

Big Hollow School District #38 Ingleside, IL 60041

REGULAR BOARD OF EDUCATION MEETING MINUTES

Monday, December 11, 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, December 11, 2023.

Roll Call:

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

The following members were absent: Dollinger

The following administration was present: Gold

2. Motion to move to Closed Session:

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

Motion carried.

Aye: All

Nay: None

3. Resume to Open Session:

Open session began at 6:35 pm.

The following members were in attendance: Bennett, Cernuska, Kueter, Pedersen, Plescia

The following members were absent: Dollinger

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 Plescia and seconded by Kueter 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 Mrs. William's Advanced ELA class are currently participating in a Problem Based Learning Project where they are investigating the issue of bullying and are developing possible solutions for it. Three students from her class presented their research to the board. The group will return in January to share updates with the board.

8. Accomplishment Recognition

The following individuals were honored as the November 2023:

- o Student of the Month Primary: Trevor Rous, Kindergarten. Mrs. Adams, Trevor's Kindergarten Teacher, shared with the board that she nominated him, specifically for being a model student and a great example to his peers.
- o Student of the Month Elementary: Tater Herron, 4th Grade. Ms. George, Tater's teacher, shared why she and Dr. Biancalana nominated him. Tater goes above and beyond to support other students in not only his classroom, but throughout the whole building.
- o Student of the Month Middle School: Jackson Fudala, 8th Grade. Ms. Zak, 8th Grade Math teacher, shared how Jackson is in advanced class, participates in activities within our community, and is involved in EPIC Buddies working with our students in the LOP class.
- o Employee of the Month: Lindsay DiTusa, Middle School Administrative Assistant. Lindsay was nominated by her admin team because she is amazing at her job and anticipates their needs even before they know what they need. Lindsay was also nominated by Kelly Murphy, Middle School Nurse, for being professional and kind to parents, students and staff.

9. Board Member "Code of Conduct" Review:

Item #2: "I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my board membership for personal gain or publicity."

10. Approve Consent Agenda Items:

A motion was made by Bennett seconded by Pedersen to approve the consent agenda items as presented.

Motion carried.

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

Nay: None

11. Superintendent's Report:

a. Village of Volo construction projects impacting Big Hollow

Mr. Gold provided the board with an update on the water main construction, Fish Lake Road construction and walking path construction that the Village of Volo is working on. These projects will have some significant impacts to the Big Hollow SD38 campus. More details will be provided to board committees as they become available.

b. PRESS Plus

A motion was made by Bennett and seconded by Plescia to approve on first reading the IASB PRESS Plus policy revision recommendations from issue number 113.

Motion carried.

Aye: All

Nay: None

12. Other Action Items:

a. Approval of Estimated Tax Levy for 2023

A motion was made by Pedersen and seconded by Cernuska to approve the Tax Levy Resolutions and the Certificate of Tax Levy for 2023.

Motion carried.

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

Nay: None

b. License Agreement

A motion was made by Kueter and seconded by Cernuska to approve the license agreement for the 2024-2025 school year with Premier IL Volo LLC (previously A Child's Place) for use of facilities for providing before and after school programming for Big Hollow students

Motion carried.

Aye: Kueter, Cernuska, Pedersen, Plescia, Bennett, Lyons
Nay: None

- c. November 2023 Employment Recommendations
A motion was made by Cernuska and seconded by Kueter to approve the employment report as presented.
Motion carried.

Aye: Cernuska, Kueter, Plescia, Bennett, Lyons, Pedersen
Nay: None

13. Resignations Accepted:

- Accepted a resignation from Mandi Otte, Lunch Monitor, effective October 20, 2023.
- Accepted resignation from Sherri Bulow, Paraprofessional, effective November 14, 2023.
- Accepted resignation from Maria Barerra Sanchez, Transportation Driver and Lunch Monitor, effective December 22, 2023.

14. Informational Items:

- a. Freedom of Information Act (FOIA) Requests
There were no FOIA's for the month of November 2023.
- b. Monthly Reports
Administrator Report, Administrator Meeting Agendas, Monthly Attendance, and the AAPAC Agenda were all exhibited.
- c. The next regularly scheduled Board Meeting will take place on Tuesday, January 16, 2024 with closed session beginning at 6:00 pm and open session immediately following.

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 Cernuska and seconded by Kueter to adjourn the meeting at 7:06 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	1,555,735	582,140	2,152,473	161,902	130,746	772,378	702,043	-59,990	5,997,427
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	5,638,495	1,893,238	5,609,037	581,131	473,411	1,852,653	1,689,686	-44,966	17,692,686
Due From Education Fund	0	0	0	0	0	0	0	0	0
TOTAL ASSETS	5,638,495	1,893,238	5,609,037	581,131	473,411	1,852,653	1,689,686	-44,966	17,692,686
LIABILITIES									
Tax Anticipation Warrants Payable	0	0	0	0	0	0	0	0	0
Accounts Payable	24,081	-48,729	0	-9,785	-1	0	0	0	-34,434
Due To Working Cash Fund	0	0	0	0	0	0	0	0	0
TOTAL LIABILITIES	24,081	-48,729	0	-9,785	-1	0	0	0	-34,434
*YTD Revenue	9,668,376	892,139	2,687,821	824,659	353,393	17,152	68,895	182,825	14,695,259
Sale of Assets									0
YTD Expenditures	-9,773,803	-987,573	-131,376	-886,733	-348,056	-147,346	0	-269,990	-12,544,876
YTD Excess/ (Deficiency)	-105,427	-95,435	2,556,445	-62,074	5,337	-130,194	68,895	-87,165	2,150,383
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	5,662,575	1,844,509	5,609,037	571,346	473,412	1,852,653	1,689,686	-44,966	17,658,253
TOTAL LIABILITIES & FUND BAL.	5,638,495	1,893,238	5,609,037	581,131	473,411	1,852,653	1,689,686	-44,966	17,692,686

Date

Board of Education Secretary

Date

Bank Balances					
12/31/2023					
	Ledger/ Statement	Outstanding Deposits	Outstanding Checks	Adjusting Entry	Adjusted Balance
Education (10)	1,555,735.05				1,555,735.05
Building (20)	582,140.36				582,140.36
Bond & Interest (30)	2,152,473.22				2,152,473.22
Transportation (40)	161,902.08				161,902.08
IMRF/SS/MC Fund (50,51)	130,746.23				130,746.23
Capital Projects (60)	772,377.60				772,377.60
Working Cash (70)	702,042.52				702,042.52
Tort (80)	(59,990.24)				(59,990.24)
	<u>5,997,426.82</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,997,426.82</u>
Bank of the Ozarks	0.00				0.00
PMA Savings-11534-101	0.00				0.00
PMA Max Class General Fund	5,306,974.73				5,306,974.73
PMA Max Tax Anticipation Warrants	0.00				0.00
State Bank of the Lakes	829,649.98		139,197.89		690,452.09
Bancorp Bank	0.00				0.00
	<u>6,136,624.71</u>	<u>-</u>	<u>116,701.85</u>	<u>0.00</u>	<u>5,997,426.82</u>
			Variance		-

Education Fund						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$9,898,351	\$149,994	\$5,171,564	\$4,726,787	52%	
State Sources	\$8,111,205	\$716,887	\$3,774,672	\$4,336,533	47%	
Federal Sources	\$1,352,852	\$388,571	\$708,307	\$644,545	52%	
Fees	\$10,000	\$1,275	\$13,832	(\$3,832)	0%	
Total Revenue	\$19,372,408	\$1,256,727	\$9,668,376	\$9,704,032	50%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$14,242,134	\$1,188,710	\$6,713,042	\$7,529,092	47%	
Benefits	\$1,858,582	\$157,994	\$866,603	\$991,979	47%	
Purchased Services	\$1,701,414	\$65,447	\$613,056	\$1,088,358	36%	
Supplies and Materials	\$1,575,101	\$121,862	\$918,509	\$656,592	58%	
Capital Outlay	\$62,500	\$0	\$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	\$90,714	\$590,473	\$983,046	38%	
Transfers	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$21,035,250	\$1,624,728	\$9,773,803	\$11,261,447	46%	

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	\$25,701	\$892,139	\$760,861	54%	
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	\$25,701	\$892,139	\$810,861	52%	
<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	\$46,072	\$280,228	\$318,772	54%	
Benefits	\$85,550	\$7,032	\$40,511	\$45,039	47%	
Purchased Services	\$762,250	\$140,198	\$444,770	\$317,480	58%	
Supplies and Materials	\$493,000	\$27,581	\$222,064	\$270,936	45%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues, Fees, Tuition	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$1,939,800	\$220,882	\$987,573	\$952,227	51%	

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	\$51,131	\$2,687,821	\$552,179	83%	
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	\$51,131	\$2,687,821	\$552,179	83%	
<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	\$0	\$131,376	\$5,535,001	2%	
Total Expenses	\$5,667,377	\$0	\$131,376	\$5,536,001	2%	

Transportation Fund						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$669,000	\$6,377	\$365,541	\$303,459	55%	
State Sources	\$821,438	\$0	\$459,118	\$362,320	56%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$1,490,438	\$6,377	\$824,659	\$665,779	55%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$932,700	\$77,105	\$368,813	\$563,887	40%	
Benefits	\$22,620	\$2,588	\$7,907	\$14,713	35%	
Purchased Services	\$218,600	\$1,812	\$49,358	\$169,242	23%	
Supplies and Materials	\$191,000	\$749	\$51,382	\$139,618	27%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Other Objects	\$416,200	\$20	\$409,273	\$6,927	98%	
Total Expenses	\$1,781,120	\$82,274	\$886,733	\$894,387	50%	

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	\$13,729	\$353,393	\$225,141	61%
State Sources		\$0	\$0	\$0	\$0	0%
Federal Sources		\$0	\$0	\$0	\$0	0%
Total Revenue		\$578,534	\$13,729	\$353,393	\$225,141	61%
<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	\$56,981	\$348,056	\$432,444	45%
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	\$56,981	\$348,056	\$432,444	45%

Capital Projects						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$50,000	\$2,600	\$17,152	\$32,848	34%	
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	\$2,600	\$17,152	\$32,848	34%	
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	(\$98,402)	\$146,214	\$43,786	77%	
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	(\$98,402)	\$147,346	\$172,654	46%	

Working Cash Fund						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$110,000	\$3,221	\$68,895	\$41,105	63%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$110,000	\$3,221	\$68,895	\$41,105	63%	
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	\$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%	

TORT 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	\$285,050	\$2,482	\$182,825	\$102,225	64%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$285,050	\$2,482	\$182,825	\$102,225	64%	
<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	\$271,000	\$0	\$269,990	\$1,010	100%	
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	\$271,000	\$0	\$269,990	\$1,010	100%	

Total All Funds						
<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	\$16,483,935	\$255,235	\$9,739,329	\$6,744,606	59%	
State Sources	\$8,982,643	\$716,887	\$4,233,790	\$4,748,853	47%	
Federal Sources	\$1,352,852	\$388,571	\$708,307	\$644,545	52%	
Other Sources Sale of Land	\$0	\$0	\$0	\$0	0%	
Fees	\$10,000	\$1,275	\$13,832	(\$3,832)	0%	
Maintenance Grant	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$26,829,430	\$1,361,968	\$14,695,259	\$12,134,171	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	\$15,773,834	\$1,311,887	\$7,362,083	\$8,411,751	47%	
Benefits	\$2,747,252	\$224,596	\$1,263,077	\$1,484,175	46%	
Purchased Services	\$3,144,264	\$109,055	\$1,523,388	\$1,620,876	48%	
Supplies and Materials	\$2,259,101	\$150,192	\$1,192,293	\$1,066,808	53%	
Capital Outlay	\$192,500	\$0	\$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	\$90,734	\$1,131,122	\$6,524,974	15%	
Total Expenses	\$31,795,047	\$1,886,463	\$12,544,876	\$19,250,171	39%	

**Big Hollow School District #38
Accounts Payable Approval Form for January 16, 2024**

<u>Fund</u>	<u>Fund #</u>	<u>Accounts Payable</u>
Education	10	605,840.84
O & M	20	184,039.87
Debt Service	30	
Transportation	40	19,026.43
IMRF/SS	50	56,981.06
Capitol Projects	60	
Working Cash	70	
TORT	80	
Fire Prev/Safety	90	
<hr/>		
Totals		\$865,888.20

Board of Education Secretary
Big Hollow School District #38

Date

Board of Education President
Big Hollow School District #38

Date

CHECK DATE	CHECK NUMBER	VENDOR	TOTAL
12/14/2023	55315	United States Treasury	\$92,241.50
12/1/2023	55238	United States Treasury	\$81,066.94
12/15/2023	55329	Connection's Academy East	\$50,588.38
12/14/2023	55314	Teachers Retirement System	\$49,964.93
12/1/2023	55237	Teachers Retirement System	\$46,403.72
12/21/2023	55448	SEDOL	\$36,868.95
12/14/2023	55310	Ill Municipal Retirement Fund	\$33,576.83
12/21/2023	55424	Gordon Food Service Inc	\$30,350.33
12/14/2023	55311	Illinois Dept Of Revenue	\$27,250.22
12/1/2023	55234	Illinois Dept Of Revenue	\$24,668.65
12/21/2023	55400	Advance Fence Inc	\$20,719.00
12/6/2023	55250	Advance Fence Inc	\$20,119.00
12/6/2023	55281	SEDOL	\$19,560.00
12/21/2023	55427	Huemann Water Conditioning	\$14,236.00
12/6/2023	55269	Lexia Learning Systems LLC	\$13,800.00
12/15/2023	55328	Connection's Day School	\$12,928.11
12/1/2023	55235	Lake County Federation Of Teachers	\$11,994.36
12/14/2023	55312	Lake County Federation Of Teachers	\$11,994.36
12/15/2023	55387	Speech Path Specialists	\$11,471.25
12/15/2023	55386	Spectrum Center Inc	\$9,996.60
12/15/2023	55366	NCC - Peterson Products	\$9,953.52
12/6/2023	55260	ENGIE Resources LLC	\$9,824.87
12/11/2023	55306	TinyEye Therapy Service	\$8,845.65
12/14/2023	55313	Teacher's Health Insurance Security Fund	\$7,926.52
12/11/2023	55294	Haran, Cynthia	\$7,500.00
12/15/2023	55378	Preferred Window and Door, Inc	\$7,500.00
12/1/2023	55236	Teacher's Health Insurance Security Fund	\$7,286.98
12/21/2023	55443	Nicor Gas	\$7,150.57
12/15/2023	55352	Lakeland Exteriors and Roofing	\$7,075.00
12/15/2023	55336	Flashlight Learning Inc	\$6,250.00
12/15/2023	55357	Maifield, Denise	\$5,531.50
12/21/2023	55404	Amazon	\$5,146.98
12/21/2023	55447	Schuring & Schuring, Inc	\$4,884.71
12/15/2023	55381	RingCentral Inc	\$4,753.59
12/15/2023	55395	Warehouse Direct Business Products & Srv	\$4,414.00
12/11/2023	55303	Schmidgall, Kelly	\$3,800.00
12/15/2023	55377	PMA Leasing, INC	\$3,687.85
12/6/2023	55253	Ascend Education	\$3,603.75
12/15/2023	55370	Onyx Asset Services Group LLC	\$3,571.63
12/15/2023	55362	Midland Paper	\$3,455.20
12/21/2023	55440	Midland Paper	\$3,455.20
12/15/2023	55351	Lake County Dept of Public Works	\$3,339.00
12/21/2023	55413	Carroll, Megan	\$3,237.50
12/15/2023	55342	Gordon Food Service Inc	\$3,202.38
12/15/2023	55397	Wolframski, Laura	\$3,150.00

12/21/2023	55451	Summers, Sabrina Danielle	\$3,138.00
12/21/2023	55454	Wells Fargo Vendor Financial Services LLC	\$2,833.41
12/21/2023	55436	Martin-Upton, Eileen	\$2,792.58
12/15/2023	55318	Alpha Prime Communications	\$2,750.00
12/21/2023	55406	Apple, Inc	\$2,636.00
12/15/2023	55320	Amazon	\$2,625.49
12/6/2023	55252	Amazon	\$2,542.72
12/21/2023	55442	NCC - Peterson Products	\$2,414.00
12/15/2023	55374	Pegarsch, Nicholas	\$2,394.00
12/11/2023	55292	Carroll, Megan	\$2,387.50
12/11/2023	55299	Martin-Upton, Eileen	\$2,312.10
12/15/2023	55321	American Building Services Inc	\$2,256.11
12/15/2023	55356	Loessl, Sarah	\$2,050.00
12/15/2023	55337	Flood Brothers Disposal & Recycling Services	\$2,040.00
12/21/2023	55435	Lake County Health Department	\$2,040.00
12/21/2023	55453	Texthelp Inc	\$1,878.92
12/15/2023	55396	Waukegan Safe And Lock	\$1,803.75
12/21/2023	55401	Alpha Baking Co, Inc.	\$1,733.30
12/15/2023	55384	Soundtrap/Spotify Inc.	\$1,689.00
12/1/2023	55239	Voya Institutional Trust Company	\$1,610.02
12/11/2023	55300	New Direction Solutions LLC	\$1,595.00
12/21/2023	55402	Alpine Valley Resort Inc	\$1,590.00
12/14/2023	55316	Voya Institutional Trust Company	\$1,586.02
12/21/2023	55405	APCP Pizza Inc	\$1,530.00
12/15/2023	55368	New Direction Solutions LLC	\$1,430.00
12/15/2023	55369	Nierman Landscape & Design	\$1,390.00
12/11/2023	55295	Jackowiak, Christopher	\$1,384.90
12/21/2023	55428	Imagine Learning, Inc	\$1,382.96
12/15/2023	55333	Engler Callaway Baasten & Sraga, LLC	\$1,352.00
12/15/2023	55392	Techstar America Corporations	\$1,343.75
12/15/2023	55394	Uline	\$1,275.37
12/15/2023	55367	Net56	\$1,271.20
12/15/2023	55343	Granite Telecommunications	\$1,253.60
12/21/2023	55452	Techstar America Corporations	\$1,233.00
12/21/2023	55441	National Louis University	\$1,225.00
12/21/2023	55414	Cengage Learning Dist Center	\$1,144.50
12/6/2023	55288	Wells Fargo Vendor Financial Services LLC	\$1,135.00
12/15/2023	55371	Optima Inc.	\$1,087.96
12/15/2023	55347	Integrated Systems Corporation	\$1,056.00
12/6/2023	55266	K & M Printing	\$1,000.00
12/6/2023	55278	Quadient Finance USA, Inc	\$1,000.00
12/15/2023	55325	Brillion, Lindsay	\$1,000.00
12/15/2023	55344	Grower Equipment & Supply Co	\$998.59
12/15/2023	55338	Franzua Hamm, Olga	\$970.00
12/6/2023	55274	Midland Paper	\$908.80
12/15/2023	55346	Hodges, Loizzi, Eisenhammer, Rodick,Kohn	\$901.53
12/14/2023	55317	Wisconsin Dept Of Revenue	\$887.67

12/22/2023	55457	Schirmer, Tobias	\$820.00
12/6/2023	55268	Learning A-Z	\$801.30
12/1/2023	55240	Wisconsin Dept Of Revenue	\$754.83
12/15/2023	55327	Coal Creek Software Inc	\$750.00
12/21/2023	55429	Interstate All Battery Center	\$739.60
12/21/2023	55426	Home Depot Credit Services	\$714.09
12/15/2023	55385	Spakowski, Diane	\$700.00
12/6/2023	55284	Sportdecals	\$683.48
12/6/2023	55279	Schaumburg Boomers	\$672.00
12/21/2023	55446	ReadyRefresh by Nestle	\$607.15
12/21/2023	55445	Ray Chrysler Dodge Jeep Ram	\$551.12
12/6/2023	55261	Glass Guy Chicago	\$534.72
12/21/2023	55411	Big Hollow Activity Fund	\$508.74
12/21/2023	55422	Flinn Scientific Inc	\$507.10
12/21/2023	55398	4imprint, Inc.	\$501.48
12/15/2023	55382	Schirmer, Tobias	\$500.00
12/1/2023	55242	DiMaggio, Nicole	\$485.00
12/1/2023	55244	Kellmann, Michelle	\$485.00
12/1/2023	55245	Lucas, Dawn	\$485.00
12/1/2023	55248	Sterbenz, Alexis	\$485.00
12/11/2023	55293	DiMaggio, Nicole	\$485.00
12/11/2023	55302	Polark, Kelly	\$485.00
12/15/2023	55330	Connolly, Michelle	\$485.00
12/15/2023	55348	Jackowiak, Christopher	\$485.00
12/21/2023	55399	Accurate Biometrics	\$460.00
12/15/2023	55373	Party Palz Entertainment LLC	\$442.50
12/21/2023	55431	Janusz, Lenayn	\$439.86
12/15/2023	55393	Thomson Reuters-West	\$417.00
12/21/2023	55425	Hershey Creamery Co	\$403.44
12/15/2023	55335	Filas Media Consulting	\$400.00
12/21/2023	55408	Belliveau, Steven	\$400.00
12/21/2023	55444	PAHCS II/Northwestern Occ Health	\$375.00
12/15/2023	55360	Menards	\$338.50
12/1/2023	55233	Collection Service Center	\$332.13
12/14/2023	55309	Collection Service Center	\$332.13
12/15/2023	55339	FSS Technologies, LLC	\$325.00
12/21/2023	55417	Cozzini Bros., Inc.,	\$311.00
12/15/2023	55355	LearnWell	\$307.23
12/6/2023	55258	Cernuska, Joseph	\$306.25
12/21/2023	55419	Dee, Noah	\$300.00
12/6/2023	55271	Lyons, Kevin	\$299.70
12/15/2023	55326	Burriss Equipment Company	\$297.40
12/6/2023	55272	Menards	\$282.95
12/21/2023	55407	Aramark Uniform & Career Apparel Group Inc	\$261.12
12/21/2023	55432	Join the Movement	\$250.00
12/21/2023	55437	Menards	\$246.88
12/21/2023	55409	Berg, Jennifer	\$224.58

