

Big Hollow School District #38 Ingleside, IL 60041

REGULAR BOARD OF EDUCATION MEETING MINUTES

Monday, April 10, 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, April 10, 2023.

Roll Call:

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

The following members were absent: Dollinger

The following administration was present: Gold

2. Motion to move to Closed Session:

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

Motion carried.

Aye: All

Nay: None

3. Resume to Open Session:

Open session began at 6:53 pm.

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

The following members were absent: Dollinger

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

4. Pledge of Allegiance:

The Pledge of Allegiance was recited.

5. Added Items/Approval of the Agenda:

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

Motion carried.

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

Nay: None

6. Public Comments

There were no public comments.

7. Academic Spotlight

Big Hollow Middle School STEM Club leaders, Adrian Peyrot and Stephanie Cullotta presented to the board something they have been working on to help students understand the design process. Each student's goal was to design a board game from scratch creating rules, pieces, and the game boards. STEM found it was hard to find a way to create a lasting game board that can be played over and over again. STEM Club received a 3D laser cutter and engraver, Glowforge, from the PTO. Currently the STEM Club is piloting the use of the Glowforge, and once mastered, it will be rolled out for enrichment activities during EPIC or the use for curriculum. Keepsake keychains, which were created by students using the Glowforge, were distributed to the board members.

8. Accomplishment Recognition

John Von Hoene, 8th Grade Student, was recognized for qualifying for the 2023 IESA Wrestling State Finals.

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

- o Student of the Month: Rachelle Motino, 1st Grader
Rachelle was nominated by Mrs. Zonsius for being kind and coming to school everyday with a smile on her face. She tries her best, even if the skill might be difficult. Rachelle is a great role model for her peers.
- o Employee of the Month: Eileen Upton, Occupational Therapist
Eileen was nominated by the Kindergarten and 1st Grade teams for being hardworking and dedicated to her students. She works tirelessly in all three buildings and always gives 100% in everything she does. Eileen is patient and offers empathy, encouragement and support to all her students.

9. Board Member "Code of Conduct" Review:

Item #4: "I will take no private action that might compromise the board or administration and will respect the confidentiality of privileged information."

10. Approve Consent Agenda Items:

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

Motion carried.

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

Nay: None

11. Superintendent's Report:

a. Retiree Honored

We honored Maria Finn, 4th Grade Teacher, who is retiring at the end of the 2022-2023 school year after 15 years of service. Many staff members were on hand to show their appreciation for Maria!

b. 3 Year Technology Plan Update

Mr. McCulley, Director of Technology, shared an exhibit which details work completed to date as well as the expected updates for the next 3 school years.

c. Big Hollow School District Safety Committee

Mr. Gold provided the board with information on a newly developed Safety Committee which will work on an action plan, which was exhibited. He is working on the grant writing process to obtain funds for school safety projects.

12. Other Action Items:

a. Intergovernmental Agreement with Gavin School District 37 for shared servicing of Food Service Coordinator. This shared position has been working well for both districts for the past 5 years.

A motion was made by Plescia and seconded by Pedersen to approve the Intergovernmental Agreement with Gavin School District 37 for shared servicing of Food Service Coordinator for the 2023-2024 school year.

Motion carried.

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

Nay: None

b. License Agreement with Premier IL Volo LLC

Premier IL Volo LLC (previously A Child's Place) returned to Big Hollow providing before and after school care in January 2023 after a break in service.

A motion was made by Bennett and seconded by Kueter to approve the license agreement with Premier IL Volo LLC (previously A Child's Place) for the use of

facilities for providing before and after school programming for Big Hollow students for the 2023-2024 school year.

Motion carried.

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

Nay: None

c. Big Ideas Math Curriculum

Dr. Hetrovicz and Sylvia Garcarz, 7th Grade Math Teacher, answered questions and shared information on the Big Ideas math curriculum. This program offers teachers more planning resources and incorporates all levels of student learning. A motion was made by Cernuska and seconded by Bennett to approve the adoption of Big Ideas Math as a math curriculum resource for Big Hollow Middle School on first reading.

Motion carried.

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

Nay: None

d. HealthSmart Health Curriculum

A motion was made by Bennett and seconded by Cernuska to approve the adoption of HealthSmart as a health curriculum resource for Big Hollow Middle School on first reading.

Motion carried.

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

Nay: None

e. Summer Technology E-Rate Project

An exhibit was presented detailing the summer technology work to be completed at Big Hollow. This project is funded 50% through the E-Rate program.

