange and direct in-service education for career and technical educators and related staff;
12. Interpret the education for employment program to the public;
13. Prepare and administer the budget and use appropriate bid procedures to purchase equipment and supplies;
14. Provide leadership for the System's instructional programs and services;
15. Initiate curriculum development activities to improve career pathways;
16. Make recommendations for long-term adjustments, changes, additions, and deletions to the career and technical education programs at region high schools to meet changing job trends and needs;
17. Assist in the recruitment and screening of System personnel;
18. Maintain membership in, and participate in, the affairs of professional societies devoted to the advancement of career and technical education up to 2-3 memberships shall be paid by the Board;
19. Establish lay advisory committees and appoint members to such committees:
20. Maintain all records, inventories, and reports pertaining to the system;

21. Provide leadership for the development and conduct of a public relations program;
22. Transmit communications from the Administrative Agent and/or Board of Governors to staff, and from them to the Agent and the Board;
23. Maintain administrative relationships with the State Board of Education to prepare documents such as the Local Plan, GATA reports, the Quality Assistance Plan, equipment requests, and others;
24. Support counselors and CTE instructors of member high schools to provide an overall career guidance program to acquaint students with the world of work;
25. Conduct periodic meetings of guidance personnel to plan, conduct, and evaluate student services;
26. Inform guidance personnel of regional programs available in the System;
27. Support member high schools in providing equitable access to and services for all students in CTE programs~~;~~
28. Facilitate career development of students in CTE programs including alignment of resources with business partners and work based learning experiences; and
29. Perform other duties as assigned in the long range plan and by the Board of Governors.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 3 GENERAL ADMINISTRATION Section 3.04 – Student Services

Student services for Career Education Associates of North Central Illinois will be delivered through the following methods:

1. Support counselors and CTE instructors of member high schools to provide an overall career guidance program to acquaint students with the world of work;
2. Conduct periodic meetings of guidance personnel to plan, conduct, and evaluate student services;
3. Inform guidance personnel of regional programs available in the System; and,
4. Facilitate career development of students in CTE programs including alignment of resources with business partners and work based learning experiences.

Policy adopted on May 2019, reviewed by PC February 2019.

ARTICLE 3 GENERAL ADMINISTRATION Section 3.05 – Fiscal Year

The fiscal year shall begin on the first day in July in each year and end on the last day of June the following year (July 1-June 30).

Policy adopted on May 2019, reviewed by PC February 2019

ARTICLE 3 GENERAL ADMINISTRATION Section 3.06 – Food Related Expenditures

CEANCI will permit the purchase of food-related items for project activities such as staff development, curriculum development and business/industry partnership meetings related to training. Costs will be budgeted in funding applications and amended if necessary and must be necessary to the completion of grant activities.

Costs associated with food-related expenditures must be reasonable and necessary and include appropriate records to authenticate cost.

Contract food-related expenditure guidelines are as follows:

1. Food-related expenditures must be budgeted and requested in the original funding application or through the amendment process.
2. The expenditure request includes a written explanation of the purpose of the expenditure, the maximum cost per person and the total projected cost.
3. Costs associated with food-related expenditures must be reasonable and necessary to achieve the intent of the grant/contract and cannot be at variance with local policy governing the purchase of food-related expenditures.

The following clarifications are applicable to the above guidelines:

- Any entity making expenditures for food-related purchases will be audited against the above guidelines and must maintain appropriate records including cancelled checks, invoices, and other documentation such as agendas, participant lists, etc., to substantiate the food-related costs.
- Food-related costs for events which are primarily social including receptions, open houses, etc., are not permitted.
- Alcoholic beverage expenditures are not permitted.
- Food-related costs for award banquets and other ceremonies including culminating events are not approved grant/contract expenditures unless otherwise provided for under specific guidelines, rules, and regulations governing the grant/contract.
- Food-related costs for students as part of their regular in-class functions are not permitted.

Policy adopted May 2012, reviewed by PC February 2019

ARTICLE 3 GENERAL ADMINISTRATION Section 3.07 – Consultants and Contractual Services

The Career Education Associates of North Central Illinois may contract with individuals or agencies for specific services related to system activities. Such contracts for service shall be by written agreement specifying work to be done, timelines, cost, Illinois State Board assurances and other appropriate considerations.

Consultants and other individuals providing contractual services shall be employed as independent contractors and will not be eligible for employee benefits accruing to regular CEANCI personnel.
Contractors shall be bound by the same rules, assurances and other applicable legal considerations as the system.

Claims for reimbursement shall be submitted by contractors on appropriate CEANCI forms which shall indicate the purpose of the travel and itemized costs. Claims shall be accompanied by receipts.

Policy adopted May 2019, reviewed by PC February 2019

ARTICLE 3 GENERAL ADMINISTRATION Section 3.08 – Consultant Fees

Consultants shall be engaged at the best rate negotiated. Factors such as the number of districts represented, number of individuals anticipated to attend, and the credentials of the presenting consultant shall be considered.

Policy adopted May 2019, reviewed by PC February 2019

ARTICLE 4 OPERATIONAL SERVICES

ARTICLE 4 OPERATIONAL SERVICES Section 4.01 - Assessment of Member Districts

Member districts may be assessed for administrative costs by the determination of the percentage of the grades 9-12 enrollment of each district to the total enrollment for those grades of the member districts. The total of these billings will not exceed 25% of the total administrative budget of the system.

Policy adopted on January 2022, reviewed by PC October 2021

ARTICLE 4 OPERATIONAL SERVICES Section 4.02 – Budget

The Board of Control 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 Director at the regular May meeting of the Board of Control. The final version of the tentative budget shall be prepared by the Director for presentation in August at the Budget Hearing of the Board of Control.

Policy adopted on January 2022, reviewed by PC October 2021

ARTICLE 4 OPERATIONAL SERVICES Section 4.03 – Grant Budget and Activities

Every five years, the System will present the region consolidated grant goals to the Board of Control for approval; goals will be created through a local and comprehensive needs assessment process as defined by the Illinois State Board of Education.

