

Big Hollow School District #38 Ingleside, IL 60041

REGULAR BOARD OF EDUCATION MEETING MINUTES

Monday, May 8, 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, May 8, 2023.

Roll Call:

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

The following members were absent: Kueter, Lyons

The following administration was present: Gold

2. Motion to move to Closed Session:

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

Motion carried.

Aye: All

Nay: None

3. Resume to Open Session:

Open session began at 6:53 pm.

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

The following members were absent: Kueter

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

4. Pledge of Allegiance:

The Pledge of Allegiance was recited.

5. Added Items/Approval of the Agenda:

A motion was made by Dollinger and seconded by Cernuska to approve the agenda.

Motion carried.

Aye: All

Nay: None

6. Public Comments

There were no public comments.

7. Accomplishment Recognition

For the month of April the administration honored the following individuals who have been nominated and voted upon by staff for the following awards:

- o Student of the Month: William Teplan, 8th Grader
William was nominated by his teacher, Lisa Romero, for being a kind, thoughtful and caring person. He does not let setbacks keep him down and is not afraid of some hard work. He works hard every day to learn and grow.

- o Employee of the Month: Lorene Power, Primary School Paraprofessional
Eileen was nominated by Mrs. Zonsius, for having an easy go-with-the flow personality and having great ideas for the classroom. Lorene's compassion and patience shine when working with students with special needs.

- o Golden Apple Award Recognition. Big Hollow is very proud of our very own 4th grade teacher, Andrea Woods, for being selected as one of 10 teachers from the state of Illinois to win The Golden Apple Award for 2023.
A brief video was shown of the surprise award ceremony which took place on Friday, May 5th in the elementary school.

8. Retirement Recognition

Girl Scout Troop #45856 provided the board with an update on the projects they have worked on over the past 2 years, one being a butterfly garden that they will be planting at the Big Hollow Nature Center in honor of Christine Arndt, Assistant Superintendent.

9. Board Member "Code of Conduct" Review:

Item #5: "I will abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels."

10. Approve Consent Agenda Items:

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

Motion carried.

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

Nay: None

11. Superintendent's Report:

a. Retiree Honored

We honored Christine Arndt, Assistant Superintendent, who is retiring at the end of the 2022-2023 school year after 25 years of service. Christine was presented with a plaque and a video was shown. The video featured pictures of Christine over the years with fellow staff members as well as messages from old and new staff members wishing her well.

b. Citizen Advisory Council Bylaws

Mr. Gold provided a summary of the CAC meetings from this current school year and shared an exhibit showing updated bylaws. Minor changes included the removal of officers and the addition of a 4th meeting.

c. Water Main Construction Project

Mr. Gold provided an exhibit detailing the installation of a water service line as part of the Village of Volo's Water Main Project, which was agreed upon during the annexation to Volo Village in 2021. The work is set to begin during the summer of 2023.

A motion was made by Bennett and seconded by Plescia to move forward with the water main project as recommended by Mr. Gold.

Motion carried.

Aye: All

Nay: None

d. Board Policy Update

IASB PRESS Plus Policy Issue 111 revisions were exhibited.

A motion was made by Pedersen and seconded by Cernuska to approve on 1st reading the revision recommendations from PRESS Plus Issue 111.

Motion carried.

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

Nay: None

e. IASB Resolutions

Information regarding submitting IASB resolutions was exhibited. Our IASB Resolutions representative is Vivian Kueter.

- f. Summer Office Hours
A minimum of one main office will be open each day on campus throughout the summer on Monday – Thursday from 7:00 a.m. to 4:00 p.m. Staff will be available for appointment only on Friday's from 7:00 a.m. to 11:00 a.m.
- g. 8th Grade Graduation
The 2023 8th Grade Graduation will take place on Wednesday, May 31, 2023 at Big Hollow Middle School.

12. Other Action Items:

- a. Summer Maintenance Project List
An outline of the various summer maintenance projects that have been planned in collaboration with the Board Building/Grounds/Transportation committee was exhibited.
A motion was made by Plescia and seconded by Cernuska to approve the summer major maintenance project list
Motion carried.

Aye: Plescia, Cernuska, Bennett, Lyons, Dollinger, Pedersen
Nay: None
- b. Education Support Staff Handbook for 2023-2024
The updated ESP Handbook for 2023-2024 with changes noted was exhibited.
A motion was made by Dollinger and seconded by Pedersen to approve the 2023-2024 Education Support Staff Handbook as presented.
Motion carried.

Aye: All
Nay: None
- c. Big Ideas Math
A motion was made by Bennett and seconded by Dollinger to approve the adoption of Big Ideas Math as a math curriculum resource for Big Hollow Middle School on second reading.
Motion carried.

Aye: All
Nay: None

d. HealthSmart

A motion was made by Pedersen and seconded by Dollinger to approve the adoption of HealthSmart as a Health curriculum resource for Big Hollow Middle School on second reading.

Motion carried.

Aye: All

Nay: None

e. Extra-curricular assignments for 2023-2024

A listing of extracurricular positions for the 2023-2024 school year as well as recommendations for 2023-2024 was exhibited. All vacancies will be posted.

A motion was made by Plescia and seconded by Dollinger to accept the extra-curricular assignments for 2023-2024 as presented.

Motion carried.

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

Nay: None

f. April 2023 Employment Recommendations

A motion was made by Bennett and seconded by Pedersen to approve the employment report as presented.

Motion carried.

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

Nay: None

13. Resignations Accepted:

- Accepted resignation from Gale Homuth, Transportation Driver, effective April 30, 2023.
- Accepted resignation from Tammy Maxwell, Special Education Teacher, effective at the end of the 2022-2023 school year.
- Accepted resignation from Michael Gorelick, 8th Grade Science Teacher, effective at the end of the 2022-2023 school year.

14. Informational Items:

a. Freedom of Information Act (FOIA) Requests

No FOIA requests were received in April 2023.

- b. Monthly Reports for April 2023 were presented to the board
 - a. Monthly Administrator Report
 - b. Monthly Attendance Report
 - c. Administrator Meeting Agenda
 - d. AAPAC Meeting Agenda from May 4, 2023
 - c. The next regularly scheduled Board Meeting will take place on Monday, June 12, 2023 with closed session beginning at 6:00 pm.
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 Dollinger to adjourn the meeting at 7:48 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	1,671	0	0	0	0	0	0	0	1,671
*Cash in Bank Win Trust Land of Lakes Bank	1,357,551	769,924	407,176	253,069	102,466	1,102,515	866,753	-89,466	4,769,989
PMA Investment	1,111,122	628,223	332,237	208,166	198,700	899,602	707,231	0	4,085,281
PMA Savings Deposit Account	0	0	0	0	0	0	0	0	0
TOTAL CASH & INVESTMENTS	2,472,344	1,398,147	739,414	461,236	301,166	2,002,117	1,573,984	-89,466	8,858,941
Due From Education Fund	0	0	0	0	0	0	0	0	0
TOTAL ASSETS	2,472,344	1,398,147	739,414	461,236	301,166	2,002,117	1,573,984	-89,466	8,858,941
LIABILITIES									
Tax Anticipation Warrants Payable	0	0	0	0	0	0	0	0	0
Accounts Payable	122,784	-76,503	0	-22,428	-320	0	0	0	23,533
Due To Working Cash Fund	0	0	0	0	0	0	0	0	0
TOTAL LIABILITIES	122,784	-76,503	0	-22,428	-320	0	0	0	23,533
*YTD Revenue	14,352,653	1,238,579	2,969,921	1,223,732	489,715	163,296	110,542	124,879	20,673,317
Sale of Assets									0
YTD Expenditures	-16,807,979	-1,420,918	-5,201,876	-1,723,477	-568,523	-187,411	0	-253,138	-26,163,323
YTD Excess/ (Deficiency)	-2,455,326	-182,340	-2,231,955	-499,745	-78,808	-24,116	110,542	-128,259	-5,490,006
Beginning Fund Balance 07/01/22	5,050,454	1,503,984	2,971,369	938,553	380,294	2,026,233	1,463,442	38,792	14,373,119
Ending Fund Balance	2,595,128	1,321,644	739,414	438,807	301,485	2,002,117	1,573,984	-89,466	8,883,114
TOTAL LIABILITIES & FUND BAL.	2,472,344	1,398,147	739,414	461,236	301,166	2,002,117	1,573,984	-89,466	8,858,941

Date

Board of Education Secretary

Date

Big Hollow District #38					
Bank Balances					
5/31/2023					
	Ledger/ Statement	Outstanding Deposits	Outstanding Checks	Adjusting Entry	Adjusted Balance
Education (10)	1,357,550.81				1,357,550.81
Building (20)	769,924.49				769,924.49
Bond & Interest (30)	407,176.45				407,176.45
Transportation (40)	253,069.17				253,069.17
IMRF/SS/MC Fund (50,51)	102,465.97				102,465.97
Capital Projects (60)	1,102,515.39				1,102,515.39
Working Cash (70)	866,753.42				866,753.42
Tort (80)	(89,466.23)				(89,466.23)
	<u>4,769,989.47</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,769,989.47</u>
Bank of the Ozarks	0.00				0.00
PMA Savings-11534-101	0.00				0.00
PMA Max Class General Fund	2,351,243.89				2,351,243.89
PMA Max Tax Anticipation Warrants	0.00				0.00
State Bank of the Lakes	2,597,144.30		178,398.72		2,418,745.58
Bancorp Bank	0.00				0.00
	<u>4,948,388.19</u>	<u>-</u>	<u>116,701.85</u>	<u>0.00</u>	<u>4,769,989.47</u>
			Variance		-

Education Fund						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$9,515,400	\$350,658	\$6,041,521	\$3,473,879	63%	
State Sources	\$7,057,264	\$634,214	\$6,563,893	\$493,371	93%	
Federal Sources	\$1,500,577	\$98,922	\$1,732,201	(\$231,624)	115%	
Fees	\$15,500	\$795	\$15,038	\$462	97%	
Total Revenue	\$18,088,741	\$1,084,589	\$14,352,653	\$3,736,088	79%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$13,456,140	\$1,145,880	\$11,828,275	\$1,627,865	88%	
Benefits	\$1,642,735	\$135,113	\$1,397,773	\$244,962	85%	
Purchased Services	\$1,170,391	\$95,173	\$885,783	\$284,608	76%	
Supplies and Materials	\$1,402,912	\$94,193	\$1,078,170	\$324,742	77%	
Capital Outlay	\$308,000	\$0	\$296,736	\$11,264	0%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
Non-Capital Equipment	\$0	\$0	\$0	\$0	0%	
Other Objects	\$1,498,274	\$146,877	\$1,289,517	\$208,757	86%	
Transfers	\$39,000	\$0	\$31,725	\$7,275	81%	
Total Expenses	\$19,517,452	\$1,617,236	\$16,807,979	\$2,709,473	86%	

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	\$1,627,000	\$120,069	\$1,171,648	\$455,352	72%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$50,000	\$0	\$66,931	(\$16,931)	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	\$1,677,000	\$120,069	\$1,238,579	\$438,421	74%	
<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	\$594,000	\$49,328	\$516,240	\$77,760	72%	
Benefits	\$72,315	\$6,552	\$63,434	\$8,881	88%	
Purchased Services	\$682,400	\$34,134	\$503,336	\$179,064	74%	
Supplies and Materials	\$487,500	\$33,261	\$337,909	\$149,591	69%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues, Fees, Tuition	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$1,836,215	\$123,274	\$1,420,918	\$415,297	77%	

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	\$5,092,000	\$135,278	\$2,969,921	\$2,122,079	58%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$5,092,000	\$135,278	\$2,969,921	\$2,122,079	58%	
<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	\$550	\$450	55%	
Principal and Interest	\$0	\$0	\$0	\$0	0%	
Other Objects	\$5,201,327	\$2,576	\$5,201,326	\$1	100%	
Total Expenses	\$5,202,327	\$2,576	\$5,201,876	\$451	100%	

Transportation Fund						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$690,792	\$20,298	\$449,484	\$241,308	65%	
State Sources	\$732,883	\$0	\$774,248	(\$41,365)	106%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$1,423,675	\$20,298	\$1,223,732	\$199,943	86%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$973,600	\$87,936	\$739,370	\$234,230	76%	
Benefits	\$29,900	\$3,192	\$21,763	\$8,137	73%	
Purchased Services	\$172,500	\$25,993	\$343,527	(\$171,027)	199%	
Supplies and Materials	\$203,500	\$14,445	\$209,553	(\$6,053)	103%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Other Objects	\$411,200	\$30	\$409,263	\$1,937	100%	
Total Expenses	\$1,790,700	\$131,595	\$1,723,477	\$67,223	96%	

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	\$652,800	\$37,444	\$489,715	\$163,085	75%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$652,800	\$37,444	\$489,715	\$163,085	75%	
<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	\$684,395	\$53,319	\$568,523	\$115,872	83%	
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	\$684,395	\$53,319	\$568,523	\$115,872	83%	

Capital Projects						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$77,000	\$5,605	\$163,296	(\$86,296)	212%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$77,000	\$5,605	\$163,296	(\$86,296)	212%	
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	\$17,500	\$6,975	\$24,803	(\$7,303)	142%	
Supplies and Materials	\$0	\$567	\$9,519	(\$9,519)	0%	
Capital Outlay	\$125,000	\$0	\$153,089	(\$28,089)	122%	
Transfers	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$142,500	\$7,542	\$187,411	(\$44,911)	132%	

Working Cash Fund						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$99,500	\$7,040	\$110,542	(\$11,042)	111%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$99,500	\$7,040	\$110,542	(\$11,042)	111%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Salary	\$0	\$0	\$0	\$0	0%	
Benefits	\$0	\$0	\$0	\$0	0%	
Purchased Services	\$0	\$0	\$0	\$0	0%	
Supplies and Materials	\$0	\$0	\$0	\$0	0%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$0	\$0	\$0	\$0	0%	

Total All Funds						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$17,965,492	\$684,025	\$11,521,006	\$6,444,486	64%	
State Sources	\$7,790,147	\$634,214	\$7,338,141	\$452,006	94%	
Federal Sources	\$1,550,577	\$98,922	\$1,799,133	(\$248,556)	116%	
Other Sources Sale of Land	\$0	\$0	\$0	\$0	0%	
Fees	\$15,500	\$795	\$15,038	\$462	97%	
Maintenance Grant	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$27,321,716	\$1,417,957	\$20,673,317	\$6,648,399	76%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$15,023,740	\$1,283,143	\$13,083,884	\$1,939,856	87%	
Benefits	\$2,429,345	\$198,176	\$2,051,494	\$377,851	84%	
Purchased Services	\$2,290,791	\$162,275	\$2,011,137	\$279,654	88%	
Supplies and Materials	\$2,093,912	\$142,466	\$1,635,151	\$458,761	78%	
Capital Outlay	\$433,000	\$0	\$449,826	(\$16,826)	104%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
Transfers	\$39,000	\$0	\$31,725	\$7,275	81%	
Other Objects	\$7,110,801	\$149,483	\$6,900,106	\$210,695	97%	
Total Expenses	\$29,420,589	\$1,935,544	\$26,163,323	\$3,257,266	89%	

**Big Hollow School District #38
Accounts Payable Approval Form for June 12, 2023**

<u>Fund</u>	<u>Fund #</u>	<u>Accounts Payable</u>
Education	10	631,812.18
O & M	20	77,008.62
Debt Service	30	\$2,576.00
Transportation	40	58,107.46
IMRF/SS	50	53,319.24
Capitol Projects	60	7,542.03
Working Cash	70	
TORT	80	
Fire Prev/Safety	90	
Totals		\$830,365.53

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
5/15/2023	53919	United States Treasury	\$92,494.41
5/1/2023	53863	United States Treasury	\$79,457.30
5/15/2023	53918	Teachers Retirement System	\$51,918.06
5/1/2023	53862	Teachers Retirement System	\$45,649.73
5/19/2023	53950	Gordon Food Service Inc	\$44,299.13
5/15/2023	53915	Ill Municipal Retirement Fund	\$30,175.97
5/15/2023	53916	Illinois Dept Of Revenue	\$27,425.29
5/19/2023	53998	SEDOL	\$25,673.18
5/1/2023	53860	Illinois Dept Of Revenue	\$24,769.64
5/26/2023	54028	Connection's Academy East	\$23,839.11
5/26/2023	54026	Chain O Lakes Transportation	\$19,690.00
5/26/2023	54055	Techstar America Corporations	\$19,493.25
5/5/2023	53889	New Connections Academy	\$18,160.59
5/19/2023	53937	Connection's Day School	\$12,596.62
5/19/2023	53953	Grant Township Highway Department	\$12,393.00
5/26/2023	54051	Special Education Services	\$12,248.74
5/19/2023	54003	Speech Path Specialists	\$11,257.50
5/26/2023	54053	Speech Path Specialists	\$11,257.50
5/5/2023	53871	Connections Day School	\$10,410.48
5/5/2023	53868	Alexander Leigh Center for Autism	\$10,211.17
5/26/2023	54052	Spectrum Center Inc	\$8,819.42
5/26/2023	54040	NCC - Peterson Products	\$8,611.13
5/5/2023	53899	Spectrum Center Inc	\$8,355.24
5/15/2023	53917	Teacher's Health Insurance Security Fund	\$8,263.38
5/5/2023	53874	First to the Finish	\$7,540.00
5/19/2023	53936	Community Mechanical	\$7,338.00
5/1/2023	53861	Teacher's Health Insurance Security Fund	\$7,293.62
5/5/2023	53883	Legat Architects	\$6,975.00
5/19/2023	53985	New Connections Academy	\$6,765.71
5/5/2023	53873	ENGIE Resources LLC	\$6,745.01
5/5/2023	53870	Community Mechanical	\$6,712.00
5/19/2023	53987	Onyx Asset Services Group LLC	\$6,105.69
5/19/2023	53927	Amazon	\$5,966.79
5/19/2023	53938	Connections Day School	\$5,494.42
5/19/2023	53957	Hodges, Loizzi, Eisenhammer, Rodick,Kohn	\$4,903.57
5/26/2023	54019	All-Ways Transportation Services	\$4,712.00
5/19/2023	53978	Mitel	\$4,689.89
5/5/2023	53893	PMA Leasing, INC	\$4,552.85
5/26/2023	54041	Nicor Gas	\$4,478.37
5/5/2023	53888	NCC - Peterson Products	\$4,142.73
5/19/2023	53960	IFSI	\$3,940.00
5/10/2023	53912	Martin-Upton, Eileen	\$3,692.64
5/26/2023	54043	PMA Leasing, INC	\$3,687.85
5/26/2023	54037	Martin-Upton, Eileen	\$3,663.59
5/26/2023	54021	Amazon	\$3,564.39

5/26/2023	54025 Carroll, Megan	\$3,562.50
5/10/2023	53911 Carroll, Megan	\$3,356.25
5/26/2023	54050 Schlottman, Ryan	\$3,079.00
5/26/2023	54027 Class Act	\$2,984.20
5/19/2023	53971 Maifield, Denise	\$2,832.00
5/26/2023	54057 Wells Fargo Vendor Financial Services LLC	\$2,686.41
5/19/2023	54004 State Bank Of The Lakes	\$2,576.00
5/19/2023	54001 Sonova USA, Inc	\$2,533.32
5/5/2023	53903 Techstar America Corporations	\$2,355.75
5/17/2023	53923 CCS Graphics	\$2,205.00
5/5/2023	53872 Contreras, Veronica Mancera	\$2,089.00
5/19/2023	53947 Flood Brothers Disposal & Recycling Services	\$2,040.00
5/19/2023	53961 Illinois Association Of School Boards	\$1,945.00
5/5/2023	53897 Schoolwide Inc	\$1,900.00
5/19/2023	53983 NCC - Peterson Products	\$1,738.03
5/5/2023	53875 Fischer, Heather	\$1,650.00
5/19/2023	54011 University of Pittsburgh	\$1,500.00
5/19/2023	53928 APCP Pizza Inc	\$1,480.00
5/26/2023	54030 Gander Publishing Inc.	\$1,434.96
5/19/2023	53986 Nierman Landscape & Design	\$1,390.00
5/5/2023	53896 Quill Corp	\$1,389.06
5/19/2023	54010 Ultimate Screen Printing	\$1,374.00
5/1/2023	53864 Voya Institutional Trust Company	\$1,343.00
5/15/2023	53920 Voya Institutional Trust Company	\$1,343.00
5/19/2023	53995 Romero, Lisa	\$1,279.65
5/19/2023	53984 Net56	\$1,271.20
5/10/2023	53913 Morley, Melissa	\$1,260.97
5/26/2023	54056 Truss, Jennifer	\$1,199.09
5/19/2023	53951 Granite Telecommunications	\$1,186.51
5/5/2023	53881 Johnson Controls Fire Protection	\$1,155.01
5/5/2023	53900 Sportdecals	\$1,076.36
5/19/2023	53925 Alpha Baking Co, Inc.	\$1,064.08
5/5/2023	53907 Wells Fargo Vendor Financial Services LLC	\$1,063.00
5/19/2023	53963 Integrated Systems Corporation	\$1,056.00
5/10/2023	53914 Racine Zoo	\$1,050.00
5/26/2023	54042 Pearson, Inc	\$1,047.90
5/19/2023	54008 Techstar America Corporations	\$1,031.00
5/19/2023	54012 Villagomez, Elizabeth	\$1,020.00
5/19/2023	53935 Bizar Entertainment, Inc	\$1,000.00
5/19/2023	53952 Grant Specialties	\$1,000.00
5/19/2023	53994 Renaissance Learning, Inc	\$1,000.00
5/19/2023	53997 Safeway Transportation Serv	\$996.00
5/5/2023	53904 Vasica, Janine	\$768.99
5/26/2023	54048 ReadyRefresh by Nestle	\$759.92
5/26/2023	54033 IESA	\$753.30
5/26/2023	54046 Prostka, Jennifer	\$750.00
5/19/2023	54014 Waukegan Safe And Lock	\$740.00

5/26/2023	54059 Wolters, Eric	\$733.63
5/19/2023	54002 Spakowski, Diane	\$700.00
5/19/2023	53959 Huemann, Linda Jean	\$681.22
5/5/2023	53876 Grower Equipment & Supply Co	\$656.60
5/2/2023	53866 Scales & Tales Traveling Zoo	\$625.00
5/1/2023	53865 Wisconsin Dept Of Revenue	\$604.27
5/15/2023	53921 Wisconsin Dept Of Revenue	\$603.24
5/19/2023	53969 Language Testing International	\$600.00
5/19/2023	53929 Apple, Inc	\$598.00
5/5/2023	53878 Huemann, Linda Jean	\$555.00
5/19/2023	53991 Prostka, Jennifer	\$545.00
5/19/2023	53958 Home Depot Credit Services	\$531.03
5/5/2023	53909 Zonsius, Jennifer	\$517.98
5/19/2023	53973 Menards	\$509.70
5/19/2023	53941 Dalton Moffitt, Beth	\$500.00
5/26/2023	54024 Borelli, Lorna	\$499.78
5/26/2023	54022 Banach, Maria	\$493.58
5/19/2023	53975 MidAmerica Books	\$487.44
5/5/2023	53882 Kellmann, Michelle	\$485.00
5/5/2023	53884 Leginski, Elizabeth	\$485.00
5/19/2023	53943 DiMaggio, Nicole	\$485.00
5/26/2023	54036 Lucas, Dawn	\$485.00
5/26/2023	54044 Polark, Kelly	\$470.00
5/19/2023	54018 Worthington Direct	\$419.11
5/16/2023	53922 Sportdecals	\$417.48
5/19/2023	53996 Saddleback Educational, Inc	\$408.18
5/19/2023	53930 Aramark Uniform & Career Apparel Group Inc	\$404.12
5/5/2023	53905 Warehouse Direct Business Products & Srv	\$398.21
5/5/2023	53906 Waukegan Safe And Lock	\$387.81
5/19/2023	53948 FSS Technologies, LLC	\$360.00
5/19/2023	53955 Hershey Creamery Co	\$354.89
5/10/2023	53910 Ballet Folklorico Tayahua	\$350.00
5/19/2023	53968 Lakeshore Learning Center	\$342.70
5/19/2023	54009 Thomson Reuters-West	\$340.74
5/19/2023	53945 ED Clark Photography	\$333.00
5/5/2023	53891 Pace Analytical Services, LLC	\$325.00
5/26/2023	54047 Quill Corp	\$323.97
5/5/2023	53890 Ortega, Cassandra	\$305.20
5/19/2023	53974 Michniewicz, Cait	\$303.52
5/19/2023	54007 Swiderski, Lisa Marie	\$300.00
5/19/2023	53924 Accurate Biometrics	\$291.50
5/5/2023	53869 Amazon	\$279.37
5/19/2023	53976 Midwest Transit Equipment	\$279.13
5/26/2023	54029 Ford, Rachel Lynn	\$257.42
5/26/2023	54049 Romero, Lisa	\$207.60
5/5/2023	53895 Quadient Leasing USA, Inc	\$200.97
5/5/2023	53879 IASA Illinois Association Of School Admin	\$200.00

5/19/2023	53962 Illinois Digital Educators Alliance	\$199.00
5/19/2023	53999 Smithereen Pest Management	\$198.00
5/26/2023	54034 Jensen, Robin	\$190.00
5/5/2023	53877 Heggerty/Literacy Resources LLC	\$189.00
5/26/2023	54032 Harvey, Jeffrey	\$180.00
5/26/2023	54058 Williams, Charles	\$180.00
5/19/2023	53940 Cozzini Bros., Inc.,	\$179.00
5/19/2023	54017 Wilson Language Training Corp	\$172.80
5/19/2023	53992 Quill Corp	\$158.06
5/19/2023	53949 Gold, Robert	\$157.38
5/26/2023	54035 Knudsen, Benjamin	\$150.00
5/26/2023	54038 Menards	\$143.74
5/19/2023	53989 Philippsen, Michelle	\$143.34
5/5/2023	53887 Mullen, Rachel Ann	\$143.30
5/19/2023	53946 Flade, Stephanie	\$128.87
5/19/2023	54000 Solis-Favela, Gemma	\$116.10
5/19/2023	54015 Wex Health, Inc	\$116.00
5/26/2023	54031 Gorelick, Michael	\$113.80
5/26/2023	54054 Sposato-Jucha, Chiara Noelle	\$106.01
5/19/2023	53944 DiTusa, Lindsay Dyan	\$100.00
5/19/2023	53977 Miller, Carrie	\$100.00
5/26/2023	54045 Poulos, Oksana	\$100.00
5/19/2023	53993 Ray Chrysler Dodge Jeep Ram	\$98.63
5/26/2023	54023 Berg, Bradley	\$80.00
5/5/2023	53898 Securitas Electronic Security, Inc	\$77.50
5/19/2023	54006 Swiderski, Derek	\$72.93
5/5/2023	53885 Loessl, Sarah	\$58.64
5/19/2023	53979 Morley, Melissa	\$57.74
5/5/2023	53908 Wolframski, Laura	\$53.90
5/19/2023	54013 Warehouse Direct Business Products & Srv	\$51.61
5/5/2023	53880 ITsavvy LLC	\$50.00
5/5/2023	53892 Pearson, Inc	\$50.00
5/19/2023	53931 Arndt, Christine	\$50.00
5/19/2023	53934 Biancalana, Venette Irene	\$50.00
5/19/2023	53939 Cornwell, Joshua	\$50.00
5/19/2023	53942 DeNovo, Kira	\$50.00
5/19/2023	53956 Hetrovicz, Michelle	\$50.00
5/19/2023	53964 ITsavvy LLC	\$50.00
5/19/2023	53965 Janusz, Lenayn	\$50.00
5/19/2023	53967 Kumpula, Sara	\$50.00
5/19/2023	53970 Laske, Jacquelynn	\$50.00
5/19/2023	53972 McCulley, Matthew	\$50.00
5/19/2023	53980 Morley, Sunny	\$50.00
5/19/2023	53981 Mullen, Rachel Ann	\$50.00
5/19/2023	53990 Pittman, Erin	\$50.00
5/19/2023	54005 Summers, Brian	\$50.00
5/19/2023	53982 Napa Auto Supply Fox Lake	\$41.37

Exhibit 3

5/19/2023	53966 Klobe, Deonna Bryn	\$41.25
5/19/2023	53954 Grower Equipment & Supply Co	\$40.90
5/5/2023	53894 Quadiant Finance USA, Inc	\$39.00
5/19/2023	54016 Wiley, Stephaney	\$37.34
5/19/2023	53988 Oriental Trading Company	\$33.95
5/5/2023	53867 Ace Hardware Home Center	\$27.68
5/5/2023	53886 Menards	\$22.90
5/26/2023	54039 Morley, Melissa	\$20.06
5/5/2023	53902 T-Mobile	\$15.17
5/19/2023	53932 Assest Remarketing Company of America	\$15.00
5/5/2023	53901 Swiderski, Derek	\$13.10
5/19/2023	53933 Bezak, Jacqueline Jean	\$11.65

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/01/2023	53860	20.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
05/01/2023	53860	21,842.19	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
05/01/2023	53860	1,093.42	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
05/01/2023	53860	1,814.03	Illinois Dept Of Rev	TRANSPORTATION/Distr ict	Transportation - IL State With	24,769.64
05/01/2023	53861	3,307.67	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/01/2023	53861	200.20	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/01/2023	53861	51.60	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/01/2023	53861	2,462.33	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/01/2023	53861	445.71	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/01/2023	53861	16.97	Teacher's Health Ins	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
05/01/2023	53861	598.95	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/01/2023	53861	22.80	Teacher's Health Ins	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
05/01/2023	53861	149.00	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/01/2023	53861	38.39	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	7,293.62
05/01/2023	53862	33,076.41	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/01/2023	53862	2,001.46	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/01/2023	53862	515.81	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/01/2023	53862	2,131.56	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/01/2023	53862	1,075.76	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/01/2023	53862	5,989.41	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/01/2023	53862	227.98	Teachers Retirement	TRANSPORTATION/District/Employee Deductions	Transportation-Insurance With	
05/01/2023	53862	385.96	Teachers Retirement	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
05/01/2023	53862	14.69	Teachers Retirement	TRANSPORTATION/District/Employee Deductions	Transportation-Insurance With	
05/01/2023	53862	68.44	Teachers Retirement	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
05/01/2023	53862	129.00	Teachers Retirement	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
05/01/2023	53862	33.25	Teachers Retirement	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	45,649.73
05/01/2023	53863	5,074.67	United States Treasury	EDUCATION/District	EDUCATION FICA	
05/01/2023	53863	1,483.35	United States Treasury	O & M/District	Building - FICA Withholding	
05/01/2023	53863	2,482.32	United States Treasury	TRANSPORTATION/District		
05/01/2023	53863	2,045.83	United States Treasury	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
05/01/2023	53863	245.00	United States Treasury	TRANSPORTATION/District/Federal Tax Withheld	Transportation-Federal Withhold	
05/01/2023	53863	38,268.62	United States Treasury	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
05/01/2023	53863	1,548.27	United States Treasury	O & M/District/Federal Tax Withheld	Building - Federal Withholding	
05/01/2023	53863	2,085.64	United States Treasury	TRANSPORTATION/District/Federal Tax Withheld	Transportation-Federal Withhold	
05/01/2023	53863	7,630.73	United States Treasury	EDUCATION/District	EDUCATION Medicare Withheld	
05/01/2023	53863	346.90	United States Treasury	O & M/District	Building- Medicare Withholding	
05/01/2023	53863	614.00	United States Treasury	TRANSPORTATION/District	Transportation-Medicare With	
05/01/2023	53863	9,040.34	United States Treasury	SOCIAL SECURITY/MEDICARE/District	SS/Medicare - FICA Withholding	
05/01/2023	53863	8,591.63	United States Treasury	SOCIAL	SS/Medicare-Medicare Withheld	79,457.30

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				SECURITY/MEDICARE/District		
05/01/2023	53864	92.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
05/01/2023	53864	938.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
05/01/2023	53864	313.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	1,343.00
05/01/2023	53865	543.68	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
05/01/2023	53865	60.59	Wisconsin Dept Of Re	TRANSPORTATION/Distr	Transportation -WI State With	604.27
05/02/2023	53866	625.00	Scales & Tales Trave	EDUCATION/MIDDLE/MID	MS--- Spanish Workbooks	625.00
				DLE-JUNIOR		
				HIGH/Workbooks		
05/05/2023	53867	14.54	Ace Hardware Home Ce	O & M/MIDDLE/CARE	MS--- Maintenance Supp/Mat	
				AND UPKEEP OF		
				BUILDING		
				SE/SUPPLIES		
05/05/2023	53867	13.14	Ace Hardware Home Ce	O & M/MIDDLE/CARE	MS--- Maintenance Supp/Mat	27.68
				AND UPKEEP OF		
				BUILDING		
				SE/SUPPLIES		
05/05/2023	53868	10,211.17	Alexander Leigh Cent	EDUCATION/Connection	SPED--- Private School Tuition	10,211.17
				Day		
				SC-Palatine/Spec Ed		
				Private		
				Tuition/Private		
				Tuition		
05/05/2023	53869	63.96	Amazon	EDUCATION/MIDDLE/MID	MS--- Graduation Supp/Mat	
				DLE-JUNIOR		
				HIGH/SUPPLIES		
05/05/2023	53869	79.98	Amazon	EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
				DLE-JUNIOR		
				HIGH/SUPPLIES		
05/05/2023	53869	12.42	Amazon	EDUCATION/District/S	SPED--- Supp/Mat	
				PECIAL		
				EDUCATION/SUPPLIES		
05/05/2023	53869	14.98	Amazon	EDUCATION/District/R	Dist--- Convenience Acct S/M	
				EGULAR		
				PROGRAMS/SUPPLIES		
05/05/2023	53869	108.03	Amazon	EDUCATION/MIDDLE/HEA	MS-- Nurse Supp/Mat	279.37
				LTH		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/05/2023	53870	820.00	Community Mechanical	SERVICES/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	
05/05/2023	53870	140.00	Community Mechanical	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	
05/05/2023	53870	910.00	Community Mechanical	O & M/District/VEHICLE SERVICING AND MAINTENA/REPAIR AND MAINTENANCE SERVICE	Vehicle Repairs and Maint	
05/05/2023	53870	140.00	Community Mechanical	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	
05/05/2023	53870	140.00	Community Mechanical	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	
05/05/2023	53870	2,159.00	Community Mechanical	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Elem--- O&M Repairs and Maint	
05/05/2023	53870	1,556.00	Community Mechanical	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Elem--- O&M Repairs and Maint	
05/05/2023	53870	847.00	Community Mechanical	EDUCATION/District/F	FoodSvc--- Repairs and Maint	6,712.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/05/2023	53871	5,494.42	Connections Day Scho	OOD SERVICES/REPAIR AND MAINTENANCE SERVICE EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
05/05/2023	53871	4,916.06	Connections Day Scho	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	10,410.48
05/05/2023	53872	2,089.00	Contreras, Veronica	EDUCATION/District/ELEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	2,089.00
05/05/2023	53873	6,745.01	ENGIE Resources LLC	O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Energy Electricity	6,745.01
05/05/2023	53874	7,540.00	First to the Finish	EDUCATION/MIDDLE/Interscholastic Programs/SUPPLIES	MS--- Athletic Uniforms	7,540.00
05/05/2023	53875	1,650.00	Fischer, Heather	EDUCATION/District/ELEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	1,650.00
05/05/2023	53876	328.30	Grower Equipment & S	O & M/District/VEHICLE SERVICING AND MAINTENA/REPAIR AND MAINTENANCE SERVICE	Vehicle Repairs and Maint	
05/05/2023	53876	328.30	Grower Equipment & S	O & M/District/VEHICLE SERVICING AND MAINTENA/REPAIR AND MAINTENANCE SERVICE	Vehicle Repairs and Maint	656.60
05/05/2023	53877	189.00	Heggerty/Literacy Re	EDUCATION/District/M	Title I-- St. Bede sup/mat	189.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/05/2023	53878	310.00	Huemann, Linda Jean	TSS/Title I/SUPPLIES EDUCATION/District/E LENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	
05/05/2023	53878	245.00	Huemann, Linda Jean	EDUCATION/PRIMARY/In terscholastic Programs/SUPPLIES	Pri-- Academic Enrch Supp/Mat	555.00
05/05/2023	53879	200.00	IASA Illinois Associ	EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	MS-- Impr of Inst (STEM)	200.00
05/05/2023	53880	0.00	ITsavvy LLC	EDUCATION/District/O PERATIONS SERVICES/PROFESSIONA L AND TECHNICAL SER	Tech--- Upkeep/Warranties	
05/05/2023	53880	50.00	ITsavvy LLC	EDUCATION/District/O PERATIONS SERVICES/RENTALS	Tech--- Lease (2019)	50.00
05/05/2023	53881	1,155.01	Johnson Controls Fir	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	1,155.01
05/05/2023	53882	485.00	Kellmann, Michelle	EDUCATION/District/E LENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	485.00
05/05/2023	53883	3,100.00	Legat Architects	CAPITAL PROJECTS/District/AR CHITECTURE AND ENGINEERING S/OTHER PROFESSIONAL AND TECHNIC	Arch/Eng Services	
05/05/2023	53883	3,875.00	Legat Architects	CAPITAL PROJECTS/District/AR CHITECTURE AND ENGINEERING S/OTHER PROFESSIONAL AND	Arch/Eng Services	6,975.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				TECHNIC		
05/05/2023	53884	485.00	Leginski, Elizabeth	EDUCATION/District	Check Request Generic Code	485.00
05/05/2023	53885	58.64	Loessl, Sarah	EDUCATION/MIDDLE/MID	MS--- Science Supp/Mat	58.64
				DLE-JUNIOR HIGH/SUPPLIES		
05/05/2023	53886	22.90	Menards	O & M/PRIMARY/CARE	Pri--- Maintenance Supp/Mat	22.90
				AND UPKEEP OF BUILDING SE/SUPPLIES		
05/05/2023	53887	143.30	Mullen, Rachel Ann	EDUCATION/PRIMARY/Pr	Pri-- Principal Supp/Mat	143.30
				incipals/SUPPLIES		
05/05/2023	53888	1,569.76	NCC - Peterson Produ	O &	Elem--- Custodial Supp/Mat	
				M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		
05/05/2023	53888	1,569.76	NCC - Peterson Produ	O & M/PRIMARY/CARE	Pri--- Custodial Supp/Mat	
				AND UPKEEP OF BUILDING SE/SUPPLIES		
05/05/2023	53888	1,003.21	NCC - Peterson Produ	O & M/MIDDLE/CARE	MS--- Custodial Supp/Mat	4,142.73
				AND UPKEEP OF BUILDING SE/SUPPLIES		
05/05/2023	53889	5,341.35	New Connections Acad	EDUCATION/Connection	SPED--- Private School Tuition	
				Day SC-Palatine/Spec Ed Private Tuition/Private Tuition		
05/05/2023	53889	6,053.53	New Connections Acad	EDUCATION/Connection	SPED--- Private School Tuition	
				Day SC-Palatine/Spec Ed Private Tuition/Private Tuition		
05/05/2023	53889	6,765.71	New Connections Acad	EDUCATION/Connection	SPED--- Private School Tuition	18,160.59
				Day SC-Palatine/Spec Ed		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				Private Tuition/Private Tuition		
05/05/2023	53890	105.20	Ortega, Cassandra	EDUCATION/PRIMARY/In	Pri-- Academic Enrch Supp/Mat	
				terscholastic Programs/SUPPLIES		
05/05/2023	53890	200.00	Ortega, Cassandra	EDUCATION/PRIMARY/Ce	ESSERIII-- After school prog.	305.20
				rtified-- extra work/TEMPORARY SALARIES		
05/05/2023	53891	325.00	Pace Analytical Serv	O & M/District/CARE	Dist--- Water Testing Service	325.00
				AND UPKEEP OF BUILDING SE/Water Testing Service		
05/05/2023	53892	50.00	Pearson, Inc	EDUCATION/District/S	SPED--- Supp/Mat	50.00
				PECIAL EDUCATION/SUPPLIES		
05/05/2023	53893	575.85	PMA Leasing, INC	EDUCATION/District/C	Dist-- Copy Machine Lease	
				ARE AND UPKEEP OF EQUIPMENT S/RENTALS		
05/05/2023	53893	700.00	PMA Leasing, INC	EDUCATION/District/C	Dist-- Copy Machine Lease	
				ARE AND UPKEEP OF EQUIPMENT S/RENTALS		
05/05/2023	53893	865.00	PMA Leasing, INC	EDUCATION/District/C	Dist-- Copy Machine Lease	
				ARE AND UPKEEP OF EQUIPMENT S/RENTALS		
05/05/2023	53893	1,865.00	PMA Leasing, INC	EDUCATION/District/C	Dist-- Copy Machine Lease	
				ARE AND UPKEEP OF EQUIPMENT S/RENTALS		
05/05/2023	53893	547.00	PMA Leasing, INC	EDUCATION/District/C	Dist-- Copy Machine Lease	4,552.85
				ARE AND UPKEEP OF EQUIPMENT S/RENTALS		
05/05/2023	53894	39.00	Quadient Finance USA	EDUCATION/District/B	Board-- Communication	39.00
				BOARD OF EDUCATION SERVICES/COMMUNICATI		
				ON		
05/05/2023	53895	200.97	Quadient Leasing USA	EDUCATION/District/B	Board-- Communication	200.97
				BOARD OF EDUCATION SERVICES/COMMUNICATI		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/05/2023	53896	358.94	Quill Corp	ON EDUCATION/District/M TSS/Title I/SUPPLIES	Title I-- Homeless supp/mat	
05/05/2023	53896	696.58	Quill Corp	EDUCATION/District/M TSS/Title I/SUPPLIES	Title I-- Homeless supp/mat	
05/05/2023	53896	333.54	Quill Corp	EDUCATION/District/M TSS/Title I/SUPPLIES	Title I-- Homeless supp/mat	1,389.06
05/05/2023	53897	1,900.00	Schoolwide Inc	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	ESSER III-- Schoolwide PD	1,900.00
05/05/2023	53898	77.50	Securitas Electronic	O & M/District/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Dist--- O&M Repairs and Maint	77.50
05/05/2023	53899	8,355.24	Spectrum Center Inc	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	8,355.24
05/05/2023	53900	1,007.38	Sportdecals	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
05/05/2023	53900	68.98	Sportdecals	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	1,076.36
05/05/2023	53901	13.10	Swiderski, Derek	O & M/District/OPERATION AND MAINTENANCE OF P/TRAVEL	O&M Travel	13.10
05/05/2023	53902	15.17	T-Mobile	EDUCATION/District/M TSS/Title I/SUPPLIES	Title I-- Homeless supp/mat	15.17