A motion was made by Pedersen and seconded by Bennett to accept the quote presented for the summer technology E-Rate project.

Motion carried.

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

Nay: None

f. March 2023 Employment Recommendations

A motion was made by Plescia and seconded by Kueter to approve the employment report with the additions of Dariana Ortiz, Middle School Social Worker; Maria Gomez-Contreras, Transportation Driver as well as the contract for Barb Steinseifer as part-time Curriculum & Instruction and EL Director. Motion carried.

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

Nay: None

13. Resignations Accepted:

- Accepted resignation from Jessica Green, Paraprofessional, effective March 29, 2023.
- Accepted resignation from Daisy Orellana, Multilingual Services Facilitator, effective the end of the 2022-2023 school year.
- Accepted resignation from Deonna Klobe, Middle School Math Teacher, Athletic Director and Middle School Softball Coach, effective April 14, 2023.
- Accepted resignation from Jessica Lardizabal, Elementary Certified School Nurse, effective April 3, 2023.

14. Informational Items:

- a. Freedom of Information Act (FOIA) Requests
FOIA requests received in March 2023 were exhibited. No questions or comments.
- b. Monthly Reports for March 2023 were presented to the board
 - a. Monthly Administrator Report
 - b. Monthly Attendance Report
 - c. Administrator Meeting Agenda
 - d. AAPAC Meeting Agenda from April 6, 2023
- c. The board discussed the schedule for the superintendent evaluation for Mr. Gold. The following timeline as approved for the completion of the evaluation process:
 - a. May 1, 2023 - Deadline for Mr. Gold submit his self-evaluation
 - b. May 31, 2023 - Deadline for the Board to submit individual evaluations of Mr. Gold
 - c. June 12, 2023 - Board reviews the consolidated evaluation data after the regularly scheduled Board meeting (Proposed).

- d. June 30, 2023 - Deadline for the Board or Board president to review and sign-off the evaluation with Mr. Gold.
 - d. The next regularly scheduled Board Meeting will take place on Monday, May 8, 2023 with closed session beginning at 6:00 pm. This meeting will serve as a reorganization meeting following the certification of the April 2023 election results.
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 Kueter and seconded by Pedersen to adjourn the meeting at 7:30 p.m.
Motion carried.

Aye: All
Nay: None

Big Hollow School District #38 Ingleside, IL 60041

SPECIAL BOARD OF EDUCATION MEETING MINUTES

Tuesday, May 2, 2023

1. Call to Order and Roll Call:

A special meeting of the Board of Education was called to order at 5:30 p.m. on Tuesday, May 2, 2023.

Roll Call:

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

The following members were absent: Dollinger *

The following administration was present: Gold

2. Public Comments:

No public comments were presented.

3. Pledge of Allegiance:

The Pledge of Allegiance was recited.

4. Oath of Office

*Gary Dollinger enter the meeting (5:33 pm)

Kevin Lyons administered the oath of office to the Board members re-elected on April 4, 2023 –

Joe Cernuska, Vivian Kueter, Doug Pedersen

The April 4, 2023 Abstract of votes for the Board of Education was exhibited.

5. Adjourn Sine Die

The adjourned is a formality that is required prior to reorganizing the Board of Education.

A motion was made by Plescia and seconded by Dollinger to move to adjourn sine die.

Motion carried.

Aye: All

Nay: None

6. Reorganization Meeting

a. **Call to Order and Roll Call**

The reorganization of the Board of Education was called to order at 5:37 p.m. on Tuesday, May 2, 2023.

Roll Call:

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

The following members were absent: none

b. **Terms of Board Officers**

Current Board Policy No. 2:110 states that terms of Board officers will be for two years.

c. **Nominations for Board President**

A motion was made by Cernuska and seconded by Bennett to accept Kevin Lyons as Board President of the Big Hollow School District Board of Education.
Motion carried.

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

D. **Nominations for Board Vice-President**

A motion was made by Lyons and seconded by Dollinger to accept Joe Cernuska as Board Vice-President of the Big Hollow School District Board of Education.
Motion carried.

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

e. **Nominations for Board Secretary**

A motion was made by Cernuska and seconded by Bennett to accept Lauren Plescia as Board Secretary of the Big Hollow School District Board of Education.
Motion carried.