12/15/2023	55350	Kumpula, Sara	\$223.86
12/21/2023	55410	Biancalana, Venette Irene	\$222.25
12/21/2023	55421	E3 Diagnostics	\$221.85
12/6/2023	55265	JAMF Holdings, Inc & Subsidiaries	\$210.00
12/6/2023	55287	The Midwest Clinic	\$210.00
12/11/2023	55298	Loessl, Sarah	\$205.92
12/11/2023	55290	Banach, Maria	\$205.12
12/15/2023	55379	Quill Corp	\$198.15
12/15/2023	55383	Smithereen Pest Management	\$198.00
12/15/2023	55364	Napa Auto Supply Fox Lake	\$192.85
12/21/2023	55415	Corona, Melissa	\$190.00
12/21/2023	55455	Wex Health, Inc	\$188.00
12/11/2023	55296	Janusz, Lenayn	\$180.00
12/15/2023	55380	Ray Chrysler Dodge Jeep Ram	\$176.94
12/21/2023	55420	Demco	\$176.44
12/15/2023	55365	National School Forms Inc	\$170.97
12/15/2023	55361	Mid-West Truckers Association	\$170.00
12/11/2023	55305	Stroup, Nicole Michelle	\$158.52
12/6/2023	55255	Bennett, Ashley	\$152.60
12/6/2023	55251	Alvaredo, Nathan	\$150.00
12/6/2023	55257	Carter, Mike	\$150.00
12/6/2023	55289	Westfall, James	\$150.00
12/15/2023	55334	Fairfield Material & Supply Co	\$139.00
12/6/2023	55282	Senor Wooly, LLC	\$137.85
12/15/2023	55353	Lancaster, Kristina	\$134.99
12/6/2023	55264	Home Depot Credit Services	\$130.58
12/21/2023	55433	Just Elevator Inspection Service Inc	\$125.00
12/15/2023	55322	Ballard & Tighe	\$110.00
12/15/2023	55340	Glaser, William John	\$102.52
12/1/2023	55241	Carroll, Lisa	\$100.00
12/15/2023	55345	Heggerty/Literacy Resources LLC	\$99.00
12/11/2023	55301	Philippsen, Michelle	\$98.25
12/6/2023	55285	Supreme School Supply	\$94.88
12/1/2023	55249	Summers, Brian	\$94.51
12/6/2023	55262	Grower Equipment & Supply Co	\$92.00
12/11/2023	55308	Zeppo, Nicole	\$89.00
12/21/2023	55418	Cullotta, Stephanie	\$87.14
12/6/2023	55259	Dollinger, Gary	\$86.10
12/21/2023	55439	Mid-West Truckers Association	\$85.00
12/21/2023	55450	Sposato-Jucha, Chiara Noelle	\$79.75
12/6/2023	55254	Beckwith, Kwame	\$75.00
12/6/2023	55256	Boyke, John	\$75.00
12/6/2023	55263	Heerdegen, Ken	\$75.00
12/6/2023	55267	Kowalski, Richard	\$75.00
12/6/2023	55273	Meyer, Corey	\$75.00
12/6/2023	55275	Ming, Jerry	\$75.00
12/6/2023	55276	Neargarder, Timothy	\$75.00

Exhibit 3

12/6/2023	55277	Orlowski, Vernon	\$75.00
12/6/2023	55280	Schindler, James	\$75.00
12/6/2023	55283	Smith, Marcus	\$75.00
12/6/2023	55286	The Math Learning Center	\$75.00
12/21/2023	55412	Bishop, Joshua	\$75.00
12/21/2023	55438	Meyer, Corey	\$75.00
12/21/2023	55449	Smith, Marcus	\$75.00
12/21/2023	55456	Wozny, Michael	\$75.00
12/1/2023	55246	Miller, Margaret	\$61.35
12/21/2023	55416	Costco Membership	\$60.00
12/11/2023	55297	Kumpula, Sara	\$59.90
12/1/2023	55247	Ramirez, Christine Antoine	\$55.21
12/1/2023	55243	Jones, Kathryn Alexandre	\$54.00
12/15/2023	55323	Belliveau, Steven	\$50.00
12/15/2023	55324	Biancalana, Venette Irene	\$50.00
12/15/2023	55331	Cornwell, Joshua	\$50.00
12/15/2023	55332	DeNovo, Kira	\$50.00
12/15/2023	55341	Gold, Robert	\$50.00
12/15/2023	55349	Janusz, Lenayn	\$50.00
12/15/2023	55354	Laske, Jacquelynn	\$50.00
12/15/2023	55358	McCulley, Matthew	\$50.00
12/15/2023	55359	McDonough, Amanda Marie	\$50.00
12/15/2023	55363	Mullen, Rachel Ann	\$50.00
12/15/2023	55375	Philippsen, Michelle	\$50.00
12/15/2023	55376	Pittman, Erin	\$50.00
12/15/2023	55388	Stroup, Nicole Michelle	\$50.00
12/15/2023	55389	Summers, Brian	\$50.00
12/15/2023	55390	Swiderski, Derek	\$50.00
12/21/2023	55430	ITsavvy LLC	\$50.00
12/15/2023	55372	Oriental Trading Company	\$37.54
12/21/2023	55434	Lake County Regional Office of Ed	\$30.00
12/11/2023	55307	Wiley, Stephaney	\$29.48
12/21/2023	55423	Gold, Robert	\$26.02
12/11/2023	55291	Beskow, Erin Mae	\$20.93
12/11/2023	55304	Smith, Dawn	\$20.00
12/15/2023	55391	T-Mobile	\$15.17
12/6/2023	55270	Luster Learning Inst	\$12.00
12/14/2023	54760	Soundtrap/Spotify Inc.	-\$1,689.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/14/2023	54760	-1,689.00	Soundtrap/Spotify In	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SOFTWARE	BHMS -- Digital Media Sftw	-1,689.00
12/01/2023	55233	332.13	Collection Service C	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	332.13
12/01/2023	55234	40.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
12/01/2023	55234	50.00	Illinois Dept Of Rev	TRANSPORTATION/Distr	Transportation - IL State With	
12/01/2023	55234	22,155.68	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
12/01/2023	55234	1,033.25	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
12/01/2023	55234	1,389.72	Illinois Dept Of Rev	TRANSPORTATION/Distr	Transportation - IL State With	24,668.65
12/01/2023	55235	11,994.36	Lake County Federati	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	11,994.36
12/01/2023	55236	3,468.13	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
12/01/2023	55236	123.60	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
12/01/2023	55236	34.54	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
12/01/2023	55236	2,581.82	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
12/01/2023	55236	410.09	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
12/01/2023	55236	551.06	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
12/01/2023	55236	92.02	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
12/01/2023	55236	25.72	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	7,286.98
12/01/2023	55237	34,681.38	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
12/01/2023	55237	1,235.70	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
12/01/2023	55237	345.29	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
12/01/2023	55237	2,234.96	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
12/01/2023	55237	1,299.21	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/01/2023	55237	5,510.70	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
12/01/2023	55237	355.10	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
12/01/2023	55237	639.48	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
12/01/2023	55237	79.65	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
12/01/2023	55237	22.25	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	46,403.72
12/01/2023	55238	5,848.76	United States Treasu	EDUCATION/District	EDUCATION FICA	
12/01/2023	55238	1,394.48	United States Treasu	O & M/District	Building - FICA Withholding	
12/01/2023	55238	2,025.00	United States Treasu	TRANSPORTATION/Distr ict		
12/01/2023	55238	2,213.71	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
12/01/2023	55238	470.00	United States Treasu	TRANSPORTATION/Distr ict/Federal Tax Withheld	Transportation-Federal Withhold	
12/01/2023	55238	39,836.62	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
12/01/2023	55238	1,456.39	United States Treasu	O & M/District/Federal Tax Withheld	Building - Federal Withholding	
12/01/2023	55238	1,219.36	United States Treasu	TRANSPORTATION/Distr ict/Federal Tax Withheld	Transportation-Federal Withhold	
12/01/2023	55238	7,910.71	United States Treasu	EDUCATION/District	EDUCATION Medicare Withheld	
12/01/2023	55238	326.13	United States Treasu	O & M/District	Building- Medicare Withholding	
12/01/2023	55238	473.61	United States Treasu	TRANSPORTATION/Distr ict	Transportation-Medicare With	
12/01/2023	55238	9,268.24	United States Treasu	SOCIAL SECURITY/MEDICARE/Di strict	SS/Medicare - FICA Withholding	
12/01/2023	55238	8,623.93	United States Treasu	SOCIAL SECURITY/MEDICARE/Di strict	SS/Medicare-Medicare Withheld	81,066.94
12/01/2023	55239	938.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/01/2023	55239	313.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
12/01/2023	55239	359.02	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	1,610.02
12/01/2023	55240	100.00	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
12/01/2023	55240	654.83	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	754.83
12/01/2023	55241	100.00	Carroll, Lisa	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	100.00
12/01/2023	55242	485.00	DiMaggio, Nicole	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	485.00
12/01/2023	55243	54.00	Jones, Kathryn Alexa	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- CDL Permits	54.00
12/01/2023	55244	485.00	Kellmann, Michelle	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	485.00
12/01/2023	55245	485.00	Lucas, Dawn	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	485.00
12/01/2023	55246	61.35	Miller, Margaret	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- CDL Permits	61.35
12/01/2023	55247	55.21	Ramirez, Christine A	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- CDL Permits	55.21
12/01/2023	55248	485.00	Sterbenz, Alexis	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	485.00
12/01/2023	55249	94.51	Summers, Brian	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Science Microscopes	94.51
12/06/2023	55250	20,119.00	Advance Fence Inc	O & M/District/OPERATION AND MAINTENANCE OF	SMPG- FY24	20,119.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/06/2023	55251	75.00	Alvaredo, Nathan	P/REPAIR AND MAINTENANCE SERVICE EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Boys Basketball Officials	
12/06/2023	55251	75.00	Alvaredo, Nathan	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Boys Basketball Officials	150.00
12/06/2023	55252	41.86	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
12/06/2023	55252	127.41	Amazon	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
12/06/2023	55252	207.96	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
12/06/2023	55252	14.29	Amazon	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
12/06/2023	55252	59.65	Amazon	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
12/06/2023	55252	14.08	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/Novels	MS--- Novels	
12/06/2023	55252	189.32	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- PLTW/STEM supp/mat	
12/06/2023	55252	50.76	Amazon	EDUCATION/ELEMENTARY /IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Elem-- Impr of Inst. (admin)	
12/06/2023	55252	127.66	Amazon	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
12/06/2023	55252	321.49	Amazon	EDUCATION/MIDDLE/EDU CATIONAL MEDIA	MS--- Library Books	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/06/2023	55252	315.32	Amazon	SERVICES/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	
12/06/2023	55252	873.49	Amazon	HIGH/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- Novels	
12/06/2023	55252	199.43	Amazon	HIGH/Novels EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- PBIS Supp/Mat	2,542.72
12/06/2023	55253	3,603.75	Ascend Education	HIGH/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- Math Supp/Mat	3,603.75
12/06/2023	55254	75.00	Beckwith, Kwame	HIGH/SUPPLIES EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED	Boys Basketball Officials	75.00
12/06/2023	55255	152.60	Bennett, Ashley	SERVICES EDUCATION/District/B OARD OF EDUCATION	Board--- School Board Conf.	152.60
12/06/2023	55256	75.00	Boyke, John	SERVICES/PROFESSIONA L AND TECHNICAL SER EDUCATION/MIDDLE/Int	Boys Basketball Officials	75.00
12/06/2023	55257	75.00	Carter, Mike	erscholastic Programs/PURCHASED SERVICES	Boys Basketball Officials	
12/06/2023	55257	75.00	Carter, Mike	erscholastic Programs/PURCHASED SERVICES	Girls Basketball Officials	150.00
12/06/2023	55258	306.25	Cernuska, Joseph	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Board--- School Board Conf.	306.25
12/06/2023	55259	86.10	Dollinger, Gary	EDUCATION/District/B OARD OF EDUCATION	Board--- School Board Conf.	86.10

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/06/2023	55260	9,824.87	ENGIE Resources LLC	SERVICES/PROFESSIONAL AND TECHNICAL SERVICES/O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Energy Electricity	9,824.87
12/06/2023	55261	534.72	Glass Guy Chicago	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Elem--- O&M Repairs and Maint	534.72
12/06/2023	55262	92.00	Grower Equipment & S	O & M/District/VEHICLE SERVICING AND MAINTENA/REPAIR AND MAINTENANCE SERVICE	Vehicle Repairs and Maint	92.00
12/06/2023	55263	75.00	Heerdegen, Ken	EDUCATION/MIDDLE/Interscholastic Programs/PURCHASED SERVICES	Girls Basketball Officials	75.00
12/06/2023	55264	38.20	Home Depot Credit Se	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	
12/06/2023	55264	-38.20	Home Depot Credit Se	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	
12/06/2023	55264	13.88	Home Depot Credit Se	EDUCATION/MIDDLE/Interscholastic Programs/SUPPLIES	Athletics--- Supp/Mat	
12/06/2023	55264	67.92	Home Depot Credit Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
12/06/2023	55264	48.78	Home Depot Credit Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Maintenance Supp/Mat	130.58

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/06/2023	55265	210.00	JAMF Holdings, Inc &	SE/SUPPLIES EDUCATION/District/D	Tech--- Supp/Mat	210.00
12/06/2023	55266	1,000.00	K & M Printing	ATA PROCESSING SERVICES/SUPPLIES EDUCATION/District/B	Board-- All District Mailing	1,000.00
12/06/2023	55267	75.00	Kowalski, Richard	BOARD OF EDUCATION SERVICES/COMMUNICATI ON EDUCATION/MIDDLE/Int	Girls Basketball Officials	75.00
12/06/2023	55268	801.30	Learning A-Z	erscholastic Programs/PURCHASED SERVICES EDUCATION/District/D	Tech--- RazKids	801.30
12/06/2023	55269	13,800.00	Lexia Learning Syste	SERVICES/SOFTWARE EDUCATION/District/S	SPED--- Software (Lexia)	13,800.00
12/06/2023	55270	12.00	Luster Learning Inst	PECIAL EDUCATION/SOFTWARE EDUCATION/District/B	EL-- Supp/Mat	12.00
12/06/2023	55271	299.70	Lyons, Kevin	ILINGUAL PROGRAMS/SUPPLIES EDUCATION/District/B	Board--- School Board Conf.	299.70
12/06/2023	55272	32.92	Menards	BOARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER O &	Elem--- Maintenance Supp/Mat	
12/06/2023	55272	148.47	Menards	M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES TRANSPORTATION/Distr	Trans--- Supp/Mat	
12/06/2023	55272	28.97	Menards	ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES O & M/PRIMARY/CARE	Pri--- Maintenance Supp/Mat	
12/06/2023	55272	28.97	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O &	Elem--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/06/2023	55272	28.98	Menards	M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
12/06/2023	55272	14.64	Menards	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Custodial Supp/Mat	282.95
12/06/2023	55273	75.00	Meyer, Corey	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Boys Basketball Officials	75.00
12/06/2023	55274	908.80	Midland Paper	EDUCATION/PRIMARY/ELEMENTARY/Copy Paper	Pri-- Copy paper	908.80
12/06/2023	55275	75.00	Ming, Jerry	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Girls Basketball Officials	75.00
12/06/2023	55276	75.00	Neargarder, Timothy	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Girls Basketball Officials	75.00
12/06/2023	55277	75.00	Orlowski, Vernon	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Boys Basketball Officials	75.00
12/06/2023	55278	1,000.00	Quadient Finance USA	EDUCATION/District/BOARD OF EDUCATION SERVICES/COMMUNICATION	Board-- Communication	1,000.00
12/06/2023	55279	672.00	Schaumburg Boomers	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	672.00
12/06/2023	55280	75.00	Schindler, James	EDUCATION/MIDDLE/Int erscholastic	Boys Basketball Officials	75.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/06/2023	55281	19,560.00	SEDOL	Programs/PURCHASED SERVICES O & M/District/PAYMENTS FOR SPECIAL EDUCATION/OTHER PURCHASED SERVICES	O&M SEDOL	19,560.00
12/06/2023	55282	137.85	Senor Wooly, LLC	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/Workbooks	MS--- Spanish Workbooks	137.85
12/06/2023	55283	75.00	Smith, Marcus	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Boys Basketball Officials	75.00
12/06/2023	55284	683.48	Sportdecals	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	683.48
12/06/2023	55285	94.88	Supreme School Suppl	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	94.88
12/06/2023	55286	75.00	The Math Learning Ce	EDUCATION/ELEMENTARY /IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Elem-- Impr of Inst. (staff)	75.00
12/06/2023	55287	210.00	The Midwest Clinic	EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	MS-- Impr of Inst. (staff)	210.00
12/06/2023	55288	147.00	Wells Fargo Vendor F	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
12/06/2023	55288	988.00	Wells Fargo Vendor F	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	1,135.00
12/06/2023	55289	75.00	Westfall, James	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED	Boys Basketball Officials	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/06/2023	55289	75.00	Westfall, James	SERVICES EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED	Boys Basketball Officials	150.00
12/11/2023	55290	205.12	Banach, Maria	SERVICES EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	MS-- Impr of Inst. (staff)	205.12
12/11/2023	55291	20.93	Beskow, Erin Mae	EDUCATION/ELEMENTARY /HEALTH SERVICES/SUPPLIES	Elem-- Nurse Supp/Mat	20.93
12/11/2023	55292	2,387.50	Carroll, Megan	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	2,387.50
12/11/2023	55293	485.00	DiMaggio, Nicole	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	485.00
12/11/2023	55294	7,500.00	Haran, Cynthia	EDUCATION/District/C COMMUNITY RECREATION SERVICES/REGULAR SALARIES	Comm Dev/Outreach Coordinator	7,500.00
12/11/2023	55295	485.00	Jackowiak, Christoph	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	
12/11/2023	55295	485.00	Jackowiak, Christoph	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	
12/11/2023	55295	201.74	Jackowiak, Christoph	EDUCATION/PRIMARY/IM PROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Pri-- Impr of Inst. (staff)	
12/11/2023	55295	213.16	Jackowiak, Christoph	EDUCATION/PRIMARY/IM PROVEMENT OF INSTRUCTION SER/PROFESSIONAL	Pri-- Impr of Inst. (staff)	1,384.90

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/11/2023	55296	180.00	Janusz, Lenayn	AND TECHNICAL SER EDUCATION/PRIMARY/Principals/SUPPLIES	Pri-- Principal Supp/Mat	180.00
12/11/2023	55297	59.90	Kumpula, Sara	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	59.90
12/11/2023	55298	205.92	Loessl, Sarah	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Science Supp/Mat	205.92
12/11/2023	55299	2,312.10	Martin-Upton, Eileen	EDUCATION/District/H EALTH SERVICES/PROFESSIONAL AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	2,312.10
12/11/2023	55300	1,595.00	New Direction Soluti	EDUCATION/District/H EALTH SERVICES/PROFESSIONAL AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	1,595.00
12/11/2023	55301	98.25	Philippsen, Michelle	EDUCATION/District/O THER FOOD SERVICES/TRAVEL	FoodSvc--- Travel	98.25
12/11/2023	55302	485.00	Polark, Kelly	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	485.00
12/11/2023	55303	3,800.00	Schmidgall, Kelly	EDUCATION/District/I NSTRUCTIONAL STAFF TRAINING S/PROFESSIONAL AND TECHNICAL SER	Dist- Instr Coach Pur/Svc	3,800.00
12/11/2023	55304	20.00	Smith, Dawn	EDUCATION/ELEMENTARY /ELEMENTARY/PROFESSIONAL AND TECHNICAL SER	Elem-- IPA Princ Rec Breakfast	20.00
12/11/2023	55305	4.59	Stroup, Nicole Miche	EDUCATION/District/D IRECTION OF CENTRAL SUPPORT S/TRAVEL	Dir of Curr/Inst Travel	
12/11/2023	55305	131.00	Stroup, Nicole Miche	EDUCATION/District/D IRECTION OF CENTRAL SUPPORT S/TRAVEL	Dir of Curr/Inst Travel	
12/11/2023	55305	22.93	Stroup, Nicole Miche	EDUCATION/District/D	Dir of Curr/Inst Travel	158.52

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/11/2023	55306	4,516.04	TinyEye Therapy Serv	IRECTION OF CENTRAL SUPPORT S/TRAVEL EDUCATION/MIDDLE/SPE ECH PATHOLOGY AND AUDIOLOGY/PROFESSION AL SERVICES - INSTRU	BHMS-- Speech Pur/Svc	
12/11/2023	55306	4,329.61	TinyEye Therapy Serv	EDUCATION/MIDDLE/SPE ECH PATHOLOGY AND AUDIOLOGY/PROFESSION AL SERVICES - INSTRU	BHMS-- Speech Pur/Svc	8,845.65
12/11/2023	55307	29.48	Wiley, Stephaney	O & M/District/OPERATION AND MAINTENANCE OF P/TRAVEL	O&M Travel	29.48
12/11/2023	55308	89.00	Zeppo, Nicole	EDUCATION/MIDDLE/Int erscholastic Programs/SUPPLIES	Athletics--- Supp/Mat	89.00
12/14/2023	55309	332.13	Collection Service C	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	332.13
12/14/2023	55310	4,293.67	Ill Municipal Retire	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	
12/14/2023	55310	1,033.55	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	
12/14/2023	55310	1,493.77	Ill Municipal Retire	TRANSPORTATION/Distr ict/Benefit Accrual		
12/14/2023	55310	9,109.69	Ill Municipal Retire	IMRF/District/Benefi t Accrual	IMRF - IMRF Withholding	
12/14/2023	55310	4,560.10	Ill Municipal Retire	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	
12/14/2023	55310	1,025.99	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	
12/14/2023	55310	1,969.39	Ill Municipal Retire	TRANSPORTATION/Distr ict/Benefit Accrual		
12/14/2023	55310	10,090.67	Ill Municipal Retire	IMRF/District/Benefi t Accrual	IMRF - IMRF Withholding	33,576.83

