

Big Hollow School District #38 Ingleside, IL 60041

REGULAR BOARD OF EDUCATION MEETING MINUTES

Monday, November 13, 2023

1. Call to Order and Roll Call:

The regular meeting of the Board of Education was called to order at 6:00 p.m. on Monday, November 13, 2023.

Roll Call:

The following member were in attendance: Bennett, Lyons, Pedersen, Plescia

The following members were absent: Cernuska, Kueter

The following administration was present: Gold

2. Motion to move to Closed Session:

A motion was made by Bennett and seconded by Plescia to move to closed session at 6:01 pm

Motion carried.

Aye: All

Nay: None

3. Resume to Open Session:

Open session began at 6:56 pm.

The following members were in attendance: Bennett, Dollinger, Kueter, Pedersen, Plecia

The following members were absent: Cernuska

The following administration were present: Gold, Biancalana, Cornwell, Janusz, McCulley, Pittman

4. Pledge of Allegiance:

The Pledge of Allegiance was recited.

5. Added Items/Approval of the Agenda:

A motion was made by Kueter and seconded by Pedersen to approve the agenda as presented.

Motion carried.

Aye: All

Nay: None

6. Public Comments

There were no public comments.

7. Academic Spotlight

Students from 2nd grade presented highlights from their Hispanic Heritage Month activities. Hispanic Heritage Month is September 15-October 15. Students shared their individual research projects as well as activities that they participated in.

8. Accomplishment Recognition

*The 2023 Boys Cross Country team was recognized for qualifying for the Cross Country State Finals. This is the 2nd time in Big Hollow history that the boys team has qualified.

*We also recognized Tyler Wahls for placing 19th at the state meet.

*The following individuals were honored as the October 2023:

- o Student of the Month Primary: Finley Attermeier, Kindergarten. Mrs. Adams, Finley's Kindergarten Teacher, shared with the board that she nominated Finley, specifically for her help with a new student that speaks Russian. Findley, welcomed the new student and helped daily with learning the classroom and building expectations.
- o Student of the Month Elementary: Aadelynn Gamboa, 2nd Grade. Ms. Ostruszka, Aadelynn's reading teacher and Ms. Dovichi, Aadelynn's classroom teacher, both shared what a hard worker she is. She has a way of keeping herself and others on task in a way that is supportive and fun! She is always kind and always has a smile on her face.
- o Student of the Month Middle School: Dan Hayes, 8th Grade. Ms. Buschek, 8th Grade ELA, shared how Dan is such a polite student; always saying hello at the start of class and good day at the end. He offers thoughtful comments to class discussions and is a good example to his peers.
- o Employee of the Month: Beth Leginski, Kindergarten Teacher. Beth was nominated by Hayley Janney, 1st Grade Teacher, for her dedication to Big Hollow as well as ensuring her students' academic and behavioral needs are met. She follows up on them even after they have left her grade level. Beth is active in the community and plans the Primary School Pumpkin Patch each year.

9. Board Member "Code of Conduct" Review:

Item #1: "I will represent all school district constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups."

10. Approve Consent Agenda Items:

A motion was made by Plescia and seconded by Dollinger to approve the consent agenda items as presented.

Motion carried.

Aye: Plescia, Dollinger, Kueter, Lyons, Pedersen, Bennett

Nay: None

11. Superintendent's Report:

a. 2023 School Report Card

A link to the School Report Card was provided and reviewed by the board.

A representative from ECRA was present to provide an analysis of the IAR/MAP data for BHSD 38. Detailed information regarding the growth/progress of our students was explained, as well as the state comparisons. Charts were provided showing how BH students are competing at the state level.

b. Immunization Update

BHSD had 9 students (MS =3, ELE = 2, PRI = 4) that were not in State compliance as of October 15, 2023. The Illinois State Board of Education requires at least 90% compliance. As of October 31, 2023 all of these students were in compliance. We thank our school nurses for their hard work on this matter.

c. Staffing Plan

The staffing plan timeline for SY 24-25 was exhibited.

d. IASB Resolutions Committee Report

A listing of the 2023 IASB Resolutions to be considered at the Delegate Assembly was exhibited. Vivian Kueter is our delegate for the assembly and will attend the meeting on November 18, 2023.

12. Other Action Items:

a. October 2023 Employment Recommendations

A motion was made by Plescia and seconded by Kueter to approve the employment report with the addition of:

*The employment of Mikeely Taylan, Middle School Paraprofessional, effective November 14, 2023.

*The personnel change for Andrew Bernsee from Safety Paraprofessional to School Safety Coordinator, effective November 14, 2023.

Motion carried.

Aye: Plescia, Kueter, Dollinger, Pedersen, Lyons, Bennett

Nay: None

b. Approval of Estimated Tax Levy for 2023

Mr. Gold recently met with the BHSD Finance Committee to review the tentative levy. This was presented to the board and questions were addressed. Final approval of a levy will take place at the December Board meeting

A motion was made by Dollinger and seconded by Pedersen to approve the draft 2023 Certificate of Tax Levy for BHSD38.

Motion carried.

Aye: Dollinger, Pedersen, Lyons, Bennett, Kueter, Plescia

Nay: None

c. 2022-2023 Audit Report

A summary of the 2022-2023 audit recently completed by Eder, Casella & Co. was presented to the board.

A motion was made by Plescia and seconded by Pedersen to accept and approve the SY 2022-2023 Audit Report as presented.

Motion carried.

Aye: Plescia, Pedersen, Bennett, Kueter, Lyons, Dollinger

Nay: None

d. FY24 School Maintenance Project Grant

The Illinois State Board of Education is offering a 2024 School Maintenance Project Grant, which is a \$50,000 matching grant. Mr. Gold met with the Building/Grounds/Transportation committee to discuss the project submission which is outlined in the exhibit. Questions were addressed on the items presented in the grant proposal.

A motion was made by Pedersen and seconded by Plescia to approve the School Maintenance Project Grant for submission to the Illinois State Board of Education as presented.

Motion carried.

Aye: Pedersen, Plescia, Bennett, Kueter, Lyons, Dollinger

Nay: None

- e. Proposed Education Support Personnel Tuition Reimbursement Program
Mr. Gold, along with legal counsel, has developed a tuition reimbursement plan for Big Hollow Education Support Personnel who desire to further their education to become licensed PK-8th grade educators.
Mr. Gold addressed questions.
A motion was made by Bennett and seconded by Dollinger to approve the proposed tuition reimbursement program.
Motion carried.

Aye: Bennett, Dollinger, Kueter, Lyons, Pedersen, Plescia

Nay: None

- f. Performance Contract Agreement with Veregy
Veregy is a comprehensive, industry accredited performance contractor in the State of Illinois. They have been selected through a formal RFP process through the Schools of Illinois Cooperative (SIPC), which Big Hollow School District does participate in.

Mr. Gold and the Building/Grounds committee presented district plans for campus repair/maintenance/improvement projects over the next several years in partnership with Veregy. Questions were addressed.

A motion was made by Pedersen and seconded by Kueter to approve moving forward with discussions regarding the services which Veregy will provide.
Motion carried.

Aye: Pedersen, Kueter, Bennett, Dollinger, Lyons, Plescia

Nay: None

13. Resignations Accepted:

- Accepted a resignation from Victoria Rathke, Paraprofessional, effective October 13, 2023.
- Accepted resignation from Kristie Longino, MS Lunch Monitor, effective October 17, 2023.
- Accepted resignation from Tina Bourbon, 7th Grade Social Studies Teacher, effective October 26, 2023.

- Accepted resignation from Matt Langford, MS Special Education Teacher, effective December 25, 2023.
- New Hire paperwork has been withdrawn for Katherin Ison, Transportation Driver, due to lack of communication.

14. Informational Items:

- a. Freedom of Information Act (FOIA) Requests
FOIA requests received in October 2023 were exhibited.
- b. Monthly Reports
Administrator Report, Administrator Meeting Agendas, Monthly Attendance, AAPAC Agenda and CAC Agenda were all exhibited.
- c. The next regularly scheduled Board Meeting will take place on Monday, December 11, 2023 with closed session beginning at 6:00 pm and open session immediately following.

A brief video compiled by the elementary building staff and students thanking our board members for their dedication was presented.

15. Motion to move to Closed Session:

Not needed

16. Return to Open Session:

Not needed

17. Take any necessary action following closed session regarding minutes, employment of personnel, resignations, terminations or leaves of absence:

None

18. Adjournment:

A motion was made by Bennett and seconded by Plescia to adjourn the meeting at 8:23 p.m.

Motion carried.

Aye: All

Nay: None

Board of Education President
Big Hollow School District #38

Board of Education Secretary
Big Hollow School District #38

	EDUCATION FUND (10)	OPER. & MAINT. FUND (20)	DEBT SVC FUND (30)	TRANS. FUND (40)	SS/MED/IMRF FUND (50/51)	CAPITAL PROJ FUND (60)	WORKING CASH FUND (70)	TORT FUND (80)	TOTAL ALL FUNDS
ASSETS									
Cash & Investments									
Imprest Fund	2,000	0	0	0	0	0	0	0	2,000
Cash in Bank BMO	0	0	0	0	0	0	0	0	0
Student Activity	23,857	0	0	0	0	0	0	0	23,857
*Cash in Bank Win Trust Land of Lakes Bank	1,931,351	776,537	2,101,342	234,525	173,998	769,778	698,822	-62,472	6,623,881
PMA Investment	4,056,902	1,311,098	3,456,564	419,229	342,665	1,080,275	987,644	15,024	11,669,402
PMA Savings Deposit Account	0	0	0	0	0	0	0	0	0
TOTAL CASH & INVESTMENTS	6,014,111	2,087,635	5,557,906	653,754	516,663	1,850,053	1,686,465	-47,448	18,319,140
Due From Education Fund	0	0	0	0	0	0	0	0	0
TOTAL ASSETS	6,014,111	2,087,635	5,557,906	653,754	516,663	1,850,053	1,686,465	-47,448	18,319,140
LIABILITIES									
Tax Anticipation Warrants Payable	0	0	0	0	0	0	0	0	0
Accounts Payable	16,466	-47,945	0	-6,511	-1	98,402	0	0	60,411
Due To Working Cash Fund	0	0	0	0	0	0	0	0	0
TOTAL LIABILITIES	16,466	-47,945	0	-6,511	-1	98,402	0	0	60,411
*YTD Revenue	8,411,649	866,437	2,636,690	818,281	339,663	14,552	65,675	180,343	13,333,290
Sale of Assets									0
YTD Expenditures	-8,149,075	-766,691	-131,376	-804,458	-291,075	-245,748	0	-269,990	-10,658,413
YTD Excess/ (Deficiency)	262,574	99,746	2,505,314	13,823	48,589	-231,196	65,675	-89,647	2,674,878
Beginning Fund Balance 07/01/23	5,768,002	1,939,944	3,052,592	633,420	468,075	1,982,847	1,620,791	42,199	15,507,870
Ending Fund Balance	6,030,576	2,039,690	5,557,906	647,243	516,664	1,751,651	1,686,465	-47,448	18,182,748
TOTAL LIABILITIES & FUND BAL.	6,014,111	2,087,635	5,557,906	653,754	516,663	1,850,053	1,686,465	-47,448	18,319,140

Date

Board of Education Secretary

Date

Bank Balances					
11/30/2023					
	Ledger/ Statement	Outstanding Deposits	Outstanding Checks	Adjusting Entry	Adjusted Balance
Education (10)	1,931,350.84				1,931,350.84
Building (20)	776,537.20				776,537.20
Bond & Interest (30)	2,101,342.44				2,101,342.44
Transportation (40)	234,525.20				234,525.20
IMRF/SS/MC Fund (50,51)	173,997.85				173,997.85
Capital Projects (60)	769,777.82				769,777.82
Working Cash (70)	698,821.88				698,821.88
Tort (80)	(62,472.00)				(62,472.00)
	<u>6,623,881.23</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,623,881.23</u>
Bank of the Ozarks	0.00				0.00
PMA Savings-11534-101	0.56				0.56
PMA Max Class General Fund	6,046,138.85				6,046,138.85
PMA Max Tax Anticipation Warrants	0.00				0.00
State Bank of the Lakes	642,055.33		64,313.51		577,741.82
Bancorp Bank	0.00				0.00
	<u>6,688,194.74</u>	<u>-</u>	<u>116,701.85</u>	<u>0.00</u>	<u>6,623,881.23</u>
			Variance		0.00

Education Fund						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$9,898,351	\$482,799	\$5,021,570	\$4,876,781	51%	
State Sources	\$8,111,205	\$715,039	\$3,057,785	\$5,053,420	38%	
Federal Sources	\$1,352,852	\$79,860	\$319,736	\$1,033,116	24%	
Fees	\$10,000	\$3,642	\$12,557	(\$2,557)	0%	
Total Revenue	\$19,372,408	\$1,281,340	\$8,411,649	\$10,960,759	43%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$14,242,134	\$1,149,558	\$5,524,331	\$8,717,803	39%	
Benefits	\$1,858,582	\$151,342	\$708,609	\$1,149,973	38%	
Purchased Services	\$1,701,414	\$101,146	\$547,609	\$1,153,805	32%	
Supplies and Materials	\$1,575,101	\$150,833	\$796,647	\$778,454	51%	
Capital Outlay	\$62,500	\$23,188	\$46,258	\$16,242	0%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
Non-Capital Equipment	\$22,000	\$0	\$25,861	(\$3,861)	0%	
Other Objects	\$1,573,519	\$108,152	\$499,759	\$1,073,760	32%	
Transfers	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$21,035,250	\$1,684,219	\$8,149,075	\$12,886,175	39%	

Operations and Maintenance						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$1,653,000	\$80,647	\$866,437	\$786,563	52%	
State Sources	\$50,000	\$0	\$0	\$50,000	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Other Sources Sale of Land	\$0	\$0	\$0	\$0	0%	
Grant Maintenance	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$1,703,000	\$80,647	\$866,437	\$836,563	51%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Salary	\$599,000	\$46,238	\$234,157	\$364,843	52%	
Benefits	\$85,550	\$7,032	\$33,479	\$52,071	39%	
Purchased Services	\$762,250	\$27,516	\$304,572	\$457,678	40%	
Supplies and Materials	\$493,000	\$34,301	\$194,483	\$298,517	39%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues, Fees, Tuition	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$1,939,800	\$115,088	\$766,691	\$1,173,109	40%	

Debt Service Fund						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$3,240,000	\$243,959	\$2,636,690	\$603,310	81%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$3,240,000	\$243,959	\$2,636,690	\$603,310	81%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Purchased Services	\$1,000	\$0	\$0	\$1,000	0%	
Principal and Interest	\$0	\$0	\$0	\$0	0%	
Other Objects	\$5,666,377	\$131,376	\$131,376	\$5,535,001	2%	
Total Expenses	\$5,667,377	\$131,376	\$131,376	\$5,536,001	2%	

Transportation Fund						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$669,000	\$32,516	\$359,163	\$309,837	54%	
State Sources	\$821,438	\$0	\$459,118	\$362,320	56%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$1,490,438	\$32,516	\$818,281	\$672,157	55%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Salary	\$932,700	\$87,595	\$291,709	\$640,991	31%	
Benefits	\$22,620	\$1,721	\$5,319	\$17,301	24%	
Purchased Services	\$218,600	\$7,136	\$47,545	\$171,055	22%	
Supplies and Materials	\$191,000	\$14,280	\$50,632	\$140,368	27%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Other Objects	\$416,200	\$10	\$409,253	\$6,947	98%	
Total Expenses	\$1,781,120	\$110,742	\$804,458	\$976,662	45%	

IMRF/SS Fund						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$578,534	\$23,562	\$339,663	\$238,871	59%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$578,534	\$23,562	\$339,663	\$238,871	59%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Salary	\$0	\$0	\$0	\$0	0%	
Benefits	\$780,500	\$58,513	\$291,075	\$489,425	37%	
Purchased Services	\$0	\$0	\$0	\$0	0%	
Supplies and Materials	\$0	\$0	\$0	\$0	0%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues and Fees	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$780,500	\$58,513	\$291,075	\$489,425	37%	

Capital Projects						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$50,000	\$3,284	\$14,552	\$35,448	29%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$50,000	\$3,284	\$14,552	\$35,448	29%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$0	\$0	\$0	\$0	0%	
Benefits	\$0	\$0	\$0	\$0	0%	
Purchased Services	\$190,000	\$0	\$244,616	(\$54,616)	129%	
Supplies and Materials	\$0	\$0	\$338	(\$338)	0%	
Capital Outlay	\$130,000	\$0	\$794	\$129,206	1%	
Transfers	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$320,000	\$0	\$245,748	\$74,252	77%	

Working Cash Fund						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$110,000	\$7,616	\$65,675	\$44,325	60%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$110,000	\$7,616	\$65,675	\$44,325	60%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Salary	\$0	\$0	\$0	\$0	0%	
Benefits	\$0	\$0	\$0	\$0	0%	
Purchased Services	\$0	\$0	\$0	\$0	0%	
Supplies and Materials	\$0	\$0	\$0	\$0	0%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$0	\$0	\$0	\$0	0%	

Total All Funds						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$16,483,935	\$887,807	\$9,484,094	\$6,999,841	58%	
State Sources	\$8,982,643	\$715,039	\$3,516,903	\$5,465,740	39%	
Federal Sources	\$1,352,852	\$79,860	\$319,736	\$1,033,116	24%	
Other Sources Sale of Land	\$0	\$0	\$0	\$0	0%	
Fees	\$10,000	\$3,642	\$12,557	(\$2,557)	0%	
Maintenance Grant	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$26,829,430	\$1,686,348	\$13,333,290	\$13,496,140	50%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$15,773,834	\$1,283,391	\$6,050,197	\$9,723,637	38%	
Benefits	\$2,747,252	\$218,609	\$1,038,482	\$1,708,770	38%	
Purchased Services	\$3,144,264	\$135,799	\$1,414,333	\$1,729,931	45%	
Supplies and Materials	\$2,259,101	\$199,413	\$1,042,101	\$1,217,000	46%	
Capital Outlay	\$192,500	\$23,188	\$47,052	\$145,448	24%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
Non-Capital Equipment	\$22,000	\$0	\$25,861	(\$3,861)	118%	
Other Objects	\$7,656,096	\$239,538	\$1,040,388	\$6,615,708	14%	
Total Expenses	\$31,795,047	\$2,099,938	\$10,658,413	\$21,136,634	34%	

**Big Hollow School District #38
Accounts Payable Approval Form for December 11, 2023**

<u>Fund</u>	<u>Fund #</u>	<u>Accounts Payable</u>
Education	10	678,431.74
O & M	20	70,794.00
Debt Service	30	\$131,376.00
Transportation	40	40,818.25
IMRF/SS	50	58,513.45
Capitol Projects	60	
Working Cash	70	
TORT	80	
Fire Prev/Safety	90	
Totals		\$979,933.44

Board of Education Secretary _____ Date _____
Big Hollow School District #38

Board of Education President _____ Date _____
Big Hollow School District #38

CHECK DATE	CHECK NUMBER	VENDOR	TOTAL
11/9/2023	55107	State Bank Of The Lakes	\$131,376.00
11/16/2023	55126	United States Treasury	\$85,819.02
11/1/2023	55007	United States Treasury	\$85,070.15
11/9/2023	55092	Northwest Suburban Special Education Organiza	\$60,819.37
11/16/2023	55125	Teachers Retirement System	\$46,510.95
11/1/2023	55006	Teachers Retirement System	\$46,326.15
11/17/2023	55145	Gordon Food Service Inc	\$40,877.09
11/16/2023	55121	Ill Municipal Retirement Fund	\$34,920.22
11/16/2023	55122	Illinois Dept Of Revenue	\$25,790.06
11/1/2023	55003	Illinois Dept Of Revenue	\$25,709.22
11/17/2023	55186	Warehouse Direct Business Products & Srv	\$23,187.60
11/21/2023	55224	Techstar America Corporations	\$20,495.50
11/17/2023	55166	Otus, LLC	\$18,469.00
11/9/2023	55105	SEDOL	\$16,347.44
11/9/2023	55069	Grant Township Highway Department	\$13,510.27
11/17/2023	55171	Raptor Technologies	\$12,974.00
11/17/2023	55180	Speech Path Specialists	\$12,678.75
11/1/2023	55001	Lake County Federation Of Teachers	\$12,340.96
11/21/2023	55209	Learning A-Z	\$12,070.08
11/1/2023	55004	Lake County Federation Of Teachers	\$11,902.80
11/16/2023	55123	Lake County Federation Of Teachers	\$11,902.80
11/17/2023	55178	Special Education Services	\$10,209.66
11/3/2023	55016	ENGIE Resources LLC	\$8,897.67
11/1/2023	55005	Teacher's Health Insurance Security Fund	\$7,386.14
11/16/2023	55124	Teacher's Health Insurance Security Fund	\$7,365.96
11/9/2023	55075	IFSI	\$6,758.00
11/9/2023	55064	Data Recognition Corporation	\$6,642.00
11/17/2023	55175	Schuring & Schuring, Inc	\$5,871.96
11/29/2023	55232	Schmidgall, Kelly	\$5,520.00
11/17/2023	55179	Spectrum Center Inc	\$5,338.62
11/17/2023	55164	New Direction Solutions LLC	\$5,060.00
11/3/2023	55027	NCC - Peterson Products	\$4,784.01
11/9/2023	55102	RingCentral Inc	\$4,753.59
11/9/2023	55057	Amazon	\$4,513.40
11/21/2023	55210	Martin-Upton, Eileen	\$4,327.92
11/21/2023	55198	Carroll, Megan	\$4,268.75
11/21/2023	55216	NCC - Peterson Products	\$4,240.46
11/17/2023	55165	Onyx Asset Services Group LLC	\$4,195.19
11/21/2023	55207	Katherine McKnight	\$4,099.60
11/9/2023	55100	Rebel Athletics Inc	\$3,831.60
11/21/2023	55217	Nicor Gas	\$3,745.20
11/21/2023	55220	PMA Leasing, INC	\$3,687.85
11/9/2023	55060	Chain O Lakes Transportation	\$3,665.00
11/9/2023	55063	Connection's Day School	\$3,646.39
11/9/2023	55059	Carroll, Megan	\$3,443.75

11/9/2023	55101	Renaissance Learning, Inc	\$3,432.00
11/9/2023	55086	Martin-Upton, Eileen	\$3,430.14
11/21/2023	55199	CLIC	\$3,166.00
11/17/2023	55141	Exceptional Learners Collaborative	\$3,038.08
11/21/2023	55200	Community Mechanical	\$3,038.00
11/3/2023	55017	Exceptional Learners Collaborative	\$3,026.43
11/3/2023	55012	CDW Government, INC	\$2,804.00
11/3/2023	55047	Wells Fargo Vendor Financial Services LLC	\$2,686.41
11/3/2023	55010	Amazon	\$2,551.61
11/9/2023	55089	NCC - Peterson Products	\$2,403.25
11/9/2023	55066	Earn It, Inc	\$2,070.00
11/17/2023	55142	Flood Brothers Disposal & Recycling Services	\$2,040.00
11/9/2023	55113	Vista Higher Learning Inc.	\$2,000.00
11/3/2023	55028	Network Craze Technology	\$1,993.16
11/21/2023	55204	Gordon Food Service Inc	\$1,929.41
11/9/2023	55062	Community Products LLC	\$1,781.25
11/17/2023	55159	Midland Paper	\$1,757.60
11/9/2023	55115	Waukegan Safe And Lock	\$1,699.55
11/21/2023	55227	Wells Fargo Vendor Financial Services LLC	\$1,698.41
11/21/2023	55218	PAHCS II/Northwestern Occ Health	\$1,690.00
11/9/2023	55083	Lake County Regional Office of Ed	\$1,620.00
11/1/2023	55008	Voya Institutional Trust Company	\$1,610.02
11/16/2023	55127	Voya Institutional Trust Company	\$1,610.02
11/3/2023	55030	Nicor Gas	\$1,578.66
11/17/2023	55131	APCP Pizza Inc	\$1,530.00
11/3/2023	55021	K & M Printing	\$1,523.00
11/17/2023	55130	Amazon	\$1,500.85
11/9/2023	55090	Net56	\$1,271.20
11/17/2023	55146	Granite Telecommunications	\$1,268.47
11/3/2023	55018	Gateway Education Holdings, LLC	\$1,255.50
11/3/2023	55039	ReadyRefresh by Nestle	\$1,248.23
11/9/2023	55110	Techstar America Corporations	\$1,246.00
11/9/2023	55071	Hodges, Loizzi, Eisenhammer, Rodick,Kohn	\$1,240.20
11/9/2023	55081	Kane County ROE #31	\$1,224.00
11/17/2023	55184	Techstar America Corporations	\$1,205.25
11/21/2023	55193	Amazon	\$1,132.93
11/3/2023	55019	High Touch High Tech	\$1,062.00
11/17/2023	55150	Integrated Systems Corporation	\$1,056.00
11/17/2023	55176	Skyward, Inc	\$1,050.00
11/9/2023	55072	Home Depot Credit Services	\$1,047.36
11/3/2023	55031	One Stone Apparel	\$1,005.00
11/21/2023	55221	ReadyRefresh by Nestle	\$986.64
11/3/2023	55049	Wilson, Judith	\$975.00
11/17/2023	55129	Alpha Baking Co, Inc.	\$924.22
11/17/2023	55167	PAHCS II/Northwestern Occ Health	\$920.00
11/21/2023	55228	Wheaton, Sarah	\$907.50
11/9/2023	55074	Huemann Water Conditioning	\$878.50

11/9/2023	55061	ComEd	\$851.37
11/9/2023	55103	Schiller, Kathryn	\$825.00
11/21/2023	55206	Hagen, Christina	\$825.00
11/17/2023	55139	Daily Herald/Paddock Publications, Inc	\$803.76
11/17/2023	55173	Schirmer, Tobias	\$800.00
11/9/2023	55095	Peter Snelten & Sons, Inc	\$750.00
11/3/2023	55040	Regional Office of Education	\$735.00
11/17/2023	55191	Wilson Language Training Corp	\$710.00
11/1/2023	55009	Wisconsin Dept Of Revenue	\$702.18
11/16/2023	55128	Wisconsin Dept Of Revenue	\$702.18
11/9/2023	55106	Spakowski, Diane	\$700.00
11/9/2023	55076	Illinois Principals Association	\$688.00
11/3/2023	55024	Marriott Theatre	\$615.00
11/3/2023	55032	Oriental Trading Company	\$612.84
11/6/2023	55051	Almazan, Alfredo Beltran	\$600.00
11/9/2023	55084	Lakeland Septic Service	\$575.00
11/21/2023	55196	Biancalana, Venette Irene	\$563.07
11/9/2023	55087	Menards	\$527.77
11/3/2023	55033	Pittman, Erin	\$510.74
11/21/2023	55230	Zeiger, Elyse	\$501.41
11/3/2023	55034	Quadient Finance USA, Inc	\$500.00
11/9/2023	55118	Wilson Language Training Corp	\$490.50
11/9/2023	55067	Franzua Hamm, Olga	\$485.00
11/9/2023	55070	Hoadley, Renee	\$485.00
11/9/2023	55085	Lucas, Dawn	\$485.00
11/9/2023	55093	Olney, Erin	\$485.00
11/9/2023	55098	Polark, Kelly	\$485.00
11/9/2023	55108	Sterbenz, Alexis	\$485.00
11/9/2023	55088	Miller, Carrie	\$470.00
11/9/2023	55054	Alpha Prime Communications	\$456.00
11/9/2023	55058	Barnes & Noble	\$455.40
11/9/2023	55114	Warehouse Direct Business Products & Srv	\$450.12
11/17/2023	55148	Hershey Creamery Co	\$440.89
11/3/2023	55025	McGraw Hill LLC	\$429.92
11/3/2023	55026	Menards	\$427.59
11/9/2023	55079	Janusz, Lenayn	\$427.47
11/3/2023	55044	Sportdecals	\$418.35
11/17/2023	55185	Thomson Reuters-West	\$417.00
11/9/2023	55052	Accurate Biometrics	\$412.50
11/3/2023	55038	Raising Student Achievement Conference	\$408.00
11/3/2023	55022	Lakeshore Learning Materials	\$399.22
11/3/2023	55023	Learning Without Tears	\$391.82
11/17/2023	55158	Menards	\$385.74
11/17/2023	55132	Apple, Inc	\$378.00
11/3/2023	55043	Sensory Edge	\$366.95
11/9/2023	55068	FSS Technologies, LLC	\$360.00
11/3/2023	55037	Quinlan & Fabish Music Co	\$354.38

11/3/2023	55046	Themes And Variations MusicPlay Online	\$349.90
11/9/2023	55077	Illinois School for the Deaf	\$344.00
11/16/2023	55120	Collection Service Center	\$332.13
11/21/2023	55231	Collection Service Center	\$332.13
11/21/2023	55229	Wolframski, Laura	\$329.10
11/21/2023	55208	Kueter, Vivian	\$310.59
11/21/2023	55197	Borelli, Lorna	\$304.88
11/17/2023	55162	Mundelein High School District 120	\$300.00
11/3/2023	55020	Illinois Principals Association	\$299.00
11/17/2023	55149	Illinois State University	\$289.00
11/9/2023	55109	Stroup, Nicole Michelle	\$288.20
11/21/2023	55203	Gold, Robert	\$287.52
11/21/2023	55214	Morley, Melissa	\$282.20
11/17/2023	55172	RC Juggles LLC	\$275.00
11/17/2023	55174	School Outfitters	\$272.00
11/21/2023	55211	McCulley, Matthew	\$264.16
11/17/2023	55133	Aramark Uniform & Career Apparel Group Inc	\$261.12
11/21/2023	55223	Sposato-Jucha, Chiara Noelle	\$245.30
11/21/2023	55226	Wahls, Anne	\$235.67
11/3/2023	55036	Quill Corp	\$210.59
11/3/2023	55015	Demco	\$208.38
11/3/2023	55035	Quadient Leasing USA, Inc	\$200.97
11/17/2023	55177	Smithereen Pest Management	\$198.00
11/17/2023	55190	Wex Health, Inc	\$188.00
11/3/2023	55013	The Center	\$185.00
11/21/2023	55201	Ford, Rachel Lynn	\$175.00
11/9/2023	55104	Securitas Electronic Security, Inc	\$171.86
11/9/2023	55119	Zeiger, Elyse	\$169.15
11/9/2023	55073	Huemann, Linda Jean	\$160.00
11/17/2023	55138	Cozzini Bros., Inc.,	\$155.50
11/3/2023	55014	Dee, Noah	\$150.00
11/3/2023	55048	Williams, Dave	\$150.00
11/9/2023	55065	DiTusa, Lindsay Dyan	\$149.09
11/9/2023	55116	Wells Fargo Vendor Financial Services LLC	\$147.00
11/21/2023	55225	Ullberg, Teresa Mona	\$132.17
11/17/2023	55151	International Institute for Restorative Pract	\$128.81
11/17/2023	55163	Napa Auto Supply Fox Lake	\$119.19
11/9/2023	55099	Presley, Nicola	\$110.62
11/9/2023	55096	Philippsen, Michelle	\$103.16
11/9/2023	55097	Pitel Septic Inc	\$100.00
11/17/2023	55152	ITSavvy LLC	\$100.00
11/21/2023	55205	GreatWorks Theatre	\$100.00
11/21/2023	55222	Shepard, Jennifer	\$94.96
11/21/2023	55219	Pedersen, Doug	\$87.94
11/3/2023	55011	Bakota, Daniel	\$75.00
11/3/2023	55029	Nickell, Jim	\$75.00
11/9/2023	55091	Nickell, Jim	\$75.00