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

f. **Establish Meeting Dates, Times, Place**

Board of Education meetings will take place at Big Hollow Middle School Multi Purpose Room on the second Monday of each month with closed session beginning at 6:00 p.m. and open session beginning immediately following.

g. **Board Committees**

It is the responsibility of the President to establish committees of the Board. Outlined below are the committees agreed upon:

Building/Grounds/Transportation: Joe Cernuska, Lauren Plescia, Doug Pedersen

Culture and Climate: Kevin Lyons, Lauren Plescia, Vivian Kueter

Curriculum: Ashley Bennett, Gary Dollinger, Kevin Lyons

Finance: Joe Cernuska, Vivian Kueter, Gary Dollinger

Negotiations: Kevin Lyons, Lauren Plescia, Ashley Bennett

Policies: Vivian Kueter, Doug Pedersen, Ashley Bennett

Technology: Joe Cernuska, Doug Pedersen, Gary Dollinger

IASB Delegate: Vivian Kueter

14. Adjournment:

A motion was made by Cernuska and seconded by Dollinger to adjourn the meeting at 5:45 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	3,012,819	1,393,453	606,711	569,232	317,041	2,004,054	1,566,944	-97,098	9,373,156
PMA Investment	0	0	0	0	0	0	0	0	0
PMA Savings Deposit Account	0	0	0	0	0	0	0	0	0
TOTAL CASH & INVESTMENTS	3,016,490	1,393,453	606,711	569,232	317,041	2,004,054	1,566,944	-97,098	9,376,827
Due From Education Fund	0	0	0	0	0	0	0	0	0
TOTAL ASSETS	3,016,490	1,393,453	606,711	569,232	317,041	2,004,054	1,566,944	-97,098	9,376,827
LIABILITIES									
Tax Anticipation Warrants Payable	0	0	0	0	0	0	0	0	0
Accounts Payable	111,286	-68,604	0	-19,128	-320	0	0	0	23,234
Due To Working Cash Fund	0	0	0	0	0	0	0	0	0
TOTAL LIABILITIES	111,286	-68,604	0	-19,128	-320	0	0	0	23,234
*YTD Revenue	13,268,064	1,118,509	2,834,643	1,203,433	452,271	157,690	103,502	117,248	19,255,360
Sale of Assets									0
YTD Expenditures	-15,190,743	-1,297,644	-5,199,300	-1,591,881	-515,204	-179,869	0	-253,138	-24,227,779
YTD Excess/ (Deficiency)	-1,922,679	-179,135	-2,364,658	-388,448	-62,933	-22,179	103,502	-135,890	-4,972,419
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	3,127,775	1,324,849	606,711	550,104	317,361	2,004,054	1,566,944	-97,098	9,400,700
TOTAL LIABILITIES & FUND BAL.	3,016,490	1,393,453	606,711	569,232	317,041	2,004,054	1,566,944	-97,098	9,376,827

Date

Board of Education Secretary

Date

Big Hollow District #38					
Bank Balances					
4/30/2023					
	Ledger/ Statement	Outstanding Deposits	Outstanding Checks	Adjusting Entry	Adjusted Balance
Education (10)	3,012,818.50				3,012,818.50
Building (20)	1,393,453.09				1,393,453.09
Bond & Interest (30)	606,711.15				606,711.15
Transportation (40)	569,232.38				569,232.38
IMRF/SS/MC Fund (50,51)	317,041.30				317,041.30
Capital Projects (60)	2,004,053.62				2,004,053.62
Working Cash (70)	1,566,944.05				1,566,944.05
Tort (80)	(97,098.16)				(97,098.16)
	<u>9,373,155.93</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,373,155.93</u>
Bank of the Ozarks	0.00				0.00
PMA Savings-11534-101	0.03				0.03
PMA Max Class General Fund	8,226,442.92				8,226,442.92
PMA Max Tax Anticipation Warrants	0.00				0.00
State Bank of the Lakes	1,214,896.17		68,183.19		1,146,712.98
Bancorp Bank	0.00				0.00
	<u>9,441,339.12</u>	<u>-</u>	<u>116,701.85</u>	<u>0.00</u>	<u>9,373,155.93</u>
			Variance		-