Member districts will submit a grant application on an annual basis to the System which details activities that align with the established goals for the region consolidated grant. Applications will include a itemized purchase list that is approved by district administration and district information technology director.

The System will not begin an activity or obligate or expend funds that will be charged to a state or federal grant until a substantially approvable initial application has been received at ISBE. At a minimum, a “substantially approvable application” is a complete grant application and supporting budget detail with assurances.

All activities and obligations that will be charged to the approved grant must occur within the project begin and end date. Final budget amendments for state and federal grant programs will be submitted to ISBE 30 calendar days prior to the grant project end date.

Policy adopted on January 2022

ARTICLE 4 OPERATIONAL SERVICES Section 4.04 – Purchasing and Accounting

All purchasing for the system shall be done by official purchase order issued through the office of the Director. Purchase orders will indicate the vendor, the item ordered, the price for each item, ship to the school location, and bill to the System. All purchase orders are to be approved by the Director and the Administrative Agent.

The Director is authorized to make purchases of items which fall within the category of routine supplies and equipment.

The Director shall submit to the Board of Control for approval all major capital outlay purchases. The 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. Board of Control approval will be obtained at its next regularly scheduled meeting.

Career Education Associates of North Central Illinois will use computer-based accounting in accordance with rules and regulations prescribed by the Illinois State Board of Education and the School Code of the State of Illinois.

The Director is charged with the responsibility of keeping, or causing to be kept, an accurate record of all receipts and expenditures of the system funds in such detail as may be required by the Board of Control in order that it may at all times have a clear and complete analysis of the financial condition of the System. The Director shall make such reports to and for the Board of Control as it may require or as may be required by law.

The Director shall submit to the Board of Control a quarterly statement showing budget appropriations and expenditures in the various funds in accordance with provisions of Section 8.6 and 8.15 of the School Code of Illinois.

Policy adopted on January 2022, reviewed by PC October 2021

ARTICLE 4 OPERATIONAL SERVICES Section 4.05 – Payment of Bills

The Director shall pay bills as due and payable, and at the next regular monthly Board of Control meeting, present a report showing all expenditures for the preceding month. Open invoices for goods and services received may be paid upon approval by the Board of Control at regular meetings.

Payment will be withheld pending receipt of an invoice and proof of delivery. Invoices will contain the following information:

1. Vendor's name and business location;
2. Date of purchase;
3. Description of merchandise;
4. Quantity;
5. Unit price;

6. Total cost;
7. Signature of person authorized to make purchase; and
8. Waiver of lien when necessary.

Policy adopted on January 2022, reviewed by PC October 2021

ARTICLE 4 OPERATIONAL SERVICES Section 4.06 – Payroll

The Board of Control, in accordance with its approved salary contracts for professional employees and established wage policies for non-professional employees, authorizes the Director to authorize writing of checks for payment of wages and salaries for respective pay periods. All payroll checks the payroll journal shall be prepared by computer data processing. Both the payroll journal and the check stub shall show the date, gross amount, itemized deductions, and the net amount of the check, and both the journal and stub shall serve as a permanent record. Checks shall be issued to all employees every two weeks or 26 pay periods per year.

The salary of the Director shall be set annually by the Board of Control.
The contract of the Director shall specify:

a. Salary;
b. Fringe benefits;
c. Length of term;
d. Vacation time allowed;
e. Sick days allowed; and
f. Personal days allowed.

Policy adopted on January 2022, reviewed by PC October 2021

ARTICLE 4 OPERATIONAL SERVICES Section 4.07 – Time Distribution

Standards regarding time distribution are in addition to the standards for payroll documentation include:

1. Charges to grants for salaries and wages, whether treated as direct or indirect costs, will be based on payrolls documented in accordance with generally accepted practice of the grantee and approved by a responsible official(s) of the grantee.

2. No further documentation is required for the salaries and wages of employees who work in a single indirect cost activity.

3. Where employees are expected to work solely on a single grant or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semiannually and will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee.

4. Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation that meet the standards in subsection (5). Such documentary support will be required where employees work on:

a) More than one grant;
b) A grant and a nongrant;
c) An indirect cost activity and a direct cost activity;
d) Two or more indirect activities that are allocated using different allocation bases; or
e) An unallowable activity and a direct or indirect cost activity.

5. Personnel activity reports or equivalent documentation must meet the following standards:
a) They must reflect an after the fact distribution of the actual activity of each employee;
b) They must account for the total activity for which each employee is compensated;
c) They must be prepared at least monthly and must coincide with one or more pay periods; and
d) They must be signed by the employee.
e) Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to grants but may be used for interim accounting purposes, provided that:

i. The grantee's system for establishing the estimates produces reasonable approximations of the activity actually performed;
ii. At least quarterly, comparisons of actual costs to budgeted distributions based on the monthly activity reports are made. Costs charged to grants to reflect adjustments made as a result of the activity actually performed may be recorded annually if the quarterly comparisons show the differences between budgeted and actual costs are less than 10 percent; and
iii. The budget estimates or other distribution percentages are revised at least quarterly, if necessary, to reflect changed circumstances.

Policy adopted on January 2022

ARTICLE 4 OPERATIONAL SERVICES Section 4.08 – Capital Equipment

All equipment purchased with state or federal funds must be in accordance with the regulations of the funding source. The equipment purchased must be reasonable and necessary to effectively operate the program.

Each application for a grant shall fully describe the need for such equipment and how such equipment will be used. Equipment, as well as other costs, must be included in an approved budget or amendment prior to purchase (when applicable).

A Capital equipment initiative for purchase and replacement of System equipment will be established on an annual basis. Capital equipment is defined as any equipment that has a value of ~~$500~~ $1000 or more. Income generated from the investment of System operation funds or from other sources as so directed by the Board of Governors shall be applied to this initiative. Equipment purchased for System classes shall remain within the class for which it was purchased.

When a class is dropped from System status, equipment will be redistributed to other approved System programs as deemed necessary by the Board of Governors.