Exhibit 3

11/9/2023	55111	Tengler, Steve	\$75.00
11/17/2023	55135	Carter, Mike	\$75.00
11/17/2023	55136	Chase, Kyla	\$75.00
11/17/2023	55160	Ming, Jerry	\$75.00
11/17/2023	55187	Wasser, Bruce	\$75.00
11/17/2023	55189	Westfall, James	\$75.00
11/21/2023	55202	Gauger, James	\$75.00
11/21/2023	55212	Ming, Jerry	\$75.00
11/21/2023	55213	Moore, Ed	\$75.00
11/9/2023	55112	Vasica, John	\$64.48
11/9/2023	55080	Joerns, Terry	\$54.00
11/17/2023	55188	Wayside Publishing	\$50.14
11/17/2023	55134	Biancalana, Venette Irene	\$50.00
11/17/2023	55137	Cornwell, Joshua	\$50.00
11/17/2023	55140	DeNovo, Kira	\$50.00
11/17/2023	55143	Gold, Robert	\$50.00
11/17/2023	55153	Janusz, Lenayn	\$50.00
11/17/2023	55154	Kumpula, Sara	\$50.00
11/17/2023	55155	Laske, Jacquelynn	\$50.00
11/17/2023	55156	McCulley, Matthew	\$50.00
11/17/2023	55157	McDonough, Amanda Marie	\$50.00
11/17/2023	55161	Mullen, Rachel Ann	\$50.00
11/17/2023	55168	Philippsen, Michelle	\$50.00
11/17/2023	55169	Pittman, Erin	\$50.00
11/17/2023	55181	Stroup, Nicole Michelle	\$50.00
11/17/2023	55182	Summers, Brian	\$50.00
11/17/2023	55183	Swiderski, Derek	\$50.00
11/9/2023	55094	Oriental Trading Company	\$49.92
11/9/2023	55082	Kneller Butts, Ellen	\$48.47
11/21/2023	55215	Napa Auto Supply Fox Lake	\$33.03
11/9/2023	55053	Alonso, Catherine	\$26.88
11/21/2023	55194	Arellano, Kerry Lin	\$26.16
11/3/2023	55042	School Specialty	\$24.39
11/9/2023	55078	ILMEA State Office	\$24.00
11/17/2023	55147	Grower Equipment & Supply Co	\$23.99
11/17/2023	55170	Plank Road Publishing Inc	\$17.45
11/21/2023	55195	Bezak, Jacqueline Jean	\$17.32
11/3/2023	55045	T-Mobile	\$15.17
11/9/2023	55117	Wiley, Stephaney	\$11.79
11/3/2023	55041	Revelo, Clara	\$7.75
11/17/2023	54632	Apple, Inc	-\$378.00
11/6/2023	54942	Almazan, Alfredo Beltran	-\$600.00
10/24/2023	52805	Lake County Federation Of Teachers	-\$12,340.96

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
10/24/2023	52805	-12,340.96	Lake County Federati	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	-12,340.96
11/17/2023	54632	-378.00	Apple, Inc	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	-378.00
11/06/2023	54942	-600.00	Almazan, Alfredo Bel	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- PBIS Supp/Mat	-600.00
11/01/2023	55001	12,340.96	Lake County Federati	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	12,340.96
11/21/2023	55002	-332.13	Collection Service C	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	
11/01/2023	55002	332.13	Collection Service C	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	
11/01/2023	55003	30.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
11/01/2023	55003	50.00	Illinois Dept Of Rev	TRANSPORTATION/Distr ict	Transportation - IL State With	
11/01/2023	55003	22,793.18	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
11/01/2023	55003	1,025.72	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
11/01/2023	55003	1,810.32	Illinois Dept Of Rev	TRANSPORTATION/Distr ict	Transportation - IL State With	25,709.22
11/01/2023	55004	11,902.80	Lake County Federati	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	11,902.80
11/01/2023	55005	3,499.99	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/01/2023	55005	167.70	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/01/2023	55005	15.44	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/01/2023	55005	2,605.53	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/01/2023	55005	410.09	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/01/2023	55005	551.06	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/01/2023	55005	124.84	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/01/2023	55005	11.49	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	7,386.14

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/01/2023	55006	34,999.90	Teachers Retirement	EDUCATION/District/Emplyee Deductions	EDUCATION Employee Deductions	
11/01/2023	55006	1,676.70	Teachers Retirement	EDUCATION/District/Emplyee Deductions	EDUCATION Employee Deductions	
11/01/2023	55006	154.26	Teachers Retirement	EDUCATION/District/Emplyee Deductions	EDUCATION Employee Deductions	
11/01/2023	55006	2,255.49	Teachers Retirement	EDUCATION/District/Emplyee Deductions	EDUCATION Employee Deductions	
11/01/2023	55006	1,063.52	Teachers Retirement	EDUCATION/District/Emplyee Deductions	EDUCATION Employee Deductions	
11/01/2023	55006	5,510.70	Teachers Retirement	EDUCATION/District/Emplyee Deductions	EDUCATION Employee Deductions	
11/01/2023	55006	355.10	Teachers Retirement	EDUCATION/District/Emplyee Deductions	EDUCATION Employee Deductions	
11/01/2023	55006	192.49	Teachers Retirement	EDUCATION/District/Emplyee Deductions	EDUCATION Employee Deductions	
11/01/2023	55006	108.07	Teachers Retirement	EDUCATION/District/Emplyee Deductions	EDUCATION Employee Deductions	
11/01/2023	55006	9.92	Teachers Retirement	EDUCATION/District/Emplyee Deductions	EDUCATION Employee Deductions	46,326.15
11/01/2023	55007	6,216.46	United States Treasu	EDUCATION/District	EDUCATION FICA	
11/01/2023	55007	1,383.46	United States Treasu	O & M/District	Building - FICA Withholding	
11/01/2023	55007	2,609.12	United States Treasu	TRANSPORTATION/District		
11/01/2023	55007	2,193.71	United States Treasu	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
11/01/2023	55007	470.00	United States Treasu	TRANSPORTATION/District/Federal Tax Withheld	Transportation-Federal Withhold	
11/01/2023	55007	40,497.84	United States Treasu	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
11/01/2023	55007	1,430.31	United States Treasu	O & M/District/Federal Tax Withheld	Building - Federal Withholding	
11/01/2023	55007	2,055.32	United States Treasu	TRANSPORTATION/District/Federal Tax Withheld	Transportation-Federal Withhold	
11/01/2023	55007	8,100.50	United States Treasu	EDUCATION/District	EDUCATION Medicare Withheld	
11/01/2023	55007	323.56	United States Treasu	O & M/District	Building- Medicare Withholding	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/01/2023	55007	610.20	United States Treasu	TRANSPORTATION/Distr	Transportation-Medicare With	
				ict		
11/01/2023	55007	10,209.04	United States Treasu	SOCIAL	SS/Medicare - FICA Withholding	
				SECURITY/MEDICARE/Di		
				strict		
11/01/2023	55007	8,970.63	United States Treasu	SOCIAL	SS/Medicare-Medicare Withheld	85,070.15
				SECURITY/MEDICARE/Di		
				strict		
11/01/2023	55008	938.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
11/01/2023	55008	313.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
11/01/2023	55008	359.02	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	1,610.02
11/01/2023	55009	100.00	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
11/01/2023	55009	602.18	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	702.18
11/03/2023	55010	853.60	Amazon	EDUCATION/District/I	Impr. of Instr--- Supplies/Mat	
				MPROVEMENT OF		
				INSTRUCTION		
				SER/SUPPLIES		
11/03/2023	55010	854.55	Amazon	EDUCATION/District/R	Dist--- Convenience Acct S/M	
				EGULAR		
				PROGRAMS/SUPPLIES		
11/03/2023	55010	36.91	Amazon	EDUCATION/ELEMENTARY	Elem-- Nurse Supp/Mat	
				/HEALTH		
				SERVICES/SUPPLIES		
11/03/2023	55010	51.48	Amazon	EDUCATION/District/O	Supt-- Supp/Mat	
				FFICE OF THE		
				SUPERINTENDENT		
				S/SUPPLIES		
11/03/2023	55010	82.52	Amazon	EDUCATION/MIDDLE/MID	MS--- PBIS Supp/Mat	
				DLE-JUNIOR		
				HIGH/SUPPLIES		
11/03/2023	55010	31.66	Amazon	EDUCATION/District/D	Dir of Curr/Inst Sup/Mat	
				IRECTION OF CENTRAL		
				SUPPORT S/SUPPLIES		
11/03/2023	55010	67.99	Amazon	EDUCATION/District/R	Dist--- Convenience Acct S/M	
				EGULAR		
				PROGRAMS/SUPPLIES		
11/03/2023	55010	272.68	Amazon	EDUCATION/District/D	Tech--- Supp/Mat	
				ATA PROCESSING		
				SERVICES/SUPPLIES		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/03/2023	55010	300.22	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- STEM Supp/Mat	2,551.61
11/03/2023	55011	75.00	Bakota, Daniel	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Girls Basketball Officials	75.00
11/03/2023	55012	2,739.00	CDW Government, INC	EDUCATION/District/G RANTS/SUPPLIES	Dig Equity 4- Monitors	
11/03/2023	55012	65.00	CDW Government, INC	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	2,804.00
11/03/2023	55013	185.00	The Center	EDUCATION/ELEMENTARY /IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Elem-- Impr of Inst. (staff)	185.00
11/03/2023	55014	150.00	Dee, Noah	EDUCATION/MIDDLE/Int erscholastic Programs/PROFESSIONA L AND TECHNICAL SER	MS--- Musical Pur Svc	150.00
11/03/2023	55015	208.38	Demco	EDUCATION/MIDDLE/EDU CATIONAL MEDIA SERVICES/SUPPLIES	MS--- Library Supp/Mat	208.38
11/03/2023	55016	8,897.67	ENGIE Resources LLC	O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Energy Electricity	8,897.67
11/03/2023	55017	3,026.43	Exceptional Learners	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	3,026.43
11/03/2023	55018	1,255.50	Gateway Education Ho	EDUCATION/ELEMENTARY /ELEMENTARY/SOFTWARE	Elem--- Software(WordsTheirWay	1,255.50
11/03/2023	55019	1,062.00	High Touch High Tech	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	1,062.00
11/03/2023	55020	299.00	Illinois Principals	EDUCATION/ELEMENTARY /IMPROVEMENT OF	Elem-- Impr of Inst. (admin)	299.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER		
11/03/2023	55021	263.00	K & M Printing	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
11/03/2023	55021	1,160.00	K & M Printing	EDUCATION/ELEMENTARY /ELEMENTARY/Workbook	Elem--- Math Workbooks	
11/03/2023	55021	100.00	K & M Printing	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	1,523.00
11/03/2023	55022	1,328.40	Lakeshore Learning M	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
11/03/2023	55022	-929.18	Lakeshore Learning M	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	399.22
11/03/2023	55023	391.82	Learning Without Tea	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	391.82
11/03/2023	55024	615.00	Marriott Theatre	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	615.00
11/03/2023	55025	429.92	McGraw Hill LLC	EDUCATION/PRIMARY/EL EMENTARY/TEXTBOOKS	Pri-- Phonics Prgrm	429.92
11/03/2023	55026	108.79	Menards	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	
11/03/2023	55026	22.87	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
11/03/2023	55026	98.66	Menards	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
11/03/2023	55026	98.63	Menards	O & M/ELEMENTARY/CARE	Elem--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/03/2023	55026	98.64	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/MIDDLE/CARE	MS--- Maintenance Supp/Mat	427.59
11/03/2023	55027	2,488.07	NCC - Peterson Produ	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/MIDDLE/CARE	MS--- Custodial Supp/Mat	
11/03/2023	55027	254.80	NCC - Peterson Produ	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/District/CARE	Dist--- Custodial Supp/Mat	
11/03/2023	55027	1,020.57	NCC - Peterson Produ	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/ELEMENTARY/CARE	Elem--- Custodial Supp/Mat	
11/03/2023	55027	1,020.57	NCC - Peterson Produ	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/PRIMARY/CARE	Pri--- Custodial Supp/Mat	4,784.01
11/03/2023	55028	1,993.16	Network Craze Techno	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	1,993.16
11/03/2023	55029	75.00	Nickell, Jim	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Girls Basketball Officials	75.00
11/03/2023	55030	389.16	Nicor Gas	AND UPKEEP OF BUILDING SE/NATURAL GAS O & M/ELEMENTARY/CARE	Elem--- Natural Gas	
11/03/2023	55030	441.77	Nicor Gas	AND UPKEEP OF BUILDING SE/NATURAL GAS O & M/PRIMARY/CARE	Pri--- Natural Gas	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/03/2023	55030	747.73	Nicor Gas	GAS O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	MS--- Natural Gas	1,578.66
11/03/2023	55031	1,005.00	One Stone Apparel	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- PE t-shirts	1,005.00
11/03/2023	55032	612.84	Oriental Trading Com	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	612.84
11/03/2023	55033	510.74	Pittman, Erin	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	510.74
11/03/2023	55034	500.00	Quadient Finance USA	EDUCATION/District/B OARD OF EDUCATION SERVICES/COMMUNICATI ON	Board-- Communication	500.00
11/03/2023	55035	200.97	Quadient Leasing USA	EDUCATION/District/B OARD OF EDUCATION SERVICES/COMMUNICATI ON	Board-- Communication	200.97
11/03/2023	55036	210.59	Quill Corp	EDUCATION/District/F ISCAL SERVICES/SUPPLIES	Business-- Supp/Mat	210.59
11/03/2023	55037	18.90	Quinlan & Fabish Mus	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Band Supp/Mat	
11/03/2023	55037	58.50	Quinlan & Fabish Mus	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Band Supp/Mat	
11/03/2023	55037	42.99	Quinlan & Fabish Mus	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Band Supp/Mat	
11/03/2023	55037	189.00	Quinlan & Fabish Mus	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
11/03/2023	55037	24.99	Quinlan & Fabish Mus	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Band Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/03/2023	55037	20.00	Quinlan & Fabish Mus	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Band Supp/Mat	354.38
11/03/2023	55038	408.00	Raising Student Achi	EDUCATION/ELEMENTARY /IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Elem-- Impr of Inst. (staff)	408.00
11/03/2023	55039	474.33	ReadyRefresh by Nest	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	MS--- Water/Sewer Services	
11/03/2023	55039	406.42	ReadyRefresh by Nest	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	Elem--- Water/Sewer Services	
11/03/2023	55039	367.48	ReadyRefresh by Nest	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	Pri--- Water/Sewer Services	1,248.23
11/03/2023	55040	195.00	Regional Office of E	EDUCATION/ELEMENTARY /IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Elem-- Impr of Inst. (admin)	
11/03/2023	55040	90.00	Regional Office of E	EDUCATION/PRIMARY/IM PROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Pri-- Impr of Inst. (admin)	
11/03/2023	55040	90.00	Regional Office of E	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	EL-- Imp of Instruction	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/03/2023	55040	90.00	Regional Office of E	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	EL-- Imp of Instruction	
11/03/2023	55040	90.00	Regional Office of E	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	EL-- Imp of Instruction	
11/03/2023	55040	90.00	Regional Office of E	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	EL-- Imp of Instruction	
11/03/2023	55040	90.00	Regional Office of E	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	EL-- Imp of Instruction	735.00
11/03/2023	55041	7.75	Revelo, Clara	EDUCATION/District/S ALES TO PUPILS - LUNCH	FoodSvc--- Lunch/Breakfst Rev	7.75
11/03/2023	55042	24.39	School Specialty	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem--- Art Supp/Mat	24.39
11/03/2023	55043	366.95	Sensory Edge	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri--- Classroom spec request	366.95
11/03/2023	55044	418.35	Sportdecals	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	418.35
11/03/2023	55045	15.17	T-Mobile	EDUCATION/District/M TSS/Title I/SUPPLIES	Title I-- Homeless supp/mat	15.17
11/03/2023	55046	174.95	Themes And Variation	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri--- Music Supp/Mat	
11/03/2023	55046	174.95	Themes And Variation	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem--- Music Supp/Mat	349.90
11/03/2023	55047	988.00	Wells Fargo Vendor F	EDUCATION/District/C ARE AND UPKEEP OF	Dist-- Copy Machine Lease	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/03/2023	55047	1,698.41	Wells Fargo Vendor F	EQUIPMENT S/RENTALS EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	2,686.41
11/03/2023	55048	150.00	Williams, Dave	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Girls Basketball Officials	150.00
11/03/2023	55049	975.00	Wilson, Judith	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	975.00
11/06/2023	55051	600.00	Almazan, Alfredo Bel	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- PBIS Supp/Mat	600.00
11/09/2023	55052	115.00	Accurate Biometrics	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- Purch Svc	
11/09/2023	55052	297.50	Accurate Biometrics	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Fingerprinting	412.50
11/09/2023	55053	26.88	Alonso, Catherine	EDUCATION/ELEMENTARY /Interscholastic Programs/SUPPLIES	Elem-- Academic Enrch Supp/Mat	26.88
11/09/2023	55054	456.00	Alpha Prime Communic	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Radios (Internal)	456.00
11/09/2023	55057	297.08	Amazon	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	
11/09/2023	55057	299.99	Amazon	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
11/09/2023	55057	8.42	Amazon	EDUCATION/MIDDLE/MID	MS-- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/09/2023	55057	155.70	Amazon	DLE-JUNIOR HIGH/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
11/09/2023	55057	160.43	Amazon	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
11/09/2023	55057	155.71	Amazon	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	
11/09/2023	55057	54.12	Amazon	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	
11/09/2023	55057	99.95	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
11/09/2023	55057	106.01	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- PBIS Supp/Mat	
11/09/2023	55057	368.45	Amazon	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
11/09/2023	55057	363.83	Amazon	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	
11/09/2023	55057	75.59	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
11/09/2023	55057	50.98	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
11/09/2023	55057	46.95	Amazon	EDUCATION/District/O FFICE OF THE SUPERINTENDENT	Supt-- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/09/2023	55057	59.58	Amazon	S/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
11/09/2023	55057	11.90	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/PRIMARY/EL	Pri-- Supp/Mat	
11/09/2023	55057	39.56	Amazon	EMENTARY/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
11/09/2023	55057	8.97	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/PRIMARY/EL	Pri-- Supp/Mat	
11/09/2023	55057	270.12	Amazon	EMENTARY/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
11/09/2023	55057	79.00	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/District/D	Tech--- Supp/Mat	
11/09/2023	55057	9.99	Amazon	ATA PROCESSING SERVICES/SUPPLIES	Elem-- Supp/Mat	
11/09/2023	55057	19.99	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
11/09/2023	55057	19.99	Amazon	EDUCATION/District/F ISCAL	Business-- Supp/Mat	
11/09/2023	55057	89.97	Amazon	SERVICES/SUPPLIES EDUCATION/District/D	Dir of Curr/Inst Sup/Mat	
11/09/2023	55057	35.97	Amazon	IRECTION OF CENTRAL SUPPORT S/SUPPLIES	Pri-- Supp/Mat	
11/09/2023	55057	58.97	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
11/09/2023	55057	80.17	Amazon	EDUCATION/District/S PECIAL	SPED--- Supp/Mat	
11/09/2023	55057	104.75	Amazon	EDUCATION/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
11/09/2023	55057	188.88	Amazon	DLE-JUNIOR HIGH/SUPPLIES	MS-- Nurse Supp/Mat	
11/09/2023	55057	147.99	Amazon	EDUCATION/MIDDLE/HEA LTH	MS-- Nurse Supp/Mat	
11/09/2023	55057	188.88	Amazon	SERVICES/SUPPLIES O & M/District/CARE	Dist- Snow removal suppl/mat	
11/09/2023	55057	147.99	Amazon	AND UPKEEP OF GROUNDS	Dist- Snow removal suppl/mat	
11/09/2023	55057	147.99	Amazon	SER/SUPPLIES EDUCATION/District/D	Tech--- Supp/Mat	
11/09/2023	55057	147.99	Amazon	ATA PROCESSING	Tech--- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/09/2023	55057	166.10	Amazon	SERVICES/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/Workbooks	MS--- Spanish Workbooks	
11/09/2023	55057	102.63	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Science Supp/Mat	
11/09/2023	55057	31.55	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/TEXTBOOKS	MS--- ELA resources	
11/09/2023	55057	-12.12	Amazon	EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/SUPPLIES	MS-- Impr of Inst. Supp/Mat	
11/09/2023	55057	-6.97	Amazon	EDUCATION/ELEMENTARY /HEALTH SERVICES/SUPPLIES	Elem-- Nurse Supp/Mat	
11/09/2023	55057	505.49	Amazon	EDUCATION/MIDDLE/EDU CATIONAL MEDIA SERVICES/SUPPLIES	MS--- Library Books	
11/09/2023	55057	27.96	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
11/09/2023	55057	68.98	Amazon	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
11/09/2023	55057	10.84	Amazon	EDUCATION/ELEMENTARY /HEALTH SERVICES/SUPPLIES	Elem-- Nurse Supp/Mat	
11/09/2023	55057	48.24	Amazon	EDUCATION/ELEMENTARY /HEALTH SERVICES/SUPPLIES	Elem-- Nurse Supp/Mat	
11/09/2023	55057	79.89	Amazon	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	
11/09/2023	55057	15.28	Amazon	EDUCATION/District/B ILINGUAL PROGRAMS/SUPPLIES	EL-- Supp/Mat	
11/09/2023	55057	26.51	Amazon	EDUCATION/MIDDLE/MID	MS-- Supp/Mat	4,513.40

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/09/2023	55058	455.40	Barnes & Noble	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/District/B ILINGUAL	EL-- Supp/Mat	455.40
11/09/2023	55059	3,443.75	Carroll, Megan	PROGRAMS/SUPPLIES EDUCATION/District/H EALTH	SPED-- OT/PT/Health Pur Svc	3,443.75
11/09/2023	55060	1,765.00	Chain O Lakes Transp	SERVICES/PROFESSIONA L AND TECHNICAL SER TRANSPORTATION/SEDOL	Trans--- SPED P/S Off Campus /SpecED/PUPIL	
11/09/2023	55060	1,900.00	Chain O Lakes Transp	TRANSPORTATION SERVICES/PUPIL TRANSPORTATION	Trans--- SPED P/S Off Campus /SpecED/PUPIL	3,665.00
11/09/2023	55061	851.37	ComEd	TRANSPORTATION O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Energy Electricity	851.37
11/09/2023	55062	1,781.25	Community Products L	EDUCATION/District/S PECIAL	SPED--- Supp/Mat	1,781.25
11/09/2023	55063	3,646.39	Connection's Day Sch	EDUCATION/SUPPLIES EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	3,646.39
11/09/2023	55064	6,642.00	Data Recognition Cor	EDUCATION/District/G RANTS/DUES & FEES	ESSERIII-- LAS links license	6,642.00
11/09/2023	55065	149.09	DiTusa, Lindsay Dyan	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	149.09
11/09/2023	55066	2,070.00	Earn It, Inc	EDUCATION/MIDDLE/Int erscholastic	MS--- Athletic Uniforms	2,070.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/09/2023	55067	485.00	Franzua Hamm, Olga	Programs/SUPPLIES EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	485.00
11/09/2023	55068	120.02	FSS Technologies, LL	O & M/MIDDLE/SECURITY SERVICES/PROFESSIONA L AND TECHNICAL SER	MS--- Security Svc	
11/09/2023	55068	119.99	FSS Technologies, LL	O & M/PRIMARY/SECURITY SERVICES/PROFESSIONA L AND TECHNICAL SER	Pri--- Security Svc	
11/09/2023	55068	119.99	FSS Technologies, LL	O & M/ELEMENTARY/SECURIT Y SERVICES/PROFESSIONA L AND TECHNICAL SER	Elem--- Security Svc	360.00
11/09/2023	55069	13,510.27	Grant Township Highw	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/GASOLINE	Trans--- Fuel	13,510.27
11/09/2023	55070	485.00	Hoadley, Renee	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	485.00
11/09/2023	55071	1,240.20	Hodges, Loizzi, Eise	EDUCATION/District/B OARD OF EDUCATION SERVICES/LEGAL SERVICES	Board-- Legal Services	1,240.20
11/09/2023	55072	26.38	Home Depot Credit Se	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
11/09/2023	55072	26.38	Home Depot Credit Se	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
11/09/2023	55072	26.38	Home Depot Credit Se	O & M/MIDDLE/CARE AND UPKEEP OF	MS--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	CREDIT	DEBIT	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/09/2023	55072	11.92	Home Depot	Credit	Se	BUILDING SE/SUPPLIES O & M/District/VEHICLE SERVICING AND MAINTENA/REPAIR AND MAINTENANCE SERVICE	Vehicle Repairs and Maint	
11/09/2023	55072	31.65	Home Depot	Credit	Se	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
11/09/2023	55072	31.65	Home Depot	Credit	Se	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
11/09/2023	55072	31.65	Home Depot	Credit	Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
11/09/2023	55072	41.53	Home Depot	Credit	Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
11/09/2023	55072	41.53	Home Depot	Credit	Se	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
11/09/2023	55072	41.53	Home Depot	Credit	Se	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	
11/09/2023	55072	18.90	Home Depot	Credit	Se	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
11/09/2023	55072	129.00	Home Depot	Credit	Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Custodial Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/09/2023	55072	302.56	Home Depot Credit Se	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Custodial Supp/Mat	
11/09/2023	55072	61.38	Home Depot Credit Se	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Maintenance Supp/Mat	
11/09/2023	55072	55.65	Home Depot Credit Se	SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Maintenance Supp/Mat	
11/09/2023	55072	55.65	Home Depot Credit Se	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Maintenance Supp/Mat	
11/09/2023	55072	55.68	Home Depot Credit Se	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Maintenance Supp/Mat	
11/09/2023	55072	44.97	Home Depot Credit Se	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Maintenance Supp/Mat	
11/09/2023	55072	12.97	Home Depot Credit Se	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc-- S/M (non-program)	1,047.36
11/09/2023	55073	160.00	Huemann, Linda Jean	EDUCATION/PRIMARY/In terscholastic Programs/SUPPLIES	Pri-- Academic Enrch Supp/Mat	160.00
11/09/2023	55074	878.50	Huemann Water Condit	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	878.50
11/09/2023	55075	4,052.00	IFSI	O & M/ELEMENTARY/CARE	Elem--- O&M Repairs and Maint	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/09/2023	55075	2,706.00	IFSI	AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE O & M/MIDDLE/CARE	MS--- O&M Repairs and Maint	6,758.00
11/09/2023	55076	688.00	Illinois Principals	EDUCATION/PRIMARY/Principals/DUES & FEES	Pri--- Admin Dues & Fees	688.00
11/09/2023	55077	344.00	Illinois School for	TRANSPORTATION/SEDOL /SpecED/PUPIL TRANSPORTATION SERVICES/PUPIL TRANSPORTATION	Trans--- SPED P/S Off Campus	344.00
11/09/2023	55078	24.00	ILMEA State Office	EDUCATION/MIDDLE/Interscholastic Programs/DUES & FEES	Band--- Dues & Fees	24.00
11/09/2023	55079	228.47	Janusz, Lenayn	EDUCATION/PRIMARY/Principals/SUPPLIES	Pri-- Principal Supp/Mat	
11/09/2023	55079	199.00	Janusz, Lenayn	EDUCATION/PRIMARY/IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Pri-- Impr of Inst. (admin)	427.47
11/09/2023	55080	54.00	Joerns, Terry	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- CDL Permits	54.00
11/09/2023	55081	408.00	Kane County ROE #31	EDUCATION/ELEMENTARY /IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Elem-- Impr of Inst. (staff)	
11/09/2023	55081	408.00	Kane County ROE #31	EDUCATION/ELEMENTARY	Elem-- Impr of Inst. (staff)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/09/2023	55081	0.00	Kane County ROE #31	/IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/PRIMARY/IM	Pri-- Impr of Inst. (staff)	
11/09/2023	55081	408.00	Kane County ROE #31	PROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/ELEMENTARY	Elem-- Impr of Inst. (staff)	1,224.00
11/09/2023	55082	48.47	Kneller Butts, Ellen	/IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/ELEMENTARY	Elem-- Impr of Inst. (staff)	48.47
11/09/2023	55083	20.00	Lake County Regional	EDUCATION/District/B	Board--- Purch Svc	
11/09/2023	55083	1,600.00	Lake County Regional	BOARD OF EDUCATION SERVICES/PROFESSIONAL AND TECHNICAL SER EDUCATION/District/I	Impr. of Instr--- Staff	1,620.00
11/09/2023	55084	575.00	Lakeland Septic Serv	AND UPKEEP OF BUILDING SE/SANITATION SERVICES O & M/District/CARE	Sanitation Services	575.00
11/09/2023	55085	485.00	Lucas, Dawn	EDUCATION/District/E	Distr-- Tuition Reimb.	485.00
11/09/2023	55086	3,430.14	Martin-Upton, Eileen	LEMENTARY/TUITION REIMBURSEMENT EDUCATION/District/H	SPED-- OT/PT/Health Pur Svc	3,430.14
				HEALTH SERVICES/PROFESSIONAL		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/09/2023	55087	8.98	Menards	L AND TECHNICAL SER O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
11/09/2023	55087	33.42	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
11/09/2023	55087	20.47	Menards	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	
11/09/2023	55087	20.97	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
11/09/2023	55087	100.31	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
11/09/2023	55087	326.08	Menards	EDUCATION/District/C COMMUNITY RECREATION SERVICES/SUPPLIES	Comm Dev/Outr Supp/Mat	
11/09/2023	55087	17.54	Menards	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Custodial Supp/Mat	527.77
11/09/2023	55088	470.00	Miller, Carrie	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	470.00
11/09/2023	55089	400.80	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
11/09/2023	55089	1,706.07	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/09/2023	55089	296.38	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	2,403.25
11/09/2023	55090	1,271.20	Net56	O & M/District/CARE AND UPKEEP OF BUILDING SE/Net56	Internet Services (Net 56)	1,271.20
11/09/2023	55091	75.00	Nickell, Jim	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Boys Basketball Officials	75.00
11/09/2023	55092	60,819.37	Northwest Suburban S	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	60,819.37
11/09/2023	55093	485.00	Olney, Erin	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	485.00
11/09/2023	55094	24.96	Oriental Trading Com	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
11/09/2023	55094	24.96	Oriental Trading Com	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	49.92
11/09/2023	55095	750.00	Peter Snelten & Sons	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	750.00
11/09/2023	55096	103.16	Philippsen, Michelle	EDUCATION/District/O THER FOOD SERVICES/TRAVEL	FoodSvc--- Travel	103.16
11/09/2023	55097	100.00	Pitel Septic Inc	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/PROFESSIONAL AND TECHNICAL SER	MS--- Pur Svc	100.00
11/09/2023	55098	485.00	Polark, Kelly	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	485.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/09/2023	55099	110.62	Presley, Nicola	EDUCATION/PRIMARY/Interscholastic Programs/SUPPLIES	Pri-- Academic Enrch Supp/Mat	110.62
11/09/2023	55100	3,831.60	Rebel Athletics Inc	EDUCATION/MIDDLE/Interscholastic Programs/SUPPLIES	MS--- Athletic Uniforms	3,831.60
11/09/2023	55101	3,432.00	Renaissance Learning	EDUCATION/District/GRANTS/SUPPLIES	ESSER 3-- Easy CBM	3,432.00
11/09/2023	55102	4,753.59	RingCentral Inc	O & M/District/CARE AND UPKEEP OF BUILDING SE/At&t	Phone Services (AT&T)	4,753.59
11/09/2023	55103	825.00	Schiller, Kathryn	EDUCATION/District/ELEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	825.00
11/09/2023	55104	171.86	Securitas Electronic	O & M/District/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Dist--- O&M Repairs and Maint	171.86
11/09/2023	55105	975.00	SEDOL	EDUCATION/District/IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	IDEA-- Impr of Inst	
11/09/2023	55105	15,372.44	SEDOL	EDUCATION/SEDOL/Spec ED/TuitionOtherDistricts/Private Tuition	SPED--- SEDOL Tuition	16,347.44
11/09/2023	55106	700.00	Spakowski, Diane	EDUCATION/District/FISCAL SERVICES/PROFESSIONAL AND TECHNICAL SER	Distr--- Bus. Mngr Pur Svc	700.00
11/09/2023	55107	2,576.00	State Bank Of The La	Debt Service Fund/District/Debt Certificate Intrst	Debt Certificate Int 2016	
11/09/2023	55107	128,800.00	State Bank Of The La	Debt Service Fund/District/Debt Certificate Princpl	Debt Certificate Princ. 2016	131,376.00
				2016/REDEMPTION OF		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/09/2023	55108	485.00	Sterbenz, Alexis	PRINCIPAL EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	485.00
11/09/2023	55109	288.20	Stroup, Nicole Miche	EDUCATION/District/D IRECTION OF CENTRAL SUPPORT S/TRAVEL	Dir of Curr/Inst Travel	288.20
11/09/2023	55110	337.50	Techstar America Cor	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
11/09/2023	55110	210.50	Techstar America Cor	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/Copy Supplies	MS-- Copy Supplies	
11/09/2023	55110	145.00	Techstar America Cor	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/Copy Supplies	MS-- Copy Supplies	
11/09/2023	55110	553.00	Techstar America Cor	EDUCATION/PRIMARY/EL EMENTARY/Copy Supplies	Pri- Copy Supp/Mat	1,246.00
11/09/2023	55111	75.00	Tengler, Steve	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Boys Basketball Officials	75.00
11/09/2023	55112	64.48	Vasica, John	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	64.48
11/09/2023	55113	2,000.00	Vista Higher Learnin	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	EL-- Imp of Instruction	2,000.00
11/09/2023	55114	150.08	Warehouse Direct Bus	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
11/09/2023	55114	150.02	Warehouse Direct Bus	O & M/ELEMENTARY/CARE AND UPKEEP OF	Elem--- Custodial Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/09/2023	55114	150.02	Warehouse Direct Bus	BUILDING SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	450.12
11/09/2023	55115	1,459.55	Waukegan Safe And Lo	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Door repairs	
11/09/2023	55115	78.00	Waukegan Safe And Lo	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	
11/09/2023	55115	22.00	Waukegan Safe And Lo	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
11/09/2023	55115	140.00	Waukegan Safe And Lo	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	1,699.55
11/09/2023	55116	147.00	Wells Fargo Vendor F	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	147.00
11/09/2023	55117	11.79	Wiley, Stephane	O & M/District/OPERATION AND MAINTENANCE OF P/TRAVEL	O&M Travel	11.79
11/09/2023	55118	498.96	Wilson Language Trai	EDUCATION/PRIMARY/EL EMENTARY/TEXTBOOKS	Pri-- Phonics Prgrm	
11/09/2023	55118	-2.82	Wilson Language Trai	EDUCATION/PRIMARY/SU MMER SCHOOL/SUPPLIES	ESSERIII- Sum Sch Supplies	
11/09/2023	55118	-2.82	Wilson Language Trai	EDUCATION/ELEMENTARY /SUMMER SCHOOL/SUPPLIES	ESSERIII- Sum Sch Supplies	
11/09/2023	55118	-2.82	Wilson Language Trai	EDUCATION/MIDDLE/SUM SCHOOL/SUPPLIES	ESSERIII- Sum Sch Supplies	490.50