Education Fund						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$9,515,400	\$124,328	\$5,690,863	\$3,824,537	60%	
State Sources	\$7,057,264	\$686,558	\$5,929,679	\$1,127,585	84%	
Federal Sources	\$1,500,577	\$373,370	\$1,633,279	(\$132,702)	109%	
Fees	\$15,500	\$1,365	\$14,243	\$1,257	92%	
Total Revenue	\$18,088,741	\$1,185,620	\$13,268,064	\$4,820,677	73%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$13,456,140	\$1,104,511	\$10,682,395	\$2,773,745	79%	
Benefits	\$1,642,735	\$142,226	\$1,262,660	\$380,075	77%	
Purchased Services	\$1,170,391	\$62,469	\$790,610	\$379,781	68%	
Supplies and Materials	\$1,402,912	\$68,399	\$983,977	\$418,935	70%	
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	\$89,142	\$1,142,640	\$355,634	76%	
Transfers	\$39,000	\$147	\$31,725	\$7,275	81%	
Total Expenses	\$19,517,452	\$1,466,893	\$15,190,743	\$4,326,709	78%	

Operations and Maintenance						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$1,627,000	\$43,696	\$1,051,578	\$575,422	65%	
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	\$43,696	\$1,118,509	\$558,491	67%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$594,000	\$48,239	\$466,912	\$127,088	65%	
Benefits	\$72,315	\$6,548	\$56,883	\$15,432	79%	
Purchased Services	\$682,400	\$24,121	\$469,202	\$213,198	69%	
Supplies and Materials	\$487,500	\$35,360	\$304,648	\$182,852	62%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues, Fees, Tuition	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$1,836,215	\$114,268	\$1,297,644	\$538,571	71%	

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	\$1,883	\$2,834,643	\$2,257,358	56%	
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	\$1,883	\$2,834,643	\$2,257,358	56%	
<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	\$0	\$5,198,750	\$2,577	100%	
Total Expenses	\$5,202,327	\$0	\$5,199,300	\$3,027	100%	

Transportation Fund						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$690,792	\$2,480	\$429,185	\$261,607	62%	
State Sources	\$732,883	\$196,439	\$774,248	(\$41,365)	106%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$1,423,675	\$198,919	\$1,203,433	\$220,242	85%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$973,600	\$61,718	\$651,434	\$322,166	67%	
Benefits	\$29,900	\$2,147	\$18,572	\$11,328	62%	
Purchased Services	\$172,500	\$24,356	\$317,535	(\$145,035)	184%	
Supplies and Materials	\$203,500	\$16,462	\$195,108	\$8,392	96%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Other Objects	\$411,200	\$0	\$409,233	\$1,967	100%	
Total Expenses	\$1,790,700	\$104,683	\$1,591,881	\$198,819	89%	

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	\$1,370	\$452,271	\$200,529	69%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$652,800	\$1,370	\$452,271	\$200,529	69%	
<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	\$49,616	\$515,204	\$169,191	75%	
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	\$49,616	\$515,204	\$169,191	75%	

Capital Projects						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$77,000	\$6,221	\$157,690	(\$80,690)	205%	
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	\$6,221	\$157,690	(\$80,690)	205%	
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	\$0	\$17,828	(\$328)	102%	
Supplies and Materials	\$0	\$556	\$8,952	(\$8,952)	0%	
Capital Outlay	\$125,000	\$11,830	\$153,089	(\$28,089)	122%	
Transfers	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$142,500	\$12,386	\$179,869	(\$37,369)	126%	

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	\$4,863	\$103,502	(\$4,002)	104%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$99,500	\$4,863	\$103,502	(\$4,002)	104%	
<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	\$184,840	\$10,836,981	\$7,128,511	60%	
State Sources	\$7,790,147	\$882,997	\$6,703,926	\$1,086,221	86%	
Federal Sources	\$1,550,577	\$373,370	\$1,700,210	(\$149,633)	110%	
Other Sources Sale of Land	\$0	\$0	\$0	\$0	0%	
Fees	\$15,500	\$1,365	\$14,243	\$1,257	92%	
Maintenance Grant	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$27,321,716	\$1,442,571	\$19,255,360	\$8,066,356	70%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$15,023,740	\$1,214,468	\$11,800,741	\$3,222,999	79%	
Benefits	\$2,429,345	\$200,537	\$1,853,318	\$576,027	76%	
Purchased Services	\$2,290,791	\$110,946	\$1,848,862	\$441,929	81%	
Supplies and Materials	\$2,093,912	\$120,777	\$1,492,685	\$601,227	71%	
Capital Outlay	\$433,000	\$11,830	\$449,826	(\$16,826)	104%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
Transfers	\$39,000	\$147	\$31,725	\$7,275	81%	
Other Objects	\$7,110,801	\$89,142	\$6,750,623	\$360,178	95%	
Total Expenses	\$29,420,589	\$1,747,847	\$24,227,779	\$5,192,810	82%	

