Third-Party (Independent) Audit of Board Policies & Administrative Procedures

Purpose: Efficiency & Compliance

Dr. Brian Kaye | November 2024

STRATEGIC PLAN | 21-25

Our mission is to:

empower an inclusive, diverse community of learners to innovate and thrive as global citizens.

OUR GOALS & STRATEGIES

This presentation falls under the:

1. Student Achievement Goal

2. Family & Community Goal

3. Learning Environment Goal

4. High-Quality Staff Goal

5. Stewardship of Resources Goal

AHSD25

HIGH-QUALITY STAFF GOAL:

Attract, develop, and retain diverse, high-quality, innovative employees.

Strategies that need attention to achieve this goal at a higher level.

Improve policies, procedures and hiring practices with our employees **to enhance internal relationships, trust, respect, commitment, collaboration, communication and satisfaction.**

Refine and extend data collection, analysis, progress monitoring and reporting to **promote continuous improvement at all levels of the system.**

FOCUS

25

AHSD25

PRESENTATION OUTLINE SLIDE

This presentation will cover:

1. ROE Audits (Personnel, Student Learning, Student Services)

2. Cybersecurity Audit

3. Financial Audit

4. Food & Nutrition Services Audit

5. Special Education Audit

6. Life Safety Audit

7. Multilingual Services Audit

8. Curriculum Equity Audit

9. Advanced Learning Audit

REGIONAL OFFICE of EDUCATION (ROE) AUDITS

Regional Office of Education Audits

Conducted by Regional Office of Education every 4 years.

Compliance Visits & Professional Development Audit

Illinois Association of Regional Superintendents of Schools (IARSS) Online Compliance Evaluation Tool

5 Concentrated Areas
1. Students
2. Staff, Personnel, & Training (all mandated trainings)
3. Policy / Governance
4. Health Life/Safety
5. Instructional Programs

On-Site Visit (2 days)
Day 1
- Review district documentation
- Personnel files of new hires and assignment changes since last compliance visit (4 years ago)
- Tour 1-2 schools to observe programs and highlights
- Review PD records (last year's events)
Day 2
- Tour 3-4 schools