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/14/2023	55311	30.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
12/14/2023	55311	50.00	Illinois Dept Of Rev	TRANSPORTATION/Distr	Transportation - IL State With	
				ict		
12/14/2023	55311	24,227.99	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
12/14/2023	55311	1,019.43	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
12/14/2023	55311	1,922.80	Illinois Dept Of Rev	TRANSPORTATION/Distr	Transportation - IL State With	27,250.22
				ict		
12/14/2023	55312	11,994.36	Lake County Federati	EDUCATION/District/B	EDUCATION IMRF Deduction	11,994.36
				enefit Accrual		
12/14/2023	55313	3,555.69	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
12/14/2023	55313	200.40	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
12/14/2023	55313	236.80	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
12/14/2023	55313	2,647.00	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
12/14/2023	55313	410.09	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
12/14/2023	55313	551.06	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
12/14/2023	55313	149.23	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
12/14/2023	55313	176.25	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	7,926.52
				mployee Deductions		
12/14/2023	55314	35,557.00	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
12/14/2023	55314	2,003.85	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
12/14/2023	55314	2,367.83	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
12/14/2023	55314	2,291.39	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
12/14/2023	55314	1,597.34	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
12/14/2023	55314	5,510.70	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
12/14/2023	55314	355.10	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/14/2023	55314	129.15	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
12/14/2023	55314	152.57	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	49,964.93
12/14/2023	55315	6,330.02	United States Treasu	EDUCATION/District	EDUCATION FICA	
12/14/2023	55315	1,374.82	United States Treasu	O & M/District	Building - FICA Withholding	
12/14/2023	55315	2,686.82	United States Treasu	TRANSPORTATION/Distr ict		
12/14/2023	55315	2,213.71	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
12/14/2023	55315	470.00	United States Treasu	TRANSPORTATION/Distr ict/Federal Tax Withheld	Transportation-Federal Withold	
12/14/2023	55315	46,474.86	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
12/14/2023	55315	1,444.32	United States Treasu	O & M/District/Federal Tax Withheld	Building - Federal Withholding	
12/14/2023	55315	1,775.03	United States Treasu	TRANSPORTATION/Distr ict/Federal Tax Withheld	Transportation-Federal Withold	
12/14/2023	55315	8,633.47	United States Treasu	EDUCATION/District	EDUCATION Medicare Withiheld	
12/14/2023	55315	321.53	United States Treasu	O & M/District	Building- Medicare Withholding	
12/14/2023	55315	628.39	United States Treasu	TRANSPORTATION/Distr ict	Transportation-Medicare With	
12/14/2023	55315	10,391.66	United States Treasu	SOCIAL SECURITY/MEDICARE/Di strict	SS/Medicare - FICA Withholding	
12/14/2023	55315	9,496.87	United States Treasu	SOCIAL SECURITY/MEDICARE/Di strict	SS/Medicare-Medicare Withheld	92,241.50
12/14/2023	55316	926.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
12/14/2023	55316	301.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
12/14/2023	55316	359.02	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	1,586.02
12/14/2023	55317	100.00	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
12/14/2023	55317	787.67	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	887.67
12/15/2023	55318	2,750.00	Alpha Prime Communic	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Radios (Internal)	2,750.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/15/2023	55320	135.32	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
12/15/2023	55320	86.68	Amazon	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	
12/15/2023	55320	59.36	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/Novels	MS--- Novels	
12/15/2023	55320	63.65	Amazon	EDUCATION/District/B OARD OF EDUCATION SERVICES/SUPPLIES	Board-- staff gifts	
12/15/2023	55320	13.20	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
12/15/2023	55320	59.27	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
12/15/2023	55320	24.56	Amazon	EDUCATION/ELEMENTARY /Principals/SUPPLIES	Elem-- Principal Supp/Mat	
12/15/2023	55320	12.59	Amazon	EDUCATION/District/O FFICE OF THE SUPERINTENDENT S/SUPPLIES	Supt-- Supp/Mat	
12/15/2023	55320	33.90	Amazon	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	
12/15/2023	55320	78.32	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
12/15/2023	55320	31.99	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri--- Music Supp/Mat	
12/15/2023	55320	134.68	Amazon	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
12/15/2023	55320	32.29	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
12/15/2023	55320	13.30	Amazon	EDUCATION/PRIMARY/HE ALTH SERVICES/SUPPLIES	Pri-- Nurse Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/15/2023	55320	173.36	Amazon	EDUCATION/District/SPECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	
12/15/2023	55320	4.99	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
12/15/2023	55320	11.99	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
12/15/2023	55320	73.78	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
12/15/2023	55320	13.30	Amazon	EDUCATION/PRIMARY/HE ALTH SERVICES/SUPPLIES	Pri-- Nurse Supp/Mat	
12/15/2023	55320	28.94	Amazon	EDUCATION/District/F ISCAL SERVICES/SUPPLIES	Business-- Supp/Mat	
12/15/2023	55320	71.84	Amazon	EDUCATION/PRIMARY/HE ALTH SERVICES/SUPPLIES	Pri-- Nurse Supp/Mat	
12/15/2023	55320	17.98	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/Novels	MS--- Novels	
12/15/2023	55320	176.67	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/TEXTBOOK S	Elem--- Textbooks	
12/15/2023	55320	435.66	Amazon	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	
12/15/2023	55320	58.87	Amazon	EDUCATION/PRIMARY/HE ALTH SERVICES/SUPPLIES	Pri-- Nurse Supp/Mat	
12/15/2023	55320	779.00	Amazon	EDUCATION/District/F ISCAL SERVICES/DUES & FEES	Business-- Dues/Fees	2,625.49
12/15/2023	55321	2,256.11	American Building Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	2,256.11
12/15/2023	55322	110.00	Ballard & Tighe	EDUCATION/District/B	EL-- Supp/Mat	110.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/15/2023	55323	50.00	Belliveau, Steven	ILINGUAL PROGRAMS/SUPPLIES EDUCATION/District/R EGULAR	Dist--- Convenience Acct S/M	50.00
12/15/2023	55324	50.00	Biancalana, Venette	PROGRAMS/SUPPLIES EDUCATION/District/E XECUTIVE	Admin cell phone stipend	50.00
12/15/2023	55325	1,000.00	Brillion, Lindsay	ADMINISTRATION SERVI/Other Benefit EDUCATION/MIDDLE/Int erscholastic	MS-- Music Dir./Choreographer	1,000.00
12/15/2023	55326	297.40	Burris Equipment Com	Programs/REGULAR SALARIES O &	Dist--- O&M Pur Svc	297.40
12/15/2023	55327	750.00	Coal Creek Software	M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Business-- Dues/Fees	750.00
12/15/2023	55328	6,298.31	Connection's Day Sch	EDUCATION/District/F ISCAL SERVICES/DUES & FEES	SPED--- Private School Tuition Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	
12/15/2023	55328	6,629.80	Connection's Day Sch	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	12,928.11
12/15/2023	55329	1,655.47	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/15/2023	55329	7,946.37	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
12/15/2023	55329	7,946.37	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
12/15/2023	55329	7,946.37	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
12/15/2023	55329	8,364.60	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
12/15/2023	55329	8,364.60	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
12/15/2023	55329	8,364.60	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	50,588.38
12/15/2023	55330	485.00	Connolly, Michelle	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	485.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/15/2023	55331	50.00	Cornwell, Joshua	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
12/15/2023	55332	50.00	DeNovo, Kira	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
12/15/2023	55333	78.00	Engler Callaway Baas	EDUCATION/District/B OARD OF EDUCATION SERVICES/LEGAL SERVICES	Board-- Legal Services	
12/15/2023	55333	1,274.00	Engler Callaway Baas	EDUCATION/District/B OARD OF EDUCATION SERVICES/LEGAL SERVICES	Board-- Legal Services	1,352.00
12/15/2023	55334	139.00	Fairfield Material &	EDUCATION/District/C COMMUNITY RECREATION SERVICES/SUPPLIES	Comm Dev/Outr Supp/Mat	139.00
12/15/2023	55335	400.00	Filas Media Consulti	EDUCATION/District/B OARD OF EDUCATION SERVICES/COMMUNICATI ON	Board-- Communication	400.00
12/15/2023	55336	6,250.00	Flashlight Learning	EDUCATION/District/B ILINGUAL PROGRAMS/SUPPLIES	EL-- Supp/Mat	6,250.00
12/15/2023	55337	2,012.05	Flood Brothers Dispo	O & M/District/CARE AND UPKEEP OF BUILDING SE/SANITATION SERVICES	Sanitation Services	
12/15/2023	55337	27.95	Flood Brothers Dispo	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/SANITATION SERVICES	Trans--- Garbage pickup	2,040.00
12/15/2023	55338	485.00	Franzua Hamm, Olga	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/15/2023	55338	485.00	Franzua Hamm, Olga	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	970.00
12/15/2023	55339	325.00	FSS Technologies, LL	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	325.00
12/15/2023	55340	70.74	Glaser, William John	EDUCATION/ELEMENTARY /IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Elem-- Impr of Inst. (staff)	
12/15/2023	55340	21.02	Glaser, William John	EDUCATION/ELEMENTARY /IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Elem-- Impr of Inst. (staff)	
12/15/2023	55340	10.76	Glaser, William John	EDUCATION/ELEMENTARY /IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Elem-- Impr of Inst. (staff)	102.52
12/15/2023	55341	50.00	Gold, Robert	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
12/15/2023	55342	345.74	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
12/15/2023	55342	1,758.94	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
12/15/2023	55342	132.47	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
12/15/2023	55342	453.22	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/15/2023	55342	438.36	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
12/15/2023	55342	54.86	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
12/15/2023	55342	18.79	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	3,202.38
12/15/2023	55343	1,253.60	Granite Telecommunic	O & M/District/CARE AND UPKEEP OF BUILDING SE/At&t	Phone Services (AT&T)	1,253.60
12/15/2023	55344	406.14	Grower Equipment & S	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- O&M Pur Svc	
12/15/2023	55344	183.03	Grower Equipment & S	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- O&M Pur Svc	
12/15/2023	55344	248.47	Grower Equipment & S	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- O&M Pur Svc	
12/15/2023	55344	160.95	Grower Equipment & S	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- O&M Pur Svc	998.59
12/15/2023	55345	99.00	Heggerty/Literacy Re	EDUCATION/District/G RANTS/SUPPLIES	ESSER3- ELA guided reading	99.00
12/15/2023	55346	106.00	Hodges, Loizzi, Eise	EDUCATION/District/B OARD OF EDUCATION SERVICES/LEGAL SERVICES	Board-- Legal Services	
12/15/2023	55346	795.53	Hodges, Loizzi, Eise	EDUCATION/District/B OARD OF EDUCATION SERVICES/LEGAL SERVICES	Board-- Legal Services	901.53

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/15/2023	55347	1,056.00	Integrated Systems C	BOARD OF EDUCATION SERVICES/LEGAL SERVICES EDUCATION/District/D	Tech--- Skyward Annual Fee	1,056.00
12/15/2023	55348	485.00	Jackowiak, Christoph	ATA PROCESSING SERVICES/DUES & FEES EDUCATION/District/E	Distr-- Tuition Reimb.	485.00
12/15/2023	55349	50.00	Janusz, Lenayn	REIMBURSEMENT EDUCATION/District/E	Admin cell phone stipend	50.00
12/15/2023	55350	50.00	Kumpula, Sara	XECUTIVE ADMINISTRATION SERVI/Other Benefit EDUCATION/District/E	Admin cell phone stipend	
12/15/2023	55350	136.24	Kumpula, Sara	XECUTIVE ADMINISTRATION SERVI/Other Benefit EDUCATION/ELEMENTARY	Elem-- Impr of Inst. (admin)	
12/15/2023	55350	37.62	Kumpula, Sara	/IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/ELEMENTARY	Elem-- Impr of Inst. (admin)	223.86
12/15/2023	55351	1,240.20	Lake County Dept of	AND TECHNICAL SER O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	MS--- Water/Sewer Services	
12/15/2023	55351	1,049.40	Lake County Dept of	SE/WATER/SEWER SERVICES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	Pri--- Water/Sewer Services	
12/15/2023	55351	1,049.40	Lake County Dept of	O &	Elem--- Water/Sewer Services	3,339.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/15/2023	55352	5,275.00	Lakeland Exteriors a	M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	Dist--- Roof Inspection	
12/15/2023	55352	1,800.00	Lakeland Exteriors a	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Roof Inspection	7,075.00
12/15/2023	55353	115.28	Lancaster, Kristina	EDUCATION/ELEMENTARY /IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Elem-- Impr of Inst. (staff)	
12/15/2023	55353	19.71	Lancaster, Kristina	EDUCATION/ELEMENTARY /IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Elem-- Impr of Inst. (staff)	134.99
12/15/2023	55354	50.00	Laske, Jacquelyn	TRANSPORTATION/Distr ict/SERVICE AREA DIRECTION/Other Benefit	Trans-- cell phone stipend	50.00
12/15/2023	55355	307.23	LearnWell	EDUCATION/District/O THER HEALTH SERVICES/PROFESSIONAL AND TECHNICAL SER	Homebound Inst Pur/Svc	307.23
12/15/2023	55356	700.00	Loessl, Sarah	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	
12/15/2023	55356	1,350.00	Loessl, Sarah	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	EL Tuition reimbursement	2,050.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/15/2023	55357	1,472.50	Maifield, Denise	EDUCATION/MIDDLE/Int erscholastic Programs/REGULAR SALARIES	MS-- SDA Coach	
12/15/2023	55357	4,059.00	Maifield, Denise	EDUCATION/MIDDLE/Int erscholastic Programs/REGULAR SALARIES	MS-- Play Director/Assist.	5,531.50
12/15/2023	55358	50.00	McCulley, Matthew	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
12/15/2023	55359	50.00	McDonough, Amanda Ma	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
12/15/2023	55360	41.58	Menards	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
12/15/2023	55360	41.57	Menards	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
12/15/2023	55360	41.56	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
12/15/2023	55360	28.59	Menards	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
12/15/2023	55360	19.21	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
12/15/2023	55360	151.05	Menards	TRANSPORTATION/Distr	Trans--- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/15/2023	55360	14.94	Menards	ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES TRANSPORTATION/Distr	Trans--- Supp/Mat	338.50
12/15/2023	55361	170.00	Mid-West Truckers As	ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES TRANSPORTATION/Distr	Trans--- Random Drug Testing	170.00
12/15/2023	55362	3,455.20	Midland Paper	EDUCATION/MIDDLE/MID DLE-JUNIOR PURCHASED SERVICES HIGH/Copy Paper	MS-- Copy Paper	3,455.20
12/15/2023	55363	50.00	Mullen, Rachel Ann	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
12/15/2023	55364	26.85	Napa Auto Supply Fox	SERVI/Other Benefit TRANSPORTATION/Distr	Trans--- Supp/Mat	
12/15/2023	55364	166.00	Napa Auto Supply Fox	ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES TRANSPORTATION/Distr	Trans--- Supp/Mat	192.85
12/15/2023	55365	170.97	National School Form	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	170.97
12/15/2023	55366	3,516.42	NCC - Peterson Produ	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
12/15/2023	55366	3,516.42	NCC - Peterson Produ	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	
12/15/2023	55366	2,164.95	NCC - Peterson Produ	O & M/MIDDLE/CARE	MS--- Custodial Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/15/2023	55366	194.44	NCC - Peterson Produ	AND UPKEEP OF BUILDING SE/SUPPLIES TRANSPORTATION/Distr	Trans--- Purchase Services	
12/15/2023	55366	515.04	NCC - Peterson Produ	ict/PUPIL TRANSPORTATION SERVICES/PROFESSIONA L AND TECHNICAL SER	MS--- Custodial Supp/Mat	
12/15/2023	55366	46.25	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Trans--- Purchase Services	9,953.52
12/15/2023	55367	1,271.20	Net56	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Internet Services (Net 56)	1,271.20
12/15/2023	55368	1,100.00	New Direction Soluti	O & M/District/CARE AND UPKEEP OF BUILDING SE/Net56	SPED-- OT/PT/Health Pur Svc	
12/15/2023	55368	330.00	New Direction Soluti	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	1,430.00
12/15/2023	55369	1,390.00	Nierman Landscape &	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	Grounds Upkeep Service	1,390.00
12/15/2023	55370	3,571.63	Onyx Asset Services	AND UPKEEP OF GROUND SER/PROFESSIONAL AND TECHNICAL SER	Energy Electricity	3,571.63
12/15/2023	55371	1,087.96	Optima Inc.	O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Elem--- Classroom spec request	1,087.96
				/ELEMENTARY/SUPPLIES		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/15/2023	55372	37.54	Oriental Trading Com	EDUCATION/District/N ONPUBLIC SCHOOL PUPILS SERVIC/SUPPLIES	BPAC supp/mat	37.54
12/15/2023	55373	442.50	Party Palz Entertain	EDUCATION/District/C COMMUNITY RECREATION SERVICES/SUPPLIES	Comm Dev/Outr Supp/Mat	442.50
12/15/2023	55374	2,394.00	Pegarsch, Nicholas	EDUCATION/MIDDLE/Int erscholastic Programs/REGULAR SALARIES	MS-- Boys Bball Coach	2,394.00
12/15/2023	55375	50.00	Philippsen, Michelle	EDUCATION/District/F OOD SERVICES/Other Benefit	Food Serv Cell Phone stipend	50.00
12/15/2023	55376	50.00	Pittman, Erin	EDUCATION/District/E EXECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
12/15/2023	55377	700.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
12/15/2023	55377	575.85	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
12/15/2023	55377	547.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
12/15/2023	55377	1,865.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	3,687.85
12/15/2023	55378	7,500.00	Preferred Window and	O & M/District/OPERATION AND MAINTENANCE OF P/REPAIR AND MAINTENANCE SERVICE	SMPG- FY24	7,500.00
12/15/2023	55379	165.59	Quill Corp	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
12/15/2023	55379	32.56	Quill Corp	EDUCATION/District/F	FoodSvc--- S/M (Program)	198.15

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				OOD SERVICES/SUPPLIES		
12/15/2023	55380	44.34	Ray Chrysler Dodge J	TRANSPORTATION/Distr ict/PUPIL	Trans--- Rep/Maintenance	
				TRANSPORTATION SERVICES/REPAIR AND MAINTENANCE SERVICE		
12/15/2023	55380	93.81	Ray Chrysler Dodge J	TRANSPORTATION/Distr ict/PUPIL	Trans--- Rep/Maintenance	
				TRANSPORTATION SERVICES/REPAIR AND MAINTENANCE SERVICE		
12/15/2023	55380	38.79	Ray Chrysler Dodge J	TRANSPORTATION/Distr ict/PUPIL	Trans--- Rep/Maintenance	176.94
				TRANSPORTATION SERVICES/REPAIR AND MAINTENANCE SERVICE		
12/15/2023	55381	4,753.59	RingCentral Inc	O & M/District/CARE AND UPKEEP OF	Phone Services (AT&T)	4,753.59
				BUILDING SE/At&t		
12/15/2023	55382	500.00	Schirmer, Tobias	EDUCATION/District/H EALTH	SPED-- OT/PT/Health Pur Svc	500.00
				SERVICES/PROFESSIONA L AND TECHNICAL SER		
12/15/2023	55383	60.00	Smithereen Pest Mana	O & M/District/OPERATION	Dist--- Pest Control Services	
				AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER		
12/15/2023	55383	60.00	Smithereen Pest Mana	O & M/District/OPERATION	Dist--- Pest Control Services	
				AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER		
12/15/2023	55383	78.00	Smithereen Pest Mana	O & M/District/OPERATION	Dist--- Pest Control Services	198.00
				AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/15/2023	55384	1,689.00	Soundtrap/Spotify In	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SOFTWARE	BHMS -- Digital Media Sftw	1,689.00
12/15/2023	55385	700.00	Spakowski, Diane	EDUCATION/District/F ISCAL SERVICES/PROFESSIONA L AND TECHNICAL SER	Distr--- Bus. Mngr Pur Svc	700.00
12/15/2023	55386	9,996.60	Spectrum Center Inc	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	9,996.60
12/15/2023	55387	11,471.25	Speech Path Speciali	EDUCATION/ELEMENTARY /ATTENDANCE AND SOCIAL WORK SER/PROFESSIONAL SERVICES - INSTRU	Elem- SW Contr Services	11,471.25
12/15/2023	55388	50.00	Stroup, Nicole Miche	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
12/15/2023	55389	50.00	Summers, Brian	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
12/15/2023	55390	50.00	Swiderski, Derek	O & M/District/OPERATION AND MAINTENANCE OF P/Other Benefit	Coordinator Cell phone stip	50.00
12/15/2023	55391	15.17	T-Mobile	EDUCATION/District/M TSS/Title I/SUPPLIES	Title I-- Homeless supp/mat	15.17
12/15/2023	55392	105.25	Techstar America Cor	EDUCATION/PRIMARY/EL EMENTARY/Copy Supplies	Pri- Copy Supp/Mat	
12/15/2023	55392	567.50	Techstar America Cor	EDUCATION/ELEMENTARY /ELEMENTARY/Copy Supplies	Elem-- Copy Supplies	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/15/2023	55392	671.00	Techstar America Cor	EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Copy Supplies	1,343.75
12/15/2023	55393	417.00	Thomson Reuters-West	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- Residency Purch Svc	417.00
12/15/2023	55394	215.30	Uline	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
12/15/2023	55394	215.30	Uline	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
12/15/2023	55394	215.30	Uline	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	
12/15/2023	55394	180.00	Uline	O & M/District/CARE AND UPKEEP OF GROUNDS SER/CLEANING SERVICES	Snow Removal Services	
12/15/2023	55394	449.47	Uline	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	1,275.37
12/15/2023	55395	4,414.00	Warehouse Direct Bus	EDUCATION/PRIMARY/Pr incipals/SUPPLIES	Pri-- Principal furniture	4,414.00
12/15/2023	55396	128.75	Waukegan Safe And Lo	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	
12/15/2023	55396	1,675.00	Waukegan Safe And Lo	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE	MS--- O&M Repairs and Maint	1,803.75