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/05/2023	53903	1,802.75	Techstar America Cor	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
05/05/2023	53903	553.00	Techstar America Cor	EDUCATION/PRIMARY/EL EMENTARY/Copy Supplies	Pri- Copy Supp/Mat	2,355.75
05/05/2023	53904	470.00	Vasica, Janine	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	
05/05/2023	53904	114.34	Vasica, Janine	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
05/05/2023	53904	64.11	Vasica, Janine	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
05/05/2023	53904	6.79	Vasica, Janine	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
05/05/2023	53904	13.75	Vasica, Janine	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
05/05/2023	53904	100.00	Vasica, Janine	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	768.99
05/05/2023	53905	20.67	Warehouse Direct Bus	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
05/05/2023	53905	20.66	Warehouse Direct Bus	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
05/05/2023	53905	20.67	Warehouse Direct Bus	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	
05/05/2023	53905	36.02	Warehouse Direct Bus	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Custodial Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/05/2023	53905	36.00	Warehouse Direct Bus	SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Custodial Supp/Mat	
05/05/2023	53905	36.00	Warehouse Direct Bus	SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Custodial Supp/Mat	
05/05/2023	53905	133.19	Warehouse Direct Bus	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Custodial Supp/Mat	
05/05/2023	53905	95.00	Warehouse Direct Bus	SE/SUPPLIES O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- O&M Pur Svc	398.21
05/05/2023	53906	387.81	Waukegan Safe And Lo	SE/REPAIR O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	387.81
05/05/2023	53907	1,063.00	Wells Fargo Vendor F	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	1,063.00
05/05/2023	53908	53.90	Wolframski, Laura	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Science Supp/Mat	53.90
05/05/2023	53909	32.98	Zonsius, Jennifer	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
05/05/2023	53909	485.00	Zonsius, Jennifer	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	517.98
05/10/2023	53910	350.00	Ballet Folklorico Ta	EDUCATION/District/D IRECTION OF CENTRAL SUPPORT S/SUPPLIES	Dir of Curr/Inst Sup/Mat	350.00
05/10/2023	53911	3,356.25	Carroll, Megan	EDUCATION/District/H	SPED-- OT/PT/Health Pur Svc	3,356.25

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/10/2023	53912	3,692.64	Martin-Upton, Eileen	EALTH SERVICES/PROFESSIONAL AND TECHNICAL SER EDUCATION/District/H	SPED-- OT/PT/Health Pur Svc	3,692.64
05/10/2023	53913	1,260.97	Morley, Melissa	EALTH SERVICES/PROFESSIONAL AND TECHNICAL SER EDUCATION/District/C	Distr-- Pur/Svc	1,260.97
05/10/2023	53914	1,050.00	Racine Zoo	COMPUTER-ASSISTED INSTRUCTION/PROFESSIONAL AND TECHNICAL SER EDUCATION/District/R	Dist--- Convenience Acct S/M EGULAR PROGRAMS/SUPPLIES	1,050.00
05/15/2023	53915	3,570.37	Ill Municipal Retire	EDUCATION/District/B	EDUCATION IMRF Deduction enefit Accrual	
05/15/2023	53915	1,091.39	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	
05/15/2023	53915	1,789.08	Ill Municipal Retire	TRANSPORTATION/District/Benefit Accrual		
05/15/2023	53915	8,615.41	Ill Municipal Retire	IMRF/District/Benefit t Accrual	IMRF - IMRF Withholding	
05/15/2023	53915	3,561.68	Ill Municipal Retire	EDUCATION/District/B	EDUCATION IMRF Deduction enefit Accrual	
05/15/2023	53915	1,093.51	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	
05/15/2023	53915	1,814.27	Ill Municipal Retire	TRANSPORTATION/District/Benefit Accrual		
05/15/2023	53915	8,640.26	Ill Municipal Retire	IMRF/District/Benefit t Accrual	IMRF - IMRF Withholding	30,175.97
05/15/2023	53916	20.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
05/15/2023	53916	24,359.07	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
05/15/2023	53916	1,104.38	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
05/15/2023	53916	1,941.84	Illinois Dept Of Rev	TRANSPORTATION/District	Transportation - IL State With	27,425.29
05/15/2023	53917	3,309.03	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/15/2023	53917	204.23	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/15/2023	53917	268.35	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/15/2023	53917	2,463.34	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/15/2023	53917	678.54	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/15/2023	53917	32.57	Teacher's Health Ins	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
05/15/2023	53917	911.80	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/15/2023	53917	43.76	Teacher's Health Ins	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
05/15/2023	53917	152.03	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/15/2023	53917	199.73	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	8,263.38
05/15/2023	53918	33,090.00	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/15/2023	53918	2,041.96	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/15/2023	53918	2,683.35	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/15/2023	53918	2,132.44	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/15/2023	53918	1,425.86	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/15/2023	53918	9,118.11	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/15/2023	53918	437.62	Teachers Retirement	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
05/15/2023	53918	587.57	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
05/15/2023	53918	28.20	Teachers Retirement	TRANSPORTATION/Distr	Transportation-Insurance With	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				ict/Employee Deductions		
05/15/2023	53918	68.44	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
05/15/2023	53918	131.59	Teachers Retirement	mployee Deductions	EDUCATION Employee Deductions	
05/15/2023	53918	172.92	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	51,918.06
05/15/2023	53919	5,051.99	United States Treasu	mployee Deductions	EDUCATION FICA	
05/15/2023	53919	1,491.74	United States Treasu	EDUCATION/District	O & M/District Building - FICA Withholding	
05/15/2023	53919	2,475.25	United States Treasu	TRANSPORTATION/Distr	ict	
05/15/2023	53919	2,065.83	United States Treasu	EDUCATION/District/F	EDUCATION FED W/H TAX	
05/15/2023	53919	245.00	United States Treasu	ederal Tax Withheld	Transportation-Federal Withhold	
05/15/2023	53919	49,204.49	United States Treasu	TRANSPORTATION/Distr	ict/Federal Tax Withheld	
05/15/2023	53919	1,569.38	United States Treasu	EDUCATION/District/F	EDUCATION FED W/H TAX	
05/15/2023	53919	2,546.51	United States Treasu	ederal Tax Withheld	O & M/District/Federal Tax Withheld	
05/15/2023	53919	8,420.66	United States Treasu	TRANSPORTATION/Distr	Transportation-Federal Withhold	
05/15/2023	53919	348.87	United States Treasu	ict/Federal Tax Withheld	EDUCATION Medicare Withheld	
05/15/2023	53919	643.09	United States Treasu	EDUCATION/District	Building- Medicare Withholding	
05/15/2023	53919	9,018.98	United States Treasu	TRANSPORTATION/Distr	Transportation-Medicare With	
05/15/2023	53919	9,412.62	United States Treasu	ict	SOCIAL SS/Medicare - FICA Withholding	
05/15/2023	53920	92.00	Voya Institutional T	SECURITY/MEDICARE/Di	strict	
05/15/2023	53920	938.00	Voya Institutional T	SOCIAL	SS/Medicare-Medicare Withheld	92,494.41
05/15/2023	53920	313.00	Voya Institutional T	SECURITY/MEDICARE/Di	strict	
05/15/2023	53921	543.68	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION ANNUITY	1,343.00
				EDUCATION/District	EDUCATION WISC ST TAX	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/15/2023	53921	59.56	Wisconsin Dept Of Re	TRANSPORTATION/Distr	Transportation -WI State With	603.24
				ict		
05/16/2023	53922	417.48	Sportdecals	EDUCATION/District/R	Dist--- Convenience Acct S/M	417.48
				EGULAR		
				PROGRAMS/SUPPLIES		
05/17/2023	53923	2,381.40	CCS Graphics	EDUCATION/MIDDLE/MID	MS--- Graduation Supp/Mat	
				DLE-JUNIOR		
				HIGH/SUPPLIES		
05/17/2023	53923	-176.40	CCS Graphics	EDUCATION/MIDDLE/MID	MS--- Graduation Supp/Mat	2,205.00
				DLE-JUNIOR		
				HIGH/SUPPLIES		
05/19/2023	53924	172.50	Accurate Biometrics	EDUCATION/District/B	Board--- Purch Svc	
				BOARD OF EDUCATION		
				SERVICES/PROFESSIONA		
				L AND TECHNICAL SER		
05/19/2023	53924	119.00	Accurate Biometrics	TRANSPORTATION/Distr	Trans--- Fingerprinting	291.50
				ict/PUPIL		
				TRANSPORTATION		
				SERVICES/OTHER		
				PURCHASED SERVICES		
05/19/2023	53925	153.56	Alpha Baking Co, Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Pgrm)	
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53925	208.70	Alpha Baking Co, Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Pgrm)	
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53925	109.32	Alpha Baking Co, Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Pgrm)	
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53925	47.80	Alpha Baking Co, Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Pgrm)	
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53925	214.40	Alpha Baking Co, Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Pgrm)	
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53925	186.90	Alpha Baking Co, Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Pgrm)	
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53925	66.92	Alpha Baking Co, Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Pgrm)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53925	76.48	Alpha Baking Co, Inc	OOD SERVICES/SUPPLIES EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	1,064.08
05/19/2023	53927	405.86	Amazon	OOD SERVICES/SUPPLIES EDUCATION/PRIMARY/HE	Pri-- Nurse Supp/Mat	
05/19/2023	53927	74.60	Amazon	ALTH SERVICES/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
05/19/2023	53927	95.16	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/PRIMARY/Pr	Pri-- Principal Supp/Mat	
05/19/2023	53927	728.94	Amazon	incipals/SUPPLIES EDUCATION/PRIMARY/ED	Pri--- Library Books	
05/19/2023	53927	77.49	Amazon	UCATIONAL MEDIA SERVICES/SUPPLIES EDUCATION/District/S	SPED--- Supp/Mat	
05/19/2023	53927	22.95	Amazon	PECIAL EDUCATION/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
05/19/2023	53927	38.79	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Nurse Supp/Mat	
05/19/2023	53927	296.45	Amazon	/HEALTH SERVICES/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Copy Supplies	
05/19/2023	53927	12.49	Amazon	/ELEMENTARY/Copy Supplies EDUCATION/PRIMARY/HE	Pri-- Nurse Supp/Mat	
05/19/2023	53927	40.75	Amazon	ALTH SERVICES/SUPPLIES EDUCATION/District/S	SPED--- Supp/Mat	
05/19/2023	53927	67.96	Amazon	PECIAL EDUCATION/SUPPLIES CAPITAL	HLS replacements (FY23)	
05/19/2023	53927	88.30	Amazon	PROJECTS/District/BU ILDING ACQUISITION, CONSTRUC/SUPPLIES EDUCATION/PRIMARY/HE	Pri-- Nurse Supp/Mat	
				ALTH		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53927	12.45	Amazon	SERVICES/SUPPLIES EDUCATION/MIDDLE/Pri ncipals/SUPPLIES	MS-- Principal Supp/Mat	
05/19/2023	53927	12.59	Amazon	EDUCATION/ELEMENTARY /EDUCATIONAL MEDIA	Elem--- Library Books	
05/19/2023	53927	19.34	Amazon	SERVICES/SUPPLIES EDUCATION/MIDDLE/SUM MER SCHOOL/SUPPLIES	ESSERIII- Sum Sch Supplies	
05/19/2023	53927	28.40	Amazon	EDUCATION/PRIMARY/ED UCATIONAL MEDIA	Pri--- Library Grant	
05/19/2023	53927	49.99	Amazon	SERVICES/SUPPLIES EDUCATION/District/F ISCAL	Business-- Supp/Mat	
05/19/2023	53927	43.98	Amazon	SERVICES/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- Graduation Supp/Mat	
05/19/2023	53927	459.90	Amazon	HIGH/SUPPLIES EDUCATION/PRIMARY/ED UCATIONAL MEDIA	Pri--- Library Grant	
05/19/2023	53927	82.30	Amazon	SERVICES/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	
05/19/2023	53927	342.35	Amazon	HIGH/SUPPLIES EDUCATION/ELEMENTARY /EDUCATIONAL MEDIA	Elem--- Library Books	
05/19/2023	53927	99.98	Amazon	SERVICES/SUPPLIES EDUCATION/District/D ATA PROCESSING	Tech--- Supp/Mat	
05/19/2023	53927	43.01	Amazon	SERVICES/SUPPLIES EDUCATION/MIDDLE/EDU CATIONAL MEDIA	MS--- Library Supp/Mat	
05/19/2023	53927	363.01	Amazon	SERVICES/SUPPLIES EDUCATION/MIDDLE/EDU CATIONAL MEDIA	MS--- Library Books	
05/19/2023	53927	179.62	Amazon	SERVICES/SUPPLIES EDUCATION/District/B OARD OF EDUCATION	Board-- staff gifts	
05/19/2023	53927	181.77	Amazon	SERVICES/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Nurse Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53927	1,142.10	Amazon	/HEALTH SERVICES/SUPPLIES EDUCATION/District/M	Title I-- Hellenic sup/mat TSS/Title	
05/19/2023	53927	46.61	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
05/19/2023	53927	38.52	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- Graduation Supp/Mat	
05/19/2023	53927	19.98	Amazon	HIGH/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Copy Supplies	
05/19/2023	53927	443.52	Amazon	/ELEMENTARY/Copy Supplies EDUCATION/District/R	Dist--- Convenience Acct S/M EGULAR	
05/19/2023	53927	40.99	Amazon	PROGRAMS/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Copy Supplies	
05/19/2023	53927	299.99	Amazon	/ELEMENTARY/Copy Supplies EDUCATION/District/M	Title I-- St. Bede sup/mat TSS/Title	
05/19/2023	53927	66.65	Amazon	I/SUPPLIES EDUCATION/District/S	SPED--- Supp/Mat	5,966.79
05/19/2023	53928	1,480.00	APCP Pizza Inc	PECIAL EDUCATION/SUPPLIES EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm) OOD	1,480.00
05/19/2023	53929	598.00	Apple, Inc	SERVICES/SUPPLIES EDUCATION/District/D	Tech--- Supp/Mat	598.00
05/19/2023	53930	52.07	Aramark Uniform & Ca	ATA PROCESSING SERVICES/SUPPLIES EDUCATION/District/F	FoodSvc--- S/M (Program) OOD	
05/19/2023	53930	52.07	Aramark Uniform & Ca	SERVICES/SUPPLIES EDUCATION/District/F	FoodSvc--- S/M (Program) OOD	
05/19/2023	53930	52.07	Aramark Uniform & Ca	SERVICES/SUPPLIES EDUCATION/District/F	FoodSvc--- S/M (Program) OOD	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53930	52.07	Aramark Uniform & Ca	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
05/19/2023	53930	65.28	Aramark Uniform & Ca	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
05/19/2023	53930	65.28	Aramark Uniform & Ca	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
05/19/2023	53930	65.28	Aramark Uniform & Ca	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	404.12
05/19/2023	53931	50.00	Arndt, Christine	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
05/19/2023	53932	15.00	Assest Remarketing C	SERVI/Other Benefit O & M/District/OPERATION	Dist--- O&M Pur Svc	15.00
05/19/2023	53933	11.65	Bezak, Jacqueline Je	AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER EDUCATION/District/S PECIAL	SPED--- Supp/Mat	11.65
05/19/2023	53934	50.00	Biancalana, Venette	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
05/19/2023	53935	1,000.00	Bizar Entertainment,	SERVI/Other Benefit EDUCATION/District/R EGULAR	Dist--- Convenience Acct S/M	1,000.00
05/19/2023	53936	545.00	Community Mechanical	PROGRAMS/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE	Elem--- O&M Repairs and Maint	
05/19/2023	53936	1,141.00	Community Mechanical	SERVICE O &	Elem--- O&M Repairs and Maint	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53936	210.00	Community Mechanical	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Elem--- O&M Repairs and Maint	
05/19/2023	53936	1,124.00	Community Mechanical	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	
05/19/2023	53936	1,540.00	Community Mechanical	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	
05/19/2023	53936	501.00	Community Mechanical	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	
05/19/2023	53936	1,367.00	Community Mechanical	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	
05/19/2023	53936	210.00	Community Mechanical	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	
05/19/2023	53936	700.00	Community Mechanical	O & M/District/VEHICLE SERVICING AND	Vehicle Repairs and Maint	7,338.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53937	6,298.31	Connection's Day Sch	MAINTENA/REPAIR AND MAINTENANCE SERVICE EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
05/19/2023	53937	6,298.31	Connection's Day Sch	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	12,596.62
05/19/2023	53938	5,494.42	Connections Day Scho	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	5,494.42
05/19/2023	53939	50.00	Cornwell, Joshua	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
05/19/2023	53940	89.50	Cozzini Bros., Inc.,	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
05/19/2023	53940	89.50	Cozzini Bros., Inc.,	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	179.00
05/19/2023	53941	500.00	Dalton Moffitt, Beth	EDUCATION/District/S PECIAL EDUCATION/PROFESSIONAL AND TECHNICAL SER	SPED--- Pur Svc	500.00
05/19/2023	53942	50.00	DeNovo, Kira	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53943	485.00	DiMaggio, Nicole	EDUCATION/District/E LELEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	485.00
05/19/2023	53944	100.00	DiTusa, Lindsay Dyan	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	100.00
05/19/2023	53945	333.00	ED Clark Photography	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	333.00
05/19/2023	53946	128.87	Flade, Stephanie	EDUCATION/PRIMARY/IM PROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Pri-- Impr of Inst. (staff)	128.87
05/19/2023	53947	2,012.05	Flood Brothers Dispo	O & M/District/CARE AND UPKEEP OF BUILDING SE/SANITATION SERVICES	Sanitation Services	
05/19/2023	53947	27.95	Flood Brothers Dispo	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/SANITATION SERVICES	Trans--- Garbage pickup	2,040.00
05/19/2023	53948	180.00	FSS Technologies, LL	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	
05/19/2023	53948	180.00	FSS Technologies, LL	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	360.00
05/19/2023	53949	20.92	Gold, Robert	EDUCATION/District/O FFICE OF THE SUPERINTENDENT S/SUPPLIES	Supt-- Supp/Mat	
05/19/2023	53949	17.03	Gold, Robert	EDUCATION/District/O	Supt---Travel	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53949	24.89	Gold, Robert	FFICE OF THE SUPERINTENDENT S/TRAVEL EDUCATION/District/O	Supt---Travel	
05/19/2023	53949	11.79	Gold, Robert	FFICE OF THE SUPERINTENDENT S/TRAVEL EDUCATION/District/O	Supt---Travel	
05/19/2023	53949	14.41	Gold, Robert	FFICE OF THE SUPERINTENDENT S/TRAVEL EDUCATION/District/O	Supt---Travel	
05/19/2023	53949	18.34	Gold, Robert	FFICE OF THE SUPERINTENDENT S/TRAVEL EDUCATION/District/O	Supt---Travel	
05/19/2023	53949	50.00	Gold, Robert	FFICE OF THE SUPERINTENDENT S/TRAVEL EDUCATION/District/E	Admin cell phone stipend	157.38
05/19/2023	53950	77.53	Gordon Food Service	XECUTIVE ADMINISTRATION SERVI/Other Benefit EDUCATION/District/F	FoodSvc--- S/M (Program)	
05/19/2023	53950	154.94	Gordon Food Service	OOD SERVICES/SUPPLIES EDUCATION/District/F	FoodSvc--- S/M (Program)	
05/19/2023	53950	1,346.10	Gordon Food Service	OOD SERVICES/SUPPLIES EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
05/19/2023	53950	49.26	Gordon Food Service	OOD SERVICES/SUPPLIES EDUCATION/District/F	FoodSvc--- S/M (Program)	
05/19/2023	53950	2,367.36	Gordon Food Service	OOD SERVICES/SUPPLIES EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
05/19/2023	53950	64.15	Gordon Food Service	OOD SERVICES/SUPPLIES EDUCATION/District/F	FoodSvc--- S/M (Program)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53950	445.33	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Pur (Non-Prog)	
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53950	1,684.19	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53950	568.30	Gordon Food Service	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53950	2,727.77	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53950	1,059.75	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Pur (Non-Prog)	
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53950	1,294.83	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53950	1,752.14	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53950	35.60	Gordon Food Service	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53950	212.42	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Pur (Non-Prog)	
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53950	3,199.52	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53950	392.62	Gordon Food Service	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53950	1,878.45	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD		
				SERVICES/SUPPLIES		
05/19/2023	53950	72.31	Gordon Food Service	EDUCATION/District/F	FoodSvc--- S/M (Program)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				OOD SERVICES/SUPPLIES		
05/19/2023	53950	475.86	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Pur (Non-Prog)	
				OOD SERVICES/SUPPLIES		
05/19/2023	53950	1,322.76	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD SERVICES/SUPPLIES		
05/19/2023	53950	33.36	Gordon Food Service	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD SERVICES/SUPPLIES		
05/19/2023	53950	1,219.68	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD SERVICES/SUPPLIES		
05/19/2023	53950	223.62	Gordon Food Service	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD SERVICES/SUPPLIES		
05/19/2023	53950	779.55	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Pur (Non-Prog)	
				OOD SERVICES/SUPPLIES		
05/19/2023	53950	4,104.61	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD SERVICES/SUPPLIES		
05/19/2023	53950	66.32	Gordon Food Service	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD SERVICES/SUPPLIES		
05/19/2023	53950	2,651.62	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD SERVICES/SUPPLIES		
05/19/2023	53950	177.98	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Pur (Non-Prog)	
				OOD SERVICES/SUPPLIES		
05/19/2023	53950	1,541.07	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD SERVICES/SUPPLIES		
05/19/2023	53950	382.62	Gordon Food Service	EDUCATION/District/F	FoodSvc--- S/M (Program)	
				OOD SERVICES/SUPPLIES		
05/19/2023	53950	1,683.28	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53950	120.91	Gordon Food Service	EDUCATION/District/F SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
05/19/2023	53950	956.20	Gordon Food Service	EDUCATION/District/F SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
05/19/2023	53950	2,865.18	Gordon Food Service	EDUCATION/District/F SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
05/19/2023	53950	3,508.76	Gordon Food Service	EDUCATION/District/F SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
05/19/2023	53950	302.62	Gordon Food Service	EDUCATION/District/F SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
05/19/2023	53950	2,065.46	Gordon Food Service	EDUCATION/District/F SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
05/19/2023	53950	435.10	Gordon Food Service	EDUCATION/District/F SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	44,299.13
05/19/2023	53951	1,186.51	Granite Telecommunic	O & M/District/CARE AND UPKEEP OF	Phone Services (AT&T)	1,186.51
05/19/2023	53952	1,000.00	Grant Specialties	EDUCATION/District/C COMPUTER-ASSISTED	Distr-- Pur/Svc	1,000.00
05/19/2023	53953	12,393.00	Grant Township Highw	TRANSPORTATION/Distr ict/PUPIL	Trans--- Fuel	12,393.00
05/19/2023	53954	40.90	Grower Equipment & S	O & M/District/VEHICLE	Vehicle Repairs and Maint	40.90
				SERVICING AND MAINTENA/REPAIR AND		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53955	188.01	Hershey Creamery Co	MAINTENANCE SERVICE EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
05/19/2023	53955	166.88	Hershey Creamery Co	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	354.89
05/19/2023	53956	50.00	Hetrovicz, Michelle	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
05/19/2023	53957	4,903.57	Hodges, Loizzi, Eise	EDUCATION/District/B OARD OF EDUCATION SERVICES/LEGAL SERVICES	Board-- Legal Services	4,903.57
05/19/2023	53958	70.86	Home Depot Credit Se	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
05/19/2023	53958	0.00	Home Depot Credit Se	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
05/19/2023	53958	0.00	Home Depot Credit Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
05/19/2023	53958	46.50	Home Depot Credit Se	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
05/19/2023	53958	46.50	Home Depot Credit Se	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
05/19/2023	53958	14.94	Home Depot Credit Se	O & M/ELEMENTARY/CARE	Elem--- Custodial Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53958	49.33	Home Depot Credit	Se O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
05/19/2023	53958	33.94	Home Depot Credit	Se O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
05/19/2023	53958	19.42	Home Depot Credit	Se O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
05/19/2023	53958	19.41	Home Depot Credit	Se O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
05/19/2023	53958	19.41	Home Depot Credit	Se O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	
05/19/2023	53958	42.38	Home Depot Credit	Se O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
05/19/2023	53958	9.58	Home Depot Credit	Se EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
05/19/2023	53958	32.64	Home Depot Credit	Se EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
05/19/2023	53958	14.58	Home Depot Credit	Se O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
05/19/2023	53958	14.58	Home Depot Credit	Se O &	Elem--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53958	14.57	Home Depot Credit Se	M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
05/19/2023	53958	13.66	Home Depot Credit Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Tech--- Supp/Mat	
05/19/2023	53958	10.97	Home Depot Credit Se	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES		
05/19/2023	53958	10.97	Home Depot Credit Se	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
05/19/2023	53958	10.97	Home Depot Credit Se	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
05/19/2023	53958	10.97	Home Depot Credit Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
05/19/2023	53958	11.94	Home Depot Credit Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
05/19/2023	53958	11.94	Home Depot Credit Se	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
05/19/2023	53958	11.94	Home Depot Credit Se	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	531.03
05/19/2023	53959	681.22	Huemann, Linda Jean	EDUCATION/PRIMARY/In terscholastic	Pri-- Academic Enrch Supp/Mat	681.22

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53960	550.00	IFSI	Programs/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	
05/19/2023	53960	760.00	IFSI	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	
05/19/2023	53960	1,060.00	IFSI	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Elem--- O&M Repairs and Maint	
05/19/2023	53960	1,570.00	IFSI	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	3,940.00
05/19/2023	53961	1,945.00	Illinois Association	EDUCATION/District/B OARD OF EDUCATION SERVICES/DUES & FEES	Board--- Press Plus	1,945.00
05/19/2023	53962	199.00	Illinois Digital Edu	EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	MS-- Impr of Inst. (staff)	199.00
05/19/2023	53963	1,056.00	Integrated Systems C	EDUCATION/District/O PERATIONS SERVICES/PROFESSIONA L AND TECHNICAL SER	Tech--- Web Hosting	1,056.00
05/19/2023	53964	50.00	ITsavvy LLC	EDUCATION/District/O PERATIONS SERVICES/PROFESSIONA L AND TECHNICAL SER	Tech--- Upkeep/Warranties	50.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53965	50.00	Janusz, Lenayn	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
05/19/2023	53966	41.25	Klobe, Deonna Bryn	SERVI/Other Benefit EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/REGULAR SALARIES	MS-- Tchr Salaries	41.25
05/19/2023	53967	50.00	Kumpula, Sara	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
05/19/2023	53968	342.70	Lakeshore Learning C	SERVI/Other Benefit EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	342.70
05/19/2023	53969	15.00	Language Testing Int	EDUCATION/District/B ILINGUAL PROGRAMS/PROFESSIONA L AND TECHNICAL SER	EL-- Pur Svc	
05/19/2023	53969	585.00	Language Testing Int	EDUCATION/District/B ILINGUAL PROGRAMS/PROFESSIONA L AND TECHNICAL SER	EL-- Pur Svc	600.00
05/19/2023	53970	50.00	Laske, Jacquelyn	TRANSPORTATION/Distr ict/SERVICE AREA DIRECTION/Other Benefit	Trans-- cell phone stipend	50.00
05/19/2023	53971	2,832.00	Maifield, Denise	EDUCATION/MIDDLE/Int erscholastic Programs/REGULAR SALARIES	MS-- Music Dir./Choreographer	2,832.00
05/19/2023	53972	50.00	McCulley, Matthew	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
05/19/2023	53973	37.63	Menards	SERVI/Other Benefit O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53973	134.08	Menards	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
05/19/2023	53973	59.61	Menards	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	
05/19/2023	53973	47.92	Menards	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
05/19/2023	53973	14.92	Menards	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
05/19/2023	53973	32.61	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
05/19/2023	53973	182.93	Menards	EDUCATION/District/FOOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	509.70
05/19/2023	53974	303.52	Michniewicz, Cait	EDUCATION/District/REGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	303.52
05/19/2023	53975	487.44	MidAmerica Books	EDUCATION/MIDDLE/EDUCATIONAL MEDIA SERVICES/SUPPLIES	MS--- Library Grant	487.44
05/19/2023	53976	127.02	Midwest Transit Equi	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/REPAIR AND MAINTENANCE SERVICE	Trans--- Rep/Maintenance	
05/19/2023	53976	152.11	Midwest Transit Equi	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/REPAIR AND	Trans--- Rep/Maintenance	279.13

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53977	100.00	Miller, Carrie	MAINTENANCE SERVICE EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	100.00
05/19/2023	53978	4,689.89	Mitel	O & M/District/CARE AND UPKEEP OF BUILDING SE/At&t	Phone Services (AT&T)	4,689.89
05/19/2023	53979	57.74	Morley, Melissa	EDUCATION/District/C OMPUTER-ASSISTED INSTRUCTION/PROFESSI ONAL AND TECHNICAL SER	Distr-- Pur/Svc	57.74
05/19/2023	53980	50.00	Morley, Sunny	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
05/19/2023	53981	50.00	Mullen, Rachel Ann	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
05/19/2023	53982	41.37	Napa Auto Supply Fox	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	41.37
05/19/2023	53983	353.02	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
05/19/2023	53983	671.55	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
05/19/2023	53983	242.58	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
05/19/2023	53983	235.44	NCC - Peterson Produ	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Custodial Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53983	235.44	NCC - Peterson Produ	SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Custodial Supp/Mat	1,738.03
05/19/2023	53984	1,271.20	Net56	SE/SUPPLIES O & M/District/CARE AND UPKEEP OF BUILDING SE/Net56	Internet Services (Net 56)	1,271.20
05/19/2023	53985	6,765.71	New Connections Acad	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	6,765.71
05/19/2023	53986	1,390.00	Nierman Landscape &	O & M/District/CARE AND UPKEEP OF GROUNDS SER/PROFESSIONAL AND TECHNICAL SER	Grounds Upkeep Service	1,390.00
05/19/2023	53987	6,105.69	Onyx Asset Services	O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Energy Electricity	6,105.69
05/19/2023	53988	33.95	Oriental Trading Com	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	33.95
05/19/2023	53989	93.34	Philippsen, Michelle	EDUCATION/District/O THER FOOD SERVICES/TRAVEL	FoodSvc--- Travel	
05/19/2023	53989	50.00	Philippsen, Michelle	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	143.34
05/19/2023	53990	50.00	Pittman, Erin	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
05/19/2023	53991	545.00	Prostka, Jennifer	EDUCATION/District/E LEMENTARY/TUITION	Distr-- Tuition Reimb.	545.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53992	43.18	Quill Corp	REIMBURSEMENT EDUCATION/District/M IDDLE-JUNIOR HIGH/Copy Paper	Distr--- Copy Paper	
05/19/2023	53992	114.88	Quill Corp	EDUCATION/PRIMARY/SU MMER SCHOOL/SUPPLIES	ESSERIII- Sum Sch Supplies	158.06
05/19/2023	53993	98.63	Ray Chrysler Dodge J	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/REPAIR AND MAINTENANCE SERVICE	Trans--- Rep/Maintenance	98.63
05/19/2023	53994	1,000.00	Renaissance Learning	EDUCATION/District/D IRECTION OF CENTRAL SUPPORT S/SUPPLIES	Dir of Curr/Inst Sup/Mat	1,000.00
05/19/2023	53995	1,279.65	Romero, Lisa	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	1,279.65
05/19/2023	53996	301.11	Saddleback Education	EDUCATION/District/G RANTS/SUPPLIES	ESSER3- Summer enrich sup/mat	
05/19/2023	53996	107.07	Saddleback Education	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	408.18
05/19/2023	53997	996.00	Safeway Transportati	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER TRANSPORTATION SERVICES	Trans--- Homeless Pur Svc	996.00
05/19/2023	53998	765.00	SEDOL	EDUCATION/SEDOL/Spec ED/SPEECH PATHOLOGY AND AUDIOLOGY/PROFESSION AL AND TECHNICAL SER	SEDOL-- Speech/Audio	
05/19/2023	53998	6,601.55	SEDOL	EDUCATION/Connection Day SC-Palatine/Spec Ed Private	SPED--- Private School Tuition	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	53998	18,306.63	SEDOL	Tuition/Private Tuition EDUCATION/SEDOL/Spec ED/TuitionOtherDistricts/Private Tuition	SPED--- SEDOL Tuition	25,673.18
05/19/2023	53999	60.00	Smithereen Pest Mana	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	
05/19/2023	53999	60.00	Smithereen Pest Mana	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	
05/19/2023	53999	78.00	Smithereen Pest Mana	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	198.00
05/19/2023	54000	116.10	Solis-Favela, Gemma	EDUCATION/District/ELEMENTARY/MEDICAL INSURANCE	Distr-- Med Ins.	116.10
05/19/2023	54001	1,760.00	Sonova USA, Inc	EDUCATION/District/SPEECH PATHOLOGY AND AUDIOLOGY/REPAIR AND MAINTENANCE SERVICE	SPED-- S/L/Aud rep/maint	
05/19/2023	54001	773.32	Sonova USA, Inc	EDUCATION/District/SPEECH PATHOLOGY AND AUDIOLOGY/REPAIR AND MAINTENANCE SERVICE	SPED-- S/L/Aud rep/maint	2,533.32
05/19/2023	54002	700.00	Spakowski, Diane	EDUCATION/District/FISCAL SERVICES/PROFESSIONAL AND TECHNICAL SER	Distr--- Bus. Mngr Pur Svc	700.00
05/19/2023	54003	11,257.50	Speech Path Speciali	EDUCATION/District/P SYCHOLOGICAL	SPED--- Psych Pur Svc	11,257.50

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	54004	2,576.00	State Bank Of The La	SERVICES/PROFESSIONA L AND TECHNICAL SER Debt Service	Debt Certificate Int 2016	2,576.00
05/19/2023	54005	50.00	Summers, Brian	Fund/District/Debt Certificate Intrst 2016/INTEREST	Admin cell phone stipend	50.00
05/19/2023	54006	22.93	Swiderski, Derek	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	O & O&M Travel	
05/19/2023	54006	50.00	Swiderski, Derek	M/District/OPERATION AND MAINTENANCE OF P/TRAVEL	Admin cell phone stipend	72.93
05/19/2023	54007	300.00	Swiderski, Lisa Mari	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Distr-- Tuition Reimb.	300.00
05/19/2023	54008	375.00	Techstar America Cor	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Pri- Copy Supp/Mat	
05/19/2023	54008	248.00	Techstar America Cor	EMENTARY/Copy Supplies	Pri- Copy Supp/Mat	
05/19/2023	54008	118.00	Techstar America Cor	EDUCATION/PRIMARY/EL Supplies	MS-- Copy Supplies	
05/19/2023	54008	290.00	Techstar America Cor	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/Copy Supplies	MS-- Copy Supplies	1,031.00
05/19/2023	54009	340.74	Thomson Reuters-West	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/Copy Supplies	Board--- Residency Purch Svc	340.74
05/19/2023	54010	1,374.00	Ultimate Screen Prin	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	MS--- Graduation Supp/Mat	1,374.00
				EDUCATION/MIDDLE/MID DLE-JUNIOR		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	54011	1,500.00	University of Pittsb	HIGH/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- Math Supp/Mat	1,500.00
05/19/2023	54012	1,020.00	Villagomez, Elizabet	HIGH/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	1,020.00
05/19/2023	54013	51.61	Warehouse Direct Bus	HIGH/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	51.61
05/19/2023	54014	605.00	Waukegan Safe And Lo	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	
05/19/2023	54014	135.00	Waukegan Safe And Lo	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	740.00
05/19/2023	54015	116.00	Wex Health, Inc	EDUCATION/District/B OARD OF EDUCATION SERVICES/DUES & FEES	Board--Dues/Fee RevTrck & Bank	116.00
05/19/2023	54016	11.79	Wiley, Stephaney	O & M/District/OPERATION AND MAINTENANCE OF P/TRAVEL	O&M Travel	
05/19/2023	54016	11.79	Wiley, Stephaney	O & M/District/OPERATION AND MAINTENANCE OF P/TRAVEL	O&M Travel	
05/19/2023	54016	13.76	Wiley, Stephaney	O & M/District/OPERATION AND MAINTENANCE OF P/TRAVEL	O&M Travel	37.34
05/19/2023	54017	172.80	Wilson Language Trai	EDUCATION/ELEMENTARY /IMPROVEMENT OF	Elem-- Impr of Inst. Supp/Mat	172.80