Arlington Heights SD 25
Region #
Status: Final
Year: 2022-2023

🏠 Dashboard

📄 Documents

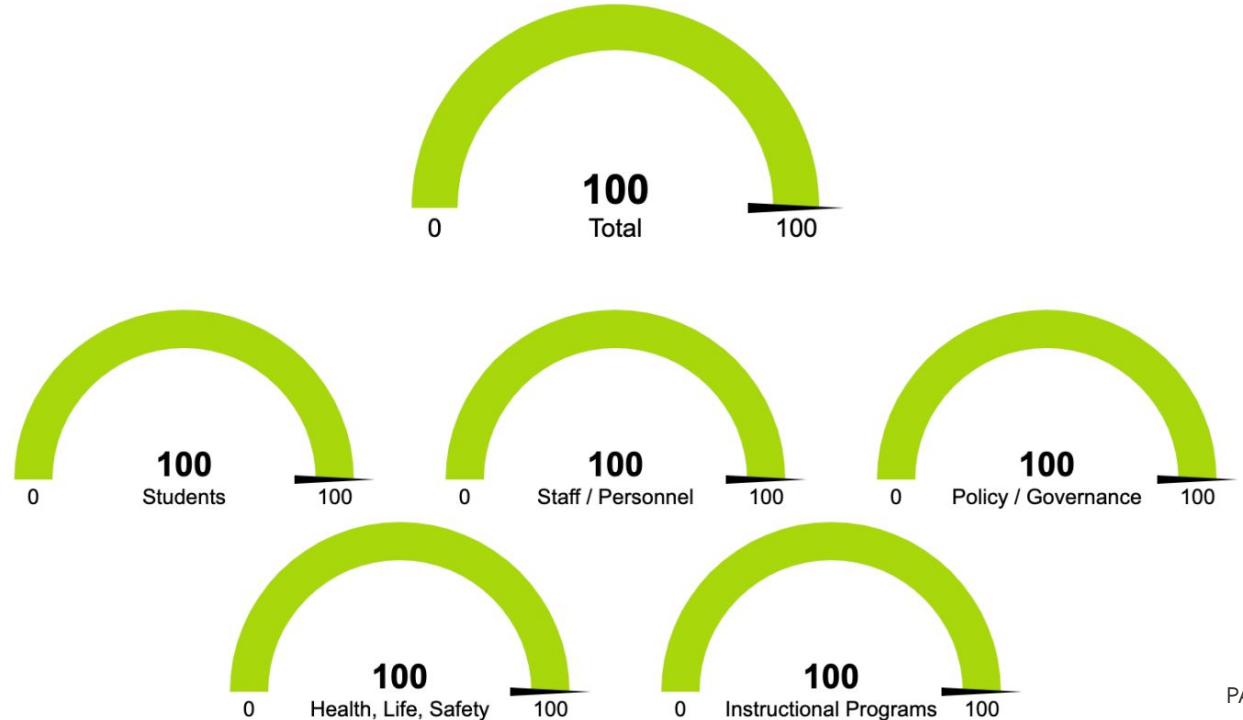☰ Demographics - Recognition

☰ Summary

✅ 100 Students 🏫 ⌄

✅ 101 🏫

✅ 102

✅ 103

✅ 104

✅ 105

105 ILCS 5/10-20.12; 105 ILCS 5/22-19; 775 ILCS 5/1-102 (A) ; 105 ILCS 45/1-5; 23 Ill Admin. Code 1.240;

101 A | No pupil in the district is excluded from or segregated within any school on account of his or her color, race, national origin, religion, sex, sexual orientation, gender identity, pregnancy, ancestry, age, marital status, or physical or mental disability or status of being homeless.
PRESS Material: 7:10
Verification Source: Policy, Handbook

🔒 ⚪ In Progress ⚫ Yes ⚪ No ⚪ N/A ⚑
🌐 *https://www.sd25.org/cms/lib*
🌐 *https://www.google.com/url?c*

23 Ill Admin. Code 200.400 (b) ;

B | The board of education has (in written form) adopted a sex equity policy statement, established a sex discrimination grievance procedure, and notified students, parents, employees, and the community of these.
PRESS Material: 7:10, 7, 20, 2:260, 2:265
Verification Source: Policy*, Administrative Procedure(s), Handbook

🔒 ⚪ In Progress ⚫ Yes ⚪ No ⚪ N/A ⚑
🌐 *https://www.sd25.org/cms/lib*
🌐 *https://www.google.com/url?c*
🌐 *https://www.sd25.org/cms/lib*
🌐 *https://www.sd25.org/cms/lib*

23 Ill Admin. Code 200.400 (e) ;

C | The board of education has completed a system-wide sex equity evaluation at least once every 4 years that includes an examination of course enrollment data to identify any instances of disproportionate enrollment on the basis of sex and where discrimination may have contributed to such disproportionality. As applicable, a sex equity plan has been developed to redress any such disproportionality identified. A sports-interest survey is conducted and the results are used in planning for the future as well as in assessing current program comparability for both sexes.
Verification Source: Sex Equity Evaluation, Sports Interest Survey, and/or Sex Equity Plan (as applicable)

🔒 ⚪ In Progress ⚫ Yes ⚪ No ⚪ N/A ⚑
📄 *101.C Letter.pdf*
🌐 *https://docs.google.com/spre*

IARSS Compliance

Arlington Heights SD 25
Region #
Status: Final
Year: 2022-2023

- 🏠 Dashboard
- 📄 Documents
- ☰ Demographics - Recognition
- ☰ Summary
- ✔ 100 Students 🏫 〈
- ✔ 200 Staff / Personnel 🏫 〈
- ✔ 300 Policy / Governance 〈
- ✔ 400 Health, Life, Safety 🏫 〈
- ✔ 500 Instructional Programs 🏫 〈