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/15/2023	55397	1,050.00	Wolframski, Laura	SERVICE EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	EL Tuition reimbursement	
12/15/2023	55397	2,100.00	Wolframski, Laura	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	3,150.00
12/21/2023	55398	501.48	4imprint, Inc.	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	501.48
12/21/2023	55399	460.00	Accurate Biometrics	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- Purch Svc	460.00
12/21/2023	55400	20,719.00	Advance Fence Inc	O & M/District/OPERATION AND MAINTENANCE OF P/REPAIR AND MAINTENANCE SERVICE	SMPG- FY24	20,719.00
12/21/2023	55401	122.06	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
12/21/2023	55401	304.99	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
12/21/2023	55401	232.73	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
12/21/2023	55401	122.06	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
12/21/2023	55401	125.65	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
12/21/2023	55401	156.08	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
12/21/2023	55401	91.76	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/21/2023	55401	144.46	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
12/21/2023	55401	108.80	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
12/21/2023	55401	80.29	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
12/21/2023	55401	244.42	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	1,733.30
12/21/2023	55402	1,590.00	Alpine Valley Resort	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	1,590.00
12/21/2023	55404	24.88	Amazon	EDUCATION/ELEMENTARY /HEALTH SERVICES/SUPPLIES	Elem-- Nurse Supp/Mat	
12/21/2023	55404	135.15	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
12/21/2023	55404	46.97	Amazon	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
12/21/2023	55404	30.98	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/Novels	MS--- Novels	
12/21/2023	55404	48.78	Amazon	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	
12/21/2023	55404	36.13	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
12/21/2023	55404	54.95	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
12/21/2023	55404	-49.99	Amazon	O & M/District/CARE AND UPKEEP OF GROUNDS SER/SUPPLIES	Dist- Snow removal suppl/mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/21/2023	55404	675.96	Amazon	EDUCATION/District/C COMMUNITY RECREATION SERVICES/SUPPLIES	Comm Dev/Outr Supp/Mat	
12/21/2023	55404	370.29	Amazon	EDUCATION/District/S PEICIAL	SPED--- Supp/Mat	
12/21/2023	55404	89.99	Amazon	EDUCATION/District/F ISCAL	Business-- Supp/Mat	
12/21/2023	55404	99.00	Amazon	EDUCATION/District/D ATA PROCESSING	Tech--- Supp/Mat	
12/21/2023	55404	29.71	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	
12/21/2023	55404	47.97	Amazon	TRANSPORTATION/Distr ict/PUPIL	Trans--- Supp/Mat	
12/21/2023	55404	51.52	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- PBIS Supp/Mat	
12/21/2023	55404	64.99	Amazon	EDUCATION/MIDDLE/Int erscholastic	MS-- Acadm Enrich Supp/Mat	
12/21/2023	55404	14.45	Amazon	EDUCATION/District/S PEICIAL	SPED--- Supp/Mat	
12/21/2023	55404	220.96	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
12/21/2023	55404	71.78	Amazon	EDUCATION/District/D ATA PROCESSING	Tech--- Supp/Mat	
12/21/2023	55404	181.74	Amazon	EDUCATION/ELEMENTARY /IMPROVEMENT OF	Elem-- Impr of Inst. (staff)	
12/21/2023	55404	36.28	Amazon	INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Pri-- Nurse Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				ALTH SERVICES/SUPPLIES		
12/21/2023	55404	11.99	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
12/21/2023	55404	178.29	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
12/21/2023	55404	546.37	Amazon	EDUCATION/MIDDLE/EDU CATIONAL MEDIA SERVICES/SUPPLIES	MS--- Library Books	
12/21/2023	55404	19.98	Amazon	EDUCATION/MIDDLE/Pri ncipals/SUPPLIES	MS-- Principal Supp/Mat	
12/21/2023	55404	20.63	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
12/21/2023	55404	58.95	Amazon	EDUCATION/MIDDLE/Int erscholastic Programs/SUPPLIES	Athletics--- Supp/Mat	
12/21/2023	55404	605.73	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/Novels	MS--- Novels	
12/21/2023	55404	680.45	Amazon	EDUCATION/District/D IRECTION OF CENTRAL SUPPORT S/SUPPLIES	Dir of Curr/Inst Sup/Mat	
12/21/2023	55404	257.64	Amazon	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
12/21/2023	55404	54.52	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
12/21/2023	55404	89.97	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
12/21/2023	55404	22.84	Amazon	EDUCATION/PRIMARY/HE ALTH SERVICES/SUPPLIES	Pri-- Nurse Supp/Mat	
12/21/2023	55404	108.40	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- PBIS Supp/Mat	
12/21/2023	55404	208.73	Amazon	EDUCATION/ELEMENTARY /HEALTH SERVICES/SUPPLIES	Elem-- Nurse Supp/Mat	5,146.98

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/21/2023	55405	1,530.00	APCP Pizza Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	1,530.00
12/21/2023	55406	1,318.00	Apple, Inc	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
12/21/2023	55406	1,318.00	Apple, Inc	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	2,636.00
12/21/2023	55407	65.28	Aramark Uniform & Ca	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
12/21/2023	55407	65.28	Aramark Uniform & Ca	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
12/21/2023	55407	65.28	Aramark Uniform & Ca	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
12/21/2023	55407	65.28	Aramark Uniform & Ca	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	261.12
12/21/2023	55408	400.00	Belliveau, Steven	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	400.00
12/21/2023	55409	224.58	Berg, Jennifer	EDUCATION/ELEMENTARY /Interscholastic Programs/SUPPLIES	Elem-- Academic Enrch Supp/Mat	224.58
12/21/2023	55410	222.25	Biancalana, Venette	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	222.25
12/21/2023	55411	414.74	Big Hollow Activity	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
12/21/2023	55411	94.00	Big Hollow Activity	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	508.74
12/21/2023	55412	75.00	Bishop, Joshua	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Boys Basketball Officials	75.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/21/2023	55413	3,237.50	Carroll, Megan	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	3,237.50
12/21/2023	55414	572.25	Cengage Learning Dis	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Math resources	
12/21/2023	55414	572.25	Cengage Learning Dis	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Math resources	1,144.50
12/21/2023	55415	165.00	Corona, Melissa	EDUCATION/District/T uition & Textbook Fees	Stdnt Fees--Txtbk/Tuition/Othr	
12/21/2023	55415	25.00	Corona, Melissa	EDUCATION/District/S ALES TO PUPILS - LUNCH	FoodSvc--- Lunch/Breakfst Rev	190.00
12/21/2023	55416	60.00	Costco Membership	EDUCATION/District/F ISCAL SERVICES/DUES & FEES	Business-- Dues/Fees	60.00
12/21/2023	55417	155.50	Cozzini Bros., Inc.,	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
12/21/2023	55417	155.50	Cozzini Bros., Inc.,	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	311.00
12/21/2023	55418	15.94	Cullotta, Stephanie	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
12/21/2023	55418	40.94	Cullotta, Stephanie	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
12/21/2023	55418	30.26	Cullotta, Stephanie	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	87.14
12/21/2023	55419	300.00	Dee, Noah	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/PROFESSIONAL AND TECHNICAL SER	MS--- Chorus Pur Svc	300.00
12/21/2023	55420	176.44	Demco	EDUCATION/ELEMENTARY /EDUCATIONAL MEDIA SERVICES/SUPPLIES	Elem--- Library Supp/Mat	176.44

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/21/2023	55421	221.85	E3 Diagnostics	EDUCATION/District/S PEECIAL EDUCATION/PROFESSION AL AND TECHNICAL SER	SPED--- Pur Svc	221.85
12/21/2023	55422	507.10	Flinn Scientific Inc	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Science Supp/Mat	507.10
12/21/2023	55423	26.02	Gold, Robert	EDUCATION/District/B OARD OF EDUCATION SERVICES/SUPPLIES	Board-- Supp/Mat	26.02
12/21/2023	55424	1,446.14	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
12/21/2023	55424	315.08	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
12/21/2023	55424	2,006.34	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
12/21/2023	55424	60.43	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
12/21/2023	55424	213.68	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
12/21/2023	55424	69.02	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
12/21/2023	55424	22.22	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
12/21/2023	55424	2,390.73	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
12/21/2023	55424	328.17	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
12/21/2023	55424	1,915.68	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				OOD		
				SERVICES/SUPPLIES		
12/21/2023	55424	101.78	Gordon Food Service	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD		
				SERVICES/SUPPLIES		
12/21/2023	55424	605.69	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Pur (Non-Prog)	
				OOD		
				SERVICES/SUPPLIES		
12/21/2023	55424	37.14	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Pur (Non-Prog)	
				OOD		
				SERVICES/SUPPLIES		
12/21/2023	55424	1,569.81	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD		
				SERVICES/SUPPLIES		
12/21/2023	55424	101.80	Gordon Food Service	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD		
				SERVICES/SUPPLIES		
12/21/2023	55424	1,981.06	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD		
				SERVICES/SUPPLIES		
12/21/2023	55424	41.40	Gordon Food Service	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD		
				SERVICES/SUPPLIES		
12/21/2023	55424	956.12	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Pur (Non-Prog)	
				OOD		
				SERVICES/SUPPLIES		
12/21/2023	55424	2,881.59	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD		
				SERVICES/SUPPLIES		
12/21/2023	55424	273.55	Gordon Food Service	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD		
				SERVICES/SUPPLIES		
12/21/2023	55424	291.60	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD		
				SERVICES/SUPPLIES		
12/21/2023	55424	75.98	Gordon Food Service	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD		
				SERVICES/SUPPLIES		
12/21/2023	55424	45.25	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				OOD SERVICES/SUPPLIES		
12/21/2023	55424	1,470.18	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD SERVICES/SUPPLIES		
12/21/2023	55424	22.90	Gordon Food Service	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD SERVICES/SUPPLIES		
12/21/2023	55424	415.50	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Pur (Non-Prog)	
				OOD SERVICES/SUPPLIES		
12/21/2023	55424	1,577.46	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD SERVICES/SUPPLIES		
12/21/2023	55424	375.32	Gordon Food Service	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD SERVICES/SUPPLIES		
12/21/2023	55424	66.99	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD SERVICES/SUPPLIES		
12/21/2023	55424	197.82	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD SERVICES/SUPPLIES		
12/21/2023	55424	1,070.35	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD SERVICES/SUPPLIES		
12/21/2023	55424	191.82	Gordon Food Service	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD SERVICES/SUPPLIES		
12/21/2023	55424	205.47	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Pur (Non-Prog)	
				OOD SERVICES/SUPPLIES		
12/21/2023	55424	382.76	Gordon Food Service	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD SERVICES/SUPPLIES		
12/21/2023	55424	2,704.56	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD SERVICES/SUPPLIES		
12/21/2023	55424	133.23	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				OOD SERVICES/SUPPLIES		
12/21/2023	55424	2,342.27	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD SERVICES/SUPPLIES		
12/21/2023	55424	105.36	Gordon Food Service	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD SERVICES/SUPPLIES		
12/21/2023	55424	1,315.06	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Pur (Non-Prog)	
				OOD SERVICES/SUPPLIES		
12/21/2023	55424	43.02	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	30,350.33
				OOD SERVICES/SUPPLIES		
12/21/2023	55425	403.44	Hershey Creamery Co	EDUCATION/District/F	FoodSvc--- Food Pur (Non-Prog)	403.44
				OOD SERVICES/SUPPLIES		
12/21/2023	55426	130.44	Home Depot Credit Se	EDUCATION/MIDDLE/Int	Athletics--- Supp/Mat	
				erscholastic Programs/SUPPLIES		
12/21/2023	55426	130.44	Home Depot Credit Se	EDUCATION/MIDDLE/MID	MS--- PE Supp/Mat	
				DLE-JUNIOR HIGH/SUPPLIES		
12/21/2023	55426	27.13	Home Depot Credit Se	O & M/MIDDLE/CARE	MS--- Custodial Supp/Mat	
				AND UPKEEP OF BUILDING SE/SUPPLIES		
12/21/2023	55426	27.14	Home Depot Credit Se	O &	Elem--- Custodial Supp/Mat	
				M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		
12/21/2023	55426	27.13	Home Depot Credit Se	O & M/PRIMARY/CARE	Pri--- Custodial Supp/Mat	
				AND UPKEEP OF BUILDING SE/SUPPLIES		
12/21/2023	55426	36.65	Home Depot Credit Se	O & M/PRIMARY/CARE	Pri--- Maintenance Supp/Mat	
				AND UPKEEP OF BUILDING		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/21/2023	55426	36.65	Home Depot Credit Se	SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Maintenance Supp/Mat	
12/21/2023	55426	36.65	Home Depot Credit Se	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Maintenance Supp/Mat	
12/21/2023	55426	26.62	Home Depot Credit Se	SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Maintenance Supp/Mat	
12/21/2023	55426	26.61	Home Depot Credit Se	SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Maintenance Supp/Mat	
12/21/2023	55426	26.61	Home Depot Credit Se	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Maintenance Supp/Mat	
12/21/2023	55426	67.43	Home Depot Credit Se	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Custodial Supp/Mat	
12/21/2023	55426	67.42	Home Depot Credit Se	SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Custodial Supp/Mat	
12/21/2023	55426	67.42	Home Depot Credit Se	SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Custodial Supp/Mat	
12/21/2023	55426	29.06	Home Depot Credit Se	SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/21/2023	55426	29.06	Home Depot Credit Se	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	SE/SUPPLIES Elem--- Maintenance Supp/Mat	
12/21/2023	55426	29.08	Home Depot Credit Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	SE/SUPPLIES MS--- Maintenance Supp/Mat	
12/21/2023	55426	-35.81	Home Depot Credit Se	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	SE/SUPPLIES Pri--- Maintenance Supp/Mat	
12/21/2023	55426	-35.81	Home Depot Credit Se	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	SE/SUPPLIES Elem--- Maintenance Supp/Mat	
12/21/2023	55426	-35.83	Home Depot Credit Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	SE/SUPPLIES MS--- Maintenance Supp/Mat	714.09
12/21/2023	55427	14,236.00	Huemann Water Condit	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- O&M Pur Svc	14,236.00
12/21/2023	55428	691.48	Imagine Learning, In	EDUCATION/PRIMARY/EL	Pri-- Math resources	
12/21/2023	55428	691.48	Imagine Learning, In	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Math resources	1,382.96
12/21/2023	55429	739.60	Interstate All Batte	O & M/District/VEHICLE SERVICING AND MAINTENA/REPAIR AND MAINTENANCE SERVICE	Vehicle Repairs and Maint	739.60
12/21/2023	55430	50.00	ITSavvy LLC	EDUCATION/District/O PERATIONS	Tech--- Upkeep/Warranties	50.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/21/2023	55431	439.86	Janusz, Lenayn	SERVICES/PROFESSIONAL AND TECHNICAL SER EDUCATION/PRIMARY/Principals/SUPPLIES	Pri-- Principal Supp/Mat	439.86
12/21/2023	55432	250.00	Join the Movement	EDUCATION/District/IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Impr. of Instr--- Admin	250.00
12/21/2023	55433	125.00	Just Elevator Inspec	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Elevator Inspection	125.00
12/21/2023	55434	30.00	Lake County Regional	EDUCATION/District/BOARD OF EDUCATION SERVICES/PROFESSIONAL AND TECHNICAL SER	Board--- Purch Svc	30.00
12/21/2023	55435	443.00	Lake County Health D	EDUCATION/District/FOOD SERVICES/DUES & FEES	FoodSvc--- Dues & Fees	
12/21/2023	55435	353.00	Lake County Health D	EDUCATION/District/FOOD SERVICES/DUES & FEES	FoodSvc--- Dues & Fees	
12/21/2023	55435	1,244.00	Lake County Health D	O & M/District/CARE AND UPKEEP OF BUILDING SE/Water Testing Service	Dist--- Water Testing Service	2,040.00
12/21/2023	55436	2,792.58	Martin-Upton, Eileen	EDUCATION/District/HEALTH SERVICES/PROFESSIONAL AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	2,792.58
12/21/2023	55437	32.61	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
12/21/2023	55437	10.51	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/21/2023	55437	101.88	Menards	SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Maintenance Supp/Mat	
12/21/2023	55437	101.88	Menards	SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Maintenance Supp/Mat	246.88
12/21/2023	55438	75.00	Meyer, Corey	SE/SUPPLIES EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Boys Basketball Officials	75.00
12/21/2023	55439	85.00	Mid-West Truckers As	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Random Drug Testing	85.00
12/21/2023	55440	1,727.60	Midland Paper	EDUCATION/PRIMARY/EL EMENTARY/Copy Paper	Pri-- Copy paper	
12/21/2023	55440	1,727.60	Midland Paper	EDUCATION/ELEMENTARY /ELEMENTARY/Copy Paper	Elem-- Copy Paper	3,455.20
12/21/2023	55441	1,225.00	National Louis Unive	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	EL Tuition reimbursement	1,225.00
12/21/2023	55442	496.00	NCC - Peterson Produ	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Custodial Supp/Mat	
12/21/2023	55442	496.00	NCC - Peterson Produ	SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Custodial Supp/Mat	
12/21/2023	55442	711.00	NCC - Peterson Produ	SE/SUPPLIES O & M/District/CARE AND UPKEEP OF GROUNDS	Dist- Snow removal suppl/mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/21/2023	55442	711.00	NCC - Peterson Produ	SER/SUPPLIES O & M/District/CARE AND UPKEEP OF GROUNDS	Dist- Snow removal suppl/mat	2,414.00
12/21/2023	55443	3,401.99	Nicor Gas	SER/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	MS--- Natural Gas	
12/21/2023	55443	1,469.64	Nicor Gas	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	Elem--- Natural Gas	
12/21/2023	55443	2,278.94	Nicor Gas	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	Pri--- Natural Gas	7,150.57
12/21/2023	55444	205.00	PAHCS II/Northwester	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Bus Driver Physicals	
12/21/2023	55444	170.00	PAHCS II/Northwester	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Random Drug Testing	375.00
12/21/2023	55445	95.16	Ray Chrysler Dodge J	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/REPAIR AND MAINTENANCE SERVICE	Trans--- Rep/Maintenance	
12/21/2023	55445	455.96	Ray Chrysler Dodge J	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/REPAIR AND MAINTENANCE SERVICE	Trans--- Rep/Maintenance	551.12
12/21/2023	55446	219.69	ReadyRefresh by Nest	O & M/MIDDLE/CARE	MS--- Water/Sewer Services	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/21/2023	55446	201.72	ReadyRefresh by Nest	AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	Elem--- Water/Sewer Services	
12/21/2023	55446	185.74	ReadyRefresh by Nest	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	Pri--- Water/Sewer Services	607.15
12/21/2023	55447	2,928.65	Schuring & Schuring,	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
12/21/2023	55447	1,956.06	Schuring & Schuring,	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	4,884.71
12/21/2023	55448	19.20	SEDOL	EDUCATION/SEDOL/Spec ED/SPEECH PATHOLOGY AND AUDIOLOGY/PROFESSIONAL AND TECHNICAL SER	SEDOL-- Speech/Audio	
12/21/2023	55448	25,971.00	SEDOL	O & M/District/PAYMENTS FOR SPECIAL EDUCATION/OTHER PURCHASED SERVICES	O&M SEDOL	
12/21/2023	55448	10,878.75	SEDOL	EDUCATION/SEDOL/Spec ED/TuitionOtherDistricts/Private Tuition	SPED--- SEDOL Tuition	36,868.95
12/21/2023	55449	75.00	Smith, Marcus	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Boys Basketball Officials	75.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
12/21/2023	55450	79.75	Sposato-Jucha, Chiar	EDUCATION/MIDDLE/EDUCATIONAL MEDIA SERVICES/SUPPLIES	MS--- Library Books	79.75
12/21/2023	55451	3,138.00	Summers, Sabrina Dan	EDUCATION/District/ELEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	3,138.00
12/21/2023	55452	190.00	Techstar America Cor	EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
12/21/2023	55452	55.00	Techstar America Cor	EDUCATION/MIDDLE/MIDDLE/JUNIOR HIGH/Copy Supplies	MS-- Copy Supplies	
12/21/2023	55452	435.00	Techstar America Cor	EDUCATION/MIDDLE/MIDDLE/JUNIOR HIGH/Copy Supplies	MS-- Copy Supplies	
12/21/2023	55452	553.00	Techstar America Cor	EDUCATION/PRIMARY/ELEMENTARY/Copy Supplies	Pri- Copy Supp/Mat	1,233.00
12/21/2023	55453	1,878.92	Texthelp Inc	EDUCATION/District/SPECIAL EDUCATION/SOFTWARE	SPED--- Software (Go-Writer)	1,878.92
12/21/2023	55454	1,698.41	Wells Fargo Vendor F	EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
12/21/2023	55454	988.00	Wells Fargo Vendor F	EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
12/21/2023	55454	147.00	Wells Fargo Vendor F	EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	2,833.41
12/21/2023	55455	188.00	Wex Health, Inc	EDUCATION/District/BOARD OF EDUCATION SERVICES/DUES & FEES	Board--Dues/Fee RevTrck & Bank	188.00
12/21/2023	55456	75.00	Wozny, Michael	EDUCATION/MIDDLE/Interscholastic Programs/PURCHASED SERVICES	Boys Basketball Officials	75.00
12/22/2023	55457	820.00	Schirmer, Tobias	EDUCATION/District/H	SPED-- OT/PT/Health Pur Svc	820.00