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/19/2023	54018	419.11	Worthington Direct	INSTRUCTION SER/SUPPLIES CAPITAL	HLS replacements (FY23)	419.11
05/26/2023	54019	4,712.00	All-Ways Transportat	PROJECTS/District/BU ILDING ACQUISITION, CONSTRUC/SUPPLIES	TRANSPORTATION/SEDOL Trans--- SPED P/S Off Campus /SpecED/PUPIL TRANSPORTATION SERVICES/PUPIL TRANSPORTATION	4,712.00
05/26/2023	54021	104.93	Amazon	EDUCATION/District/R EGULAR	Dist--- Convenience Acct S/M	
05/26/2023	54021	38.99	Amazon	PROGRAMS/SUPPLIES O & M/District/CARE	Dist--- Maintenance Supp/Mat AND UPKEEP OF BUILDING SE/SUPPLIES	
05/26/2023	54021	855.77	Amazon	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
05/26/2023	54021	1,209.16	Amazon	EDUCATION/District/P araprofessional/Copy Supplies	IDEA-- Supp/Mat	
05/26/2023	54021	45.90	Amazon	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
05/26/2023	54021	9.50	Amazon	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
05/26/2023	54021	8.96	Amazon	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
05/26/2023	54021	76.49	Amazon	EDUCATION/District/D IRECTION OF CENTRAL SUPPORT S/SUPPLIES	Dir of Curr/Inst Sup/Mat	
05/26/2023	54021	32.25	Amazon	EDUCATION/MIDDLE/HEA LTH	MS-- Nurse Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/26/2023	54021	30.99	Amazon	SERVICES/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- Graduation Supp/Mat	
05/26/2023	54021	33.98	Amazon	HIGH/SUPPLIES EDUCATION/MIDDLE/HEA LTH	MS-- Nurse Supp/Mat	
05/26/2023	54021	20.90	Amazon	SERVICES/SUPPLIES EDUCATION/MIDDLE/EDU CATIONAL MEDIA	MS--- Library Books	
05/26/2023	54021	199.54	Amazon	SERVICES/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- Science Supp/Mat	
05/26/2023	54021	11.18	Amazon	HIGH/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Maintenance Supp/Mat	
05/26/2023	54021	11.08	Amazon	SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Maintenance Supp/Mat	
05/26/2023	54021	11.10	Amazon	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Maintenance Supp/Mat	
05/26/2023	54021	81.94	Amazon	SE/SUPPLIES EDUCATION/ELEMENTARY /HEALTH	Elem-- Nurse Supp/Mat	
05/26/2023	54021	76.62	Amazon	SERVICES/SUPPLIES EDUCATION/District/S PECIAL	SPED--- Summer School Supp/Mat	
05/26/2023	54021	9.90	Amazon	EDUCATION/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Maintenance Supp/Mat	
05/26/2023	54021	9.90	Amazon	SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF	Elem--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/26/2023	54021	10.19	Amazon	BUILDING SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
05/26/2023	54021	9.99	Amazon	EDUCATION/District/SPECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	
05/26/2023	54021	170.78	Amazon	EDUCATION/PRIMARY/EDUCATIONAL MEDIA SERVICES/SUPPLIES	Pri--- Library Books	
05/26/2023	54021	162.42	Amazon	EDUCATION/MIDDLE/MIDDLE/JUNIOR HIGH/SUPPLIES	MS--- Math Supp/Mat	
05/26/2023	54021	47.98	Amazon	EDUCATION/PRIMARY/ELEMENTARY/SUPPLIES	Pri-- Supp/Mat	
05/26/2023	54021	9.99	Amazon	EDUCATION/MIDDLE/MIDDLE/JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
05/26/2023	54021	79.96	Amazon	CAPITAL PROJECTS/District/BUILDING ACQUISITION, CONSTRUCTION/SUPPLIES	HLS replacements (FY23)	
05/26/2023	54021	194.00	Amazon	EDUCATION/PRIMARY/IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Pri-- Impr of Inst. (staff)	3,564.39
05/26/2023	54022	252.83	Banach, Maria	EDUCATION/MIDDLE/Interscholastic Programs/TRAVEL	Interschol.--- Travel/Track	
05/26/2023	54022	240.75	Banach, Maria	EDUCATION/MIDDLE/Interscholastic Programs/TRAVEL	Interschol.--- Travel/Track	493.58
05/26/2023	54023	80.00	Berg, Bradley	EDUCATION/MIDDLE/Interscholastic Programs/PURCHASED SERVICES	Track Officials	80.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/26/2023	54024	499.78	Borelli, Lorna	EDUCATION/MIDDLE/Int erscholastic Programs/SUPPLIES	MS-- Acadm Enrich Supp/Mat	499.78
05/26/2023	54025	3,562.50	Carroll, Megan	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	3,562.50
05/26/2023	54026	19,690.00	Chain O Lakes Transp	TRANSPORTATION/SEDOL /SpecED/PUPIL TRANSPORTATION SERVICES/PUPIL TRANSPORTATION	Trans--- SPED P/S Off Campus	19,690.00
05/26/2023	54027	2,984.20	Class Act	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Graduation Supp/Mat	2,984.20
05/26/2023	54028	7,946.37	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
05/26/2023	54028	7,946.37	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
05/26/2023	54028	7,946.37	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	23,839.11
05/26/2023	54029	257.42	Ford, Rachel Lynn	EDUCATION/MIDDLE/Int erscholastic Programs/TRAVEL	Interschol.--- Travel/Track	257.42
05/26/2023	54030	478.32	Gander Publishing In	EDUCATION/District/I MPROVEMENT OF INSTRUCTION	Impr. of Instr--- Supplies/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/26/2023	54030	956.64	Gander Publishing In	SER/SUPPLIES EDUCATION/District/I MPROVEMENT OF INSTRUCTION	Impr. of Instr--- Supplies/Mat	1,434.96
05/26/2023	54031	113.80	Gorelick, Michael	SER/SUPPLIES EDUCATION/MIDDLE/Int erscholastic	MS-- Acadm Enrich Supp/Mat	113.80
05/26/2023	54032	180.00	Harvey, Jeffrey	Programs/SUPPLIES EDUCATION/MIDDLE/Int erscholastic	Wrestling Officials	180.00
05/26/2023	54033	753.30	IESA	Programs/PURCHASED SERVICES EDUCATION/MIDDLE/Int erscholastic	Conference--- Dues & Fees	753.30
05/26/2023	54034	190.00	Jensen, Robin	Programs/DUES & FEES EDUCATION/MIDDLE/Int erscholastic	Wrestling Officials	190.00
05/26/2023	54035	150.00	Knudsen, Benjamin	Programs/PURCHASED SERVICES EDUCATION/MIDDLE/Int erscholastic	Track Officials	150.00
05/26/2023	54036	485.00	Lucas, Dawn	REIMBURSEMENT EDUCATION/District/E LEMENTARY/TUITION	Distr-- Tuition Reimb.	485.00
05/26/2023	54037	3,663.59	Martin-Upton, Eileen	REIMBURSEMENT EDUCATION/District/H EALTH	SPED-- OT/PT/Health Pur Svc	3,663.59
05/26/2023	54038	42.59	Menards	SERVICES/PROFESSIONA L AND TECHNICAL SER O & M/PRIMARY/CARE	Pri--- Maintenance Supp/Mat	
05/26/2023	54038	42.61	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/ELEMENTARY/CARE	Elem--- Maintenance Supp/Mat	
				AND UPKEEP OF BUILDING		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/26/2023	54038	42.59	Menards	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Maintenance Supp/Mat	
05/26/2023	54038	15.95	Menards	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Maintenance Supp/Mat	143.74
05/26/2023	54039	20.06	Morley, Melissa	SE/SUPPLIES EDUCATION/District/C OMPUTER-ASSISTED INSTRUCTION/PROFESSI ONAL AND TECHNICAL SER	Distr-- Pur/Svc	20.06
05/26/2023	54040	1,317.47	NCC - Peterson Produ	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Custodial Supp/Mat	
05/26/2023	54040	1,317.47	NCC - Peterson Produ	SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Custodial Supp/Mat	
05/26/2023	54040	193.15	NCC - Peterson Produ	SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Custodial Supp/Mat	
05/26/2023	54040	193.15	NCC - Peterson Produ	SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Custodial Supp/Mat	
05/26/2023	54040	707.46	NCC - Peterson Produ	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Custodial Supp/Mat	
05/26/2023	54040	175.60	NCC - Peterson Produ	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Custodial Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/26/2023	54040	252.00	NCC - Peterson Produ	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Custodial Supp/Mat	
05/26/2023	54040	248.00	NCC - Peterson Produ	SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Custodial Supp/Mat	
05/26/2023	54040	248.00	NCC - Peterson Produ	SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Custodial Supp/Mat	
05/26/2023	54040	1,979.41	NCC - Peterson Produ	SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Custodial Supp/Mat	
05/26/2023	54040	1,979.42	NCC - Peterson Produ	SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Custodial Supp/Mat	8,611.13
05/26/2023	54041	1,763.42	Nicor Gas	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	MS--- Natural Gas	
05/26/2023	54041	1,652.46	Nicor Gas	SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	Pri--- Natural Gas	
05/26/2023	54041	1,062.49	Nicor Gas	SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	Elem--- Natural Gas	4,478.37
05/26/2023	54042	1,047.90	Pearson, Inc	EDUCATION/District/P araprofessional/Copy Supplies	IDEA-- Supp/Mat	1,047.90

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/26/2023	54043	1,865.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
05/26/2023	54043	547.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
05/26/2023	54043	575.85	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
05/26/2023	54043	700.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	3,687.85
05/26/2023	54044	470.00	Polark, Kelly	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	470.00
05/26/2023	54045	100.00	Poulos, Oksana	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	100.00
05/26/2023	54046	750.00	Prostka, Jennifer	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	750.00
05/26/2023	54047	125.99	Quill Corp	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
05/26/2023	54047	197.98	Quill Corp	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	323.97
05/26/2023	54048	321.59	ReadyRefresh by Nest	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	MS--- Water/Sewer Services	
05/26/2023	54048	207.69	ReadyRefresh by Nest	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	Elem--- Water/Sewer Services	
05/26/2023	54048	230.64	ReadyRefresh by Nest	O & M/PRIMARY/CARE AND UPKEEP OF	Pri--- Water/Sewer Services	759.92

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/26/2023	54049	207.60	Romero, Lisa	BUILDING SE/WATER/SEWER SERVICES EDUCATION/District/P	IDEA-- Supp/Mat	207.60
05/26/2023	54050	3,079.00	Schlottman, Ryan	araprofessional/Copy Supplies EDUCATION/MIDDLE/Int	MS-- Wrestling Coach	3,079.00
05/26/2023	54051	1,400.00	Special Education Se	erscholastic Programs/REGULAR SALARIES EDUCATION/District/P	SPED--- Psych Pur Svc	
05/26/2023	54051	3,240.00	Special Education Se	SYCHOLOGICAL SERVICES/PROFESSIONA L AND TECHNICAL SER EDUCATION/Connection	SPED--- Private School Tuition	
05/26/2023	54051	7,608.74	Special Education Se	Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	12,248.74
05/26/2023	54052	8,819.42	Spectrum Center Inc	Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	8,819.42
05/26/2023	54053	11,257.50	Speech Path Speciali	EDUCATION/District/P	SPED--- Psych Pur Svc	11,257.50
05/26/2023	54054	106.01	Sposato-Jucha, Chiar	SYCHOLOGICAL SERVICES/PROFESSIONA L AND TECHNICAL SER EDUCATION/MIDDLE/EDU	MS--- Library Books	106.01
				CATIONAL MEDIA SERVICES/SUPPLIES		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
05/26/2023	54055	19,493.25	Techstar America Cor	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	19,493.25
05/26/2023	54056	1,199.09	Truss, Jennifer	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	1,199.09
05/26/2023	54057	988.00	Wells Fargo Vendor F	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
05/26/2023	54057	1,698.41	Wells Fargo Vendor F	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	2,686.41
05/26/2023	54058	180.00	Williams, Charles	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Wrestling Officials	180.00
05/26/2023	54059	480.80	Wolters, Eric	EDUCATION/MIDDLE/Int erscholastic Programs/TRAVEL	Interschol.--- Travel/Track	
05/26/2023	54059	252.83	Wolters, Eric	EDUCATION/MIDDLE/Int erscholastic Programs/TRAVEL	Interschol.--- Travel/Track	733.63
		830,365.53	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	288,408.78	0.00	343,403.40	631,812.18
20	O & M	11,171.21	0.00	65,837.41	77,008.62
30	Debt Service Fund	0.00	0.00	2,576.00	2,576.00
40	TRANSPORTATION	19,640.77	0.00	38,466.69	58,107.46
50	SOCIAL SECURITY/MEDICARE	36,063.57	0.00	0.00	36,063.57
51	IMRF	17,255.67	0.00	0.00	17,255.67
60	CAPITAL PROJECTS	0.00	0.00	7,542.03	7,542.03
***	Fund Summary Totals ***	372,540.00	0.00	457,825.53	830,365.53

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

2:27 PM

06/06/23

Accrual Basis

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

	May 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	4,495.92
Nature Center	2,616.70
Puerto Rico Spanish Trip 2024	1,238.00
Recycling Club	2,676.83
Student Council	9,739.06
Student Council Elementary	1,098.65
Sunshine Club - Elementary	417.20
Sunshine Club - Primary	374.44
State Bank Activity Bank Acct - Other	-1,193.48
Total State Bank Activity Bank Acct	22,717.21
Total Checking/Savings	22,717.21
Total Current Assets	22,717.21
TOTAL ASSETS	22,717.21
LIABILITIES & EQUITY	
Equity	
Retained Earnings	19,054.02
Net Income	3,663.19
Total Equity	22,717.21
TOTAL LIABILITIES & EQUITY	22,717.21

Convenience Fund Report May 2023

Account	Ending Balance	Debits	Credits	Ending Balance
Prek	1010.66			1010.66
KG	2074.18			2074.18
1st Grade	3063.92	1248.99	870.00	2684.93
2nd Grade	288.13			288.13
3rd Grade	3361.55	1007.38	340.00	2694.17
4th Grade	405.73			405.73
5th Grade	2269.67			2269.67
6th Grade	630.21			630.21
7th Grade	3207.51			3207.51
8th Grade	10989.62	1303.52	1355.00	11041.1
Art-P/E	0.00			0
Cheer	945.13			945.13
Computers-P	221.24			221.24
Computers-E	-0.49			-0.49
Concessions-Athletic	3975.33		1660.00	5635.33
Concessions-PE	4016.26			4016.26
Graphics Arts	331.77			331.77
Lets Read to Grow	586.00			586
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	2564.53			2564.53
PE-P	25.75			25.75
PE-E	1609.02			1609.02
Poms	517.47			517.47
Prime Time	2670.00			2670
Reading P/E	4107.80			4107.8
Respect	665.00			665
Special Ed	33.00			33
Sports Camps	318.00			318
STARS-P	1909.56	207.86		1701.7
STARS-E	13217.48	1208.50	2556.60	14565.58
STEM CLUB	317.28			317.28
Yearbook-M	434.30	333.00	184.00	285.3
Yearbook-P/E	-1094.06			-1094.06
In & Out Account	11549.71	417.48	417.00	11549.23
Total	76752.17			78608.04

**Big Hollow School District 38
Payroll Summary**

Date	Education	O&M	Transportation	IMRF/SS	Total
10-May-23	\$602,714.30	\$27,872.35	\$43,916.72	\$26,247.38	\$700,750.75
25-May-23	\$661,721.52	\$28,007.35	\$47,160.95	\$27,071.86	\$763,961.68
Grand Total	\$1,264,435.82	\$55,879.70	\$91,077.67	\$53,319.24	\$1,464,712.43

Board of Education President
Big Hollow School District 38

Date

Board of Education Secretary
Big Hollow School District 38

Date

Remit Payment To:

Illinois Association of School Boards
 2921 Baker Drive
 Springfield, Illinois 62703-5929

Amount Due \$5,065.00



Bill To:

Customer #: 490380
 Invoice #: 379059
 Big Hollow SD 38
 Attn: Accounts Payable
 26051 W Nippersink Rd
 Ingleside, IL 60041-8785

Select Payment Method	
<input type="checkbox"/> Check Enclosed	Check Number _____
If you wish to use another form of payment, please contact IASB at 217/528-9688, ext. 1145. Please note that due to processing fees, payment via credit card will incur an additional 3% transaction fee.	

PLEASE DETACH AND REMIT WITH YOUR PAYMENT



2921 Baker Drive
 Springfield, Illinois 62703-5929
 217/528-9688
 Fax: 217/528-2831
 FEIN: 31-1540788

Customer #: 490380

BILL TO

Big Hollow SD 38
 Attn: Accounts Payable
 26051 W Nippersink Rd
 Ingleside, IL 60041-8785

SHIP TO

Big Hollow SD 38
 26051 W Nippersink Rd
 Ingleside, IL 60041-8785

INVOICE

Invoice #: 379059
 Invoice Date: 05/01/2023
 PO #:

DUE UPON RECEIPT

Description	Quantity	Price	Discount	Amount
IASB Active Membership Dues	1	\$5,065.00	\$0.00	\$5,065.00

Invoice Total	\$5,065.00
Taxes	\$0.00
Amount Paid	\$0.00
PLEASE PAY	\$5,065.00

2023-2024 IESA Registration

[Member Center](#) | [Log Out](#)

Big Hollow Middle School
 26051 W. Nippersink Rd.
 Ingleside, IL 60041
County: Lake
Contact: Mrs. Annie Wahls, AD
Phone: (847) 740-5322
Fax: (847) 740-9021
anniewahls@bighollow.us

Board Approval Date:

Ingleside Big Hollow

Office Use Only

Submitter	annie wahls		
Submitted	5/16/2023 3:38:37 PM		
Date Rcvd.			
Total Rcvd.			
Check No.			
Invoice	<input type="checkbox"/>	School ID	1004
Entry	<input type="checkbox"/>	Update ID	34605

Register for the following activities:

Activity	Subtotal
2023 Boys Cross-Country	\$110.00
2023 Girls Cross-Country	\$110.00
2024 Boys Wrestling	\$65.00
2024 8th Grade Boys Track	\$70.00
2024 7th Grade Boys Track	\$70.00
2024 8th Grade Girls Track	\$70.00
2024 7th Grade Girls Track	\$70.00
2023-2024 MEMBERSHIP DUES	\$300.00
TOTAL FEES OWED	\$865.00

Checks must be postmarked by June 5, 2023.

PLEASE PRINT TWO COPIES OF THIS PAGE

- Keep one copy for your records
- Mail one copy with your **school check** to the IESA

Mail to: IESA, 1015 Maple Hill Rd., Bloomington, IL 61705
SCHOOL CHECK(S) ONLY – NO PERSONAL CHECKS/PURCHASE ORDERS

NOTE: Your check is cashed using remote deposit (it is scanned and electronically deposited). Please use the following guidelines:

- Computer generated checks are preferred
- Blue or black ink only
- Print clearly
- Do not write over the numbers located across the bottom of the check
- Do not staple or tape
- Postdated checks are not acceptable

Close Printer Friendly Page

Applicant: BIG HOLLOW SD 38

County: Lake

Consolidated District Plan ▾

Application: 2023-2024 Consolidated District Plan - 00

Cycle: Original Application

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[Click to Return to Application Select](#)

Project Number: 24-CDP-00-34-049-0380-02

Contact Information

Instructions

1. Contact Information for Person Completing This Form

Last Name*		First Name*	Middle Initial
<input type="text" value="Pittman"/>		<input type="text" value="Erin"/>	<input type="text"/>
Phone*	Extension	Email*	
<input type="text" value="847"/>	<input type="text"/>	<input type="text" value="erinpittman@bighollow.us"/>	
<input type="text" value="749"/>			
<input type="text" value="1490"/>			

2. General Education Provisions Act (GEPA) Section 427 *

Section 427 of GEPA (20 U.S.C. 1228a) affects all applicants submitting proposals under this program. This section requires each applicant to include in its proposal a description of the steps the applicant proposes to take to ensure equitable access to, and participate in, its federally assisted program for students, teachers and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. The applicant should determine whether these or other barriers may prevent students, teachers, etc. from such access to, or participation in, the federally funded project or activity. The description of steps to be taken to overcome these barriers need not be lengthy; the school district may provide a clear and succinct description of how it plans to address those barriers that are applicable to its circumstances. In addition, the information may be provided in a single narration, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of the civil rights statutes, but rather to ensure that, in designing their programs, applicants for federal funds address equity concerns that may affect the ability of certain beneficiaries to fully participate in the program and to achieve high standards. Consistent with requirements and its approved proposal, an applicant may use the federal funds awarded to it to eliminate barriers it identifies.

Describe the steps that will be taken to overcome barriers to equitable program participation of students, teachers, and other beneficiaries with special needs.

([count] of 2500 maximum characters used) All personnel was requested to give input through the use of an open forum on identifying appropriate services for students. A needs assessment was delivered to both non-certified and certified staff to prioritize needs. Big Hollow #38 provides services and support regardless of gender, race, national origin, color, disability, or age. Administration ensures that no such barriers exist and they monitor services as determined by the individual student assessment data and demographic information.

3. Bilingual Program Director Assurance

Please take note of the following, which is determined by your district's English Learner (EL) count, shown below:

240

If the district has 1 or more EL students, the bilingual program director must participate in the completion of the Bilingual Service Plan (BSP). The bilingual program director must also participate in the completion of Title III sections, as applicable. Districts with 0 ELs do not need to complete the Bilingual Service Plan (BSP).

4. General Completion Instructions

Work through the tabs from left to right. Save each page before moving to the next tab.

Required fields on each page are dependent upon funding sources selected on the Coordinated Funding tab. Many pages have notes at the bottom indicating for which programs the page is required.

To determine if a page is required for the funding sources selected earlier in the application, save the page before completing and look for error messages. If none, the page is not required for the program(s) selected.

How to Complete Pages with Pre-populated Fields

Several pages have two boxes below the narrative questions - one has the response from the prior year plan and the other allows responses for the updated plan. Copy the response from the redisplay and paste it into the updated plan box, revising the description as necessary. Be sure to save the page once this has been completed for all questions on the page.

Some pages display sections based on which grants were selected on the Funding page as anticipated as funded. To change the sections that display, return to the Funding page and select or de-select grants for which funding is anticipated.

Overview

PROGRAM: Consolidated District Plan

PURPOSE: The District Plan shall be developed with timely and meaningful consultation with teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders, administrators, other appropriate school personnel, and parents of children in schools served under the Every Student Succeeds Act (ESSA) legislation, and as appropriate, is coordinated with other programs under ESSA, the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the Rehabilitation Act of 1973 (20 U.S.C. 701 et seq.), the Strengthening Career and Technical Education for the 21st Century Act (20 U.S.C.2301 et seq.), the Workforce Innovation and Opportunity Act (29 U.S.C. 3103 et seq.), the Head Start Act (42 U.S.C. 9831 et seq.), the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11301 et seq.), the Adult Education and Family Literacy Act (29 U.S.C. 3271 et seq.), and other Acts as appropriate.

BOARD GOALS:

- Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with the state paying special attention to addressing historic inequities.
- Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- Elevating Educators: Illinois' diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to provide each and every child an education that meets their needs.

FY 2024 Title I, Part A - Improving Basic Programs

Included Title I, Part A - School Improvement Part 1003

Programs: Title I, Part D - Delinquent

Title I, Part D - Neglected

Title I, Part D - State Neglected/Delinquent

Title II, Part A - Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders

Title III - Language Instruction Educational Program (LIEP)

Title III - Immigrant Student Education Program (ISEP)

EL - Bilingual Service Plan (BSP)

Title IV, Part A - Student Support and Academic Enrichment

Title V, Part B - Rural and Low Income Schools

IDEA, Part B - Flow-Through

IDEA, Part B - Preschool

American Rescue Plan - LEA (Elementary and Secondary School Emergency Relief Grant III)

Foster Care Transportation Plan

LEGISLATION: [Every Student Succeeds Act \(ESSA\)](#)
[Individuals with Disabilities Education Act](#)
[Rehabilitation Act](#)
[Strengthening Career and Technical Education for the 21st Century Act](#)
[Workforce Innovation and Opportunity Act](#)
[Head Start Act](#)
[McKinney-Vento Homeless Assistance Act](#)
[American Rescue Plan Elementary and Secondary School Emergency Relief \(ARP ESSER\)](#)
[Adult Education and Family Literacy Act](#)
[105 ILCS 5/Illinois School Code Article 14C. Transitional Bilingual Education](#)
[23 Illinois Administrative Code 228 Transitional Bilingual Education](#)

DUE DATE: District plans must be submitted to the Illinois State Board of Education and approved before any FY 2024 grant applications for included programs can be approved.

Submission by April 1 is recommended.

DURATION:	The District Plan was submitted initially for the school year 2023-2024 and must be updated annually thereafter.
AMENDMENTS:	Each Local Education Agency (LEA) shall periodically review and, as necessary, revise the plan throughout the year. Plan amendments may necessitate amendment of the associated grant application(s) as well.
INSTRUCTIONS:	Instructions in PDF format
COMMON	ESSA - Every Student Succeeds Act (also referenced as the Elementary and Secondary Education Act [ESEA] of 1965 as Amended)
ABBREVIATIONS:	IDEA - Individuals with Disabilities Education Act ISBE - Illinois State Board of Education LEA - Local Educational Agency LIEP - Language Instruction Educational Program SEA - State Education Agency BSP - Bilingual Service Plan

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Applicant: BIG HOLLOW SD 38

County: Lake

[Consolidated District Plan](#) ▼

Application: 2023-2024 Consolidated District Plan - 00

Cycle: Original Application

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Project Number: 24-CDP-00-34-049-0380-02

Amendments

Indicate whether this is the first submission for the fiscal year or an amendment to the APPROVED initial plan for the fiscal year.*

NOTE: This page must be completed each time a new plan version within the fiscal year is submitted to ISBE.

- Initial submission for the fiscal year
- Amendment to approved plan for the fiscal year

Plan Changes

Provide a brief description of the changes which have been made to the APPROVED initial application for the fiscal year or a subsequent APPROVED amendment with this amendment. Include the name of any page that was changed.

([count] of 5000 maximum characters used)

*Required field, applicable for all funding sources

Needs Assessment/Programs

Instructions

1. Consolidated planning includes how anticipated programs will be funded. Indicate below for which programs the LEA anticipates receiving funding for school year 2023-2024.* [1]

NOTE: All funding sources should be reviewed after October 1 and the plan should be amended and resubmitted to ISBE if funding sources have been added or removed due to actual grant awards.

- Title I, Part A - Improving Basic Programs
- Title I, Part A - School Improvement Part 1003
- Title I, Part D - Delinquent
- Title I, Part D - Neglected
- Title I, Part D - State Neglected/Delinquent
- Title II, Part A - Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders
- Title III - Language Instruction Educational Program (LIEP)
- Title III - Immigrant Student Education Program (ISEP)
- Title IV, Part A - Student Support and Academic Enrichment
- Title V, Part B - Rural and Low Income Schools
- IDEA, Part B - Flow-Through
- IDEA, Part B - Preschool
- ARP-ESSER III (Elementary and Secondary School Emergency Relief III)

2. Describe how the LEA will align federal resources, including but not limited to the programs in the CDP, with state and local resources to carry out activities supported in whole or in part with funding from the programs selected.* [2]

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs. *DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or N/A as this may delay the submission or approval of your plan.*
([count] of 7500 maximum characters used)

The LEA will work with the Superintendent to coordinate and utilize federal grant money, and other available resources to carry out activities in line with the District's budget. Federal dollars will be used to supplement programs and not supplant. Specifically for our ELL students, the LEA worked with the families to determine the priorities for our EL program. Parents identified that they wanted an opportunity for our students to participate in a dual language program. They also identified that they wanted ideas and resources that they could work on with their children at home. Supplies and materials will be provided to meet this need.

Response from the approved prior year Consolidated District Plan.

The LEA will work with the Superintendent to coordinate and utilize federal grant money, and other available resources to carry out activities in line with the District's budget. Federal dollars will be used to supplement programs and not supplant. Specifically for our ELL students, the LEA worked with the families to determine the priorities for our EL program. Parents identified that they wanted an opportunity for our students to participate in a dual language program. They also identified that they wanted ideas and resources that they could work on with their children at home. Supplies and materials will be provided to meet this need.

3. Will the LEA braid funding?*

Indicate the funds that will be braided, and list the programs or initiatives that will be supported by braiding. If no programs/initiatives are supported by braiding, enter N/A in the text field.

If No Braiding is selected, additional fund sources will not be checked.

- No Braiding
- Title I, Part A - Improving Basic Programs
- Title I, Part A - School Improvement Part 1003
- Title I, Part D - Delinquent
- Title I, Part D - Neglected
- Title I, Part D - State Neglected/Delinquent

- Title II, Part A - Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders
- Title III - Language Instruction Educaitional Program (LIEP)
- Title III - Immigrant Student Education Program (ISEP)
- Title IV, Part A - Student Support and Academic Enrichment
- Title IV, Part B - Rural and Low-Income Schools
- IDEA, Part B - Flow-Through
- ARP ESSER III

Coordinated funds to improve student outcomes while maintaining individual identity.

4. Will the LEA hybrid-blend Title II and/or Title IV funding?*

Indicate all that apply, and list the programs or initiatives that will be supported by hybrid blending. If no programs/initiatives are supported by hybrid blending, enter N/A in the text field.

If No Hybrid Funding is selected, additional hybrid blending options will not be checked.

- No Hybrid Funding
- Title II to Title I
- Title IV to Title I
- Title II to Title IV
- Title IV to Title II

Title II and Title IV funds will be combined to increase student outcomes by supplementing programs.

5. Provide a Summary of the LEA's Needs Assessment.*

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or N/A as this may delay the submission or approval of your plan.

([count] of 7500 maximum characters used)

The LEA will conduct a needs assessment with staff. Results will help determine specific budgetary needs throughout the district. Specifically for our ELL students, the LEA worked with the families to determine the priorities for our EL program. Results indicated the desire to expand the dual language program. Also, identified were curricular needs. Supplies and materials will be purchased.

Legislative References:

- [1] Title I, Part A, Reference Section 1112(a) (1)
- [2] Title I, Part A, Reference Section 1112(a) (1)

*Required field, applicable for all funding sources

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Applicant: BIG HOLLOW SD 38
 Application: 2023-2024 Consolidated District Plan - 00
 Cycle: Original Application
 Project Number: 24-CDP-00-34-049-0380-02

County: Lake

[Consolidated District Plan](#) ▼

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Needs Assessment Impact	Stakeholders	Private Schools Participation	Preschool Coordination	Student Achievement	College and Career	Professional Development	Safe Learning Environment	Title I Specific Pages	IDEA Specific Requirem
-------------------------	--------------	-------------------------------	------------------------	---------------------	--------------------	--------------------------	---------------------------	------------------------	------------------------

Needs Assessment Impact

1. Indicate which of the instruments below were used in the LEA needs assessment process.*

- A. School and/or district report card(s)
- B. Five Essentials Survey
- C. Student achievement data (disaggregated by student groups)
- D. Current recruitment and retention efforts and effectiveness data
- E. Professional development plan(s)
- F. School improvement plan(s)
- G. ESSA site based expenditure data
- H. ED School Climate Survey (EDSCLS)
- I. CDC School Health Index
- J. National School Climate Center
- K. ASCD School Improvement Tool
- L. Illinois Quality Framework and Supporting Rubric
- M. Other

List and describe other instruments and/or processes that were used in the needs assessment.

2. For each program for which funding is anticipated, provide a summary of the needs assessment results. Include the program goal(s) identified through the need process, as applicable. * Writing space appears if a program was selected on the Coordinated Funding page; to make changes in program funding, return to that save the page and return to this page.

- i. Identify areas of need related to student achievement, subgroup performance, and resource inequities.
- ii. Include any additional information relevant to this planning document. Provide targeted responses where noted.
- iii. Describe how the needs assessment information will be used for identifying program goals and planning grant activities for each program as applicable.

A. Title I, Part A - Improving Basic Programs

A stakeholder meeting is held at the end of the school year for a review of the Title I plan and suggestions for improvement are obtained. The stakeholders include parents, staff, administration, and District's CAC also contributes to suggestions for goals in regard to the upcoming school year. This includes academic specialized support.

B. Title I, Part A - School Improvement Part 1003

Through the MTSS process, students who fall below the 20% national norm will be considered for interventions. Additional interventions are provided for students who fall below the 10th percentile. the end of the year as part of the Title I process. A needs assessment that included input from teachers and administration focused on the continuous need for improvement in reading and math sco

C. Title I, Part D - Delinquent

D. Title I, Part D - Neglected

E. Title I, Part D - State Neglected/Delinquent

F. Title II, Part A - Preparing, Training, and Recruiting

Also identify needs assessment results, including description of strategies for closing any achievement gaps and for key professional development opportuni and principals.

Funds transferred from Title I

G. Title III - LIEP

A comprehensive needs assessment from all stakeholders, including parents of EL students, identified the need for more dual language support. Continuance expansion of targeted curriculum for stu multilingual services will occur. The District will continue with a research-based curriculum and instructional strategies that meet the unique learning for all students.

H. Title III - ISEP

I. Title IV, Part A - Student Support and Academic Enrichment

Also provide information for Title IV-A programs and activities planned as a result of needs assessment that align with the Title IV-A budget.

Funds transferred from Title I

J. Title V, Part B - Rural and Low Income Schools

K. IDEA, Part B - Flow-Through [1]

6/8/23, 2:30 PM

Grant Application

A comprehensive needs assessment was completed. This included distributing surveys to staff and parents, meeting with certified and non-certified staff in person regarding specific needs within the reviewing paperwork to determine future needs. Partial salaries and benefits of paraprofessionals to support students who receive services as identified under IDEA were identified as a need. Professional opportunities on inclusive practices and behavioral supports were to be expanded. Technology to support paperwork (IEP/504) was suggested to continue. The District would like to continue to align curriculum utilized within specialized education to meet the unique learning of all students.

L. IDEA, Part B - Preschool

The District identifies students who require services under IDEA through Child-Find activities. This includes parent questionnaires, home visits, screenings, authentic evaluations, and scientifically based addition, students are referred through early intervention and the District's birth-three program. Through staff, input using needs assessment, and parent conversations, it was determined to continue paraprofessional support within the classroom to meet student needs.

M. ARP-LEA Elementary and Secondary Emergency Relief Grant III

Through the MTSS process students who fall below the 20th percentile will be considered for interventions. Additional interventions are provided to students who fall below the 10th percentile. Grow end of the year as part of the Title I process. A needs assessment that included input from teachers and administration focused on the continuous need for improvement in reading and math scores. employ reading and math specialists in our Middle School, and they are responsible for providing academic interventions for students who are identified.

Legislative Requirement:

[1] IDEA - 23 IAC Section 1.420(q)

*Required field, applicable for all funding sources selected

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Applicant: BIG HOLLOW SD 38
 Application: 2023-2024 Consolidated District Plan - 00
 Cycle: Original Application
 Project Number: 24-CDP-00-34-049-0380-02

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Needs Assessment Impact	Stakeholders	Private Schools Participation	Preschool Coordination	Student Achievement	College and Career	Professional Development	Safe Learning Environment	Title I Specific Pages	IDEA Specific Requiremen
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Stakeholder Involvement

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.

ISBE Goals:

- Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful career or postsecondary education.
- Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic needs of each and every child.
- Elevating Educators: Illinois' diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to provide high-quality education that meets their needs.

District Goal(s):

- Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

The District and the parents of the students participating in activities and services, programs funded by grant funding. Staff, students, and families agree that all stakeholders have the responsibility to ensure the achievement of the district's goals. This is developed when the community and school build partnerships that help students achieve the state standards.

1. Select the types of personnel/groups that were included in the planning process (required stakeholders for various programs as footnoted below). * Check all that apply.	
<input checked="" type="checkbox"/>	A. Teachers (1,7,8,9)
<input checked="" type="checkbox"/>	B. Principals (1,7,8,9)
<input checked="" type="checkbox"/>	C. Other school leaders (1,8,9)
<input checked="" type="checkbox"/>	D. Paraprofessionals (1)
<input checked="" type="checkbox"/>	E. Specialized instructional support personnel (1,2,3,4,8,9)
<input type="checkbox"/>	F. Charter school leaders (in a local educational agency that has charter schools) (1)
<input checked="" type="checkbox"/>	G. Parents and family members of children in attendance centers covered by included programs (1,2,3,4,7,8,9)
<input type="checkbox"/>	H. Parent liaisons
<input checked="" type="checkbox"/>	I. Title I director (1)
<input type="checkbox"/>	J. Title II director (1)
<input checked="" type="checkbox"/>	K. Bilingual director (1,6,9)
<input type="checkbox"/>	L. Title IV director (1)
<input checked="" type="checkbox"/>	M. Special Education director
<input type="checkbox"/>	N. Guidance staff
<input checked="" type="checkbox"/>	O. Community members and community based organizations (7)
<input type="checkbox"/>	P. Business representatives (2,3,4)
<input type="checkbox"/>	Q. Researchers (7)
<input type="checkbox"/>	R. Institutions of Higher Education (7)
<input type="checkbox"/>	S. Other - specify _____
<input type="checkbox"/>	T. Additional Other - specify _____
Program Footnotes:	
	1 = Title I, Part A - Improving Basic Programs
	2 = Title I, Part D - Neglected
	3 = Title I, Part D - Delinquent
	4 = Title I, Part D - State Neglected/Delinquent
	5 = Title II, Part A - Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders
	6 = Title III, including LIEP and ISEP
	7 = Title IV, Part A - Student Support and Academic Enrichment
	8 = ARP-LEA (ESSER III)
	9 = EL - BSP

2. Articulate how the LEA consulted with the stakeholders identified above in the development of this plan. Describe how stakeholders' input impacted the final plan submission, as well as references to particular meetings. Note that documentation of stakeholder engagement may be requested during monitoring; keep documentation on file. [1]**

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or N/A as this may delay the submission or approval of your plan.

([count] of 7500 maximum characters used)

The District LEA met with the community on the following dates to discuss the following topics:

- September 22, 2022- ELL Curriculum Night & Hispanic Heritage Month Planning
- October 13, 2022- Bilingual Parent Advisory Committee Training

6/8/23, 2:31 PM

Grant Application

January 12, 2023- Importance of ACCESS- Practice for ACCESS online
 March 23, 2023- Parent Involvement Night - How to bond with family during spring break. Developed goals for BPAC, reviewed EBF and bilingual service plan
 May 11, 2023- Culmination Event/6th Annual Cultural Fair

Response from the prior year Consolidated District Plan.