**Big Hollow School District #38
Accounts Payable Approval Form for May 8, 2023**

<u>Fund</u>	<u>Fund #</u>	<u>Accounts Payable</u>
Education	10	513,930.34
O & M	20	71,564.44
Debt Service	30	
Transportation	40	54,352.12
IMRF/SS	50	49,615.99
Capitol Projects	60	11,830.00
Working Cash	70	
TORT	80	
Fire Prev/Safety	90	
Totals		\$701,292.89

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

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

CHECK DATE	CHECK NUMBER	VENDOR	TOTAL
4/3/2023	53703	United States Treasury	\$82,601.43
4/12/2023	53751	United States Treasury	\$77,154.95
4/3/2023	53702	Teachers Retirement System	\$47,155.87
4/12/2023	53750	Teachers Retirement System	\$46,412.00
4/21/2023	53821	Gordon Food Service Inc	\$31,594.26
4/12/2023	53747	Ill Municipal Retirement Fund	\$27,948.55
4/3/2023	53700	Illinois Dept Of Revenue	\$25,418.82
4/21/2023	53848	SEDOL	\$24,713.28
4/12/2023	53748	Illinois Dept Of Revenue	\$23,968.75
4/12/2023	53721	Alexander Leigh Center for Autism	\$19,884.91
4/14/2023	53769	Connection's Academy East	\$18,820.35
4/21/2023	53815	Chain O Lakes Transportation	\$18,550.00
4/14/2023	53806	Tyler Technologies, Inc	\$16,200.00
4/14/2023	53757	Advance Fence Inc	\$11,830.00
4/14/2023	53768	Connection's Day School	\$11,270.66
4/21/2023	53849	Speech Path Specialists	\$10,072.50
4/14/2023	53802	Special Education Services	\$9,867.82
4/14/2023	53779	Hodges, Loizzi, Eisenhammer, Rodick,Kohn	\$9,568.07
4/12/2023	53728	Exceptional Learners Collaborative	\$8,794.13
4/14/2023	53772	ENGIE Resources LLC	\$8,616.44
4/3/2023	53701	Teacher's Health Insurance Security Fund	\$7,550.35
4/12/2023	53749	Teacher's Health Insurance Security Fund	\$7,421.96
4/21/2023	53855	Warehouse Direct Business Products & Srv	\$7,365.00
4/21/2023	53841	Nicor Gas	\$7,071.13
4/14/2023	53798	Schuring & Schuring, Inc	\$5,579.38
4/14/2023	53784	Midland Paper	\$5,152.80
4/14/2023	53797	Schoolwide Inc	\$4,913.40
4/14/2023	53785	NCC - Peterson Products	\$4,712.26
4/21/2023	53838	Mitel	\$4,690.01
4/14/2023	53788	Onyx Asset Services Group LLC	\$4,679.54
4/21/2023	53816	ComEd	\$4,467.11
4/14/2023	53776	Gordon Food Service Inc	\$4,443.35
4/14/2023	53758	All-Ways Transportation Services	\$4,216.00
4/12/2023	53724	Carroll, Megan	\$4,050.00
4/14/2023	53767	Computer Nationwide	\$3,696.17
4/14/2023	53787	Nierman Landscape & Design	\$3,680.00
4/6/2023	53706	Coletto, Jessica	\$3,500.00
4/21/2023	53833	Lipsey, Lauren	\$3,500.00
4/14/2023	53782	Lake County Dept of Public Works	\$3,339.00
4/12/2023	53737	Martin-Upton, Eileen	\$3,029.31
4/27/2023	53859	Raymond's Bowl	\$2,760.00
4/21/2023	53825	IFSI	\$2,623.50
4/14/2023	53761	Amazon	\$2,377.10
4/21/2023	53818	CTEC Data Solutions LLC	\$2,254.93
4/14/2023	53809	Wilson Language Training Corp	\$2,166.48

