

Policy Development

The laws of the State of Illinois and the rules of the various granting agencies allow administrative agents and boards the authority to establish, change, and delete policies which are necessary for their orderly operation. Thus, the Regional Superintendent of Schools has authority to establish, change, and delete policies that are necessary for the orderly operation of ROE No. 40.

All policies of ROE No. 40 may be initiated, changed, or deleted by the Regional Superintendent at any time without notice, but policy initiations, changes, or deletions made by other individuals or groups within ROE No. 40 may not occur without specific, written approval of the Regional Superintendent.

The existence of policy does not constitute a contractual obligation on the part of the Regional Office of Education with any entity.

**Regional Office of Education No. 40
Calhoun, Greene, Jersey, Macoupin Counties**

Policy 1- 003

Regional Superintendent of Schools

The Regional Superintendent of the Calhoun, Greene, Jersey, Macoupin Regional Office of Education No. 40 is a public official elected by the popular vote in the four county area during a legally conducted election. The Regional Superintendent meets the eligibility requirements of Article 3 of the School Code, has all of the rights and responsibilities conferred upon him by law, and serves as the chief executive officer of the educational service region.

Regional Office of Education No. 40
Calhoun, Greene, Jersey, Macoupin Counties

Policy 1- 004

Assistant Regional Superintendent of Schools

As authorized by the School Code, the Regional Superintendent shall employ an assistant that meets the provisions set forth in 105 ILCS 5/3-15.10. This person shall be assigned duties as determined by the Regional Superintendent and work under the supervision of that individual.

Regional Office of Education No. 40
Calhoun, Greene, Jersey, Macoupin Counties

Policy 1-005

Other Administrative Personnel

The Regional Superintendent shall, as determined by need and the availability of funds, employ personnel to administer programs of the Regional Office. Such employees shall serve at the will of the Regional Superintendent and are accountable to this chief executive officer for the execution of their duties. The Regional Superintendent shall establish compensation and benefits for such positions.

Regional Office of Education No. 40
Calhoun, Greene, Jersey, Macoupin Counties

Policy 1-006

Smoke Free Environments

The Regional Office of Education realizes the dangers of second hand smoke and also recognizes that both employees and visitors have a right to be protected from the effects of such smoke. Therefore, smoking shall not be permitted on the premises of any ROE No. 40 work site or any other work site where ROE No. 40 offers programs and services. This policy shall apply to staff and visitors alike. In addition, no smoking will be permitted in the primary entrance/exit doorways through which staff and visitors must pass to enter or exit the buildings.

Disclosure of Federal Funds in Public Announcements

ROE No. 40 intends to comply with all rules and regulations related to Federal funds received. For this reason, when issuing statements, press releases, requests for proposals, bid solicitations, and other documents concerning a Federally funded project, ROE No. 40 will state clearly the following:

1. The dollar amount of Federal Funds for the project.
2. The portion of the total cost of the project that will be financed with Federal funds, and
3. The portion of the total cost of the project that will be financed from non-Federal funds.

In addition to this general policy, ROE No. 40 shall comply with all rules and regulations of State and Local agencies related to disclosure of funding sources in public announcements and printed materials.

Gifts

No employee shall solicit or accept any gift from any prohibited source or in violation of any federal or state statute, rule, or regulation. This gift ban applies to both the employee and the employee's spouse and immediate family living with the employee. No prohibited source shall offer or make a gift that violates this section.

"Prohibited Sources" means any person or entity that:

1. is seeking an official action by the employee
2. does business or seeks to do business with the employee of the ROE
3. conducts activities regulated by the employee or by the ROE
4. has interests that may be substantially affected by the performance or non-performance of the official duties of the employee
5. registers or is required to be registered with the Secretary of State under the Lobbyist Registration Ordinance.

Vacations for Administrative Personnel

Vacations for administrative personnel must be scheduled with the Regional Superintendent at times that will cause the least interference with the normal operation of the Regional Office. The number of days of vacation and regulation concerning usage will be established with the employee at the time of employment. Arrangements for the continuation of individual administrative responsibilities must be established with the Regional Superintendent prior to commencing any vacation. Holidays and vacations will be established based upon the individual's statement of employment, the annual calendar, and the needs of the Region. A yearly summary of vacation usage by administrative personnel must be submitted to the Regional Superintendent by July 15 of each year.

Leaves for Administrative Personnel

The Regional Superintendent will establish sick leave eligibility and leave allotments for each administrator at the time of initial employment. During short-term absence, the individual administrator remains responsible for the workload assigned to that position. Long term absences will require the employee to make individual arrangements with the Regional Superintendent to insure that the necessary duties of that particular position are being adequately fulfilled.

Professional Development Activities for Administrators

Administrative personnel shall keep themselves informed of current educational thought and practices by professional reading, study, visitation at school facilities and school functions, attendance at educational conferences, and other means that appear appropriate for the position held. Administrative personnel may also be directed to attend conferences and activities that will directly benefit ROE No. 40. Expenses incurred in those activities which an individual is directed to attend, will be paid, at established reimbursement rates, upon approval by the Regional Superintendent and submission of itemized expenses.

Public Act 92-0796 requires specific professional development activities by the Regional Superintendent of Schools, the Assistant Regional Superintendent and other specified administrative staff in order to be eligible to renew their Administrative Certificates. Affected administrators are individually responsible to meet the requirements of PA 92-0796.

Administrative Records

All records of administrative actions are the property of ROE No. 40 and must remain in the Regional Office. These records must be kept in an orderly fashion to facilitate the continued operation of the Region upon the transfer or resignation of any administrator. In the event of such transfer or resignation, arrangements must be made with the Regional Superintendent to facilitate transfer and temporary custody of such records.

Illinois Freedom of Information Act - Public Access to Records

It is the policy of the Regional Office of Education to permit access to and the copying of public records in accordance with the Illinois Freedom of Information Act, balanced by the limited exceptions recognized in the Act to safeguard individual privacy and the efficient operation of the Region.

The Regional Superintendent hereby authorizes and directs the following in regard to compliance:

1. a. Only designated Regional employees shall search for and reproduce requested documents.
- b. Requests shall be in writing and be submitted to the Regional Superintendent or the designated representative. These individuals shall respond within seven (7) working days unless the time period for response is validly extended in accordance with the administrative procedures for disclosure of public records. In instances of denial, the applicant may appeal that decision to the Regional Superintendent and receive a determination within seven (7) working days.
2. Requests for documents may be filed at the Regional Office between the hours of 9:00 a.m. and 3:00 p.m. on regular working days for that office.
3. The fee schedule for reproducing and certifying documents shall be \$.50 per page.

Regional Office of Education No. 40
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Policy 1-014

Administrative Reports

It is the responsibility of the Regional Office of Education to compile and transmit such reports as may be required from time to time. Such reports should accurately reflect the status of the Region in relation to the information requested. Copies of all such reports must be retained, as a part of administrative records, and, as such, are the property of ROE No. 40.