September 16, 2021 : BPAC parents and community members met to develop goals for the program.
 October 14, 2021: All staff, parents, students, CAC members were invited to review the 21-22 plan/share suggestions, ideas for changes to the plan.
 December 9, 2021: Interactive meeting held for students and parents
 January 13, 2022: Parent Informational Presentation: MTSS For ELs, Formal presentation & Q & A format used, parents able to offer suggestions.
 February 17, 2022: BPAC Facilitators met with parents to review best practices for ELLs, how parents could help students at home
 May 12, 2022: Final review of plan by Administrative team before submittal.

3. Describe the approaches the district will use to include parents and family members in the development of LEA plans, so that the plans and related activities represent the needs of varied populations. [2]**

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or N/A as this may delay the submission or approval of your plan.

[[count] of 7500 maximum characters used)

Big Hollow School District #38 School Board Policy 6:170 maintains programs, activities and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs under Title 1. These programs, activities and procedures are described in District-level and School-level compacts. District-Level Parent Involvement Compact: The District-Level Parent Involvement Compact shall contain 1. The District's expectations for parent involvement, 2. Specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and 3. Other provisions as required by federal law. School-Level Parent Involvement Compact: The School-Parent level Parental Involvement Compact shall contain: 1. a process for continually involving parents/guardians in its development and implementation, 2. How parents/guardians, the entire staff and students share the responsibility for improved student academic achievement, 3. The means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards and 4. Other provisions required by federal law. The compact reviews it's policies annually and involves parents in the decision of the use of funds set aside for parent involvement activities. These interactions include meetings, phone calls, conversations and parent teacher conferences. The district has a parent/teacher organization which coordinates parent organization programs and activities across the District through the year. A weekly (K-4) and monthly (5-8) newsletter is posted on the school's website. The newsletter includes updates on school activities and classroom activities. The website includes school and district activities as well as important instructional information. The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services or enrolled in programs under Title 1. These programs, activities, and procedures are described in the Big Hollow Parent Compact including an annual parent meeting and survey. EL teachers contact parents of students who are English language learners and immigrants through phone calls, letters, emails, and virtual calls. Communications sent home are translated into Spanish. Through our BPAC, the EL department conducts Bilingual Parent Advisory Council meetings and events that focus on empowering parents with information about how to help students at home, in addition to providing them with opportunities for active participation and decision-making within our schools. We plan events to assist parents in learning alongside their children during make-and-take nights, as well as sharing information about their own cultures during our yearly cultural fair. The cultural fair provides an opportunity for parents of similar backgrounds to band together and supports each other within their communities. Parents of students who need tutoring or after-school help are provided these services free of charge.

Response from the prior year Consolidated District Plan.

Big Hollow School District #38 School Board Policy 6:170 maintains programs, activities and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs under Title 1. These programs, activities and procedures are described in District-level and School-level compacts. District-Level Parent Involvement Compact: The District-Level Parent Involvement Compact shall contain 1. The District's expectations for parent involvement, 2. Specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and 3. Other provisions as required by federal law. School-Level Parent Involvement Compact: The School-Parent level Parental Involvement Compact shall contain: 1. a process for continually involving parents/guardians in its development and implementation, 2. How parents/guardians, the entire staff and students share the responsibility for improved student academic achievement, 3. The means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards and 4. Other provisions required by federal law. The compact reviews it's policies annually and involves parents in the decision of the use of funds set aside for parent involvement activities. These interactions include meetings, phone calls, conversations and parent teacher conferences. The district has a parent/teacher organization which coordinates parent organization programs and activities across the District through the year. A weekly (K-4) and monthly (5-8) newsletter is posted on the school's website. The newsletter includes updates on school activities and classroom activities. The website includes school and district activities as well as important instructional information. The District maintains programs, activities and procedures for involvement of parent/guardians of students receiving services or enrolled in programs under Title 1. These programs, activities, and procedures are described in the Big Hollow Parent Compact including and an annual parent meeting and survey. EL teachers contact parents of students who are English language learners and immigrants through phone calls, letters, emails, and virtual calls. Communications sent home are translated into Spanish. Through our BPAC, the EL department conducts Bilingual Parent Advisory Council meetings and events which focus on empowering parents with information about how to help students at home, in addition to providing them with opportunities for active participation and decision-making within our schools. We plan events to assist parents in learning alongside their children during make and take nights, as well as sharing information about their own cultures during our yearly cultural fair. The cultural fair provides an opportunity for parents of similar backgrounds to band together and support each other within their communities. Parents of students who need tutoring or after school help are provided these services free of charge.

4. Describe the activities/strategies the LEA will implement for effective parent and family engagement. This includes a description of any activities/strategies that will be implemented for effective English learner and immigrant parent family engagement, as applicable. ** [3]

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or N/A as this may delay the submission or approval of your plan.

[[count] of 7500 maximum characters used)

The District will meet with stakeholders on the following dates to discuss the following topics:
 September 7, 2023- ELL Curriculum Night & Hispanic Heritage Month Planning Middle School Cafeteria
 October 12, 2023- Bilingual Parent Advisory Committee Training- BPAC Responsibilities, Bilingual Service Plan & Evidence Based Funding Training
 December 7, 2023- Parent Involvement Night
 January 18, 2024- Importance of ACCESS- Practice for ACCESS online-
 April 17, 2024- Parent Involvement Night -Develop goals for BPAC & review
 May 9, 2024- 7th Annual Big Hollow Cultural Fair

Response from the prior year Consolidated District Plan.

September 16, 2022- ELL Curriculum Night & Hispanic Heritage Month Planning
 October 13, 2022- Bilingual Parent Advisory Committee Training
 December 8, 2022- ELL Make & Take Fun
 January 12, 2023- ELL/BPAC PRESENTATION
 February 16, 2023- ELL Meeting to develop goals
 April 20, 2023- ELL 4th Annual Big Hollow Cultural Fair & Book Fair Week
 May 11, 2023- ELL/BPAC Speaker, Review Bilingual Service Plan Review EBF Spending Plan

Title I Requirement:

An LEA must develop the Title I Plan with timely and meaningful consultation with the stakeholders identified below.

[ESEA section 1112\(a\)\(1\)\(A\)](#)

Title III Requirement:

An LEA must develop and implement the plan in consultation with teachers, researchers, school administrators, parent and family members, community members, public or private higher education. (Section 3121(b)(4)(C))

Legislative References:

- [1] Title I, Part A, Section 1112(a) (1) (A and B) and Section 3121 (b) (4)(C)
- [2] Title I, Part A, Section 1116(a)(2)
- [3] Title I, Part A, Section Section 1116(a)(2) and Section 1112(b)(7)

*Required field

** Required if funding selected for Title I, Part A; Title I, Part D; Title II, Part A; Title III; and/or Title IV, Part A

Consolidated District Plan

SESSION TIMEOUT 59:57

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Private School Participation

[File Upload instructions are linked below. Click here for general name instructions.](#)

The application has been locked. No more updates will be saved for the application.

NOTE: This page may remain blank if no private schools are listed or participating in the programs
 NOTE: This page is not applicable to state schools or state-authorized charter schools.

Using the latest available verified data, private schools within the district's boundaries that are registered with ISBE are pre-populated in the table below. Timely and meaningful consultation with these schools is required by legislation for ESEA Titles I, II, and IV, as well as both IDEA grants. Any additional newer schools can be added by selecting Create Additional Entries. See separate sections below for more detailed information on completing the table.

Will Private Schools participate in the Program?

Yes No

[Nonpublic School Consultation Form](#)

Private School Name	School Closing	Title I	Title II	Title IV	Nonpublic Consultation Form
St. Gilberts	<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No Number of Low-Income Student(s): <input type="text" value="0"/>	<input type="radio"/> Yes <input type="radio"/> No Total Enrollment Number Student(s): <input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No Total Enrollment Number Student(s): <input type="text"/>	<input type="button" value="Choose File"/> <input type="button" value="No...sen"/> St. Gilbert.pdf
Hellenic Academy	<input type="checkbox"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No Number of Low-Income Student(s): <input type="text" value="2"/>	<input type="radio"/> Yes <input type="radio"/> No Total Enrollment Number Student(s): <input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No Total Enrollment Number Student(s): <input type="text"/>	<input type="button" value="Choose File"/> <input type="button" value="No...sen"/> Hellenic.pdf
Westlake Christian Academy	<input type="checkbox"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No Number of Low-Income Student(s): <input type="text" value="1"/>	<input type="radio"/> Yes <input type="radio"/> No Total Enrollment Number Student(s): <input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No Total Enrollment Number Student(s): <input type="text"/>	<input type="button" value="Choose File"/> <input type="button" value="No...sen"/> Westlake.pdf
DaVinci Waldorf	<input type="checkbox"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No Number of Low-Income Student(s): <input type="text" value="1"/>	<input type="radio"/> Yes <input type="radio"/> No Total Enrollment Number Student(s): <input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No Total Enrollment Number Student(s): <input type="text"/>	<input type="button" value="Choose File"/> <input type="button" value="No...sen"/> davinci.pdf

Comments:

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Applicant: BIG HOLLOW SD 38
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Table with 10 columns: Needs Assessment Impact, Stakeholders, Private Schools Participation, Preschool Coordination, Student Achievement, College and Career, Professional Development, Safe Learning Environment, Title I Specific Pages, IDEA Specific Requirements

Preschool Coordination

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal is required.

ISBE Goals:

- Student Learning: Every child will make significant academic gains each year...
Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments...
Elevating Educators: Illinois' diverse student population will have educators who are prepared through multiple pathways...

District Goal(s):

- Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

Describe how the district will support, coordinate, and integrate services provided under this part with early childhood education programs at the district or individual schools for the transition of participants in such programs to local elementary school programs.* [1]

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan requirements. If the district does not offer early childhood education programs, enter No Preschool Programs

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or N/A as this may delay the submission or approval of your plan.

[[count] of 7500 maximum characters used)

Title 1 funds are not used to support our Pre-K program.

The District identifies students who require services under IDEA through Child-Find activities. This includes parent questionnaires, norm-based screenings, and play-based evaluations. In addition, Early Intervention are evaluated to determine possible needs within the preschool program. Funds from the IDEA-PreK grant are used to cover partial salaries of paraprofessionals within the program for said staff are provided through local funds.

Response from the approved prior year Consolidated District Plan.

Title 1 funds are not used to support our Pre-K program.

The District identifies students who require services under IDEA through Child-Find activities. This includes parent questionnaires, norm-based screenings, and play-based evaluations. In addition, Early Intervention are evaluated to determine possible needs within the preschool program. Funds from the IDEA-PreK grant are used to cover partial salaries of paraprofessionals within the program for said staff are provided through local funds.

Title I Requirement

Coordination of services with preschool education programs

Legislative References:

[1] Title I, Part A, Section 1112(b)(8)

*Required field for Title I and/or IDEA Preschool

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Table with 10 columns: Needs Assessment Impact, Stakeholders, Private Schools Participation, Preschool Coordination, Student Achievement, College and Career, Professional Development, Safe Learning Environment, Title Specific Pages, IDEA Specific Requirements

Student Achievement and Timely Graduation

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.

ISBE Goals:

- Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful career or postsecondary education.
Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic needs of each and every child.
Elevating Educators: Illinois' diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to provide high-quality education that meets their needs.

District Goal(s):

- Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

The District will ensure high levels of growth for all learners

1. Describe the well-rounded instructional program to meet the academic and language needs of all students and how the district will develop and implement it

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan requirements. DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or N/A as this may delay the submission or approval of your plan.

[count] of 7500 maximum characters used

Big Hollow School District 38 program focuses on the Big Hollow Primary & Elementary buildings (K-4). Students learning needs are identified through assessments. The assessments are used to learn the content and skills necessary to be successful. The data from the assessments helps teachers identify if students will be successful at the next grade level. The assessments allow teachers to evaluate the effectiveness of teaching strategies and accommodations, curriculum and instructional resources. The District uses NWEA/MAP assessments which are administered at the beginning, middle, and end of each academic year. The NWEA MAP test is a formal assessment (reading skills) used across the grade levels. The assessments allow teachers to review current skills of students to make informed instructional decisions. Developmentally appropriate methods of assessment including observations using KIDS reporting tool. KIDS domains will be the focus of the data collection. A universal screener designed to identify students who need intervention support for reading and math will be used. A pull-out model is used to deliver services to students that are identified as needing reading assistance. Students are given differentiated instruction, 5 days a week in addition to regular classroom instruction. These services are provided by Title I Team (Reading Specialist, paraprofessionals), ELL teachers, and Special Education teachers. Staff (teachers, paraprofessionals) will be working with all students based on their identified learning needs (including enrichment).

Response from the prior year Consolidated District Plan.

Big Hollow School District 38 program focuses on the Big Hollow Primary & Elementary buildings (K-4). Students learning needs are identified through assessments. The assessments are used to learn the content and skills necessary to be successful. The data from the assessments helps teachers identify if students will be successful at the next grade level. The assessments allow teachers to evaluate the effectiveness of teaching strategies and accommodations, curriculum and instructional resources. The District uses NWEA/MAP assessments which are administered at the beginning, middle, and end of each academic year. The NWEA MAP test is a formal assessment (reading skills) used across the grade levels. The assessments allow teachers to review current skills of students to make informed instructional decisions. Developmentally appropriate methods of assessment including observations using KIDS reporting tool. KIDS domains will be the focus of the data collection. A universal screener designed to identify students who need intervention support for reading and math will be used. A pull-out model is used to deliver services to students that are identified as needing reading assistance. Students are given differentiated instruction, 5 days a week in addition to regular classroom instruction. These services are provided by Title I Team (Reading Specialist, paraprofessionals), ELL teachers, and Special Education teachers. Staff (teachers, paraprofessionals) will be working with all students based on their identified learning needs (including enrichment).

2. List and describe the measures the district takes to use and create the identification criteria for students at risk of failure.* Include criteria for low-income, English learners, and neglected, and delinquent as applicable to the district. [2]

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan requirements. DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or N/A as this may delay the submission or approval of your plan.

[count] of 7500 maximum characters used

The District will be utilizing MAP assessments to identify students that need extra assistance. First grade will use NWEA/MAP Growth and Fluency Tests for both Math and Reading. Second through third grade will use NWEA/Map Growth tests for both Math and Reading. These assessments are given at the beginning, middle and end of each academic year. Students who fall below the 20th percentile on benchmark assessments will be considered for interventions. If data exists to support that the students are performing below the 25th percentile on the benchmark assessments and supplemental assessments require additional interventions. Kindergarten will be using developmentally appropriate methods of assessment including observations, using KIDS reporting tool. KIDS domains will be the focus of the data collection. A universal screener designed to identify students that will need additional assistance. EL students will be evaluated and progress monitored using LAS Links for this school year. Using their performance on the LAS Links screener, analyzed and tiers of service will be created to ensure students receive support based on English language proficiency and language development and growth over time. Our ELL and bilingual development services up to 5 days per week for 68 minutes a day.

Response from the prior year Consolidated District Plan.

The District will be utilizing MAP assessments to identify students that need extra assistance. First grade will use NWEA/MAP Growth and Fluency Tests for both Math and Reading. Second through third grade will use NWEA/Map Growth tests for both Math and Reading. These assessments are given at the beginning, middle and end of each academic year. Students who fall below the 20th percentile on benchmark assessments will be considered for interventions. If data exists to support that the students are performing below the 25th percentile on the benchmark assessments and supplemental assessments require additional interventions. Kindergarten will be using developmentally appropriate methods of assessment including observations, using KIDS reporting tool. KIDS domains will be the focus of the data collection. A universal screener designed to identify students that will need additional assistance. EL students will be evaluated and progress monitored using LAS Links for this school year. Using their performance on the LAS Links screener, analyzed and tiers of service will be created to ensure students receive support based on English language proficiency and language development and growth over time. Our ELL and bilingual development services up to 5 days per week for 68 minutes a day.

3. Describe the additional education assistance to be provided to individual students needing additional help meeting the challenging State academic and language standards. This includes a description of any additional educational assistance designed to assist English learners and immigrant students to access academic content and standards as applicable.* [3]

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan requirements. DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or N/A as this may delay the submission or approval of your plan.

[count] of 7500 maximum characters used

The Primary and Elementary buildings will be offering various enrichment opportunities during a designated time. This designated time of the day is for 30 minutes, all students will be receiving enrichment based on their ability level.

Response from the prior year Consolidated District Plan.

The Primary and Elementary buildings will be offering various enrichment opportunities during a designated time. This designated time of the day is for 30 minutes, all students will be receiving enrichment based on their ability level.

4. Describe the instructional and additional strategies intended to strengthen academic and language programs and improve school conditions for student learning. This includes a description of any additional supplemental instructional activities and strategies designed to strengthen academic and language programs for English learners and immigrant students, as applicable.* [4]

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan requirements. DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or N/A as this may delay the submission or approval of your plan.

[count] of 7500 maximum characters used

The activities will be in addition to the already established intervention times. The entire staff will be working with students whether it be for additional support or enrichment activities. In addition to the already established intervention times, we will be providing push-in and pull out support from a certified EL teacher and a certified bilingual teacher. Our kindergarten students will be given an opportunity to participate in our district's program. The teachers will be using research based practices and research based materials with our ELs to provide high quality, rigorous instruction. Our EL students will also be provided with through our district's EL summer school program, taught by EL certified teachers. Our summer school program is considered a supplemental instructional activity.

Response from the prior year Consolidated District Plan.

The activities will be in addition to the already established intervention times. The entire staff will be working with students whether it be for additional support or enrichment activities. In addition to the already established intervention times, we will be providing push-in and pull out support from a certified EL teacher and a certified bilingual teacher. Our kindergarten students will be given an opportunity to participate in our district's program. The teachers will be using research based practices and research based materials with our ELs to provide high quality, rigorous instruction. Our EL students will also be provided with through our district's EL summer school program, taught by EL certified teachers. Our summer school program is considered a supplemental instructional activity.

students will receive push-in and pull out support from a certified EL teacher and a certified bilingual teacher. Our kindergarten students will be given an opportunity to participate in our district program. The teachers will be using research based practices and research based materials with our ELs to provide high quality, rigorous instruction. Our EL students will also be provided with through our district's EL summer school program, taught by EL certified teachers. Our summer school program is considered a supplemental instructional activity.

5. Explain the process through which the district will identify and address any disparities that result in low-income and/or minority students being taught at high students by ineffective, inexperienced, or out-of-field teachers. [5]**

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan. *DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or N/A as this may delay the submission or approval of your plan.*

[[count] of 7500 maximum characters used)

According to Big Hollow School District 38 Board Policy 5:10, teachers are required to be "highly qualified" in the area in which they are employed to provide instruction. This includes having a degree that qualifies the teacher for the duties for which the teacher is employed, provide the District Office with a complete official transcript of credits earned in the institutions of higher education. All teachers are deemed "highly qualified" according to State guidelines for teachers. Title 1 teachers, paid with Title 1 funds, have a Reading Specialist endorsement. Paraprofessionals employed by the District are deemed "highly qualified" as stated in the Big Hollow School District 38 School Board Policy 5:280 in accordance with the Illinois School Code. Service as a paraprofessional requires a "statement of approval" issued by the Illinois State Board of Education unless the individual holds certification of at least a bachelor's degree. Paraprofessionals hired to work at Big Hollow have met the requirements to be deemed "highly qualified" in their respective educational assignments with in-district opportunities for professional development that assist them in remaining "high qualified" and appropriately certified to teach.

Response from the prior year Consolidated District Plan.

According to Big Hollow School District 38 Board Policy 5:10, teachers are required to be "highly qualified" in the area in which they are employed to provide instruction. This includes having a degree that qualifies the teacher for the duties for which the teacher is employed, provide the District Office with a complete official transcript of credits earned in the institutions of higher education. All teachers are deemed "highly qualified" according to State guidelines for teachers. Title 1 teachers, paid with Title 1 funds, have a Reading Specialist endorsement. Paraprofessionals employed by the District are deemed "highly qualified" as stated in the Big Hollow School District 38 School Board Policy 5:280 in accordance with the Illinois School Code. Service as a paraprofessional requires a "statement of approval" issued by the Illinois State Board of Education unless the individual holds certification of at least a bachelor's degree. Paraprofessionals hired to work at Big Hollow have met the requirements to be deemed "highly qualified" in their respective educational assignments with in-district opportunities for professional development that assist them in remaining "high qualified" and appropriately certified to teach.

6. Describe the measures the district takes in assisting schools in developing effective school library programs that provide students an opportunity to develop and improve academic achievement. [6]**

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan. *DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or N/A as this may delay the submission or approval of your plan.*

[[count] of 7500 maximum characters used)

Big Hollow School District 38 has a library clerk in each of the school's libraries. Students in grades K-4 have designated library ties. Students in 5 - 8 have daily access to the library if needed work on their literacy skills through usage of the various online personalized learning literacy programs.

In addition to their library time, students participate in computer classes two times a week for 30 minutes. During this time students will be utilizing various programs for digital literacy (Micro typing, using the internet for research, internet safety).

Bilingual books are provided at the primary and elementary libraries for students to check out and take home.

Response from the prior year Consolidated District Plan.

Big Hollow School District 38 has a library clerk in each of the school's libraries. Students in grades K-4 have designated library ties. Students in 5 - 8 have daily access to the library if needed work on their literacy skills through usage of the various online personalized learning literacy programs.

In addition to their library time, students participate in computer classes two times a week for 30 minutes. During this time students will be utilizing various programs for digital literacy (Micro typing, using the internet for research, internet safety).

Bilingual books are provided at the primary and elementary libraries for students to check out and take home.

7. Describe how the district will identify and serve gifted and talented students by using objective criteria. [7]**

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan. *DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or N/A as this may delay the submission or approval of your plan.*

[[count] of 7500 maximum characters used)

Students will be identified by utilizing NWEA/Map assessments. Students that are at the 80th percentile or higher will participate in enrichment activities during a designated time at the Primary. Students will also participate in activities/projects to enhance and challenge their learning. Classroom teachers will also differentiate within the classroom to meet the needs of gifted/talented students.

Response from the prior year Consolidated District Plan.

Students will be identified by utilizing NWEA/Map assessments. Students that are at the 80th percentile or higher will participate in enrichment activities during a designated time at the Primary. Students will also participate in activities/projects to enhance and challenge their learning. Classroom teachers will also differentiate within the classroom to meet the needs of gifted/talented students.

Title I Requirements:

Ensure that all children receive a high-quality education.

Close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards.

Legislative References:

- [1] Title I, Part A, Section 1112(b)(1)(A)
- [2] Title I, Part A, Section 1112(b)(1)(B); 34 CFR 300.226 and 300.646
- [3] Title I, Part A, Section 1112(b)(1)(C); 34 CFR 300.226 and 300.646
- [4] Title I, Part A, Section 1112(b)(1)(D); 34 CFR 300.226 and 300.646
- [5] Title I, Part A, Section 1112(b)(2)
- [6] Title I, Part A, Section 1112(b)(13)(B)
- [7] Title I, Part A, Section 1112(b)(13)(A)

* Required if funding selected for Title I, Part A; Title I, Part 1003a; Title I, Part D; Title II, Part A; Title III; and/or Title IV, Part A

**Required field for only Title I, Part A

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Applicant: BIG HOLLOW SD 38
 Application: 2023-2024 Consolidated District Plan - 00
 Cycle: Original Application
 Project Number: 24-CDP-00-34-049-0380-02

County: Lake

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Needs Assessment Impact	Stakeholders	Private Schools Participation	Preschool Coordination	Student Achievement	College and Career	Professional Development	Safe Learning Environment	Title I Specific Pages	IDEA Specific Requirements
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College and Career Readiness

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal is required.

ISBE Goals:

- Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful career or higher education, while paying attention to addressing historic inequities.
- Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic and social-emotional needs of each and every child.
- Elevating Educators: Illinois' diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to that meets their needs.

District Goal(s):

- Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

Goal #1: The District will ensure high levels of growth for all learners.

1. Describe how the district will facilitate effective transitions for students from middle grades to high school and from high school to postsecondary education through:* [1]

i. Coordination with institutions of higher education, employers, and other local partners;* and

ii. Increased student access to early college, high school or dual or concurrent enrollment opportunities, or career counseling to identify student interests and

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Big Hollow School District #38 targeted assistance program focuses on grades K - 4.

Big Hollow School District is not a unit District. Big Hollow Middle School has monthly articulation meetings with the local high school. These articulation meetings focus on curriculum and transition from middle school to high school for our students.

Response from the approved prior year Consolidated District Plan.

Big Hollow School District #38 targeted assistance program focuses on the grades K - 4.

Big Hollow School District is not a unit District. Big Hollow Middle School has monthly articulation meetings with the local high school. These articulation meetings focus on curriculum and transition from the middle school to the high school for our students.

2. If applicable, describe the district's support for programs that coordinate and integrate the following:* [2]

Academic and career and technical education content through coordinated instructional strategies, that may incorporate experimental learning opportunities that are important to in-demand occupations or industries in the State; and work-based learning opportunities that provide students in-depth integration of academic and technical content, and, if appropriate, academic credit.

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*NOTE: If not applicable because district serves only grades K-8, enter **Elementary District***

Big Hollow School District #38 program focuses on grades K - 4.

The middle school offers a STEM (Science, Technology, Engineering, and Mathematics) class and a Graphic/Media Arts class. These classes focus on integrated academic and career education content and will be offered to parents/students throughout the year. The Elementary building also provides STEM class and other opportunities where the students experience and discuss various topics.

The Elementary and Middle School has partnered with and started a Junior Achievement program.

Response from the approved prior year Consolidated District Plan.

Big Hollow School District #38 program focuses on grades K - 4.

The middle school offers a STEM (Science, Technology, Engineering, and Mathematics) class and a Graphic Arts class. These classes focus on integrated academic and career education content and will be offered to parents/students throughout the year. The Elementary building also provides STEM opportunities where the students experience and discuss various science and mathematics topics.

The Elementary and Middle School has partnered with and started a Junior Achievement program.

Legislative References:

[1] Title I, Part A, Section 1112(b)(10)(A and B)

[2] Title I, Part A, Section 1112(b)(12)(A and B)

* Required if funding selected for Title I, Part A; Title I, Part D; Title II, Part A; Title IV, Part A; IDEA, Part B Flow-Through; and/or IDEA, Part B Preschool

Needs Assessment Impact	Stakeholders	Private Schools Participation	Preschool Coordination	Student Achievement	College and Career	Professional Development	Safe Learning Environment	Title I Specific Pages	IDEA Specific Requiremen
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Professional Development - Highly Prepared and Effective Teachers and School Leaders

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal selected.*

ISBE Goals:

- Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful state paying special attention to addressing historic inequities.
- Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic emotional needs of each and every child.
- Elevating Educators: Illinois' diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to every child an education that meets their needs.

District Goal(s):

- Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

For each program for which funding is anticipated for the 2023-2024 school year, provide a brief description of professional development activities to be funded by applicable.* [1]

NOTE: - If Professional Development will not be provided for a funded program below, enter **NOT PROVIDING**.

- Be sure to include information on how participating private schools will be included in the professional development plans.
- NOTE - writing space appears only if a program was selected on the Coordinated Funding page; to make changes in program funding, return to that page, revise, save the page.

Program and Description

A. Title I, Part A - Improving Basic Programs

Not using Federal funds for PD

B. Title I, Part A - School Improvement Part 1003

Not using Federal funds for PD

C. Title I, Part D - Delinquent

D. Title I, Part D - Neglected

E. Title I, Part D - State Neglected/Delinquent

F. Title II, Part A - Preparing, Training, and Recruiting

Not using Federal funds for PD
Transfer funds from Title I

G. Title III - LIEP

PD opportunities will include enhancing instructional strategies and culturally relevant teaching for EL teachers as well as classroom teachers.

H. Title III - ISEP

I. Title IV, Part A - Student Support and Academic Enrichment

Not using Federal funds for PD
Transfer funds for Title I

J. Title V, Part B - Rural and Low Income Schools

K. IDEA, Part B - Flow-Through [2]

PD opportunities include enhancing instructional strategies for special education teachers. Topics for related service providers are specific to their area of service delivery as identified in the

L. IDEA, Part B - Preschool

PD opportunities include enhancing instructional strategies for special education teachers. Topics for related service providers are specific to their area of service delivery as identified in the

M. ARP-LEA Elementary and Secondary School Emergency Relief Grant III

PD opportunities include enhancing and improving our MTSS processes for our multilingual learners and also PD for math and reading teachers. The PD includes best practices in math and group lessons to meet a wide range of learners.

Legislative Requirement:

[1] Title III, Section 3115(c)(2)

[2] 34 CFR 300.207 ; 2122(b)(4-9) of ESSA

* Required if funding selected for Title I, Part A; Title II, Part A; Title III; Title IV, Part A; Title V, Part B; IDEA, Part B Flow-Through; IDEA, Part B Preschool; and/or ESSER III

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Applicant: BIG HOLLOW SD 38
Application: 2023-2024 Consolidated District Plan - 00
Cycle: Original Application
Project Number: 24-CDP-00-34-049-0380-02

County: Lake

Consolidated District Plan

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Table with 10 columns: Needs Assessment Impact, Stakeholders, Private Schools Participation, Preschool Coordination, Student Achievement, College and Career, Professional Development, Safe Learning Environment, Title Specific Pages, IDEA Specific Requirements

Safe and Healthy Learning Environment

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal is required.

ISBE Goals:

- Student Learning: Every child will make significant academic gains each year...
Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments...
Elevating Educators: Illinois' diverse student population will have educators who are prepared through multiple pathways...

District Goal(s):

- Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

Goal #2: The District will cultivate a safe, secure and inclusive learning environment that is responsive to the evolving needs of all stakeholders.

1. Describe the process through which the districts will:

- i. reduce incidences of bullying and harassment
ii. reduce the overuse of discipline practices that remove students from the classroom [1]
iii. reduce the use of aversive behavioral interventions that compromise student health and safety; disaggregated by each subgroup of student as defined by:
a. each major racial and ethnic group;
b. economically disadvantaged students as compared to students who are not economically disadvantaged;
c. children with disabilities as compared to children without disabilities;
d. English proficiency status;
e. gender; and
f. migrant status.

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[count] of 7500 maximum characters used

School Board Policy 7:10 - Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, a disability, identify, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. School Board Policy 7:190 - Student Behavior: T 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; 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 skills to become independent, self-disciplined citizens in the school community and society. Big Hollow School District 38 also follows School Board Policy 7:20 Harassment of Students Pro Harassment Prohibited: No person, including a District employee or agent, or students, shall harass, intimidate or bully a student on the basis of actual or perceived; race; color, national c discharge status from military service, sex, sexual orientation, gender identity, gender-related identify or expression, ancestry, age, religion, physical or mental disability, order of protectio homeless, actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics characteristic. The District will not tolerate, harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unre educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory sl causing psychological harm, threatening or causing physical harm, threatening or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice o above. The Big Hollow School District #38 Positive Behavioral Interventions and Supports (PBIS) structure includes district-wide behavioral expectations that align with the State of Illinois (SEL) standards as well as promote a positive learning environment and school climate. These expectations support self-social awareness, self-management, interpersonal relationships, an PBIS uses proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.

Response from the prior year Consolidated District Plan.

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- 2. Describe the services the district will provide homeless children and youth, including services provided with funds reserved to support the enrollment, att homeless children and youth, in coordination with the services the district is providing under the McKinney-Vento Homeless Assistance Act. [3] (42 U.S.C. 11301 et seq.);*

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[count] of 7500 maximum characters used

Big Hollow School District #38 School Board Policy 6:140 addressed the education of Homeless children according to the McKinney Homeless Assistance Act of the Illinois School Code. Each child i access to the same free, appropriate public education as provided to other children and youths, including public pre-school education. A homeless child may attend the District school permanently housed in which the child was last enrolled. A homeless child living in a District school may attend that school. The superintendent or designee shall review and revise rules o barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, resi records, and other documentation and guardianship. The Superintendent shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are ci Superintendent has appointed Christine Arndt, as Liaison for Homeless children in Big Hollow School District 38. Mrs. Arndt has been trained to serve as the Big Hollow School District 38 H Regional Office of Education of Lake County.

Response from the prior year Consolidated District Plan.

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6/8/23, 2:33 PM

Grant Application

Title I Requirement:

To ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging State academic standards and those children standards

Legislative Requirements:

[1] Title I, Part A, Section 1112(b)(11)

[2] Title I, Part A, Section 1111(c)(2); 34 CFR 300.226 and 300.646

[3] Title I, Part A, Section 1112(b)(6)

* Required if funding selected for Title I, Part A and/or Title IV, Part A

Consolidated District Plan

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Attendance Center Designation

[Instructions](#)

The application has been locked. No more updates will be saved for the application.

Attendance Center Designation

Attendance Center	Schoolwide	Targeted Assistance	Not Served	Closed	Board Approved Date
1001 - Big Hollow Middle School	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2001 - BIG HOLLOW PRIMARY SCHOOL	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2002 - BIG HOLLOW ELEM SCHOOL	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Describe anticipated Reorganizations:	
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Applicant: BIG HOLLOW SD 38
Application: 2023-2024 Consolidated District Plan - 00
Cycle: Original Application
Project Number: 24-CDP-00-34-049-0380-02

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Consolidated District Plan

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Table with 10 columns: Needs Assessment Impact, Stakeholders, Private Schools Participation, Preschool Coordination, Student Achievement, College and Career, Professional Development, Safe Learning Environment, Title I Specific Pages, IDEA Specific Requirements

IDEA Specific Requirements

If IDEA funding was selected on the Coordinated Funding page, this page is required. If the page is blank and the entity does plan to receive and use IDEA funds, r Funding page and select IDEA, save the page, and return to this page.

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Go

ISBE Goals:

- Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a succes paying special attention to addressing historic inequities.
Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique aca needs of each and every child.
Elevating Educators: Illinois' diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to an education that meets their needs.

District Goal(s): Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

- Ensure high levels of growth for all learners.

1. How was the comprehensive needs assessment information used for planning grant activities?*

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or N/A as this may delay the submission or approval of your plan.

[[count] of 7500 maximum characters used)

A comprehensive needs assessment was completed. This included distributing surveys to staff and parents, meeting with certified staff in person regarding specific needs within the program, determine future needs. Partial salaries of paraprofessionals who support students identified under IDEA within the classroom were identified as a need. Professional development opportuniti technology for paperwork continues to be a necessary need within the district for special education. The District will continue to expand its continuum of services and utilize a targeted curricu under IDEA. The District will continue with a research-based curriculum and instructional strategies that meet the unique learning for all students.

Response from the approved prior year Consolidated District Plan.

A comprehensive needs assessment was completed. This included distributing surveys to staff and parents, meeting with certified staff in person regarding specific needs within the program, determine future needs. Partial salaries of paraprofessionals who support students identified under IDEA within the classroom were identified as a need. Professional development opportuniti technology for paperwork continues to be a necessary need within the district for special education. The District will continue to expand its continuum of services and utilize a targeted curricu under IDEA. The District will continue with a research-based curriculum and instructional strategies that meet the unique learning for all students.

2. Summarize the activities and programs to be funded within the grant application.*

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or N/A as this may delay the submission or approval of your plan.

[[count] of 7500 maximum characters used)

Partial salaries of paraprofessionals who support students identified under IDEA within the classroom were identified as a need. Professional development opportunities will expand. In additio continues to be a necessary need within the district for special education. The District will continue to expand its continuum of services and utilize a targeted curriculum with students who arc will continue with a research-based curriculum and instructional strategies that meet the unique learning for all students.

Response from the approved prior year Consolidated District Plan.

Partial salaries of paraprofessionals who support students identified under IDEA within the classroom were identified as a need. Professional development opportunities will expand. In additio continues to be a necessary need within the district for special education. The District will continue to expand its continuum of services and utilize a targeted curriculum with students who arc will continue with a research-based curriculum and instructional strategies that meet the unique learning for all students.

3. Describe any changes in the scope or nature of services from the prior fiscal year.*

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or N/A as this may delay the submission or approval of your plan.

[[count] of 7500 maximum characters used)

No changes will be made in the scope or nature of the services from the prior fiscal year.

Response from the approved prior year Consolidated District Plan.

No changes will be made in the scope or nature of the services from the prior fiscal year.

4. How are funds being used to support district performance on the State Performance Plan Indicators? Please provide a brief narrative below for each indicat

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or N/A as this may delay the submission or approval of your plan.

[[count] of 7500 maximum characters used)

IDEA PreK funds will be used to support indicator 7. In addition, with PD and evaluation supplies will support indicator 11.

*Required Field

Needs Assessment Impact	Stakeholders	Private Schools Participation	Preschool Coordination	Student Achievement	College and Career	Professional Development	Safe Learning Environment	Title I Specific Pages	IDEA Specific Requirements
Youth in Care Stability Plan Requirements			Youth in Care Stability Plan Contacts			Best Interest Determination Plan			

Overview

***Note: This plan section is not required for the Department of Juvenile Justice**

- PROGRAM:** Youth in Care Stability
- PURPOSE:** To comply with ESSA requirements for educational stability for students who are Youth in Care.
- REQUIRED FOR:** All Illinois school districts and state-authorized charter schools
- RESOURCES:** [ED and HHS Letter to Chief State School Officers and Child Welfare Directors on Implementing the Fostering Connections Act of May 30, 2014](#)
[US Department of Education \(USDE\) web page for Students in Foster Care](#)
[The Fostering Connections to Success and Increasing Adoptions Act of 2008 \(P.L. 110-351\)](#)
[Educational Stability Requirements \(Effective October 7, 2008\)](#)
[Public Act 099-0781 \(effective 8/12/2016\)](#)
[USDE Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care \(June 23, 2016\)](#)
[Finance, Budgets & Funding – Transportation Programs \(scroll to Foster Care Transportation section\)](#)
[ESEA of 1965 as Amended, Section 6312\(c\)](#)

BACKGROUND

Section 6312(5)(B) of ESEA of 1965 as Amended by ESSA requires that the local educational agency (LEA) collaborate with the state or local child welfare agency to develop and imp procedures governing how transportation to maintain students who are Youth in Care in the school of origin when in their best interests will be provided, arranged, and funded for the as Youth in Care.