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/09/2023	55119	169.15	Zeiger, Elyse	MER SCHOOL/SUPPLIES EDUCATION/PRIMARY/In terscholastic Programs/SUPPLIES	Pri-- Academic Enrch Supp/Mat	169.15
11/16/2023	55120	332.13	Collection Service C	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	332.13
11/16/2023	55121	4,456.28	Ill Municipal Retire	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	
11/16/2023	55121	1,016.85	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	
11/16/2023	55121	1,924.82	Ill Municipal Retire	TRANSPORTATION/Distr ict/Benefit Accrual		
11/16/2023	55121	9,880.31	Ill Municipal Retire	IMRF/District/Benefi t Accrual	IMRF - IMRF Withholding	
11/16/2023	55121	4,510.65	Ill Municipal Retire	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	
11/16/2023	55121	1,026.86	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	
11/16/2023	55121	2,012.58	Ill Municipal Retire	TRANSPORTATION/Distr ict/Benefit Accrual		
11/16/2023	55121	10,091.87	Ill Municipal Retire	IMRF/District/Benefi t Accrual	IMRF - IMRF Withholding	34,920.22
11/16/2023	55122	40.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
11/16/2023	55122	50.00	Illinois Dept Of Rev	TRANSPORTATION/Distr ict	Transportation - IL State With	
11/16/2023	55122	22,749.70	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
11/16/2023	55122	1,036.12	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
11/16/2023	55122	1,914.24	Illinois Dept Of Rev	TRANSPORTATION/Distr ict	Transportation - IL State With	25,790.06
11/16/2023	55123	11,902.80	Lake County Federati	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	11,902.80
11/16/2023	55124	3,447.38	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2023	55124	199.84	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2023	55124	24.33	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/16/2023	55124	2,566.37	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2023	55124	410.09	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2023	55124	551.06	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2023	55124	148.77	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2023	55124	18.12	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	7,365.96
11/16/2023	55125	34,473.84	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2023	55125	1,998.00	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2023	55125	243.24	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2023	55125	2,221.59	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2023	55125	1,350.88	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2023	55125	5,510.70	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2023	55125	355.10	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2023	55125	213.16	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2023	55125	128.77	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2023	55125	15.67	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	46,510.95
11/16/2023	55126	6,236.90	United States Treasu	EDUCATION/District	EDUCATION FICA	
11/16/2023	55126	1,398.04	United States Treasu	O & M/District	Building - FICA Withholding	
11/16/2023	55126	2,748.37	United States Treasu	TRANSPORTATION/Distr ict		
11/16/2023	55126	2,208.71	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
11/16/2023	55126	470.00	United States Treasu	TRANSPORTATION/Distr ict/Federal Tax Withheld	Transportation-Federal Withold	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/16/2023	55126	40,762.22	United States Treasu	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
11/16/2023	55126	1,446.23	United States Treasu	O & M/District/Federal Tax Withheld	Building - Federal Withholding	
11/16/2023	55126	2,122.14	United States Treasu	TRANSPORTATION/District/Federal Tax Withheld	Transportation-Federal Withhold	
11/16/2023	55126	8,095.06	United States Treasu	EDUCATION/District	EDUCATION Medicare Withiheld	
11/16/2023	55126	326.97	United States Treasu	O & M/District	Building- Medicare Withholding	
11/16/2023	55126	642.78	United States Treasu	TRANSPORTATION/District	Transportation-Medicare With	
11/16/2023	55126	10,383.31	United States Treasu	SOCIAL SECURITY/MEDICARE/District	SS/Medicare - FICA Withholding	
11/16/2023	55126	8,978.29	United States Treasu	SOCIAL SECURITY/MEDICARE/District	SS/Medicare-Medicare Withheld	85,819.02
11/16/2023	55127	938.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
11/16/2023	55127	313.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
11/16/2023	55127	359.02	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	1,610.02
11/16/2023	55128	100.00	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
11/16/2023	55128	602.18	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	702.18
11/17/2023	55129	134.00	Alpha Baking Co, Inc	EDUCATION/District/Food OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55129	269.30	Alpha Baking Co, Inc	EDUCATION/District/Food OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55129	114.88	Alpha Baking Co, Inc	EDUCATION/District/Food OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55129	86.16	Alpha Baking Co, Inc	EDUCATION/District/Food OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55129	34.41	Alpha Baking Co, Inc	EDUCATION/District/Food OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55129	91.76	Alpha Baking Co, Inc	EDUCATION/District/Food OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				OOD SERVICES/SUPPLIES		
11/17/2023	55129	44.60	Alpha Baking Co, Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD SERVICES/SUPPLIES		
11/17/2023	55129	57.35	Alpha Baking Co, Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD SERVICES/SUPPLIES		
11/17/2023	55129	91.76	Alpha Baking Co, Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	924.22
				OOD SERVICES/SUPPLIES		
11/17/2023	55130	835.45	Amazon	EDUCATION/District/D	Tech--- Supp/Mat	
				ATA PROCESSING SERVICES/SUPPLIES		
11/17/2023	55130	27.77	Amazon	EDUCATION/PRIMARY/EL	Pri-- Supp/Mat	
				EMENTARY/SUPPLIES		
11/17/2023	55130	62.00	Amazon	EDUCATION/District/F	Business-- Supp/Mat	
				ISCAL SERVICES/SUPPLIES		
11/17/2023	55130	131.84	Amazon	EDUCATION/ELEMENTARY	Elem-- Nurse Supp/Mat	
				/HEALTH SERVICES/SUPPLIES		
11/17/2023	55130	399.00	Amazon	EDUCATION/MIDDLE/Int	Athletics--- Supp/Mat	
				erscholastic Programs/SUPPLIES		
11/17/2023	55130	10.99	Amazon	EDUCATION/MIDDLE/Int	Athletics--- Supp/Mat	
				erscholastic Programs/SUPPLIES		
11/17/2023	55130	33.80	Amazon	EDUCATION/MIDDLE/MID	MS-- Supp/Mat	1,500.85
				DLE-JUNIOR HIGH/SUPPLIES		
11/17/2023	55131	1,530.00	APCP Pizza Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	1,530.00
				OOD SERVICES/SUPPLIES		
11/17/2023	55132	378.00	Apple, Inc	EDUCATION/District/D	Tech--- Supp/Mat	378.00
				ATA PROCESSING SERVICES/SUPPLIES		
11/17/2023	55133	65.28	Aramark Uniform & Ca	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/17/2023	55133	65.28	Aramark Uniform & Ca	EDUCATION/District/F SERVICES/SUPPLIES OOD	FoodSvc--- S/M (Program)	
11/17/2023	55133	65.28	Aramark Uniform & Ca	EDUCATION/District/F SERVICES/SUPPLIES OOD	FoodSvc--- S/M (Program)	
11/17/2023	55133	65.28	Aramark Uniform & Ca	EDUCATION/District/F SERVICES/SUPPLIES OOD	FoodSvc--- S/M (Program)	261.12
11/17/2023	55134	50.00	Biancalana, Venette	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
11/17/2023	55135	75.00	Carter, Mike	EDUCATION/MIDDLE/Int SERVI/Other Benefit	Girls Basketball Officials erscholastic Programs/PURCHASED	75.00
11/17/2023	55136	75.00	Chase, Kyla	EDUCATION/MIDDLE/Int SERVICES	Boys Basketball Officials erscholastic Programs/PURCHASED	75.00
11/17/2023	55137	50.00	Cornwell, Joshua	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
11/17/2023	55138	155.50	Cozzini Bros., Inc.,	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	155.50
11/17/2023	55139	803.76	Daily Herald/Paddock	EDUCATION/District/B OARD OF EDUCATION SERVICES/COMMUNICATI ON	Board-- Communication	803.76
11/17/2023	55140	50.00	DeNovo, Kira	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
11/17/2023	55141	3,038.08	Exceptional Learners	EDUCATION/District/H EALTH	SPED-- OT/PT/Health Pur Svc	3,038.08

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/17/2023	55142	2,012.05	Flood Brothers Dispo	SERVICES/PROFESSIONAL AND TECHNICAL SERVICES/O & M/District/CARE AND UPKEEP OF BUILDING SE/SANITATION SERVICES	Sanitation Services	
11/17/2023	55142	27.95	Flood Brothers Dispo	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/SANITATION SERVICES	Trans--- Garbage pickup	2,040.00
11/17/2023	55143	50.00	Gold, Robert	EDUCATION/District/EXECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
11/17/2023	55144	1,793.97	Gordon, Alicia	EDUCATION/District/FOOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm) OOD	
11/17/2023	55144	135.44	Gordon, Alicia	EDUCATION/District/FOOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program) OOD	
11/21/2023	55144	-1,793.97	Gordon, Alicia	EDUCATION/District/FOOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm) OOD	
11/21/2023	55144	-135.44	Gordon, Alicia	EDUCATION/District/FOOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program) OOD	
11/17/2023	55145	47.54	Gordon Food Service	EDUCATION/District/FOOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm) OOD	
11/17/2023	55145	19.79	Gordon Food Service	EDUCATION/District/FOOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program) OOD	
11/17/2023	55145	2,369.09	Gordon Food Service	EDUCATION/District/FOOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm) OOD	
11/17/2023	55145	354.94	Gordon Food Service	EDUCATION/District/FOOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program) OOD	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/17/2023	55145	2,880.72	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55145	22.93	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/17/2023	55145	794.80	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Pur (Non-Prog)	
11/17/2023	55145	2,548.74	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55145	101.78	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/17/2023	55145	2,798.75	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55145	170.89	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/17/2023	55145	143.19	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Pur (Non-Prog)	
11/17/2023	55145	1,869.71	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55145	273.72	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/17/2023	55145	2,635.98	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55145	807.94	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Pur (Non-Prog)	
11/17/2023	55145	2,669.55	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/17/2023	55145	77.18	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/17/2023	55145	898.31	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55145	119.75	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/17/2023	55145	225.45	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Pur (Non-Prog)	
11/17/2023	55145	1,207.14	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55145	392.15	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/17/2023	55145	1,547.94	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55145	392.32	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Pur (Non-Prog)	
11/17/2023	55145	77.43	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/17/2023	55145	2,820.28	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55145	273.49	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/17/2023	55145	684.23	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55145	105.84	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/17/2023	55145	709.12	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Pur (Non-Prog)	
11/17/2023	55145	1,603.59	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55145	131.28	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/17/2023	55145	339.09	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Pur (Non-Prog)	
11/17/2023	55145	88.04	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/17/2023	55145	1,332.74	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55145	3,440.94	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55145	64.89	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/17/2023	55145	450.64	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Pur (Non-Prog)	
11/17/2023	55145	1,983.06	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55145	101.74	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/17/2023	55145	1,248.63	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55145	51.76	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Pur (Non-Prog)	40,877.09

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/17/2023	55146	1,268.47	Granite Telecommunic	SERVICES/SUPPLIES O & M/District/CARE AND UPKEEP OF BUILDING SE/At&t	Phone Services (AT&T)	1,268.47
11/17/2023	55147	23.99	Grower Equipment & S	O & M/District/CARE AND UPKEEP OF GROUNDS SER/SUPPLIES	Dist--- Grounds Supp/Mat	23.99
11/17/2023	55148	440.89	Hershey Creamery Co	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	440.89
11/17/2023	55149	289.00	Illinois State Unive	EDUCATION/PRIMARY/IM PROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Pri-- Impr of Inst. (staff)	289.00
11/17/2023	55150	1,056.00	Integrated Systems C	EDUCATION/District/D ATA PROCESSING SERVICES/DUES & FEES	Tech--- Skyward Annual Fee	1,056.00
11/17/2023	55151	128.81	International Instit	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	128.81
11/17/2023	55152	100.00	ITsavvy LLC	EDUCATION/District/O PERATIONS SERVICES/PROFESSIONA L AND TECHNICAL SER	Tech--- Upkeep/Warranties	100.00
11/17/2023	55153	50.00	Janusz, Lenayn	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
11/17/2023	55154	50.00	Kumpula, Sara	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
11/17/2023	55155	50.00	Laske, Jacquelyn	TRANSPORTATION/Distr ict/SERVICE AREA DIRECTION/Other Benefit	Trans-- cell phone stipend	50.00
11/17/2023	55156	50.00	McCulley, Matthew	EDUCATION/District/E	Admin cell phone stipend	50.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/17/2023	55157	50.00	McDonough, Amanda Ma	XECUTIVE ADMINISTRATION SERVI/Other Benefit EDUCATION/District/E	Admin cell phone stipend	50.00
11/17/2023	55158	59.76	Menards	XECUTIVE ADMINISTRATION SERVI/Other Benefit O & M/District/CARE	Dist--- Custodial Supp/Mat AND UPKEEP OF BUILDING SE/SUPPLIES	
11/17/2023	55158	69.60	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	MS--- Water/Sewer Services	
11/17/2023	55158	10.98	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
11/17/2023	55158	5.95	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
11/17/2023	55158	5.95	Menards	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
11/17/2023	55158	5.98	Menards	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	
11/17/2023	55158	25.06	Menards	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
11/17/2023	55158	25.07	Menards	O & M/ELEMENTARY/CARE	Elem--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/17/2023	55158	25.07	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/MIDDLE/CARE	MS--- Maintenance Supp/Mat	
11/17/2023	55158	40.50	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/MIDDLE/CARE	MS--- Water/Sewer Services	
11/17/2023	55158	76.08	Menards	AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES O & M/MIDDLE/CARE	MS--- Water/Sewer Services	
11/17/2023	55158	11.91	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/PRIMARY/CARE	Pri--- Maintenance Supp/Mat	
11/17/2023	55158	11.91	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/ELEMENTARY/CARE	Elem--- Maintenance Supp/Mat	
11/17/2023	55158	11.92	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/MIDDLE/CARE	MS--- Maintenance Supp/Mat	385.74
11/17/2023	55159	878.80	Midland Paper	EDUCATION/PRIMARY/ELEMENTARY/Copy Paper	Pri-- Copy paper	
11/17/2023	55159	878.80	Midland Paper	EDUCATION/ELEMENTARY/Copy Paper	Elem-- Copy Paper	1,757.60
11/17/2023	55160	75.00	Ming, Jerry	Paper EDUCATION/MIDDLE/Interscholastic Programs/PURCHASED SERVICES	Boys Basketball Officials	75.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/17/2023	55161	50.00	Mullen, Rachel Ann	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
11/17/2023	55162	300.00	Mundelein High Schoo	EDUCATION/MIDDLE/Int erscholastic Programs/DUES & FEES	Track--- Dues & Fees	300.00
11/17/2023	55163	85.43	Napa Auto Supply Fox	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	
11/17/2023	55163	33.76	Napa Auto Supply Fox	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	119.19
11/17/2023	55164	1,100.00	New Direction Soluti	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	
11/17/2023	55164	1,100.00	New Direction Soluti	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	
11/17/2023	55164	1,320.00	New Direction Soluti	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	
11/17/2023	55164	1,540.00	New Direction Soluti	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	5,060.00
11/17/2023	55165	4,195.19	Onyx Asset Services	O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Energy Electricity	4,195.19
11/17/2023	55166	18,469.00	Otus, LLC	EDUCATION/District/D ATA PROCESSING SERVICES/SOFTWARE	Tech-- OTUS	18,469.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/17/2023	55167	339.97	PAHCS II/Northwester	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Bus Driver Physicals	
11/17/2023	55167	410.03	PAHCS II/Northwester	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Random Drug Testing	
11/17/2023	55167	85.00	PAHCS II/Northwester	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Bus Driver Physicals	
11/17/2023	55167	85.00	PAHCS II/Northwester	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Random Drug Testing	920.00
11/17/2023	55168	50.00	Philippsen, Michelle	EDUCATION/District/FOOD SERVICES/Other Benefit	Food Serv Cell Phone stipend	50.00
11/17/2023	55169	50.00	Pittman, Erin	EDUCATION/District/EXECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
11/17/2023	55170	17.45	Plank Road Publishin	EDUCATION/PRIMARY/ELEMENTARY/SUPPLIES	Pri--- Music Supp/Mat	17.45
11/17/2023	55171	10,950.00	Raptor Technologies	EDUCATION/District/ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
11/17/2023	55171	2,024.00	Raptor Technologies	EDUCATION/District/ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	12,974.00
11/17/2023	55172	275.00	RC Juggles LLC	EDUCATION/District/COMMUNITY RECREATION SERVICES/SUPPLIES	Comm Dev/Outr Supp/Mat	275.00
11/17/2023	55173	800.00	Schirmer, Tobias	EDUCATION/District/	SPED-- OT/PT/Health Pur Svc	800.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				EALTH SERVICES/PROFESSIONAL AND TECHNICAL SERVICES		
11/17/2023	55174	272.00	School Outfitters	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem--- Classroom spec request	272.00
11/17/2023	55175	3,490.38	Schuring & Schuring,	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/17/2023	55175	2,381.58	Schuring & Schuring,	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	5,871.96
11/17/2023	55176	1,050.00	Skyward, Inc	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	1,050.00
11/17/2023	55177	60.00	Smithereen Pest Mana	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	
11/17/2023	55177	60.00	Smithereen Pest Mana	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	
11/17/2023	55177	78.00	Smithereen Pest Mana	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	198.00
11/17/2023	55178	8,409.66	Special Education Se	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
11/17/2023	55178	1,800.00	Special Education Se	EDUCATION/Connection Day SC-Palatine/Spec Ed Private	SPED--- Private School Tuition	10,209.66

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/17/2023	55179	5,338.62	Spectrum Center Inc	Tuition/Private Tuition EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	5,338.62
11/17/2023	55180	12,678.75	Speech Path Speciali	EDUCATION/ELEMENTARY /ATTENDANCE AND SOCIAL WORK SER/PROFESSIONAL SERVICES - INSTRU	Elem- SW Contr Services	12,678.75
11/17/2023	55181	50.00	Stroup, Nicole Miche	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
11/17/2023	55182	50.00	Summers, Brian	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
11/17/2023	55183	50.00	Swiderski, Derek	O & M/District/OPERATION AND MAINTENANCE OF P/Other Benefit	Coordinator Cell phone stip	50.00
11/17/2023	55184	1,205.25	Techstar America Cor	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	1,205.25
11/17/2023	55185	417.00	Thomson Reuters-West	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- Residency Purch Svc	417.00
11/17/2023	55186	23,187.60	Warehouse Direct Bus	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/REPLACEMENT & NEW EQUIPMENT	MS--- Equip (Library Furn.)	23,187.60
11/17/2023	55187	75.00	Wasser, Bruce	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED	Girls Basketball Officials	75.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/17/2023	55188	50.14	Wayside Publishing	SERVICES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- Spanish Workbooks	50.14
11/17/2023	55189	75.00	Westfall, James	HIGH/Workbooks EDUCATION/MIDDLE/Int erscholastic	Girls Basketball Officials	75.00
11/17/2023	55190	188.00	Wex Health, Inc	Programs/PURCHASED SERVICES EDUCATION/District/B OARD OF EDUCATION	Board--Dues/Fee RevTrck & Bank	188.00
11/17/2023	55191	710.00	Wilson Language Trai	SERVICES/DUES & FEES EDUCATION/PRIMARY/IM PROVEMENT OF INSTRUCTION	Pri-- Impr of Inst. (staff)	710.00
11/21/2023	55193	17.31	Amazon	SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
11/21/2023	55193	-104.94	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- PLTW/STEM supp/mat	
11/21/2023	55193	107.84	Amazon	EDUCATION/MIDDLE/Int erscholastic	Athletics--- Supp/Mat	
11/21/2023	55193	79.27	Amazon	Programs/SUPPLIES EDUCATION/District/F ISCAL	Business-- Supp/Mat	
11/21/2023	55193	37.46	Amazon	SERVICES/SUPPLIES EDUCATION/ELEMENTARY /Interscholastic	Elem-- Academic Enrch Supp/Mat	
11/21/2023	55193	28.06	Amazon	Programs/SUPPLIES EDUCATION/PRIMARY/HE ALTH	Pri-- Nurse Supp/Mat	
11/21/2023	55193	67.88	Amazon	SERVICES/SUPPLIES EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
11/21/2023	55193	74.26	Amazon	EDUCATION/ELEMENTARY /Interscholastic	Elem-- Academic Enrch Supp/Mat	
11/21/2023	55193	47.60	Amazon	Programs/SUPPLIES EDUCATION/MIDDLE/MID	MS--- Workbooks (Misc)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				DLE-JUNIOR HIGH/Workbooks		
11/21/2023	55193	13.69	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
11/21/2023	55193	19.17	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem--- Art Supp/Mat	
11/21/2023	55193	11.99	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
11/21/2023	55193	136.21	Amazon	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	
11/21/2023	55193	104.94	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- PLTW/STEM supp/mat	
11/21/2023	55193	295.61	Amazon	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
11/21/2023	55193	55.79	Amazon	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
11/21/2023	55193	30.79	Amazon	EDUCATION/ELEMENTARY /HEALTH SERVICES/SUPPLIES	Elem-- Nurse Supp/Mat	
11/21/2023	55193	110.00	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	1,132.93
11/21/2023	55194	26.16	Arellano, Kerry Lin	EDUCATION/PRIMARY/In terscholastic Programs/SUPPLIES	Pri-- Academic Enrch Supp/Mat	26.16
11/21/2023	55195	17.32	Bezak, Jacqueline Je	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	17.32
11/21/2023	55196	113.46	Biancalana, Venette	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem--- Art Supp/Mat	
11/21/2023	55196	449.61	Biancalana, Venette	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	563.07
11/21/2023	55197	304.88	Borelli, Lorna	EDUCATION/PRIMARY/In terscholastic Programs/SUPPLIES	Pri-- Academic Enrch Supp/Mat	304.88

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/21/2023	55198	4,268.75	Carroll, Megan	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	4,268.75
11/21/2023	55199	3,166.00	CLIC	EDUCATION/District/B OARD OF EDUCATION SERVICES/LEGAL SERVICES	Board-- Legal Services	3,166.00
11/21/2023	55200	1,078.00	Community Mechanical	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	
11/21/2023	55200	140.00	Community Mechanical	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	
11/21/2023	55200	630.00	Community Mechanical	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	
11/21/2023	55200	140.00	Community Mechanical	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	
11/21/2023	55200	140.00	Community Mechanical	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Elem--- O&M Repairs and Maint	
11/21/2023	55200	910.00	Community Mechanical	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE	Elem--- O&M Repairs and Maint	3,038.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/21/2023	55201	175.00	Ford, Rachel Lynn	SERVICE EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	MS-- Impr of Inst. (staff)	175.00
11/21/2023	55202	75.00	Gauger, James	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Boys Basketball Officials	75.00
11/21/2023	55203	22.27	Gold, Robert	EDUCATION/District/O FFICE OF THE SUPERINTENDENT S/TRAVEL	Supt---Travel	
11/21/2023	55203	15.72	Gold, Robert	EDUCATION/District/O FFICE OF THE SUPERINTENDENT S/TRAVEL	Supt---Travel	
11/21/2023	55203	43.23	Gold, Robert	EDUCATION/District/O FFICE OF THE SUPERINTENDENT S/TRAVEL	Supt---Travel	
11/21/2023	55203	11.79	Gold, Robert	EDUCATION/District/O FFICE OF THE SUPERINTENDENT S/TRAVEL	Supt---Travel	
11/21/2023	55203	9.83	Gold, Robert	EDUCATION/District/O FFICE OF THE SUPERINTENDENT S/TRAVEL	Supt---Travel	
11/21/2023	55203	70.74	Gold, Robert	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- School Board Conf.	
11/21/2023	55203	113.94	Gold, Robert	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- School Board Conf.	287.52
11/21/2023	55204	1,793.97	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/21/2023	55204	135.44	Gordon Food Service	ODD SERVICES/SUPPLIES EDUCATION/District/F	FoodSvc--- S/M (Program)	1,929.41
11/21/2023	55205	100.00	GreatWorks Theatre	ODD SERVICES/SUPPLIES EDUCATION/District/R	Dist--- Convenience Acct S/M	100.00
11/21/2023	55206	825.00	Hagen, Christina	EGULAR PROGRAMS/SUPPLIES EDUCATION/District/E	Distr-- Tuition Reimb.	825.00
11/21/2023	55207	4,099.60	Katherine McKnight	LEMENTARY/TUITION REIMBURSEMENT EDUCATION/District/I	Impr of Inst--- Schoolwide	4,099.60
11/21/2023	55208	310.59	Kueter, Vivian	MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Board--- School Board Conf.	310.59
11/21/2023	55209	12,070.08	Learning A-Z	BOARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Tech--- RazKids	12,070.08
11/21/2023	55210	600.00	Martin-Upton, Eileen	EDUCATION/District/D ATA PROCESSING SERVICES/SOFTWARE	ESSERIII- Aftr Sch Enrich FY24	
11/21/2023	55210	3,727.92	Martin-Upton, Eileen	RANTS/TEMPORARY SALARIES EDUCATION/District/H	SPED-- OT/PT/Health Pur Svc	4,327.92
11/21/2023	55211	264.16	McCulley, Matthew	EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- School Board Conf.	264.16
11/21/2023	55212	75.00	Ming, Jerry	BOARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Girls Basketball Officials	75.00
11/21/2023	55213	75.00	Moore, Ed	erscholastic Programs/PURCHASED SERVICES EDUCATION/MIDDLE/Int	Girls Basketball Officials	75.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				erscholastic Programs/PURCHASED SERVICES		
11/21/2023	55214	282.20	Morley, Melissa	EDUCATION/District/BOARD OF EDUCATION SERVICES/PROFESSIONAL AND TECHNICAL SER	Board--- School Board Conf.	282.20
11/21/2023	55215	20.04	Napa Auto Supply Fox	O & M/District/VEHICLE SERVICING AND MAINTENA/REPAIR AND MAINTENANCE SERVICE	Vehicle Repairs and Maint	
11/21/2023	55215	12.99	Napa Auto Supply Fox	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	33.03
11/21/2023	55216	666.18	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
11/21/2023	55216	1,787.36	NCC - Peterson Produ	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
11/21/2023	55216	1,786.92	NCC - Peterson Produ	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	4,240.46
11/21/2023	55217	958.01	Nicor Gas	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	Elem--- Natural Gas	
11/21/2023	55217	1,090.31	Nicor Gas	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	Pri--- Natural Gas	
11/21/2023	55217	1,696.88	Nicor Gas	O & M/MIDDLE/CARE	MS--- Natural Gas	3,745.20