Arlington Heights SD 25 - 2022-2023

100
0   Total   100

100
0   Students   100

100
0   Staff / Personnel   100

100
0   Policy / Governance   100

100
0   Health, Life, Safety   100

100
0   Instructional Programs   100

CYBERSECURITY AUDIT

Cybersecurity Audit

Cosmopolis (Cost $27,000.00)
- Comprehensive Penetration Test
- Enterprise Risk Assessment
- Enterprise Incident Response Program

Letter of Attestation lists that:
- District 25 has in place the elements for a Culture of Cybersecurity
- Low incidence of actional vulnerabilities
- Up-to-date systems and technology
- Low incidence of default login credentials
- A thoughtful and detailed network

Implementation Areas
Account Management
- Multi-factor authentication & password complexity
- Account access – least privilege

Vendor Management
- Requesting cybersecurity profile
- Data privacy agreements for all vendors with personal data

Network Monitoring and Backups
- Exploration of recommended tools
- Continuation of redundant, multiple site backups

Procedures
- Incident response
- Data breach
- Annual Reviews
- Patching and updates

User Training and Awareness
- Phishing campaigns
- Password management and malware

FINANCIAL AUDIT

Financial Audit

Annual Financial Audit - Baker Tilly

<u>Purpose of Audit</u>
- Provide the Board of Education with confidence in your financial statements.

<u>Process of Audit</u>
- meetings with management
- data from District systems
- knowledge of District's operating environment
- Baker Tilly risk assessment procedures
- analyze key risk areas

FOOD & NUTRITION SERVICES AUDIT

Food & Nutrition Services

Conducted by ISBE Nutrition & Wellness Auditors (every 3 years). District 25 was last audited in February 2024

Administrative Review

4:130 - Free & Reduced Price Food Services

6:50 - Wellness

Procurement Review

5:120 - Employee Ethics; Conduct and Conflict of Interest

4:60 - Purchases and Contracts

Resource Management Audit (audit of non-profit food service accounts)

4:120 - Food Services

Procedures for the policies 4:120, 4:130 and 4:60 are also audited by Baker Tilly under the Child Nutrition Cluster single audit, recently completed in October 2024.

SPECIAL EDUCATION AUDIT

Annual LEA Determination

Annual Local Education Agency Determinations
        Illinois Special Education Accountability and Supports System

States are required to make annual determinations on the performance of each Local Education Agency (LEA) based on indicators identified by the federal government and delineated in the State Performance Plan (SPP). States must include the following components when making annual determinations:

- Performance on compliance indicators (4b, 9, 10, 11, 12, and 13)
- Timely correction of noncompliance
- Single audit findings
- Timely, valid, and reliable data

2024 Result Based on this annual review, ISBE has determined that **District 25 Meets Requirements** in implementing one or more of the requirements of IDEA.

AHSD25 Special Education Audit Targets and Outcomes

1. **Family Satisfaction** OUTCOME: High level of satisfaction with 81% of responses in agreement or strong agreement with statements describing high quality IEP implementation and inclusive practices.

2. **Determination of special education eligibility process** OUTCOME: AHSD25 eligibility/evaluation practices reflect a consistent, well-defined IEP process.

3. **Parent involvement in educational placements.** OUTCOME: Parent attendance, participation, and associated comments reflect engagement in the process. 85% of respondents reported agreement or strong agreement across multiple indicators of successful family IEP involvement.

4. **Least Restrictive Environment**. OUTCOME: AHSD25 provides a full continuum of special education services with 89.7% D25 students receiving services in general education classrooms reflecting a commitment to LRE.