DEFINITION AND REFERENCES

First Division vehicles are defined in the Illinois Vehicle Code as motor vehicles designed to carry no more than 10 persons total. First Division vehicles can be used to transport 10 or fewer persons, including the driver, on regular routes for any and all school-sponsored activities, including curriculum-related tri Division vehicles include cars, station wagons, mini-vans (10 passengers or less which includes the driver), taxi cabs, medical carrier or medi-car, and Suburbans. The manufacturer Certification Label) located on the inside of the driver’s side door will stipulate MPV for Multi-Passenger Vehicle, MPPV (MultiPurpose Passenger Vehicle), or Passenger Car [49 CFR 57 Vehicle Usage:
https://www.isbe.net/Documents/school_vehicle_guidance.pdf
https://www.isbe.net/Documents/vehicle_use_summary.pdf
<https://www.isbe.net/Documents/ISBE-Visual-Vehicle-Use-Guide.pdf>
 Transportation Programs:
<https://www.isbe.net/Pages/Funding-and-Disbursements-Transportation-Programs.aspx>

REQUIREMENTS

- A. The following factors should be considered when developing the transportation procedures for a student that is Youth in Care / in foster care:**
1. Safety
 2. Duration of the need for services
 3. The time/length of travel time for the student each day
 4. Time of placement change
 5. Type of transportation available (yellow school bus, taxi cab, First Division vehicle, etc.)
 6. Traffic patterns
 7. Flexibility in school schedule
 8. Impact of extracurricular activities on transportation options.
 9. Maturity and behavioral capacity of student
- B. The following low-cost/no-cost options should be considered when developing the transportation procedures:**
1. Pre-existing transportation route
 2. New transportation route
 3. Route-to-Route hand-offs
 4. District-to-district boundary hand-offs
 5. Eligibility of the student for transportation through other services such as, but not limited to, Individuals with Disabilities Education Act (IDEA)
 6. Alternatives not directly provided by the district/school such as:
 - a. Contracted services - taxis, student transport companies, etc. - see note below
 - b. Public transportation such as city buses, rails, etc.
 - c. Carpools- see note below
 - d. School/District staff- see note below
 - e. Options presented by DCFS outside of those provided by the district/school, such as reimbursing the foster parents for transportation costs, or including transport in child placing agencies or group homes
- NOTE: A school bus driver permit is REQUIRED for these options! IMPORTANT: All drivers transporting students (other than par guardians transporting their own students) in First Division vehicles MUST possess a valid school bus driver permit per Section (Vehicle Code. THIS INCLUDES TAXI CAB DRIVERS.**
- REMINDER: A multifunction school activity bus (MFSAB) can NEVER be used to transport home-to-school or school-to-home [625 ILCS 5/1-148.3a-5]**
- C. The following funding options should be considered when developing the transportation procedures for a student that is Youth in Care / in foster care:**
1. Title IV-E of the Social Security Act if the student is eligible
 2. Title I of the ESEA of 1965 as Amended by ESSA (except that funds reserved for comparable services for homeless children and youth may NOT be used for transportation)
 3. IDEA funds, if the student has an Individual Educational Program (IEP) that includes provisions for specialized transportation
 4. State special education transportation funds, if the student has an IEP
 5. Local funds

6/8/23, 2:35 PM

Grant Application

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Applicant: BIG HOLLOW SD 38
 Application: 2023-2024 Consolidated District Plan - 00
 Cycle: Original Application
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County: Lake

Consolidated District Plan ▼

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Needs Assessment Impact	Stakeholders	Private Schools Participation	Preschool Coordination	Student Achievement	College and Career	Professional Development	Safe Learning Environment	Title I Specific Pages	IDEA Specific Requiremen
BSP Overview							BSP Plan Specifics		

BSP Overview

Program Name: EL - Bilingual Service Plan

Purpose: The purpose of the EL - Bilingual Service Plan is to ensure that English learner programs are implemented in accordance with Illinois School Code Part 228 Transitional Bilingual Education. In addition, this data collection will help the Multilingual Department better support school districts in pro English proficiency and meet the same challenging academic standards as all children are expected to meet in Illinois.

Rules: [23 Ill. Admin. Code, Part 228.50](#)

Contact: Multilingual Department at 312-814-3850
multilingual@isbe.net

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Project Number: 24-CDP-00-34-049-0380-02

Plan Assurances	State Assurances	Debarment	Lobbying	GEPA 442	Assurances
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Board Approval, Certification, and Assurances

[Instructions](#)

By checking this box, the applicant hereby certifies that he or she has read, understood, and will comply with the assurances listed below, as applicable to the planning requirements of all included programs as applicable.

Provide the date on which the District Board approved the Consolidated District Plan.

06/12/2023

Each district plan shall provide assurances that the district will, as applicable based on grant award(s):

1. ensure that migratory children and formerly migratory children who are eligible to receive services under this part are selected to receive such services on the same basis as other children who are selected to receive services under this part;
2. provide services to eligible children attending private elementary schools and secondary schools in accordance with section 1117, and timely and meaningful consultation with private school officials regarding such services;
3. participate, if selected, in the National Assessment of Educational Progress in reading and mathematics in grades 4 and 8 carried out under section 303(b)(3) of the National Assessment of Educational Progress Authorization Act (20 U.S.C. 9622(b)(3));
4. coordinate and integrate services provided under this part with other educational services at the district or individual school level, such as services for English learners, children with disabilities, migratory children, American Indian, Alaska Native, and Native Hawaiian children, and homeless children and youths, in order to increase program effectiveness, eliminate duplication, and reduce fragmentation of the instructional program;
5. collaborate with the State or local child welfare agency to—
 - A. designate a point of contact if the corresponding child welfare agency notifies the local educational agency, in writing, that the agency has designated an employee to serve as a point of contact for the local educational agency and
 - B. by not later than 1 year after the date of enactment of the Every Student Succeeds Act, develop and implement clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged, and funded for the duration of the time in foster care, which procedures shall—
 - i. ensure that children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with section 475(4)(A) of the Social Security Act (42 U.S.C. 675(4)(A))
 - ii. ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the local educational agency will provide transportation to the school of origin if—
 - a. The local child welfare agency agrees to reimburse the local educational agency for the cost of such transportation;
 - b. the local educational agency agrees to pay for the cost of such transportation; or
 - c. the local educational agency and the local child welfare agency agree to share the cost of such transportation; and

6. ensure that all teachers and paraprofessionals working in a program supported with funds under this part meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification; and
7. in the case of a local educational agency that chooses to use funds under this part to provide early childhood education services to low-income children below the age of compulsory school attendance, ensure that such services comply with the performance standards established under section 641A(a) of the Head Start Act (42 U.S.C. 9836a(a)).
8. Each LEA that is included in the eligible entity is complying with Section 1112(e) prior to, and throughout, each school year as of the date of application;
9. the eligible entity is not in violation of any State law, including State constitutional law, regarding the education of English learners, consistent with sections 3125 and 3126;
10. the eligible entity consulted with teachers, researchers, school administrators, community members, public or private entities, and institutions of higher education, in developing and implementing such plan; and
11. the eligible entity will, if applicable, coordinate activities and share relevant data under the plan with local Head Start and Early Head Start agencies, including migrant and seasonal Head Start agencies, and other early childhood education providers.
12. Teacher English Fluency - each eligible entity receiving a subgrant under section 3114 shall include in its plan a certification that all teachers in any language instruction educational program for English learners that is, or will be, funded under this part are fluent in English and any other language used for instruction, including having written and oral communications skills.
13. in the case of a school district serving at least one English learner, and in accordance with Article 14C of the Illinois School Code, assurance is provided that at least 60% of the district's state funds attributable to ELs will be used for the instructional costs of programs and services authorized under this article.
14. In the case of a school district offering Transitional Bilingual Education programs, assurance is provided that the parent advisory committee was afforded the opportunity effectively to express its views in order to ensure that the EL programs are planned, operated, and evaluated with the involvement of, and in consultation with, parents of children served by the programs.
15. The district further assures that no policy of the LEA prevents, or otherwise denies participation in constitutionally protected prayer in public elementary schools and secondary schools as set forth in the Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools on the U.S. Department of Education's website.

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Plan Assurances	State Assurances	Debarment	Lobbying	GEPA 442	Assurances
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Grant Application Certifications and Assurances

[Instructions](#)

By checking this box, the applicant/award recipient (hereinafter the term applicant includes award recipient as the context requires) hereby certifies and assures the Illinois State Board of Education that:

1. The applicant has the necessary legal authority to apply for and to receive the proposed award. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application and any award in relation thereto.

The undersigned representative affirms, under penalties of perjury, that he or she is authorized to execute these Certifications and Assurances, and Standard Terms of the Grant on behalf of the applicant. Further, the applicant certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge, information and belief, that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification.

DEFINITIONS

“Applicant” means an individual, entity or entities for which grant funds may be available and who has made application to the Illinois State Board of Education for an award of such grant funds.

“Grant” means the award of funds, which are to be expended in accordance with the Grant Agreement for a particular project. The terms “grant,” “award,” “program,” and “project” may be used interchangeably.

“Grantee” means the person, entity or entities that are to receive or have received grant funds through an award from the Illinois State Board of Education. The terms “grantee” and “award recipient” may be used interchangeably.

“Project” means the activities to be performed for which grant funds are being sought by the applicant. The terms “project” and “program” may be used interchangeably.

The capitalized word “Term” means the period of time from the project beginning date through the project ending date.

Termination means the ending of a grant, whether in whole or in part, at any time prior to the end of the grant Term, as stated in the Grant Agreement.

LAWS AND REGULATIONS REGARDING FEDERAL AND STATE AWARDS

The applicant acknowledges and agrees that this grant is subject to the provisions of:

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Illinois Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1 et seq.

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3559&ChapterID=7>

Administrative Rules for GATA, 44 Ill. Admin. Code Part 7000

<https://ilga.gov/commission/jcar/admincode/044/04407000sections.html>

NO BINDING OBLIGATION

2. The applicant acknowledges and agrees that the selection of its proposal for funding, or approval to fund an application, shall not be deemed to be a binding obligation of the Illinois State Board of Education until such time as a final Grant Agreement is entered into between the applicant and the Illinois State Board of

Education. Prior to the execution of a final Grant Agreement, the Illinois State Board of Education may withdraw its award of funding to the applicant at any time, for any reason.

3. Payment under this grant is subject to passage of a sufficient appropriation by the Illinois General Assembly or sufficient appropriation by the U.S. Congress for federal programs. Obligations of the Illinois State Board of Education will cease immediately without further obligation should the agency fail to receive sufficient state, federal, or other funds for this program.
4. Funding in the subsequent years beyond the Term of the grant will be contingent upon compliance with federal and state law, regulations, administrative rules, terms and conditions of the award, passage of sufficient appropriations for the program, and satisfactory performance in the preceding grant period. Renewal decisions are at the sole discretion of the Illinois State Board of Education, and the receipt of an award in a current or previous Term does not create any right to or expectation of renewal in a subsequent Term.

PROJECT

5. The project proposed in the application, and as negotiated and finalized by the parties in the Grant Agreement, is hereinafter referred to as the "project." In planning the project there has been, and in establishing and carrying out the project there will be (to the extent applicable to the project), participation of persons broadly representative of the cultural and educational resources of the area to be served, including persons representative of the interests of potential beneficiaries.
6. Applicants may be asked to clarify certain aspects of their proposals/applications or proposed amendments prior to final agreement on the terms of the project or amendment.
7. The project will be administered by or under the supervision of the applicant and in accordance with the laws and regulations applicable to the grant. The applicant will be responsible for and obtain all necessary permits, licenses, or consent forms as may be required to implement the project.

FUNDING

8. All funds provided will be used solely for the purposes stated in the approved proposal/application, as finalized in the Grant Agreement, in accordance with applicable federal and state statutes, regulations, administrative rules, and terms and conditions of the grant.
9. The applicant may not count tuition and fees collected from students towards meeting matching, cost sharing, or maintenance of effort requirements of a program, pursuant to 34 CFR 76.534.
10. The applicant will maintain records for three years following competition of the activities for which the applicant uses the federal or state funding, pursuant to 2 CFR 200.334.
11. If real property or structures are provided or improved with the aid of federal financial assistance, the applicant will comply with applicable statutes, regulations, and the project application in the use, encumbrance, transfer, or sale of such property or structure. If personal property is so provided, the applicant will comply with applicable statutes, regulations, and the project application in the use, encumbrance, transfer, disposal, and sale of such.
12. The applicant will have effective financial management systems which conform to the standards present in 2 CFR 200.302, which includes, but is not limited to, the ability to report financial data verifying compliance with program regulations and maintaining effective internal control over the operations of the approved grant.
13. The applicant will conform all activities conducted under the approved grant to the provisions contained within 2 CFR Part 200
14. All expenditures claimed in relation to a grant are subject to applicable federal and state laws, regulations, and administrative rules. Expenditures claimed in relation to an award are subject to cost allowability standards, as defined by the grant program and 2 CFR Part 200, and other applicable federal and state laws, regulations, and administrative rules. Failure to adhere to these requirements will lead to disallowed expenditures for which funds must be returned.
15. Adequacy tier designation under Evidence-Based Funding will be utilized by ISBE at its discretion pursuant to applicable law and agency policy (105 ILCS 5/18-8.15).

INVOLUNTARY TERMINATION

16. The applicant will accept funds in accordance with applicable federal and state statutes, regulations, administrative rules, and terms and conditions of the award, and administer the programs in compliance with all provisions of such statutes, regulations, administrative rules, terms and conditions of the award, and amendments thereto.
17. Failure of applicant to comply with state and federal statutes, regulations, administrative rules, or the terms and conditions of the award may result in conditions placed on grantee, including, but not limited to,

involuntary termination of a grant at the discretion of the Illinois State Board of Education, in whole or in part, in accordance with federal and state law and regulations.

GENERAL CERTIFICATIONS AND ASSURANCES

18. The applicant will obey all applicable state and federal laws, regulations, and executive orders, including without limitation: those regarding the confidentiality of student records, such as the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and the Illinois School Student Records Act (ISSRA) (105 ILCS 10/1 et seq.); those prohibiting discrimination on the basis of race, color, national origin, sex, age, or handicap, such as Title IX of the Amendments of 1972 (20 U.S.C. 1681 et seq.) and 34 CFR part 106, the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 34 CFR part 104, the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), the Age Discrimination Act (42 U.S.C. 6101 et seq.) and 34 CFR part 110, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.) and 34 CFR part 100, the Public Works Employment Discrimination Act (775 ILCS 10/0.01 et seq.), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.); and the Illinois School Code (105 ILCS 5/1-1 et seq.). Further, no award recipient shall deny access to the program funded under the grant to students who lack documentation of their immigration status or legal presence in the United States (Plyler v. Doe, 457 U.S. 202, 102 S.Ct. 2382 (1982)).
19. The applicant certifies it has informed the State Superintendent of Education in writing if any employee of the applicant/ grantee was formerly employed by the Illinois State Board of Education and has received an early retirement incentive under 40 ILCS 5/14-108.3 or 40 ILCS 5/16-133.3 (Illinois Pension Code). The applicant acknowledges and agrees that if such early retirement incentive was received, the Grant Agreement is not valid unless the official executing the agreement has made the appropriate filing with the Auditor General prior to execution.
20. The applicant shall notify the State Superintendent of Education if the applicant solicits or intends to solicit for employment any of the Illinois State Board of Education's employees during any part of the application process or during the Term of the Grant Agreement.
21. The applicant is not barred from entering into this contract by Sections 33E-3 and 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4). Sections 33E-3 and 33E-4 prohibit the receipt of a state contract by a contractor who has been convicted of bid-rigging or bid-rotating.
22. If the applicant is an individual, the applicant is not in default on an educational loan as provided in 5 ILCS 385/3.
23. The applicant certifies it does not pay dues or fees on behalf of its employees or agents or subsidize or otherwise reimburse them for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/1).
24. The applicant certifies that it is (a) current as to the filing and payment of any applicable federal, state and/or local taxes; and (b) not delinquent in its payment of moneys owed to any federal, state, or local unit of government.
25. Any applicant not subject to Section 10-21.9 of the School Code certifies that a fingerprint-based criminal history records check through the Illinois State Police and a check of the Statewide Sex Offender Database will be performed for all its employees, b) volunteers, and c) all employees of persons or firms holding contracts with the applicant/ grantee, who have direct contact with children receiving services under the grant; and such applicant shall not a) employ individuals, b) allow individuals to volunteer, or c) enter into a contract with a person or firm who employs individuals, who will have direct contact with children receiving services under the grant who have been convicted of any offense identified in subsection (c) of Section 10-21.9 of the School Code (105 ILCS 5/10-21.9(c)) or have been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 (705 ILCS 405/2-1 et seq.).
26. The applicant hereby assures that when purchasing core instructional print materials published after July 19, 2006, the applicant/grantee will ensure that all such purchases are made from publishers who comply with the requirements of 105 ILCS 5/28-21, which instructs the publisher to send (at no additional cost) to the National Instructional Materials Access Center (NIMAC) electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard (NIMAS), on or before delivery of the print instructional materials. This does not preclude a grantee school district from purchasing or obtaining accessible materials directly from the publisher.
27. The applicant certifies that notwithstanding any other provision of the application, proposal, or Grant Agreement, grant funds shall not be used and will not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.

JOINT APPLICATIONS - ADMINISTRATIVE AND/OR FISCAL AGENT

28. Applicants/grantees participating in a joint application hereby certify that they are individually and jointly responsible to the Illinois State Board of Education and to the administrative and fiscal agent under the grant. An applicant/ grantee that is a party to the joint application and is a legal entity, or a Regional Office of Education, may serve as the administrative and/or fiscal agent under the grant.
29. The entity acting as the fiscal agent certifies that it is responsible to the applicant/grantee or, in the case of a joint application, to each applicant/grantee that is a party to the application; it is the agent designated and responsible for reports and for receiving and administering funds; and it will:
- a) Obtain fully executed Grant Application Certifications and Assurances forms from each entity or individual participating in the grant and return the forms to ISBE prior to award of the grant;
 - b) Maintain separate accounts and ledgers for the project;
 - c) Provide a proper accounting of all revenue from the Illinois State Board of Education for the project
 - d) Properly post all expenditures made on behalf of the project;
 - e) Be responsible for the accountability, documentation and cash management of the project, the approval and payment of all expenses, obligations, and contracts and hiring of personnel on behalf of the project in accordance with the Grant Agreement;
 - f) Disburse all funds to joint applicants/grantees based on information (payment schedules) from joint applicants/grantees showing anticipated cash needs in each month of operation (The composite payment schedule submitted to ISBE should reflect monthly cash needs for the fiscal agent and the joint applicants/grantees.);
 - g) Require joint applicants/grantees to report expenditures to the fiscal agent based on actual expenditures/ obligation data and documentation. Reports submitted to the Illinois State Board of Education should reflect actual expenditure/obligations for the fiscal agent and the data obtained from the joint applicants/ grantees on actual expenditures/obligations that occur within project beginning and ending dates;
 - h) Be accountable for interest income earned on excess cash on hand by all parties to the grant and return applicable interest earned on advances to the Illinois State Board of Education;
 - i) Make financial records available to outside auditors and Illinois State Board of Education personnel, as requested by the Illinois State Board of Education;
 - j) Have a recovery process in place with all joint applicants/grantees for collection of any funds to be returned to the Illinois State Board of Education.

DRUG-FREE WORKPLACE CERTIFICATION

30. This certification is required by the Drug-Free Workplace Act (30 ILCS 580/1). The Drug-Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the state unless that grantee or contractor has certified to the state that the grantee or contractor will provide a drug-free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant, and debarment of contracting or grant opportunities with the state of Illinois for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "applicant," "grantee," or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the state

The applicant certifies and agrees that it will provide a drug-free workplace by:

- a) Publishing a statement:
 - 1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - 2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - 3) Notifying the employee that, as a condition of employment on such contract or grant, the
 - A) Abide by the terms of the statement; and
 - B) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.
- b) Establishing a drug-free awareness program to inform employees about:
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's or contractor's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4) The penalties that may be imposed upon an employee for drug violations.

- c) Providing a copy of the statement required by subsection (a) to each employee engaged in the performance of the contract or grant and posting the statement in a prominent place in the workplace.
 - d) Notifying the contracting or granting agency within ten (10) calendar days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
 - e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by section 5 of the Drug-Free Workplace Act.
 - f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.
 - g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of the Drug-Free Workplace Act.
31. The applicant represents and warrants that all of the certifications and assurances set forth herein, in the application, all attachments, and the Grant Agreement are and shall remain true and correct through the Term of the grant. During the Term of the grant, the award recipient shall provide the Illinois State Board of Education with notice of any change in circumstances affecting the certifications and assurances within ten (10) calendar days of the change. Failure to maintain all certifications and assurances or provide the required notice will result in the Illinois State Board of Education withholding future project funding until the award recipient provides documentation evidencing that the award recipient has returned to compliance with this provision, as determined by the Illinois State Board of Education.

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Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

[Instructions](#)

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, 2 CFR part 3485, including Subpart C Responsibilities of Participants Regarding Transactions (also see federal guidance at 2 CFR part 180). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

Before completing this certification, read instructions below.

CERTIFICATION

By checking this box, the prospective lower tier participant certifies that:

1. Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
3. It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;
4. It will include the clause titled 'Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions,' without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions; and
5. The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into.

Instructions for Certification

1. By checking the box and saving this page, the prospective lower tier participant is providing the certifications set out herein.
2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
4. The terms 'covered transaction,' 'debarred,' 'suspended,' 'ineligible,' 'lower tier covered transaction,' 'participant,' 'person,' 'primary covered transaction,' 'principal,' 'proposal,' and 'voluntarily excluded,' as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the 'GSA Government-Wide System for Award Management Exclusions' (SAM Exclusions) at:

www.sam.gov

6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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Certification Regarding Lobbying

[Instructions](#)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By checking this box, the applicant hereby certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the contractor/grantee, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the contractor/grantee shall complete and submit [ISBE 85-37](#)"Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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GEPA 442 Assurances

Instructions

- By checking this box, the applicant/award recipient... 1. The applicant has the necessary legal authority to apply for and to receive the proposed award.

DEFINITIONS

"APPLICANT" means an individual, entity or entities for which grant funds may be available and has made application to the Illinois State Board of Education for an award of such grant funds.

"LEA" means the local educational agency.

"AWARD RECIPIENT" means the person, entity or entities that are to receive or have received grant funds through an award from the Illinois State Board of Education.

"GRANT" means the award of funds, which are to be expended in accordance with the Grant Agreement for a particular project, in accordance with applicable federal and state statutes, regulations, administrative rules, and terms and conditions of the award.

"PROGRAM" means any applicable program under which federal funds are made available to the applicant.

"PROJECT" means the activities to be performed for which grant funds are being sought by the applicant.

"SECRETARY" means the Secretary of Education.

PROJECT

- 2. The LEA will administer each Program in accordance with all applicable statutes, regulations, program plans, and applications;
3. The control of funds provided to the LEA under each Program and title to property acquired with those funds, will be in a public agency and that a public agency will administer those funds and property;
4. The LEA will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds paid to that agency under each Program, in accordance with 2 CFR 200.302 and 2 CFR 200.303 and the Illinois State Board of Education's State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures manual, maintained on the Illinois State board of Education's Internet website.
5. The LEA will make reports to ISBE and to the Secretary as may reasonably be necessary to enable ISBE and the Secretary to perform their duties and meet federal reporting requirements, and the LEA will maintain such records, including the records required under 20 U.S.C. 1232f, and provide access to those records, as ISBE or the Secretary deem necessary to perform their duties;
6. The LEA will provide reasonable opportunities for the participation by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of each Program;
7. An application, evaluation, periodic program plan or report relating to each Program will be made readily available to parents and other members of the general public;
8. In the case of any Program project involving construction: (A) the project will comply with state requirements for the construction of school facilities; and (B) in developing plans for construction, due

consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the Secretary under 29 U.S.C. 794 in order to ensure that facilities constructed with the use of federal funds are accessible to and usable by individuals with disabilities;

9. The LEA has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each Program significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects; and
10. None of the funds expended under any applicable Program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or an affiliate of such an organization.

Close Printer Friendly Page

Applicant: BIG HOLLOW SD 38

County: Lake

Consolidated District Plan

Application: 2023-2024 Consolidated District Plan - 00

Cycle: Original Application

Printer-Friendly

Click to Return to Application Select

Project Number: 24-CDP-00-34-049-0380-02

Plan Assurances	State Assurances	Debarment	Lobbying	GEPA 442	Assurances
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Assurances

Instructions

GRANT AGREEMENT: The submissions made to the Illinois State Board of Education by the applicant and the terms and conditions described in each tab of this application shall constitute the grant agreement between the applicant and the Illinois State Board of Education for the use of the funds described in the "Budget Detail" tab. This grant agreement shall be deemed to be entered into when the application has been approved by the Illinois State Board of Education. This grant agreement constitutes the entirety of the agreement between the parties and supersedes any other agreement or communication, whether written or oral, relating to the award of the grant funds. The person submitting this application on behalf of the applicant certifies and assures the Illinois State Board of Education that he or she has been duly authorized to file this application for and on behalf of the applicant, is the authorized representative of the applicant in connection with this grant agreement, and that he or she is authorized to execute these Certifications and Assurances, and Standard Terms of the Grant on behalf of the applicant. Further, the person submitting this application on behalf of the applicant certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge, information and belief, that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification. This grant agreement may not be amended or modified except as by receiving approval for an amendment through the IWAS application process or otherwise by the approval of the Illinois State Board of Education. By hitting "Submit" on the Submit page, this grant agreement shall be deemed to be executed on behalf of the applicant.

The authorized representative of the applicant who will affix his or her signature below certifies that he or she has read, understood and will comply with all of the provisions of the following certifications and assurances.

The person approving these Grant Application Certifications and Assurances hereby certifies and assures the Illinois State Board of Education that the person submitting the final application on behalf of the applicant (and thereby executing the grant agreement with the Illinois State Board of Education) has the necessary legal authority to do so.

The person approving this application certifies (1) to the statements contained in the list of certifications, and (2) that the statements herein are true, complete and accurate to the best of his/her knowledge. He/she also provided the required assurances and agrees to comply with any resulting terms if an award is accepted. He/she is aware that any false, fictitious, or fraudulent statements or claims may subject him/her to criminal, civil or administrative penalties, in accordance with applicable federal and state law, including, but not limited to, 18 U.S.C. 101, the federal False Claims Act (31 U.S.C. 3729 et seq), and the Illinois False Claims Act (740 ILCS 175/). The list of certification and assurances is included below and/or incorporated into the Uniform Grant Agreement pages contained herein.

NOTE: These boxes will be automatically filled in as each of the separate certifications/assurances are read and completed.

- Assurances for all covered programs
- Grant Application Certifications and Assurances (State Assurances)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion See the Overview page for instructions
- Certification Regarding Lobbying
- GEPA 442 Assurances

ROBERT GOLD

Signature of School District Superintendent / Agency Administrator

6/8/23, 2:36 PM

Grant Application

Signature of Board-Certified Delegated Authority for
the School District Superintendent



To: Big Hollow School District 38 Board of Education

From: Bob Gold, Superintendent

Date: June 12, 2023

Re: Hiring practices for certified positions

We are nearing the end of another busy hiring season, but will likely continue with various hiring opportunities throughout the summer. I would like to take this opportunity to update all of you on our hiring practices and procedures, including efforts we are making to attract a more diverse pool of candidates.

Step 1: Job Posting

- All of our certified jobs are posted on Frontline which is accessible on our website and utilized by candidates throughout Lake County.
- All of our certified jobs are also posted on the IASA Job Bank, which is utilized as an education job search engine by candidates throughout Illinois and surrounding states.
- Job postings are also shared in communications from administration to our local school community.

Step 2: Candidates complete an online screener

- Candidates who apply on our website will be given an online screening assessment which is applicable to the position they are applying for. This screening assessment is provided to us through our partnership with HumanEx.

Step 3: Structured Interview

- The administrator(s) who is facilitating the interview process will screen candidates using scoring from the initial screening assessment as well as review all application materials.
- Candidates are selected for a structured phone interview which consists of an administrator utilizing an interview tool developed by HumanEx that is in alignment with responsibilities relating to the position to be hired. This interview usually takes approximately one hour to complete. The administrator completing the interview has gone through a thorough training process with HumanEx on how to score answers and cannot administer the structured interview until he/she has completed all necessary requirements from HumanEx.

Step 4: "Fit" Interview

- Candidates who score well in the structured interview are asked to come to Big Hollow SD38 to interview in-person with a team usually consisting of administrators and staff. Depending on the size of the candidate pool, the administrator usually invites between 4 to 8 candidates for a fit interview.

Step 5: Reference check

- After the fit interview, the team will provide the administrator a recommendation on who to hire. The administrator will begin checking references for the top one or two candidates.

Step 6: Hiring recommendation

- When the administrator is ready to make a recommendation, he/she works closely with Mr. Gold to determine the contract to be offered.
- If the candidate accepts the offer, Mr. Gold will then bring the hiring recommendation to the Board for official approval.

We recognize that a more diverse staff would be a benefit for the diverse population of students that we have here at BHSD38. The current racial/ethnic breakdown of our staff consists of the following:

	Hispanic /Latino	Black or African American	Asian	Two or more races	Native Hawaiian or other Pacific	American Indian/ Alaska Native	White
Certified Staff	8	0	4	1	0	0	146
Non-Certified Staff	23	4	2	2	0	0	55

I next would like to highlight our efforts to recruit and attract more diverse candidates, as this has been a focus for us in recent years. I need to note that we are not aware of a candidates' race/ethnicity until they have reached the fit interview stage, so our focus has been to increase the number of diverse candidates who apply for positions at BHSD38. Below, I have listed a few examples of efforts we have made in recent years:

- Attended job fairs at ISU the last two years to specifically recruit candidates.
- Attended job fair for Bilingual and ESL Educators in March 2023 to recruit candidates.
- We have contacted two different historically black colleges (locally– Chicago State and East/West University) to try to get access to recruitment of minority candidates. At this point, we are not getting a consistent response from these universities.
- We have contacted Northern Illinois University to get access to their future educator candidates. There are plans to attend a job fair there in February of 2024.

- We have contacted National Lewis, Northwestern, and Lake Forest Universities in an effort to get minority candidates to serve as student teachers in our districts. This effort has not been successful to this point.
- In 2023, we began recruiting internationally through a visiting teacher program supported by the Illinois State Board of Education. Through this program, we were successful in hiring a bilingual teacher for BHMS.
- When hiring for our BHMS Principal vacancy in 2021, the job was posted on the National Black Educator job bank website. We also reached out to districts in areas with more diverse populations in hopes of finding current assistant principals who may have been interested in pursuing a principal position.

Action steps in conjunction with our African American Parent Advisory Council (AAPAC)

In recent months we have had conversations with our AAPAC in order to get suggestions on how we can recruit more diverse candidates. They are willing to support our efforts in various ways, and I have drafted some action items below which we now have in place:

- Explore creating opportunities for non-certified staff to get teacher certification if they desire to do so.
- Communicate locally to area professionals who may be interested in a change of careers.
- Reach out to Career Development Offices at local universities. This is different from our current approach of communicating directly with leaders of education departments.
- Branch out to communicate with universities in and around Milwaukee.
- Post all jobs on the National Alliance of Black School Educators (NASBE) website.
- AAPAC members are willing to attend education job fairs with us in order to assist in recruitment efforts.
- Connect with the Illinois Student Assistance Commission (ISAC).
- Research the potential of tuition reimbursement for a BIPOC (Black, Indigenous, People of Color) teacher pathway program.

My hope with the report is to provide a concise yet informative update on our hiring practices and current points of emphasis. Please provide additional guidance if you feel there are areas you, as a Board, would like us to focus on.



LAKE COUNTY
INGLESIDE, IL

Regular Board of Education Meeting Dates

2023-2024 School Year

- Monday, August 14, 2023
- Monday, September 11, 2023
- Tuesday, October 10, 2023
- Monday, November 13, 2023
- Monday, December 11, 2023
- Tuesday, January 16, 2024
- Monday, February 12, 2024
- Monday, March 11, 2024
- Monday, April 8, 2024
- Monday, May 13, 2024
- Monday, June 10, 2024
- Monday, July 8, 2024

Document Status: Draft Update

2:110 Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

President

The Board of Education elects a President from its members for a two-year term. The duties of the President are:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
4. Call special meetings of the Board;
5. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
6. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act;
7. Administer the oath of office to new Board members;
8. Prepare meeting agenda in consultation with the Superintendent;
9. Respond to parents and other community members on Board matters.
10. Serve as or appoint the Board's official spokesperson to the media;
11. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; and
12. Ensure that all the fingerprint-based criminal history records information checks, and/or screenings, and sexual misconduct related employment history reviews (EHRs) [PRESSPlus1](#) required by State law and policy 5:30, *Hiring Process and Criteria*, are is completed for the Superintendent.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board of Education elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or

3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

Secretary

The Secretary shall be a member of the Board who serves a two-year term. The Secretary shall perform or delegate the following duties:

1. Keep meeting minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a one-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.:

~~5 ILCS 120/7 and 420/4A-106.~~

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, 5/17-1, ~~and 5/21B-85,~~ and 5/22-94.

5 ILCS 120/7, Open Meetings Act.

5 ILCS 420/4A-106, III. Governmental Ethics Act.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational Board of Education Meeting), 2:220 (Board of Education Meeting Procedure), 5:30 (Hiring Process and Criteria)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-94, amended by P.A. 102-702, eff. 7-1-23, requiring a sexual misconduct related employment history review (EHR) to be initiated prior to hiring an applicant that will have direct contact with children or students. *Direct contact with children or students* is defined as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.” **Issue 111, March 2023**

Document Status: Review and Monitoring

4:40 Incurring Debt

The Superintendent shall provide early notice to the Board of Education of the District's need to borrow money. The Superintendent or designee shall prepare all documents and notices necessary for the Board of Education, at its discretion, to: (1) issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness, or (2) establish a line of credit with a bank or other financial institution. The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law. [PRESSPlus1](#)

Bond Issue Obligations

In connection with the Board's issuance of bonds, the Superintendent shall be responsible for ensuring the District's compliance with federal securities laws, including the anti-fraud provisions of the Securities Act of 1933, as amended and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.

Additionally, in connection with the Board's issuance of bonds, the interest on which is excludable from *gross income* for federal income tax purposes, or which enable the District or bond holder to receive other federal tax benefits, the Board authorizes the Superintendent to establish written procedures for post-issuance compliance monitoring for such bonds to protect their tax-exempt (or tax-advantaged) status.

The Board may contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection.

LEGAL REF.:

Securities Act of 1933, 15 U.S.C. §77a et seq.

Securities Exchange Act of 1934, 15 U.S.C. §78a et seq.

17 C.F.R. §240.15c2-12.

Bond Authorization Act, 30 ILCS 305/2

Bond Issue Notification Act, 30 ILCS 352/

Local Government Debt Reform Act, 30 ILCS 350/.

Tax Anticipation Note Act, 50 ILCS 420/.

105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.

CROSS REF.: 4:10 (Fiscal and Business Management)

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 111, March 2023

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 \$25,000 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) prohibits 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). [PRESSPlus1](#)
 - 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 ~~if the employee will have direct, daily contact with one or more student(s);~~ and (2) require any new or existing employee who ~~has and will have direct, daily contact with one or more~~ provides services to student(s) 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. ~~artment~~ of Public Health rules or order of a local health official.
9. ~~After 1-1-23, a~~ 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. 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, 5/10-21.9, 5/10-22.34c, 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 5/22-94, added by P.A. 102-702, eff. 7-1-23. See 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, available at PRESS Online by logging in at www.iasb.com.

For the definition of *sexual misconduct*, see 105 ILCS 5/22-85.5(c), added by P.A. 102-676 and policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.

Direct contact with children or students is defined as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.” 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23. This standard, which triggers the EHR, appears on its face to be broader than the *direct, daily contact* standard that triggers the *complete criminal history records check* in 105 ILCS 5/10-21.9(f). See 5:30-AP2, *Investigations*, 4:60-AP3, *Criminal History Records Check of Contractor Employees*, and 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for more information. For example, a contracted night custodian who may have some passing, routine interaction with students who are on campus for afterschool events, but does not have direct, daily contact with students triggers an EHR but not necessarily a *complete criminal history records check*. It is less clear if the reverse scenario could arise where a *complete criminal history records check* under 105 ILCS 5/10-21.9(f) would be required but an EHR would not be required. For ease of administration, a district may wish to require contractors to undergo a *complete criminal history records check* whenever the obligation to conduct an EHR is triggered, and vice versa.

105 ILCS 5/22-94(g), added by P.A. 102-702, eff. 7-1-23, prohibits contractors from entering any agreement that: (1) has the effect of suppressing information concerning a pending or completed investigation in which an allegation of sexual misconduct was substantiated, (2) affects the ability of the contractor to report sexual misconduct to the appropriate authorities, or (3) requires the contractor to expunge information about allegations or findings of suspected sexual misconduct, unless an allegation is found to be false, unfounded, or unsubstantiated following an investigation. **Issue 111, March 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. Dept. of 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) [PRESSPlus1](#)

Prior to hiring an applicant for a position involving *direct contact with children or students*, [PRESSPlus2](#) 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.

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. Updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring districts to initiate an EHR prior to hiring an applicant who will have *direct contact with children or students*. See sample administrative procedure 5:30-AP3, *Sexual Misconduct Related Employment History Review (EHR)*, available at PRESS Online by logging in at www.iasb.com, for the process, timing, and positions requiring an EHR. See policy 4:60, *Purchases and Contracts*, and sample administrative procedure 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for EHR requirements for employees of contractors who have *direct contact with children or students*. **Issue 111, March 2023**

PRESSPlus 2. *Direct contact with children or students* is defined as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.” 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23. **Issue 111, March 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, PRESSPlus1 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.

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, PRESSPlus2 and (2) that act resulted in the license holder's dismissal or resignation from the District, ~~he or she~~ 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. [PRESSPlus3](#)

The Superintendent shall execute the recordkeeping requirements of Faith's Law. [PRESSPlus4](#)

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, and 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. *Sexual misconduct* under *Faith's Law* defined in 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

The Abused and Neglected Child Reporting Act (ANCRA) covers abuse and neglect of children. 325 ILCS 5/3. The Dept. of Human Services Act (DHSA) covers abuse and neglect of adult students with a disability. 20 ILCS 1305/1-17(b). Abuse may be generally understood as any physical or mental injury or sexual abuse inflicted on a child or adult student with a disability other than by accidental means or creation of a risk of such injury or abuse by a person who is responsible for the welfare of a child or adult student with a disability. Neglect may be generally understood as abandoning a child or adult student with a disability or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's or adult student with a disability's welfare.

Abuse covered by ANCRA also includes *grooming* as defined in the Ill. Criminal Code of 2012 (720 ILCS 5/11-25). 325 ILCS 5/3(i), added by P.A. 102-676 (a/k/a *Faith's Law*).

The School Code goes further and prohibits school employees from engaging in *grooming behaviors* and *sexual misconduct*. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610 (a/k/a *Erin's Law*); 105

ILCS 5/22-85.5(c), added by P.A. 102-676 (a/k/a *Faith's Law*). To streamline implementation, policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, defines prohibited *grooming behaviors* to include *sexual misconduct* and it explicitly prohibits employees from engaging in *grooming, grooming behaviors, and sexual misconduct*. While it is possible for low-level *grooming behaviors* and/or *sexual misconduct* to not amount to grooming prohibited by ANCRA, best practice is to report suspected *grooming behaviors* and *sexual misconduct* to DCFS. **Issue 111, March 2023**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-21.9(e-5), amended by P.A. 102-702, eff. 7-1-23. **Issue 111, March 2023**

PRESSPlus 3. Updated in response to 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23. See sample procedure 5:90-AP2, *Parent/Guardian Notification of Sexual Misconduct*, available at PRESS Online by logging in at www.iasb.com. **Issue 111, March 2023**

PRESSPlus 4. Updated in response to 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23. See sample procedure 5:150-AP, *Personnel Records*, available at PRESS Online by logging in at www.iasb.com. **Issue 111, March 2023**

Document Status: Draft Update

5:125 Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means "includes without limitation" or "includes, but is not limited to."