<u>CHECK</u>	<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>ACCOUNT</u>	<u>ACCOUNT LEVEL</u>	<u>TOTAL</u>
<u>DATE</u>	<u>NUMBER</u>			<u>DESCRIPTION</u>	<u>DESCRIPTION</u>	
				EALTH		
				SERVICES/PROFESSIONA		
				L AND TECHNICAL SER		

865,888.20 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	315,842.97	190.00	289,807.87	605,840.84
20	O & M	10,429.89	0.00	173,609.98	184,039.87
40	TRANSPORTATION	16,623.89	0.00	2,402.54	19,026.43
50	SOCIAL SECURITY/MEDICARE	37,780.70	0.00	0.00	37,780.70
51	IMRF	19,200.36	0.00	0.00	19,200.36
***	Fund Summary Totals ***	399,877.81	190.00	465,820.39	865,888.20

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

12:42 PM

01/09/24

Accrual Basis

Big Hollow Student Activity Funds
Balance Sheet
As of December 31, 2023

	Dec 31, 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	2,637.00
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	24,044.74
Total Checking/Savings	24,044.74
Total Current Assets	24,044.74
TOTAL ASSETS	24,044.74
LIABILITIES & EQUITY	
Equity	
Retained Earnings	23,857.21
Net Income	187.53
Total Equity	24,044.74
TOTAL LIABILITIES & EQUITY	24,044.74

Convenience Fund Report December 2023

Account	Ending Balance	Debits	Credits	Ending Balance
Prek	1010.66			1010.66
KG	2074.18			2074.18
1st Grade	1651.93			1651.93
2nd Grade	1150.30	2028	360.00	-517.7
3rd Grade	3001.17	127.41	5.00	2878.76
4th Grade	1255.73	2575.00	30.00	-1289.27
5th Grade	2269.67	450.00		1819.67
6th Grade	636.71			636.71
7th Grade	2252.96	94.00		2158.96
8th Grade	6976.55	897.00	185.00	6264.55
Art-P/E	0.00			0
Cheer	889.34			889.34
Computers-P	221.24			221.24
Computers-E	-0.49			-0.49
Concessions-Athletic	7546.93	444.95	1186.41	8288.39
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		670.00	374.02
Poms	517.47	87.14		430.33
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	822.92	697.77	1155.00	1280.15
STARS-E	10045.90	378.69		9667.21
STEM CLUB	317.28			317.28
Yearbook-M	-0.70			-0.7
Yearbook-P/E	-974.06			-974.06
Memorial Fund	811.00			811
In & Out Account	11267.65	2004.74	4875.00	14137.91
Total	67617.94			68650.16

**Big Hollow School District 38
Payroll Summary**

Date	Education	O&M	Transportation	IMRF/SS	Total
8-Dec-23	\$632,111.27	\$26,689.60	\$34,457.90	\$27,001.86	\$720,260.63
22-Dec-23	\$682,187.17	\$26,364.13	\$45,184.79	\$29,979.20	\$783,715.29
Grand Total	\$1,314,298.44	\$53,053.73	\$79,642.69	\$56,981.06	\$1,503,975.92

 Board of Education President
 Big Hollow School District 38
 Date

 Board of Education Secretary
 Big Hollow School District 38
 Date

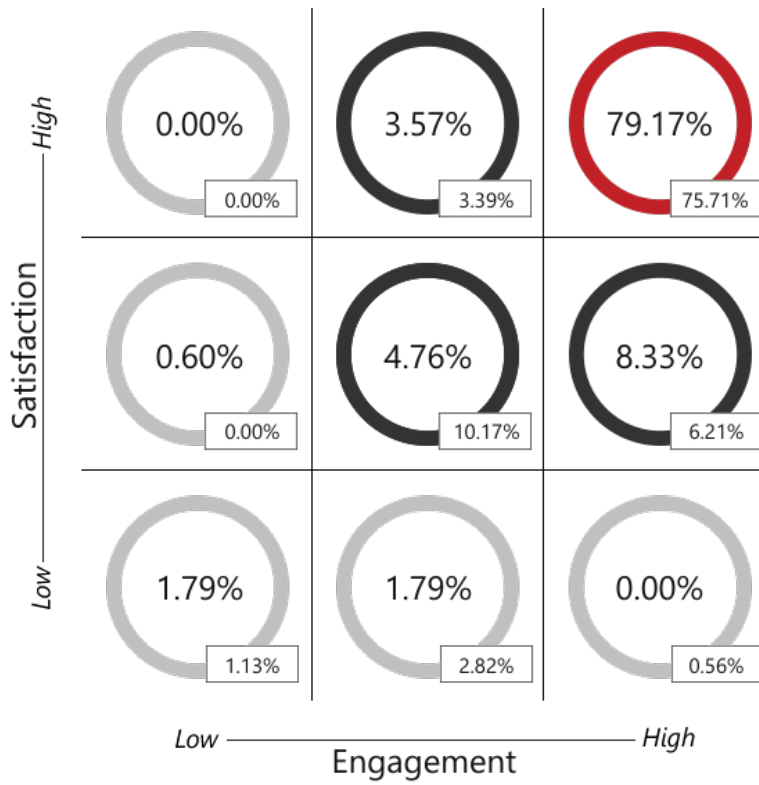


INSIGHTeX Growth Mindset

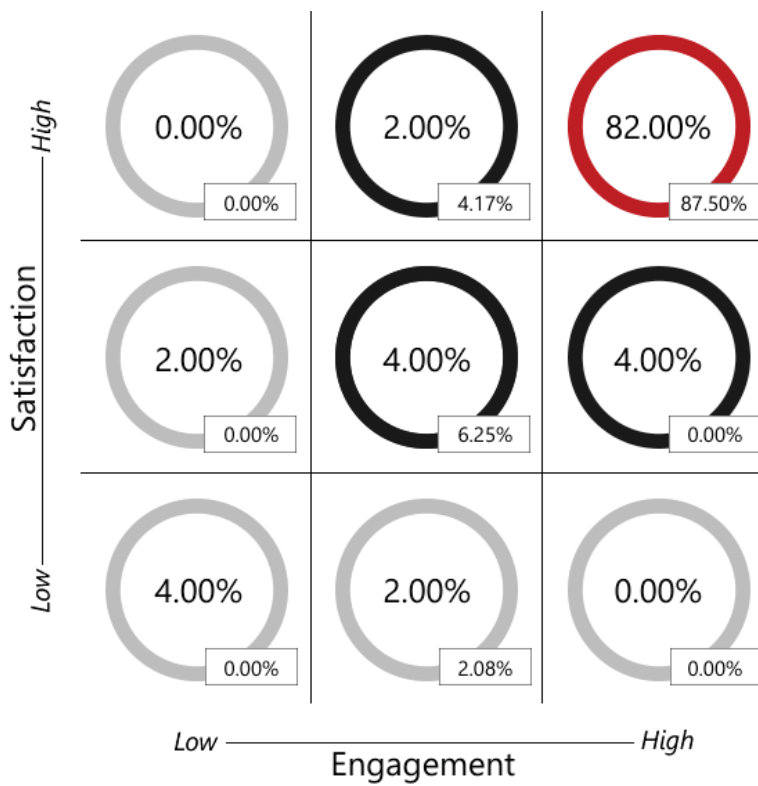
Full Organization
Big Hollow SD38

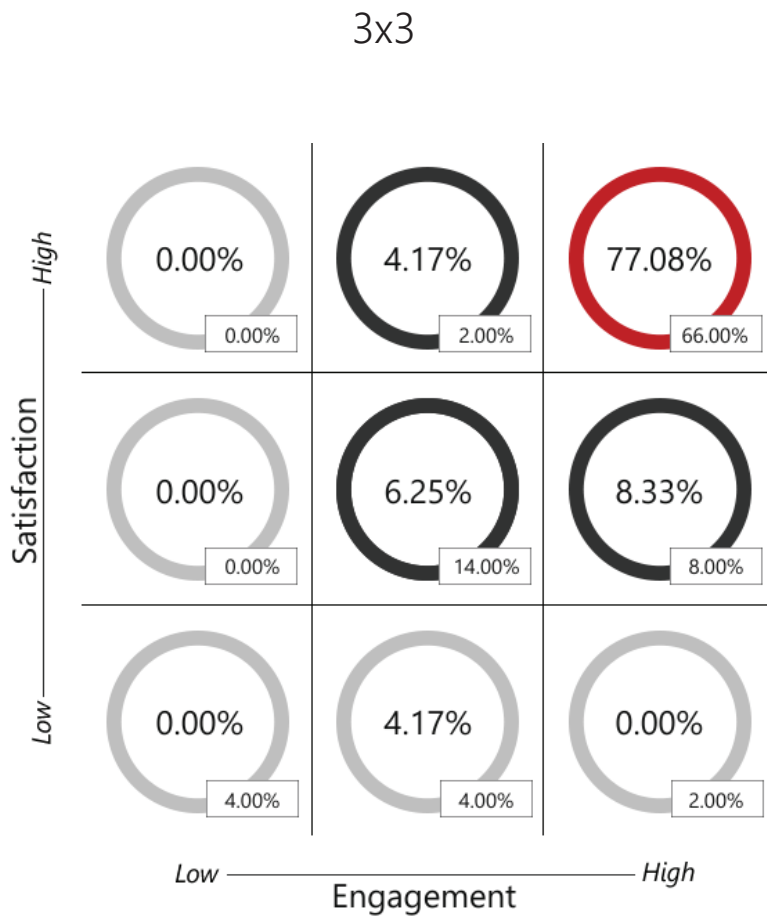
December 2023

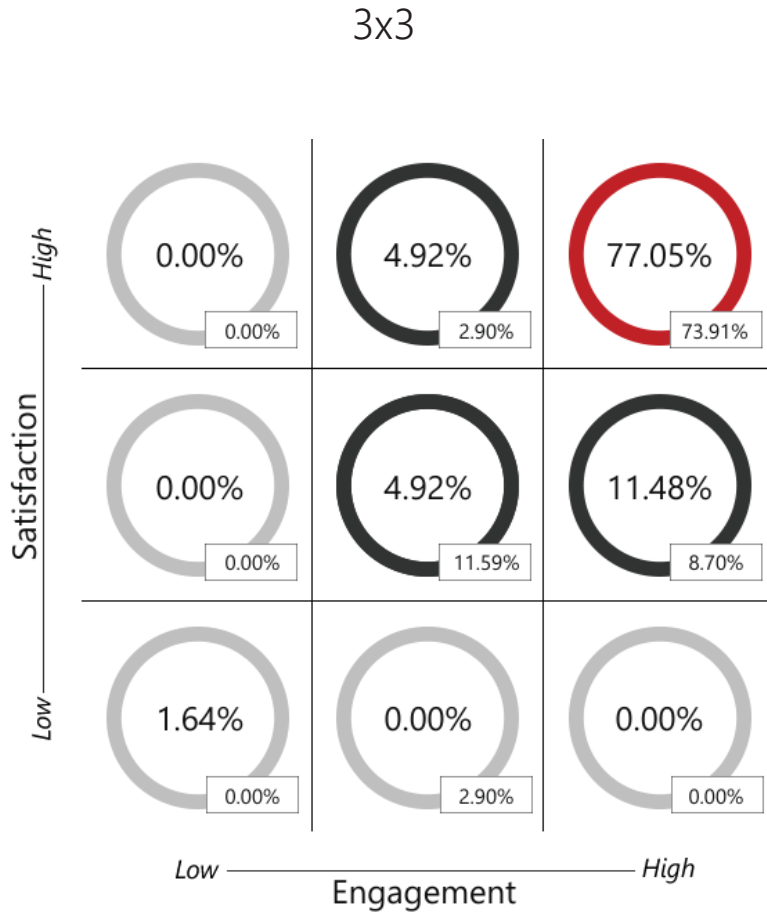
3x3



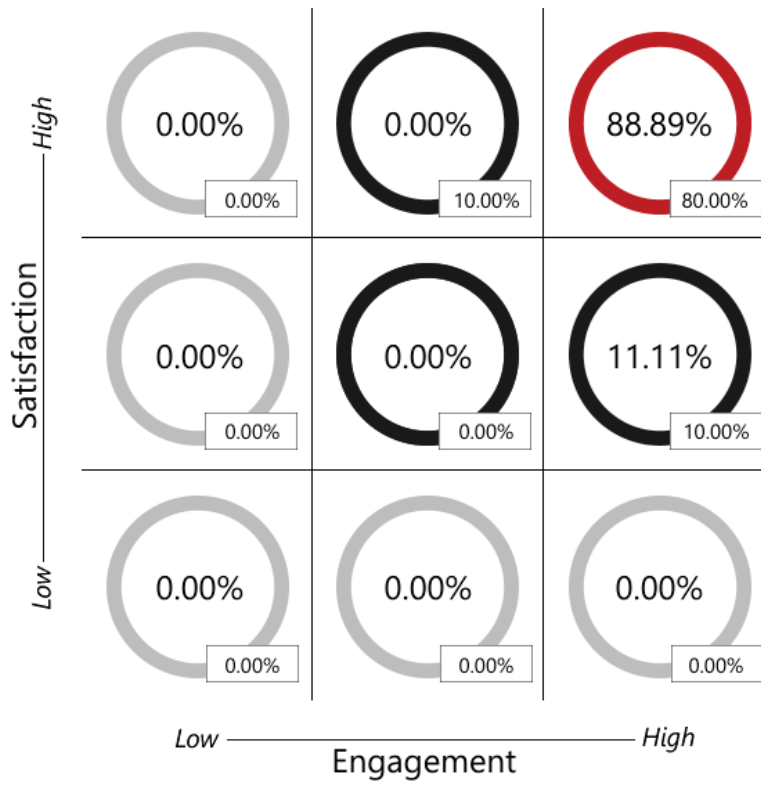
3x3







3x3



SD : Strongly Disagree **D** : Disagree **N** : Neutral **A** : Agree **SA** : Strongly Agree **NA** : Not Applicable

Top Items

Question	Mean	Distribution					
4. I feel great pride in the work I do.	4.66 + 0.05	SD: 1 (0.60%)	D: 1 (0.60%)	N: 3 (1.79%)	A: 44 (26.19%)	SA: 118 (70.24%)	NA: 1 (0.60%)
1. In my role I have the opportunity to do things that I both do well and enjoy.	4.66 + 0.07	SD: 1 (0.60%)	D: 0 (0.00%)	N: 4 (2.38%)	A: 44 (26.19%)	SA: 118 (70.24%)	NA: 1 (0.60%)
2. I am fully engaged in the work that I do.	4.65 + 0.04	SD: 1 (0.60%)	D: 2 (1.19%)	N: 3 (1.79%)	A: 43 (25.60%)	SA: 118 (70.24%)	NA: 1 (0.60%)
8. I am driven to contribute to the success of our organization.	4.62 -0.02	SD: 1 (0.60%)	D: 1 (0.60%)	N: 2 (1.19%)	A: 52 (30.95%)	SA: 110 (65.48%)	NA: 2 (1.19%)
91. I take complete ownership for my attitude and effort in embracing a growth mindset.	4.61 ---	SD: 0 (0.00%)	D: 0 (0.00%)	N: 4 (2.38%)	A: 57 (33.93%)	SA: 107 (63.69%)	NA: 0 (0.00%)

SD : Strongly Disagree **D** : Disagree **N** : Neutral **A** : Agree **SA** : Strongly Agree **NA** : Not Applicable

Bottom Items

Question	Mean	Distribution					
77. Our organization selects the right people for the right job.	3.74 + 0.13	SD: 2 (1.19%)	D: 17 (10.12%)	N: 45 (26.79%)	A: 62 (36.90%)	SA: 41 (24.40%)	NA: 1 (0.60%)
		D	N	A	SA		
9. I have received meaningful recognition in the past 10 days.	3.78 -0.06	SD: 7 (4.17%)	D: 26 (15.48%)	N: 20 (11.90%)	A: 57 (33.93%)	SA: 56 (33.33%)	NA: 2 (1.19%)
		D	N	A	SA		
86. Our organization selects highly talented individuals when hiring.	3.79 + 0.01	SD: 2 (1.19%)	D: 12 (7.14%)	N: 41 (24.40%)	A: 76 (45.24%)	SA: 36 (21.43%)	NA: 1 (0.60%)
		D	N	A	SA		
81. Our organization provides the "right" training for me to excel in my role.	3.81 + 0.15	SD: 5 (2.98%)	D: 13 (7.74%)	N: 32 (19.05%)	A: 76 (45.24%)	SA: 41 (24.40%)	NA: 1 (0.60%)
		D	N	A	SA		
7. I have encouraged someone to apply at our organization.	3.94 + 0.11	SD: 3 (1.79%)	D: 12 (7.14%)	N: 29 (17.26%)	A: 50 (29.76%)	SA: 53 (31.55%)	NA: 21 (12.50%)
		D	N	A	SA	NA	

Dimensions

Dimension	Mean
Pride	4.47 + 0.11
Engage-Inspire	4.41 -0.04
Quality	4.36 + 0.05
Career Development	4.34 + 0.22
Satisfaction	4.32 + 0.05
Relationships	4.28 + 0.17
Communication	4.26 + 0.12
Continuous Improvement	4.26 -0.09
Innovation	4.24 -0.06
Mission Conscious	4.24 + 0.12
Training & Development	4.23 + 0.17
Performance Planning	4.20 + 0.07
Recognition	4.17 + 0.06
Support-Equip	4.16 + 0.11
Talent/Fit	4.14 + 0.10

SD : Strongly Disagree **D** : Disagree **N** : Neutral **A** : Agree **SA** : Strongly Agree **NA** : Not Applicable

Pride

Question	Mean	Distribution					
4. I feel great pride in the work I do.	4.66 + 0.05	SD: 1 (0.60%)	D: 1 (0.60%)	N: 3 (1.79%)	A: 44 (26.19%)	SA: 118 (70.24%)	NA: 1 (0.60%)
		A		SA			
45. I feel great pride in the team of which I am a part.	4.49 + 0.04	SD: 0 (0.00%)	D: 2 (1.19%)	N: 13 (7.74%)	A: 53 (31.55%)	SA: 100 (59.52%)	NA: 0 (0.00%)
		N	A		SA		
78. I feel proud of and inspired by the success of others on my team.	4.38 ---	SD: 1 (0.60%)	D: 2 (1.19%)	N: 10 (5.95%)	A: 74 (44.05%)	SA: 80 (47.62%)	NA: 1 (0.60%)
		N	A		SA		
14. I feel great pride in being a part of our organization.	4.35 + 0.07	SD: 1 (0.60%)	D: 5 (2.98%)	N: 14 (8.33%)	A: 63 (37.50%)	SA: 85 (50.60%)	NA: 0 (0.00%)
		N	A		SA		

Engage-Inspire

Question	Mean	Distribution					
2. I am fully engaged in the work that I do.	4.65 + 0.04	SD: 1 (0.60%)	D: 2 (1.19%)	N: 3 (1.79%)	A: 43 (25.60%)	SA: 118 (70.24%)	NA: 1 (0.60%)
		A		SA			
8. I am driven to contribute to the success of our organization.	4.62 -0.02	SD: 1 (0.60%)	D: 1 (0.60%)	N: 2 (1.19%)	A: 52 (30.95%)	SA: 110 (65.48%)	NA: 2 (1.19%)
		A		SA			
12. I am highly committed to and energized by my work.	4.43 + 0.05	SD: 1 (0.60%)	D: 2 (1.19%)	N: 10 (5.95%)	A: 65 (38.69%)	SA: 90 (53.57%)	NA: 0 (0.00%)
		N	A		SA		
67. Our organization promotes a positive and engaging culture.	4.28 ---	SD: 2 (1.19%)	D: 5 (2.98%)	N: 7 (4.17%)	A: 83 (49.40%)	SA: 70 (41.67%)	NA: 1 (0.60%)
		A			SA		
76. I would recommend our organization to a friend as a great place to work.	4.07 + 0.07	SD: 1 (0.60%)	D: 7 (4.17%)	N: 24 (14.29%)	A: 82 (48.81%)	SA: 53 (31.55%)	NA: 1 (0.60%)
		N	A		SA		

SD : Strongly Disagree **D** : Disagree **N** : Neutral **A** : Agree **SA** : Strongly Agree **NA** : Not Applicable

Quality

Question	Mean	Distribution
92. I demonstrate effort in building a positive workplace culture.	4.59 ---	SD: 0 (0.00%) D: 0 (0.00%) N: 5 (2.98%) A: 59 (35.12%) SA: 104 (61.90%) NA: 0 (0.00%) A SA
43. My teammates demonstrate a commitment to quality work and excellence.	4.39 -0.07	SD: 0 (0.00%) D: 2 (1.19%) N: 15 (8.93%) A: 66 (39.29%) SA: 85 (50.60%) NA: 0 (0.00%) N A SA
71. Our organization is committed to quality collaboration and excellence.	4.30 + 0.04	SD: 1 (0.60%) D: 1 (0.60%) N: 13 (7.74%) A: 84 (50.00%) SA: 68 (40.48%) NA: 1 (0.60%) N A SA
47. I am on a team that encourages each member to surpass expectations.	4.15 -0.07	SD: 2 (1.19%) D: 6 (3.57%) N: 22 (13.10%) A: 72 (42.86%) SA: 65 (38.69%) NA: 1 (0.60%) N A SA