Lease purchases of equipment are authorized. Lease purchases that span more than one grant year are permissible meeting grant supplement-supplant compliance. From the onset of the grant

activity, costs can be reimbursed for up to a 3-year contract. The following provisions should be understood related to such situations:

1. Documentation will be retained that substantiates the decision to enter into a lease purchase agreement rather than a direct purchase;
2. Grant continuation from the Illinois State Board of Education cannot be guaranteed;
3. Interest and finance charges cannot be charged to federal grants, but can be charged to state grants;
4. Grantees must keep financial and programmatic records that document the disbursement of funds associated with the agreement; and
5. Lease purchases must be budgeted as capital outlay or non-capitalized equipment.

Policy adopted on January 2022, reviewed by PC October 2021

ARTICLE 4 OPERATIONAL SERVICES Section 4.09 – Insurance

Employees of Career Education Associates of North Central Illinois, who are employed for one half time or more, may elect coverage under a group medical and hospitalization plan specified by the Board of Control. Premiums for such coverage, which will be paid by the System, shall be established by the Board of Control.

An up-to-date insurance manual shall be kept in the office of the Director and, with regard to each policy, shall show expiration date, policy numbers, companies, agents, coverages, dates when premiums are due, and a summary of policy coverage. The System shall fall under all the insurance plans provided by the Administrative Agent, including but not limited to: Health, Dental, Incidental, Property Causality, Liability, and any other coverage that is offered to the Administrative Agent will by default be made to the System.

Because each member school of the System provides opportunity for students to purchase accident coverage, it shall be the policy of the System not to duplicate such coverage and to encourage students to avail themselves of the opportunities offered by the home school.

Policy adopted on January 2022, reviewed by PC October 2021
Policy amended May 2024

ARTICLE 4 OPERATIONAL SERVICES Section 4.10 – Records Maintenance

The business records of the Career Education Associates of North Central Illinois are public property and are open to all citizens of the participating districts who wish to inspect or review them at any time during regular business hours.

Financial statements will be prepared in compliance with the Illinois Program Accounting Manual under the direction of the Director, and shall be submitted to the Board at regular quarterly ~~monthly~~ meetings. The Director shall file all fiscal reports with county, state, or federal agencies, as required.
The official minutes of the Board of Control and those financial records which become a part of the official audit may not be removed from the building, except upon authorization of the Director.

The administrative agent shall be responsible for maintaining the accounts and supporting documents of the system in auditable form. He/she shall prepare, or cause to be prepared, all fiscal reports and keep necessary records to control adequately the financial transactions of the System and prepare financial statements.

A complete copy of the approved application, approved budget, and all approved amendments will be maintained by the System. These documents and other supporting information will be maintained for a minimum of three years and will be used by ISBE staff to determine fiscal and program compliance. Any changes/corrections must be properly documented (via electronic review checklist, email, notes on the budget breakdown or budget summary) and changes noted at the System level.

Federal Funds (2 CFR 200.333)
Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award will be retained for a period of three years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a subrecipient.

State Funds (105 ILCS 5/2-3.33)
For state funds, the System shall retain records for *three years from the final date for filing of a claim any claim for reimbursement to any school district if the claim has been found to be incorrect and to adjust subsequent claims accordingly, and to recompute and adjust any such claims within six years from the final date for filing when there has been an adverse court or administrative agency decision on the merits affecting the tax revenues of the school district. However, no such adjustment shall be made regarding equalized assessed valuation unless the district's equalized assessed valuation is changed by greater than $250,000 or 2 percent.*

All purchase orders, time and effort sheets, and other supporting documentation will be retained at the System level and be available for review or audit any time within three years after termination of the project or until the System is notified in writing from ISBE that the records are no longer needed for review or audit. Records may be disposed of:

1. After the individual retention period is completed,
2. Provided that any local, state, and federal audit requirements have been met;
3. As long as they are not needed for any litigation either pending or anticipated; and,
4. If they are correctly listed on a Records Disposal Certificate submitted to and approved by the appropriate Local Records Commission.
5. The responsibility for retention and destruction of records is shared between ISBE and the Local Records Commission.

Policy adopted on January 2022, reviewed by PC October 2021

ARTICLE 4 OPERATIONAL SERVICES Section 4.11 – Fees

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

Student fees associated with System regional programs will be permitted only with the express and prior approval of the Director and the Board of Control.

Policy adopted on January 2022, reviewed by PC October 2021

ARTICLE 4 OPERATIONAL SERVICES Section 4.12 – Transportation

Each member district shall arrange transportation for students approved to participate in System programs which are located at a site other than the student's home school. Each district will then claim transportation reimbursement in accordance with policies established by the Illinois State Board of Education. Where desirable, member districts are encouraged to form transportation cooperatives. However, the administration of those transportation cooperatives shall be separate from the administrative component of this System.

Policy adopted on January 2022, reviewed by PC October 2021

ARTICLE 4 OPERATIONAL SERVICES Section 4.13 - Inventory

Inventories of all education for employment system materials and equipment shall be maintained. No system equipment and/or materials are to be moved, altered or otherwise changed in any form unless approved by the Director.

No system equipment is to be loaned without the approval of the Director.

Procedures for managing equipment (including replacement equipment) whether acquired in whole or in part with grant funds, until disposition takes place, at a minimum must meet the following requirements:

1. Property records will be maintained that include:
    - A description of the property;
    - A serial number or other identification number;
    - The source of property;
    - Who holds title;
    - The acquisition date and cost of property;
    - Percentage of state/federal participation in the cost of the property;
    - The location, use and condition of the property; and
    - Any ultimate disposition date, including the date of disposal and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years to verify the existence, current utilization, and continued need for the property.

3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated and fully documented.

4. Adequate maintenance procedures must be developed to keep the property in good condition.

5. If the fund recipient is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

6. All equipment or property purchased with grant funds shall be identified and marked as such.

7. All equipment purchased with federal/state funds are the property of the state/federal program.

Policy adopted on January 2022, reviewed by PC October 2021

ARTICLE 4 OPERATIONAL SERVICES Section 4.14 – Audit

The auditable accounting procedure for the system shall be designed to conform to good business practice and guidelines from the Illinois State Board of Education. The staff of the system may confer with appropriate specialists of the State, school district auditors and any other knowledgeable persons or groups in achieving that objective.