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/21/2023	55218	865.00	PAHCS II/Northwester	AND UPKEEP OF BUILDING SE/NATURAL GAS TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Bus Driver Physicals	
11/21/2023	55218	585.00	PAHCS II/Northwester	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Random Drug Testing	
11/21/2023	55218	155.00	PAHCS II/Northwester	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Bus Driver Physicals	
11/21/2023	55218	85.00	PAHCS II/Northwester	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Random Drug Testing	1,690.00
11/21/2023	55219	87.94	Pedersen, Doug	EDUCATION/District/BOARD OF EDUCATION SERVICES/PROFESSIONAL AND TECHNICAL SER	Board--- School Board Conf.	87.94
11/21/2023	55220	1,865.00	PMA Leasing, INC	EDUCATION/District/COPY ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
11/21/2023	55220	547.00	PMA Leasing, INC	EDUCATION/District/COPY ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
11/21/2023	55220	575.85	PMA Leasing, INC	EDUCATION/District/COPY ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
11/21/2023	55220	700.00	PMA Leasing, INC	EDUCATION/District/COPY ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	3,687.85

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/21/2023	55221	363.49	ReadyRefresh by Nest	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	MS--- Water/Sewer Services	
11/21/2023	55221	299.58	ReadyRefresh by Nest	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	Elem--- Water/Sewer Services	
11/21/2023	55221	323.57	ReadyRefresh by Nest	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	Pri--- Water/Sewer Services	986.64
11/21/2023	55222	94.96	Shepard, Jennifer	EDUCATION/PRIMARY/IMPROVEMENT OF INSTRUCTION SER/SUPPLIES	Pri-- Impr of Inst. Supp/Mat	94.96
11/21/2023	55223	245.30	Sposato-Jucha, Chiar	EDUCATION/MIDDLE/EDUCATIONAL MEDIA SERVICES/SUPPLIES	MS--- Library Books	245.30
11/21/2023	55224	995.25	Techstar America Cor	EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
11/21/2023	55224	19,500.25	Techstar America Cor	EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	20,495.50
11/21/2023	55225	132.17	Ullberg, Teresa Mona	EDUCATION/PRIMARY/HEALTH SERVICES/SUPPLIES	Pri-- Nurse Supp/Mat	132.17
11/21/2023	55226	38.00	Wahls, Anne	EDUCATION/MIDDLE/IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	MS-- Impr of Inst. (staff)	
11/21/2023	55226	74.67	Wahls, Anne	EDUCATION/MIDDLE/IMPROVEMENT OF	MS-- Impr of Inst. (staff)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/21/2023	55226	123.00	Wahls, Anne	INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- Spanish Workbooks	235.67
11/21/2023	55227	1,698.41	Wells Fargo Vendor F	HIGH/Workbooks EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	1,698.41
11/21/2023	55228	100.00	Wheaton, Sarah	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
11/21/2023	55228	807.50	Wheaton, Sarah	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	907.50
11/21/2023	55229	329.10	Wolframski, Laura	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Science Supp/Mat	329.10
11/21/2023	55230	501.41	Zeiger, Elyse	EDUCATION/PRIMARY/In terscholastic Programs/SUPPLIES	Pri-- Academic Enrch Supp/Mat	501.41
11/21/2023	55231	332.13	Collection Service C	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	332.13
11/29/2023	55232	2,280.00	Schmidgall, Kelly	EDUCATION/District/I NSTRUCTIONAL STAFF TRAINING S/PROFESSIONAL AND TECHNICAL SER	Dist- Instr Coach Pur/Svc	
11/29/2023	55232	3,240.00	Schmidgall, Kelly	EDUCATION/District/I NSTRUCTIONAL STAFF TRAINING S/PROFESSIONAL AND TECHNICAL SER	Dist- Instr Coach Pur/Svc	5,520.00
		979,933.44	Totals for checks			

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION	305,574.67	7.75	372,849.32	678,431.74
20	O & M	10,414.12	0.00	60,379.88	70,794.00
30	Debt Service Fund	0.00	0.00	131,376.00	131,376.00
40	TRANSPORTATION	19,489.89	0.00	21,328.36	40,818.25
50	SOCIAL SECURITY/MEDICARE	38,541.27	0.00	0.00	38,541.27
51	IMRF	19,972.18	0.00	0.00	19,972.18
***	Fund Summary Totals ***	393,992.13	7.75	585,933.56	979,933.44

***** End of report *****

11:42 AM

12/07/23

Accrual Basis

Big Hollow Student Activity Funds
Balance Sheet
As of November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
State Bank Activity Bank Acct	
Girls on the Run	49.13
In & Out Account	1,204.76
National Junior Honor Society	4,426.99
Nature Center	2,616.70
Puerto Rico Spanish Trip 2024	3,099.00
Recycling Club	2,676.83
Student Council	9,839.06
Student Council Elementary	1,047.65
Sunshine Club - Elementary	365.66
Sunshine Club - Primary	374.44
State Bank Activity Bank Acct - Other	-1,193.48
Total State Bank Activity Bank Acct	24,506.74
Total Checking/Savings	24,506.74
Total Current Assets	24,506.74
TOTAL ASSETS	24,506.74
LIABILITIES & EQUITY	
Equity	
Retained Earnings	23,857.21
Net Income	649.53
Total Equity	24,506.74
TOTAL LIABILITIES & EQUITY	24,506.74

Convenience Fund Report November 2023

Account	Ending Balance	Debits	Credits	Ending Balance
Prek	1010.66			1010.66
KG	2074.18			2074.18
1st Grade	2709.93	1062.00	4.00	1651.93
2nd Grade	-131.70		1282.00	1150.3
3rd Grade	3001.17			3001.17
4th Grade	1080.73	1190.00	1365.00	1255.73
5th Grade	2269.67			2269.67
6th Grade	630.21		6.50	636.71
7th Grade	3207.51	954.55		2252.96
8th Grade	6976.55			6976.55
Art-P/E	0.00			0
Cheer	945.13	55.79		889.34
Computers-P	221.24			221.24
Computers-E	-0.49			-0.49
Concessions-Athletic	5381.63		2165.30	7546.93
Concessions-PE	4016.26			4016.26
Graphics Arts	331.77			331.77
Lets Read to Grow	886.00			886
Library-P/E	32.00			32
Library-MS	679.12			679.12
Music-P/E	-39.71			-39.71
Noetic Math	59.50			59.5
PBIS-MS	2735.60			2735.6
PE-P	25.75			25.75
PE-E	-295.98			-295.98
Poms	517.47			517.47
Prime Time	2670.00			2670
Reading P/E	4107.80			4107.8
Respect	665.00			665
Special Ed	33.00			33
Sports Camps	318.00			318
STARS-P	1504.74	681.82		822.92
STARS-E	7753.26	549.61	2842.25	10045.9
STEM CLUB	317.28			317.28
Yearbook-M	-0.70			-0.7
Yearbook-P/E	-974.06			-974.06
Memorial Fund	1000.00	189.00		811
In & Out Account	11728.94	521.29	60.00	11267.65
Total	67617.94			69968.45

**Big Hollow School District 38
Payroll Summary**

Date	Education	O&M	Transportation	IMRF/SS	Total
10-Nov-23	\$644,477.43	\$26,494.50	\$43,608.33	\$29,059.98	\$743,640.24
22-Nov-23	\$643,788.71	\$26,725.93	\$45,657.27	\$29,453.47	\$745,625.38
Grand Total	\$1,288,266.14	\$53,220.43	\$89,265.60	\$58,513.45	\$1,489,265.62

 Board of Education President
 Big Hollow School District 38
 Date

 Board of Education Secretary
 Big Hollow School District 38
 Date

BIG HOLLOW SCHOOL DISTRICT 38



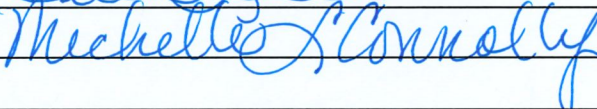
Date: 11/9/23

Team: RIF Joint Committee

Location: Elementary

Time: 3:45 p.m.

Participants

Name (print)	Signature
Bob Gold	
Dawn Lucas	
Michelle L. Connolly	

Agenda

- Consider the following items:
 - Whether to establish criteria for excluding from Group 2 and placing into Group 3 a teacher whose last two performance evaluations include a “Needs Improvement” and either a “Proficient” or “Excellent.”
 - Whether to establish an alternative definition for Group 4, which must take into account prior performance evaluation ratings and may take into account other factors that relate to the school district’s objectives.
 - Whether to include within the definition of a performance evaluation rating a performance evaluation rating administered by a school district or joint agreement other than BHSD 38.

Report

- The committee decided that no changes to our current practices are recommended at this time.



**2023 IASB Joint Annual Conference
Board Member Expense Summary**

Name	Lodging	Meals	Travel	Parking
Ashley Bennett	799.50	61.95	83.65	7.00
Joe Cernuska	799.50	157.45	148.80	0
Gary Dollinger	799.50	31.50	54.60	0
Vivian Kueter	799.50	95.51	70.08	145.00
Kevin Lyons	533.00	102.47	102.23	95.00
Doug Pedersen	799.50	87.94	0	0
Full Board Dinners		604.74		
Total	\$4530.50	\$1141.56	\$459.36	\$247.00

Reimbursed amounts:

Ashley Bennett: \$152.60

Joe Cernuska: \$306.25

Gary Dollinger: \$86.10

Vivian Kueter: \$310.59

Kevin Lyons: \$299.70

Doug Pedersen: \$87.94

Document Status: Draft Update

2:20 Powers and Duties of the Board of Education; Indemnification

The major powers and duties of the Board of Education include, but are not limited to:

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/, and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts in accordance with applicable federal and State law, including using the public bidding procedure when required. [PRESSPlus1](#)
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement ~~and District~~ Improvement Plans. [PRESSPlus2](#)
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct

or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred.
20. Notifying the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction.
21. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless Board members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3.53a, 2-3.53b, and 105 ILCS 5/21A-5 et seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.:

105 ILCS 5/10, 5/17-1, 5/21B-85, and 5/27-1.

115 ILCS 5/, Ill. Educational Labor Relations Act.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational Board of Education Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 4:165 (Awareness and Prevention of Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-20.21, amended by P.A. 103-8, eff. 1-1-24, raising the bidding threshold to \$25,000.00-35,000.00. See policy 4:60, *Purchases and*

Contracts. Issue 113, October 2023

PRESSPlus 2. Updated in response to 105 ILCS 5/2-3.25f, amended by P.A. 103-175, changing state interventions available for School Improvement and District Improvement Plans. For more specific information about school improvement plans, see PRESS sample policy 6:10, *Educational Philosophy and Objectives*, and f/n 6 in PRESS sample policy 6:15, *School Accountability*, available at PRESS Online by logging in at www.iasb.com. **Issue 113, October 2023**

Document Status: Draft Update

2:120 Board Member Development

The Board of Education desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, fiduciary responsibilities, and ~~(beginning in the fall of 2023)~~ [PRESSPlus1](#) trauma-informed practices for students and staff within the first year of his or her first term.
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.

Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., *Senate Bill 100 training topics*.

Board Self-Evaluation

The Board of Education will conduct periodic self-evaluations with the goal of continuous improvement.

New Board Member Orientation

The orientation process for newly elected or appointed Board of Education members includes:

1. The Board President or Superintendent or their designees shall give each new Board of Education member a copy of online access to the Board of Education Policy Manual, the Board of Education's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board of Education's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board of Education member to attend: (1) Board of Education meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.:

5 ILCS 120/1.05 and 120/2, Open Meetings Act.

105 ILCS 5/10-16a and 5/24-16.5.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Compensation; Expenses), 2:200 (Types of Board of Education Meetings)

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 113, October 2023**

Document Status: Draft Update

2:200 Types of Board of Education Meetings

General

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board of Education. Unless otherwise specified, all meetings are held in the Big Hollow Middle School. Board policy 2:220, *Board of Education Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.015(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board of Education announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board of Education meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting. The agenda shall be continuously available for public review during the entire 48-hour period preceding the meeting.

Closed Meetings

The Board of Education and Board of Education committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), *amended by P.A. 101-459*.
2. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).

3. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
4. Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5). [PRESSPlus1](#)
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5ILCS 120/2(c)(8).
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. 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. 5 ILCS 120/2(c)(11).
12. 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 to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings 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).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, 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. 5 ILCS 120/2(c)(28).

The Board 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 Education 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.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote.

No final Board of Education action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any three members of the Board of Education by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice. The agenda shall be continuously available for public review during the entire 48-hour period preceding the meeting.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.:

5 ILCS 120/, Open Meetings Act.

5 ILCS 140/, Freedom of Information Act.

105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(4.5), added by P.A. 103-311. **Issue 113, October 2023**

Document Status: Draft Update

2:220 Board of Education Meeting Procedure

Agenda

The Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion before Board of Education action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. Discussion items may be added to the agenda upon majority approval of those Board members present. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board of Education member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of Board of Education Meetings*.

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

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board of Education, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes shall be: member making motion, member seconding motion, other members on a rotating basis.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Any Board member may request that his or her vote be changed before the President announces the result.

Any Board member may include a written explanation of his/her vote in the District file containing

individual Board member statements; the explanation will not be part of the minutes.

Minutes

The Board Secretary shall keep written minutes of all Board of Education meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board of Education members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, the members making the motion and the second; and
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board of Education for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) determines which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a *semi-annual review*. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board of Education member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order. The Board's open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the District's main office.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board of Education constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, ~~or~~ (3) a family or other emergency, or (4) unexpected childcare obligations. [PRESSPlus1](#) If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination.

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio

conference without the physical presence of a quorum.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use the most recent edition of Robert's Rules of Order Newly Revised, as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.:

5 ILCS 120/2a, 120/2.02, 120/2.05, 120/2.06, and 120/7, Open Meetings Act.

105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:200 (Types of Board of Education Meetings), 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 5 ILCS 120/7(a), amended by P.A. 103-311. **Issue 113, October 2023**

Document Status: Draft Update

2:220-E2 Exhibit - Motion to Adjourn to Closed Meeting

Motion to Adjourn to Closed Meeting

Date:	Time:
Location:	

A motion was made by _____, and seconded by _____, to adjourn to closed meeting to discuss:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1), ~~amended by P.A. 101-459.~~

- The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).

- Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. 5 ILCS 120/2(c)(4).

Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5), added by P.A. 103-311. [PRESSPlus1](#)

- The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).

- The setting of a price for sale or lease of property owned by the District. 5ILCS 120/2(c)(6).

- The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).

- Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
- Student disciplinary cases. 5 ILCS 120/2(c)(9).
- The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
- Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).
- The establishment of reserves or settlement of claims as provided in the Local Government 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 to any insurer of the District or any intergovernmental risk management association or self insurance pool of which the District is a member. 5 ILCS 120/2(c)(12).
- Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16).
- Discussion of minutes of meetings lawfully closed, 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).
- Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, 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. 5 ILCS 120/2(c)(29).

Closed Meeting Roll Call:

"Yeas"	"Nays"
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Motion: Carried Failed

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(4.5), added by P.A. 103-311. **Issue 113, October 2023**

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2:220-E6 Exhibit - Log of Closed Meeting Minutes

The purpose of this log is to facilitate the Board's semi-annual review of closed meeting minutes. *Semi-annual* means every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the board. 5 ILCS 120/2.06(d), amended by P.A. 102-653. See 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*.

The Board Secretary or Recording Secretary shall maintain a list of closed meeting minutes, arranged according to the reason for the closed meeting, that have not been released for public inspection.

Closed Session Held to Discuss:	Dates of Closed Sessions		
Specific employee(s), specific independent contractors, specific volunteers, or District legal counsel; however, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 101-459.			
Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).			
Selection of a person to fill a vacancy on the Board. 5 ILCS 120/2(c)(3).			
Evidence or testimony presented in a hearing where authorized by law. 5 ILCS 120/2(c)(4).			
<u>Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5), added by P.A. 103-311. PRESSPlus1</u>			
Purchase or lease of real property. 5 ILCS 120/2(c)(5).			
Setting of a price for sale or lease of District property. 5ILCS 120/2(c)(6).			
Sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).			
Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger. 5 ILCS 120/2(c)(8).			
Student discipline. 5 ILCS 120/2(c)(9). Minutes of meetings held for this			

Student disciplinary cases. 5 ILCS 120/2(c)(9). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>			
Any matter involving an individual student. 5 ILCS 120/2(c)(10). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>			
Litigation, when an action against, affecting, or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 5 ILCS 120/2(c)(11).			
Establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool. 5 ILCS 120/2(c)(12).			
Self-evaluation, practices and procedures or professional ethics, when meeting with an IASB representative. 5 ILCS 120/2(c)(16).			
Minutes of meetings lawfully closed, whether for purposes of approval or semi-annual review. 5 ILCS 120/2(c)(21).			
Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, 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. 5 ILCS 120/2(c)(29).			

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(4.5), added by P.A. 103-311. **Issue 113, October 2023**

Document Status: Draft Update

4:10 Fiscal and Business Management

The Superintendent is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the Board of Education and publishing it before December 1 as required by State law.

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an *Authorization for Access to the District's Electronic Network*.

Budget Planning

The District's fiscal year is from July 1 until June 30. The Superintendent shall present to the Board, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Illinois State Board of Education's (ISBE) *School District Budget Form*. To the extent possible, the tentative budget shall be balanced as defined by ISBE guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by ISBE guidelines.

Preliminary Adoption Procedures

After receiving the Superintendent's proposed budget, the Board sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The Board Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed, including the cash reserve balance of all funds held by the District related to its operational levy and, if applicable, any obligations secured by those funds, and the public shall be invited to comment, question, or advise the Board.

Final Adoption Procedures

The Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by ISBE; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within three years according to ISBE requirements.

The Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting *yea* and *nay* shall be recorded in the

minutes.

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.
3. Ensure disclosure to the public of the cash reserve balance of all funds held by the district related to its operational levy and, if applicable, any obligations secured by those funds, at the public hearing at which the Board certifies its operational levy.
4. Present a written report that includes the annual average expenditures of the District's operational funds for the previous three fiscal years at or before the board meeting at which the Board adopts its levy. In the event the District's combined cash reserve balance of its operational funds is more than 2.5 times the annual average expenditures of those funds for the previous three fiscal years, the Board will adopt and file with ISBE a reserve reduction plan by December 31. [PRESSPlus1](#)
5. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
6. Submit the annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to ISBE according to its requirements.

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in the School Code and Truth in Taxation Act.

Budget Amendments

The Board may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Superintendent or designee shall implement the District's budget and provide the Board with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board.

The Board shall act on all interfund loans, interfund transfers, transfers within funds, and transfers from the working cash fund or abatements of it, if one exists.

LEGAL REF.:

105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-1.3, 5/17-1.10, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.

35 ILCS 200/18-55 et seq., Truth in Taxation Law.

23 Ill.Admin.Code Part 100.

CROSS REF.: 4:40 (Incurring Debt), 4:60 (Purchases and Contracts, 6:235 (Access to Electronic Networks)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/17-1.10(a), added by P.A. 103-394, requiring a board to present "at a board meeting" a written report that includes the annual average expenditures of its operational funds, which include the educational, transportation, and operation and maintenance funds. The average expenditures are calculated based on the district's most recently audited annual financial report (AFR). For ease of administration, this sample policy language manages presentation of the report in conjunction with the meeting at which a board adopts its levy, or earlier, if a district's AFR is available. Consult the board attorney if a district's AFR is not available before December 31 (the date by which a reserve reduction plan must be filed, if applicable); the board may need to rely upon estimated numbers in that scenario. If a district's ratio of its combined cash reserves of its operational funds to its average annual expenditures of those funds over the past three fiscal years exceeds 2.5, then the board must adopt and file a plan with the Ill. State Board of Education to reduce its cash reserves to expenditures ratio to at or below 2.5 within three years.

Delete this paragraph if the district receives federal impact funding. Federal impact aid is designed to assist local school districts that have lost a portion of their local tax base because of federal ownership of property (e.g., military bases, low-rent housing properties, or concentrations of students that have parents/guardians in the uniformed services). For more information about federal impact aid, see www.oese.ed.gov/offices/office-of-formula-grants/impact-aid-program/ and www.nafisdc.org/impact-aid-resources/impact-aid-payments/. If the district receives federal impact funding, strike this list item in Edit Mode, and select "Adopted with Additional District Edits" as the Save Status.

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Document Status: Review and Monitoring

4:30 Revenue and Investments

Revenue [PRESSPlus1](#)

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

Investments

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

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

Investment Objectives

The objectives for the School District's investment activities are:

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

Authorized Investments

The Chief Investment Officer may invest any District funds in any investment as authorized in 30 ILCS 235/2, and Acts amended thereto.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and

(5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.

Selection of Depositories, Investment Managers, Dealers, and Brokers

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

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

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

The District may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, 30 ILCS 235/. The Superintendent or designee shall keep the Board informed of collateral agreements.

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board (GASB) Statement No. 3, Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report

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

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board of Education will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

Ethics and Conflicts of Interest

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

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

LEGAL REF.:

30 ILCS 235/, Public Funds Investment Act.

30 ILCS 238/, III. Sustainable Investing Act.

105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to

determine whether local changes are necessary

- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

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Exhibit 8
-Increases bid requirement to \$35,000
-Adds "design-build" as an option for Board to consider when doing construction.

Recommendation is to approve

Document Status: Draft Update

4:60 Purchases and Contracts

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable Board of Education policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with applicable federal and State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable federal and State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of ~~\$35,000~~^{25,000} [PRESSPlus1](#) must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:
 - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was

found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibit any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.

- b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having *direct contact with children or students* if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR; (3) maintain all records of EHRs and provide the District access to such records upon request; and (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g).
 - c. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and (2) require any new or existing employee who provides services to students or in schools to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Dept. of Public Health rules or order of a local health official.
9. Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
 10. Design-build contracts must comply with 105 ILCS 5/15A-1 et seq. [PRESSPlus2](#)
 11. Any new contract for a district-administered assessment must comply with 105 ILCS 5/10-20.85. [PRESSPlus3](#)
 12. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts and maintain a status report for monthly presentation to the Board, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.:

2 C.F.R. Part 200.

105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-20.85, 5/10-21.9, 5/10-22.34c, 5/15A-1 et seq., 5/19b-1 et seq., 5/22-94, and 5/24-5.

30 ILCS 708/, Grant Accountability and Transparency Act.

410 ILCS 170/, Coal Tar Sealant Disclosure Act.

820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-20.21, amended by P.A. 103-8, eff. 1-1-24. **Issue 113, October 2023**

PRESSPlus 2. Updated in response to 105 ILCS 5/15A-1 et seq., added by P.A. 103-491, eff. 1-1-24. Under a *design-build* delivery system for a construction project, a board contracts with a *design-build entity* that furnishes architecture, engineering, land surveying, public art or interpretive exhibits, and other construction services, as required for the project. It allows a single contractor to manage both the design and construction of a project, creating the potential for greater efficiency. Contrast this method with the traditional *design-bid-build* delivery method, in which a board contracts with multiple entities and utilizes a competitive bidding process for certain contractors, such as a general contractor. 105 ILCS 5/15A-1 et seq., added by P.A. 103-491, eff. 1-1-24, does not impact a district's ability to use a qualification-based selection process under 50 ILCS 510/, Local Government Professional Services Act (LGPSA), to select design professionals or construction managers for design-build projects. 105 ILCS 5/15A-50. See sample policy 2:170, *Procurement of Architectural, Engineering, and Land Surveying Services*, available at PRESS Online by logging in at www.iasb.com. For design-build projects, consult with the board attorney as needed to ensure the district: (1) complies with the specific procedural requirements related to requests for proposals (RFPs) and evaluation of RFP submissions for these contracts, and (2) incorporates additional criteria for requests for proposals and evaluation of proposals based on local conditions and the specific project, as permitted by the statute. Note that under 105 ILCS 5/15A-20, added by P.A. 103-491, eff. 1-1-24, a board must employ or contract with an independent design professional or public art designer (as applicable) selected under the LGPSA to assist with developing the scope and criteria for performance for a request for proposal under a design-build delivery system. **Issue 113, October 2023**

PRESSPlus 3. Updated in response to 105 ILCS 5/10-20.85, added by P.A. 103-393. See sample administrative procedure 4:60-AP1, *Purchases*, available at PRESS Online by logging in at www.iasb.com, for specific requirements. A *district-administered assessment* is one that requires all student test takers at any grade level to answer the same questions, or a selection of questions from a common bank of questions. It does *not* include the observational assessment tool used to satisfy the annual kindergarten assessment required by 105 ILCS 5/2-3.64a-10 or an assessment developed by district teachers or administrators that is used to measure student progress at an attendance center. **Issue 113, October 2023**

Document Status: Draft Update

4:130 Free and Reduced-Price Food Services

Notice

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

If State funding is available for the Healthy School Meals for All Program, the Board will annually determine if it will participate in the program. [PRESSPlus1](#)

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture and distributed by the Ill. State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Dept. of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

LEGAL REF.

:U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.

U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, 7 C.F.R. Part 245.

105 ILCS 125/~~et seq.~~, School Breakfast and Lunch Program Act.

105 ILCS 126/, Childhood Hunger Relief Act.

23 Ill.Admin.Code §305.10 et seq.

PRESSPlus Comments

PRESSPlus 1. Optional. Updated in response to 105 ILCS 125/2.3, added by P.A. 103-532. Subject to appropriation, the Ill. State Board of Education (ISBE) is required to establish the Healthy School Meals for All Program. Participating boards must offer eligible meals, without charge, to all students enrolled in schools that participate in the National School Breakfast Program (NSBP) and National School Lunch Program (NSLP). To receive State reimbursement under the Healthy School Meals for All Program, a board must: (1) annually notify ISBE of its intent to participate in the program; (2) maximize its access to federal funds for NSBP and NSLP by participating in the CEP or another special assistance alternative, if eligible, and (3) operate the NSBP and NSLP in a manner that in the opinion of ISBE, draws down the most possible federal funding for meals served in the NSBP and NSLP. If State funding is insufficient to cover reimbursement of all interested boards, ISBE is required to inform eligible schools of the impact of the inadequate funding so that boards can make an informed decision about food service administration in their districts. **Issue 113, October 2023**

Document Status: Draft Update

4:160 Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds.

Pesticides

Pesticides will not be applied on the paved surfaces, playgrounds, or playing fields of any school serving grades K-8 during a school day or partial school day when students are in attendance for instructional purposes. PRESSPlus1 Additionally, the application of any restricted use pesticides ~~will not be prohibited~~ applied on or within 500 feet of school property during normal school hours. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

Coal Tar Sealant

~~Beginning on 1-1-23, b~~ Before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

LEGAL REF.:

105 ILCS 5/10-20.17a; 5/10-20.48.

29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).

29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.

20 ILCS 3130/, Green Buildings Act.

105 ILCS 135/, Toxic Art Supplies in Schools Act.

105 ILCS 140/, Green Cleaning School Act.

105 ILCS 160/, Pesticide Application at Schools Act.

225 ILCS 235/, Structural Pest Control Act.

415 ILCS 60/14, Illinois Pesticide Act.

415 ILCS 65/, Lawn Care Products Application and Notice Act.

410 ILCS 170/, Coal Tar Sealant Disclosure Act.

820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*inoperative*)

23 Ill.Admin.Code §1.330.

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Pesticide Application at Schools Act (PASA), 105 ILCS 160/, added by P.A. 103-496. Areas prohibited from treatment include paved surfaces, playgrounds and playing fields, where children are typically present.

Pesticides is not specifically defined in PASA; however, the Illinois Pesticide Act (IPA) defines both *pesticides* and the subcategory of *restricted use pesticides*. 415 ILCS 60/4. PASA therefore appears broader than the IPA because it applies to all pesticides, including those that are not restricted use pesticides. However, PASA is narrower than the IPA in two ways. First, PASA's geographic scope is narrower than the IPA because PASA does not apply to "areas of school grounds where children are typically not present, including, but not limited to flower beds and lawns surrounding the school not used as playing fields." Second, PASA is narrower in that its prohibition is only in effect when students are in attendance for instruction, compared to the IPA prohibition that applies during *normal school hours* and could extend beyond instructional hours. For ease in administering these slightly different standards, an elementary or unit district may want to follow the more restrictive geographic and temporal prohibitions in the IPA but apply them to all types of pesticides. See also footnote 4 of sample policy 4:160, *Environmental Quality of Buildings and Grounds*, and sample administrative procedure 4:160-AP, *Environmental Quality of Buildings and Grounds*, available at PRESS Online by logging in at www.iasb.com. **Issue 113, October 2023**

Document Status: Draft Update

4:130-E Exhibit - Free and Reduced-Price Food Services; Meal Charge Notifications

On District letterhead, website, in student handbook, newsletters, bulletins, and/or calendars

Date:

To: Parents/Guardians, Students, and Staff

Re: Eligibility and Meal Charge Notifications

The following notification is provided to all households of students ^{PRESSPlus1} at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services*, and 4:140, *Waiver of Student Fees*. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/ ^{added by P.A. 100-1092}). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, *Free and Reduced-Price Food Services*. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low ^{or} and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money

when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

LEGAL REF.:

Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296).