Career Development

Question	Mean	Distribution
85. I am committed to achieving my potential through learning and growing.	4.59 ---	SD: 0 (0.00%) D: 0 (0.00%) N: 5 (2.98%) A: 59 (35.12%) SA: 104 (61.90%) NA: 0 (0.00%) A SA
84. I would like to work at our organization long term.	4.46 + 0.13	SD: 0 (0.00%) D: 5 (2.98%) N: 11 (6.55%) A: 53 (31.55%) SA: 99 (58.93%) NA: 0 (0.00%) N A SA
72. Our organization provides the experience and development for me to further my career here.	4.24 + 0.17	SD: 1 (0.60%) D: 4 (2.38%) N: 20 (11.90%) A: 70 (41.67%) SA: 70 (41.67%) NA: 3 (1.79%) N A SA
73. My supervisor advocates for my role and career growth.	4.24 ---	SD: 1 (0.60%) D: 6 (3.57%) N: 23 (13.69%) A: 57 (33.93%) SA: 77 (45.83%) NA: 4 (2.38%) N A SA
74. I have the opportunity to express my career interests at our organization.	4.14 + 0.16	SD: 1 (0.60%) D: 6 (3.57%) N: 27 (16.07%) A: 64 (38.10%) SA: 65 (38.69%) NA: 5 (2.98%) N A SA

SD : Strongly Disagree **D** : Disagree **N** : Neutral **A** : Agree **SA** : Strongly Agree **NA** : Not Applicable

Satisfaction

Question	Mean	Distribution					
46. I am satisfied being a part of our team.	4.49 -0.02	SD: 0 (0.00%)	D: 3 (1.79%)	N: 13 (7.74%)	A: 50 (29.76%)	SA: 102 (60.71%)	NA: 0 (0.00%)
		N		A		SA	
13. My work is fulfilling and enjoyable.	4.38 + 0.11	SD: 1 (0.60%)	D: 3 (1.79%)	N: 10 (5.95%)	A: 72 (42.86%)	SA: 82 (48.81%)	NA: 0 (0.00%)
		N		A		SA	
87. Overall, I am very satisfied with our organization as a place to work.	4.32 + 0.12	SD: 0 (0.00%)	D: 5 (2.98%)	N: 15 (8.93%)	A: 69 (41.07%)	SA: 78 (46.43%)	NA: 1 (0.60%)
		N		A		SA	
20. I look forward to coming to work every day.	4.11 + 0.03	SD: 3 (1.79%)	D: 7 (4.17%)	N: 16 (9.52%)	A: 85 (50.60%)	SA: 57 (33.93%)	NA: 0 (0.00%)
		N		A		SA	

SD : Strongly Disagree **D** : Disagree **N** : Neutral **A** : Agree **SA** : Strongly Agree **NA** : Not Applicable

Relationships

Question	Mean	Distribution					
91. I take complete ownership for my attitude and effort in embracing a growth mindset.	4.61 ---	SD: 0 (0.00%)	D: 0 (0.00%)	N: 4 (2.38%)	A: 57 (33.93%)	SA: 107 (63.69%)	NA: 0 (0.00%)
		A		SA			
5. I have at least one close friend at work.	4.49 + 0.06	SD: 2 (1.19%)	D: 1 (0.60%)	N: 19 (11.31%)	A: 35 (20.83%)	SA: 108 (64.29%)	NA: 3 (1.79%)
		N	A	SA			
25. My supervisor cares about me as a person.	4.47 + 0.23	SD: 0 (0.00%)	D: 6 (3.57%)	N: 14 (8.33%)	A: 42 (25.00%)	SA: 104 (61.90%)	NA: 2 (1.19%)
		N	A	SA			
50. Based on relationships demonstrated on our team, I would recommend someone to join our team.	4.28 -0.06	SD: 2 (1.19%)	D: 4 (2.38%)	N: 21 (12.50%)	A: 59 (35.12%)	SA: 81 (48.21%)	NA: 1 (0.60%)
		N	A	SA			
68. Quality and inclusive relationships are valued across our organization.	4.23 -0.01	SD: 3 (1.79%)	D: 3 (1.79%)	N: 14 (8.33%)	A: 79 (47.02%)	SA: 68 (40.48%)	NA: 1 (0.60%)
		N	A	SA			
32. I have an open and trusting relationship with my supervisor.	4.18 + 0.17	SD: 5 (2.98%)	D: 8 (4.76%)	N: 19 (11.31%)	A: 53 (31.55%)	SA: 80 (47.62%)	NA: 3 (1.79%)
		N	A	SA			
38. My supervisor demonstrates effort in establishing and reinforcing a coaching relationship with me.	4.09 + 0.21	SD: 2 (1.19%)	D: 12 (7.14%)	N: 25 (14.88%)	A: 55 (32.74%)	SA: 69 (41.07%)	NA: 5 (2.98%)
		D	N	A	SA		
51. Our team has open and trusting relationships.	4.07 -0.11	SD: 2 (1.19%)	D: 9 (5.36%)	N: 27 (16.07%)	A: 67 (39.88%)	SA: 62 (36.90%)	NA: 1 (0.60%)
		N	A	SA			
31. My supervisor inspires me to grow to new levels.	4.07 ---	SD: 3 (1.79%)	D: 11 (6.55%)	N: 23 (13.69%)	A: 63 (37.50%)	SA: 66 (39.29%)	NA: 2 (1.19%)
		D	N	A	SA		

SD : Strongly Disagree **D** : Disagree **N** : Neutral **A** : Agree **SA** : Strongly Agree **NA** : Not Applicable

Communication

Question	Mean	Distribution					
27. My supervisor and I have effective two-way communication.	4.40 + 0.21	SD: 1 (0.60%)	D: 7 (4.17%)	N: 15 (8.93%)	A: 46 (27.38%)	SA: 98 (58.33%)	NA: 1 (0.60%)
79. My teammates share important information with me.	4.29 + 0.55	SD: 3 (1.79%)	D: 4 (2.38%)	N: 8 (4.76%)	A: 78 (46.43%)	SA: 74 (44.05%)	NA: 1 (0.60%)
26. My supervisor gives me constructive feedback about my work performance.	4.25 + 0.22	SD: 1 (0.60%)	D: 8 (4.76%)	N: 20 (11.90%)	A: 57 (33.93%)	SA: 80 (47.62%)	NA: 2 (1.19%)
24. My supervisor effectively communicates his/her expectations.	4.20 + 0.12	SD: 3 (1.79%)	D: 10 (5.95%)	N: 17 (10.12%)	A: 57 (33.93%)	SA: 80 (47.62%)	NA: 1 (0.60%)
44. Our team effectively communicates with each other.	4.14 -0.19	SD: 3 (1.79%)	D: 9 (5.36%)	N: 16 (9.52%)	A: 73 (43.45%)	SA: 67 (39.88%)	NA: 0 (0.00%)

SD : Strongly Disagree **D** : Disagree **N** : Neutral **A** : Agree **SA** : Strongly Agree **NA** : Not Applicable

Continuous Improvement

Question	Mean	Distribution					
21. I am committed to a growth mindset to achieve my potential.	4.45 ---	SD: 1 (0.60%)	D: 0 (0.00%)	N: 8 (4.76%)	A: 72 (42.86%)	SA: 87 (51.79%)	NA: 0 (0.00%)
		A			SA		
90. Our organization embraces diversity in people, ideas, and experiences to maximize our potential.	4.28 ---	SD: 2 (1.19%)	D: 4 (2.38%)	N: 11 (6.55%)	A: 77 (45.83%)	SA: 72 (42.86%)	NA: 2 (1.19%)
		N	A			SA	
69. I am part of an organization that continues to pursue excellence every day.	4.27 + 0.02	SD: 1 (0.60%)	D: 1 (0.60%)	N: 14 (8.33%)	A: 87 (51.79%)	SA: 64 (38.10%)	NA: 1 (0.60%)
		N	A			SA	
89. Our organization demonstrates the effective use of data to guide continuous improvement.	4.16 ---	SD: 0 (0.00%)	D: 8 (4.76%)	N: 19 (11.31%)	A: 76 (45.24%)	SA: 62 (36.90%)	NA: 3 (1.79%)
		N	A			SA	
52. I am on a team that continuously challenges me to grow and improve.	4.14 ---	SD: 2 (1.19%)	D: 9 (5.36%)	N: 19 (11.31%)	A: 71 (42.26%)	SA: 66 (39.29%)	NA: 1 (0.60%)
		N	A			SA	

Innovation

Question	Mean	Distribution					
16. I seek new ways to achieve excellence in my role.	4.49 -0.14	SD: 1 (0.60%)	D: 1 (0.60%)	N: 6 (3.57%)	A: 67 (39.88%)	SA: 93 (55.36%)	NA: 0 (0.00%)
		A			SA		
42. Our team encourages innovation.	4.24 -0.06	SD: 2 (1.19%)	D: 3 (1.79%)	N: 14 (8.33%)	A: 82 (48.81%)	SA: 67 (39.88%)	NA: 0 (0.00%)
		N	A			SA	
75. Our organization embraces an innovative mindset to maximize our potential.	4.12 ---	SD: 2 (1.19%)	D: 4 (2.38%)	N: 17 (10.12%)	A: 93 (55.36%)	SA: 51 (30.36%)	NA: 1 (0.60%)
		N	A			SA	
83. Our organization encourages innovation.	4.12 + 0.14	SD: 2 (1.19%)	D: 1 (0.60%)	N: 20 (11.90%)	A: 96 (57.14%)	SA: 48 (28.57%)	NA: 1 (0.60%)
		N	A			SA	

SD : Strongly Disagree **D** : Disagree **N** : Neutral **A** : Agree **SA** : Strongly Agree **NA** : Not Applicable

Mission Conscious

Question	Mean	Distribution					
22. I support our organization's mission.	4.57 + 0.10	SD: 1 (0.60%)	D: 0 (0.00%)	N: 5 (2.98%)	A: 57 (33.93%)	SA: 104 (61.90%)	NA: 1 (0.60%)
41. My supervisor effectively communicates our organizational mission to me.	4.22 + 0.08	SD: 2 (1.19%)	D: 10 (5.95%)	N: 13 (7.74%)	A: 65 (38.69%)	SA: 76 (45.24%)	NA: 2 (1.19%)
88. Our organization effectively aligns our day-to-day activities with the organizational mission.	4.14 + 0.12	SD: 0 (0.00%)	D: 6 (3.57%)	N: 17 (10.12%)	A: 92 (54.76%)	SA: 52 (30.95%)	NA: 1 (0.60%)
82. Business decisions made are consistent with our mission and core values.	4.01 + 0.16	SD: 2 (1.19%)	D: 4 (2.38%)	N: 26 (15.48%)	A: 80 (47.62%)	SA: 42 (25.00%)	NA: 14 (8.33%)

SD : Strongly Disagree **D** : Disagree **N** : Neutral **A** : Agree **SA** : Strongly Agree **NA** : Not Applicable

Training & Development

Question	Mean	Distribution					
6. I seek opportunities to further my growth and development.	4.47 + 0.23	SD: 1 (0.60%)	D: 2 (1.19%)	N: 8 (4.76%)	A: 62 (36.90%)	SA: 94 (55.95%)	NA: 1 (0.60%)
		A		SA			
35. My supervisor supports my personal and professional development.	4.44 + 0.20	SD: 1 (0.60%)	D: 3 (1.79%)	N: 12 (7.14%)	A: 57 (33.93%)	SA: 94 (55.95%)	NA: 1 (0.60%)
		N	A		SA		
30. My supervisor encourages opportunities for my growth and development.	4.31 + 0.18	SD: 2 (1.19%)	D: 5 (2.98%)	N: 16 (9.52%)	A: 61 (36.31%)	SA: 83 (49.40%)	NA: 1 (0.60%)
		N	A		SA		
36. My supervisor builds a culture of learning and growth.	4.30 ---	SD: 2 (1.19%)	D: 9 (5.36%)	N: 13 (7.74%)	A: 56 (33.33%)	SA: 87 (51.79%)	NA: 1 (0.60%)
		N	A		SA		
15. I am properly trained to achieve excellence in my work.	4.06 = 0.00	SD: 3 (1.79%)	D: 9 (5.36%)	N: 14 (8.33%)	A: 91 (54.17%)	SA: 51 (30.36%)	NA: 0 (0.00%)
		N		A		SA	
81. Our organization provides the "right" training for me to excel in my role.	3.81 + 0.15	SD: 5 (2.98%)	D: 13 (7.74%)	N: 32 (19.05%)	A: 76 (45.24%)	SA: 41 (24.40%)	NA: 1 (0.60%)
		D	N	A		SA	

SD : Strongly Disagree **D** : Disagree **N** : Neutral **A** : Agree **SA** : Strongly Agree **NA** : Not Applicable

Performance Planning

Question	Mean	Distribution					
17. I embrace challenges as opportunities for growth.	4.42 + 0.04	SD: 1 (0.60%)	D: 1 (0.60%)	N: 6 (3.57%)	A: 78 (46.43%)	SA: 81 (48.21%)	NA: 1 (0.60%)
37. My supervisor motivates me to achieve my goals.	4.28 + 0.28	SD: 1 (0.60%)	D: 6 (3.57%)	N: 22 (13.10%)	A: 54 (32.14%)	SA: 83 (49.40%)	NA: 2 (1.19%)
10. In my current role, I am encouraged to set motivational/stretch goals for myself.	4.19 + 0.05	SD: 2 (1.19%)	D: 3 (1.79%)	N: 19 (11.31%)	A: 80 (47.62%)	SA: 62 (36.90%)	NA: 2 (1.19%)
49. Our team effectively sets goals to further enhance our performance.	4.14 -0.11	SD: 1 (0.60%)	D: 6 (3.57%)	N: 22 (13.10%)	A: 77 (45.83%)	SA: 61 (36.31%)	NA: 1 (0.60%)
40. In the past three months, my supervisor has discussed my successes and progress with me.	3.97 + 0.11	SD: 4 (2.38%)	D: 15 (8.93%)	N: 28 (16.67%)	A: 49 (29.17%)	SA: 65 (38.69%)	NA: 7 (4.17%)

SD : Strongly Disagree **D** : Disagree **N** : Neutral **A** : Agree **SA** : Strongly Agree **NA** : Not Applicable

Recognition

Question	Mean	Distribution					
18. I demonstrate gratitude by recognizing others in meaningful ways.	4.38 + 0.05	SD: 1 (0.60%)	D: 2 (1.19%)	N: 6 (3.57%)	A: 83 (49.40%)	SA: 76 (45.24%)	NA: 0 (0.00%)
		A			SA		
48. My teammates promote gratitude in our culture.	4.29 -0.08	SD: 0 (0.00%)	D: 7 (4.17%)	N: 13 (7.74%)	A: 73 (43.45%)	SA: 75 (44.64%)	NA: 0 (0.00%)
		A			SA		
29. My supervisor recognizes me for a job well done.	4.20 + 0.16	SD: 4 (2.38%)	D: 7 (4.17%)	N: 21 (12.50%)	A: 54 (32.14%)	SA: 80 (47.62%)	NA: 2 (1.19%)
		A			SA		
80. Our organization practices gratitude by recognizing excellence in our work.	4.19 + 0.21	SD: 5 (2.98%)	D: 2 (1.19%)	N: 12 (7.14%)	A: 86 (51.19%)	SA: 62 (36.90%)	NA: 1 (0.60%)
		A			SA		
9. I have received meaningful recognition in the past 10 days.	3.78 -0.06	SD: 7 (4.17%)	D: 26 (15.48%)	N: 20 (11.90%)	A: 57 (33.93%)	SA: 56 (33.33%)	NA: 2 (1.19%)
		A			SA		

SD : Strongly Disagree **D** : Disagree **N** : Neutral **A** : Agree **SA** : Strongly Agree **NA** : Not Applicable

Support-Equip

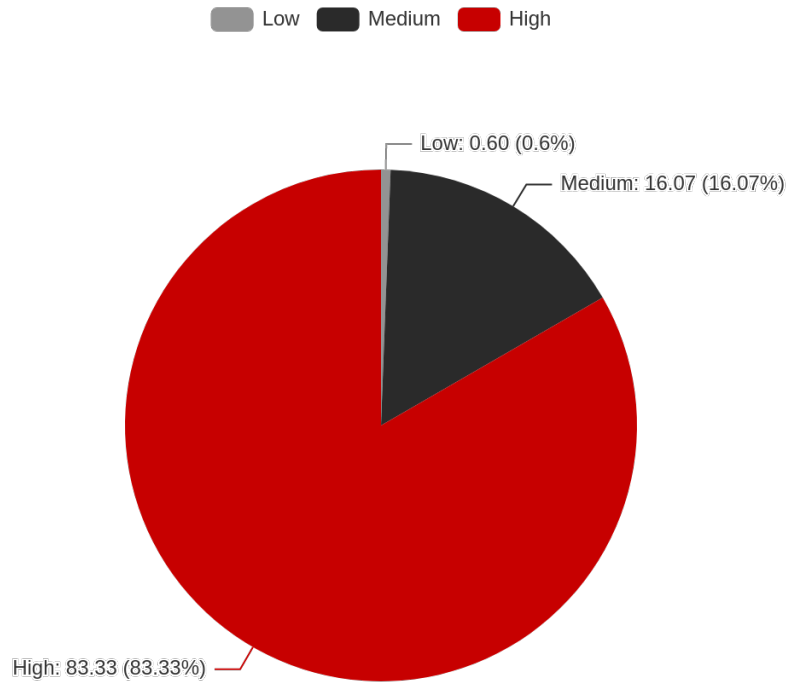
Question	Mean	Distribution					
34. My supervisor is actively responsive to my needs.	4.34 + 0.14	SD: 0 (0.00%)	D: 4 (2.38%)	N: 20 (11.90%)	A: 58 (34.52%)	SA: 85 (50.60%)	NA: 1 (0.60%)
33. My supervisor supports me through challenges and failures in order to succeed.	4.24 ---	SD: 0 (0.00%)	D: 7 (4.17%)	N: 22 (13.10%)	A: 61 (36.31%)	SA: 76 (45.24%)	NA: 2 (1.19%)
23. I have a supportive coaching relationship with my supervisor.	4.23 + 0.16	SD: 4 (2.38%)	D: 7 (4.17%)	N: 18 (10.71%)	A: 55 (32.74%)	SA: 83 (49.40%)	NA: 1 (0.60%)
3. I am provided the core needs necessary for me to excel in my role.	4.15 + 0.13	SD: 1 (0.60%)	D: 9 (5.36%)	N: 21 (12.50%)	A: 70 (41.67%)	SA: 67 (39.88%)	NA: 0 (0.00%)
19. I am provided the materials, equipment, and information necessary to effectively perform my job.	4.00 + 0.13	SD: 2 (1.19%)	D: 16 (9.52%)	N: 19 (11.31%)	A: 73 (43.45%)	SA: 57 (33.93%)	NA: 1 (0.60%)
28. I am provided the opportunity to spend quality time with my supervisor.	3.97 + 0.11	SD: 2 (1.19%)	D: 17 (10.12%)	N: 28 (16.67%)	A: 56 (33.33%)	SA: 63 (37.50%)	NA: 2 (1.19%)

SD : Strongly Disagree **D** : Disagree **N** : Neutral **A** : Agree **SA** : Strongly Agree **NA** : Not Applicable

Talent/Fit

Question	Mean	Distribution					
1. In my role I have the opportunity to do things that I both do well and enjoy.	4.66 + 0.07	SD: 1 (0.60%)	D: 0 (0.00%)	N: 4 (2.38%)	A: 44 (26.19%)	SA: 118 (70.24%)	NA: 1 (0.60%)
		A		SA			
11. I am in a role that allows me to maximize my talents and strengths.	4.36 + 0.12	SD: 2 (1.19%)	D: 3 (1.79%)	N: 14 (8.33%)	A: 62 (36.90%)	SA: 86 (51.19%)	NA: 1 (0.60%)
		N	A		SA		
70. I feel our organization is a great fit for me.	4.36 + 0.08	SD: 0 (0.00%)	D: 1 (0.60%)	N: 18 (10.71%)	A: 68 (40.48%)	SA: 81 (48.21%)	NA: 0 (0.00%)
		N	A		SA		
39. My supervisor knows the talents to look for in selecting new teammates who will be successful.	4.13 + 0.20	SD: 4 (2.38%)	D: 6 (3.57%)	N: 23 (13.69%)	A: 63 (37.50%)	SA: 69 (41.07%)	NA: 3 (1.79%)
		N		A		SA	
7. I have encouraged someone to apply at our organization.	3.94 + 0.11	SD: 3 (1.79%)	D: 12 (7.14%)	N: 29 (17.26%)	A: 50 (29.76%)	SA: 53 (31.55%)	NA: 21 (12.50%)
		D	N	A		SA	NA
86. Our organization selects highly talented individuals when hiring.	3.79 + 0.01	SD: 2 (1.19%)	D: 12 (7.14%)	N: 41 (24.40%)	A: 76 (45.24%)	SA: 36 (21.43%)	NA: 1 (0.60%)
		D	N	A		SA	
77. Our organization selects the right people for the right job.	3.74 + 0.13	SD: 2 (1.19%)	D: 17 (10.12%)	N: 45 (26.79%)	A: 62 (36.90%)	SA: 41 (24.40%)	NA: 1 (0.60%)
		D	N	A		SA	

Current Growth Mindset Chart



SD : Strongly Disagree **D** : Disagree **N** : Neutral **A** : Agree **SA** : Strongly Agree **NA** : Not Applicable