All system financial records shall be audited annually, as soon after June 30 as practical, by a Certified Public Accountant licensed to practice in the State of Illinois and selected by the Board of Control. The audit will comply with all applicable state and federal requirements.

Policy adopted on January 2022, reviewed by PC October 2021

ARTICLE 4 OPERATIONAL SERVICES Section 4.15 – Equipment Disposition and Transfer

Disposition of equipment for the transfer or deletion of equipment that is obsolete, non-repairable, damaged, lost or stolen will follow rules in accordance with 2 CFR 200.313(e). The System recognizes that the Illinois State Board of Education reserves the right to transfer equipment if the grant activities cease to exist for the member district for which the equipment was originally acquired.

Equipment deletion procedures must be followed for equipment purchased with:

- Federal funds: entitlement programs;
- State funds: designated for populations that the fund grantees are not required to serve;
- State funds: when the entire program is paid for by the state; and
- State funds and federal discretionary funds: if program ceases to serve the population for which the equipment was originally purchased.

When equipment is *no longer needed* for the original project or program for which it was acquired, the equipment may be used, if needed, in other projects or programs currently or previously sponsored by a federal or state agency unless ISBE has required an equipment transfer. The equipment may be retained, sold, or otherwise disposed of if the equipment is not needed in any federal or state-sponsored project or program.

ARTICLE 4 OPERATIONAL SERVICES Section 4.16 – Whistleblower Protection

This Whistleblower Protection Policy is for the Career Education of North Central Illinois Consortium, Education for Employment Region #150, hereafter referred to as CEANCI, and all sub-recipient districts of the CEANCI Joint Agreement. CEANCI 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.

CEANCI requires directors, officers and employees to observe high standards of business and personal ethics in conduct of their duties and responsibilities related to CEANCI. As employees and representatives of CEANCI 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 CEANCI 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 CEANCI's business and does not relate to private acts of an individual not connected to the business of CEANCI.

CEANCI 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 CEANCI. 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 CEANCI System Director. This Whistleblower Policy is intended to encourage and enable employees of CEANCI and Joint Agreement sub-recipients to raise serious concerns internally so that CEANCI and the sub-recipient can address and correct inappropriate conduct and actions.

A. **Application**. This Whistleblower Protection Policy applies to all of the CEANCI'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 CEANCI Whistleblower Policy.

B. **Acting in Good Faith**. A protected person in each CEANCI 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 CEANCI, 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 CEANCI System Director, who shall be responsible to provide an alternative procedure. A CEANCI employee will report any suspected violation directly to the CEANCI 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 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 CEANCI Joint Agreement sub-recipient shall promptly investigate each such report received in relation to use and/or administration of grant funds received through CEANCI, and prepare a written report to the CEANCI System 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**. CEANCI 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 CEANCI 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 CEANCI website, and through training at the CEANCI Principal, Counselor, and teacher meetings.

CEANCI procedures for implementation of this Policy include:

(1) documenting reported violations;
(2) keeping the CEANCI Board of Governors 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, CEANCI 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.

Policy adopted on May 2017, reviewed by PC October 2021

ARTICLE 4 OPERATIONAL SERVICES Section 4.17 – Fraud Awareness Program

It is the policy of CEANCI 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).

CEANCI will clarify with appointed CTE Directors at each high school at the CTE Director 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 at the CTE Directors meeting 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

Policy adopted on May 2017, reviewed by PC October 2021

ARTICLE 4 OPERATIONAL SERVICES Section 4.18 – Procurement

It is the policy of CEANCI 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 CEANCI.

CEANCI 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.

CEANCI 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.

CEANCI and member districts must avoid acquisition of unnecessary or duplicative items. Procurement by micro-purchases under $5,000 may be awarded without soliciting competitive quotations if the CEANCI 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.

Policy adopted on May 2017, reviewed by PC October 2021

ARTICLE 4 OPERATIONAL SERVICES Section 4.19 – Sub Recipient Review

It is the policy of CEANCI 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 CEANCI 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 CEANCI of requests for equipment purchases documents prior to object 500 purchase orders
- Timely submission to CEANCI of bi-annual documented requests for reimbursement of sub-recipient Board paid invoices for allowable expenses under the current approved grants
- Timely submission of End of Year Summaries
- Use of all grant funds, as allowable, by the end of the grant year

Sub-recipient reviews for districts with Audit findings related to CEANCI 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 CEANCI issued grant funds, and small, significant purchases.

Policy adopted on May 2017, reviewed by PC October 2021

ARTICLE 4 OPERATIONAL SERVICES Section 4.20 – Vendors

The Board of Control wishes to maintain good working relations with vendors who supply material, supplies, and services to the system. Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

The System shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past service and local purchasing policies being a factor if all other considerations are equal.

All letters, wires, and other types of communications shall be answered or acknowledged promptly. The System shall not solicit gifts, funds, or material from vendors, however worthy the purpose.

No purchase will be made from an employee of the System or an employee of a participating district. No purchase will be made from a member of the Board of Control, nor from a member of his/her immediate household, nor from any enterprise in which he/she holds a substantial interest, except for public utilities.

No employee shall endorse any product of any type or kind while identifying himself/herself as an employee of the System.

Policy adopted on January 2022, reviewed by PC October 2021

CEANCI
CAREER EDUCATION ASSOCIATES OF NORTH CENTRAL ILLINOIS

ARTICLE 5 PERSONNEL

ARTICLE 5 PERSONNEL Section 5.01- Employment Policy

Employment Status. The CEANCI recognizes the following categories of employment:

Exempt Employees. paid a salary, do not receive overtime pay; expected to work whatever hours are needed to ensure their work and their department's work is completed in accordance with CEANCI requirements.
Non-Exempt Employees. typically paid an hourly rate and may be eligible for overtime in the form of compensatory time off in lieu of overtime.
Full Time Employees. scheduled to work the normal work week of the employing program for the entire year.
Certified Contractual Employee. contracted for a specific number of days worked.
Part Time Employees. employed fewer than 32 hours per week for the entire year (52 weeks).