4/6/2023	53720	Woods, Andrea	\$2,100.00
4/6/2023	53719	Wolframski, Laura	\$2,055.00
4/14/2023	53773	Flood Brothers Disposal & Recycling Services	\$2,040.00
4/21/2023	53812	Amazon	\$2,005.95
4/14/2023	53777	Granite Telecommunications	\$1,966.03
4/21/2023	53826	Illinois Holocaust Museum & Education Center	\$1,840.00
4/21/2023	53856	Wells Fargo Vendor Financial Services LLC	\$1,698.41
4/21/2023	53835	Martin-Upton, Eileen	\$1,621.02
4/21/2023	53814	Carroll, Megan	\$1,487.50
4/14/2023	53763	APCP Pizza Inc	\$1,480.00
4/14/2023	53808	Wilson, Judith	\$1,425.00
4/14/2023	53774	Flyleaf Publishing LLC	\$1,351.24
4/21/2023	53834	Loessl, Sarah	\$1,350.00
4/3/2023	53704	Voya Institutional Trust Company	\$1,343.00
4/12/2023	53752	Voya Institutional Trust Company	\$1,343.00
4/14/2023	53786	Net56	\$1,271.20
4/21/2023	53827	Integrated Systems Corporation	\$1,056.00
4/12/2023	53729	George, Morgan Nicole	\$1,050.00
4/12/2023	53735	Loessl, Sarah	\$1,050.00
4/12/2023	53746	Wolframski, Laura	\$1,050.00
4/6/2023	53711	Leginski, Elizabeth	\$1,045.00
4/14/2023	53791	Pomp's Tire Service Inc	\$1,033.80
4/14/2023	53792	Quadient Finance USA, Inc	\$1,000.00
4/6/2023	53712	Lucas, Dawn	\$970.00
4/14/2023	53759	Alpha Baking Co, Inc.	\$934.91
4/21/2023	53817	Compass Health Center, LLC	\$924.00
4/21/2023	53853	SunCloud Health	\$920.00
4/6/2023	53708	Hagen, Christina	\$825.00
4/21/2023	53843	Pioneer Valley Educational Press, Inc	\$797.50
4/21/2023	53813	Black Diamond Plumbing & Mechanical, Inc	\$793.00
4/21/2023	53846	ReadyRefresh by Nestle	\$769.07
4/14/2023	53804	Techstar America Corporations	\$763.50
4/14/2023	53790	Pearson, Inc	\$753.90
4/14/2023	53799	Skyward, Inc	\$730.00
4/14/2023	53762	Antioch Pizza Shop	\$700.00
4/14/2023	53801	Spakowski, Diane	\$700.00
4/21/2023	53829	Jackowiak, Christopher	\$635.00
4/14/2023	53795	Scholastic Book Club	\$622.60
4/14/2023	53778	Hershey Creamery Co	\$618.76
4/3/2023	53705	Wisconsin Dept Of Revenue	\$598.85
4/6/2023	53713	Miller, Carrie	\$560.00
4/12/2023	53753	Wisconsin Dept Of Revenue	\$555.31
4/6/2023	53715	Prostka, Jennifer	\$545.00
4/6/2023	53716	Provo, Jeanette	\$545.00
4/21/2023	53836	Menards	\$530.88
4/6/2023	53707	Free Spirit Siberian Rescue	\$500.00
4/6/2023	53709	Hoadley, Renee	\$470.00