Growth Mindset Table

Question	Mean	Distribution					
91. I take complete ownership for my attitude and effort in embracing a growth mindset.	4.61 ---	SD: 0 (0.00%)	D: 0 (0.00%)	N: 4 (2.38%)	A: 57 (33.93%)	SA: 107 (63.69%)	NA: 0 (0.00%)
		A		SA			
85. I am committed to achieving my potential through learning and growing.	4.59 ---	SD: 0 (0.00%)	D: 0 (0.00%)	N: 5 (2.98%)	A: 59 (35.12%)	SA: 104 (61.90%)	NA: 0 (0.00%)
		A		SA			
6. I seek opportunities to further my growth and development.	4.47 + 0.23	SD: 1 (0.60%)	D: 2 (1.19%)	N: 8 (4.76%)	A: 62 (36.90%)	SA: 94 (55.95%)	NA: 1 (0.60%)
		A		SA			
21. I am committed to a growth mindset to achieve my potential.	4.45 ---	SD: 1 (0.60%)	D: 0 (0.00%)	N: 8 (4.76%)	A: 72 (42.86%)	SA: 87 (51.79%)	NA: 0 (0.00%)
		A		SA			
17. I embrace challenges as opportunities for growth.	4.42 + 0.04	SD: 1 (0.60%)	D: 1 (0.60%)	N: 6 (3.57%)	A: 78 (46.43%)	SA: 81 (48.21%)	NA: 1 (0.60%)
		A		SA			
78. I feel proud of and inspired by the success of others on my team.	4.38 ---	SD: 1 (0.60%)	D: 2 (1.19%)	N: 10 (5.95%)	A: 74 (44.05%)	SA: 80 (47.62%)	NA: 1 (0.60%)
		N	A		SA		
18. I demonstrate gratitude by recognizing others in meaningful ways.	4.38 + 0.05	SD: 1 (0.60%)	D: 2 (1.19%)	N: 6 (3.57%)	A: 83 (49.40%)	SA: 76 (45.24%)	NA: 0 (0.00%)
		A		SA			
36. My supervisor builds a culture of learning and growth.	4.30 ---	SD: 2 (1.19%)	D: 9 (5.36%)	N: 13 (7.74%)	A: 56 (33.33%)	SA: 87 (51.79%)	NA: 1 (0.60%)
		N	A		SA		
90. Our organization embraces diversity in people, ideas, and experiences to maximize our potential.	4.28 ---	SD: 2 (1.19%)	D: 4 (2.38%)	N: 11 (6.55%)	A: 77 (45.83%)	SA: 72 (42.86%)	NA: 2 (1.19%)
		N	A		SA		
52. I am on a team that continuously challenges me to grow and improve.	4.14 ---	SD: 2 (1.19%)	D: 9 (5.36%)	N: 19 (11.31%)	A: 71 (42.26%)	SA: 66 (39.29%)	NA: 1 (0.60%)
		N	A		SA		

All Items

Question	Dimension	Mean
4. I feel great pride in the work I do.	Pride	4.66 + 0.05
1. In my role I have the opportunity to do things that I both do well and enjoy.	Talent/Fit	4.66 + 0.07
2. I am fully engaged in the work that I do.	Engage-Inspire	4.65 + 0.04
8. I am driven to contribute to the success of our organization.	Engage-Inspire	4.62 -0.02
91. I take complete ownership for my attitude and effort in embracing a growth mindset.	Relationships	4.61 ---
92. I demonstrate effort in building a positive workplace culture.	Quality	4.59 ---
85. I am committed to achieving my potential through learning and growing.	Career Development	4.59 ---
22. I support our organization's mission.	Mission Conscious	4.57 + 0.10
45. I feel great pride in the team of which I am a part.	Pride	4.49 + 0.04
5. I have at least one close friend at work.	Relationships	4.49 + 0.06
46. I am satisfied being a part of our team.	Satisfaction	4.49 -0.02
16. I seek new ways to achieve excellence in my role.	Innovation	4.49 -0.14
25. My supervisor cares about me as a person.	Relationships	4.47 + 0.23
6. I seek opportunities to further my growth and development.	Training & Development	4.47 + 0.23
84. I would like to work at our organization long term.	Career Development	4.46 + 0.13
21. I am committed to a growth mindset to achieve my potential.	Continuous Improvement	4.45 ---
35. My supervisor supports my personal and professional development.	Training & Development	4.44 + 0.20
12. I am highly committed to and energized by my work.	Engage-Inspire	4.43 + 0.05

Question	Dimension	Mean
17. I embrace challenges as opportunities for growth.	Performance Planning	4.42 + 0.04
27. My supervisor and I have effective two-way communication.	Communication	4.40 + 0.21
43. My teammates demonstrate a commitment to quality work and excellence.	Quality	4.39 -0.07
18. I demonstrate gratitude by recognizing others in meaningful ways.	Recognition	4.38 + 0.05
78. I feel proud of and inspired by the success of others on my team.	Pride	4.38 ---
13. My work is fulfilling and enjoyable.	Satisfaction	4.38 + 0.11
70. I feel our organization is a great fit for me.	Talent/Fit	4.36 + 0.08
11. I am in a role that allows me to maximize my talents and strengths.	Talent/Fit	4.36 + 0.12
14. I feel great pride in being a part of our organization.	Pride	4.35 + 0.07
34. My supervisor is actively responsive to my needs.	Support-Equip	4.34 + 0.14
87. Overall, I am very satisfied with our organization as a place to work.	Satisfaction	4.32 + 0.12
30. My supervisor encourages opportunities for my growth and development.	Training & Development	4.31 + 0.18
71. Our organization is committed to quality collaboration and excellence.	Quality	4.30 + 0.04
36. My supervisor builds a culture of learning and growth.	Training & Development	4.30 ---
48. My teammates promote gratitude in our culture.	Recognition	4.29 -0.08
79. My teammates share important information with me.	Communication	4.29 + 0.55
37. My supervisor motivates me to achieve my goals.	Performance Planning	4.28 + 0.28

Question	Dimension	Mean
67. Our organization promotes a positive and engaging culture.	Engage-Inspire	4.28 ---
50. Based on relationships demonstrated on our team, I would recommend someone to join our team.	Relationships	4.28 -0.06
90. Our organization embraces diversity in people, ideas, and experiences to maximize our potential.	Continuous Improvement	4.28 ---
69. I am part of an organization that continues to pursue excellence every day.	Continuous Improvement	4.27 + 0.02
26. My supervisor gives me constructive feedback about my work performance.	Communication	4.25 + 0.22
72. Our organization provides the experience and development for me to further my career here.	Career Development	4.24 + 0.17
42. Our team encourages innovation.	Innovation	4.24 -0.06
73. My supervisor advocates for my role and career growth.	Career Development	4.24 ---
33. My supervisor supports me through challenges and failures in order to succeed.	Support-Equip	4.24 ---
23. I have a supportive coaching relationship with my supervisor.	Support-Equip	4.23 + 0.16
68. Quality and inclusive relationships are valued across our organization.	Relationships	4.23 -0.01
41. My supervisor effectively communicates our organizational mission to me.	Mission Conscious	4.22 + 0.08
24. My supervisor effectively communicates his/her expectations.	Communication	4.20 + 0.12
29. My supervisor recognizes me for a job well done.	Recognition	4.20 + 0.16
80. Our organization practices gratitude by recognizing excellence in our work.	Recognition	4.19 + 0.21
10. In my current role, I am encouraged to set motivational/stretch goals for myself.	Performance Planning	4.19 + 0.05

Question	Dimension	Mean
32. I have an open and trusting relationship with my supervisor.	Relationships	4.18 + 0.17
89. Our organization demonstrates the effective use of data to guide continuous improvement.	Continuous Improvement	4.16 ---
3. I am provided the core needs necessary for me to excel in my role.	Support-Equip	4.15 + 0.13
47. I am on a team that encourages each member to surpass expectations.	Quality	4.15 -0.07
88. Our organization effectively aligns our day-to-day activities with the organizational mission.	Mission Conscious	4.14 + 0.12
74. I have the opportunity to express my career interests at our organization.	Career Development	4.14 + 0.16
52. I am on a team that continuously challenges me to grow and improve.	Continuous Improvement	4.14 ---
49. Our team effectively sets goals to further enhance our performance.	Performance Planning	4.14 -0.11
44. Our team effectively communicates with each other.	Communication	4.14 -0.19
39. My supervisor knows the talents to look for in selecting new teammates who will be successful.	Talent/Fit	4.13 + 0.20
75. Our organization embraces an innovative mindset to maximize our potential.	Innovation	4.12 ---
83. Our organization encourages innovation.	Innovation	4.12 + 0.14
20. I look forward to coming to work every day.	Satisfaction	4.11 + 0.03
38. My supervisor demonstrates effort in establishing and reinforcing a coaching relationship with me.	Relationships	4.09 + 0.21
76. I would recommend our organization to a friend as a great place to work.	Engage-Inspire	4.07 + 0.07
51. Our team has open and trusting relationships.	Relationships	4.07 -0.11

Question	Dimension	Mean
31. My supervisor inspires me to grow to new levels.	Relationships	4.07 ---
15. I am properly trained to achieve excellence in my work.	Training & Development	4.06 = 0.00
82. Business decisions made are consistent with our mission and core values.	Mission Conscious	4.01 + 0.16
19. I am provided the materials, equipment, and information necessary to effectively perform my job.	Support-Equip	4.00 + 0.13
40. In the past three months, my supervisor has discussed my successes and progress with me.	Performance Planning	3.97 + 0.11
28. I am provided the opportunity to spend quality time with my supervisor.	Support-Equip	3.97 + 0.11
7. I have encouraged someone to apply at our organization.	Talent/Fit	3.94 + 0.11
81. Our organization provides the "right" training for me to excel in my role.	Training & Development	3.81 + 0.15
86. Our organization selects highly talented individuals when hiring.	Talent/Fit	3.79 + 0.01
9. I have received meaningful recognition in the past 10 days.	Recognition	3.78 -0.06
77. Our organization selects the right people for the right job.	Talent/Fit	3.74 + 0.13

www.bighollow.us

**Official School Calendar
2024-2025**

AUGUST 2024

Mon	Tue	Wed	Thu	Fri	Total
			1	2	
5	6	7	8	9	
12	13	14	15	16	
TI	TI	FD	22	23	3
26	27	28	29	30	5
Total					8

SEPTEMBER 2024

Mon	Tue	Wed	Thu	Fri	Total
H	3	4	5	ER	4
9	10	11	12	13	5
16	17	18	19	ER	5
23	24	25	26	27	5
30					1
Total					20

OCTOBER 2024

Mon	Tue	Wed	Thu	Fri	Total
	1	2	3	ER	4
7	8	9	10	11	5
H	15	16	17	ER	4
21	22	23	24	25	5
28	29	30	31		4
Total					22

NOVEMBER 2024

Mon	Tue	Wed	Thu	Fri	Total
				TI	0
P/T	H	6	7	8	4
11	12	13	14	ER	5
18	19	20	21	22	5
25	26	X	H	X	2
Total					16

DECEMBER 2024

Mon	Tue	Wed	Thu	Fri	Total
2	3	4	5	ER	5
9	10	11	12	13	5
16	17	18	19	ER	5
X	X	H	X	X	
X	X				
Total					15

JANUARY 2025

Mon	Tue	Wed	Thu	Fri	Total
		H	X	X	
6	7	8	9	10	5
13	14	15	16	ER	5
H	21	22	23	24	4
27	28	29	30	31	5
Total					19

FEBRUARY 2025

Mon	Tue	Wed	Thu	Fri	Total
3	4	5	6	ER	5
10	11	12	P/T	TI	4
H	18	19	20	ER	4
24	25	26	27	28	5
Total					18

MARCH 2025

Mon	Tue	Wed	Thu	Fri	Total
3	4	5	6	ER	5
10	11	12	13	14	5
17	18	19	20	ER	5
X	X	X	X	X	
31					1
Total					16

APRIL 2025

Mon	Tue	Wed	Thu	Fri	Total
	1	2	3	ER	4
7	8	9	10	11	5
14	15	16	17	X	4
21	22	23	24	25	5
28	29	30			3
Total					21

MAY 2025

Mon	Tue	Wed	Thu	Fri	Total
			1	ER	2
5	6	7	8	9	5
12	13	14	15	ER	5
19	20	21	22	23	5
H	27	G	29	LD	4
Total					21

JUNE 2025

Mon	Tue	Wed	Thu	Fri	Total
ED	ED	ED	ED	ED	0
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					
Total					0

JULY 2025

Mon	Tue	Wed	Thu	Fri	Total
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
Total					

School Begins	<u>August 19, 2024</u>
School Closes	<u>June 6, 2025</u>
Pupil Attendance/PT Conf Days (at least 176)	<u>176</u>
Approved Institute Days (No Students) (Limit of 4 Days)	<u>4</u>
Emergency Days	<u>5</u>
Total (185 days or more)	<u>185</u>

SCHOOL HOLIDAYS OBSERVED	CALENDAR
BY	LEGEND
BHSD 38	
Labor Day September 2	First Full Day for Students... FD
Columbus Day October 14	Emergency Days ED
Thanksgiving Day November 28	Legal School Holidays H
Christmas Day December 25	Institutes TI
New Year's Day January 1	Not in Attendance X
M.L. King's Birthday ... January 20	Last Day of School (Early Release) LD
Presidents' Day February 17	P/T Conferences P/T
Memorial Day May 26	Early Release ER
	Graduation..... G



www.bighollow.us

**BIG HOLLOW SCHOOL DISTRICT #38
IMPORTANT CALENDAR DATES
2024-2025 SCHOOL YEAR**

First Day of School for Students – Wednesday, August 21, 2024

Last Day of School for Students (if no Emergency Days used) – Friday, May 30, 2025

1. NON ATTENDANCE DAYS

- | | |
|---|---|
| Monday, August 19, 2024 -- Institute Day | Monday, January 20, 2025 -- Martin Luther King Jr Day |
| Tuesday, August 20, 2024 -- Institute Day | Thursday, February 13, 2025 -- P/T Conferences |
| Monday, September 2, 2024 -- Labor Day | Friday, February 14, 2025 -- Institute Day |
| Monday, October 14, 2024 -- Columbus Day | Monday, February 17, 2025 -- President’s Day |
| Friday, November 1, 2024 -- Institute Day | Friday, April 18, 2025 -- Non Attendance Day |
| Monday, November 4, 2024 -- P/T Conferences | Monday, May 26, 2025 -- Memorial Day |
| Tuesday, November 5, 2024 -- Election Day | |

Thanksgiving Break – Begins on Wednesday, November 27, 2024 and ends on Friday, November 29, 2024. Students return on Monday, December 2, 2024.

Winter Break – Begins on Monday, December 23, 2024 and ends on Friday, January 3, 2025. Students return on Monday, January 6, 2025.

Spring Break – Begins on Monday, March 24, 2025 and ends on Friday, March 28, 2025. Students return on Monday, March 31, 2025.

2. EARLY RELEASE DAYS

School time for Early Release Days:	Early Release Dates:	
Primary/Elementary School 8:45 a.m. – 1:30 p.m.	Friday, September 6, 2024	Friday, February 7, 2025
	Friday, September 20, 2024	Friday, February 21, 2025
	Friday, October 4, 2024	Friday, March 7, 2025
	Friday, October 18, 2024	Friday, March 21, 2025
	Friday, November 15, 2024	Friday, April 4, 2025
Middle School 7:40 a.m. – 12:45 p.m.	Friday, December 6, 2024	Friday, May 2, 2025
	Friday, December 20, 2024	Friday, May 16, 2025
	Friday, January 17, 2025	Friday, May 30, 2025 (last day of school)

3. PARENT - TEACHER - STUDENT CONFERENCE DAYS:

Monday, November 4, 2024
 Thursday, February 13, 2025

- There will not be “Regular” Student Attendance on Parent – Teacher – Student Conference Day. However, students will be asked to participate with parents in the conferencing.
- Conferences will be held from 11:00 a.m. – 7:00 p.m.

4. REPORT CARDS

Period End Date	Report Card Distribution
Friday, November 15, 2024 – End of 1 st Trimester	Friday, November 22, 2024
Friday, February 21, 2025 – End of 2 nd Trimester	Friday, February 28, 2025

End of the 3rd Trimester is dependent upon the number of emergency days utilized.

5. GRADUATION CEREMONY

Thursday, May 28, 2025 at 7:00 p.m.

6. BOARD OF EDUCATION MEETINGS

All regular Board of Education meetings will be held in the Big Hollow Middle School Multi Purpose Room and will also be available to view via livestream.

Closed session will begin at 6:00 p.m. and the open session will begin immediately following.

Monday, August 12, 2024	Monday, February 10, 2025
Monday, September 9, 2024	Monday, March 10, 2025
Tuesday, October 15, 2024	Monday, April 14, 2025
Monday, November 11, 2024	Monday, May 12, 2025
Monday, December 9, 2024	Monday, June 9, 2025
Monday, January 13, 2025	Monday, July 14, 2025

Grant Community High School Feeder District Data Summary Fall 2023

Academic Data Summary

- The average GPA for students from BHSD is 3.091. The average GPA for all students at GCHS is 2.833.
- 43% of former BHSD students received an A in English coursework during semester 1. 38% of all GCHS students received an A in English coursework during semester 1.
- 32.2% of former BHSD students received an A in Math coursework during semester 1. 28.2% of all GCHS students received an A in Math coursework during semester 1.
- 51.5% of former BHSD students received an A in Social Studies coursework during semester 1. 46.3% of all GCHS students received an A in Social Studies coursework during semester 1.
- 36.8% of former BHSD students received an A in Science coursework during semester 1. 33.5% of all GCHS students received an A in Science coursework during semester 1.

Activities Participation Summary

- 62.1% of students participating in extracurricular activities at GCHS are from BHSD. Former BHSD students account for 44.9% of the total student population at GCHS

Test Score Data Summary

- Overall 2023 Spring MAP average Math RIT score for GCHS was 231. The 2023 Spring MAP average Math RIT for former BHSD students was 235.
- Overall 2023 Spring MAP average English RIT score for GCHS was 225. The 2023 Spring MAP average Math RIT for former BHSD students was 227.
- Overall 2023 PSAT median score for GCHS was 800. The 2023 PSAT median score for former BHSD students was 860.
- Overall 2023 SAT median score for GCHS was 930. The 2023 SAT median score for former BHSD students was 990.

Discipline Data Summary

- Former BHSD students account for 44.9% of the total student population at GCHS
- Former BHSD students account for
 - 35.7% of the total discipline referrals at GCHS
 - 36.2% of insubordination and disrespectful behavior
 - 26.8% of physical aggression/altercation
 - 38.9% of cell phone violations
 - 38.3% of bullying/harassment
 - 42.9% of dangerous and disruptive behavior
 - 43.0% of disruptive behavior
 - 50% of language infractions
 - 31% of skipping school/class infractions
 - 31% of illegal/controlled substance infractions
 - 23.7% of vaping infractions

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 \$25,000.0035,000.00. 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"
--------	--------

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**

Document Status: Draft Update

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			

<p>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></p>	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>															
<p>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></p>	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>															
<p>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).</p>	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>															
<p>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).</p>	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>															
<p>Self-evaluation, practices and procedures or professional ethics, when meeting with an IASB representative. 5 ILCS 120/2(c)(16).</p>	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>															
<p>Minutes of meetings lawfully closed, whether for purposes of approval or semi-annual review. 5 ILCS 120/2(c)(21).</p>	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>															
<p>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).</p>	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>															

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.

Issue 113, October 2023

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

Issue 113, October 2023

Exhibit 9
-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/.)
-

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 through 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

(X Years) CONTRACT WITH MAINTENANCE
Midwest Transit Equipment (MTE) Responsibility – Package B

- A) **Customer** estimates mileages to be approximately XXXXX miles per year. Mileage added after time of delivery above XXXXX to be charged @ .35 per mile.
- B) All applicable manufacturer warranties are included.
- C) Customer will notify MTE in a reasonable time frame to work on buses when service or warranty work is needed.
- D) Technicians must be factory certified employees of Midwest Transit. No outside service vendors.
- E) MTE technicians are qualified, factory, and certified trained to work on buses.
- F) MTE will provide insurance coverage for our technicians while on Customer's property.
- G) MTE will keep school buses in safety inspection ready condition. (Customer must keep MWT informed of any items specified in contract needing attention.)
- H) MTE to change the oil, filters, and fluids per manufacturer's recommendation as needed.
- I) MTE will perform all manufacturer maintenance as recommend.
- J) MTE to dispose of the oil and filters.
- K) Brake and rotor replacement due to normal wear, per manufacture specification, included. Maximum of one covered incident per year.
- L) Repairs will be done at the nearest MTE location or customer location as deemed best by MTE.

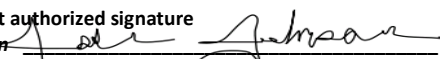
Customer Responsibilities

- A) Non-warrantable repairs not included in the list above will be billed out at time and materials at your reduced labor rate.
- B) Customer agrees it is solely responsible for daily safety checks and will never operate the bus in an unsafe manner. Any known safety issue must be immediately reported to MTE and the bus taken out of operation. Customer notification to MTE will always be by e-mail as well as phone.
- C) Customer's drivers will drive the buses to the test lane facility and pay for test lane fees.
- D) Customer to contact dealer first for all warranty and service related issues. Approval must be given by MTE to take bus to a different service provider.
- E) Customer to report any warranty and service related issues to MTE in a timely manner.
- F) Customer would agree to a condition report when buses are returned at the end of the lease term.
- G) Customer must provide a person to perform minor repairs such as light bulb replacement, seat upholstery repair, start engines etc.
- H) Customer will rotate buses during the lease term to keep the mileages similar if appropriate.
- I) Customer will keep the units clean, inside, and out. Bus must be cleaned underneath after salting of the roads in winter.
- J) Customer is responsible for Title and License after the first year.
- K) Customer to e-mail mileage and hours to MTE on the first of each month to the MTE representative appointed to manage the maintenance.
- L) Customer is responsible for non-covered items such as camera system, two-way radio, storm glass and other options not provided by the manufacturer or through the purchased warranty.
- M) *Customer* is responsible for wheel alignments once per year.
- N) Customer is responsible for tires if excessive damage due to out-of-range front end alignment. If tire replacement is not due to normal tread depth wear per manufacture specification.
- O) Customer is responsible for misuse, abuse, or neglect. This includes body damage or any acts of vandalism.
- P) Type A bus engines, fuel fired heaters, and transmissions are covered by for manufacturer's warranty only.