5. **Inclusive practices across all schools.** OUTCOME: 69% of Best Practice Indicators of High Quality Inclusion are implemented at a high level, 27% partially implemented and only 4% not yet implemented. These include class locations, school climate, teaching practices, student scheduling, progress monitoring; and family IEP involvement.

LIFE SAFETY AUDIT

Life Safety Audit

The Regional Office of Education (ROE) conducted their annual health & life safety inspections in October.

Building inspections are conducted of every room in every building with the Facilities Operations Managers (FOMs) and Ryan or Daniel.

- minor compliance items including emergency lighting and illuminated exit signs
- updating certifications on fire extinguishers
- minor electrical safety items
  - closing open junction boxes
  - installing ground-fault circuit interrupters (GFIs) near sinks
- minor adjustments needed to clear exit pathways
- uncover door vision panels
- verify that required equipment certifications are posted

We are pleased to report that these minimal findings reflect the diligent efforts of our Maintenance and Custodial staff in keeping our buildings safe and reliable for students. Overall, this inspection affirms our commitment to maintaining a safe and reliable learning environment, thanks to the dedicated attention of our facilities team.

HEALTH/LIFE SAFETY ANNUAL INSPECTION CHECKLIST (ROE)

Administrative and General Building Requirements

☐ Safety reference plans (1)
☐ School safety drills (2)
☐ Annual review of crisis plans (3)
☐ Hold-open devices (4)
☐ Unobstructed exits (5)
☐ Emergency lighting + exit signs (6)
☐ Testing of emergency lighting (7)
☐ Flam/comb liquids + chemicals (8)
☐ Fire alarm system (9)

☐ Fire alarm audibility (10)
☐ Manual fire alarm station (11)
☐ ITM of fire alarm systems (12)
☐ Functional sprinkler system (13)
☐ Clearance above storage (14)
☐ Functional standpipe system (15)
☐ Fire extinguishers (16)
☐ Safety glazing (17)*
☐ Shower/eye wash stations (18)*

☐ Alcohol hand-rub-dispensers (19)
☐ Decorative vegetation (20)
☐ Space heaters (21)
☐ Furnishings and decorations (22)
☐ Interior wall, ceiling and floor finishes (23)
☐ Extension cords/multiple plug adaptors (24)
☐ Electrical systems (25)
☐ Carbon monoxide detection (26)
☐ Security locking (27)

(P)-applies only when film & chemicals used. Not digital photo labs
(A)-applies only if classified as assembly

Arts and Crafts Rooms
☐ Fire-rated construction (28)
☐ Fire detectors (29)
☐ Spray finishing (30)
☐ Limited Spraying Spaces (31)
☐ Electrical Wiring & Equip (32)
☐ Kiln exhaust (33)
☐ Kiln fuel switch (34)
☐ Eye glasses (35)*
☐ Toxic art supplies (36)*

Auditoriums
☐ Posted occupancy loads (37)
☐ Number of exits (38)
☐ Means of egress arrange (39)
☐ Illuminated exit signs (40)
☐ Emergency lighting (41)
☐ Fire-rated construction (42)
☐ Fire detectors (43)

Automotive Shops
☐ Fire-rated construction (51)
☐ Fire detectors (52)
☐ Spray paint rooms (53)
☐ Limited Spraying Spaces (54)
☐ Electrical Wiring & Equip (55)
☐ Welding booth exhaust (56)
☐ Eye glasses (57)*

Bleachers and Grandstands
☐ Inspection/maintenance (63)*
☐ Storage underneath (64)
☐ Structures underneath (65)

Boiler Room
☐ Door swing (69)
☐ Fire-rated construction (70)
☐ Housekeeping (71)
☐ Fire detectors (72)
☐ Emergency fuel switch (73)
☐ Inspection posted (74)

Cafeteria (A)
☐ Posted occupant loads (80)
☐ Number of exits (81)
☐ Means of egress arrange (82)
☐ Illuminated exit signs (83)
☐ Emergency lighting (84)
☐ Fire-rated construction (85)
☐ Fire detectors (86)