4/6/2023	53717	Stewart, Vicki	\$470.00
4/6/2023	53718	Strickler, Amanda	\$470.00
4/12/2023	53727	DiMaggio, Nicole	\$470.00
4/12/2023	53743	Polark, Kelly	\$470.00
4/6/2023	53710	Huemann, Linda Jean	\$445.00
4/14/2023	53810	Worthington Direct	\$419.40
4/21/2023	53850	Sposato-Jucha, Chiara Noelle	\$417.78
4/21/2023	53824	Huizar, Martha	\$417.17
4/14/2023	53789	Oriental Trading Company	\$358.65
4/14/2023	53755	Accurate Biometrics	\$345.00
4/21/2023	53842	PAHCS II/Northwestern Occ Health	\$340.00
4/21/2023	53854	Thomson Reuters-West	\$325.48
4/14/2023	53796	School Specialty	\$297.37
4/21/2023	53822	Holm, Renee	\$287.29
4/14/2023	53766	BER/Bureau Of Education & Research, INC	\$279.00
4/21/2023	53820	FSS Technologies, LLC	\$275.00
4/12/2023	53733	Kumpula, Sara	\$257.84
4/12/2023	53736	Macy, Elizabeth	\$253.00
4/21/2023	53828	IPA Lake Region	\$240.00
4/21/2023	53844	Presley, Nicola	\$239.27
4/21/2023	53852	Streamwood Behavioral Healthcare	\$231.00
4/14/2023	53780	IFSI	\$210.00
4/14/2023	53781	IPA Lake Region	\$210.00
4/21/2023	53831	Kully Supply	\$208.57
4/14/2023	53764	Aramark Uniform & Career Apparel Group Inc	\$208.28
4/21/2023	53840	NCC - Peterson Products	\$205.22
4/21/2023	53851	St Benedict Technology Consortium	\$205.00
4/14/2023	53800	Smithereen Pest Management	\$198.00
4/21/2023	53823	Home Depot Credit Services	\$185.20
4/14/2023	53783	Menards	\$184.10
4/14/2023	53794	Russo Hardware	\$165.84
4/14/2023	53771	Dee, Noah	\$150.00
4/14/2023	53754	22Vets LLC	\$146.72
4/21/2023	53857	Wex Health, Inc	\$116.00
4/21/2023	53837	Midwest Transit Equipment	\$110.00
4/12/2023	53730	Gold, Robert	\$108.78
4/14/2023	53807	Warehouse Direct Business Products & Srv	\$108.52
4/14/2023	53775	FSS Technologies, LLC	\$105.00
4/14/2023	53805	The Master Teacher	\$95.90
4/14/2023	53770	Cozzini Bros., Inc.,	\$89.50
4/6/2023	53714	Philippsen, Michelle	\$88.43
4/14/2023	53793	Quill Corp	\$86.36
4/21/2023	53839	Napa Auto Supply Fox Lake	\$78.79
4/21/2023	53830	Knowles, Daniel Francis	\$72.09
4/21/2023	53847	Sassano, Paulette	\$60.00
4/21/2023	53845	Prostka, Jennifer	\$56.43
4/12/2023	53722	Arndt, Christine	\$50.00

Exhibit 4

4/12/2023	53723	Biancalana, Venette Irene	\$50.00
4/12/2023	53725	Cornwell, Joshua	\$50.00
4/12/2023	53726	DeNovo, Kira	\$50.00
4/12/2023	53731	Hetrovicz, Michelle	\$50.00
4/12/2023	53732	Janusz, Lenayn	\$50.00
4/12/2023	53734	Laske, Jacquelynn	\$50.00
4/12/2023	53738	McCulley, Matthew	\$50.00
4/12/2023	53739	Morley, Sunny	\$50.00
4/12/2023	53740	Mullen, Rachel Ann	\$50.00
4/12/2023	53741	Philippsen, Michelle	\$50.00
4/12/2023	53742	Pittman, Erin	\$50.00
4/12/2023	53744	Summers, Brian	\$50.00
4/12/2023	53745	Swiderski, Derek	\$50.00
4/14/2023	53756	Ace Hardware Home Center	\$46.35
4/14/2023	53765	Benny's Service Center, Inc.	\$27.00
4/21/2023	53819	Engler Callaway Baasten & Sraga, LLC	\$25.00
4/21/2023	53832	Lake County Regional Office of Ed	\$20.00
4/14/2023	53803	T-Mobile	\$15.17
4/21/2023	53858	Wiley, Stephaney	\$11.79
4/14/2023	53378	Worthington Direct	-\$419.40