Agreed and accepted by Customer

Signature	Print name	Title
-----------	------------	-------

Date: _____

Midwest Transit authorized signature
 Jason B. Johnson 
 Commercial Maintenance Management Director

December 2023 Employment Report

Approve the employment of Paul Polster, Transportation Driver, effective January 16, 2024.

Approve the employment of Charles Williams, Assistant Wrestling Coach, effective January 16, 2024.

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Paul A Polster

[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: Secretary: Substitute:

Technology: Transportation: **Yes** Other:

Building: **Middle School** Grade/Area: **K-8**

Start Date: **01/16/2024** 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: **Norma Scales** Title: **Bus driver**

Name: **Robert Polster** Title: **Brother**

BA BA+15 MA MA+15 MA+30 MA+45 MA +60

Years Credited Step

BudgetCode

Total Years Experience **30** Salary/Hourly Rate **\$28.96** (may be adjusted if circumstances require)

Comments:

Step 15 Per Bob Gold

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

Charles Williams

[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: Secretary: Substitute:

Technology: Transportation: Other: **Coach**

Building: **Middle** Grade/Area: **5-8**

Start Date: **1/16/24** 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

Total Years Experience Salary/Hourly Rate **\$1,893** (may be adjusted if circumstances require)

Comments:

He will be the assistant Wrestling coach.

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

Re: SmartProcure FOIA Request to Big Hollow School District No. 38 For PO/Vendor Information

1 message

Sural, Lauren <laurensural@bighollow.us>
To: Sheri Reid <sreid@smartprocure.com>, "Gold, Bob" <bobgold@bighollow.us>

Mon, Jan 8, 2024 at 9:33 AM

Good Morning Sheri,

The requested document has been uploaded. Have a great day.

--

Lauren Sural
Bookkeeper

Big Hollow School District 38
26051 W Nippersink Rd
Ingleside IL 60041

E: laurensural@bighollow.us
P: 847-740-1490 x5086

On Tue, Dec 26, 2023 at 8:01 AM Sheri Reid <sreid@smartprocure.com> wrote:

Dear Lauren Sural or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Big Hollow School District No. 38 for any and all purchasing records from 9/19/2023 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.

<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwMU5GMlIBTSZzdD1JTCZvcmc9QmlnSG9sbG93U2No b29sRGlzdHJpY3RObzM4>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Sheri Reid
Data Acquisition Specialist
SmartProcure



Morley, Melissa <melissamorley@bighollow.us>

Fwd: SmartProcure FOIA Request to Big Hollow School District No. 38 for Contact Information

1 message

Gold, Bob <bobgold@bighollow.us>
To: Melissa Morley <melissamorley@bighollow.us>

Tue, Jan 9, 2024 at 12:12 PM

Can you take care of this FOIA request?

Bob Gold
Superintendent
Big Hollow School District 38

847-740-1490 x5402 (office)
309-645-9237 (cell)

@bobgold_supt(Twitter)

Our Mission: To educate, empower, and engage all learners

Our Vision: One District - One Community: Growing confident, creative, and conscientious learners

"This message and any attachment constitute a PRIVATE and CONFIDENTIAL communication and may contain legally privileged information. Do not share any information from this communication with any one unless you have received permission from the sender. If you are not the intended recipient, further distribution or use of these items is prohibited. In that case, do not read, copy or use the information contained herein or disclose it to others. Please notify the sender of the delivery error by replying to this message and then delete it from your system."

----- Forwarded message -----

From: **Karen Garcia** <kareng@smartprocure.com>
Date: Tue, Jan 9, 2024 at 8:58 AM
Subject: SmartProcure FOIA Request to Big Hollow School District No. 38 for Contact Information
To: bobgold@bighollow.us <bobgold@bighollow.us>

Dear Robert Gold or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Big Hollow School District No. 38 for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. First Name
2. Last Name
3. Position Title
4. Department
5. Direct Phone Number (if does not exist, list main phone number with extension)
6. Business Cell Phone (if provided by Big Hollow School District No. 38)
7. Email Address
8. Office Address (Address, City, State, Zip)

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email. <https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwMU4zNFIBRS>

[ZzdD1JTCZvcmc9QmInSG9sbG93U2Nob29sRGlzdHJpY3RObzM4](#)

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to the email address noted below in my signature.

Regards,

Karen Garcia
Data Acquisition Specialist
SmartProcure
Direct: +117542120045
Email: kareng@smartprocure.com

Board of Education Administrator Report

January 16, 2024

1. Good Things Happening for Kids:

First Bus Bash - December 13 - P, E

Wind Down to Winter Break BINGO (PBIS Activity for all Elementary Classes)-E

Golden Spatula Awards for STAR Expectations in the Cafeteria-E

Monster project - PreK and Grant High School - P

Principal Advisory Group - M

Issuing PBIS Reward points for targeted behavior, Warrior Way school store purchases - M

Afterschool Enrichment for Students - P

- Let's Stay Active (offered 2x a week)

- Arts & Crafts (offered 3x a week)

- Let's Play (offered 2x a week)

Afterschool Enrichment for Students-E

- Let's Make a Movie with Hollywood Producer - E, M

- Frog & Toad Reading Club-E

- Mouse & the Motorcycle Reading Club-E

- Harry Potter Reading Club-E

- Rembrandt Art Club-E

- Walking Club-E

- WBHE News-E

- Chess Club-P, E

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:

Kindergarten and PreK teams meeting with Kari Harris of IL MTSS to review and strengthen our MTSS processes - P, E

Imagine Math Training for math pilot

Big Ideas 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 Teachers-E
IAR Analysis, Review of Resources, Review of IAR Resources, Goal & Action Steps
Development-E
Elementary Building Equity Subcommittees Book Study on Culturally Responsive Classrooms
Continues-E
Review of HumanEx Data with HumanEx Rep and BLT-E
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 meeting- January 18
AAPAC meeting - January 11
CAC meeting - January 22
Recruitment and recommended hires continue for staff positions - P, E, M

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

PLC Meeting Agenda / Action Record

Team: Administration Date: December 13, 2023 Time: Noon

<p><u>Team Members Present</u></p> <p>Bob Gold Erin Pittman Barb Steinseifer Matt McCulley Vinni Biancalana Lenayn Janusz Josh Cornwell</p>	<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:</p> <p>Facilitator (be sure to review norms- 5 mins): Bob Recorder: Time Keeper: Normkeeper:</p>	

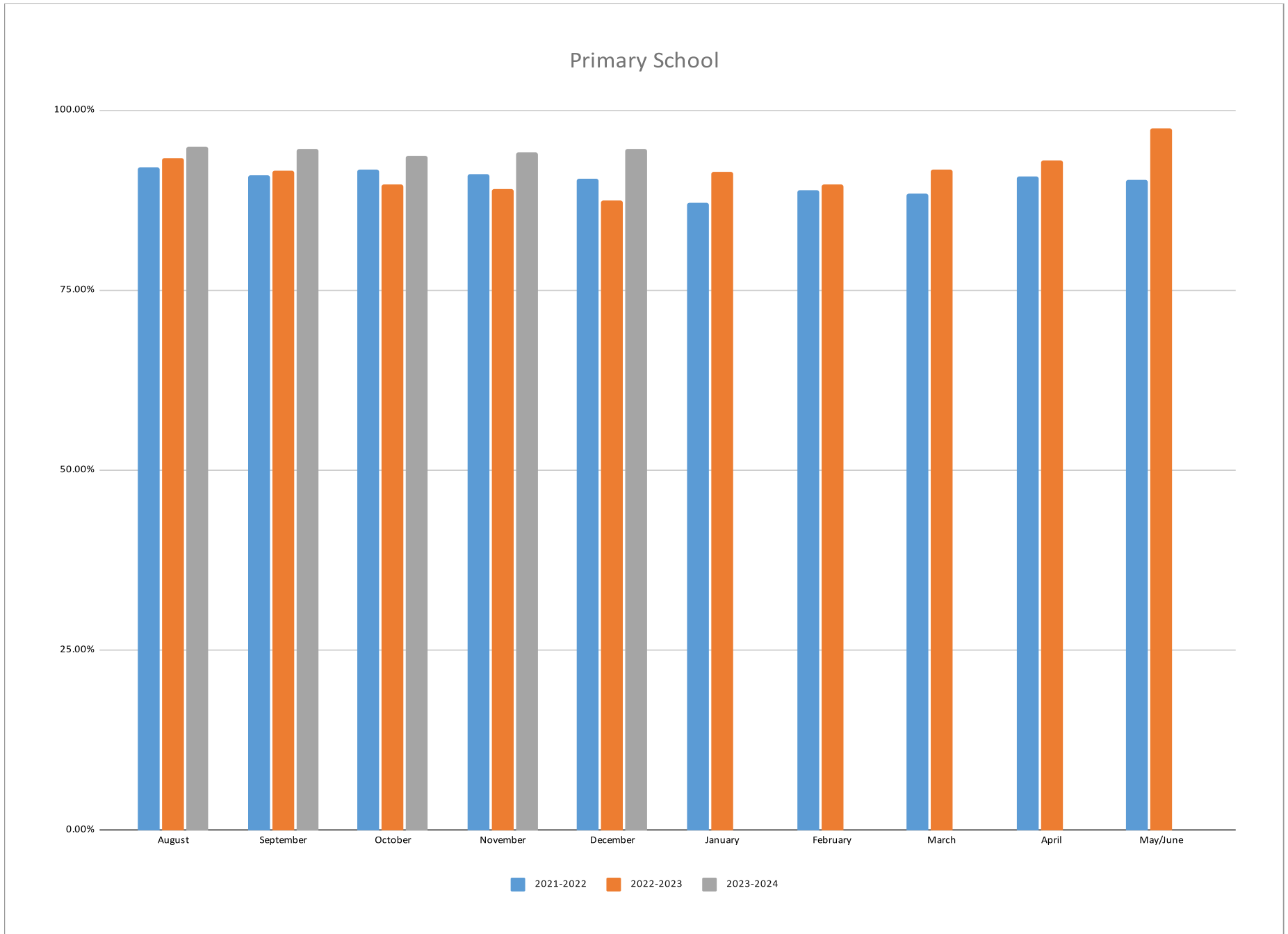
<p>Time allocations:</p>	<p>Purpose / Goal(s) for this meeting:</p> <ul style="list-style-type: none"> ● Opening –Matt (10 min) ● Follow-up from recent Board meeting (10 min) ● Follow-up from recent meeting with union leadership (5 min) <ul style="list-style-type: none"> ○ Internal subbing (impact of our internal meetings) ● Safety Coordinator <ul style="list-style-type: none"> ○ Andrew Bernsee will join us for the meeting ○ Job Description (will review together) ● Around the table updates (10 min) ● AI (Bob) ● Varsity Tutors ● CAC Update (5 min) <ul style="list-style-type: none"> ○ 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 ○ Admin Academy notes from Sara Kumpula ○ Showcases ● 2024-2025 Calendar <ul style="list-style-type: none"> ○ Review most recent draft ● Alternative teacher evaluation process discussion
---------------------------------	--

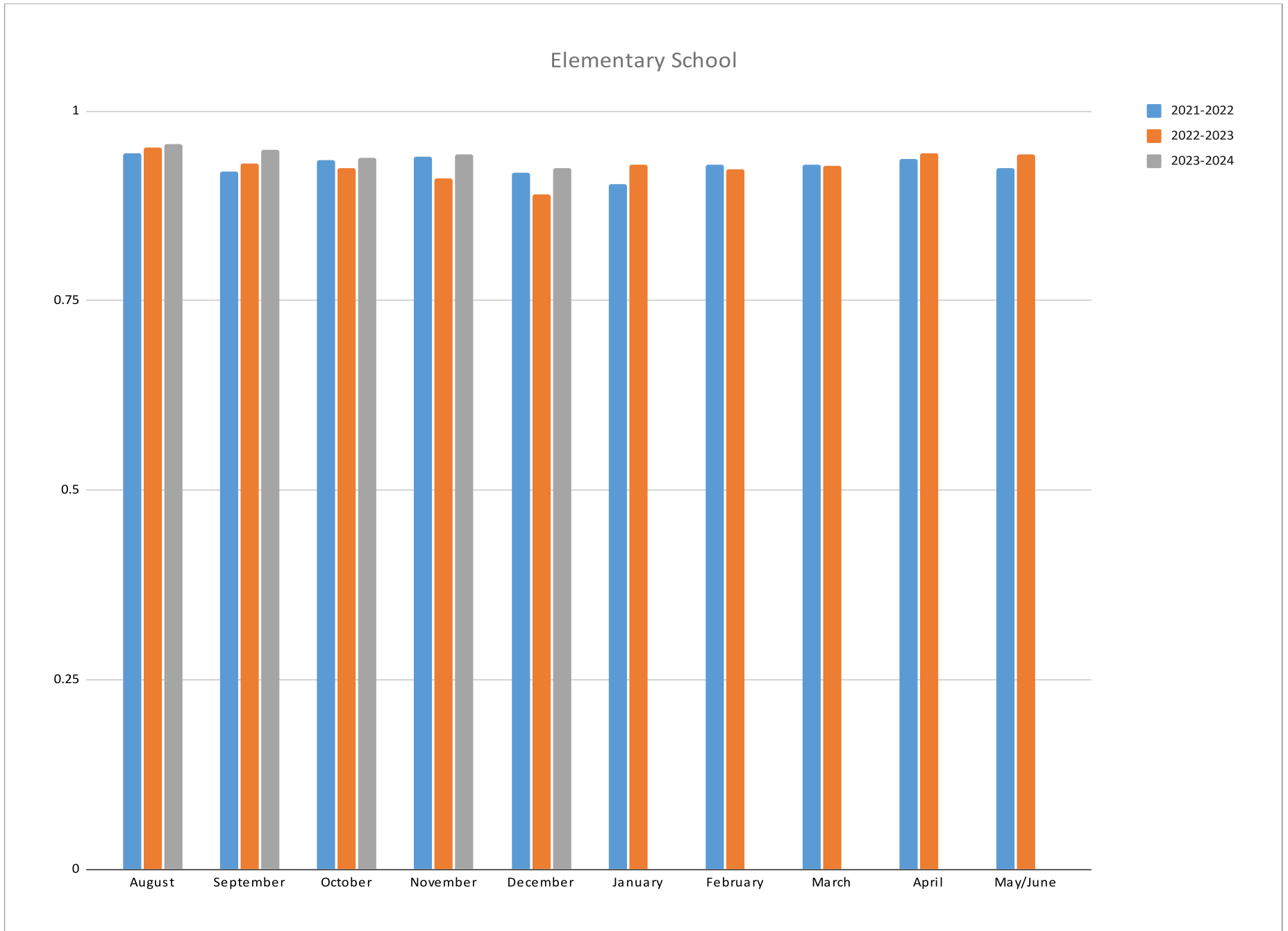
	<ul style="list-style-type: none"> ○ save for December ● HLERK Legal Update ● Emergency Dismissal Procedures <ul style="list-style-type: none"> ○ Website review ● Admin Retreat 2024 <ul style="list-style-type: none"> ○ Power of Positive Teams ● Opening day 2024 ● ROE Educator of the Year ceremony <ul style="list-style-type: none"> ○ May 8, 2024 ○ Discuss nomination process at each building ● Discussion on pending vacancies (5 min) <p>Other:</p> <ul style="list-style-type: none"> ●

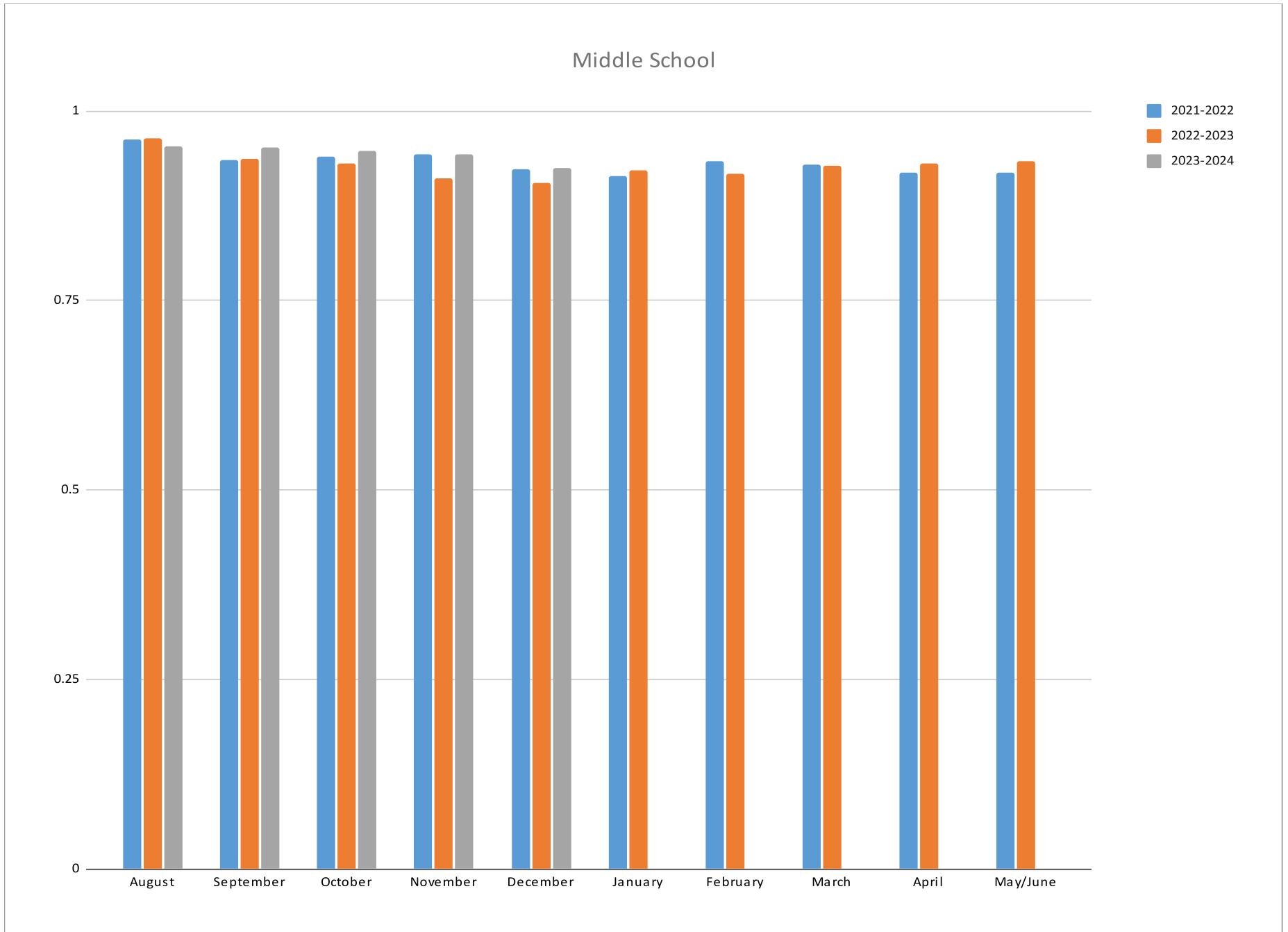
Discussions / Decision Summary:

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

Thursday December 7th, 2023

6:30pm-8:30pm

1. Welcome!

- a. In response to suggestions we received in previous meetings, the AAPAC leadership team reached out to 128 families ahead of tonight's meeting to personally invite them to join us. Thank you to everyone that took the time to connect with us by phone. We hope to continue to see more new faces at future meetings/events. We will continue to communicate with members primarily by email and Facebook. Our email is aapac.bhsd38@gmail.com.

2. BHSD38 Administration Items

- a. Superintendent update on recruiting efforts.
- b. 1st Warrior Workshop (Parent University Series) **12/12/23** from 6:30p-7:30p

3. Black History Month Celebration February 2024

- a. We have reviewed curriculum templates and schedules of planned events for all (3) 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 virtual Black History Month themed Bingo night.
- d. We are working on scheduling a celebration of Hip Hop talent competition.

4. AAPAC Election

- a. Update from School Liaisons, Miriam and Denise
- b. AAPAC leadership team introductions

5. AAPAC Holiday Social 7:30p-8:30p

- a. Please join us for some fun and games as well as some holiday treats while we gather after the meeting to fellowship and build community.

6. Social Media Update

- 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.



African American Parent Advisory Council

Meeting Agenda

Thursday December 7th, 2023

6:30pm-8:30pm

7. Community Event Coordinator

- 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.

8. 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: 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.

9. 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.
- d. These are the remaining 2023/2024 meeting dates: **1/11/2024 (date moved to accommodate winter break)**, 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.

10. Open Discussion

- a. Any questions, comments, suggestions?



African American Parent Advisory Council

Meeting Agenda

Thursday December 7th, 2023

6:30pm-8:30pm

ZOOM LINK:

<https://us02web.zoom.us/j/86192290332?pwd=NXJvanhOc2NvVnZReWxYcW9XSzgwQT09>