Employees of the CEANCI will be issued a contract that will set forth the conditions of employment.

Evaluation. The System Director of the CEANCI 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

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 5 PERSONNEL Section 5.02- Wage and Hour

Lunch Periods and Breaks. All employees working seven and one-half or more hours a day are entitled to a 30-minute unpaid lunch, and two fifteen-minute paid breaks, typically one in the morning and one in the afternoon.

Overtime. Non-exempt employees must have their supervisor's approval prior to working any overtime. The working of unauthorized overtime is prohibited. It is also improper for a non-exempt employee to work overtime, but not to record those hours as hours worked. Overtime will be based on all hours worked over 40 in a work week. Certain pay for time not worked, such as vacation or paid leaves, is not counted toward the 40-hour threshold for overtime.

At the discretion and pre-approval of the Director an hourly employee who has worked more than 40 hours in a work week may be allowed compensatory time off. Hours worked above 40 hours per work week shall be compensated by granting one and one half times the number of overtime hours worked as compensatory time off.

Exempt employees may work over 40 hours in a work week, but do not receive overtime compensation.

Pay Period and Pay Day. The CEANCI work week is Monday through Friday; employees are paid on Friday on a bi-weekly schedule.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 5 PERSONNEL Section 5.03 - Leaves of Absence

Bereavement Leave

Eligible Employees. Full Time (12 month), Part Time (12 month) and School Term (11 month) employees are eligible for Bereavement leave the first of the month after 90 days of employment.

Benefit. In the event of a death in the immediate family, eligible employees may receive Bereavement Leave. Bereavement Leave with pay cannot exceed eight hours per day for up to three working days. An immediate family member is a spouse, current partner of a civil union, child, step-child, sibling, parent, step-parent (to include a person who stood in loco parentis for the employee when the employee was a child), current mother or father-in-law, current brother or sister-in-law, current son or daughter-in-law, grandparent or grandchild.

Attendance at a funeral of anyone other than an immediate family member, must receive prior approval from the Director. Such leave is without pay, unless the employee chooses to use vacation, personal or comp time.

Illinois Child Bereavement Leave. In addition to the bereavement leave described above, certain employees may be eligible for additional bereavement leave due to the death of a child.

- **Eligible Employees.** Eligible employees are those employees eligible for leave under the Family and Medical Leave Policy.
- **Reasons for Leave.** An eligible employee may take leave due to the death of a child. A "child" is an eligible employee's biological child, adopted child, foster child, stepchild, legal ward, or a child of a person standing in the place of a child ("loco parentis").
- **Leave Benefit.** Eligible employees may take up to a total of 10 work days upon the death of a child to attend the funeral or alternative to a funeral, To make arrangements necessitated by the child's death; or to grieve the child's death.
- **Pay.** Child Bereavement Leave is without pay; however, the employee may use available paid Bereavement Leave, Vacation or Sick Leave during Child Bereavement Leave.

Domestic and Sexual Violence Leave. Pursuant to the Illinois Victims' Economic Security and Safety Act ("VESSA"), the CEANCI grants leave to employees who are victims of domestic or sexual violence or to those who have family members who are victims of domestic or sexual violence and whose interests are not adverse to the employee as it relates to the domestic or sexual violence. Requirements, terms and conditions are followed as defined in the *Regional Office of Education's Employee Handbook*.

Family and Medical Leave. Family and medical leave may be granted based upon the following requirements. Pursuant to the United States Department of Labor, employees may have certain rights and obligations under the Family and Medical Leave Act (the "FMLA").

Basic Leave Entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;

- To care for the employee's spouse, son, daughter or parent, who has a serious health condition; or

- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements. Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

Benefits and Protections. During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work (if any). Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility requirements, use of leave, allowable substitutions and employer and employee responsibilities are defined in the *Regional Office of Education Employee Handbook.*

Leaves of Absence

Purpose. A leave of absence may be granted for reasons that do not qualify under the FMLA Policy, for employees who are ineligible for FMLA, or for employees who have exhausted their leave under that policy, or similar leaves mandated by state or federal law. Any eligible employee may apply for a leave of absence. The maximum amount of leave granted will depend upon the reason for which the leave is granted. The typically accepted reasons for leave of absence are medical or personal.

Eligibility. employees who have completed three months of employment are eligible to apply for a leave of absence. Granting of the leave is at the discretion of the CEANCI and is subject to conditions stated in this policy.

Request for Leave/Notification of Absence. Employees must have advance approval prior to taking time away from the work. Approval must be obtained from the System Director prior to the leave being granted. Failure to follow this procedure may result in disciplinary action, up to and including termination.

Personal Business

Beginning with the date of employment and at the anniversary of the date of employment, the Full Time employee may use two working days per employment year for personal business. The Part Time (12 month) employee may use one (1) working day per employment year for personal business. Any unused personal business days shall be added to accumulative sick leave days at the end of each employment year. Use of these days is contingent upon the written request of the employee and approval by the System Director.

Sick Leave

Sick leave is an absence due to personal illness or the illness an immediate family of the employee. An immediate family member is a parent, spouse, brother, sister, child, grandchild, grandparent, mother or father-in-law, brother-in-law, sister-in-law, and/or legal guardian. At the beginning of the fiscal year, Grant Employees receive (10) sick days.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 5 PERSONNEL Section 5.04 - Vacation and Holidays

Vacation

Grant Employee Benefit Schedule. Commences at the beginning of the fiscal year.

Length of Service	***Vacation***
Through Seven years	10 days
Eight–Fifteen years	15 days
Sixteen -Twenty-five years	20 days
Twenty-six years and over	25 days

Scheduling Vacation. All vacations are subject to advance approval by the System Director. The maximum length of vacation that can be taken at any given time is two weeks. Vacation requests are to be submitted at least two weeks in advance. Exceptions to these conditions, with approval, may be made for family emergencies. Vacation cannot be taken before it is earned.