7 C.F.R. §245.5.

105 ILCS 123/, Hunger-Free Students' Bill of Rights Act.

23 Ill.Admin.Code Part 305, School Food Service.

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRM five-year review. Revisions are consistent with federal guidance; see U.S. Dept. of Agriculture memo, *Unpaid Meal Charges: Local Meal Charge Policies* (7-8-2016), available at: www.fns.usda.gov/cn/unpaid-meal-charges-local-meal-charge-policies. **Issue 113, October 2023**

Document Status: Draft Update

5:30 Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Education policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

All applicants must complete a District application in order to be considered for employment.

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80 or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider

that person's status as a condition of employment.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria. (3) The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation. (4) The District does not request or require an applicant to disclose wage or salary history as a condition of employment. (5) The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation. (6) claim(s) made or benefit(s) received under Workers' Compensation Act; and (7) access to an employee's or applicant's personal online account, such as social networking website, including a request for passwords to such accounts.

Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving *direct contact with children or students*, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:

42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.

15 U.S.C. §1681 et seq., Fair Credit Reporting Act.

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/21B-10, 5/21B-80, 5/21B-85, 5/22-6.5, 5/22-94, and 5/24-5.

20 ILCS 2630/3.3, Criminal Identification Act.

820 ILCS 55/, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 112/, Equal Pay Act of 2003. [PRESSPlus1](#)

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd in part and remanded* 115 Ill.2d 482 (Ill. 1987).

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).

Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

PRESSPlus Comments

PRESSPlus 1. The Equal Pay Act of 2003, 820 ILCS 112/10(b-25), added by P.A. 103-539, eff. 1-1-25, makes it unlawful for employers with 15 or more employees to fail to include the "pay scale and benefits" for a position in any specific job posting. "Pay scale and benefits" means the wage or salary, or the wage or salary range, and a general description of benefits and other compensation. To satisfy the posting requirement, an employer can include a hyperlink to a public webpage that includes the pay scale and benefit information. If an employer uses a third party to post its job postings, then the employer must provide the pay scale and benefits or a hyperlink containing the information to the third party. The Act also requires employers to inform current employees of promotion opportunities within 14 calendar days after the employer posts externally for the position. Employers are not prohibited from asking applicants about their wage or salary expectations for a position. **Issue 113, October 2023**

Document Status: Draft Update

5:90 Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at report.cybertip.org/ or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations as

required by law and policy 5:100, *Staff Development Program*.

The Superintendent or designee will display DCFS-issued materials that list the DCFS toll-free telephone number and methods for making a report under ANCRA in a clearly visible location in each school building. [PRESSPlus1](#)

Alleged Incidents of Sexual Abuse; Investigations

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When the Superintendent has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under *Faith's Law*, and (2) that act resulted in the license holder's dismissal or resignation from the District, the Superintendent shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

The Superintendent shall develop procedures for notifying a student's parents/guardians when a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student as defined in *Faith's Law*. The Superintendent shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor, or agent following the investigation of sexual misconduct. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in sexual misconduct is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated.

The Superintendent shall execute the recordkeeping requirements of *Faith's Law*.

Special Board of Education Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's

requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the Board of Education; Indemnification*.

LEGAL REF.:

20 U.S.C. §7926, Elementary and Secondary Education Act.

105 ILCS 5/10-21.9, 5/10-23.13, 5/21B-85, 5/22-85.5, and 5/22-85.10.

20 ILCS 1305/1-1 et seq., Department of Human Services Act.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

PRESSPlus Comments

PRESSPlus 1. Updated in response to the deletion of 105 ILCS 5/10-23.12(b) by P.A. 103-542, eff. 1-1-24. **Issue 113, October 2023**

Document Status: Draft Update

5:190 Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
 - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
 - b. Provide the District Office with a complete official transcript of credits earned in institutions of higher education.
 - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with an official transcript of any credits earned since the date the last transcript was filed.
 - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers.

LEGAL REF.:

20 U.S.C. §6312(e)(1)(A).

105 ILCS 5/10-20.15, ~~5/21-11.4~~, [PRESSPlus1](#) 5/21B-15, 5/21B-20, 5/21B-25, and 5/24-23.

23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25.

CROSS REF.: 6:170 (Title I Programs)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to the repeal of 105 ILCS 5/21-11.4. **Issue 113, October 2023**

Document Status: Draft Update

5:200 Terms and Conditions of Employment and Dismissal

The Board of Education delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

Assignments

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

Also, please refer to the current Agreement between the Board of Education School District No. 38, Lake County, Illinois and the Big Hollow Federation of Teachers, a Council of the Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO.

Duty-Free Lunch, School Year and Day, Salary, Transfers, Evaluation

Please refer to the current Agreement between the Board of Education School District No. 38, Lake County, Illinois and the Big Hollow Federation of Teachers, a Council of the Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO.

Nursing Mothers

The District accommodates employees who are nursing mothers according to provisions in State and federal law..

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.

Dismissal

The District will follow State law when dismissing a teacher.

LEGAL REF.:

29 U.S.C. §218(d), Pub. L. 117-328, Pump for Nursing Mothers Act. [PRESSPlus1](#)

42 U.S.C. §2000gg et seq., Pub. L. 117-328, Pregnant Workers Fairness Act.

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22-95, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

23 Ill.Admin.Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).

Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532(1985).

CROSS REF.: 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 113, October 2023**

Document Status: Draft Update

5:210 Resignations

~~Tenured t~~Teachers may resign at any time with consent of the Board of Education ~~or by written notice sent to the Board of Education Secretary at least 30 days before the intended date of resignation.~~
~~However, n~~No teacher may resign during the school term in order to accept another teaching position without the consent of the Board of Education. A teacher may resign outside of a school term if the teacher provides written notice to the secretary of the Board, at least 30 calendar days prior to the first student attendance day of the following school year. Teachers who resign with less than 30 days' notice prior to the first student attendance day of the following school term will be deemed to have resigned during the school term. [PRESSPlus1](#)

Involuntary Transfer

Please refer to the current Agreement between the Board of Education School District No. 38, Lake County, Illinois and the Big Hollow Federation of Teachers, a Council of the Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO.

LEGAL REF.:

105 ILCS 5/24-14.

Park Forest Heights School Dist. v. State Teacher Certification Bd., 363 Ill.App.3d 433 (1st Dist. 2006).

~~ADOPTED: August 14, 2017~~

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/24-14, amended by P.A.s 102-552 and 103-549, refers to a school term as commencing on the first day of student attendance. A teacher who resigns during the school term, without the board's permission, or who resigns in order to accept another teaching assignment may be referred by the board to the State Superintendent of Education, who shall convene an informal evidentiary hearing within 90 days after receipt of a district's referral. The referral to the State Superintendent must be submitted within 10 business days after the board denies acceptance of the resignation and contain: (1) a dated copy of the teacher's resignation letter; (2) a copy of the reporting district's current school year calendar; (3) proof of employment for the school year at issue; (4) documentation showing that the board did not accept the teacher's resignation; and (5) evidence that the teacher left the district in order to accept another teaching assignment. The district must also notify the teacher of the referral within five business days after submitting it to the State Superintendent.

Issue 113, October 2023

Document Status: Draft Update

5:220 Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent. [PRESSPlus1](#)

A substitute teacher must hold a valid teaching or substitute certificate and present a certificate of authorization from the Regional Superintendent showing that he or she is approved to substitute teach. Substitute teachers with a substitute certificate may teach only when an appropriate, fully-certificated teacher is unavailable.

A substitute teacher may teach only for a period not to exceed 90 paid school days or 450 paid school hours in any one school district in any one school term. However, a teacher holding an early childhood, elementary, high school, or special certificate may substitute teach for a period not to exceed 120 paid school days or 600 paid school hours in any one school district in any one school term, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board of Education establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Unless otherwise permitted by law, short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board

Internal Substitutes Pay

Please refer to the current Agreement between the Board of Education School District No. 38, Lake County, Illinois and the Big Hollow Federation of Teachers, a Council of the Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO.

LEGAL REF.:

105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).

40 ILCS 5/16-118, III. Pension Code.

23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

PRESSPlus Comments

PRESSPlus 1. This policy's content is unique to the district. Please consult the author and the **PRESS** sample, available by logging in at www.iasb.com, to determine whether changes are necessary. **Issue 113, October 2023**

Document Status: Draft Update

5:250 Leaves of Absence

Each of the provisions in this policy applies to all professional personnel to the extent it does not conflict with an applicable collective bargaining agreement or individual contract; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave, Sabbatical Leave, Personal Leave, Leave of Absence Without Pay, Maternity/Child-Rearing Leave, Prolonged Illness, and Release Time for Union Officers [PRESSPlus1](#)

Please refer to the current Agreement between the Board of Education School District No. 38, Lake County, Illinois and the Big Hollow Federation of Teachers, a Council of the Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO.

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Family Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of a covered family member, which includes an employee's child, stepchild, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the covered family member, (3) grieving the death of the covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

The leave must be completed within 60 days after the date on which the employee received notice of the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Family Bereavement Leave Act. This policy does not create any right for an employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act.

Child Extended Bereavement Leave [PRESSPlus2](#)

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, if the District employs 250 or more employees on a full-time basis, [Q1](#) an employee is entitled to a total of 12 weeks of unpaid leave within one year after the employee notifies the District of the loss. An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

General Assembly

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence, or any other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance, and to grieve and attend to matters necessitated by the death of a family or household member who is killed in a crime of violence, [PRESSPlus3](#) without suffering adverse

employment action.

The Victims' Economic Security and Safety Act (VESSA) governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, and subject to any exceptions in VESSA, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

COVID-19 Paid Administrative Leave

~~During any time when the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7, When applicable, PRESSPlus4 paid administrative leave related to COVID-19 will be granted~~ is available to eligible employees in accordance with State law. ~~if the District, State or any of its agencies, or the local health department has issued guidance, mandates, or rules related to COVID-19 that restrict an employee from being on District property for a reason outlined in State law.~~

~~For an employee to be eligible for COVID-19 paid administrative leave, the employee must be fully vaccinated against COVID-19 as defined in 105 ILCS 5/10-20.83 (final citation pending).~~

~~The employee will receive as many days of administrative leave as required to abide by the public health guidance, mandates, and requirements issued by the Ill. Dept. of Public Health, unless a longer period has been negotiated with the exclusive bargaining representative.~~

~~As a condition of being granted COVID-19 paid administrative leave, an employee shall provide all documentation necessary to substantiate the employee's eligibility for the leave, as requested by the Superintendent or designee. An employee who is on COVID-19 paid administrative leave will receive the employee's regular rate of pay; the leave will not diminish any other leave or benefits of the employee. Employees may not accrue COVID-19 paid administrative leave.~~

LEGAL REF.:

105 ILCS 5/10-20.83 ~~(final citation pending)~~, 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.

10 ILCS 5/13-2.5, Election Code.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

820 ILCS 147/, School Visitation Rights Act.

820 ILCS 154/, Child Family Bereavement Leave Act.

820 ILCS 156/, Child Extended Bereavement Leave Act.

820 ILCS and 180/, Victims' Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

Questions and Answers:

***Required Question 1. How many full-time employees does the district employ?

- The district employs more than 250 employees. (Default)
 - The district employs between 50-249 employees. (IASB will substitute the following sentence: "Accordingly, if the District employs at least 50 but not more than 249 employees on a full-time basis, an employee is entitled to a total of six weeks of unpaid leave within one year after the employee notifies the District of the loss.")
 - The district employs fewer than 50 employees. (IASB will delete the subhead regarding Child Extended Bereavement Leave and the Legal Reference to 820 ILCS 156/.)
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PRESSPlus Comments

PRESSPlus 1. The statewide teacher association is required to reimburse a district for substitute teaching costs incurred due to the teacher's absence. 105 ILCS 5/24-3.5, added by P.A. 103-308, eff. 1-1-24. See the **PRESS** sample, available at PRESS Online by logging in at www.iasb.com, for more information. **Issue 113, October 2023**

PRESSPlus 2. Updated in response to the Child Extended Bereavement Leave Act, 820 ILCS 156/, added by P.A. 103-466. **Issue 113, October 2023**

PRESSPlus 3. Updated in response to the Victims' Economic Security and Safety Act (VESSA), 820 ILCS 180/, amended by P.A. 103-314, eff. 1-1-24. Under 820 ILCS 180/20(a)(4), added by P.A. 103-314, eff. 1-1-24, an employee is not entitled to more than two work weeks (10 work days) if the leave is to attend a wake or funeral (or an alternative event), make end-of-life arrangements, or grieve due to the death of a family or household member killed in a crime of violence. In these circumstances, the leave must be completed within 60 days after the date on which the employee receives notice of the death. Employees may qualify for unpaid leave under both VESSA and the Family Bereavement Leave Act; leave taken under one act does not diminish the availability of leave under the other. **Issue 113, October 2023**

PRESSPlus 4. Updated for continuous improvement. **Issue 113, October 2023**

Document Status: Draft Update

5:330 Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent it does not conflict with an applicable collective bargaining agreement or individual contract; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year will accrue Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year. This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Illinois Municipal Retirement Fund.

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, serious illness or death in the immediate family or household; or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The Superintendent or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the

12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption

or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need to foster care. Such leave is limited to 30 days and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

All absences in excess of the allotted sick leave shall be charged against earned vacation, if applicable, or shall be unpaid days.

Excessive absences without medical justification authorized by a licensed physician may be grounds for termination.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of year 1	End of year 9	0.83 Days	10 Days per year
Beginning of year 10	End of year 19	1.25 Days	15 Days per year
Beginning of year 20	End of employment	1.67 Days	20 Days per year

Part-time (12-month) employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee’s average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Requests for vacations shall be submitted through Skyward Employee Access at least five (5) work days prior to the requested vacation days and must be approved by the immediate supervisor. Every effort shall be made to meet the desires of the employees and the needs of the school system in establishing vacation dates. Records of available vacation days will be updated though Employee Access in Skyward.

Holidays

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

New Year’s Day	Labor Day
Martin Luther King Jr.’s Birthday	Columbus Day
Abraham Lincoln’s Birthday or	Veterans Day (if observed)
Presidents’ Day	
Casimir Pulaski’s Birthday (if observed)	<u>2024</u> Election Day PRESSPlus1 (if observed)
Memorial Day	Thanksgiving Day
Juneteenth National Freedom Day	Christmas Day
Independence Day	

Twelve (12) month employees are allotted three (3) additional days:

Day after Thanksgiving

Day before or after Christmas

Day before or after New Year's Day

Permanent employees working at least 600 hours per year, will be paid the holidays listed above, based on regular hours worked, providing that said holidays fall during the normal work week and occur during the employees' assigned or contracted work year with the District.

In the event that one of these recognized holidays falls on either a Saturday or Sunday, employees will receive the preceding Friday or following Monday off with pay only if school is not in regular session on those days. If students are in regular attendance, employees will not receive the day off and are expected to be at work; no holiday pay will be provided. If any of the above legal holidays are removed by the Illinois legislature from the required holidays currently observed under the School Code for public schools, employees shall no longer be afforded those paid holidays. Further, if any of the above legal holidays are approved for a requested waiver of mandates by the Board of Education, employees shall not be afforded these holidays.

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave

Full-time educational support personnel have three paid personal leave days per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal two days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Leave to Serve as a Trustee of the Ill. Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with State law.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leave for Service in the Military.
2. Leave for Service in the General Assembly.

3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Family Bereavement Leave.
6. Child Extended Bereavement Leave. [PRESSPlus2](#)
7. Leave to serve as an election judge.
8. COVID-19 Paid Administrative Leave.

LEGAL REF.:

40 ILCS 5/7-139.

105 ILCS 5/10-20.7b, 5/10-20.83 ~~(final citation pending)~~, 5/24-2, 5/24-6, and 5/24-6.3.

10 ILCS 5/13-2.5, Election Code.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, ~~Child Family~~ Bereavement Leave Act.

820 ILCS 156/, Child Extended Bereavement Leave Act.

820 ILCS 180/, Victims' Economic Security and Safety Act.

School Dist 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/24-2(a), amended by P.A.s 103-395, eff. 1-1-24, and 103-467, and 10 ILCS 5/1-24, added by P.A. 103-467 and scheduled to be repealed on 1-1-25, adding 2024 Election Day as a school holiday. **Issue 113, October 2023**

PRESSPlus 2. Updated in response to the Child Extended Bereavement Leave Act, 820 ILCS 156/, added by P.A. 103-466. See the **Question** attached to the PRESS Plus Draft Update for policy 5:250, *Leaves of Absence*. If the district enters a response that fewer than 50 full-time employees are employed by the district, this item and the Legal Reference to 820 ILCS 156/ will be deleted by IASB. **Issue 113, October 2023**

Document Status: Draft Update

6:15 School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared *State Goals for Learning and Learning Standards*.

The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and ISBE rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's *Multiple Measure Index* and corresponding *Annual Measurable Objective* provided by ISBE.
3. If applicable, develop ~~District and~~ [PRESSPlus1](#) School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with 105 ILCS 5/2-3.153, annually administer a climate survey on the instructional environment within the school to, at minimum, students in grades 4 through 8 and teachers.

The Superintendent shall make regular assessment reports to the Board, including projections whether the District and each school is or will be making adequate yearly progress as defined in State law. The Superintendent shall seek Board approval for each District and/or school improvement plan and otherwise when necessary or advisable.

LEGAL REF.:

105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, 5/10-17a, 5/10-21.3a, and 5/27-1.

23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/2-3.25f(a), amended by P.A. 103-175, providing that the Ill. State Board of Education (ISBE) “shall provide technical assistance to schools in school improvement status to assist with the development and implementation of ~~School and District~~ Improvement Plans.” ISBE is required to provide districts with technical assistance and support by the Elementary and Secondary Education Act. 20 U.S.C. §6303. **Issue 113, October 2023**

Document Status: Draft Update

6:30 Organization of Instruction

The School District has instructional levels for grades Kindergarten through 8. The Superintendent shall annually present to the Board of Education a plan for organizing instructional levels and assigning them to school facilities in order to:

1. Support the District's educational program,
2. Maximize facility usage without undue overcrowding, and
3. Provide substantially comparable instructional programs across the District.

Students, for instructional purposes, may be placed in groups within a school that do not necessarily follow grade level designations. For purposes of attendance reporting and other records, however, each student is assigned a grade-level placement. The Building Principal shall assign students to classes.

Kindergarten

The District maintains a full-day kindergarten with an instructional program that fulfills the District's curriculum goals and objectives and the requirements of State law.

LEGAL REF.:

105 ILCS ~~5/10-20.19a~~, 5/10-20.37, and 5/10-22.18. [PRESSPlus1](#)

23 Ill.Admin.Code §1.420.

CROSS REF.: 6:40 (Curriculum Development), 6:170 (Title I Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/10-20.19a, repealed by P.A. 103-410. 105 ILCS 5/10-22.18, amended by P.A. 103-410, requires boards to establish a full-day kindergarten program by the beginning of the 2027-2028 school year. Elementary or unit districts that do not offer full-day kindergarten as of 10-1-22, may apply for a two-year extension of the 2027-28 school year full-day kindergarten implementation deadline if the criteria set forth in 105 ILCS 5/10-22.18(b)(1)-(3) are met. **Issue 113, October 2023**

Document Status: Draft Update

6:50 School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual and distributed to students and their parents/guardians through student handbooks; and
3. The community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Ill. State Board of Education (ISBE).

Goals for Other School-Based Activities [PRESSPlus1](#)

The goals for school-based activities include the following:

- Schools will support and promote a healthy eating environment for students.
- Schools will promote and participate in wellness activities.
- Schools will offer other school-based activities to support student health and wellness, including coordinated events and clubs.

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Unused Food Sharing Plan

In collaboration with the District's local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students.
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District's community. *Properly* means in accordance with all federal regulations and State and local health and sanitation codes.

Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*. As necessary, the Superintendent or designee will convene a Wellness Committee with at least one representative from each of the listed groups.

Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board*.

Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

LEGAL REF.:

Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.

~~42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.~~

42 U.S.C. §1751 et seq., Richard B. Russell National School Lunch Act.

42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010.

42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.

42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.

50 ILCS 205/, Local Records Act.

105 ILCS 5/2-3.139 and 5/2-3.189.

23 Ill.Admin.Code Part 305, Food Program.

ISBE's *School Wellness Policy* Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

PRESSPlus Comments

PRESSPlus 1. Updated in response to a request from the Ill. State Board of Education (ISBE) Nutrition Dept. and to federal requirements in 7 C.F.R. §210.31 for local school wellness policies. This is a required topic, but the local board may determine what goals are appropriate. 42 USC §1758b(b)(1); 7 C.F.R. §210.31(c)(1). The third sample goal comes from ISBE's Local Wellness Policy Template for Schools, available at: www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx. **Issue 113, October 2023**

Document Status: Draft Update

6:60 Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In each grade, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.
4. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include educating students about behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
7. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy

lifestyle. Unless otherwise exempted, all students are required to engage with such frequency as determined by the Board, but at a minimum of three days per five-day week, during the school day, except on block scheduled days, in a physical education course. For exemptions and substitutions, see policy 7:260, *Exemption from Physical Education*.

9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law, including a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
12. In all schools, instruction as determined by the Superintendent or designee [PRESSPlus1](#) on United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, ~~the~~ African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, ~~and~~ (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) beginning in the fall of 2024, the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05. [PRESSPlus2](#)

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

13. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
14. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, the Native American genocide in North America, [PRESSPlus3](#) Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
15. In all schools, the curriculum includes instruction as determined by the Superintendent or

designee on the history, struggles, and contributions of women.

16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
17. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
18. **Beginning in the fall of 2022,** In all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.
19. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.:

Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.

Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

47 C.F.R. §54.520.

5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

105 ILCS 5/2-3.80(e) and (f), 5/10-20.79, 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.05, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-23.16, 5/27-24.1, and 5/27-24.2.

105 ILCS 110/3, Comprehensive Health Education Program.

105 ILCS 435/, Vocational Education Act.

625 ILCS 5/6-408.5, Ill. Vehicle Code.

23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/27-21, amended by P.A. 103-422, requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. **Issue 113, October 2023**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-21, amended by P.A. 103-422 (adding teaching about Native American nations' sovereignty and self-determination), and 105 ILCS 5/27-20.05, added by P.A. 103-422 (adding instruction on Native American experience and history).

Note that instruction on Native American nations' sovereignty and self-determination under 105 ILCS 5/27-21, amended by P.A. 103-422, does not specify a delayed implementation date. Consult the board attorney regarding whether a district may delay implementation of such instruction given that the implementation of Native American experience and Native American history in 2024-2025 must include instruction on tribal sovereignty.

Instruction in events of the Native American experience and Native American history must include “the contributions of Native Americans in government and the arts, humanities, and sciences, as well as the contributions of Native Americans to the economic, cultural, social, and political development of their own nations and of the United States.” Additionally, in grades 6 through 12, the instruction must include “the study of the genocide of and discrimination against Native Americans, as well as tribal sovereignty, treaties made between tribal nations and the United States, and the circumstances around forced Native American relocation.” The Ill. State Board of Education (ISBE) is required to make instructional materials related to Native Americans available on its website, but not until 1-1-25. For additional resources, see <https://americanindian.si.edu/nk360> and www.iste.org/explore/classroom/15-resources-teaching-native-american-history-and-culture. **Issue 113, October 2023**

PRESSPlus 3. 105 ILCS 5/27-20.3, amended by P.A. 103-422. Beginning with the 2024-2025 school year, instruction on Native American genocide is also required by 105 ILCS 5/27-20.05, added by P.A. 103-422 in grades 6-12. Note that instruction on Native American genocide under 105 ILCS 5/27-20.3, amended by P.A. 103-422 does not specify a delayed implementation date. Consult the board attorney regarding whether a district may delay implementation of such instruction given that the implementation of Native American experience and Native American history in 2024-2025 must include instruction on Native American genocide. ISBE is not required to make instructional materials on the Native American genocide in North America available on its website until 1-1-25. **Issue 113, October 2023**

Document Status: Draft Update

6:230 Library Media Program

The Superintendent or designee shall manage the District's library media program to comply with, (1) State law and Ill. State Board of Education (ISBE) rule, and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's resources and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
5. The program adheres to the principles of the American Library Association's *Library Bill of Rights*, which indicate that materials should not be proscribed or removed because of partisan or doctrinal disapproval. [Q1 PRESSPlus1](#)
6. Staff members are invited to recommend additions to the collection.
7. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.

Parents/guardians, employees, and community members who believe that library media program resources violate rights guaranteed by any law or Board policy may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*.

The Superintendent or designee shall establish criteria consistent with this policy for the review of objections. Parents/guardians, employees, and community members with suggestions or complaints about library media program resources may complete a *Library Media Resource Objection Form*. The Superintendent or designee shall inform the parent/guardian, employee, or community member, as applicable, of the District's decision.

LEGAL REF:

75 ILCS 10/8.7.

23 Ill.Admin.Code §1.420(o).

6CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:60 (Curriculum Content), 6:170 (Title I Programs), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs)

Questions and Answers:

***Required Question 1. Updated in response to 75 ILCS 10/8.7, added by P.A. 103-100, eff. 1-1-24, requiring districts that wish to be eligible for State library grants (e.g., school library grants under 75 ILCS 10/8.4) to adopt the American Library Association's Library Bill of Rights (available at <https://www.ala.org/advocacy/intfreedom/librarybill>) or a written statement prohibiting the practice of banning books. In order to be eligible for a School Library Grant, a district must also be a member in good standing of a regional multitype library system (e.g., Illinois Heartland Library System or Reaching Across Illinois Library System) or have applied for membership and been approved for membership in such a system within specific timeframes. 23 Ill.Admin.Code §3035.120.

If the board prefers the alternative language permitted by 75 ILCS 10/8.7, added by P.A. 103-100, eff. 1-1-24, for Standard #5, it may substitute with the following: "The practice of banning books or other materials within the District's library media program is prohibited."

Which policy language has the board adopted?

- The program adheres to the principles of the American Library Association's Library Bill of Rights, which indicate that materials should not be proscribed or removed because of partisan or doctrinal disapproval. (Default)
 - The practice of banning books or other materials within the District's library media program is prohibited. (IASB will make this substitution.)
-

PRESSPlus Comments

PRESSPlus 1. Updated in response to 75 ILCS 10/8.7, added by P.A. 103-100, eff. 1-1-24. **Issue 113, October 2023**

Document Status: Draft Update

7:60 Residence

Resident Students^{Q1}

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Residence of Students with Disabilities^{PRESSPlus1}

The residence of a child with a disability is determined in accordance with 105 ILCS 5/14-1.11, 5.14-1.11a, and 5/14-1.11b.

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools ~~tuition-free~~ whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the Board of Education shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.:

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, ~~and 5/10-22.5a~~, 5/14-1.11, 5/14-1.11a, and 5/14-1.11b.

105 ILCS 45/, Education for Homeless Children Act.

105 ILCS 70/, Educational Opportunity for Military Children Act.

23 Ill.Admin.Code §1.240.

Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200, 235 Ill.App.3d 652 (5th Dist. 1992).

Joel R. v. Board of Education of Manheim School District 83, 292 Ill.App.3d 607 (1st Dist. 1997).

Kraut v. Rachford, 51 Ill.App.3d 206 (1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

Questions and Answers:

***Required Question 1. 105 ILCS 5/10-20.12a(a), amended by P.A. 103-111, allows boards to adopt a policy to waive nonresident tuition if the student is the child of a district employee. A *child* means a district employee's child who is a biological child, adopted child, foster child, stepchild, or a child for which the employee serves as legal guardian.

Does the board wish to accept requests from district employees for their nonresident children to attend school in the district on a tuition-free basis?

No. (Default)

Yes. (IASB will add the following paragraph to a new subhead "Requests for Nonresident Admission": For a nonresident student who is the child of a District employee, if the Superintendent approves the request for nonresident admission for the student, the tuition cost is waived pursuant to 105 ILCS 5/10-20.12a(a).)

PRESSPlus Comments

PRESSPlus 1. When special education services are provided, a student's resident district is determined by 105 ILCS 5/14-1.11 (when the resident district is the district in which the parent/guardian resides), 14-1.11a, amended by P.A. 102-514 (when the resident district is the district in which the student resides), and 14-1.11b (applying the provisions of 105 ILCS 5/14-1.11 and 14-1.11a to determine the resident district in all cases in which special education services and facilities are provided). **Issue 113, October 2023**

Document Status: Draft Update

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 8 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.

7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

Monitoring

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

LEGAL REF.:

105 ILCS 5/22-92 and 5/26-1 through 5/26-3, 5/26-5 through 5/26-16, and 5/26-18. [PRESSPlus1](#)

705 ILCS 405/3-33.5, Juvenile Court Act of 1987.

23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Behavior), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 113, October 2023**

Document Status: Draft Update

7:160 Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The District also does not prohibit the right of a student to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act, 775 ILCS 5/1-103(Q). [PRESSPlus1](#) Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

LEGAL REF.:

105 ILCS 5/2-3.25 and 5/10-22.25b.

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.25b, amended by P.A. 103-463. 775 ILCS 5/1-103(Q), which is referenced in 105 ILCS 5/10-22.25b, prohibits unlawful discrimination based on a person's actual or perceived race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service. **Issue 113, October 2023**

Document Status: Draft Update

7:190 Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed

practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff. [PRESSPlus1](#) wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or

psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or

prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of ~~1964~~2012 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices [PRESSPlus2](#)

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to a battery. ~~Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. State Police (ISP), and any involved student's parent/guardian.~~ *School grounds* includes modes of transportation to school activities and any public

way within 1000 feet of the school, as well as school property itself.

Upon receiving ~~such a report of (1), above,~~ the Building Principal or designee shall immediately notify ~~the local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee~~ ~~agency, Ill. State Police (ISP);~~ and any involved student's parent/guardian.^{Q1}

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report incidents involving battery against staff members to the Ill. State Board of Education through its web-based School Incident Reporting System as they occur during the year and no later than August 1 for the preceding school year.^{PRESSPlus3}

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated

by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

20 U.S.C. §~~608~~7971, Pro-Children Act of ~~2004~~1994.

20 U.S.C. §7961 et seq., Gun Free Schools Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.

105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

23 Ill.Admin.Code §§ 1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

Questions and Answers:

***Required Question 1. The building principal must notify the student's parent/guardian only when the alleged offense is firearm possession. 105 ILCS 5/27.1A(b). The policy expands this notification duty to include drug-related incidents and battery of a staff member.