Classrooms
☐ Doors unlocked (93)
☐ Fire-rated construction (94)
☐ Door glass-vision panel (95)
☐ Classroom door swing (96)
☐ Artwork in classrooms (97)

Corridors
☐ Number of exits (108)
☐ Dead-end travel (109)
☐ Illuminated exit signs (110)
☐ Emergency lighting (111)
☐ Fire-rated construction (112)
☐ Width of corridors (113)
☐ Storage in corridors (114)
☐ Artwork (115)

Elevator and Conveying Systems
☐ Does not obstruct egress (121)
☐ Certificate of Inspection (122)

Exterior Items
☐ Exterior stairs maintained (123)
☐ Fire lanes (124)
☐ Fire dept connection (125)
☐ Fire hydrants (126)

Fire Escape Stairs
☐ Existing fire escapes (128)
☐ Access to fire escapes (129)
☐ Protection of openings (130)
☐ Testing (131)

Greenhouses
☐ Fire-rated construction (132)
☐ Fire alarm systems (133)
☐ Fire detectors (134)

Gym and Multipurpose Rooms
☐ Posted occupant loads (138)
☐ Number of exits (139)
☐ Means of egress arrange (140)
☐ Illuminated exit signs (141)
☐ Emergency lighting (142)
☐ Fire-rated construction (143)

Home Economics and Family Services Rooms
☐ Fire-rated construction (151)
☐ Fire detector (152)
☐ Exhaust fan (153

Industrial Technology Labs
☐ Fire-rated construction (161)
☐ Fire detectors (162)
☐ Welding booth exhaust(163)
☐ Eye glasses (164)*

Kitchens
☐ Fire-rated construction (176)
☐ Fire detectors (177)
☐ Fire extinguishers (178)
☐ Cooking hood exhaust (179)

☐ Exhaust inspections (180)
☐ Filter maintenance (181)
☐ Fire extinguishing systems (182)

Library/Media Center (A)
☐ Posted occupancy loads (189)
☐ Number of exits (190)
☐ Means of egress arrange (191)
☐ Illuminated exit signs (192)
☐ Emergency lighting (193)
☐ Fire-rated construction (194)
☐ Fire detectors (195)

Mechanical & Furnace Rooms
☐ Fire-rated construction (198)
☐ Fire detectors (199)
☐ Storage of combustibles (200)

Music Practice Rooms
☐ Sound proofing (202)

Photo Developing Labs
☐ Fire-rated construction (208) (P)
☐ Fire detector (209) (P)
☐ Exhaust fan (210) (P)
☐ Chemical storage (211)

Science Laboratories
☐ Fire-rated construction (225)
☐ Fire detector (226)
☐ Exhaust fan (227)
☐ Fume hood exhaust (228)
☐ Eye glasses (229)*
☐ Chemical storage (230)
☐ Emergency fuel switch (231)

Shower and Locker Rooms
☐ Number of exits (235)
☐ Illuminated exit signs (236)
☐ Exhaust fan (237)*
☐ Vapor-proof lights (238)*

Stages (Large)+Accessory Rooms
☐ Illuminated exit signs (243)
☐ Emergency lighting (244)
☐ Fire-rated construction (245)
☐ Proscenium wall protection (246)
☐ Curtains and scenery (247)
☐ Sprinklers and ventilators (248)
☐ Standpipes (249)

Stages (Small)
☐ Illuminate exit signs (256)
☐ Emergency lighting (257)
☐ Curtains+scenery (258)
☐ Fire detectors (259)

Stages with Storage Under
☐ Fire-rated constr (265)
☐ Storage only (266)
☐ Fire detectors (267)
☐ Sprinklers (268)

Stairwells
☐ Properly maintained (272)
☐ Illuminated exit signs (273)
☐ Emergency lighting (274)
☐ Stair enclosure (275)
☐ No storage (276)
☐ Fire detector (277)