Holidays

Full Time support personnel shall have paid holidays in accordance with the Winnebago County paid holiday schedule. This schedule typically includes:

New Year's Day;
Martin Luther King Jr. Birthday;
Presidents Day;
Memorial Day;
Independence Day;
Labor Day;
Columbus Day;
Veteran's Day;
Thanksgiving Day and Thanksgiving Holiday; and
Christmas Holiday and Christmas Day.

Part Time (12 month) personnel shall have the holidays listed above based on the hours worked and calendar of the employing program.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 5 PERSONNEL Section 5.06 – Secretary/Bookkeeper

The secretary/bookkeeper for the Career Education Associates of North Central Illinois shall:

1. Be employed for twelve (12) months;
2. Be directly responsible to the Director of the System;
3. Provide and maintain records and filing systems as the Director may determine necessary;
4. Be responsible for providing secretarial services for the System; and
5. Perform other reasonable duties requested by the Director.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 5 PERSONNEL Section 5.07- Equal Employment and Recruitment

The System shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bonafide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the System Director. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Grievance Procedures. A person who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with the System Director. The System Director may request the Complainant to provide a written statement regarding the nature of the complaint .

For any complaint alleging sexual harassment or other violation of Board policy *5.08 Workplace Harassment*, the System Director shall process and review the complaint according to the policy, in addition to any response required by this policy.

Investigation. The System Director will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The System Director shall ensure any parties have an equal opportunity to present evidence during an investigation. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The System Director will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 business days of the date the complaint was filed, the System Director shall file a written report of his or her findings with the Board President.

The System Director will keep the Board informed of all complaints.

If a complaint contains allegations involving the System Director, the written report shall be filed directly with the Administrative Agent.

Decision and Appeal. Within 5 business days after receiving the System Director's report, the System Director shall mail his or her written decision to the Complainant as well as to the Board President.

Within 10 business days after receiving the System Director's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the System Director. The System Director shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 business days, the Board shall affirm, reverse, or amend the System Director's or direct the System Director. Within 5 business days of the Board's decision, the System Director shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the System Director, within 30 business days after receiving the System Director's report, the Board shall mail its written decision to the Complainant as well as to the System Director.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 5 PERSONNEL Section 5.08 - Workplace Harassment

The System expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. System employees shall not engage in harassment or abusive conduct on the basis of an individual's race, color, religion, national origin, ancestry, age, sex, marital status , handicap, military status, sexual orientation , unfavorable discharge from military service, order of protection status, genetic information status, or other basis which may be protected by applicable law as identified in Board policy 5.07, Equal Employment Opportunity and Minority Recruitment.

Sexual Harassment Prohibited. The System shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

System employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal**,** or physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort.

Complaint Procedure. The System Director will investigate complaints of harassment and sexual harassment. Investigations will be conducted expeditiously, with due regard for the sensitive and serious nature of the allegations. The System will conduct a thorough investigation, which may include interviewing the alleged victim, potential witnesses, and the alleged harasser. To the greatest extent possible, the investigation and its results will remain confidential; however, disclosure of some details to certain employees may be necessary in the investigation process.
Upon completion of the investigation, a determination as to the merits of the allegations will be made. The employees involved will be informed of the results of the investigation.

Discipline and Penalties for Sexual Harassment and Harassment. The Board of Governors considers sexual harassment to be a major offense which may result in the reprimand, suspension or discharge of the offender. Those employees who fail to aid an employee subjected to sexual harassment may also be disciplined.

Alternate Reporting. Harassment or sexual harassment complaints against the System Director should be filed with the Administrative Agent.

Protection against Retaliation. Retaliation against those who believe reasonably and in good faith that they have been victims of harassment or sexual harassment, or have otherwise opposed harassment and sexual harassment in the workplace, is prohibited.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 5 PERSONNEL Section 5.09 – Travel Compensation

Reimbursement for professional travel will be made to System staff, affiliated school personnel, and other individuals for costs of travel incurred as part of a CEANCI activity commensurate with the rates paid by the Illinois State Board of Education. Reimbursement shall be paid for costs incurred that relate to travel, per diem, lodging, registration fees and any other costs associated with professional travel. All travel shall be pre-approved by the CEANCI System Director on the appropriate travel form to be eligible for reimbursement.

The System mileage reimbursement rate is that of the Internal Revenue Service and will be adjusted as appropriate.

Claims for travel reimbursement shall be submitted on appropriate CEANCI forms. Travelers shall indicate the purpose of the travel and itemized costs. Claims shall be accompanied by receipts.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 5 PERSONNEL Section 5.10 – Drug and Alcohol Free Workplace

CEANCI maintains a policy prohibiting the unlawful manufacture, distribution, possession, dispensation, being under the influence of, or use of illegal drugs, controlled substances or alcohol on CEANCI premises and/or while on working time.

Definitions.

"Legal Drug" includes over-the-counter drugs, and prescribed drugs that have been legally obtained and are being used by the person for whom the prescription was written.

"Illegal Drug" includes any drug (a) which is not legally obtainable; (b) which may be legally obtained but has not been legally obtained; (c) or which is being used in a manner or for a purpose other than as prescribed. Examples include marijuana, cocaine, opiates, amphetamines , methamphetamines and PCP and other drugs made illegal under federal or state law. Illegal drugs also include Controlled Substances as defined in Schedules I through V of §202 of the federal Controlled Substances Act (21U.S.C. §812), and further defined by regulation at 21 C.F.R. §1308.11 - 1308.15.

Testing. Consistent with the above, the CEANCI may require testing (blood, urine, saliva, hair or other test) of employees under certain circumstances. The testing that may be required includes the following:

Candidates for Employment. Candidates for employment may be subject to a drug test.
Employees. The CEANCI may implement drug and/or alcohol screening programs to test employees for the use of illegal drugs and/or alcohol. The CEANCI shall require an employee to undergo a drug or alcohol test when it has reasonable suspicion to believe that the employee has used an illegal drug or engaged in alcohol use in violation of this program. A reasonable suspicion exists to require testing based upon specific, contemporaneous, articulable observations concerning matters including the appearance, behavior, speech, or body odors of an employee.