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and/or mobile technologies that allow users to turn communication into share content and/or engage in interactive dialogue communication through online communities. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, TikTok, Snapchat, and YouTube*. [PRESSPlus1](#)

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g. iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones, e.g. iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g. iPod®).

Usage and Conduct

All District employees who use personal technology and/or social media shall:

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; and 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting* ~~Child Reporting~~.
6. Per Recommendation from HLERK.
7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.

8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

Superintendent Responsibilities

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*.
5. Periodically review this policy and any implementing procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.:

105 ILCS 5/ 21B-75 and 5/ 21B-80.

775 ILCS 5/5A-102, Ill. Human Rights Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

23 Ill.Admin.Code §22.20, Code of Ethics for Ill. Educators.

Garcetti v. Ceballos, 547 U.S. 410 (2006).

Pickering v. High School Dist. 205, 391 U.S. 563 (1968).

Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 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), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 111, March 2023**

Document Status: Draft Update

5:150 Personnel Records

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.

Prospective Employer Inquiries Concerning a Current or Former Employee’s Job Performance

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall:

1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for 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 Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.
3. Manage the District's responses to employer requests for sexual misconduct related employment history review (EHR) information in accordance with Faith's Law [PRESSPlus1](#)

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

Maintenance and Access to Records

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

For employees not covered by this agreement:

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board of Education policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-

related reason to inspect the record is authorized to have access.

3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

LEGAL REF.:

20 U.S.C. §7926.

105 ILCS 5/22-94.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 46/10, Employment Record Disclosure Act.

820 ILCS 40/, Personal Record Review Act.

23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23. **Issue 111, March 2023**

Document Status: Draft Update

5:260 Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to Section 5/21B-80 of the School Code [PRESSPlus1](#) or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach.

Before permitting an individual to student teach, begin a required internship, or participate in any field experience in the District, the Superintendent or designee shall ensure that:

1. The District performed a *105 ILCS 5/10-21.9(g) Check* as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A *105 ILCS 5/10-21.9(g) Check* shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth [Community Notification Law Registration Act](#) (730 ILCS 154/75-105).

The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/10-21.9(g) check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the [Department of Ill. State Police \(ISP\)](#), to the [Department of State Police ISP](#). The Superintendent or designee will provide each student teacher with a copy of his or her report.

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities.

LEGAL REF.:

[34 U.S.C. §20901 et seq.](#), Adam Walsh Child Protection and Safety Act, P.L. 109-248.

[Uniform Conviction Information Act](#), 20 ILCS 2635/1, [Uniform Conviction Information Act](#).

105 ILCS 5/10-21.9, 5/10-22.34, and 5/24-5.

CROSS REF.: 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:190 (Teacher Qualifications)

PRESSPlus Comments

PRESSPlus 1. Consult the board attorney for guidance regarding whether student teachers or interns, who are typically unpaid, qualify as *employees* who must also undergo the sexual misconduct related employment history review (EHR) required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. Whether or not a student or intern is paid by a district may be determinative. See 5:30-AP3, *Sexual Misconduct Related Employment History Review(EHR)*, available at PRESS Online by logging in at www.iasb.com. If a district has an agreement with a post-secondary institution for the placement of student interns, consult the board attorney regarding whether the institution qualifies as a contractor under 105 ILCS 5/22-94(b) that must perform an EHR of the intern. See 4:60-AP4, *Sexual Misconduct Related Employment History Review(EHR) of Contractor Employees*. **Issue 111, March 2023**

Document Status: Review and Monitoring

5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

The District shall adhere to State and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The Superintendent or designee manages a program to implement State and federal law defining the circumstances and procedures for the testing. [PRESSPlus1](#)

LEGAL REF.:

625 ILCS 5/6-106.1 and 5/6-106.1c.

49 U.S.C. §31306, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991, P.L. 102-143).

49 C.F.R. Parts 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs), 382 (Controlled Substance and Alcohol Use and Testing), and 395 (Hours of Service of Drivers).

CROSS REF.: 4:110 (Transportation), 5:30 (Hiring Process and Criteria), 5:280 (Duties and Qualifications)

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 111, March 2023

Document Status: Draft Update

6:135 Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, including the student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators; and
4. ~~By the fall of 2023, the automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows: [PRESSPlus1](#)~~
 - a. ~~A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.~~
 - b. ~~A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.~~
 - c. ~~A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.~~

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

105 ILCS 5/14A.

23 Ill.Admin.Code Part 227, Gifted Education.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

PRESSPlus Comments

PRESSPlus 1. Updated in response to ISBE's *Accelerated Placement Policy Guidance for Districts Frequently Asked Questions* (September 2022), at: www.isbe.net/Documents/Accelerated-Placement-Act-FAQ.pdf, which asserts this provision is limited to “[d]istricts with grades 9-12.” **Issue 111, March 2023**

Document Status: Review and Monitoring

6:210 Instructional Materials

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and: [PRESSPlus1](#)

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

The Superintendent or designee shall annually provide a list or description of textbooks and instructional materials used in the District to the School Board. Anyone may inspect any textbook or instructional material.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. No movie above the PG-13 rating shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated R or NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with a PG-13 rating.

Instructional Materials Selection and Adoption

The Superintendent shall approve the selection of all textbooks and instructional materials according to the standards described in this policy. The School Code governs the adoption and purchase of textbooks and instructional materials.

LEGAL REF.:

105 ILCS 5/10-20.8 and 5/28-19.1.

CROSS REF.: 6:30 (Organization of Instruction), 6:40 (Curriculum Development), 6:80 (Teaching about Controversial Issues), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

~~ADOPTED: November 13, 2017~~

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 111, March 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. Staff members are invited to recommend additions to the collection.
6. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.
7. ~~The program is guided by the principles of the American Library Association's *Library Bill of Rights* and its interpretation for school libraries.~~ [PRESSPlus1](#)

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*. [PRESSPlus2](#)

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. [PRESSPlus3](#)

LEGAL REF:

23 Ill.Admin.Code §1.420(o).

CROSS REF.: 6:60 (Curriculum Content), 6:170 (Title I Programs), 6:210 (Instructional Materials)

PRESSPlus Comments

PRESSPlus 1. Optional. The American Library Association's (ALA) *Library Bill of Rights* includes the following:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded

because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.
8. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

See <https://www.ala.org/advocacy/intfreedom/librarybill> and its interpretation for school libraries at: <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessresources>. The ALA's interpretation of its *Library Bill of Rights* acknowledges that the educational level and program of the school necessarily shape the resources and services of a school library, but it states that the principles of the *Library Bill of Rights* apply equally to all libraries, including school libraries. **Issue 111, March 2023**

PRESSPlus 2. Limiting the scope of complainants in this policy to parents/guardians, employees, and community members aligns with sample policy 2:260, *Uniform Grievance Procedure*. **Issue 111, March 2023**

PRESSPlus 3. Updated in response to subscriber and Ill. Council of School Attorneys member feedback regarding management of library book challenges. The issue of school library book removals is an unsettled area of law that is often litigated; consult the board attorney for advice regarding challenges to school library books or other library resources. In the only U.S. Supreme Court case to address this issue, *Island Trees Union Free Sch. Dist. No. 26 v. Pico*, 457 U.S. 852 (1982), the Court issued a plurality (not a majority) opinion finding a board could not remove books it had characterized as "anti-American, anti-Christian, anti-Semitic, and just plain filthy," if the removal was motivated by partisan or political reasons; to do so would violate students' Constitutional right to receive information and ideas. Four dissenting justices, however, disagreed that students have a right to receive information and ideas under the First Amendment and would have deferred to the judgment of the local school board.

See sample administrative procedure 6:230-AP, *Responding to Complaints About Library Media Resources*, and sample exhibit 6:230-AP, E, *Library Media Resource Objection Form*, available at PRESS Online by logging in at www.iasb.com. **Issue 111, March 2023**

Document Status: Draft Update

8:20 Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

The Superintendent shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

LEGAL REF.: [PRESSPlus1](#)

Boy Scouts of America Equal Access Act, 20 U.S.C. §7905, Boy Scouts of America Equal Access Act.

10 ILCS 5/11-4.19-2.2, Election Code.

105 ILCS 5/10-20.410, 5/10-22.10, and 5/29-3.5.

Good News Club v. Milford Central School, 121 S.Ct. 2093 533 U.S. 98 (2001).

Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 508 U.S. 384 (1993).

Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: June 17, 2013

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 111, March 2023**

Document Status: Review and Monitoring

8:70 Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others. [PRESSPlus1](#)

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least three years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

LEGAL REF.:

Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28 C.F.R. Part 35.

Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).

105 ILCS 5/10-20.51.

410 ILCS 25/, Environmental Barriers Act.

71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Building Programs)

ADOPTED: November 13, 2017

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 111, March 2023

1:30 School District Philosophy

Exhibit 11

Mission Statement

Update Mission Statement: To educate, empower and engage all learners.

The mission of Big Hollow School District is inspiring a diverse school community to be passionate and empathetic learners..

CROSS REF: 2:10 (School District Governance), 3:10 (Goals and Objectives), 6:10 (Educational Philosophy and Objectives)

Adopted: September 13, 2021

Big Hollow SD 38

General Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

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

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

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Robert B. Gold, Superintendent
26051 W. Nippersink Rd., Ingleside, IL 60041
bobgold@bighollow.us
847.740.1490

change to Erin Pittman

Complaint Managers:

Matthew McCulley
26051 W. Nippersink Rd., Ingleside, IL 60041
mmcculley@bighollow.us
847.740.1490

Christine Arndt
26051 W. Nippersink Rd., Ingleside, IL 60041
christinearndt@bighollow.us
847.740.1490

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

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

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

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §701 et seq., Rehabilitation Act of 1973.

38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).

42 U.S.C. §1981 et seq., Civil Rights Act of 1991.

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.

42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.

42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.

42 U.S.C. §2000e(k), Pregnancy Discrimination Act.

42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.

Ill. Constitution, Art. I, §§17, 18, and 19.

105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.

410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.

410 ILCS 513/25, Genetic Information Privacy Act.

740 ILCS 174/, Ill. Whistleblower Act.

775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.

775 ILCS 35/, Religious Freedom Restoration Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 75/, Job Opportunities for Qualified Applicants Act.

820 ILCS 112/, Ill. Equal Pay Act of 2003.

820 ILCS 180/30, Victims' Economic Security and Safety Act.

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

Adopted: March 14, 2022

Big Hollow SD 38

STUDENTS

7:20 Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

Robert B. Gold, Superintendent
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mmculley@bighollow.us
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26051 W. Nippersink Rd., Ingleside, IL 60041
christinearndt@bighollow.us
847.740.1490

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), 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.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct

prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy 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, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.:

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

105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/27-1, and 5/27-23.7.

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

23 Ill.Admin.Code §1.240 and Part 200.

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

Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).

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

West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: March 14, 2022

STUDENTS

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic

system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Robert B. Gold, Superintendent

26051 W. Nippersink Rd., Ingleside, IL 60041

bobgold@bighollow.us

847.740.1490

Complaint Managers:

Matthew McCulley

26051 W. Nippersink Rd., Ingleside, IL 60041

mmculley@bighollow.us

847.740.1490

change to Erin Pittman

Christine Arndt

26051 W. Nippersink Rd., Ingleside, IL 60041

christinearndt@bighollow.us

847.740.1490

- 4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
- 5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District’s jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

- 6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
- 7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person’s act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
- 8. A student will not be punished for reporting bullying or supplying information, even if the District’s investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including

suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying,

whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.

- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.

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

775 ILCS 5/1-103, Ill. Human Rights Act.

23 Ill.Admin.Code §§1.240, 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

Adopted: January 9, 2023

Big Hollow SD 38

7:192 Use of Isolated Time Out and Physical Restraint

Exhibit 11

This policy should be removed per Erin Pittman

Purpose and Definitions

The purpose of this Policy is to govern the use of isolated time out and/or physical restraint with students to ensure the safety of self or others.

Isolated time out (commonly referred to as "seclusion") means the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted.

Physical restraint means holding a student or otherwise restricting his or her movements. Physical restraint includes only the use of specific, planned techniques. Physical restraint does not include momentary periods of physical restriction by direct person-to-person contact without the aid of material or mechanical devices, accomplished with limited force and designed to: (1) prevent a student from completing an act that would result in potential physical harm to him/herself or another, or damage to property, or (2) remove a disruptive student who is unwilling to leave the area.

Isolated time out and physical restraint, as defined in this Policy, are permitted only as a response to behavior that impacts a safe and orderly environment for learning, and only to the extent that their use is necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used to administer discipline (i.e., punish) to individual students.

The use of isolated time out or physical restraint shall comply with the Illinois State of Education (ISBE) rules, "Requirements for the Use of Isolated Time Out and Physical Restraint" at 23 Ill. Admin. Code Section 1.285 and Big Hollow School District #38's (BHSD38) written procedures.

This Policy does not apply to the restriction of a student's movement when that restriction is for a purpose other than the maintenance of a safe and orderly environment, such as the appropriate use of a safety belt in motor vehicles.

Written Procedures

BHSD38 staff must follow these written procedures whenever isolated time out or physical restraint is used. BHSD38 staff shall document each use of isolated time out or physical restraint as set forth in the written procedures.

LEGAL REF.:

105 ILCS 5/10-20.14, 10-20.33, and 14-8.05(c)

23 Illinois Admin. Code A.a. 1.280, 1.285

Adopted: February 11, 2019

Big Hollow SD 38



2023-2024 WC Pricing Sheet

Collective Liability Insurance Cooperative (CLIC)
Big Hollow School District #38
 Member Cost Comparison

Coverage Description	2022-2023	2023-2024	% Change
Payroll Information			
7380 – Drivers	\$443,510	\$644,348	
8868 – Teachers/Professionals	\$11,526,258	\$12,355,160	
9082 – Cafeteria	\$150,608	\$199,971	
9101 – Maintenance/All Other	\$248,502	\$307,218	
Total Payroll	\$12,368,878	\$13,506,697	9.2%
Experience Modification Factor (MOD)	1.34	1.14	-14.9%
Modified Premium	\$106,402	\$103,562	-2.7%

Fixed Costs			
Worker's Compensation Premium	\$6,523	\$6,699	
RPA Administration Fee	\$2,848	\$2,962	
Sedgwick Claims Administration Fee	\$1,695	\$1,736	
Sedgwick Loss Control Fee	\$2,910	\$1,970	
Total Fixed Costs	\$13,977	\$13,367	-4.4%

Variable Costs:			
Loss Fund – Initial 100%	\$127,967	\$130,231	
Actuarial Debit/Credit	-12.3%	-8.9%	
Loss Fund – 100% with Actuarial Debit/Credit	\$112,234	\$118,650	
High/Low Plan 10% Supplemental Loss Fund Contribution, if applicable	\$11,223	\$11,865	
Total Loss Fund w/Debit/Credit and High/Low	\$123,457	\$130,515	5.7%
Total Worker's Compensation Program Costs:	\$137,434	\$143,882	4.7%



Collective Liability Insurance Cooperative (CLIC)
Big Hollow School District #38
 Member Cost Comparison

Coverage Description	Additional Description	2022-2023	2023-2024	% Change
Fixed Costs				
Package (includes General Liability, Auto Liability, Garage Liability, Police Professional/Security Guards, Bullying and Crime)		\$7,015	\$7,259	
Property (including Auto Physical Damage)	\$575,000,000 Limit	\$15,749	\$19,799	
Boiler & Machinery		\$1,406	\$1,554	
School Board Legal Liability	\$20,000 Deductible	\$5,993	\$6,421	
Excess Liability	\$36M xs \$1M Limit	\$8,103	\$9,312	
Student Accident - Mandatory		\$7,128	\$6,424	
Student Accident - Catastrophic		\$1,760	\$1,760	
Pollution Liability		\$949	\$1,111	
Primary Cyber Liability (1)	\$2M Limit; \$25,000 Deductible	\$23,743	\$21,092	
Excess Cyber Liability (2)	\$1M Limit	\$9,833	\$10,872	
Crisis Protect		\$1,735	\$1,931	
RPA Administration Fee		\$3,997	\$4,156	
Gallagher Bassett Services Claims Administration Fee		\$965	\$979	
Gallagher Bassett Services Loss Control Fee		\$995	\$995	
CLIC Program Management Operating Fee		N/A	N/A	
Total Fixed Costs		\$89,371	\$93,666	4.8%
Variable Costs:				
Loss Fund - Package	includes actuarial debit/credit (3)	\$23,628	\$29,391	
Actuarial Debit/Credit - Package		-17.1%	20.0%	
Loss Fund - School Board Legal Liability	includes actuarial debit/credit (3)	\$2,705	\$3,051	
Actuarial Debit/Credit - School Board Legal Liability		20.0%	-10.7%	
Total Program Contribution on a Maximum Cost Basis		\$115,704	\$126,108	9.0%
Statistical Information				
Total Insurable Values (Includes Vehicles)		\$76,825,776	\$82,545,804	7.4%
Students		1,760	1,760	0.0%
Vehicles		28	29	3.6%
Total Program Costs Due for July 1, 2023-2024		\$126,108		9.0%

(1) \$750,000 for Ransomware. If your district is not receiving the "Full Limit" for Ransomware that means your district is receiving a sublimit as Multi-Factor Authentication (MFA) was not being completely engaged when renewal info was collected this past January. This sublimit can be removed with completion of the MFA Attestation form included in your district's renewal email.

(2) For the 2022-2023 Expiring term only \$1M in Excess Cyber Liability was available so if a value is shown for the expiring cost that represents an additional \$1M in Cyber cover. If no value is shown this means your district did not purchase any additional Cyber cover for the 2022-2023 Expiring term.

(3) Actuarial Debit/Credit is provided by independent audit firm Milliman, Inc. based on each district's loss experience for the past 5 years, not including the current year.

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

FOR THE SCHOOL YEARS

2023-2024

2024-2025

2025-2026

2026-2027

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PREAMBLE

0.1. Parties to the Agreement

This Agreement is made and entered by and between the Board of Education of School District No. 38, Lake County, Illinois, hereinafter referred to as “Board” and the Big Hollow Federation of Teachers, a Council of the Lake County Federation of Teachers, hereinafter referred to as “Union.”

0.2. Recognition

The Board recognizes the Union as the exclusive bargaining agent with respect to wages, hours, terms and conditions of employment for all professional certificated employees, (which employees are hereinafter referred to as “teachers”), except the Superintendent, principal, other central office staff, substitutes, teacher aides, paraprofessionals, and any new administrative position, provided that nothing contained herein shall require the Board to bargain over matters of inherent managerial policy as defined by the Illinois Educational Labor Relations Act. Any dispute that arises as to the bargain ability of any topic included in this Section shall not be resolved under the terms of Article VII of this Agreement, but rather may be submitted by either party to the Illinois Educational Labor Relations Board for resolution.

ARTICLE 1.

TEACHERS' RIGHTS

1.1. Posting of New and Vacant Positions

New positions are those that did not previously exist within the District, and vacant positions are those created by resignations, retirements, non-renewals, or dismissals for cause, and both new and vacant positions refer to those positions approved by the Board. When filling new and vacant positions, the District shall take into consideration certifications, qualifications, merit and ability, including performance evaluations, and relevant experience. When these factors are equal, the District shall base its decision on the length of continuing service with the District. The District's decision to select a particular candidate to fill a new or vacant position is not subject to review under the grievance procedure in this Agreement.

After the Board has determined to fill a vacancy and after teachers have been afforded their recall rights or have been involuntarily transferred, all established and available vacancies of certified staff shall be sent out to teachers via the school's email system as well as posted on the District's website. All teachers applying for internal positions will be afforded an interview if they meet the qualifications for the position applied for.

1.2. Supervisory Conference

When any teacher is required to appear before the Board or before any Board committee concerning any matter that could directly affect the continuation of that teacher in his/her employment, the teacher shall be given reasonable prior written notice of the reason(s) for such meeting or interview and shall be entitled to have a representative present during such meeting. If a teacher is required to appear before the Superintendent to discuss a recommendation to the Board of Education regarding possible dismissal or suspension, the teacher shall be advised of the same in advance and entitled to have a representative present during such meeting.

1.3. Union Activities and Membership

The Board shall not discriminate against any teacher by reason of his/her membership in the Union, participation in any lawful activities of the Union, or institution of any grievance under this Agreement. Teachers shall have the right to join the Union. Teachers shall also have the right not to join the Union.

1.4. Legal Protection of Teachers

The Board acknowledges its obligation under the School Code to defend and indemnify teachers as required by law.

1.5. Voluntary Transfers

Any teacher may apply for a building, subject, or grade transfer or promotion. All applications for transfer or promotion shall be in writing and directed to the Office of the Superintendent indicating the reasons for the transfer or promotion and the school, position, and/or grade desired. The needs of the District shall be the primary consideration in all transfer decisions. Current teachers who meet all of the qualifications for a vacancy, as determined by the Superintendent or his/her designee, shall receive prior consideration for such vacancy before considering candidates from outside the District. This provision shall not restrict the Board's authority to transfer teachers to any position the teacher is qualified to fill pursuant to Section 24-11 of the the

School Code. If a teacher is not appointed to a vacancy, transfer, or promotion for which he/she has applied, upon request, the teacher shall be apprised of the reason(s) therefore.

1.6. Involuntary Transfer

Any teacher affected by an involuntary transfer shall be released by the Board from his/her contract if he/she desires. Upon request, he/she shall be released from his/her contract within thirty (30) days or sooner provided a replacement is available. Any teacher transferred involuntarily shall receive consideration in any requested transfer to a future vacancy.

1.7. Request for Appraisal

Upon request by a teacher, an administrative officer of the Board shall furnish to the chief officer of another school district or other prospective employer an appraisal of the teacher's service. The request for such appraisals and recommendations shall not be construed as notice of intention to resign and shall in no way affect the teacher's status and evaluation within this school district.

1.8. Written Reply

When a teacher submits to the Superintendent a written request concerning coursework approval, tuition reimbursement approval, attendance at seminars, purchase of school materials and supplies, use of leaves, or approval of new extra-curricular programs, the Superintendent shall provide a written reply within ten (10) school days. A reply indicating the matter has been or shall be referred to the Board for consideration or is under consideration by the Administration shall be deemed full compliance with this Section. For matters so referenced, an additional reply shall be given to the teacher within thirty (30) calendar days.

ARTICLE 2.

UNION RIGHTS

2.1. Dissemination of Information to the Union

The Board shall upon written request furnish the Union President or designee the approved minutes of the Board, the agenda (if any) of any upcoming Board meeting, the monthly statement of financial position, a scattergram, and once annually the current audit and approved and tentative final budgets upon their availability and prior approval and acceptance by the Board. Website postings of any of these documents shall meet the Board's obligation under this provision. The Superintendent or designee shall make every effort to apprise the Union President or designee of any action taken by the Board affecting any teacher and to do so as soon as feasible.

2.2. Union's Right to Address the Board

The Union President or designee shall be given the opportunity at each regular Board meeting to address the Board briefly, provided such remarks shall exclude any references to grievances or negotiations in process. Comments concerning any District personnel shall be presented only at closed session of the Board.

2.3. Union Announcements

The Union President or designee shall have the right to briefly welcome the faculty at the first meeting of the school year.

2.4. Use of School Facilities and Equipment

1. The Union has the right to hold its membership meetings outside the normal teacher workday on school property, provided such meetings in no way interfere with any aspect of the total instructional program. If such meetings entail additional maintenance, custodial, or other expenses, the Union shall pay such costs. Notification for such use shall be submitted to the Superintendent or designee at least twenty-four (24) hours in advance of the time of intended use. If the meeting involves more than thirty-five (35) persons, this Paragraph shall not apply.
2. The Union has the right to use the District's teacher mailboxes for official Union materials, provided such materials shall be properly identified as official Union publications and a copy thereof concurrently provided to the Superintendent.
3. The Union has the right to post official Union announcements and publications (but not including any materials that are primarily political endorsements) on a designated bulletin board.
4. The Union has the right to use Board duplicating equipment and computers for official Union announcements (exclusive of political endorsements) if such is available, and provided the Union shall reimburse the Board for any supplies used and for any damage caused by such use. Such equipment shall not be used without first advising the Superintendent or designee, and only when such use does not interfere with the needs of the District. Board equipment and computers for official Union announcements or other internal Union communication cannot be used during student instructional times.

2.5. Dues Deduction

1. The Board shall honor employees' individually authorized deduction forms and shall make such deductions in the amounts certified by the Union for union dues, assessments, or fees. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions. Dues revocations are processed by the Union. In the event an employee revokes his/her dues in accordance with the terms in which they authorized the dues deductions, the Union will notify the employer after the close of the revocation window.
2. The amount specified shall be prorated and deducted in equal amounts from paychecks starting with the first paycheck in November and continuing through the next ten (10) paychecks.
3. The Union shall indemnify and save harmless the Board and all of its agents and employees from any and all claims, demands, suits and costs resulting from any reasonable action taken or omitted by the Board or any of its agents or employees for the purpose of complying with the provisions of this Section.

2.6. Release Time for Union Officers

The Union President and/or designee shall be granted two (2) days per year to attend Union functions, providing the Union shall within seven (7) days reimburse the District for the cost of a substitute teacher.

2.7. Discussions with Superintendent

Upon the advance written request of the Union President or designee, the Superintendent shall meet with such President or designee and up to two (2) additional teachers selected by such President or designee, to review and discuss any matter related to the operations of the schools, provided that a written agenda for such meeting is submitted with such request and that the Superintendent shall not be compelled to meet more often than once each calendar month between September and May. Except in an emergency, such meeting shall be held within ten (10) working days of the receipt of such request.

2.8. COPE Deduction

Upon receipt of a voluntary authorization in writing by a teacher, the Board shall deduct from the teacher's salary the amount authorized by the teacher for the Lake County Federation of Teachers Committee on Political Education (COPE). Such deduction shall be made the last paycheck in October and forwarded to the Treasurer of the Union not more than fourteen (14) days after such deductions were made, and the amount deducted for each. The Union shall defend and hold the Board harmless for any action properly performed pursuant to this Section.
Union dues and COPE deductions shall be mailed in separate checks.

2.9. School Calendar

The Union President has the right to review the proposed school calendar and provide input as to its content prior to submission to the Board for approval.

ARTICLE 3.

WORKING CONDITIONS

3.1. School Year

The school calendar shall not include more than one hundred eighty-five (185) teacher employment days. If up to five (5) of such days are not required to replace days deducted as emergency or non-school days, such unused days shall be deducted from the calendar. Two (2) of the employment days per month shall be scheduled as early release dates. The early release prior to the end of each report card distribution will have two (2) hours allocated for teacher collaboration. The allocation of the two-hour early release time may be modified by agreement of the Administration and the Union.

Teachers are required to attend up to two (2) eight (8) hour Parent-Teacher conference sessions per year and Curriculum Night.

All Early Childhood through Grade 4 teachers are required to attend Meet and Greet and will be paid as outlined in Appendix B.

All K-4 special teachers are required to prepare and attend evening showcase events for each grade level they teach (unless otherwise directed by the administrator), for which they will be paid as outlined in Appendix B. All K-4 classroom teachers may be required to prepare and attend the evening showcase event for their respective grade level, for which they will be paid as outlined in Appendix B.

3.2. School Day

The formal teacher workweek shall not exceed 37.5 hours. This amount of time shall be reduced on a prorated basis for any week that has less than five (5) school days. The formal teacher workday shall include a duty-free lunch period. On the last pupil attendance day before Thanksgiving, Winter recess, and Spring recess, teachers shall be free to leave the building as soon as all their obligations to students have been concluded. However, if the day before Thanksgiving, Winter recess, or Spring recess is a SIP day, teachers are free to leave when SIP day activities are completed. However, the building administrator has the discretion to release teachers before the end of the scheduled school day. All staff are asked to continue email correspondence to parents or administration through the contract day.

As used herein, the formal teacher workday shall not include parent-teacher conferences, open house, extended services, or extra-curricular assignments.

Teachers shall be notified in writing of their assignments for the following school year, as to grade level and/or subject area, and the dates for next year's open house and parent-teacher conferences no later than the last week of the school year.

3.3. Lounges and Dining Room

The Board shall make every effort to provide an appropriate teachers' lounge. Such lounge shall be of appropriate size for that building.

3.4. Health and Safety

Teachers shall not be required to work in conditions that seriously impair their safety. Teachers shall not be required to search for bombs, provided they shall advise law enforcement authorities of any atypical circumstances in the school environment that might be pertinent. Nothing in this Section shall be construed as excusing teachers from their primary responsibility of assuring the safety and welfare of students.

3.5. Summer School

If a summer school is conducted by the Board, teachers shall be notified of anticipated teaching opportunities therein by May 1 or as soon thereafter as practicable. No other provision of this Agreement shall be applicable to summer school unless expressly so provided.

3.6. Classroom Interruptions

Every effort shall be made to keep classroom interruptions at a minimum. The Union and Administration shall form a joint committee to review classroom interruptions. In the event administrative regulations concerning classroom interruptions are not adopted in a form satisfactory to the Union, the Union may present its recommendations to the Board.

3.7. Preparation Time

Preparation time is the amount of teacher-directed time during, before, and after the student attendance day, exclusive of lunch, that is considered non-student contact time.

Total preparation time for all teachers shall be a minimum of four hundred twenty (420) minutes per week at Primary/Elementary (with a minimum of twenty-five (25) minutes per day during the student attendance day), and four hundred sixty-five (465) minutes per week at the Middle School (with a minimum of one (1) class period per day). Note: Primary/Elementary lunch is forty (40) minutes and Middle School lunch is thirty (30) minutes.

Administration may schedule up to two (2) 30-minute meetings per month during the preparation time. If more time is required for meetings, teachers will be compensated monetarily or with alternate preparation time equal to time lost.

3.8. Building Access

The Board shall supply each building with card access and each staff member with a key and card to access the building.

3.9. Parental Communications

Teachers will be included in District or building announcements to parents.

3.10. Class Size

The Board endorses the principle of seeking to maintain reasonable class size (which may vary by age of student, subject matter, District resources, ability of physical facilities, special student needs, and the like). Attempts will be made to equally distribute class size amongst the teachers and sections throughout the

grade levels. When necessary to exceed such parameters, the parties shall promptly meet to review the feasibility of employing a classroom aide.

3.11. Special Education Workload-Caseload

Special Education Teachers' caseloads shall consist of students who receive direct or indirect services from that Special Education Teacher.

Each Case Manager/Social Worker shall be provided a one-half (1/2) day paperwork day per trimester. Those case managers who participate in the high school transition meetings shall be provided an additional paperwork day per year at the time these meetings take place. The District will provide substitute coverage during paperwork days.

3.12. Seniority

"Seniority" shall be defined as total years of continuous full-time teaching service in the District. Tenured teachers reduced to part-time shall accrue seniority in proportion to their employment status.

If the years of continuous total teaching service with the District are equal between two (2) or more teachers, then the following tie-breakers in the order indicated shall be used to determine seniority:

1. Hire date
2. Total teaching service in the District, whether or not continuous
3. The furthest horizontal movement on the salary schedule
4. By lot

"Teaching service" shall be deemed to include both teaching and administrative service.

ARTICLE 4.

EVALUATION AND FILES

4.1. Evaluation (Formal)

Teacher Evaluations for all teachers shall utilize the evaluation tool mutually agreed upon by the Union and the Board. The evaluation committee shall meet as necessary, but not less than once per year.

Representatives of the Union shall be involved in the development of the District evaluation plan. Changes to the evaluation tool and associated procedures shall be mutually agreed upon by both parties. Further, the parties agree that should the law regarding teacher evaluation change, the parties will meet to make the necessary modifications to comply with any changes to the law.

Process: Within ten (10) calendar days from the beginning of the school year, the building principal will meet with all certified staff members who are scheduled to be evaluated for the current school year. At this meeting, all appendices associated with this document pertaining to the evaluation process will be shared and discussed.

Formal teacher observation shall be preceded by a conference between the evaluator and the teacher to review the pertinent factors anticipated to be involved in the evaluation process.

If the teacher feels that his/her performance is atypical during a formal observation, the teacher may request a second formal observation. Such written request, which shall include a description of the atypical factors, may be granted at the Administrator's discretion.

Within ten (10) teacher employment days following the formal observation(s), the evaluator shall meet with the teacher to review the conclusions of the evaluator. The responsibility of the evaluator is to offer multiple options for meeting times to conduct the post-observation conference within the ten (10) day timeframe. The responsibility of the teacher is to schedule the meeting with the evaluator within the time frame allotted. At least twenty-four (24) hours prior to the post-conference, the evaluator shall present his/her observation feedback in writing. A copy of the written evaluation shall be available electronically to the teacher following the post-conference. Both the evaluator and the teacher shall date and sign all copies electronically. The signature of the teacher shall not necessarily indicate agreement with the written observation but rather shall indicate that the conference and discussion have been held and that the teacher is in receipt of the copy of the observation. The parties acknowledge that an effective observation would include a listing of the teacher's strengths and areas of concern, with supporting reasons for the comments made, and where feasible, it would also include recommendations to seek to assist the teacher to overcome any deficiencies noted therein.

If the teacher feels that his/her written observation is incomplete, inaccurate, or unjust, the teacher may put his/her objections in writing. Both the teacher and evaluator shall date and sign all copies of the written objection; the signature of the evaluator does not necessarily indicate agreement with the objection but rather indicates that the evaluator has received a copy of the written objection. A copy of the written objection shall be attached to the original observation and shall likewise be made part of the teacher's personnel file alongside related observation documentation.

Filing: Each completed observation report and summative evaluation will be completed and will be signed electronically by the administrator and teacher. This may include a response by the teacher to the evaluation. Observation reports must be completed and signed within ten (10) school days of the said observation. One (1) copy of the summative evaluation will be given to the teacher and one (1) will be retained by the administrator and forwarded to the District Administrative Office for placement in the teacher's personnel file.

No teacher shall be required to serve as a consulting teacher if unwilling to do so. Consulting teachers shall be compensated by stipend and/or release time appropriate to the anticipated extent and nature of such consultation. The amount and nature of such compensation shall be as agreed between the Board, the Union, and the consulting teacher.

Any teacher who receives a summative evaluation rating of Needs Improvement shall be placed on a Professional Development Plan. The purpose of the Professional Development Plan is to increase the teacher's proficiency in the area(s) identified in the summative evaluation as in need of improvement. The Professional Development Plan must:

- be developed collaboratively between the teacher, the administrator, and the Union,
- focus on areas identified as in need of improvement, and
- include a description of the goals to be addressed, expectations for improvement, a plan for assessing the teacher's improvement with indicators that denote progress, a timeline for completion, and supports and resources that will be provided to assist the teacher in his/her professional improvement.

4.2. Personnel File

1. The Board shall maintain an official personnel file for each teacher. The location of such file shall be made known to all teachers.
2. A copy of all evaluation material affecting a teacher shall be placed in the teacher's personnel file, and the originator of such material shall be identified. The teacher may respond to any such material in writing, and such response shall be made part of the teacher's personnel file, provided such comments shall be filed within fifteen (15) teacher employment days of the date when such was first made known to the teacher.
3. Each teacher shall have the right, upon request, to review the contents of his/her own personnel file. A representative of the Union may, at the teacher's request, accompany the teacher in this review. Such review shall be during normal office business hours (but not including the times when teachers have other instructional responsibilities) and in the presence of a designated employee of the Board. If at the time of the requested inspection personnel are not readily available to conduct such review with the teacher, the teacher may request that an appointment be made for such review as soon thereafter as shall be feasible.
4. No one shall remove any material from a personnel file without the express written consent of both the Board and the teacher, but a teacher shall have the right to copy any material in the file, or to have such copies mechanically made by the District office personnel at the usual and customary cost.
5. Confidential material, such as recommendations by colleges or universities, or evaluations or recommendations of a teacher by a previous employer, shall not be deemed to be a part of the teacher personnel file described in this Section.
6. The material in the teacher's personnel file shall not be made known to persons other than administrators or members of the Board of Education, or counsel for the Board of Education, or as required by law, except with the written consent of the teacher.
7. Except as provided in the Personnel Record Review Act, a copy of any materials added to a teacher's personnel file shall also be provided to the teacher at the time of submission.

4.3. Recordation

The Board shall not record any Union meeting. The Board shall not record any teacher meeting, conference or classroom proceeding without the knowledge of the teacher. The foregoing shall not apply if the Board is in possession of a court order allowing such recordation or has reasonable belief that an unlawful act has or may be committed.

ARTICLE 5.

LEAVES

5.1. Sick Leave

For the purpose of this Section, and all other Sections in this Article that refer to full-time teachers, leave benefits for part-time teachers shall be calculated on a pro-rata basis.

Each full-time teacher in their first ten (10) years of District service shall be entitled to a total of 12 sick leave days per school year without loss of pay. Each teacher in years eleven (11) and beyond shall receive 17 sick leave days without loss of pay. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family (as defined in the School Code) or the serious illness or death of someone who is then and has been a member of the teacher's immediate household (but not a tenant or lessee thereof) for the preceding twelve (12) calendar months, or birth, adoption, or placement for adoption. Unused sick leave will accumulate without limit. After three (3) consecutive days' absence, the District may require a doctor's note.

If a teacher has exhausted all sick leave, the teacher may seek approval from the Superintendent to borrow up to three (3) days per year of full-time employment to a maximum of fifteen (15). The following school year's allotment of sick leave shall be reduced by the number of days borrowed. If the teacher leaves the district before the following year, the teacher's final paycheck shall be reduced by the teacher's final daily rate of pay times the number of days borrowed.

As used in this Section and all other references in Article V, "immediate family" shall refer to the definition used in the School Code: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

5.2. Sick Leave Bank

The Sick Leave Bank is a voluntary bank of sick leave days administered by the Union's Executive Board, which may be used by participating teachers who meet eligibility criteria set forth by the Union Executive Board in the case of prolonged or exceptional cases of absence due to serious illness, injury, hospitalization, personally or in their immediate family or household, as defined in *School Code* 105 ILCS 5/24-6, and who have exhausted their own accumulated sick leave and personal leave days. The Board and Union agree that the Board shall, pursuant to the direction of the Union's Executive Board, accept donations of eligible teachers' sick leave days to the Sick Leave Bank, shall hold these days, and subsequently distribute these days from the Sick Leave Bank as directed.

The Big Hollow Federation of Teachers, AFT Local 604, shall indemnify and hold harmless the Board, its members, officers, agents and employees from any and all claims, demands, actions, complaints, suits, costs, losses and expenses or other forms of liability including, but not limited to, the cost of defense thereof and attorneys' fees therewith in any manner resulting from or arising out of or connected with this provision or the consequences therefore or that shall arise out of or by reason of action taken by the Board for the purposes of complying with this provision.