Storage/Supply/Closets
☐ Fire-rated constr (283)
☐ Fire detector (284)
☐ Classroom/janitor's (285)

Swimming Pools
☐ Occup loads (289) (A)
☐ Number of exits (290) (A)
☐ Egress arrange (291) (A)
☐ Exit signs (292) (A)
☐ Emerg lighting (293) (A)
☐ Fire-rated constr (294) (A)
☐ Vapor-proof lights (295)*
☐ Exhaust fan (296)*
☐ IDPH equipment (297)*
☐ Fire extinguisher (298)
☐ Fire detectors (299)

Teachers Workrooms and Lounges
☐ Fire-rated constr (301)
☐ Fire detector (302)
☐ Exhaust fan (303)

Time-Out Rooms
☐ Ceiling height (304)
☐ Safe construction (305)
☐ Locking (306)
☐ Monitoring (307)

Toilets
☐ Exhaust fan (309)*

Woodworking Shop
☐ Fire-rated constr (315)
☐ Fire detectors (316)
☐ Fire extinguishers (317)
☐ Sawdust collector (318)
☐ Eye glasses (319)*
☐ Housekeeping (320)

Sample of the Health/Life Safety Inspection Checklist of items that are reviewed annually during the field inspection of each building.

AHSD25

FIELD NOTICE OF VIOLATION(S)

DISTRICT NAME AND NUMBER:
Arlington Hts. 25

FACILITY NAME: Olive-Mary Stitt Elementary School	**ADDRESS:** 303 E. Olive St Arlington Hts., IL

Potential problems or violations of the Health Life Safety Code for Public School Buildings (Illinois Administrative Code Part 180) as noted below were discovered in the course of the annual inspection of the above-named facility on October 25, 2024 by Jose Guerrero, H/L Safety Consultant, North Cook Intermediate Service Center.

GLOSSARY NUMBER	LOCATION	ITEM(S) CITED
74	Boiler Room	Post boiler room certification not posted in Boiler room during walkthrough
247	Curtain/Stage	Check for expired certificates
6	Door # storage area	Install emergency light in space

Sample of the violations report per building based on the field inspection of each building.

AHSD25

MULTILINGUAL SERVICES AUDIT

Multilingual Services Audit

Conducted by ISBE Multilingual Department, District 25 was last audited in 2015-2016 and just completed the first portion for the 2024-2025 audit.

ISBE utilizes a multi-year monitoring system designed to ensure high-quality programs and services are available for our Multilingual Learners (MLs).

 Reviews the following:

- Article 14C of the Illinois School Code (105 ILCS 5/14C)
- Part 228 of the 23 Illinois Administrative Code
- Title VI of the Civil Rights Act of 1964
- Guidelines and Equal Educational Opportunities Act of 1974 (EEOA) Section 1703(f)
- Every Student Succeeds Act of 2015
- Other applicable federal and state laws

CURRICULUM EQUITY AUDIT

Curriculum Equity Audit

In August 2021, contracted with Public Consulting Group LLC (PCG) to conduct a Curriculum Equity Audit and review of the Library Media Centers (LMCs).

The purpose of the curriculum equity audit in the areas of Reading/ELA and Social Studies is to provide the district with information about the strengths and gaps in the curricular materials focused on supporting diversity and cultural competence.

The K-8 Curriculum Equity Audit is being conducted in seven phases:

- Phase I.   Project Launch
- Phase II.   Data and Document Review
- Phase III.   K-8 Curriculum Program Review: Interviews and Focus Groups
- Phase IV.   K-8 Literacy Program Review: Schoolwide Grades 1 and 4; Heinemann Grade 8
- Phase V.   K-8 Social Studies Program Review: TCI Grades 2, 5, and 8
- Phase VI.   Library Media Centers (LMCs) Review, Elementary and Middle Schools
- Phase VII.   Action Planning (to be completed in collaboration with SD25)