Disciplinary Consequences. An employee who tests positive for alcohol or illegal drugs as a result of a test shall be subject to termination. Furthermore, if an employee does not submit to drug or alcohol testing required under this policy, the refusal may be considered cause for termination from employment with the CEANCI.

Any employee found in the possession of illegal drugs, legal drugs not prescribed to the employee, or alcohol while on the CEANCI premises or on working time will be subject to discipline, including discharge. Similarly, any employee involved in the sale, transfer, dispensation, manufacture, or purchase of illegal drugs or alcohol on the CEANCI premises and/or while on working time shall be subject to discipline, up to and including discharge.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 5 PERSONNEL Section 5.11 – Computer and Communication Systems

The CEANCI's e-mail, computer, computer network, telephone, voice mail and/or related electronic and communication equipment and systems are to be used for work purposes. Computer and Communication Systems are owned and/or provided by the System. The failure of any user to follow the terms of Policy 5.11 Computer and Communication Systems will result in the loss of privileges,

disciplinary action, and/or appropriate legal action. Examples of acceptable and unacceptable uses are provided in the *Regional Office of Education's Employee Handbook*.

Monitoring of Computer and Communications Systems. Employees shall have no expectation of privacy in anything produced, stored, sent or received using the CEANCI Computer and Communications Systems. All information, produced, received, stored, sent or received is considered a record of the organization and is the property of the CEANCI. The CEANCI reserves the right to monitor and access any Computer and Communication System at any time, with or without notice, other than this *Policy 5.11 Computer and Communications System.*

Consent to Access and Monitoring. By accepting or continuing employment with the CEANCI, employee consent is given to access and monitor: (1) Computer and Communications Systems; and (2) all information produced, received, stored on, or sent from CEANCI Computer and Communication Systems, including any email accounts accessed using the CEANCI's equipment and any emails stored on the CEANCI's hard drives, servers, or other computer equipment as temporary or other files.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 5 PERSONNEL Section 5.12 – Social Media and Internet Safety

The use of social media websites for work purposes, such as but not limited to Facebook®, LinkedIn®, or YouTube®, is restricted. Only an authorized spokesperson may create an official social media site or be an official representative of the CEANCI on social media sites.

When acting as an official representative or authorized spokesperson, employees must not engage in disclosure of confidential or proprietary information; reference illegal drugs or other illegal activity; use obscene or profane language; disparage any person on the basis of race, religion, gender, sexual orientation, disability, national origin or other class prohibited by law; and use defamatory or scandalous statements.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 5 PERSONNEL Section 5.13 – Professional Meetings

Requests for professional education opportunities must be made in writing at least two weeks prior to meeting/conference/travel. The CEANCI will reimburse all approved expenses upon completion of the CEANCI Travel Reimbursement process. Documentation and receipts including food, accommodations, registration, must be obtained and submitted upon return. Mileage will be calculated from the employee's place of work.

Policy adopted March 2019, reviewed by PC October 2018

ARTICLE 5 PERSONNEL Section 5.14 - Jury Duty

Any employee summoned for jury duty or whose appearance in response to a subpoena as a witness in a court trial, when he/she otherwise would have been scheduled to work, shall continue to receive the regular compensation he/she would have earned but for such service. Wages will be compensated up to the maximum hours the employee would otherwise have been scheduled to work. There will be no loss of vacation time due to jury duty.

Policy adopted March 2019, reviewed by PC October 2018

CEANCI
CAREER EDUCATION ASSOCIATES OF NORTH CENTRAL ILLINOIS

ARTICLE 6 STUDENTS

ARTICLE 6 STUDENTS Section 6.01 – CEANCI Education Program Philosophy

CEANCI Education Programs (CEP) exist to provide high quality education programs which are efficiently operated and accessible to all students who can benefit from them. CEP will develop and sustain respectful relationships through responsiveness to the ever-changing nature of the labor market, to technological advances, and the needs of the individual students enrolled in the programs. CEP and services will enhance member districts' capacity for providing quality career and technical education programs through judicious use of available resources.

Policy adopted May 2019, reviewed by PC February 2019

ARTICLE 6 STUDENTS Section 6.02 – Hosting Site Designation

CEANCI Education Program hosting sites must be approved by the CEANCI Board of Governors and the hosting high school. CEANCI hosting sites offer facilities/instruction in the schools' a) existing class section/s or b) additional/new class section/s.

Program locations will be selected based on the following preferred criteria:

1. Facility physical attributes
2. High quality equipment and technology
3. Availability of space and instructors
4. Proximity to participating districts
5. Classrooms/Labs located in close proximity of each other with ease of access for student travelers to come in and out of that area of the building.
6. Appropriate space for transportation, movement and parking

Policy adopted May 2019, reviewed by PC February 2019

ARTICLE 6 STUDENTS Section 6.03 – Programs of Study

CEANCI Education Programs are available to all high school juniors and seniors in the CEANCI region. Each Program of Study (POS) must contain a sequence of courses that are approved by the ISBE and are instructed by an ISBE approved career and technical education instructor. The instructional system used by Career Education Associates of North Central Illinois is designed to provide outcome-oriented programs that lead to or acquire post-secondary and/or industry-recognized credentials. Where appropriate, CEP will be aligned with post-secondary programs offering students articulated or dual-credit. Selection of POS will be based on the combination of the needs of the local and regional workforce and adequate program interest (students/employers).

Policy adopted May 2019, reviewed by PC February 2019

ARTICLE 6 STUDENTS Section 6.04 – Student Selection

The program admission requirements are established by the CEP Review Committee. Proportional Student Selection is used to ensure fair and equal student access to CEANCI Education Programs. Students' selection is based on the sending schools' size and the number of program applicants.