Would the board like to expand the notification duty, or align it with 105 ILCS 5/27.1A(b)?

Expand the notification duty to include drug-related incidents and battery of a staff member. (Default)

Align notification duty to 105 ILCS 5/27.1A(b). (IASB will amend the second sentence as follows: "In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and, if a student is reportedly in possession of a firearm, also any involved student's parent/guardian.")

PRESSPlus Comments

PRESSPlus 1. Optional. Generative artificial intelligence (AI) is a broad label used to describe any AI system that generates, with varying levels of autonomy, content such as complex text, images, audio, or video. When not used for academic dishonesty purposes, generative AI tools may present innovative learning opportunities for students and teaching opportunities for educators. For further information, see the International Society for Technology in Education webpage on AI exploration for educators at: www.iste.org/areas-of-focus/AI-in-education. **Issue 113, October 2023**

PRESSPlus 2. This subhead is updated to align with subsection **J. Required Notices** in sample administrative procedure 4:170-AP1, *Comprehensive Safety and Security Plan*. **Issue 113, October 2023**

PRESSPlus 3. Updated in response to 105 ILCS 5/10-27.1A(c), amended by P.A. 103-34, 5/10-27.1B(b), and 5/10-21.7, amended by P.A. 102-894. To satisfy the reporting requirement, ISBE created the School Incident Reporting System (SIRS), a web-based application on IWAS for schools to report incidents electronically. See subhead **J. Required Notices** of sample administrative procedure 4:170-AP1, *Comprehensive Safety and Security Plan*, available at PRESS Online by logging in at www.iasb.com. Reporting on SIRS does not satisfy the requirement to report incidents to local law enforcement authorities. **Issue 113, October 2023**

Document Status: Draft Update

7:270 Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan^{III. Food Allergy Emergency Action Plan and Treatment Authorization Form}, [PRESSPlus1](#) (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Opioid Antagonists [PRESSPlus2](#)

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of

opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Oxygen Tanks^{Q1}

In schools where the District maintains special educational facilities, the Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated oxygen tanks in the name of the District and provide or administer them as necessary. The supply shall be maintained in accordance with manufacturer instructions and local fire department rules.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would

create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

The **School District Supply of Undesignated Oxygen Tanks** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for oxygen tanks from a qualifying prescriber, [PRESSPlus3](#) or (2) fill the District's prescription for undesignated oxygen tanks.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.:

105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.

105 ILCS 145/, Care of Students with Diabetes Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.

720 ILCS 550/, Cannabis Control Act.

23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

Questions and Answers:

***Required Question 1. 105 ILCS 5/22-30(f), amended by P.A. 103-196, eff. 1-1-24, permits a district maintaining special educational facilities to maintain a supply of undesignated oxygen tanks in a secure location that is accessible before, during, and after school where a person with developmental disabilities is most at risk, including, but not limited to classrooms and lunchrooms. *Special educational facility* is not specifically defined in 105 ILCS 5/14-4.01; consult the board attorney for advice regarding this term and if it is limited to separate buildings, self-contained classrooms, and/or programs attended solely by students with disabilities. For example, this option may not be available if a district utilizes a special education cooperative for all of its special education programming. There is a reference to *special education facilities* in 105 ILCS 5/14-12.01, which may provide some guidance; it addresses reimbursement for the construction and maintenance of “special education facilities designed and utilized to house instructional program, diagnostic services” and “other special education services for children with disabilities.” 105 ILCS 22-30(f), amended by P.A. 103-196, eff. 1-1-24, does not specify who can administer undesignated oxygen, nor does it specify any training requirements for its use in schools. To minimize potential liability and ensure proper administration, a best practice is to restrict who can administer undesignated oxygen to school nurses and other school personnel who have received appropriate training on the emergency use and storage of oxygen. See sample administrative procedure 7:270-AP2, *Checklist for District Supply of Undesignated Medication(s)*, available at PRESS Online by logging in at www.iasb.com.

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated oxygen tanks and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities. Also fraught with legal liabilities is if the district provides them, but does not have them accessible before, during, and after school where a person with development disabilities is most at risk as required by 105 ILCS 5/22-30(f), amended by P.A. 103-196, eff. 1-1-24. See *In re Estate of Stewart*, 406 Ill.Dec. 345 (2nd Dist. 2016) (denying tort immunity to district, finding its response to a student’s asthma attack was *willful* and *wanton* (which district disputed as a possible heart attack)); *In re Estate of Stewart*, 412 Ill.Dec. 914 (Ill. 2017)(school district’s appeal denied).

Does the district maintain special educational facilities for children with disabilities under 105 ILCS 5/14-4.01?

No. (IASB will delete the subhead regarding School District Supply of Undesignated Oxygen Tanks.)

Yes. If yes, does the board want the district to maintain a supply of undesignated oxygen tanks in the name of the District and provide or administer them as necessary? Type "yes" or "no." If no, IASB will delete the subhead regarding School District Supply of Undesignated Oxygen Tanks.):

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.21b and 105 ILCS 5/22-30, amended by P.A. 103-175, replacing the retired *Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form* with allergy emergency action plan in the School Code provisions regarding administration of medication to students. **Issue 113, October 2023**

PRESSPlus 2. Required by 105 ILCS 5/22-30(f), amended by P.A. 103-348, eff. 1-1-24. In the case of a shortage of opioid antagonists, a district must make reasonable efforts to maintain a supply. At least one opioid antagonist, a naloxone nasal spray, has been approved by the U.S. Federal Food

and Drug Administration for over-the-counter, nonprescription use. A district must obtain a prescription for a supply of opioid antagonists from a *health care professional* with prescriptive authority under the Substance Use Disorder Act, 20 ILCS 301/5-23, unless it is able to secure a supply without a prescription. *Health care professional* means a physician licensed to practice medicine in all its branches, a licensed physician assistant with prescriptive authority, a licensed advanced practice registered nurse with prescriptive authority, or an advanced practice registered nurse who practices in a hospital or ambulatory surgical treatment center and possesses appropriate clinical privileges in accordance with the Nurse Practice Act, 20 ILCS 301/5-23(d)(4). **Issue 113, October 2023**

PRESSPlus 3. 105 ILCS 22-30(f), amended by P.A. 103-196, eff. 1-1-24, provides that a physician, a physician assistant who has prescriptive authority under the Physician Assistant Practice Act of 1987 (225 ILCS 95/7.5), or an advanced practice registered nurse who has prescriptive authority under the Nurse Practice Act (225 ILCS 65-40) may prescribe undesignated oxygen tanks in the name of the district to be maintained for use when necessary. **Issue 113, October 2023**

Document Status: Draft Update

7:285 Anaphylaxis Prevention, Response, and Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a Board of Education policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Superintendent or designee shall develop and implement an Anaphylaxis Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540.
2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff members acting as *trained personnel*, as provided in 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540.
3. Follows and references the applicable best practices specific to the District's needs in the Centers for Disease Control and Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*.
4. Provides annual notice to the parents/guardians of all students to make them aware of this policy.
5. Complies with State and federal law and is in alignment with Board policies.

Monitoring

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy at least once every three years. The Superintendent or designee shall assist the Board with its review and any necessary updates.

LEGAL REF.:

105 ILCS 5/2-3.190, 5/10-22.39(e), and 5/22-30. [PRESSPlus1](#)

23 Ill.Admin.Code §1.540.

Anaphylaxis Response Policy for Illinois Schools, published by ISBE.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:180 (Prevention of and Response to Bullying, Intimidation and Harassment), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/10-22.39, amended by P.A. 103-542, eff. 1-1-24 and operative 7-1-24, streamlining training requirements for staff members who work with students. **Issue 113, October 2023**

Document Status: Draft Update

7:290 Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by 105 ILCS 5/10-22.39 for ~~licensed school personnel and administrators~~ all District staff [PRESSPlus1](#) who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
 - a. 6:65, *Student Social and Emotional Development*, implementing the goals and

benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);

- b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;
 - c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
 - d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
 - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
 - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
 - g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
 5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
 6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as

required by State law.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Student Confidential Reporting Act, 5 ILCS 860/, Children's Mental Health Act, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.:

42 U.S.C. § 1201 et seq., Individuals with Disabilities Education Act.

105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.76, 5/10-20.81, 5/10-22.24a, 5/10-22.24b, 5/10-22.39, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b, 5/27-7.

5 ILCS 860/, Student Confidential Reporting Act.

405 ILCS 49/, Children's Mental Health Act.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.39, amended by P.A. 103-542, eff. 1-1-24 and operative 7-1-24, requiring teachers, administrators, and school support personnel who work with students to be trained on identifying warning signs of mental illness, trauma, and suicidal behavior in youth. Such training must include, but is not limited to, appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/3.166. 105 ILCS 5/10-22.39, amended by P.A. 103-542, eff. 1-1-24 and operative 7-1-24, uses the phrase *teachers, administrators, and school support personnel*, but for brevity this material uses the phrase *all District staff*. **Issue 113, October 2023**

Document Status: Draft Update

8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor - Any person other than an enrolled student or employee.

All visitors to school property are required to report to the Building Principal's office, receive permission to remain on school property and follow appropriate building procedure. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.

10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Please refer to the applicable collective bargaining agreement(s).

For employees whose collective bargaining agreement does not address this subject:

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from or denied

admission to school property in accordance with State law. [PRESSPlus1](#) The person is also may be subject to being denied admission to school athletic or extracurricular events or meetings for up to one calendar year in accordance with the procedures below.

Procedures to Deny Future Admission to Athletic or Extracurricular School Events or Meetings [PRESSPlus2](#)

Before any person may be denied admission to athletic or extracurricular school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

LEGAL REF.:

Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).

20 U.S.C. §797181 et seq., Pro-Children Act of 20011994.

105 ILCS 5/10-20.5, 10-20.5b, 5/10-22.10, 5/22-33, 5/24-25, and 5/27-23.7(a).

115 ILCS 5/3(c), Ill. Educational Labor Relations Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.

~~430 ILCS 66/, Firearm Concealed Carry Act.~~

410 ILCS 705/, Cannabis Tax and Regulation Act.

430 ILCS 66/, Firearm Concealed Carry Act.

720 ILCS 5/11-9.3, 5/21-1, 5/21-1.2, 5/21-3, 5/21-5, 5/21-5.5, 5/21-9, and 5/21-11.

CROSS REF.: 2:200 (Types of Board of Education Meetings), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities), 8:20-E (Rules for Use of School Facilities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to PRESS Advisory Board member feedback requesting clarification on the authority of boards to enforce conduct rules under 105 ILCS 5/10-20.5 and under various criminal trespass statutes. Applicable criminal trespass laws include: 720 ILCS 5/21-1 (criminal damage to property); 5/21-1.2 (institutional vandalism); 5/21-3 (criminal trespass to real

property); 5/21-5 (criminal trespass to State supported land); 5/21-5.5 (criminal trespass to a safe school zone); 5/21-9 (criminal trespass to a place of public amusement); 5/21-11 (distributing or delivering written or printed solicitation on school property). **Issue 113, October 2023**

PRESSPlus 2. Updated in response to PRESS Advisory Board member feedback requesting clarification that the scope of subhead **Procedures to Deny Future Admission to Athletic or Extracurricular School Events or Meetings** is limited, as specified in the new subhead title, to topics set forth in 105 ILCS 5/24-24.

If a violator is a student, the hearing should be held in a closed meeting. 5 ILCS 120/2(c)(9). Otherwise, a hearing regarding denial of admission to *school events or property* pursuant to 105 ILCS 5/24-24 may take place in an open meeting or in a closed meeting so long as the board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5), added by P.A. 103-311. Note: while 5 ILCS 120/2(c)(4.5), added by P.A. 103-311, refers to *school events or property*, 105 ILCS 5/24-24 only authorizes boards to deny admission to athletic and extracurricular *events*. The term *events* is arguably broader than *property* as school events may take place offsite; consult the board attorney for guidance.

Some boards prefer an open meeting hearing to make it publicly known what alleged conduct could result in someone being denied admission to athletic or extracurricular events, while others prefer a closed meeting hearing so as not to provide a public platform to someone alleged to have engaged in prohibited conduct. Consult the board attorney to determine the best approach for the district and to ensure alignment with local practices and conditions.

Consult the board attorney if the district would like to deny an individual admission to board meetings. **Issue 113, October 2023**

BOARD OF EDUCATION

Recommendation is to approve.

2:265 Title IX Sexual Harassment Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11), *domestic violence* as defined in 34 U.S.C. §12291(a)(12), or *stalking* as defined in 34 U.S.C. §12291(a)(36).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinator

Dr. Erin Pittman, Assistant Superintendent of Student Services

26051 W. Nippersink Rd., Ingleside, IL 60041

erinpittman@bighollow.us

847.740.1490

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.

9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.:

20 U.S.C. §1681 *et seq.*, Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

Adopted: January 9, 2023

Big Hollow SD 38



www.bighollow.us

Mr. Robert Gold, Superintendent

Analysis of Big Hollow District 38 Finances

Prepared for Tax Levy Presentation

November 13, 2023

Tax Levy

- Amount of money requested by a school district (and other taxing bodies) in the Fall to fund the budget that begins the following July 1st.

Tax Extension

- In the Spring, the County Clerk calculates the tax rate needed to raise the revenue allowed by law and is certified by each taxing authority.

Equalized Assessed Valuation (EAV)

- In Lake County, the tax levy is based on home values (or EAV) and the current Consumer Price Index (CPI). EAV is calculated by averaging the home value over the past 3 years and dividing by 3 (approximately $\frac{1}{3}$ or 33% of home's value). For example, a home value of \$300,000 will translate to an EAV of approximately \$100,000.

Consumer Price Index (CPI)

- The Consumer Price Index (CPI) "cost of living" or inflation percentage to use in computing the 2023 extensions (taxes payable in 2024)
- Section 18-185 of the Property Tax Code defines CPI as "the Consumer Price Index for All Urban Consumers for all items published by the United States Department of Labor." This index is sometimes referred to as CPI-U.
- Section 18-185 defines "extension limitation" and "debt service extension base" as "...the lesser of 5% or the percentage increase in the Consumer Price Index during the 12-month calendar year preceding the levy year..."
- For 2023 extensions (taxes payable in 2024), the CPI to be used for computing the extension limitation and debt service extension base is 5.0%. The actual CPI is over 5%, but the Statute indicates the lesser of 5% or the actual percentage increase, in this case 5% is the lesser amount.

A taxing body can ask for any amount, but the amount they will receive is limited by the Property Tax Extension Limitation Act (PTELL). At the time of levy (FALL), new property EAV is unknown, but estimated. New property values are finalized in the Spring.

The law allows the District to make a prediction/or ask for more taxes than they expect to collect because the new property EAV is unknown in the FALL when levy is done. It is not until late March/early April that the taxing bodies receive notification of the actual amount they will receive (extension) from the County Clerk.

End of Year Fund Balance Report

	Education	O&M	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Tort	Total
June 30, 2012	\$2,091,404	\$1,463,348	\$3,305,403	\$788,859	\$445,812	\$3,406,939	\$310,944	\$62,340	\$11,875,049
June 30, 2013	\$424,287	\$1,395,786	\$2,144,766	\$883,802	\$426,990	\$3,021,940	\$476,615	\$67,503	\$8,841,689
June 30, 2014	-\$1,074,061	\$1,239,021	\$2,410,521	\$726,812	\$290,655	\$2,569,348	\$632,047	\$32,892	\$6,827,235
June 30, 2015	-\$1,320,080	\$776,267	\$2,531,146	\$263,931	\$68,122	\$2,077,869	\$776,276	\$50,100	\$5,223,631
June 30, 2016	\$522,560	\$601,681	\$2,593,837	\$287,525	-\$17,575	\$1,885,989	\$914,005	\$54,429	\$6,842,451
June 30, 2017	\$2,444,295	\$614,574	\$2,763,940	\$514,560	\$5,340	\$1,328,334	\$985,059	\$53,837	\$8,709,939
June 30, 2018	\$4,588,736	\$807,523	\$2,837,567	\$792,762	\$128,949	\$1,321,119	\$1,044,766	\$69,466	\$11,590,888
June 30, 2019	\$5,093,183	\$1,067,191	\$2,840,420	\$592,923	\$209,082	\$1,135,807	\$1,158,105	\$63,380	\$12,160,091
June 30, 2020	\$4,963,587	\$3,299,886	\$2,581,500	\$508,736	\$222,777	\$793,563	\$1,265,478	\$45,128	\$13,680,655
June 30, 2021	\$4,931,139	\$3,446,472	\$2,652,584	\$908,966	\$287,480	\$874,274	\$1,366,030	\$43,681	\$14,510,626
June 30, 2022	\$5,064,153	\$1,503,984	\$2,971,369	\$938,553	\$379,974	\$2,026,233	\$1,463,442	\$38,972	\$14,386,500
June 30, 2023	\$5,768,002	\$1,939,944	\$3,052,592	\$633,420	\$468,074	\$1,982,847	\$1,620,791	\$42,199	\$15,507,869
	Note:	2022 balances in O&M, Debt Svc, and Capital Improvement reflect a \$2,000,000 transfer out of O&M in FY22							

LAKE COUNTY ELEMENTARY SCHOOL DISTRICTS
2022 Tax Rates (Used for 2023 tax bills)

<u>School District</u>	<u>Tax Rate</u>	<u>School District</u>	<u>Tax Rate</u>
Milburn SD #24	6.645603	Aptakisic #102	3.697458
Zion Elementary SD #6	5.906668	North Shore #112	3.676373
Grayslake SD #46	5.049451	Grass Lake #36	3.648096
Diamond Lake #76	4.737319	Deerfield #109	3.613606
Beach Park #3	4.660545	Cary #26	3.54013
Mundelein #75	4.6354	Fox Lake #114	3.53292
Antioch #34	4.561621	Lincolnshire-Prairie View #103	3.298012
Gurnee #56	4.457355	Gavin #37	3.182917
McHenry #15	4.397859	Libertyville #70	3.081082
Winthrop Harbor #1	4.383728	Fremont #79	3.051104
Woodland SD #50	4.315136	Oak Grove SD #68	2.960831
Kildeer Countryside Cons SD #96	4.138754	Lake Bluff SD #65	2.898102
Hawthorn #73	4.0174	Bannockburn SD #106	2.391677
Emmons #33	3.915689	Rondout SD #72	1.807172
Lake Villa #41	3.871731	Lake Forest SD #67	1.65232
<i>Big Hollow #38</i>	<i>3.706305</i>		

*The current bond payments for BHSD account for **1.093424** of the current rate.

Percent Adequacy Comparison

The Evidence Based Funding (EBF) performs calculations to determine a Districts final % of adequacy. To find out more about how this % is calculated, you can visit the following website: https://www.isbe.net/Documents/EBF_Presentation_Detailed.pdf.

Lake County Elementary Districts	% Adequacy <i>(2024 EBF Calculation Data)</i>	Adequacy Gap	Resources Per Student
RONDOUT SCHOOL DIST 72	262%	\$(3,282,219.43)	\$34,898.31
BANNOCKBURN SCHOOL DIST 106	205%	\$(2,509,592.95)	\$27,670.84
LAKE FOREST SCHOOL DIST 67	175%	\$(15,398,560.17)	\$22,027.70
DEERFIELD SCHOOL DIST 109	165%	\$(22,730,584.82)	\$21,031.85
NORTH SHORE SD 112	155%	\$(27,730,395.23)	\$21,470.26
GRASS LAKE SCHOOL DIST 36	149%	\$(1,169,206.57)	\$20,712.11
LAKE BLUFF ELEM SCHOOL DIST 65	149%	\$(5,515,942.04)	\$19,648.96
OAK GROVE SCHOOL DIST 68 Green Oaks	139%	\$(4,611,342.89)	\$17,689.21
LINCOLNSHIRE-PRAIRIEVIEW S D 103	128%	\$(6,927,235.00)	\$16,480.92
LIBERTYVILLE SCHOOL DIST 70	122%	\$(6,160,186.14)	\$15,666.44
KILDEER COUNTRYSIDE C C S DIST 96	114%	\$(6,645,920.74)	\$15,547.81
EMMONS SCHOOL DISTRICT 33	107%	\$(284,003.00)	\$14,118.04
APTAKISIC-TRIPP C C S DIST 102	100%	\$139,755.74	\$14,205.15
FREMONT SCHOOL DIST 79	99%	\$372,496.73	\$13,156.41
FOX LAKE GRADE SCHOOL DIST 114	98%	\$154,748.04	\$14,847.82
ZION ELEMENTARY SCHOOL DISTRICT 6	95%	\$2,056,319.78	\$16,808.94
DIAMOND LAKE SCHOOL DIST 76	94%	\$856,509.59	\$15,894.03
HAWTHORN C C SCHOOL DIST 73	93%	\$3,930,428.87	\$13,471.95
WOODLAND C C SCHOOL DIST 50	92%	\$6,262,454.13	\$13,796.30
MILLBURN C C SCHOOL DIST 24	89%	\$1,587,499.79	\$11,812.97
GURNEE SCHOOL DIST 56	81%	\$5,537,006.75	\$12,605.89
ANTIOCH C C SCHOOL DISTRICT 34	80%	\$7,330,259.31	\$11,077.89
LAKE VILLA C C SCHOOL DIST 41	70%	\$10,403,623.13	\$10,035.77
BIG HOLLOW SCHOOL DIST 38	69%	\$7,654,444.48	\$9,885.72
MUNDELEIN ELEM SCHOOL DIST 75	69%	\$7,661,211.90	\$10,971.28
GRAYSLAKE C C SCHOOL DISTRICT 46	68%	\$16,856,103.94	\$9,824.24
BEACH PARK C C SCHOOL DIST 3	67%	\$10,894,373.61	\$11,015.74
GAVIN SCHOOL DIST 37	67%	\$3,880,566.33	\$10,706.57
WINTHROP HARBOR SCHOOL DIST 1	64%	\$2,992,690.78	\$9,445.58

TAX LEVY HISTORY

Tax Year	2017	2018	2019	2020	2021	2022	*2023
EAV	\$343,029,299	\$383,699,957	\$390,642,247	\$405,028,375	\$421,419,605	\$462,630,275	\$519,252,012
Rate	4.1992	4.1170	3.9628	3.8753	3.9591	3.706305	TBD
	Extension	Extension	Extension	Extension	Extension	Extension	Extension
Education	\$7,540,573	\$7,757,210	\$7,934,698	\$8,246,681	\$8,381,857	\$8,808,003	\$9,400,000
Tort	\$125,720	\$118,209	\$138,686	\$168,909	\$215,677	\$290,004	\$320,000
Special Ed	\$101,544	\$103,364	\$99,059	\$99,358	\$98,036	\$100,002	\$100,000
Oper. & Maint.	\$1,369,236	\$1,367,241	\$1,426,461	\$1,366,169	\$1,470,504	\$1,540,004	\$1,350,000
Working Cash	\$97,805	\$98,507	\$97,079	\$99,358	\$98,036	\$100,002	\$100,000
Transportation	\$293,410	\$394,021	\$544,829	\$665,697	\$666,629	\$680,002	\$850,000
IMRF	\$102,693	\$161,547	\$148,593	\$163,939	\$171,558	\$175,004	\$150,000
Soc. Sec.	\$303,190	\$268,918	\$285,294	\$303,042	\$308,809	\$290,004	\$325,000
SEDOL IMRF	\$23,868	\$21,484	\$20,923	\$22,779	\$23,401	\$22,535	\$8,824
Bonds	\$4,446,537	\$4,779,838	\$4,784,885	\$5,024,044	\$5,120,703	\$5,085,352	\$1,095,000
Total	\$14,404,575	\$15,070,339	\$15,480,506	\$16,231,839	\$16,555,210	\$17,173,331	\$13,698,824
(Total less bonds)	\$9,958,038	\$10,290,501	\$10,695,621	\$11,135,932	\$11,434,507	\$12,087,979	\$12,603,824

*Estimates: Actual EAV, tax rate and dollar amounts received by the district will not be known until June 2024.

Bond Payment Information

In the 2022 tax year, the bond payment consisted of 31% of the overall tax levy. This payment is automatically levied by Lake County in order to pay bonds that were approved by the Big Hollow District 38 community. Without this bond payment, our tax burden on local property owners would be reduced significantly. You will see the bond payment schedule below.

Outstanding long term debt as of June 30, 2023:

Name of Bond	Date of Original Issue	Amount of Original Issue	Outstanding Balance as of 6/30/23
Series 2005	02/16/05	\$25,619,467	\$6,630,000
Series 2016 (Debt Certificate)	07/07/16	\$774,700	\$128,800

Payment Schedule:

Series 2013		
Levy Year	Payment Date	Total Payment
2022	02/01/2024	\$5,535,000
2023	02/01/2025	\$1,095,000

2023 BHSD Tax Levy Proposal Summary

Less the bond extension and the SEDOL IMRF, the proposed levy for tax year 2023 is \$611,974 higher than the actual tax year 2022 extension. This is an increase of 4.98% (on all property including new property), therefore a truth and taxation hearing will not be required.

Given the reduction in the bond levy in 2023, the total overall 2023 tax levy consists of a **19.85% decrease** for the residents of Big Hollow School District 38.



www.bighollow.us

Mr. Robert Gold, Superintendent

Big Hollow District Office 26051 W. Nippersink Rd. Ingleside, IL 60041 Phone 847-740-1490 Fax 847-740-9172	Big Hollow Primary School (EC-1) 33335 N. Fish Lake Rd. Ingleside, IL 60041 Phone 847-740-5320 Fax 847-740-3490	Big Hollow Elementary (2-4) 33315 N. Fish Lake Rd. Ingleside, IL 60041 Phone 847-740-5321 Fax 847-740-3795	Big Hollow Middle School (5-8) 26051 W. Nippersink Rd. Ingleside, IL 60041 Phone 847-740-5322 Fax 847-740-9021
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**RESOLUTION REGARDING THE ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 2023**

WHEREAS, the aggregate amount of property taxes extended for the year 2022 was:

Educational Purposes	\$	8,808,004
Operations and Maintenance Purposes	\$	1,540,004
Transportation Purposes	\$	680,002
Working Cash Fund Purposes	\$	100,002
Illinois Municipal Retirement Purposes	\$	175,004
Social Security Purposes	\$	290,004
Fire Prevention/Safety Purposes	\$	0
Tort Immunity Purposes	\$	290,004
Capital Improvements Purposes	\$	0
Special Education Purposes	\$	100,002
Bond and Interest Purposes	\$	5,085,352
Lease Purposes	\$	0
SEDOL IMRF	\$	22,535
Total	\$	17,090,913

, and, WHEREAS, it is hereby determined that the estimated amount of taxes to be extended for the year 2023 is as follows:

Educational Purposes	\$	9,400,000
Operations and Maintenance Purposes	\$	1,350,000
Transportation Purposes	\$	850,000
Working Cash Fund Purposes	\$	100,000
Illinois Municipal Retirement Purposes	\$	150,000
Social Security Purposes	\$	325,000
Fire Prevention/Safety Purposes	\$	0
Tort Immunity Purposes	\$	320,000
Capital Improvements Purposes	\$	0
Special Education Purposes	\$	100,000
Bond and Interest Purposes	\$	1,095,000
Lease Purposes	\$	0
SEDOL IMRF	\$	8,824
Total	\$	13,698,824

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Big Hollow School District 38, County of Lake, State of Illinois as follows:

Section 1: The aggregate amount of taxes estimated to be levied for the year 2023 is **\$12,603,824** less bond, levy total is: **\$13,698,824.**

Section 2: The aggregate amount of taxes estimated to be levied for the year 2023 does does not X exceed 105% of the taxes extended by the district in the year 2022, excluding bond and interest, if any.

Section 3: If the estimated levy exceeds 105% of the previous year’s extensions, excluding bond and interest, if any, then a public notice shall be published in the The Daily Herald, newspaper of general circulation in the county in which said district is located, and a public hearing shall be held, all in the manner and time prescribed in said notice. Said notice shall not be less than 1/8 page in size, with type no smaller than 12 point, enclosed in a black border not less than ¼ inch wide. The notice shall not be placed in that portion of the newspaper where legal notices and classified advertisements are published.

Section 4: This resolution shall be in full force and effect forthwith upon its passage.

Board of Education
Big Hollow School District 38
County of Lake
State of Illinois

By:		
	President	
ATTEST:		
	Secretary	Date Approved by Board of Education

**RESOLUTION TO LEVY CERTAIN SPECIAL TAXES
FOR SPECIAL EDUCATION DISTRICT IMRF PURPOSES**

WHEREAS, the Board of Education is authorized by Section 7-171 of the Pension Code to levy, by proper resolution, an annual tax for Illinois Municipal Retirement purposes; and

WHEREAS, the Board of Education is authorized by Public Act 90-511 to levy, by proper resolution, an annual tax for Illinois Municipal Retirement purposes for its contribution to the Special Education District of Lake County; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION, Big Hollow School District Number 38, Lake County, State of Illinois, as follows:

Section 1. For the ensuing year, the County Clerk of Lake County hereby authorized and directed to extend the following special taxes on behalf of this School District: The sum of \$8,824 to be levied as a special tax for its contribution to Special Education District of Lake County for its employees for Illinois Municipal Retirement purposes.

Section 2. This Resolution shall be in full force and effect upon its adoption.

Adopted this 11th day of December, 2023.

President, Board of Education

ATTEST:

Secretary, Board of Education

ILLINOIS STATE BOARD OF EDUCATION

Original: [x] School Business and Support Services Division
Amended: [] (217) 785-8779

CERTIFICATE OF TAX LEVY

A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.

Table with 3 columns: District Name (Big Hollow School District), District Number (38), County (Lake)

Amount of Levy

Table listing various levy categories and amounts: Educational (\$9,400,000), Operations & Maintenance (\$1,350,000), Transportation (\$850,000), Working Cash (\$100,000), Municipal Retirement (\$150,000), Social Security (\$325,000), Fire Prevention & Safety (\$0), Tort Immunity (\$320,000), Special Education (\$100,000), Leasing (\$0), Other (\$8,824), Total Levy (\$12,603,824)

* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

We hereby certify that we require:

the sum of 9,400,000 dollars to be levied as a special tax for educational purposes; and
the sum of 1,350,000 dollars to be levied as a special tax for operations and maintenance purposes; and
the sum of 850,000 dollars to be levied as a special tax for transportation purposes; and
the sum of 100,000 dollars to be levied as a special tax for a working cash fund; and
the sum of 150,000 dollars to be levied as a special tax for municipal retirement purposes; and
the sum of 325,000 dollars to be levied as a special tax for social security purposes; and
the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and
the sum of 320,000 dollars to be levied as a special tax for tort immunity purposes; and
the sum of 100,000 dollars to be levied as a special tax for special education purposes; and
the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and
the sum of 0 dollars to be levied as a special tax for _____; and
the sum of 8,824 dollars to be levied as a special tax for _____
on the taxable property of our school district for the year 2023

Signed this [Day] day of [Month] 2023. (President)

(Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them.