ADVANCED LEARNING AUDIT

Advanced Learning Audit

In September 2023, we hired Partners In Advanced Education, Inc. to conduct an Advanced Learning Audit to review advanced learning opportunities and procedures.
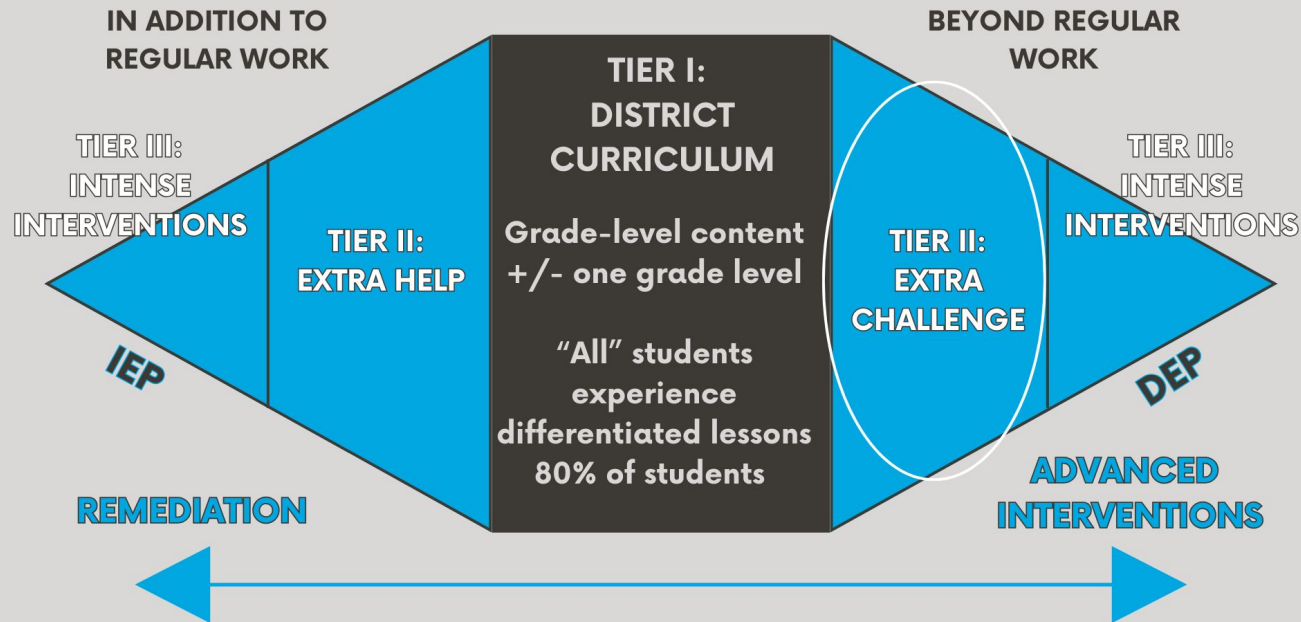
The Advanced Learning Audit Summary Findings & Recommendations:

- Phase I.   Listen to Stakeholders
- Phase II.   Data Review
- Phase III.   K-8 Program Review:
  - Current Opportunities in AHSD25 (ELA & Math)
  - Identification Data Points
- Phase IV.   K-8 Program Recommendations
  - Identification & Services
  - Clustering, Proactive Use of Acceleration, Expanded Services

Advanced Learning Audit

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

IN ADDITION TO REGULAR WORK

BEYOND REGULAR WORK

TIER III: INTENSE INTERVENTIONS

TIER III: INTENSE INTERVENTIONS

TIER I: DISTRICT CURRICULUM

Grade-level content +/- one grade level

"All" students experience differentiated lessons 80% of students

TIER II: EXTRA HELP

TIER II: EXTRA CHALLENGE

IEP

DEP

REMEDIATION

ADVANCED INTERVENTIONS

QUESTIONS?