Policy adopted May 2019, reviewed by PC February 2019

ARTICLE 6 STUDENTS Section 6.05 – Program Tuition

Program tuition will be based on space rental, instruction and curriculum, and administrative expenses. The CEANCI Education Program tuition rate (high school to high school student rate) is calculated using the region's average *Instructional Spending Per Pupil* for an hour of instruction utilizing the ISBE Report Cards of member districts. CEP tuition rates are approved by the CEANCI Board of Governors on an annual basis. All sending schools pay program tuition.

Policy adopted May 2019, reviewed by PC February 2019

ARTICLE 6 STUDENTS Section 6.06 – Safety

Safety instruction in each of the program areas is the responsibility of the instructor. Safety instruction will be evaluated by each instructor Records should be maintained by each instructor showing complete student understanding of instructions presented.

Policy adopted May 2019, reviewed by PC February 2019

ARTICLE 6 STUDENTS Section 6.07- Monitoring Student Progress

The hosting site grading system will be followed to monitor student academic progress. Student academic progress at CEANCI Education Program sites that are not an educational institution will be monitored by CEANCI. All CEP sites will communicate student academic progress to the sending schools on a quarterly basis.

Policy adopted May 2019, reviewed by PC February 2019

ARTICLE 6 STUDENTS Section 6.08 – Field Trips

Field trips for CEANCI Education Program students shall be educational in nature and related to the respective career and technical program. The building principal's approval of field trips must be secured ten (10) days prior to the date of the activity. Instructors must secure parental permission for each student to take part in the field trip. Field trip permission forms shall be used.

Policy adopted May 2019, reviewed PC February 2019

ARTICLE 6 STUDENTS Section 6.09 – Attendance Policy

Student attendance in CEP shall be regulated by the hosting school. Students must follow the attendance requirements established by the host school. Conflicts arising from attendance problems resulting from students from one school attending another school should be brought to the Director for resolution.

Policy adopted May 2019, reviewed by PC February 2019

ARTICLE 6 STUDENTS Section 6.10 – Student Behavior

Student behavior issues will be addressed after a review and collaboration by the hosting school and the home school. In the case of determining disciplinary action, any disagreement between the hosting school and home school would follow the hosting school's determination.

Policy adopted May 2019, reviewed by PC February 2019

ARTICLE 6 STUDENTS Section 6.11 – Student Records

A parent or guardian, or any person specifically designated as a representative by a parent or guardian, shall have the right to inspect and copy all student permanent records of that parent's or guardian's child. A student shall have the right to inspect and copy his or her permanent record. Access shall also be granted to the following parties:

1. The official records custodian of another school within Illinois or an official with similar responsibilities in a school outside Illinois, in which the student has enrolled or intends to enroll, upon request of such official or student;
2. Any person for the purpose of research, statistical reporting or planning, with the permission of the State Board of Education or an authorized official of such board, provided than no student or parent can be identified from the information released;
3. Any person specifically required by State or Federal law; and
4. Any person, such as a potential employer, with the prior specific dated, written consent of the parent or guardian designating the person to whom the records may be released, provided that, at the time any such consent is obtained, the parent shall be advised in writing that he or she has the right to inspect and copy such records.

As provided in the Illinois School Code, the system shall:

1. Take reasonable measures to assure that all persons accorded rights or obligations under this Act are informed of such; and
2. Take all action necessary to assure that school personnel are informed of this Act.

Policy adopted May 2019, reviewed by PC February 2019

ARTICLE 6 STUDENTS Section 6.12 - Sickness or Injury

When a transported student becomes ill or is injured at a CEP or activity, the System ~~Assistant~~ Director, or appropriate representative shall be notified immediately. If the illness or injury is of a serious nature, the parents, or their designated representatives, and home school shall be notified. Medical emergencies may require prompt action to save life, limb or to alleviate extreme pain, and in such situations, medical attention will be sought first, and notification will be accomplished as soon as possible.

An accident report shall be filled out and given to the System Director and the home school on the day the accident occurs.

Policy adopted May 2019, reviewed by PC February 2019

ARTICLE 6 STUDENTS Section 6.13 – Enrollment Policy

All students from member high schools are eligible to attend CEANCI Education programs. Students who are attending private schools may attend CEANCI Education classes and are considered as participants from the local district in which they reside.

Upon the recommendation of the System Director, the Career Education Associates of North Central Illinois will accept students not attending a participating high school in CEANCI Education programs on a space available basis. Tuition is to be paid by the sponsoring agency for the period of enrollment.

Policy adopted May 2019, reviewed by PC February 2019

ARTICLE 6 STUDENTS Section 6.14 – Transportation

Transportation of students both to and from CEANCI Education ~~system~~ programs is to be provided by the local school districts or student. Students driving themselves to a hosting site must have a valid driver's license and utilize a properly issued student parking permit.

Policy adopted May 2019, policy reviewed by PC February 2019

ARTICLE 7 COMMUNITY RELATIONS

ARTICLE 7 COMMUNITY RELATIONS Section 7.01 - Rationale

It is the intent of Career Education Associates of North Central Illinois and its staff to explain to the public the work and activities of the System. Frequent news releases are encouraged. News items which pertain to System personnel or to the System itself, shall be approved by the Director before being released to the press.

Policy adopted on January 2022, reviewed by PC October 2021

ARTICLE 7 COMMUNITY RELATIONS Section 7.02 – Community Involvement

The Administrative Agent and the Board of Control believe that the best interests of the System are served when lay citizens and professional educators work together, toward educational improvement. Residents of the Systems' districts are encouraged to express their opinions regarding the quality of education offered by the System. Constructive criticism of the System is welcomed when it is motivated by a sincere desire to improve the quality of the educational programs offered by the System.

Policy adopted on January 2022, reviewed by PC October 2021

ARTICLE 7 COMMUNITY RELATIONS Section 7.03 – Producing Goods and Providing Services

System students may produce goods and provide services for community organizations or groups only to the extent that such production furthers students' educational development and is in compliance with the state and federal law. Care must be exercised to avoid providing unfair competition for free enterprises operating within the Career Education Associates of North Central Illinois.

Policy adopted on January 2022, reviewed by PC October 2021