Number of bond issues of said school district that have not been paid in full 1

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 38, Lake County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2023 was filed in the office of the County Clerk of this County on 2023.

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year 2023, is \$

(Signature of County Clerk)

(Date)

(County)

**LICENSE AGREEMENT
BETWEEN
THE BOARD OF EDUCATION OF BIG HOLLOW SCHOOL DISTRICT NO. 38
AND
PREMIER IL VOLO LLC**

THIS AGREEMENT (hereinafter "Agreement") made as of this 11th day of December, 2023, between the **BOARD OF EDUCATION OF BIG HOLLOW SCHOOL DISTRICT NO. 38, LAKE COUNTY, ILLINOIS**, (hereinafter "District") and **PREMIER IL VOLO LLC**, a Delaware limited liability company (hereinafter "A Child's Place") states the terms under which the District agrees to allow A Child's Place to use certain property described below.

WITNESSETH

WHEREAS, District is the owner of certain real property; and

WHEREAS, A Child's Place desires to use certain real property of District for a fee; and

WHEREAS, District has the authority to license school property to suitable parties for educational purposes and for any other purpose which serves the interests of the community when such property is declared to be temporarily unnecessary or unsuitable or inconvenient for a school or the uses of the District and when the best interests of the residents of the District will be enhanced by entering into such Agreement; and

WHEREAS, District has determined that the best interests of the residents of the District will be enhanced by entering to this Agreement; and

WHEREAS, A Child's Place desires to license said Premises from District, and District desires to license said Premises to A Child's Place, for the purpose of operating a before and after school program for a fee to the residents of Big Hollow School District; and

WHEREAS, District has determined that the use of said property by A Child's Place will not interfere with or impede the normal Operations of District or school functions, will not interfere with the safety of students or school personnel or negatively affect the property or Inability of District within the meaning of Section 10-20.40 of the School Code (105 ILCS 5/10- 20.40); and

WHEREAS, because of the ongoing nature of the agreement between District 38 and A Child's Place, the parties mutually desire to enter into a written agreement defining their rights, duties and liabilities with respect to said property; and

WHEREAS, District agrees to permit A Child's Place to use certain real property of District subject to this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and conditions set forth herein, it is agreed by the parties hereto as follows:

1. **INCORPORATION OF PREAMBLES:** The preambles are hereby incorporated into and made a part of this Agreement.
2. **PREMISES:** District hereby licenses to A Child's Place and A Child's Place hereby licenses from District parts of the following described premises ("Premises") depicted on Exhibit A attached hereto and incorporated herein during the times set forth in this Agreement: Big Hollow Elementary School, Ingleside, Illinois, including the Elementary/Primary Cafeteria, the Elementary/Primary Gymnasium, the Elementary/Primary Playground, the Kitchen and also storage space for office. In conjunction with such use of the Premises A Child's Place shall also be permitted to use, on a non-exclusive basis, the restroom facilities indicated on Exhibit A, and shall further have the right to use the parking lot for parking purposes, and designated hallways and pathways for access to the Premises. Use of said parking areas, hallways and pathways by A Child's Place, its employees, agents, students, or other persons on District's premises for A Child's Place's business purposes shall be subject to reasonable regulation by the District. The identified Premises, shall be considered the "Licensed Program Areas" for purposes of licensing by the Department of Children and Family Services. This Agreement shall not confer upon A Child's Place the right to use any other areas or, facilities other than those outlined in Exhibit A, attached hereto and incorporated herein. If a Big Hollow School District event requires the use of any location listed above, A Child's Place will make alternate arrangements and will not use the locations required for the Big Hollow School District event.
3. **PROGRAM:** A Child's Place agrees to provide a before and after school program (hereinafter "Program") to serve the students of Big Hollow School District No. 38 electing to participate (hereinafter "Participants"). The purpose of the Program is to provide a safe, interactive and educational before and after school program that is enjoyable for all students who are enrolled in the Program. The students will have staff planned group and individual activities including a weekly written curriculum, staff facilitated homework time, arts and crafts activities, gym and outdoor play time, and in house field trips. A Child's Place shall also provide students with a healthy breakfast and afternoon snack. Students in the Program will adhere to A Child's Place's behavioral and discipline policies (which shall not conflict with District's policies and regulations) and any infractions of these policies shall be documented by A Child's Place and shared with parents. A Child's Place shall provide all necessary staffing, materials and management to effectively operate the Program. Enrollment in the Program will be limited to the students of the District in grades kindergarten through sixth and the teacher/student ratio shall not exceed 20:1. The Program fees are paid to A Child's Place. A Child's Place shall ensure that at all times at each District facility used for the Program there shall be someone present who is certified in the use of the Automated External Defibrillator as required by and in accordance with Board of Education Policy.
4. **PROGRAM SCHEDULE:** A Child's Place will create its Program on school days that students are in attendance from 6:00 a.m. until the first bus arrives in the morning and 2:30 p.m. to 6:30 p.m., Monday through Friday. During Winter, Spring, and Summer Break students are typically in attendance from 6:00 am to 9:30 am and 3:30 pm to 6:30 pm. Students may be scheduled for field trips off campus from 9:30 am to 3:30 pm; however, occasions may arise when students remain on campus due to low enrollment. In addition to providing care on days off school, A Child's Place will also provide care for early release days according to the Big Hollow School District calendar. A Child's Place's use of the Premises shall be a license limited

to the times stated herein and A Child's Place shall have an exclusive right to use the Premises during the stated times. Notwithstanding anything to the contrary in this Agreement, no individual, other than A Child's Place, its employees' agents, Participants, and invitees shall be permitted to access the Licensed Program Areas during the stated times.

5. **PROGRAM TRANSPORTATION:** District shall not provide bus transportation for Participants. Any and all transportation for Participants shall be the sole responsibility of the Participants and/or A Child's Place.
6. **EMPLOYMENT RELATIONSHIP:** All employees, agents, and staff members of A Child's Place involved in the Operation of the Program are the employees of A Child's Place for all purposes under the law. A Child's Place is responsible for all compensation, employment and other taxes and filings pertaining to A Child's Place's employees. Nothing in this Agreement or otherwise makes the District the employer of A Child's Place, its employees, agents or staff.
7. **MANAGEMENT AND SUPERVISION:** A Child's Place shall be fully responsible for the implementation of its Program, and supervision and safety of its employees, agents, Program staff members, the Participants in the Program, or any invitees of the Program. A Child's Place shall provide an on-site program director who shall have the responsibility for every aspect of the Program including, but not limited to, management, oversight and supervision. District shall not in any way be responsible for A Child's Place's Program or the supervision or safety of A Child's Place's employees, agents, Program staff members, Participants in the Program, or invitees of the Program.
8. **TERM:** This Agreement shall commence July 1, 2024, and terminate June 30, 2025. Thereafter, District grants A Child's Place the right and option to renew this Agreement for an additional period of time to be mutually agreed upon, dependent upon availability of the Premises and subject to District's approval. A Child's Place shall notify the District, in writing, on or before December 1, 2024, of A Child's Place's Intention to request the renewal of this Agreement. District shall notify A Child's Place, in writing, on or before January 31, 2025, in the event District intends to reject or except the renewal request. Should enrollment drop to 30 students or below, for any one-year period, the rent amount of \$500.00 and use of the facility, as defined in Section 2 PREMISES, will decrease by half.
9. **RENT AND RELATED COSTS:** A Child's Place agrees to pay District fee in the amount of Five Hundred Dollars (\$500) per week payable on the first day of each month, commencing July 1, 2024. If any payment is not received on or before the 10th of each month, an interest penalty charge of \$500 will be assessed for each month the payment is made late.
10. **UTILITIES:** It is agreed that all utilities including electricity, gas, water, sewer and scavenger services are included in the rent except as otherwise provided in Paragraph 11.
11. **NO WASTE OR MISUSE:** A Child's Place, its employees, agents, staff members, participants, or invitees shall not allow any waste of water or misuse or neglect of water and lighting fixtures

on the premises. A Child's Place will pay all damages to District's premises caused by such waste or misuse, as determined by the District based on the reports of usage generated by the utility company.

12. **JANITORIAL SERVICES:** District shall be responsible for providing janitorial supplies and shall be responsible for the cleaning of the Premises for the period of A Child's Place's occupancy. A Child's Place shall return the Premises to their original condition after each day's use. A Child's Place agrees to pay the charges for extra District custodial time if needed to clean the Premises as a result of A Child's Place's use, as determined by the District.
13. **NO SMOKING:** A Child's Place, its employees, agents, staff members, Participants, and invitees shall abide by the no smoking policy and refrain from smoking on the Premises and all School District property.
14. **PERMITS:** A Child's Place is the operator of a day care center as defined in The Child Care Act of 1969 (The Act) (225 ILCS 10/2.09). A Child's Place reserves the right to operate with or without a Department of Children and Family Services (DCFS) license. A Child's Place will comply with all licensing or un-licensing guidelines specifically outlined by DCFS. As DCFS continues to update or change their policies, A Child's Place will continue to operate as such.
15. District shall not be deemed to be operating the Program and A Child's Place shall not be exempt from the definition of "day care center" nor exempt for licensing requirements under The Act, by virtue of its relationship with District pursuant to this Agreement. A Child's Place also shall be responsible for conforming to all local building codes, ordinances and any other applicable requirements as well as securing any necessary permits, certificates and licenses in addition to licensure required by DCFS. District shall have no responsibility whatsoever for maintaining said licensure or for operating the Program in compliance therewith. A Child's Place shall bear all cost and fees associated with the defense of an administrative or circuit court action brought by DCFS for failure to secure appropriate licensure. A Child's Place shall ensure that all its employees, agents or staff assigned to the Program are DCFS certified and licensed and undergo a criminal background investigation and shall make available at the District's request all information derived from the criminal background investigation, pursuant to The Act (225 ILCS 10/4.1) or as otherwise required by Law. A Child's Place also shall furnish District with copies of fingerprinting/background checks secured for DCFS licensing or as otherwise required by law.
16. **INSURANCE:** A Child's Place assumes full responsibility for providing at its expense Any insurance to protect its property on the Premises. A Child's Place shall be responsible for any defects in the building or on the Premises, or any loss or damages to the person or property of A Child's Place or any of its agents, employees, staff members, Participants, or invitees in or about the Premises, the building or other of District's property, which is caused by, or alleged to be caused by the negligent act or omission of A Child's Place or any of its employees, Participants, agents, staff members, or invitees. A Child's Place hereby covenants and agrees to make no claim for any such loss or damage at any time for which District is not liable. District further shall not be responsible for damages caused by any acts of A Child's Place, its employees, agents, staff members, Participants, or invitees. Notwithstanding the foregoing, or any other provision in this Agreement, nothing in this Agreement shall be construed as a waiver by the District of its right to assert immunities under state or federal common law or statutes. A Child's Place shall maintain in full force and effect Commercial General Liability Insurance covering the operation of the Program, with One Million Dollars

(\$1,000,000) per occurrence coverage, a general aggregate limit of no less than Three Million Dollars (\$3,000,000), and Two Million Dollars (\$2,000,000) umbrella coverage. A Child's Place agrees to obtain and maintain in full force and effect Commercial Automobile Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) combined single limits for bodily injury and property damage, on all vehicles owned by A Child's Place or operated for purposes of the Program. A Child's Place's general liability and automobile liability insurance policies shall name District, its individual Board of Education members, its employees, agents and volunteers as additional insurers. A Child's Place also agrees to obtain and maintain in full force and effect statutory Worker's Compensation Insurance. AU policies must be on an occurrence basis not claims made basis. Prior to the commencement of the term of this Agreement or any extensions thereof, and upon request, A Child's Place shall provide District Certificates of Insurance evidencing proof of all insurance required, in a form satisfactory to District, including but not limited to a copy of the policy endorsement. AU Certificates of Insurance shall state that such policies shall provide District a 30-day notice prior to cancellation, or non-renewal in the policies. A Child's Place also must notify the District of any modifications or material changes in its insurance coverage required under this Agreement within 14 calendar days. A Child's Place shall have insurance, with coverage no less than the amounts required for the Commercial General Liability Insurance and umbrella coverage described in this Paragraph 16, to specifically cover the indemnification obligation pursuant to Paragraph 18 of this Agreement.

17. COMPLIANCE WITH LAWS AND POLICIES: A Child's Place shall comply, and ensure compliance of the Program and its employees, agents, staff members, Participants, and invitees with all applicable laws, including, but not limited to: local, state and federal tax laws; state and federal non-discrimination laws applicable to employees, agents, staff members, Participants, and invitees; workers' compensation laws; state and federal wage and hour laws and licensure and certification requirements (including but not limited to DCFS licensure or certification requirements). The rights and duties of A Child's Place and District shall be controlled by all applicable State and Federal Laws. Additionally, A Child's Place agrees to fully comply with the requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., including, but not limited to, the provision of sexual harassment policies and procedures pursuant to Section 2-105 of the Act and other requirements of IDHR regulations as set forth in Exhibit B to this Agreement and all federal Equal Employment Opportunity Laws, including, but not limited to, the Americans With Disabilities Act, 42 U.S.C. Section 12101 et seq., and rules and regulations promulgated there under to the extent applicable to A Child's Place Furthermore, A Child's Place agrees that it is responsible for ensuring that all programs and activities are accessible in accordance with the requirements of the Americans with Disabilities Act and other nondiscrimination laws, and that A Child's Place bears responsibility for any costs to make the Premises, building, structure, programs or facilities comply with such requirements. A Child's Place also agrees to comply with laws restricting or prohibiting the presence of certain individuals or activities on school property, including, but not limited to, the prohibition on the presence of sex offenders on school district property as Set forth in State law and District Policy. A Child's Place further agrees to implement the Program in accordance with Board of Education policies governing conduct and activities on school property.

18. INDEMNIFICATION FROM SUIT: A Child's Place agrees to indemnify, protect, release and hold harmless, and, at the Option of the District, defend, the District, its' agents, Board of Education members, administrative staff, employees, volunteer personnel and student teachers from any and all liability, claims, demands, actions and causes of action, of any kind, arising out of the Operation of A Child's Place's Program, including, but not limited to,

administrative actions brought by the Department of Children and Family Services, civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense thereof and all legal expenses and attorneys' fees associated therewith, when damages, fees, fines or costs are sought for negligent or wrongful acts alleged to 1) have been committed by A Child's Place, its agents, administrative staff, employees, Program staff members, Participants, or invitees or 2) otherwise arise from operation of the Program, participation in the Program or the nature or use of the Premises under this Agreement. A Child's Place shall assume all such losses, damages, injuries, claims, demands and expenses of the investigation, litigation, settlement or the defense of any suit or suits or other legal or administrative proceedings brought and shall satisfy judgments entered in any such- suit or suits or other legal proceedings. The indemnities and assumptions of liabilities or obligations herein provided for shall continue in full force and effect notwithstanding the termination of this Agreement. The indemnification and hold harmless obligation under item 2 set forth in this Paragraph shall not apply to liability arising directly from the gross negligence of the Board of Education of Big Hollow School District No. 38.

19. **TERMINATION:** District may, at any time prior to expiration of the term of this Agreement, or any renewal period thereof, upon A Child's Place's default in the payment of the rent, or any part thereof, or breach of any of the covenants herein contained to be kept by A Child's Place, with fourteen (14) calendar days' notice, declare the Agreement terminated, provided this Agreement shall not be terminated if A Child's Place cures the default or breach within the fourteen (14) day notice period. Notwithstanding any provision to the contrary contained herein, if any of the Premises, common facilities or access to either is deemed by any governmental agency not to be in compliance with the Americans with Disabilities Act or any other similar laws, such that the noncompliance affects A Child's Place's ability to operate its Program, A Child's Place may at any time prior to the expiration of the term of this Agreement, or any renewal period thereof, terminate this Agreement with seven (7) days, notice to District. A Child's Place shall upon termination of the Agreement return the licensed Premises, and all keys thereto, and any school equipment provided by District, to District in the same condition as received by A Child's Place at the commencement of the term of this Agreement, ordinary wear and tear and acts of God are excepted. Any repairs or replacements made necessary by the waste or misuse of the Premises by A Child's Place, its agents, employees, Participants or invitees, shall be made promptly by A Child's Place, at its own expense and in a manner to prevent liens from attaching to the property or District's funds, as a result thereof. At the termination of the Agreement, by lapse of time or otherwise, A Child's Place agrees to yield up immediate and peaceable possession to District.
20. **RIGHT OF REMOVAL:** District shall have the right to temporarily close, relocate, and/or remove A Child's Place programs, under emergency situations as determined by District, with as much notice as is practicable. The District shall provide verbal notification followed by written confirmation regarding Right of Removal.
21. **LIMITATION ON RECOVERY:** In the event A Child's Place is prohibited from using the Premises due to an emergency situation on behalf of District or for any other reason on behalf of District, A Child's Place's relief is limited to a refund of rent pre-paid, pro-rated for the number of days for which use is prohibited. In District's discretion and at District's option, it may provide A Child's Place with an alternative location for the Program. Use of said alternative location shall be controlled and subject to this Agreement.

- 22. REGULATION OF A CHILD'S PLACE'S EMPLOYEES, AGENTS, AND PARTICIPANTS AND CLASSROOMS:** District shall have the right to establish reasonable rules and regulations:
- a. for the conduct of A Child's Place, its agents, employees, staff members, Participants, invitees, licensees or persons entering or on District premises, including, but not limited to, the Premises, for purposes related to the Program; and for the reasonable use of the Premises.
 - b. District shall also have the right to prohibit certain of A Child's Place's agents, employees, staff members, Participants, invitees, or others from entering on the District's Premises upon reasonable grounds.
- 23. ASSIGNMENT SUBLETTNG:** A Child's Place shall neither sublet the Premises or any part thereof nor assign this Agreement by any act or default nor transfer any of A Child's Places interest by operation of law, nor offer the premises or any part thereof for sublicense, nor permit the use thereof for sublicense, nor permit the use thereof for any purpose other than as above mentioned, without in each case, the written consent of District.
- 24. SURRENDER OF PREMISES:** A Child's Place shall quit and surrender the premises and the school equipment provided by District at the end of the term of this Agreement or any renewal period hereafter in the same condition as received by A Child's Place at the commencement of the term of this Agreement, ordinary and reasonable wear and tear and acts of God excepted, with all keys thereto. A Child's Place shall not make any alterations in the Premises except movable furniture, fixtures, shelves and bulletin boards put in at the expense of A Child's Place. Permanent fixtures/equipment shall be the property of District, and shall remain upon and be surrendered with the premises as a part thereof at the termination of this Agreement.
- 25. RESTORATION OF DAMAGE:** During the term of this Agreement, or any renewal thereof, A Child's Place shall repair and restore any damage, except as a result of normal wear and tear, caused by A Child's Place, its agents, employees, staff members, Participants, or invitees to the Premises, or any other property of District, including but not limited to walls, glass, frames, and hardware in the several doors and windows in the Premises, fixtures, plumbing and flooring which replacement or restoration shall be of a like kind and quality. Any repairs or replacements made necessary by the waste or misuse of the premises by A Child's Place, its agents, employees, staff members, Participants, or invitees, shall be made promptly by the A Child's Place, at its own expense and in a manner to prevent liens from attaching to the property or District's funds as a result thereof. In the alternative, and at the discretion of the District, the A Child's Place will reimburse District for all property damage to District's premises caused by A Child's Place, its employees, agents, staff members, participants, or invitees. District, at its own cost and expense, shall keep the heating, electrical, plumbing and all other mechanical equipment in good repair, condition and working order and shall furnish any and all parts, mechanisms and devices required therefore. Any major repairs or replacements to said mechanical equipment, to the roof, exterior walls and structural portions of the building, shall be made by the District, subject to indemnification under Paragraph 17 by A Child's Place as required by this Agreement.
- 26. DISTRICT NOT LIABLE:** The District shall not be liable for any loss of property or defects in the building or in the Premises, or any accidental damages to the person or property of the A Child's Place in or about the building or the Premises where such loss or injury results from water, rain or snow leaking into, issuing or flowing from any part of the building or the Premises, or from the pipes or plumbing of the same except when such damage results from District's negligence. A Child's Place hereby covenants and agrees to make no claim for any such loss or

damage at any time. District shall not be liable for any loss or damage of or to any property placed in the storeroom or storage place being furnished gratuitously, and no part of the obligations of this Agreement.

27. **SUCCESSORS AND ASSIGNS:** This Agreement shall be binding upon, apply and insure to the benefit of District and A Child's Place and their respective heirs, legal representatives, successors and assigns.
28. **AMENDMENTS:** No modifications or amendments or waiver of any provision hereto shall be valid and binding unless in writing and signed by both parties.
29. **COMPLETE UNDERSTANDING:** This Agreement sets forth all the terms and conditions, and agreements and understandings between District and A Child's Place relative to the subject matter hereof, and there are not agreements or conditions, either oral or written, expressed or implied, between them other than as herein Set forth.
30. **GOVERNING LAW:** This Agreement and the rights and responsibilities of the parties hereto shall be interpreted and enforced in accordance with the laws of the State of Illinois.
31. **WAIVER:** No waiver, of any default of A Child's Place hereunder shall be implied from an omission of District to take any action on account of such default and no express waiver shall affect any default other than the default specified in that express waiver and then only for the time and to the extent therein stated.

IN **WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of this 11th day of December, 2023.

BOARD OF EDUCATION
BIG HOLLOW SCHOOL DISTRICT 38
INGLESIDE, ILLINOIS 60041
LAKE COUNTY, ILLINOIS

PREMIER IL VOLO LLC
26705 W. COMMERCE DR. UNIT 1
VOLO, ILLINOIS 60073 LAKE COUNTY, ILLINOIS

BY:

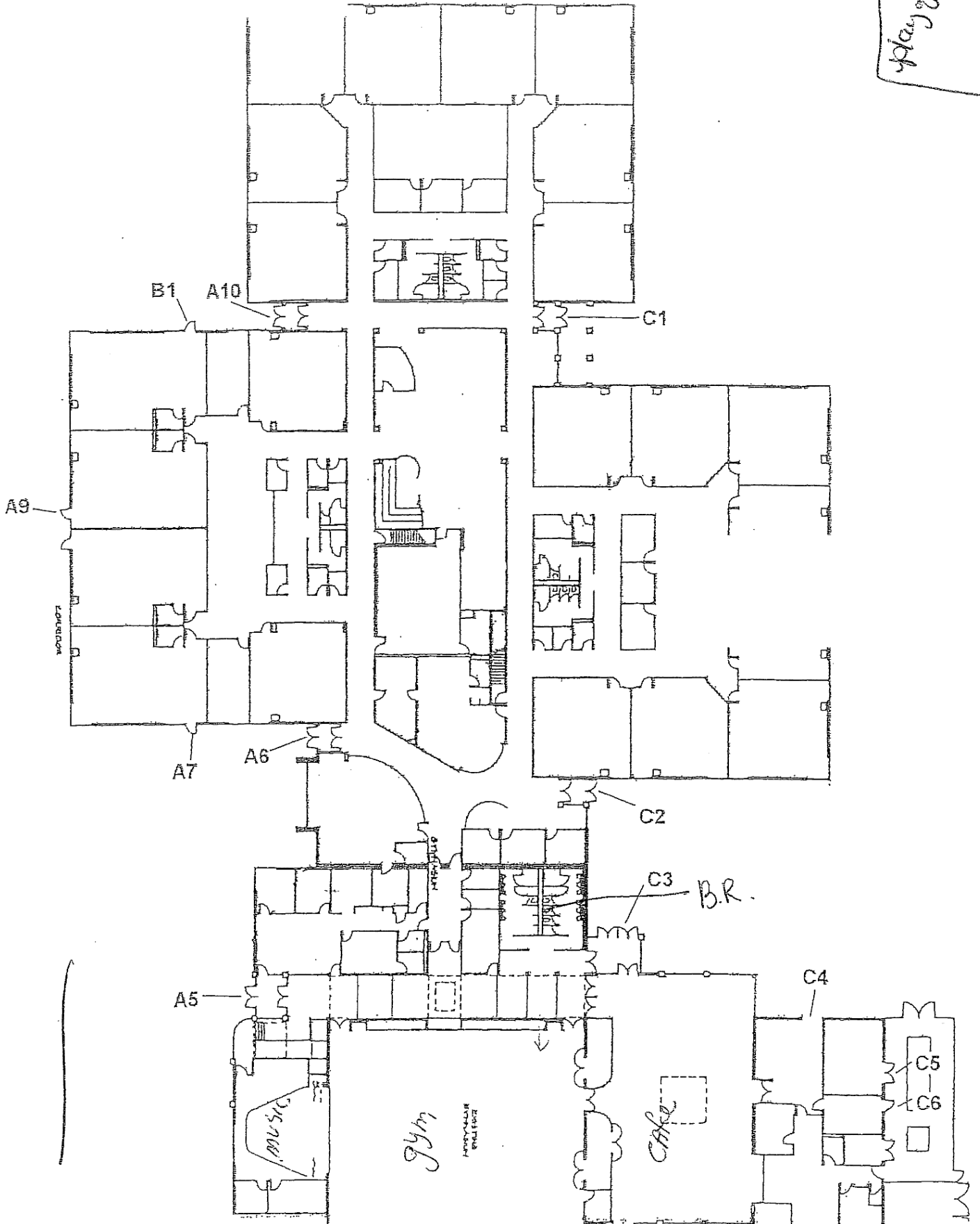
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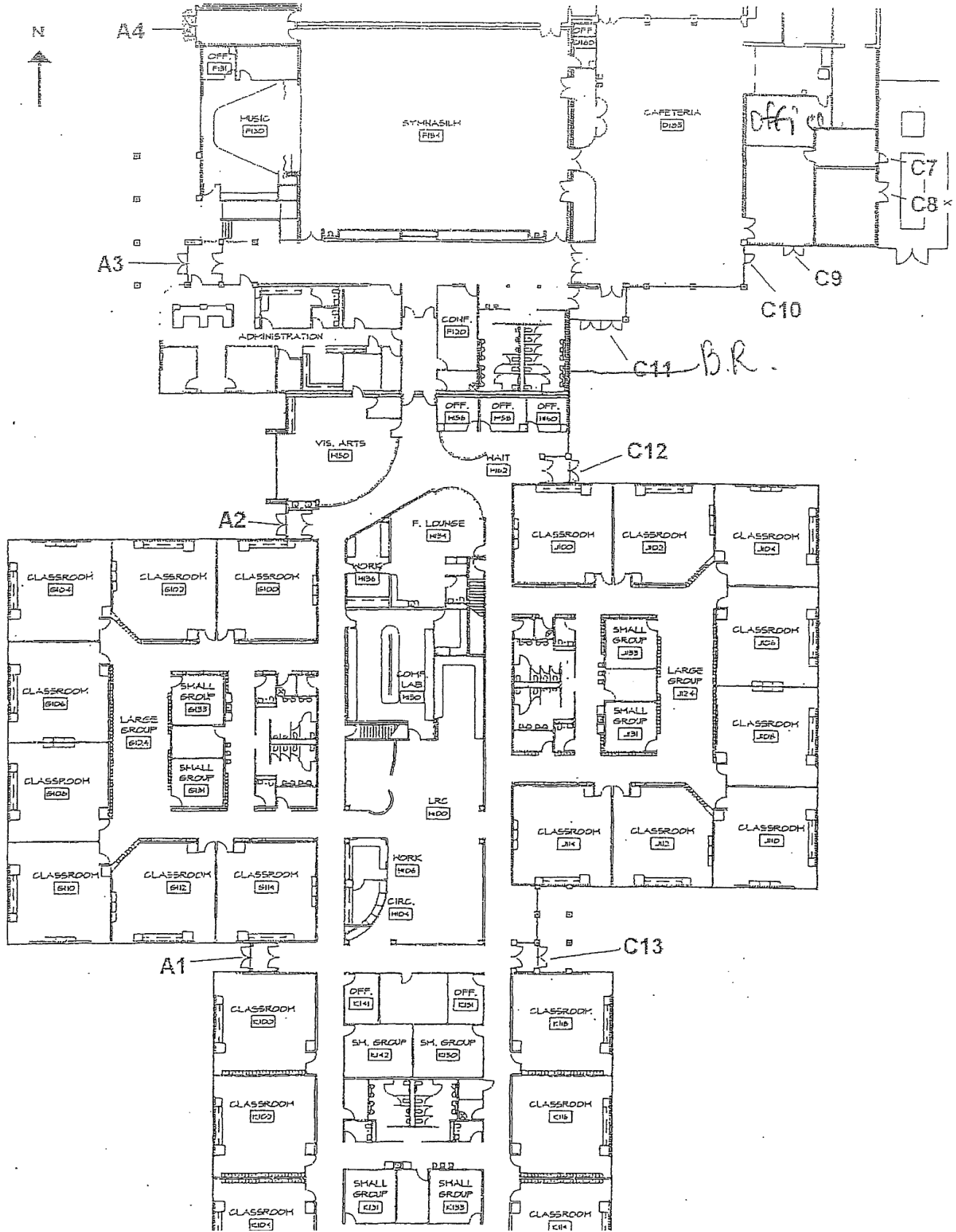
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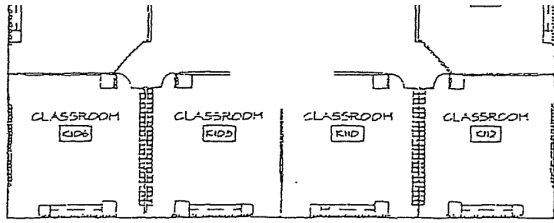
ATTEST:

EXHIBIT A
DESCRIPTION AND DEPICTION OF PREMISE

playground







Playground

EXHIBIT B

EQUAL EMPLOYMENT OPPORTUNITY

In the event of the A Child's Place's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), A Child's Place may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, A Child's Place agrees as follows:

- 1) That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, military status, or an unfavorable discharge from military Service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- 2) That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the areas from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 3) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, military status, or an unfavorable discharge from military service.
- 4) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of A Child's Place's obligations under the Illinois Human Rights Act and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with A Child's Place in its efforts to comply with such Act and Rules, A Child's Place will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations there under.
- 5) That it will submit reports as required by the Department's Rules, furnish all relevant Information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules.
- 6) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules.
- 7) That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of

this contract, A Child's Place will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor falls or refuses to comply therewith. In addition, A Child's Place will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

November 2023 Employment Report

Approve FMLA for Nicole Race, Kindergarten Teacher, effective approximately April 12, 2024 through the end of the 2023-2024 school year.