1. Sick Leave in the Sick Leave Bank will be established as follows:

- a. Each teacher who elects to participate shall donate one (1) sick leave day on or before September 15 of any given school year by filling out a form developed by the Sick Leave Bank Committee and

submitting it to the Administrative Office. This donation makes them eligible to apply to utilize the Sick Leave Bank for the specific school year in which they donate the day.

- b. By October 1, the Administrative Office will provide the Union President with a list of teachers who have elected to participate in the Bank.

2. To be eligible to draw on the Sick Leave Bank the following conditions must be met:

- a. The teacher or a member of the employee's immediate family (as defined in the School Code) must have suffered a catastrophic type illness or injury (such as, advanced cancer, massive heart attack, or multiple severe injuries from an accident or fire) as determined by the Committee. The teacher must submit a written request and the number of sick leave days needed from the Bank, and in cases where the request is based on an illness or injury to a member of the teacher's immediate family, the circumstances which require the teacher to care for the member of his/her immediate family. The Committee may also require additional information regarding the teacher's illness or injury (e.g., a report from the teacher's physician confirming the teacher's illness/injury of the teacher's immediate family (e.g., a physician's report confirming the illness/injury, and the prognosis which requires the teacher to care for the individual and necessitates use of the Sick Leave Bank for the number of days requested by the teacher.)
- b. The teacher must have exhausted all accumulated and newly granted sick leave and personal leave.
- c. The teacher must have been a participant in the sick leave bank by September 15 of that school term.
- d. The teacher or other legal designee shall make written application to the Committee.
- e. The teacher or other legal designee must satisfy any other requirements established by the Sick Leave Bank Committee.
- f. Usage and operation of the Sick Leave Bank shall be in full compliance with any applicable provisions of state and federal laws.
- g. Days used from the Sick Leave Bank may only be used for workdays during the regular school term.

5.3. Personal Leave

The Board shall grant three (3) days of leave to full-time teachers, which can be used for personal reasons. Except in the case of emergencies, written advance notice of intention to utilize personal leave shall be submitted at least two (2) school days prior to the date of proposed absence to the Superintendent or designee. An emergency application shall also set forth the nature of such emergency. Personal leave shall not be taken if a substitute is not available or during the first five (5) days and the last five (5) teacher employment days of the school term and the day immediately preceding or following a legal holiday, vacation or school recess except in the case of an emergency or for observance of a recognized religious holiday of the teacher's faith. Unused personal leave shall accumulate as sick leave.

5.4. Sabbatical Leave

If the Board grants sabbatical leave, it will do so in accordance with the School Code and such other regulations as the Board prescribes.

5.5. Jury Duty Leave

The Board shall pay the regular salary to teachers called to serve as jurors. Such absence shall not be charged against any other leave of absence. Teachers so summoned shall make every effort to meet their classes when their services are not required by the court and to have such service postponed until the summer recess.

5.6. Parental Leave

As used herein, “parental leave” shall mean maternity leave, paternity leave, or leave for the purpose of adoption and shall apply equally to both male and female tenured and non-tenured teachers. Nothing in this section should be construed as requiring any teacher to apply for an unpaid leave of absence. Teachers not desiring an unpaid leave may utilize accumulated sick (up to a cap of twelve (12) weeks) or personal leave time and FMLA leave.

1. The teacher shall make written request to the Superintendent or designee for a parental leave of absence at least ninety (90) calendar days prior to the birth or adoption of the child, except that in the case of adoption, the notice may be less, in which case the teacher shall make the written request when he/she learns of the adoption.
2. The Superintendent or designee and the teacher shall agree on the dates of commencement and termination of the leave, taking into consideration maintenance/continuity of instruction (e.g., grading periods), the needs of the teacher, and other pertinent medical-related and time factors. In cases of pregnancy, adoption, and childrearing, the leave of absence shall not exceed the balance of the school term in which it commences and one (1) additional school term. Any leave of absence that commences during the summer recess is deemed to begin at the start of the ensuing school term and is limited to that one ensuing school term (i.e., a leave beginning in the summer does not result in a 2-school-year absence).
3. Provided the teacher is eligible for FMLA, the first twelve (12) weeks of a teacher’s parental leave shall comply with the provisions of the FMLA, and all group insurance premiums on behalf of the teacher shall continue to be paid for by the Board in the amount as if the teacher were actively working. Sick leave shall run concurrently with the FMLA.
4. Teachers extending their parental leave beyond twelve (12) weeks shall be entitled to maintain their insurance benefits calculated on a pro-rata basis at the teacher’s expense.
5. Any tenured teacher who has been employed ninety (90) or more days of a school year shall be entitled to advancement on the salary schedule. Any accrued seniority held by the teacher prior to the commencement of the leave shall be restored to the teacher upon termination of the leave. Upon return from the parental leave, the teacher shall be assigned to the same or similar position held prior to the leave. If a non-tenured teacher’s leave results in his/her working less than one hundred twenty (120) days in a school year, that year shall not be counted for the purposes of the full-time consecutive years of employment needed for the acquisition of tenure, nor for advancement on the salary schedule.
6. In all instances where a teacher is granted a parental leave of eight (8) months or more, as a condition thereof, he/she shall advise the Superintendent in writing in accordance with ARTICLE VI, LEAVES, Section N, Notification of Intent to Return.
7. The Board recognizes that unforeseen complications may necessitate a change in the tentative plan for commencement and/or termination of such leave. Each such instance shall be judged on its own merits, without establishing precedent, and the final decision for any change in the tentative plan shall be within the sole discretion of the Board. However, in the event of a miscarriage or stillbirth, the Board shall allow

the teacher to withdraw his/her request for a maternity/child rearing leave of absence, or to terminate such leave already commenced, provided that on the date of receipt of such request, the Board has not contractualized employment with a replacement teacher. If such contract has been executed, the teacher shall be allowed to return to work by filling the first vacancy for which the teacher is fully certified and qualified.

8. Anything in this section to the contrary notwithstanding, a teacher who has been granted a parental leave of absence shall not become eligible for a subsequent parental leave unless and until such teacher has returned to full-time service for at least one (1) complete school term, provided under exceptional circumstances the Board of Education may grant such a leave in its sole and absolute discretion. The granting or withholding of such leave shall be without precedential effect.
9. The Union shall defend and hold the Board harmless for any action taken pursuant to this Section.

5.7. Leave of Absence Without Pay

The Board may grant a leave of absence without pay to a teacher on contractual continued service for a period up to two (2) school years for any meritorious purpose. Such leave shall be in the sole discretion of the Board, and the granting or withholding of any application for leave shall be non-precedential as regards any other application.

5.8. Report of Sick Leave

All allocated, remaining, and available leave days are available to view electronically. Each teacher shall, upon request, receive a written notice indicating the number of their allocated, remaining, and available leave days.

5.9. Bereavement Leave

In the event of the death of a member of the teacher's immediate family (as defined in the School Code), the teacher shall be entitled to up to three (3) days per year bereavement leave for each such death without deduction from accumulated sick leave. Such leave may also be utilized in the event of the death of a person who has been living in the teacher's household for the preceding twelve (12) months as described in Section A of this Article. Bereavement leave does not accumulate from year to year. With notification to the Superintendent as soon as feasible, the employee may use up to two (2) additional days where warranted by special geographic or unique factors provided such additional day(s) shall be deducted from accumulated sick leave. This benefit does not extend the benefits available to teachers under the *Family Bereavement Leave Act*; to the extent a bereavement leave qualifies under the FBLA and this Agreement, the teacher will be deemed to have chosen to use the paid days under this Section concurrently with their FBLA leave.

5.10. Political Leave

The Board shall grant a leave of absence without pay of up to two (2) years to any teacher elected to state or national office, provided such leave shall terminate at the beginning of a school term.

5.11. Family and Medical Leave Act (FMLA)

Full-time employees are eligible for medical and/or family leave in accordance with provisions in the Family and Medical Leave Act (FMLA) of 1993 as amended or any successor provision. Such leave is unpaid unless accumulated sick leave or personal leave is available to the teacher for the reason for which FMLA leave is

requested. Teachers shall use accumulated paid leave, when applicable, concurrently with FMLA leave. The total FMLA leave cannot exceed twelve (12) weeks in the twelve (12)-month period measured backward from the date of the leave. A minimum of thirty (30) days' written notice to the Superintendent is required if practical before a foreseeable FMLA leave is to begin. This Section shall not be subject to the Grievance procedure herein.

5.12. Prolonged Illness

The Board shall grant a leave of absence without pay of up to two (2) years in the event of a prolonged illness of a teacher on contractual continued service. Nothing herein shall preclude a determination by the Board that a teacher is permanently disabled as long as the teacher is given appropriate due process before such determination is final.

5.13. Leave of Absence - Units

Leaves of absence shall be computed in units of half days.

5.14. Notification of Intention to Return

As a condition of any leave of more than eight (8) calendar months in duration, the teacher shall give written notification of intention to return to employment at the conclusion of such leave. Failure to give such notification by February 1 prior to the school year when the teacher is scheduled to return from such leave shall be deemed a resignation by the teacher; however, the Board shall take into account extraordinary circumstances on an individual basis. The Board shall send a letter of reminder of this notification to any teacher on leave between December 1 and January 1. Failure of the Board to do so shall release the teacher on leave from any notification deadline regarding such leave.

ARTICLE 6.

GRIEVANCE PROCEDURE

6.1. Purpose

The primary purpose of this procedure is to secure the lowest level equitable solution to the problems of the parties. Nothing contained herein shall be construed as limiting the right of any teacher with a grievance to discuss the matter informally with any appropriate member of the Board or Administration.

6.2. Definitions

1. A grievance is a claim by the Union and/or a teacher or group of teachers that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement.
2. As used in this Article "days" shall mean teacher employment days, except during the summer recess when it shall mean days on which the Superintendent's office shall be open.

6.3. Procedure

The Parties acknowledge that it is usually most desirable for a teacher and the teacher's immediately involved supervisor to resolve problems through free and informal communication. When requested by the teacher, a Union representative may accompany the teacher to assist in the informal resolution of the grievance. If, however, such informal processes fail to satisfy the teacher, a grievance may be processed as follows:

1. Step One:

The teacher or the Union may present the grievance in writing to the supervisor immediately involved within fifteen (15) days from the date of the occurrence giving rise to the grievance. The supervisor shall arrange for a meeting with the aggrieved teacher and/or a representative of the Union to take place within five (5) days of his/her receipt of the grievance. The supervisor shall provide a written answer to the grievance to the aggrieved teacher and the Union, including reasons for the decision, no later than ten (10) days following the meeting.

2. Step Two:

If the grievance is not resolved at Step One, then the teacher or the Union may in writing refer the grievance to the Superintendent or designee (if the Superintendent is not the immediate supervisor) within five (5) days after receipt of the Step One answer, or if there is no response within twenty (20) days of the Step One meeting. The Superintendent shall arrange for a meeting with a representative of the Union to take place within five (5) days of the Superintendent's receipt of the appeal. Upon conclusion of the hearing, the Superintendent shall within seven (7) days provide a written decision with reasons to the Union and the teacher.

3. Step Three:

If the Union is not satisfied with the disposition of the grievance at Step Two, or the time limits expire without the issuance of the Superintendent's written reply, the Union may submit the grievance to binding arbitration. The arbitrator shall be selected from a panel or panels to be secured from the FMCS. If a

demand for arbitration is not filed within thirty (30) days of the date for the Step Two answer, then the grievance shall be deemed withdrawn.

- (a) The arbitrator shall have no power to alter or enlarge the terms of this Agreement.
- (b) Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and the FMCS shall be divided equally between the parties.
- (c) If either party requests a transcript of the proceedings, that party shall bear the full costs of that transcript. If both parties request a transcript, the cost shall be divided between the parties.

6.4. Withdrawal

The failure of the grievant or the Union to proceed to the next step within the stipulated time limits shall mean that the grievance has been withdrawn. The withdrawal of a grievance shall be without precedent and if withdrawn, the grievance shall be treated as though never having been filed.

ARTICLE 7.

COMPENSATION AND FRINGE BENEFITS

7.1. Payroll Procedure

Each teacher shall receive a pro rata portion of his/her annual salary on the 10th and 25th of each calendar month commencing with the second Friday in September. If such date shall be a school holiday, the salary shall be paid on the preceding teacher employment day. Teachers with extended service assignments shall be paid on the next payday following completion of the assignment.

7.2. Term Life Insurance

The Board shall provide each teacher with a term life insurance policy in an amount equal to the BA1 step on the salary schedule. Each teacher may elect to purchase additional life insurance coverage at the group rate provided the insurance carrier approves of such action.

7.3. Health/Medical/Dental/Vision Insurance

The Board shall provide each full-time teacher who elects to enroll in one of the District's health/major medical/dental/vision insurance plans with an annual contribution toward the cost of such insurance. Any teacher electing to participate in the health/medical/dental/vision insurance plan shall be responsible for paying the excess of another plan that may be chosen. The amount of the Board's annual contribution shall be one or the other of the following (i.e., those electing family, employee + child, or employee + spouse coverage do not also get 90% of the cost of single/employee-only premiums):

1. For those electing single/employee-only coverage, 90% of the cost of single/employee-only premiums on the Core PPO 1000 plan being offered in District (if teachers enroll in a plan where the total premium is less than this amount, they do not receive the cash difference), with a cap of sixty dollars (\$60.00) per pay check for the employee's share of the contribution.
2. For those electing family coverage, 40% of the cost of such premiums on the Core PPO 1000 plan being offered in District (if teachers enroll in a plan where the total premium is less than this amount, they do not receive the cash difference).
3. For those electing Employee+Spouse coverage, 60% of the cost of such premiums on the Core PPO 1000 plan being offered in District (if teachers enroll in a plan where the total premium is less than this amount, they do not receive the cash difference).
4. For those electing Employee+Child coverage, 60% of the cost of such premiums on the Core PPO 1000 plan being offered in District (if teachers enroll in a plan where the total premium is less than this amount, they do not receive the cash difference).

Teachers who take insurance from an outside source (ex. spouse's insurance) may not use Big Hollow insurance as a secondary insurance plan.

The Board shall make available to members of the bargaining unit a reasonable and appropriate HMO alternative to the present hospital and medical plan. The Board shall provide each full-time teacher who enrolls in the HMO an annual contribution in the above amount. Any teacher who elects to enroll in the HMO plan shall be responsible for paying the excess.

The Union agrees to participate in an insurance committee with members of the Board, the Administration, and other District employees who are not a part of the teachers' bargaining unit. The committee shall review all insurance coverage options jointly and educate employees about pertinent insurance-related issues. The committee shall also consider recommending changes to the schedule of benefits designed to limit the amount of employee premium increases and to ensure that such changes are gradually implemented. There shall be no changes to the schedule of benefits unless the Board and the Union Executive Committee mutually agree. However, the Board may change insurance plans during the term of this Agreement, provided the level of new insurance coverage, plan design, and deductible remain substantially the same.

To the extent authorized by law and as expressly authorized by the insurance carrier, teachers who are on leave of absence may continue coverage under this Section and Sections B and C above at their own expense by making timely advance payments of all premiums to the District.

7.4. Tuition Reimbursement

The Board shall reimburse full-time teachers up to \$4,000 per fiscal year (July 1–June 30) to a District cap of \$80,000 per fiscal year for courses successfully completed by the teacher, provided such courses have been pre-approved by the Superintendent. Approval shall be granted for graduate level courses that are related to the teacher's assignment or are to obtain additional endorsement/certification/licensure, and approval may be granted for other reasons as deemed appropriate by the Superintendent. Such courses shall be in fully accredited institutions of higher learning that are on ISBE's directory of institutions in Illinois that offer approved educator preparation programs. Reimbursement shall be made within thirty (30) calendar days of presentation to the Superintendent of evidence of completion of the coursework. The course reimbursement applies to the fiscal year in which the course is completed. This Section shall not be applicable to any teacher who has given notice of an intention to terminate employment in the District or to any teacher who has not returned to employment in the District. Teachers shall repay any tuition reimbursement provided to them in the past two (2) school years if (a) they are terminated or resign in lieu of termination (but not if they are honorably dismissed as part of a reduction in force or resign in lieu of an end-of-year probationary teacher non-renewal), or (b) they voluntarily resign. Teachers who resign or cease employment due to illness, disability, or death are not required to repay such tuition reimbursement.

7.5. Reimbursement of Expenses

If the Board shall direct a teacher to attend a professional meeting, workshop, and/or athletic clinic or tournament, or if the teacher requests to attend and is approved by the Board, the Board shall pay for the workshop, meeting, or athletic clinic or tournament in advance and reimburse the teacher for expenses in connection with subject attendance, provided nothing herein shall preclude a teacher from voluntarily agreeing to accept less than full reimbursement in connection with attendance at any such meeting. If such meetings are during the regular teacher workday, the teacher shall suffer no loss of pay. Upon request of the teacher, the Board shall compensate the teacher for any registration or enrollment fees prior to the event.

7.6. Internal Substitutes Pay

If a teacher chooses to give up his/her preparation period to assume responsibility for another teacher's class, he/she shall be reimbursed at the rate of \$35 per clock hour during this contract period. Teachers will not be required to internally substitute for other teachers.

7.7. Board Payment of Teacher Retirement

From all monies earned, the Board shall remit for each teacher to the Downstate Teachers' Retirement System the contribution amount required to be applied for the retirement account of such teacher. It is the

intent of the parties by this Agreement to qualify these payments as employer payments under Section 414(h) of the Internal Revenue Code.

The balance of the amount due each teacher pursuant to such Compensation Schedule shall be payable to the teacher as salary in installments as otherwise provided herein, provided the Board shall deduct therefrom all monies as required by law or as authorized by the teacher pursuant to this Agreement, or as otherwise authorized by the Board pursuant to the teacher's request. Such withholding shall include any and all additional amounts required to be paid to the Downstate Teachers' Retirement System for the account of such teacher.

The Union and each teacher shall indemnify and hold harmless the Board of Education, its members, its agents, and its employees from any and all claims, demands, actions, complaints, suits or other liability by reason of a faithful payment of contributions to the Downstate Teachers' Retirement System pursuant to the provisions of this Section.

No claim, demand, action, or suit that asserts liability of the Board and/or the Union shall be settled or compromised in any manner without the express written consent of both parties.

7.8. Progress on Salary Schedule

Progress on the basic salary schedule shall be based on teaching experience and educational credits earned in the manner herein provided.

Vertical movement on the salary schedule shall be limited to one (1) step per year. A tenured teacher who has been employed ninety (90) or more days during a school year shall be entitled to advancement on the salary schedule the following year. A probationary teacher shall only advance vertically on the salary schedule if he/she has actively worked at least one hundred and twenty (120) days in the prior school year.

All courses to be used for horizontal movement on the salary schedule must be pre-approved by the Superintendent. Such courses shall be in fully accredited institutions of higher learning that are on ISBE's directory of institutions in Illinois that offer approved educator preparation programs.

Horizontal movement on the salary schedule shall take place on the first payday in September or on the first payday in February, provided the teacher has submitted evidence of successful completion to the Superintendent at least ten (10) days prior thereto. Teachers will be limited to moving one lane horizontally per fiscal year.

On a one-time basis for the 2023-2024 school year, graduate coursework that was not pre-approved by the Superintendent but for which proof of earned credit was presented at the time of the teacher's hire will be applied for potential movement into the new MA+45 or MA+60/Doc lanes. For those who are currently in longevity but have completed coursework prior to being in longevity which would allow for a horizontal movement, a longevity increase will apply to the bottom cell in the particular column for the 2023-2024 school year only..

7.9. Extended Services Compensation

1. Compensation for extended services shall be based upon the number of years of in District_experience that person has in that particular extended service.
2. An assistant coach shall be employed for Wrestling when student numbers in that sport reach twenty (20) or more.

3. A minimum of one coach/sponsor will be hired for each team or activity that is offered by the Board.
4. Teachers may propose additional clubs to the Superintendent or his/her designee for approval. Pay for any new clubs approved by the Board or his/her designee will be negotiated with the Union President.
5. Extended Services shall be compensated as set forth in Appendix B.

7.10. Compensation

The salary schedules for each year of this Agreement are set forth in Appendix A.

7.11. Personal Injury and Liability Insurance

In case of any accident or injury to a teacher which shall have occurred in the course of and arising out of employment, and while the teacher was acting pursuant to Board policy, the Board shall continue the teacher's salary (but not including any extra-curricular or other stipends) in full. At such date as the teacher shall begin to receive Workers Compensation payments, the Board shall reduce its salary payments to the teacher in the amount thereof. All such payments shall be without reduction of accumulated sick leave of the teacher. This Section shall cease to be effective at the end of the school year during which the injury occurred or on such date as the teacher would otherwise qualify for disability payments of any type under the Illinois Teachers' Retirement System, whichever shall first occur.

7.12. Miscellaneous Deductions

The Board shall provide the teachers with the opportunity to participate in the following payroll deductions:

1. Tax-Deferred Annuity Plans - three companies only, (current policy)
2. Credit Union Savings Plan - North Lakes Credit Union
3. U.S. Savings Bonds

7.13. Perfect Attendance

A teacher who does not use a sick or personal leave day during the school year shall receive six hundred and fifty dollars (\$650).

7.14. Service Recognition

Teachers retiring with at least five (5) years of full-time service to the District will receive \$35 for each unused sick day that is not used for Illinois Teacher Retirement System service credit, up to a maximum allowance of 180 days. Payment will be post-retirement, non-creditable earnings to be paid within 60 days of the employee's effective retirement date.

7.15. Longevity Allowances

Each teacher who was at the end of his/her respective compensation column during the previous school year, and who receives no vertical increment during the current school year, shall receive an increase in salary equal to the amount shown below for each year covered by this Agreement:

2023-2024: 5%
2024-2025: 5%
2025-2026: 4%
2026-2027: 4%

Each teacher who was at the end of his/her compensation column/lane during the previous school year, and who has earned credits to move horizontally on the salary schedule shall move horizontally one column and then have the longevity increase applied to that cell. Once a teacher has been off the salary schedule and received a longevity payment, the teacher is not eligible for horizontal movement (or related compensation).

7.16. Flexible Spending Accounts

The Board agrees to provide to all employees within the unit a Flexible Spending Account (FSA), a flexible, cafeteria-style fringe benefits program as provided in Section 125 of the Internal Revenue Code.

7.17. New Hires

In placing new teachers on the salary schedule, no new teacher shall be paid at a salary that exceeds that of a current teacher with like or greater teaching experience/education. Immediately prior to hiring a teacher, the Board shall furnish the Union President or designee with the teacher's degree level, prior teaching experience, and placement on the salary schedule. For purposes of placement on the salary schedule, teachers new to the District may be granted up to one (1) step for each year of prior teaching experience up to a maximum of four (4) years. Beyond that, teachers new to the District may be granted additional years (beyond the initial four) for the purpose of placement at an exchange rate of two (2) years of outside experience for one (1) year of credit up to a total of 14 years.

For hard-to-fill positions (hard-to-fill positions are defined as Psychologists or other positions jointly identified by the Administration and the Union as hard to fill), teachers new to the District may be granted up to one (1) step for each year of prior experience in their respective field, whether or not in a school setting, up to a maximum of 16 years. For these hard-to-fill positions only, the Administration and the Union may also meet to confer regarding an additional placement "stipend" (paid above the base salary rate on an annual basis and not subject to the constraints in the preceding paragraph), not to exceed ten thousand dollars (\$10,000) per year.

7.18. Retirement Enhancement

Eligibility

Teachers shall be eligible for the retirement benefits set forth below for up to the final four years of teaching provided the following requirements are met:

- (1) The teacher must resign from the District for the purpose of retirement pursuant to the rules of the Illinois Teachers' Retirement System ("TRS");
- (2) At the time of his/her retirement, the teacher must have completed ten (10) years of experience in Big Hollow School District #38;

- (3) At the date of actual retirement, the teacher must be considered by TRS to be eligible to retire without early retirement discount or penalty to him/herself or the District;
- (4) The teacher must submit a written, irrevocable notice of intent to retire to the Superintendent by February 1st of the school year before the first retirement salary enhancement will begin; and
- (5) The teacher must not have received a greater than six percent (6%) increase in creditable earnings in each of the two (2) preceding years. If the teacher's creditable earnings exceed any of the prior year's creditable earnings by more than six percent (6%) during this "look-back" period, the teacher may submit his/her letter at a later date and still remain eligible for the retirement salary enhancement or may retire without the retirement salary enhancement.

Available Benefits

Provided the teacher meets all of the eligibility requirements outlined above, he/she shall receive a six percent (6%) increase in creditable earnings over each of the prior year's creditable earnings for a maximum of up to four (4) years.

Such retirement benefits shall be in lieu of all scheduled salary increases, supplemental duty pay increases, summer school pay increases, hourly work pay increases (the Parties agree to keep the number of hours worked relatively the same from year to year), and any other form of creditable earnings pay increases. The retirement benefit shall be part of the teacher's regular pay and shall be paid with the regular paychecks.

If the creditable earnings used by the District to calculate a teacher's six percent (6%) salary enhancement includes pay for supplemental duties or other work for which the teacher receives compensation in addition to his/her scheduled salary and the teacher subsequently voluntarily stops performing the other work, the District will deduct the corresponding compensation from the teacher's salary enhancement. If the teacher subsequently involuntarily stops performing the other work, the District reserves the right to assign additional responsibilities commensurate with the compensation corresponding to the other work for which the teacher is already being paid.

If, as a result of any increases over 6% in any of the years used by TRS to calculate a teacher's "Final Average Salary," the Board incurs a TRS excess salary contribution (i.e., penalty), the teacher will pay back the difference between the total salary enhancements received under this Retirement Enhancement plan and the actual salary the teacher would have received in accordance with the regular salary schedule of the District.

7.19. Professional Development

Employees may request to attend at least one (1) professional development workshop per year, which is directly related to their area of work in the school district.

- A. Approval must be obtained from the employee's direct supervisor.
- B. The District will pay for the workshop or tuition fee based upon successful completion of the workshop and/or seminar. A list of proposed expenses shall be submitted with the request for consideration. Upon submission of receipts, reimbursement of actual expenses will be paid not to exceed pre-approved request.
- C. Participation may be limited based upon budget constraints.
- D. Should the workshop(s) fall on an employment day, the District will provide a substitute to cover the teacher's assignment.

7.20. Teacher Mentor Program

Teachers who serve as mentors shall be compensated at the rate indicated in Appendix B. The parties will jointly develop the guidelines for the Teacher Mentor Program.

7.21. National Board Certification Monetary Award

Certified employees who have earned the National Board Certification (including licensed clinical social worker and nationally certified school psychologist) will receive a \$500 monetary award for five (5) years beginning with the school year after they have earned the certification (5 years x \$500 = \$2,500 maximum to be received under this monetary award). If a certified staff member who transfers in also falls within this five (5)-year timeframe, he/she shall will receive the monetary award for the number of years working at Big Hollow that remain before recertification. The certified employee must be in a teaching position in BHSD to be eligible for this award. This award is reportable as TRS income.

7.22. Student-Loan-Repayment Benefit

For each eligible teacher who is hired into the District with a start date after July 1, 2011, the Board will pay the teacher up to \$3,000 per year, for up to five (5) years if the teacher remains employed in the District (i.e., the teacher will receive the benefit for each year they remain employed but will not receive the benefit in any year when they are no longer employed). To be eligible for the benefit, teachers must provide documentation of their student loans paid during that year, and each teacher is limited to \$3,000 or the actual amount of student loans repaid that year, whichever is less.

If more than 10 teachers submit for this benefit in a year, the \$30,000 pool for this benefit will be prorated among the eligible teachers (meaning the eligible teachers may receive less than the full \$3,000 that year). Eligible teachers can receive this student-loan-repayment benefit until a maximum of \$15,000 benefit is received during their career in the District. Teachers are not owed any remaining balance if they received a pro-rated benefit under this Section and then leave the District before utilizing the full \$15,000.

The benefit will be paid in the final paycheck of the contract year and is contingent on the teacher being renewed and committing to work in the District for the following school year. If teachers receiving this benefit (a) are terminated or resign in lieu of termination (but not if they are honorably dismissed as part of a reduction in force or resign in lieu of an end-of-year probationary teacher non-renewal), or (b) voluntarily resign before completing five (5) years of employment from the date they first start receiving the benefit, the teachers will repay this benefit to the District; the District may recoup this amount by deducting from the teachers' remaining paychecks, and the teacher will pay the District for any remaining balance upon termination of service. Teachers who resign or cease employment before five (5) years due to illness, disability, or death are not required to repay such student-loan-repayment benefit.

ARTICLE 8.

DURATION AND RELATED CLAUSES

8.1. Duration

This Agreement shall be effective at 12:01 a.m. on August 16, 2023, and shall continue in effect through August 15, 2027.

8.2. Date to Start Negotiations

The parties agree to enter into negotiations for a Successor Agreement not later than March 1 of the year in which this Agreement expires.

8.3. Time of Negotiations

The time for negotiations shall be established by mutual agreement between the parties.

8.4. Technical Clauses

1. Separability

Should any Article, Section, or Clause of this Agreement be declared illegal by a court of competent jurisdiction, said Article, Section, or Clause shall be deleted from this Agreement. The remaining Articles, Sections, and Clauses shall remain in full force and effect for the duration of this Agreement if not affected by the deleted Article, Section, or Clause.

2. Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the Parties. The terms and conditions may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written amendment executed according to the provisions of this Agreement.

3. Waiver of Additional Bargaining

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, for the life of this Agreement, the parties agree that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

8.5. Management Rights

It is expressly understood and agreed that all functions, rights, powers, or authority of the administration of the School District and of the Board of Education that are not specifically limited by the express language of this Agreement are retained by the Board, provided such right shall not be exercised as to violate any of the specific provisions of this Agreement.

8.6. No Strike

During the term of this Agreement and any mutually agreed extension thereof, no employee covered by this Agreement, nor the Union, nor any person acting on behalf of the Union, shall engage in, authorize, or instigate a strike.

8.7. Typing and Printing of the Agreement

The Union shall assume all responsibility and cost related to the typing and printing of the Agreement for execution by the parties. Upon execution of the Agreement, the Union shall assume all responsibility for the printing of sufficient copies of this Agreement for both parties. The Board shall reimburse the Union for the cost of such printing, provided the Agreement is printed in a similar format to that of the 1986-89 Agreement.

IN WITNESS WHEREOF:

For the Big Hollow Federation Council of the
Lake County Federation of Teachers

For the Board of Education of School District No. 38
Lake County, Illinois

President

President

Date

Date

APPENDIX A

2023-2024 Salary Schedule							
Step	BA	BA + 15	MA	MA +15	MA +30	M + 45	M+60/Doc
1	\$43,775	\$45,964	\$48,262	\$50,676	\$53,209	\$54,540	\$55,903
2	\$45,089	\$47,343	\$49,710	\$52,195	\$54,806	\$56,176	\$57,580
3	\$46,442	\$48,763	\$51,202	\$53,761	\$56,450	\$57,861	\$59,308
4	\$47,835	\$50,226	\$52,737	\$55,375	\$58,143	\$59,597	\$61,087
5	\$49,269	\$51,733	\$54,320	\$57,035	\$59,887	\$61,384	\$62,919
6	\$50,748	\$53,285	\$55,949	\$58,747	\$61,685	\$63,227	\$64,807
7	\$52,270	\$54,883	\$57,628	\$60,509	\$63,535	\$65,123	\$66,751
8	\$53,838	\$56,530	\$59,357	\$62,324	\$65,440	\$67,076	\$68,753
9	\$55,453	\$58,226	\$61,137	\$64,194	\$67,404	\$69,089	\$70,816
10	\$57,117	\$59,973	\$62,972	\$66,119	\$69,426	\$71,162	\$72,941
11	\$58,831	\$61,772	\$64,861	\$68,103	\$71,509	\$73,297	\$75,129
12	\$60,595	\$63,626	\$66,806	\$70,146	\$73,654	\$75,496	\$77,383
13	\$62,413	\$65,534	\$68,810	\$72,251	\$75,864	\$77,760	\$79,704
14	\$64,286	\$67,500	\$70,875	\$74,418	\$78,139	\$80,093	\$82,095
15	\$66,214	\$69,525	\$73,001	\$76,651	\$80,484	\$82,496	\$84,559
16	\$68,200	\$71,610	\$75,191	\$78,951	\$82,898	\$84,971	\$87,095
17	\$70,246	\$73,759	\$77,447	\$81,320	\$85,385	\$87,520	\$89,708
18	\$72,354	\$75,972	\$79,770	\$83,758	\$87,946	\$90,145	\$92,399
19		\$78,250	\$82,163	\$86,272	\$90,585	\$92,850	\$95,171
20			\$84,628	\$88,859	\$93,302	\$95,635	\$98,026
21			\$87,167	\$91,526	\$96,101	\$98,504	\$100,966

2024-2025 Salary Schedule							
Step	BA	BA + 15	MA	MA +15	MA +30	M + 45	M+60/Doc
1	\$45,089	\$47,343	\$49,710	\$52,196	\$54,806	\$56,176	\$57,580
2	\$46,442	\$48,764	\$51,201	\$53,761	\$56,450	\$57,861	\$59,308
3	\$47,835	\$50,226	\$52,738	\$55,374	\$58,143	\$59,597	\$61,087
4	\$49,270	\$51,733	\$54,319	\$57,036	\$59,887	\$61,385	\$62,919
5	\$50,747	\$53,285	\$55,950	\$58,746	\$61,684	\$63,226	\$64,807
6	\$52,271	\$54,883	\$57,628	\$60,509	\$63,535	\$65,123	\$66,751
7	\$53,838	\$56,530	\$59,357	\$62,325	\$65,441	\$67,077	\$68,754
8	\$55,453	\$58,226	\$61,138	\$64,194	\$67,403	\$69,088	\$70,816
9	\$57,117	\$59,972	\$62,971	\$66,120	\$69,426	\$71,161	\$72,940
10	\$58,830	\$61,772	\$64,861	\$68,103	\$71,509	\$73,297	\$75,129
11	\$60,595	\$63,625	\$66,807	\$70,146	\$73,654	\$75,496	\$77,383
12	\$62,413	\$65,534	\$68,810	\$72,251	\$75,864	\$77,760	\$79,704
13	\$64,285	\$67,500	\$70,875	\$74,418	\$78,139	\$80,093	\$82,095
14	\$66,214	\$69,525	\$73,001	\$76,651	\$80,483	\$82,495	\$84,558
15	\$68,201	\$71,611	\$75,191	\$78,950	\$82,899	\$84,971	\$87,095
16	\$70,246	\$73,758	\$77,447	\$81,320	\$85,385	\$87,520	\$89,708
17	\$72,354	\$75,972	\$79,770	\$83,759	\$87,947	\$90,145	\$92,399
18	\$74,524	\$78,251	\$82,163	\$86,271	\$90,585	\$92,849	\$95,171
19		\$80,598	\$84,628	\$88,860	\$93,303	\$95,635	\$98,026
20			\$87,167	\$91,525	\$96,102	\$98,504	\$100,967
21			\$89,782	\$94,271	\$98,984	\$101,459	\$103,995

2025-2026 Salary Schedule							
Step	BA	BA + 15	MA	MA +15	MA + 30	M + 45	M+60/Doc
1	\$45,990	\$48,290	\$50,704	\$53,240	\$55,902	\$57,299	\$58,732
2	\$47,371	\$49,739	\$52,225	\$54,837	\$57,579	\$59,018	\$60,494
3	\$48,792	\$51,231	\$53,793	\$56,481	\$59,306	\$60,789	\$62,309
4	\$50,255	\$52,767	\$55,406	\$58,177	\$61,085	\$62,612	\$64,178
5	\$51,762	\$54,351	\$57,069	\$59,921	\$62,918	\$64,490	\$66,103
6	\$53,316	\$55,981	\$58,780	\$61,719	\$64,806	\$66,426	\$68,087
7	\$54,915	\$57,660	\$60,544	\$63,571	\$66,750	\$68,418	\$70,129
8	\$56,562	\$59,391	\$62,360	\$65,478	\$68,751	\$70,470	\$72,232
9	\$58,259	\$61,172	\$64,230	\$67,442	\$70,814	\$72,585	\$74,399
10	\$60,007	\$63,008	\$66,158	\$69,465	\$72,939	\$74,763	\$76,632
11	\$61,807	\$64,898	\$68,143	\$71,549	\$75,128	\$77,006	\$78,931
12	\$63,661	\$66,845	\$70,186	\$73,696	\$77,381	\$79,316	\$81,299
13	\$65,571	\$68,850	\$72,292	\$75,907	\$79,702	\$81,695	\$83,737
14	\$67,538	\$70,915	\$74,461	\$78,184	\$82,093	\$84,145	\$86,249
15	\$69,565	\$73,043	\$76,695	\$80,529	\$84,557	\$86,671	\$88,837
16	\$71,651	\$75,234	\$78,996	\$82,946	\$87,093	\$89,270	\$91,502
17	\$73,801	\$77,491	\$81,365	\$85,434	\$89,706	\$91,948	\$94,247
18	\$76,015	\$79,816	\$83,806	\$87,996	\$92,397	\$94,706	\$97,074
19		\$82,210	\$86,320	\$90,637	\$95,169	\$97,548	\$99,987
20			\$88,911	\$93,356	\$98,024	\$100,474	\$102,986
21			\$91,578	\$96,157	\$100,964	\$103,488	\$106,075

2026-2027 Salary Schedule							
Step	BA	BA + 15	MA	MA + 15	MA + 30	M + 45	M+60/Doc
1	\$46,910	\$49,256	\$51,718	\$54,305	\$57,020	\$58,445	\$59,906
2	\$48,318	\$50,734	\$53,270	\$55,933	\$58,730	\$60,199	\$61,704
3	\$49,767	\$52,255	\$54,869	\$57,611	\$60,492	\$62,005	\$63,555
4	\$51,260	\$53,823	\$56,514	\$59,340	\$62,307	\$63,864	\$65,461
5	\$52,797	\$55,438	\$58,210	\$61,120	\$64,176	\$65,780	\$67,425
6	\$54,382	\$57,101	\$59,956	\$62,954	\$66,102	\$67,754	\$69,448
7	\$56,013	\$58,813	\$61,755	\$64,843	\$68,085	\$69,787	\$71,531
8	\$57,693	\$60,579	\$63,608	\$66,787	\$70,126	\$71,880	\$73,677
9	\$59,424	\$62,395	\$65,515	\$68,791	\$72,231	\$74,036	\$75,887
10	\$61,207	\$64,268	\$67,481	\$70,854	\$74,398	\$76,258	\$78,164
11	\$63,044	\$66,196	\$69,506	\$72,980	\$76,630	\$78,546	\$80,509
12	\$64,934	\$68,182	\$71,590	\$75,170	\$78,929	\$80,902	\$82,924
13	\$66,882	\$70,227	\$73,738	\$77,425	\$81,296	\$83,329	\$85,412
14	\$68,889	\$72,333	\$75,950	\$79,747	\$83,735	\$85,828	\$87,974
15	\$70,956	\$74,504	\$78,229	\$82,140	\$86,248	\$88,404	\$90,614
16	\$73,084	\$76,738	\$80,576	\$84,605	\$88,835	\$91,056	\$93,332
17	\$75,277	\$79,041	\$82,993	\$87,143	\$91,500	\$93,787	\$96,132
18	\$77,535	\$81,412	\$85,483	\$89,756	\$94,244	\$96,601	\$99,016
19		\$83,854	\$88,047	\$92,450	\$97,072	\$99,499	\$101,986
20			\$90,689	\$95,223	\$99,984	\$102,484	\$105,046
21			\$93,409	\$98,080	\$102,983	\$105,558	\$108,197

APPENDIX B

Extra Duty Compensation

2023-2024 through 2026-2027

Categories

Athletic Facilitator (limit 1)*

Level 1 0-5 Years	Level 2 6-9 Years	Level 3 10-14 Years	Level 4 15+ Years
\$5,000	\$6,250	\$7,812	\$9,765

A	B	C
<ul style="list-style-type: none"> • Wrestling • Boys Basketball 7th Gr • Boys Basketball 8th Gr • Girls Basketball 7th Gr • Girls Basketball 8th Gr • Boys Volleyball 7th Gr • Boys Volleyball 8th Gr • Girls Volleyball 7th Gr • Girls Volleyball 8th Gr • Softball • Track (4 coaches) • Girls Cross Country • Boys Cross Country • Girls Soccer • Boys Soccer • Cheerleading • Fine Arts Facilitator (limit 1)* • Dance Team Coach • BHMS Play Director • BHMS Musical Director 	<ul style="list-style-type: none"> • Boys Basketball 6th Gr • Girls Basketball 6th Gr • Choir • Band • Speech, Acting & Debate • Yearbook (1 per school) 	<ul style="list-style-type: none"> • Wrestling Asst • Student Council (BHMS - limit 2) • Student Council (BHES – limit 2) • BHMS Play Assistant Director • BHMS Musical Assistant Director • BHMS Set Design • National Junior Honor Society (Limit 2)

Categories	Level 1 0-5 Years	Level 2 6-9 Years	Level 3 10-14 Years	Level 4 15+ Years
A	\$3,202	\$4,059	\$4,916	\$5,773
B	\$2,394	\$2,945	\$3,496	\$4,048
C	\$1,893	\$2,309	\$2,725	\$3,141

Mentor (teacher to teacher)	\$560	Athletic Statistician	\$20.00/hour
Middle School Spelling Bee	\$450 (limit 1)	Athletic Ticket Taker	\$15.00/hour
Pri/Elem Variety Show	\$320 (limit 2)	BHMS Musical Choreographer	\$1,000 (limit 1)
Middle School Variety Show	\$320 (limit 2)	Pri/Elem Showcase Director	\$250 (limit 3 per)
Field Trip (Extended) Facilitator	\$335 (limit 1)	Pri/Elem Showcase Support	\$125
Field Trip (Extended) Chaperone	\$230	Academic Enrichment Activities	\$50.00/hour*

*If an employee wishes to start a new Academic Enrichment Activity, he/she may put in a proposal to Administration for approval. Each approved Academic Enrichment Activity shall be paid at the hourly rate listed above.