Approve the employment of Corthell McDaniel, Middle School Lunch Monitor, effective December 4, 2023.

Approve the employment of Troy Foster, Middle School Paraprofessional, effective December 4, 2023.

Approve the employment of Kristie Ortega Lobato, Lunch Monitor, effective November 30, 2023.

Approve the employment of Michael Cruz, Safety Paraprofessional, effective January 8, 2024.

Approve the employment of Jason Merel, 7th Grade Social Studies Teacher, effective December 18, 2023.

Approve the employment of Jessica Lipp, Elementary Paraprofessional, effective December 12, 2023.

Approve the employment of Kennedy Kiesgen, 6th Grade Girls Basketball Coach, effective January 8, 2024.

November 15th, 2023

Dear Mr. Gold,

I am writing to inform you that I am expecting my first child in the coming months. My physician estimates that the baby will be born on April 24th, 2024.

Because of this expected arrival, I would like to formally request an FMLA parental leave of absence for this coming spring. I would like to request 6 weeks of parental leave starting 4/12/2024. I would also like to request the use of my sick days that I have accumulated in order to maintain my health benefits and a consistent income during my leave. This leave will take me to the end of the school year.

Thank you for taking the time to consider my request. I look forward to hearing your response.

Sincerely,
Nicole Race

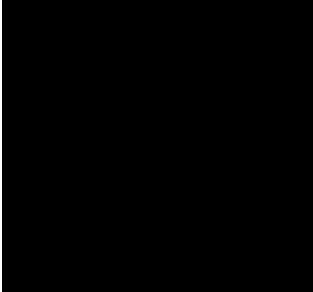
Kindergarten Teacher
Big Hollow Primary School
847-740-5320 ext. 3026

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Corthell McDaniel



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor: **Yes**

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **Middle** Grade/Area: **5-8**

Start Date: **12/12/23** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Ernie Gray** Title: **Supervisor**

Name: Title:

BA BA+15 MA MA+15 MA+30 MA+45 MA +60

Years Credited **12** Step **13**

BudgetCode

10-300-2190-1100

Total Years Experience Salary/Hourly Rate **\$16.46** (may be adjusted if circumstances require)

Comments:

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Troy Foster

[Redacted]

[Redacted]

[Redacted]

[Redacted]

ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: **Yes** Secretary: Substitute:

Technology: Transportation: Other:

Building: **Middle** Grade/Area: **5-8**

Start Date: **12/12/2023** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Jane Dennis** Title: **Special Education Teacher**

Name: **Dan Teschner** Title: **Former Student/Athlete**

BA BA+15 MA MA+15 MA+30 MA+45 MA +60

Years Credited **7** Step **8**

BudgetCode

10e000-1222-1100-00-7

Total Years Experience **7** Salary/Hourly Rate **\$18.43** (may be adjusted if circumstances require)

Comments:

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

Form: New Hire Form Name: Kumpula, Sara R. Employee Type: ASST PRINCIPAL Building Code: EL

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Kristie Ortega Lobato



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor: Yes

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: Elementary Grade/Area: 2-4

Start Date: 11/30/23 BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: Title:

Name: Title:

BA BA+15 MA MA+15 MA+30 MA+45 MA +60

Years Credited 0 Step 1

BudgetCode

10-100-2190-1100

Total Years Experience 0 Salary/Hourly Rate 13.36 (may be adjusted if circumstances require)

Comments:

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

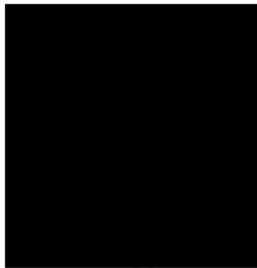
Form: New Hire Form Name: Bernsee, Andrew R. Employee Type: SCHOOL SFTY CRD Building Code: MS

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Michael A. Cruz



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: **Yes** Secretary: Substitute:

Technology: Transportation: Other: **SAFETY**

Building: **Elementary** Grade/Area: **1-4**

Start Date: **01/08/24** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: Title:

Name: Title:

BA BA+15 MA MA+15 MA+30 MA+45 MA +60

Years Credited **13** Step **14**

BudgetCode

10e200-1110-1100-03

Total Years Experience **20** Salary/Hourly Rate **\$22.28** (may be adjusted if circumstances require)

Comments:

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

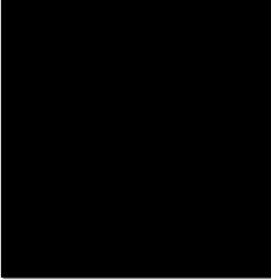
Form: New Hire Form Name: Summers, Brian M. Employee Type: ASST PRINCIPAL Building Code: MS

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Jason Merel



ASSIGNMENT

CERTIFIED: Administrator: Teacher: Yes If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: Middle Grade/Area: 7th

Start Date: 12/18/23 BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: Yasmeen Muhammad Title: Principal

Name: Laura Holmes Title: Teacher

BA BA+15 MA Yes MA+15 MA+30 MA+45 MA +60

Years Credited 18 Step 13

BudgetCode

10e000-1120-1100

Total Years Experience Salary/Hourly Rate \$68,810 (may be adjusted if circumstances require)

Comments:

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

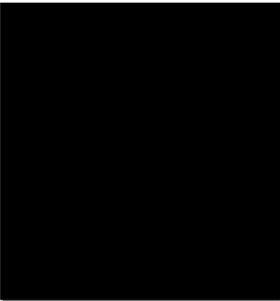
Date:

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Jessica Lipp



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: **Yes** Secretary: Substitute:

Technology: Transportation: Other:

Building: **Elementary** Grade/Area: **2-4**

Start Date: **Dec 12 2023** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Melissa Gonzalez** Title: **Supervisor**

Name: **Dr. Theodore Cho** Title: **Supervisor**

BA BA+15 MA MA+15 MA+30 MA+45 MA +60

Years Credited **1** Step **2**

BudgetCode

10-000-1222-1100-00-7

Total Years Experience **4** Salary/Hourly Rate **16.61** (may be adjusted if circumstances require)

Comments:

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Kennedy Kiesgen



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other: **Coach**

Building: **Middle Grade/Area: 6th**

Start Date: **1/08/24** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: Title:

Name: Title:

BA BA+15 MA MA+15 MA+30 MA+45 MA +60

Years Credited Step

BudgetCode

10-300-1500-1100-51

Total Years Experience Salary/Hourly Rate (may be adjusted if circumstances require)

Comments:

6th Grade Girls Basketball Coach

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

Board of Education Administrator Report

December 11, 2023

1. Good Things Happening for Kids:

Picture retakes - November 20

Stackapalooza - November 20 - P, E

Report Card Day - December 1

Winter parties - P, E

Principal Advisory Group - M

Issuing PBIS Reward points for targeted behavior, Warrior Way school store purchases - M

Scholastic Book Fair (11/13-11/17) - M

Assembly to celebrate the end of the trimester - M

Afterschool Enrichment for Students - P

- Good News Club

- Let's Stay Active (offered 2x a week)

- Arts & Crafts (offered 3x a week)

- Let's Play (offered 2x a week)

- Karaoke/Games

Afterschool Enrichment for Students-E

- Let's Make a Movie with Hollywood Producer - E, M

- Mary Poppins Reading Club

- Rembrandt Art Club

- Walking Club

- WBHE News

- Chess Club

- Crochet Club

Afterschool Enrichment for Students - M

- Let's Make a Movie

- Enlightenment.Enrichment.Enhancement club

- Crochet Club

- Warrior News - 5-6 and 7-8

- Athletics - Boys & Girls Basketball (6-8), Cheerleading, Dance

- Fall Musical performances

- Jazz Band

- Speech & Acting Showcase

- Chess Scholars club

2. Good Things Happening for Staff:

Avanza and Boost training for dual language staff & bilingual teachers

Flashlight 360 training for EL staff
Fastbridge training
IRC meeting for dual language staff - P
Vista training for dual language staff - P
Imagine Math Training for math pilot
PLCs meet on ER days
Community Outreach Committee - P, E
New Teachers meeting with administration - P, E, M
Informal and Formal Observations
Reading Review committee
Math Review committee
GVC days for Math, ELA, Social Studies teachers - M
Professional development with Katie McKnight (ELA) and Lexia (SS and ELA) - M
Peer observations - M
Student centered coaching workshop - M

3. General Information to Share:

BPAC - Parent Involvement Night - December 7
AAPAC meeting - December 7
Recruitment and recommended hires continue for staff positions - P, E, M

November 13, 2023

1. Good Things Happening for Kids:

Fall parties - P, E
Red Ribbon Week celebrated - P, E, M
Veterans Day Assembly - P, E
Veterans Day collages of family and staff veterans - M
Parent/Student/Teacher conferences - P, E, M
Afterschool Enrichment for Students - P
-Art Club
-Let's Stay Active (offered Tuesdays & Thursdays)
-Arts & Crafts
-Let's Play
-Little Chefs
Afterschool Enrichment for Students-E
-Let's Make a Movie with Hollywood Producer - E, M
-Mary Poppins Reading Club
-Rembrandt Art Club
-Walking Club
-WBHE News
-Chess Club
-Crochet Club
Afterschool Enrichment for Students - M

PLC MEETING AGENDA / ACTION RECORD

Team: Administration Date: November 15, 2023 Time: Noon

<p><u>Team Members Present</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Bob Gold <input type="checkbox"/> Erin Pittman <input type="checkbox"/> Barb Steinseifer <input type="checkbox"/> Matt McCulley <input type="checkbox"/> Vinni Biancalana <input type="checkbox"/> Lenayn Janusz <input type="checkbox"/> Josh Cornwell 	<p><u>Norm</u></p> <ul style="list-style-type: none"> ● Take an inquiry stance ● Assume positive intentions ● Stick to protocol (task at hand) ● Be here now ● Ground statements in evidence ● Start and end on time ● Adhere to team decisions
<p>Roles: Facilitator (be sure to review norms- 5 mins): Bob Recorder: Time Keeper: Normkeeper:</p>	

<p>Time allocations:</p>	<p>Purpose / Goal(s) for this meeting:</p> <ul style="list-style-type: none"> ● Opening – Dr. Pittman (10 min) ● Follow-up from recent Board meeting (10 min) <ul style="list-style-type: none"> ○ Discuss safety coordinator job description and transition plan ● Follow-up from recent meeting with union leadership (5 min) ● Around the table updates (10 min) <ul style="list-style-type: none"> ○ Gaggle ● CAC Update (5 min) <ul style="list-style-type: none"> ○ Discuss meeting discussion topics: ○ Review/revise the objectives for the remaining meetings. ● District Leadership Team update (5 min) <ul style="list-style-type: none"> ○ Discuss feedback from the October meeting. ○ Review objectives for future meetings. ● AAPAC <ul style="list-style-type: none"> ○ Discuss updates from the prior meeting ● Senergy <ul style="list-style-type: none"> ○ Mr. Gold will discuss an upcoming project utilizing Synergy as a consulting partner. ● Warrior Workshops <ul style="list-style-type: none"> ○ December - March ● 2024-2025 Calendar <ul style="list-style-type: none"> ○ Draft (modeled after current calendar)
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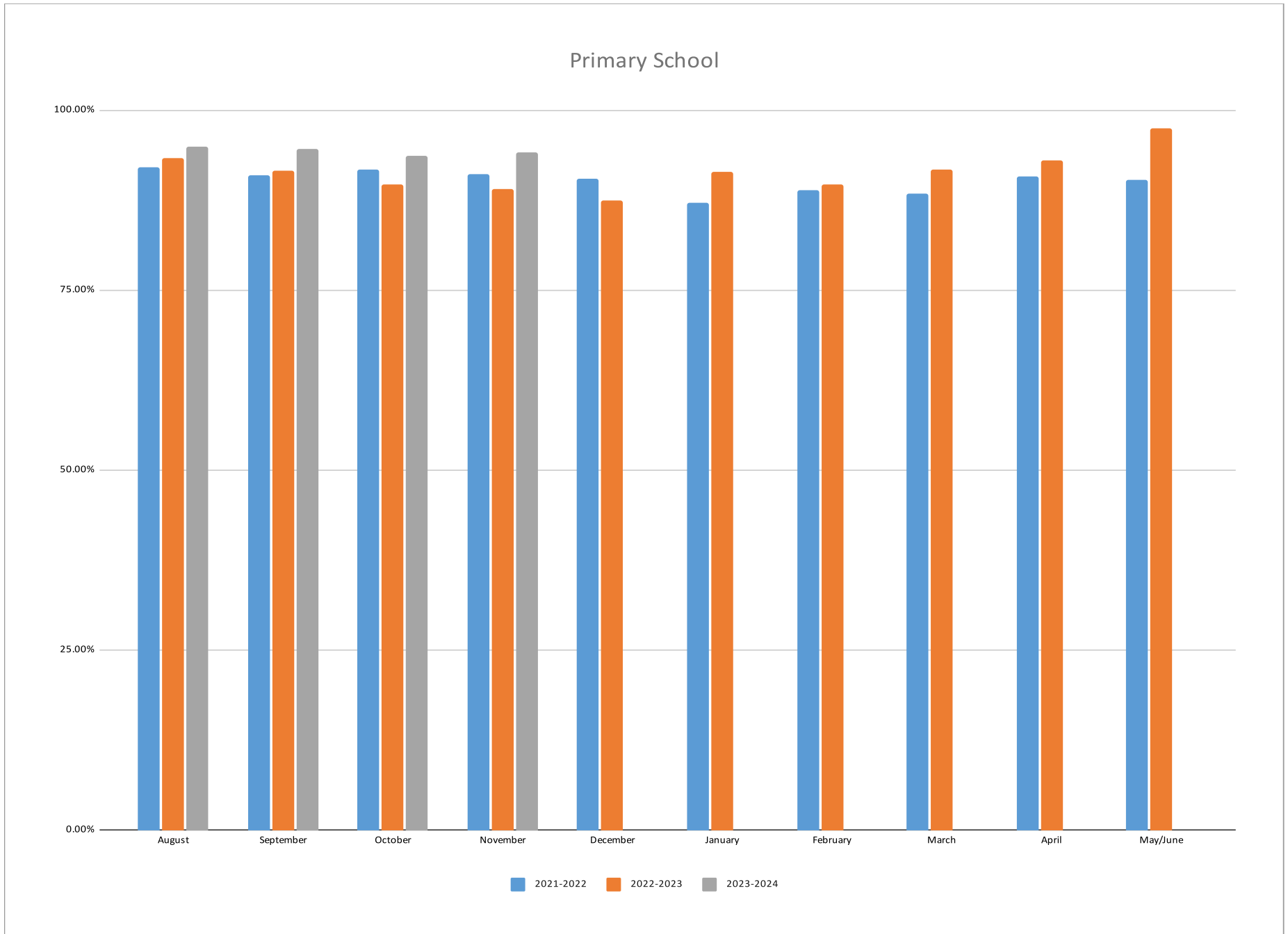
	<ul style="list-style-type: none"> ● Grant update <ul style="list-style-type: none"> ○ Review the following grants that are currently being managed: <ul style="list-style-type: none"> ▪ Title I ▪ Title I School Improvement ▪ Title III - Language Instruction Educational Program (LIEP) ▪ ESSER III <ul style="list-style-type: none"> ● Discuss after school enrichment & tutoring ▪ Digital Equity Formula ▪ IDEA Flow-through ▪ IDEA Preschool ▪ School Maintenance Project Grant (SMPG) ▪ School Library Grant ● Alternative teacher evaluation process discussion ● HLERK Legal Update ● Facebook presence ● Prepping staff for “emergency day” e-learning as we enter the winter season. <ul style="list-style-type: none"> ○ Communicate to staff to be prepared <ul style="list-style-type: none"> ▪ Students should have their chromebook when we think this may occur and on weekends ▪ Students should be familiar with Google Classroom and how to access. ● Absenteeism letters <ul style="list-style-type: none"> ○ Doctor excuses ● Holiday dinner for BHSD Admin provide by Mr./Mrs. Gold <ul style="list-style-type: none"> ○ Monday, December 4th at 5:00 p.m. ○ Location: TBD ● Discussion on pending vacancies (5 min) ● Professional articles: <ul style="list-style-type: none"> ○ How school administrators can prioritize connection with students ○ Transition to evidence based grading ○ Feedback from teachers on the A-F grading system <p>Other:</p> <ul style="list-style-type: none"> ●

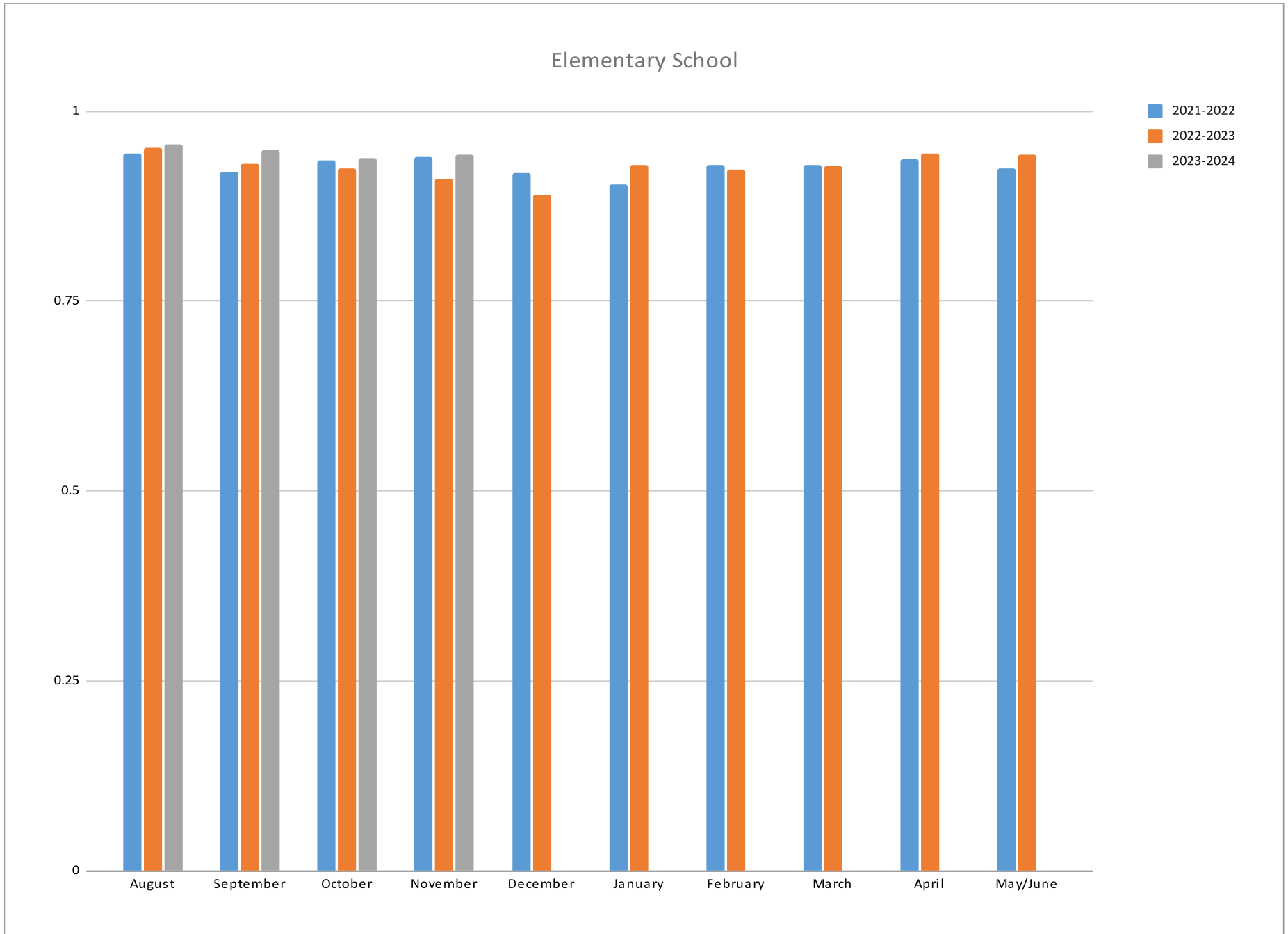
Discussions / Decision Summary:

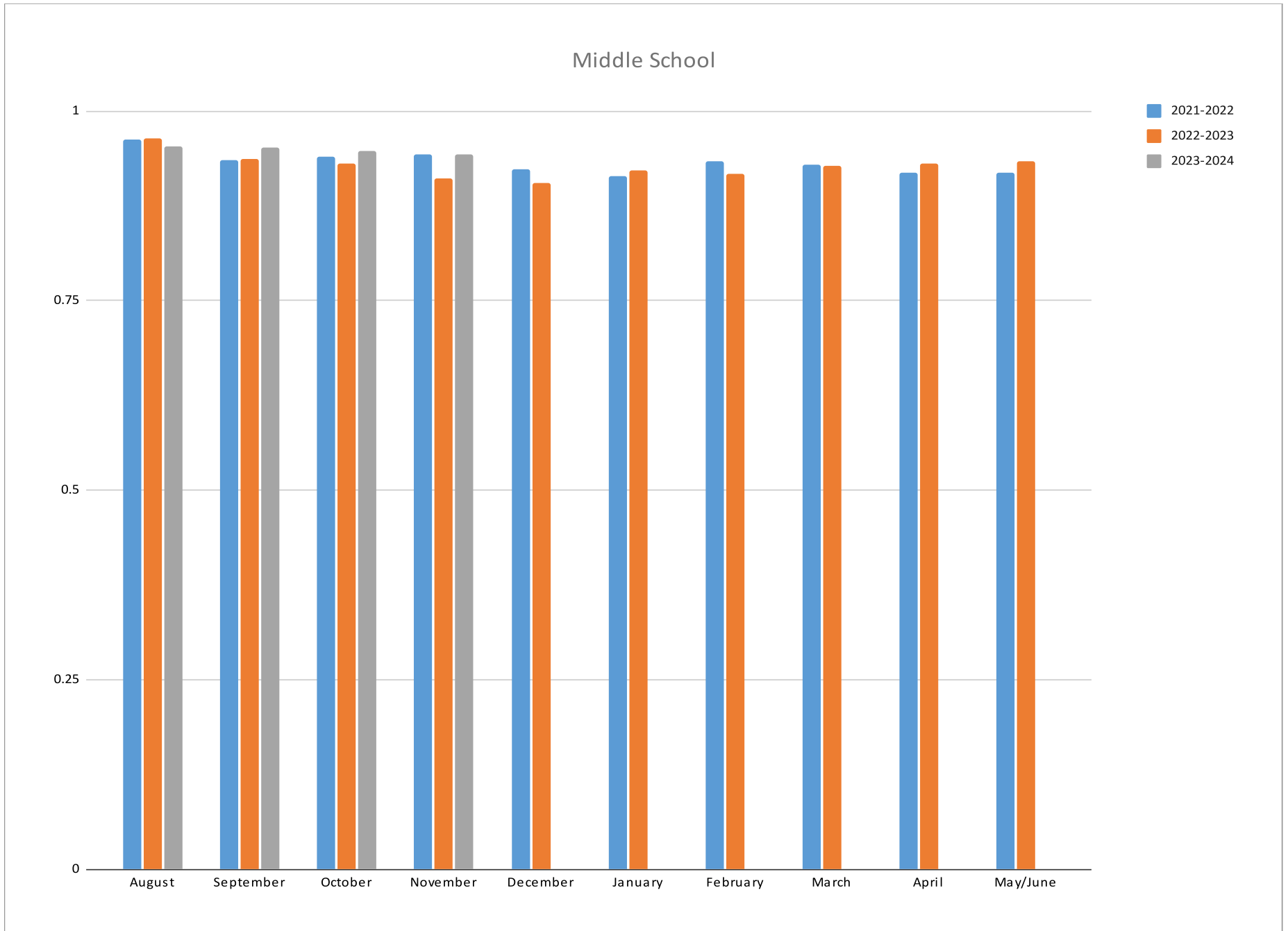
What follow-up is needed based on the information shared at this meeting?

<u>Action Steps:</u> -	<u>Person Responsible:</u> -
---------------------------	---------------------------------

<u>Agenda for Next Meeting:</u> -	<u>Data to collect and bring to next meeting:</u> -
<u>Reflection of Norms</u>	<u>Date/Time of next meeting:</u> -









African American Parent Advisory Council

Meeting Agenda

Wednesday November 1st, 2023

6:30pm-7:30pm

1. Welcome!

- a. 44 new members have signed up to join the committee since the start of the school year. We are communicating with members primarily by email and Facebook. Our email is aapac.bhsd38@gmail.com.
- b. In an effort to improve participation, based on feedback from our monthly meetings, we are looking to have our MS Liaison make personal phone calls to members to gather input and ideas.
- c. We have Student Liaisons joining the committee moving forward.

2. October Meeting Agenda Item Follow up

- a. Members of AAPAC attended the Citizen Advisory Council Meeting on Monday, 10/23. (Hear update from Kristie)
- b. Members of AAPAC leadership attended a meeting with the Middle School principals on 10/26 to review the criteria for selecting Student of the Month. Some parents have expressed that the same students are chosen multiple times and would like to see more diversity in those selections as well as more transparency in the process. (Hear update from MS principal)

3. AAPAC Scarecrow

- a. Thank you to SallyMar for coordinating all of the creative items to bring our entry for the “Scarecrows on Parade” to life. To tie into our CandyLand themed trunk, we constructed Princess Lollipop. She is located at the entrance to the Middle School parking lot.

4. AAPAC at the Trunk or Treat

- a. Thank you to Kristie for coordinating all of the details to bring our CandyLand themed trunk to life at the Fall Fest.
- b. Thank you to all of our members that donated candy and stuffed goodie bags for the event. We were able to hand out 300 bags!
- c. Thank you to everyone in the community that stopped by our trunk to donate non-perishable items for the Grant Township Food Pantry. We were able to make a large delivery of donated items on Friday October 27th that filled an entire shopping cart! **You can continue to bring items for donation to the Middle School office until Friday, 11/3/23.**



African American Parent Advisory Council

Meeting Agenda

Wednesday November 1st, 2023

6:30pm-7:30pm

5. AAPAC Election Thursday 12/7/2023

- a. Will be conducted by School Liaisons, Miriam and Denise.
- b. Review positions that will be included on the ballot.
- c. Review the process to have your name added to the ballot and how the election will be conducted (in person, call in) and determine the deadline date to be added to the ballot.

6. AAPAC Holiday Social Thursday 12/7/2023

- a. Please join us for some fun and games as well as some holiday treats while we gather after the AAPAC election to fellowship and build community.

7. Black History Month Celebration February 2024

- a. Review template/agenda for Middle School Buildings.
- b. AAPAC virtual Book Fair planned with Brown Babies Books to run 2 weeks during Black History Month. Also plan to have Brown Babies Books curate a recommended reading list for each building. [Brown Babies Books: Representation Matters](#)
- c. We are working on scheduling a Black History Month themed Bingo night.

8. Parent University Series

- a. Looking to begin mini parent training/discussions featuring topics centered on diversity, equity and inclusion after the new year.
- b. Looking to partner with Synergy Education Consulting to offer parent training in addition to having them curate DEI development initiatives for BHSD staff. [Home \(synergyeducationconsulting.com\)](http://synergyeducationconsulting.com)
- c. Partner with Brown Babies Books to have featured authors come out to the district to discuss their books and host book readings.
- d. Please submit suggestions for topics of interest.

9. BHSD38 Administration Items

- a. Superintendent update on recruiting efforts: Northern Illinois University Job Fair (February 26, 2024)
- b. Principals for all school buildings are looking for volunteers in various ways: Ex. lunch/recess monitors, chaperones for school dances, Drop off/Pick up, classroom assistance.



African American Parent Advisory Council

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Wednesday November 1st, 2023

6:30pm-7:30pm

- 10. Social Media Update (Kristie/SallyMar)**
 - a. We invite you to join our Facebook group Page (AAPAC Council Members). Based on previous feedback it is now private.
 - b. We regularly update the Facebook page with pictures of AAPAC events and information on upcoming community events that members may find helpful.
 - c. We invite you to sign up on the GroupMe app to receive important updates through text.
- 11. Community Event Coordinator (Kasandra)**
 - a. We have created a document of family friendly events, special exhibits, and educational training for the next 90 days from our local area to share on AAPAC committee information channels that will provide opportunities for members to build community, volunteer and further their knowledge.
- 12. Board of Education Meetings**
 - a. We would like at least 2 participants to volunteer to attend each BOE meeting this year.
 - b. Open session begins @ 6:30p on the following remaining dates: 11/13/2023, 12/11/2023, 1/16/2024, 2/12/2024, 3/11/2024, 4/8/2024, 5/13/2024, 6/10/2024, 7/8/2024
 - c. We would like to make another statement to the Board in the coming months that features the student experience in the district.
- 13. AAPAC Meetings**
 - a. We will continue to hold meetings on the 1st Thursday of each month during the school year from 6:30p-7:30p.
 - b. Meetings will be hosted in the Middle School Library as well as through zoom. The meeting agenda as well as the zoom link will be emailed district wide on the Monday prior to the meeting. A reminder email will be sent through the AAPAC google account on the day before the meeting to the AAPAC distribution list.
 - c. Childcare has been added for those that would find it beneficial in order to attend in person. Please email aapac.bhsd38@gmail.com 2 days in advance of each monthly meeting to ensure we can communicate the need to the school administration.



African American Parent Advisory Council

Meeting Agenda

Wednesday November 1st, 2023

6:30pm-7:30pm

- d. These are the remaining 2023/2024 meeting dates: **12/7/2023 (AAPAC leadership election and Holiday Social)**, 1/4/2024, 2/1/2024, 3/7/2024, 4/4/2024, 5/2/2024.
- e. We will plan social gatherings to build community in June and July of 2024.

14. Open Discussion

- a. Any questions, comments, suggestions?

Zoom Link

<https://us02web.zoom.us/j/86192290332?pwd=NXJvanhOc2NvVnZReWxYcW9XSzgwQT09>