May 2023 Employment Report

Approve the employment of Alejandra Davila Lopez, MS Bilingual Teacher, effective August 17, 2023.

Approve the employment of Mary Lavanholi, Primary Lunch Monitor, effective May 15, 2023.

Approve the employment of Tina Bourbon, 7th Grade Social Studies Teacher, effective August 17, 2023.

Approve the personnel change for Clifford Nims, lunch monitor to substitute lunch monitor, effective August 17, 2023.

Approve the personnel change for Teri Peltó, substitute lunch monitor to part time lunch monitor, effective August 17, 2023.

Approve the employment of Olga Franzau Hamm, 1st Grade Dual Language Teacher, effective August 17, 2023.

Approve the employment of Kara Mancini, 8th Grade Science Teacher, effective August 17, 2023.

Approve the personnel change of Sarah Abel, 7th Grade ELA Teacher to Middle School Reading Instructional Coach/Interventionist, effective August 17, 2023.

Approve the personnel change for Amanda McDonough, 5th Grade Math Teacher to Middle School Assistant Principal, effective July 1, 2023.

Approve the employment of Marielle Brown, Middle School Math Instructional Coach/Interventionist, effective August 17, 2023.

Approve the employment of Rachel Ford as Middle School Softball Coach, effective August 30, 2023.

Approve the employment of Erin Peska as the Middle School Yearbook Sponsor, effective August 17, 2023.

Approve the employment of Erin Beskow, Elementary Nurse, effective July 17, 2023.

Approve the employment of Kelly Rivera, Elementary Learning Resource Teacher, effective August 17, 2023.

Form: **New Hire Form** Name: **Cornwell, Joshua P.** Employee Type: **PRINCIPAL** Building Code: **MS**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Alejandra Davila Lopez



ASSIGNMENT

CERTIFIED: Administrator: Teacher: **Yes** If Teacher Please select ~ Gen Ed: **Yes** SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other: **Bilingual**

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

Start Date: **08/17/2023** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **None** Title:

Name: **None** Title:

BA BA+15 MA **Yes** MA+15 MA+30

Years Credited **7** Step **8**

BudgetCode

Total Years Experience **11** Salary/Hourly Rate **59357** (may be adjusted if circumstances require)

Comments:

This Bilingual teacher is being hired through a visiting teacher program sponsored by ISBE.

Technology:

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

To be completed by New Hire:

Signature of New Hire:

Date:

Form: **New Hire Form** Name: **Mullen, Rachel Ann** Employee Type: **ASST PRINCIPAL** Building Code: **PR**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Mary Lavanholi



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor: **Yes**

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **Primary** Grade/Area: **K-1**

Start Date: **5-15-23** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Christine Arndt** Title: **Assistant Supt. Big Hollow**

Name: **Jackie Laske** Title: **Transportation**

BA BA+15 MA MA+15 MA+30

Years Credited **4** Step **5**

BudgetCode

Total Years Experience **4** Salary/Hourly Rate **13.39** (may be adjusted if circumstances require)

Comments:

She will start Step 5 at 13.39. Confirmed with Jen/Sophia

Technology:

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

To be completed by New Hire:

Signature of New Hire:

Date:

Form: **New Hire Form** Name: **Cornwell, Joshua P.** Employee Type: **PRINCIPAL** Building Code: **MS**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Tina Bourbon



ASSIGNMENT

CERTIFIED: Administrator: Teacher: **Yes** If Teacher Please select ~ Gen Ed: **Yes** SPED: ESL: **Yes**

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **BHMS** Grade/Area: **7th Soc Studies**

Start Date: **08/17/2023** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Dan Morvaji** Title: **Cooperating Teacher**

Name: **Jessica Groncki** Title: **Assistant Principal**

BA BA+15 MA MA+15 Yes MA+30

Years Credited **3** Step **4**

BudgetCode

10e300-1120-1100

Total Years Experience Salary/Hourly Rate **\$55,375.00** (may be adjusted if circumstances require)

Comments:

Salary to be determined with new teacher contract.

Technology:

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

To be completed by New Hire:

Signature of New Hire:

Date:

Form: **Personnel Change Form** Name: **Biancalana, Venette Irene** Employee Type: **PRINCIPAL** Building Code: **EL**

**BIG HOLLOW SCHOOL DISTRICT #38
Personnel Change Form**

Employee Name
Clifford Nims



New Position: **Substitute Lunch Monitor**

Replacement For: **Lunch Monitor**

Building: **Elementary**

Current Position: **Lunch Monitor**

Date Change is Effective: **Aug 17, 2023**
meeting)

Board Approval Date (if needed): (To be completed by District Secretary after board

Certified Position

BA BA+15 MA MA+15 MA+30 Doc:

Years Credited Step

Salary:

Full or Part Time: **Part Time**

Years Credited:

Sick: Vacation: Personal:

Budget Code:

Employee Signature:

Date:

Form: **Personnel Change Form** Name: **Mullen, Rachel Ann** Employee Type: **ASST PRINCIPAL** Building Code: **PR**

**BIG HOLLOW SCHOOL DISTRICT #38
Personnel Change Form**

Employee Name

Teri Pelto



New Position: **Part time lunch monitor**

Replacement For: **sub lunch monitor**

Building: **primary**

Current Position: **sub lunch monitor**

Date Change is Effective: **August 17, 2023**
meeting)

Board Approval Date (if needed): (To be completed by District Secretary after board

Certified Position

BA BA+15 MA MA+15 MA+30 Doc:

Years Credited Step

Salary:

Full or Part Time: **Part**

Years Credited:

Sick: Vacation: Personal:

Budget Code:

Employee Signature:

Date:

Form: **New Hire Form** Name: **Janusz, Lenayn M.** Employee Type: **PRINCIPAL** Building Code: **PR**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name
Olga Franzua Hamm



ASSIGNMENT

CERTIFIED: Administrator: Teacher: **Yes** If Teacher Please select ~ Gen Ed: **Yes** SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **Primary Grade/Area: 1st/dual lang**

Start Date: **August 17, 2023** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Fabiola Grana** Title: **Interventionist/Coach**

Name: **Kristine Sigafus** Title: **Speech Pathologist**

BA BA+15 MA MA+15 MA+30 **Yes**

Years Credited **6** Step **7**

BudgetCode

Total Years Experience **8** Salary/Hourly Rate **\$63,535** (may be adjusted if circumstances require)

Comments:

1st Grade Dual Language teacher

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

Kara Mancini



ASSIGNMENT

CERTIFIED: Administrator: Teacher: Yes If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: BHMS Grade/Area: 8th Science

Start Date: 08/17/2023 BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: Nicole Motl Title: Principal

Name: Joy Rempert Title: Instructional Coach

BA Yes BA+15 MA MA+15 MA+30

Years Credited 5 Step 6

BudgetCode

10e30011201100

Total Years Experience Salary/Hourly Rate \$50,748 (may be adjusted if circumstances require)

Comments:

Technology:

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

To be completed by New Hire:

Signature of New Hire:

Date:

Form: **Personnel Change Form** Name: **Cornwell, Joshua P.** Employee Type: **PRINCIPAL** Building Code: **MS**

BIG HOLLOW SCHOOL DISTRICT #38
Personnel Change Form

Employee Name
Sarah Abel

Email Address
sarahabel@bighollow.us

New P position: **Read Instructional Coach/Interventionist**

Replacement For: **N/A**

Building: **BHMS**

Current Position: **7th ELA Teacher**

Date Change is Effective: **08/17/2023**
meeting)

Board Approval Date (if needed): (To be completed by District Secretary after board

Certified Position

BA BA+15 MA MA+15 MA+30 Doc:

Years Credited Step

Salary:

Full or Part Time: **Full**

Years Credited:

Sick: Vacation: Personal:

Budget Code:

Employee Signature:

Date:

Form: Personnel Change Form Name: Cornwell, Joshua P. Employee Type: PRINCIPAL Building Code: MS

BIG HOLLOW SCHOOL DISTRICT #38
Personnel Change Form

Employee Name

Amanda
McDonough

[Redacted box]

Email Address

amandamcdonough@bighollow.us

New Position: Assistant Principal 5-6

Replacement For: Sunny Morley

Building: BHMS

Current Position: 5th Math

Date Change is Effective: 07/01/2023
meeting)

Board Approval Date (if needed): (To be completed by District Secretary after board

Certified Position

BA BA+15 MA MA+15 MA+30 Doc:

Years Credited Step

Salary: 82620

Full or Part Time: Full

Years Credited:

Sick: Vacation: Personal:

Budget Code:

Employee Signature:

Date:

Form: **New Hire Form** Name: **Cornwell, Joshua P.** Employee Type: **PRINCIPAL** Building Code: **MS**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Marielle Brown



ASSIGNMENT

CERTIFIED: Administrator: Teacher: **Yes** If Teacher Please select ~ Gen Ed: **Yes** SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **BHMS** Grade/Area: **5-8 Math Coach**

Start Date: **08/17/2023** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Brad Winn** Title: **Assistant Principal**

Name: **Nikki Brosh** Title: **Social Worker**

BA **Yes** BA+15 MA MA+15 MA+30

Years Credited **8** Step **9**

BudgetCode

Total Years Experience **12** Salary/Hourly Rate **\$55,453** (may be adjusted if circumstances require)

Comments:

Instructional Coach/Interventionist

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
Rachel Ford



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: Softball Coach

Building: Middle Grade/Area: 7-8

Start Date: 8/30/2023 BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: Title:

Name: Title:

BA BA+15 MA MA+15 MA+30

Years Credited Step

BudgetCode

Total Years Experience Salary/Hourly Rate \$3,202 (may be adjusted if circumstances require)

Comments:

Softball coach.

Technology:

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

To be completed by New Hire:

Signature of New Hire:

Date:

Form: New Hire Form Name: Cornwell, Joshua P. Employee Type: PRINCIPAL Building Code: MS

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name
Erin Peska

Street
n/a

City/n/aState/n/aZip/n/a

Telephone n/a

Email Address
n/a

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:

Building: BHMS Grade/Area: Yearbook Club

Start Date: 08/17/2023 BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: Title:

Name: Title:

BA BA+15 MA MA+15 MA+30

Years Credited Step

BudgetCode

10e300-1500-1100-69

Total Years Experience Salary/Hourly Rate\$2,394 (may be adjusted if circumstances require)

Comments:

Technology:

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

To be completed by New Hire:

Signature of New Hire:

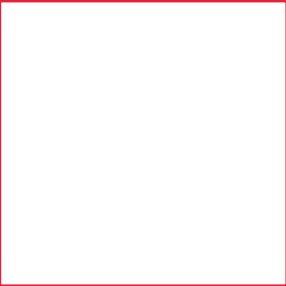
Date:

Form: **New Hire Form** Name: **Pittman, Erin M.** Employee Type: **DIR SPEC SRV** Building Code: **MS**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name
Erin Beskow



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: **Yes** Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **Elementary Grade/Area: all**

Start Date: **July 17, 2023** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Kelly Gehling** Title: **Reg Nurse**

Name: Title:

BA BA+15 MA MA+15 MA+30

Years Credited **6 Step 7**

BudgetCode

Total Years Experience Salary/Hourly Rate **25.28** (may be adjusted if circumstances require)

Comments:

Technology:

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

To be completed by New Hire:

Signature of New Hire:

Date:

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Kelly Rivera

ASSIGNMENT

CERTIFIED: Administrator: Teacher: **Yes** If Teacher Please select ~ Gen Ed: SPED: **Yes** ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **Elementary** Grade/Area: **Learning Resour**

Start Date: **August 17, 2023** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Doris Smith** Title: **Supervisor**

Name: **Laura Pietrini** Title: **Supervisor**

BA BA+15 MA MA+15 **Yes** MA+30

Years Credited **6** Step **7**

BudgetCode

Total Years Experience **9** Salary/Hourly Rate **\$60,509** (may be adjusted if circumstances require)

Comments:

Technology:

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

To be completed by New Hire:

Signature of New Hire:

Date:



To: Big Hollow School District 38 Board of Education
From: Dr. Michelle Hetrovicz, Director of Curriculum & Instruction
Date: May 8, 2023
Re: Vista Dual Language Program Curricular Resource Adoption Proposal

DUAL LANGUAGE PROGRAM DEVELOPMENT

Through the District's curriculum review cycle, and as part of ongoing improvement process being used at both the District and School level, staff began conducting research and investigation for 1st-8th grade dual language curriculum starting in Winter of 2022.

Staff involved in the curriculum review are listed below.

Dual Language Adoption Committee

- Lenayn Janusz, Primary School Principal
- Daisy Orellana, Multilingual Services Facilitator & Bilingual Teacher
- Jessica Coletto, Curriculum Facilitator
- Michelle Hetrovicz, Director of Curriculum, Instruction, and Assessment

History

Starting in the 2020-2021 school year, planning for the implementation of a dual language program began with the initial implementation planned for Kindergarten beginning in the 2022-2023 school year. Due to the utilization of a purposeful play model in Kindergarten, the Spanish version of the current Kindergarten resource, *Creative Curriculum for Kindergarten*, was purchased and proved to be successful in the Kindergarten dual language program that year.

However, because our first through eighth grade classrooms utilize a balanced literacy model and supporting curriculum resource, The District set forth to find a dual language resource that would fit into the same daily structure while also maximizing students' English and Spanish literacy growth. The staff involved in the resource review also identified that students would need a resource that offered options for differentiation as well as culturally responsive aspects to support student connections between their own experiences and learning in the classroom.

Recommendation for Adoption.

The Dual Language Committee researched dual language resources to prepare for the dual language program extension into succeeding grades as the program developed. These resources included *Benchmark Education Company* and *Vista Higher Learning*. A thorough review of both resources was conducted, and staff also met with representatives from other Districts that used those particular dual language resources in their programs. Upon review and investigation, it was noted that while *Benchmark Education Company* offered rigorous dual language resources, it required the use of a tightly aligned curriculum that stood in stark contrast to the more flexible, current balanced literacy resources and model currently being used in the District for English-Language Arts instruction. Adopting this resource would require the dual language teacher to plan independently of the rest of the team in order to use the resource

with fidelity. It would also require the teacher to remain committed to the structure as it was presented rather than having teacher autonomy in instructional decision-making.

The Dual Language Committee learned that *Vista Higher Learning* dual language resource was much more in line with the current district instructional models, and not only included pieces specifically to support dual language, but also differentiated resources such as leveled readers and resources to support writing and phonics. Vista resources support students in developing bilingualism, biliteracy, and biculturalism. It also offers a Spanish Language Arts component that will be helpful and necessary for our Middle School dual language students once the program extends to those grade levels.

Rationale for the *Vista Higher Learning* Resource Adoption Proposal.

The Big Hollow Dual Language Committee met on multiple occasions over the last several months to evaluate best practices in dual language and literacy instruction. The team believes that *Vista Higher Learning* provides teachers with a variety of resources that help address both the skills and strategies our students need to master our priority standards while supporting all students in developing literacy in Spanish and English.

The Dual Language Committee would like to recognize that, just as with any curricular resource adoption, teachers are given leverage to supplement their curriculum with additional resources, materials, and activities as needed to meet the needs of their students and ensure quality of instruction. All teachers are committed to continuing our curricular and standards work as staff continue to engage in school and district improvement processes. The staff will continue to participate in regular review cycles related to curriculum and resource implementation and reviews.

Through our GVC Work in partnership with the Lake County Regional Office Of Education, we have ensured that our formative and summative assessments are aligned tightly with the expectations of the Illinois State Standards in language and literacy. In addition, our staff has worked to ensure the assessments used in our dual language classrooms are rigorous and attend to the full intent of all of the Illinois Learning Standards as well as the Illinois Spanish Language Arts standards.

Next Steps.

Upon School Board review, the Big Hollow Dual Language Committee recommends a 3-year adoption of *Vista Higher Learning* dual language curriculum for first grade starting in the 2023-2024 school year. As the program extends through the upper grades, we will be purchasing additional resources to support the expansion of the program as well. With Board approval, an initial purchase totaling approximately \$10,843 will be made. This covers a 6-year online workbook and anthology resource subscription in addition to classroom teaching kits and professional development for the teacher. There will be annual licensing fees for a supplemental personalized learning program as well; the approximate cost of this is \$2,600.

Statement of Work For Big Hollow School District vCFO Services

Big Hollow School District 38 has identified the need for a Managed Accounting Services to provide support for the current environment. Diane Spakowski will be providing vCFO services including 8 hours a month support with phone support available to district business office staff. This support will start on July 1st, 2023 ending June 30, 2024. Diane Spakowski will provide the following services and resources to Big Hollow School District 38 during this time frame:

- **Virtual CFO Services** (8 Hours per month, with unlimited Phone Support):
 - Business Office Consulting Services
 - Evaluate and review current business office processes
 - Outline current environment, document recommended changes to align with business office best practices
 - Identify automation workflow process improvements
 - Business Office Support Services
 - Payroll support
 - Treasurer Reporting
 - Monthly Reconciliation
 - Accounts Payable
 - Accounts Receivable
 - Benefit Administration
 - Student Activity
 - Auditor Assistance
 - Short-Term Budget Management
 - Fixed Assets - Inventory Depreciation
 - Financial Reporting Review and Assess current environment (Part A - Assessment; Any district plans)

Terms & Conditions:

1. **Term:** The Monthly rate for these services: **\$700.00** per month for support.

Signatures

Big Hollow School District 38
Name:
<i>(Please print or type full name)</i>
Signature:

Title:

Date:

Name:
<i>(Please print or type full name)</i>
Signature:

Title:

Date:

SCHOOL TREASURER'S BOND

Regional Superintendent of Schools, Lake County, Illinois

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

We, Diane Elizabeth Spakowski as Principal and Liberty Mutual Insurance Company as Surety, are obligated, jointly and severally to the School Board of Big Hollow School District District #38, located at: 26051 W Nippersink Road, Ingleside, IL, 60041 in the above mentioned county or successors in office, in the penal sum of Five Million Dollars and 00/100 dollars (\$ 5,000,000.00), for the payment of which we bind ourselves, our heirs, executors, administrators.

In witness whereof we have hereunto set our hands and seals this 1st day of May, 2023 THIS BOND TO BE EFFECTIVE July 1, 2023 THIS BOND WILL EXPIRE June 30, 2024

The condition of this obligation is such that if Diane Elizabeth Spakowski, school treasurer in the above stated county, faithfully discharges the duties of his or her office, according to law, and delivers to his or her successor in office, after such successor has qualified by giving bond as provided by law, all moneys, books, papers, securities and control, which have come into his or her possession or control, as such school treasurer, from date of his or her bond to the time that his or her successor has qualified as school treasurer, by giving such bond as required by law, then this obligation will be void; otherwise it will remain in full force and effect.

Diane Elizabeth Spakowski PRINCIPAL By: [Signature]

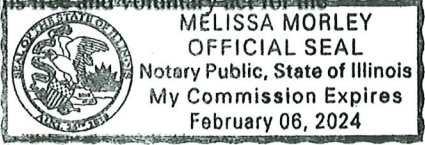
Liberty Mutual Insurance Company SURETY By: [Signature] William T. Krumm, Attorney-in-Fact



STATE OF)
) SS
COUNTY OF)

I, Melissa Morley, hereby certify that Diane Spakowski who is personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he signed, sealed and delivered said instrument as his free and voluntary act for the uses and purposes as therein set forth.

Given under my hand and seal this 10 day of May, 2023 (Seal)



Approved and accepted by: BOARD OF EDUCATION (or BOARD OF DIRECTORS) of District No. on this day of

By: SECRETARY PRESIDENT

Approved and filed this day of Regional Superintendent of Schools

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated. Not valid for mortgage, note, loan, letter of credit, bank deposit, currency rate, interest rate or residual value guarantees. For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.



Liberty Mutual.

SURETY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint William T. Krumm of the city of Rolling Meadows, state of IL its true and lawful attorney-in-fact, with full power and authority hereby conferred to sign, execute and acknowledge the following surety bond:

Principal Name: Diane Elizabeth Spakowski

Obligee Name: Big Hollow School District 38

Surety Bond Number: 404240567 Bond Amount: See Bond Form

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 12th day of March, 2021.



The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 12th day of March, 2021, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company do hereby certify that this power of attorney executed by said Companies is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 1st day of May, 2023.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

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

From: **Vince Espi** <foia@news.locallabs.com>
Date: Wed, May 10, 2023 at 5:46 PM
Subject: FOIA Request - Lurie Children's Hospital
To: <bobgold@bighollow.us>

To whom it may concern,

I am writing to you on behalf of Local Labs, which is an online publication that reports on and informs the citizens of Illinois about their local and state government's activities.

Please provide the following information:

- Copies of all records (transactions, invoices, etc) and email correspondences with Lurie Children's Hospital from July 1st 2022 to present day.

Please provide the records in electronic format csv, xlsx or similar. Preferably transferred via email (you may just respond to this one) or an online file hosting service (such as Dropbox). As a media organization requesting these records primarily for the benefit of the general public, we request that any fees be waived. Thank you for your prompt assistance in providing these records.

Kind regards,

Vince Espi

Local Labs

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Kira DeNovo
Student Services Coordinator
Big Hollow School District 38
847-740-5320 Main ext 3057
kiradenovo@bighollow.us

Big Hollow Schools

- Believing in Higher Standards

Our Mission: To educate, empower and engage all learners

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

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Board of Education Administrator Report

Monday, June 12, 2023

1. Good Things Happening for Kids:

Completed annual safety drills - P, E, M
Planning a trip abroad for students in 23/24 - M
2nd annual Fly Up Day - held on June 1 - P, E, M
8th grade promotion ceremony - May 31 - M
Summer Enrichment Program and ESY begins June 12
Getting To Know You events planned for incoming kindergarten students - P
Kindergarten Camp scheduled for Monday, August 14 - P
5th Grade Transition Camp scheduled for August 15 - M

2. Good Things Happening for Staff:

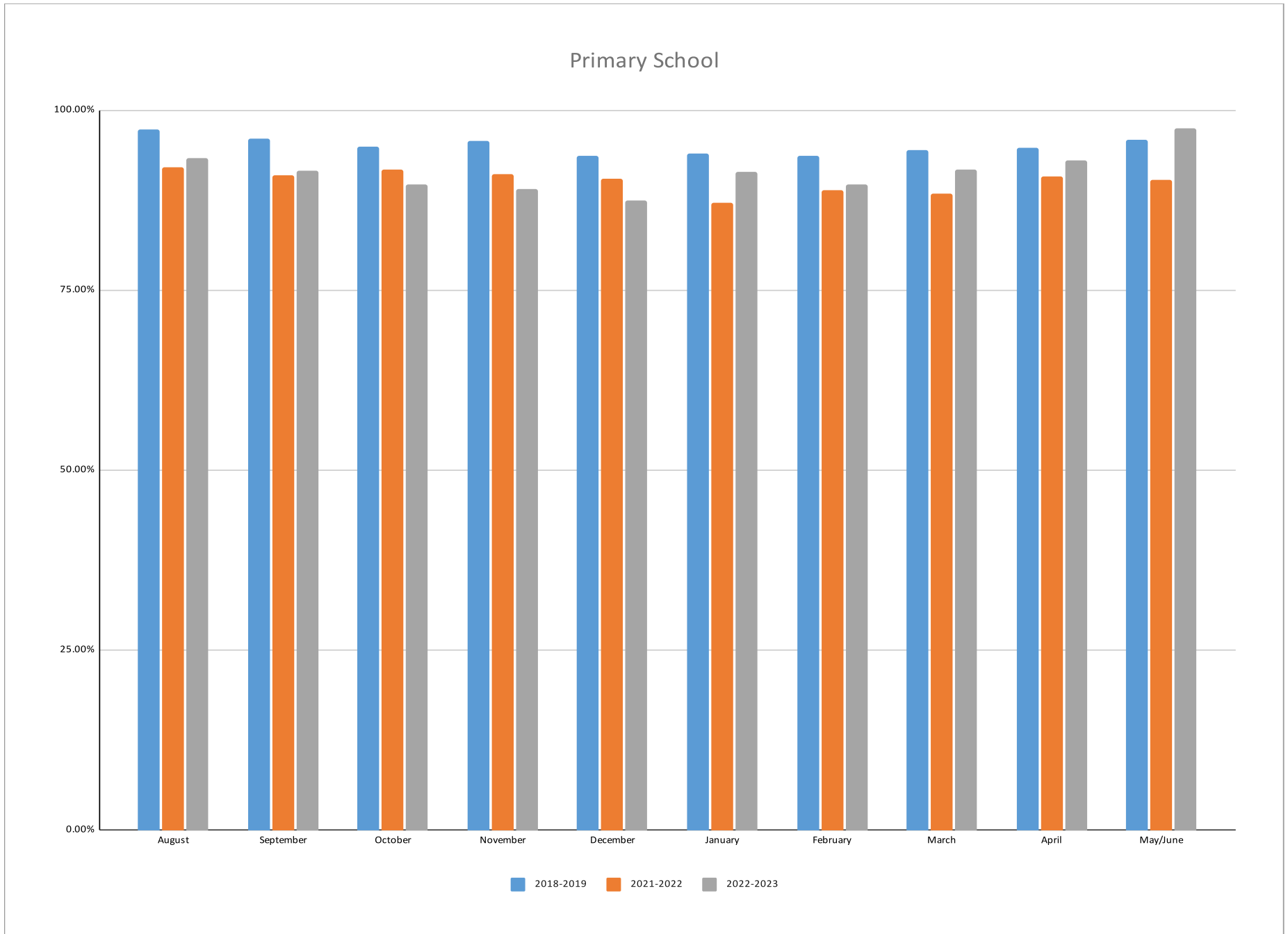
Completed annual safety drills - P, E, M
Original Classroom carpet being removed and replaced with tile from remainder of elementary classrooms and all primary classrooms - P, E

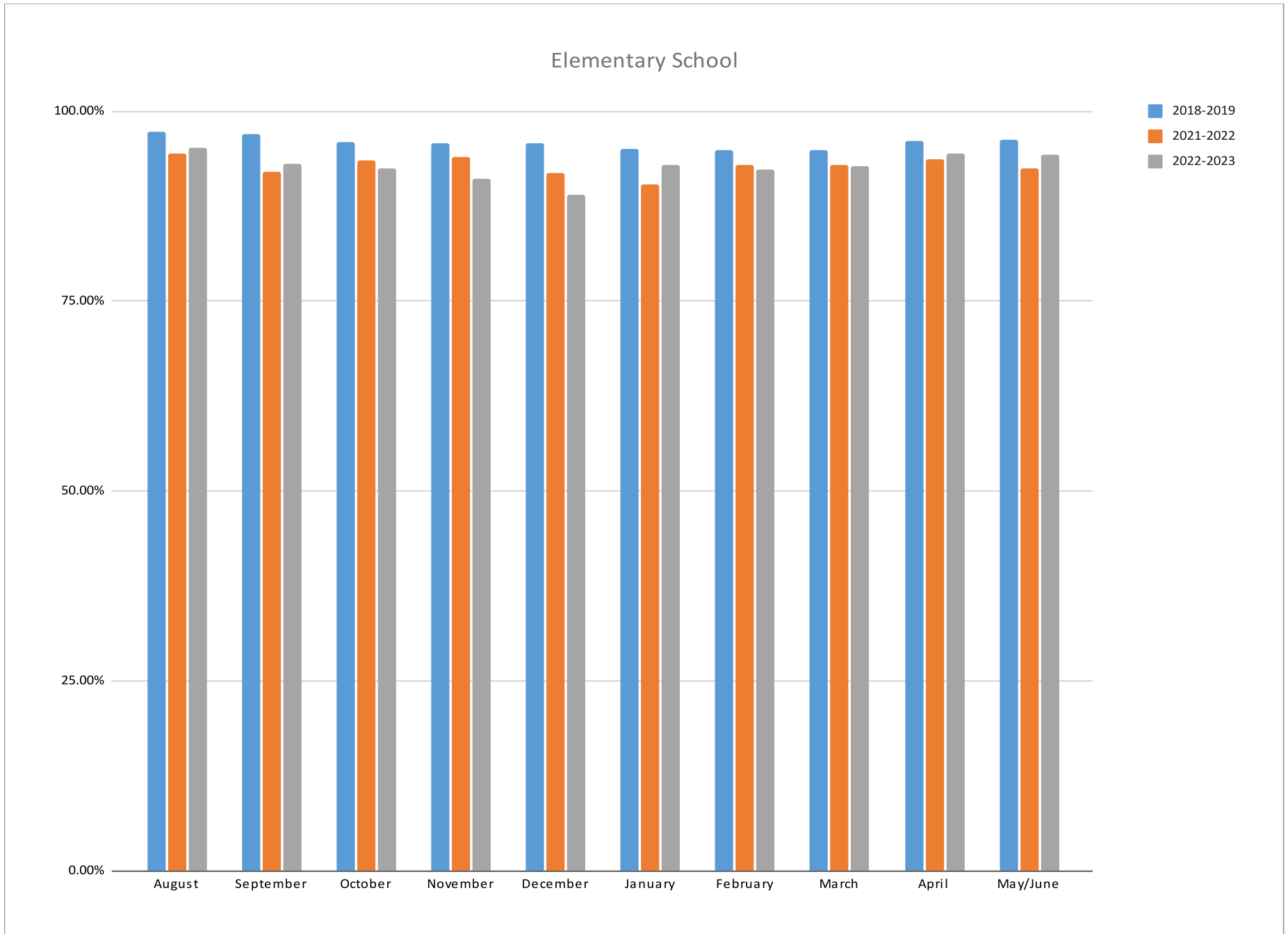
3. General Information to Share:

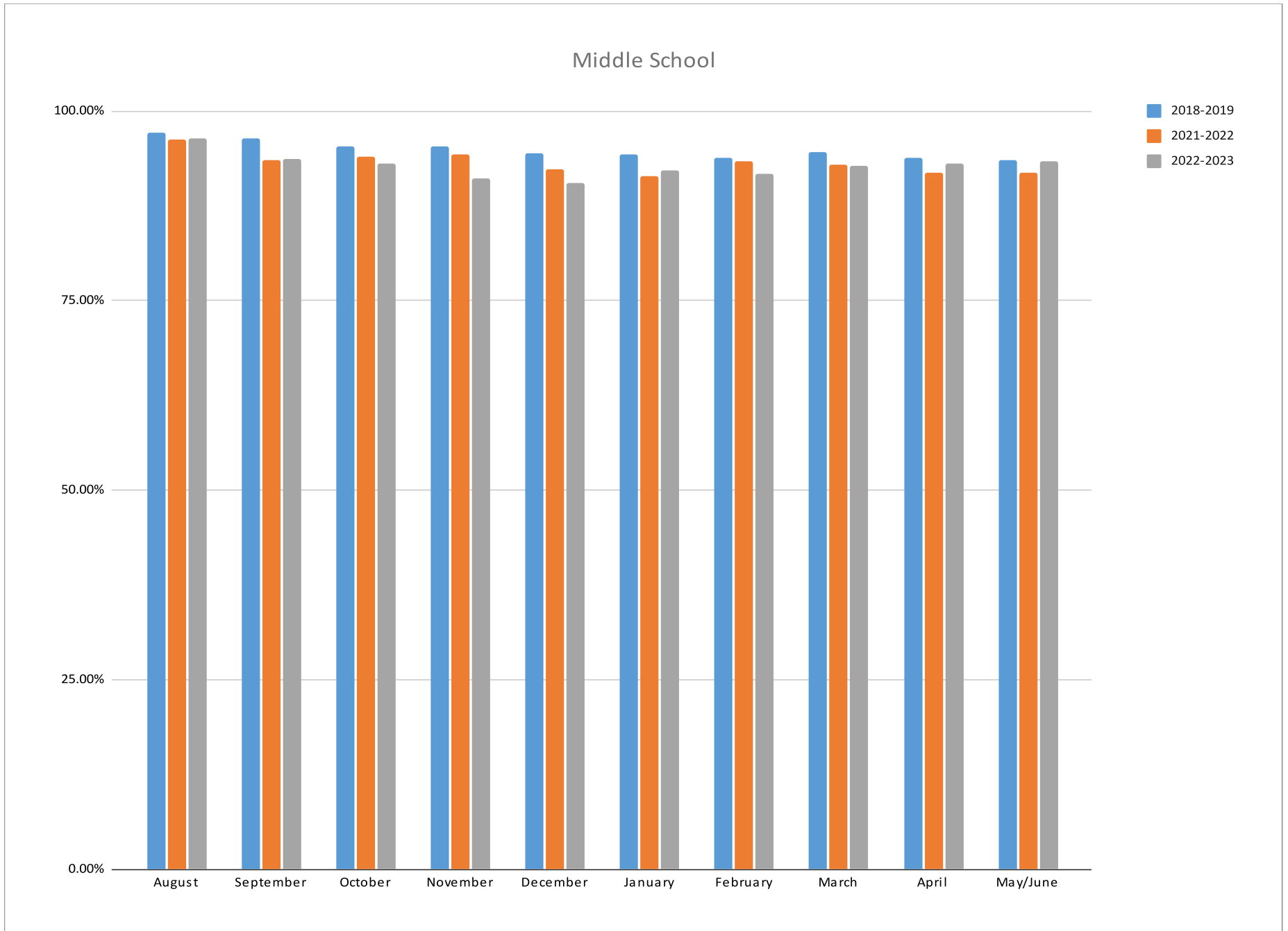
Monday, May 8, 2023

1. Good Things Happening for Kids:

May is Asian American Pacific Islander Heritage Month
PBIS spring student survey - May 1-5 - P
Autism Awareness and Acceptance week celebrated - April 17-21 - P, E
3rd grade showcase - April 20
Kindergarten showcase - April 27
Completed annual safety drills - P, E
Golden Spatula Award Incentive/Recognition for PBIS Behavior Expectations in lunch room - E
Semester long Starbursts selected, yard signs distributed and students recognized. They will begin recognizing positive student behavior by giving Starbucks to students on the bus. - E
Monthly STAR student from each class recognized - P
Monthly STAR student t-shirt winner from each grade level recognized - P
Monthly PBIS classroom celebrations- P
Students earning STARbucks for following school expectations - P, E
Classes earn classroom STARbucks when the entire class is following expectations - P, E
Students earning PBIS Rewards points for following school expectations - M
Students redeeming PBIS Rewards points for prizes from school store - M
Student birthdays recognized in daily announcements - M







PLC MEETING AGENDA / ACTION RECORD

Team: Administration Date: May 10, 2023 Time: Noon

<u>Team Members Present</u> Bob Christine Michelle Erin Matt Josh Vinni	<u>Norm</u> 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
Roles: Facilitator (be sure to review norms- 5 mins): Bob Recorder: Michelle Time Keeper: Christine Normkeeper: Erin	

Time allocations:	Purpose / Goal(s) for this meeting: <ul style="list-style-type: none"> ● Opening — Christine(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"> ○ Negotiations update ● Policy and Administrative Procedure update (10 min) <ul style="list-style-type: none"> ○ Admin Quick Links ○ Review the following AP's <ul style="list-style-type: none"> ▪ 5.170 AP1 ▪ 5.170 AP2 ▪ 5.170 AP3 ● 2023-2024 Student Handbook <ul style="list-style-type: none"> ○ Mr. Gold will be reviewing the final draft with changes recommended from the discipline advisory committee. When you receive a copy, please review and add comments. ● DLT <ul style="list-style-type: none"> ○ Review feedback and discuss meetings for next year ● HumanEx update
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	<ul style="list-style-type: none"> ○ Discuss conversations with ISBE ○ Meeting with HumanEx this week ○ DLT feedback ● 2023-2024 Budget discussion <ul style="list-style-type: none"> ○ If you have any significant needs/wants that are outside of the typical budget allotment, please discuss with Mr. Gold by June 9th. ● Employee of the Month <ul style="list-style-type: none"> ○ Do we want to discuss changes for 2023-2024? ● Review of summer maintenance work and how it might impact activities ● Discussion on pending vacancies (5 min) ● Schedule June admin meeting <ul style="list-style-type: none"> ○ Melissa will send a doodle.com survey to get calendar dates that work for everyone. ● Other? <ul style="list-style-type: none"> ○ Organizational Chart- should this be updated? ○ ELL Summer School Administrator? AP? ○ FY 24 PD Planning ○ Instructional Coaching model ○ MAP Retakes ○ Staffing

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> -