<u>CHECK DATE</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ACCOUNT LEVEL DESCRIPTION</u>	<u>TOTAL</u>
04/14/2023	53378	-419.40	Worthington Direct	CAPITAL PROJECTS/District/BU ILDING ACQUISITION, CONSTRUC/SUPPLIES	HLS replacements (FY23)	-419.40
04/03/2023	53700	20.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
04/03/2023	53700	22,675.82	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
04/03/2023	53700	1,085.22	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
04/03/2023	53700	1,637.78	Illinois Dept Of Rev	TRANSPORTATION/Distr ict	Transportation - IL State With	25,418.82
04/03/2023	53701	3,326.30	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
04/03/2023	53701	157.07	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
04/03/2023	53701	223.21	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
04/03/2023	53701	2,476.20	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
04/03/2023	53701	445.71	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
04/03/2023	53701	16.97	Teacher's Health Ins	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
04/03/2023	53701	598.95	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
04/03/2023	53701	22.80	Teacher's Health Ins	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
04/03/2023	53701	116.97	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
04/03/2023	53701	166.17	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	7,550.35
04/03/2023	53702	33,262.70	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
04/03/2023	53702	1,570.59	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
04/03/2023	53702	2,232.03	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
04/03/2023	53702	2,143.57	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/03/2023	53702	1,015.44	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
04/03/2023	53702	5,989.41	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
04/03/2023	53702	227.98	Teachers Retirement	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
04/03/2023	53702	385.96	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
04/03/2023	53702	14.69	Teachers Retirement	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
04/03/2023	53702	68.44	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
04/03/2023	53702	101.21	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
04/03/2023	53702	143.85	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	47,155.87
04/03/2023	53703	5,313.23	United States Treasu	EDUCATION/District	EDUCATION FICA	
04/03/2023	53703	1,461.04	United States Treasu	O & M/District	Building - FICA Withholding	
04/03/2023	53703	2,232.75	United States Treasu	TRANSPORTATION/Distr ict		
04/03/2023	53703	2,045.83	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
04/03/2023	53703	245.00	United States Treasu	TRANSPORTATION/Distr ict/Federal Tax Withheld	Transportation-Federal Withold	
04/03/2023	53703	41,567.02	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
04/03/2023	53703	1,262.59	United States Treasu	O & M/District/Federal Tax Withheld	Building - Federal Withholding	
04/03/2023	53703	1,867.47	United States Treasu	TRANSPORTATION/Distr ict/Federal Tax Withheld	Transportation-Federal Withold	
04/03/2023	53703	7,902.43	United States Treasu	EDUCATION/District	EDUCATION Medicare Withiheld	
04/03/2023	53703	341.70	United States Treasu	O & M/District	Building- Medicare Withholding	
04/03/2023	53703	555.61	United States Treasu	TRANSPORTATION/Distr ict	Transportation-Medicare With	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/03/2023	53703	9,007.02	United States Treasu	SOCIAL SECURITY/MEDICARE/District	SS/Medicare - FICA Withholding	
04/03/2023	53703	8,799.74	United States Treasu	SOCIAL SECURITY/MEDICARE/District	SS/Medicare-Medicare Withheld	82,601.43
04/03/2023	53704	1,030.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
04/03/2023	53704	313.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	1,343.00
04/03/2023	53705	548.80	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
04/03/2023	53705	50.05	Wisconsin Dept Of Re	TRANSPORTATION/Distr	Transportation -WI State With	598.85
04/06/2023	53706	3,500.00	Coletto, Jessica	EDUCATION/District/E	Distr-- Tuition Reimb.	3,500.00
				LEMENTARY/TUITION REIMBURSEMENT		
04/06/2023	53707	250.00	Free Spirit Siberian	EDUCATION/MIDDLE/MID	MS--- Pur Svc	
				DLE-JUNIOR HIGH/PROFESSIONAL AND TECHNICAL SER		
04/06/2023	53707	250.00	Free Spirit Siberian	EDUCATION/PRIMARY/EL	Pri--- Pur Svc	500.00
				EMENTARY/PROFESSIONAL AND TECHNICAL SER		
04/06/2023	53708	825.00	Hagen, Christina	EDUCATION/District/E	Distr-- Tuition Reimb.	825.00
				LEMENTARY/TUITION REIMBURSEMENT		
04/06/2023	53709	470.00	Hoadley, Renee	EDUCATION/District/E	Distr-- Tuition Reimb.	470.00
				LEMENTARY/TUITION REIMBURSEMENT		
04/06/2023	53710	445.00	Huemann, Linda Jean	EDUCATION/District/E	Distr-- Tuition Reimb.	445.00
				LEMENTARY/TUITION REIMBURSEMENT		
04/06/2023	53711	485.00	Leginski, Elizabeth	EDUCATION/District/E	Distr-- Tuition Reimb.	
				LEMENTARY/TUITION REIMBURSEMENT		
04/06/2023	53711	560.00	Leginski, Elizabeth	EDUCATION/District/E	Distr-- Tuition Reimb.	1,045.00
				LEMENTARY/TUITION REIMBURSEMENT		
04/06/2023	53712	485.00	Lucas, Dawn	EDUCATION/District/E	Distr-- Tuition Reimb.	
				LEMENTARY/TUITION REIMBURSEMENT		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/06/2023	53712	485.00	Lucas, Dawn	EDUCATION/District/E LENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	970.00
04/06/2023	53713	560.00	Miller, Carrie	EDUCATION/District/E LENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	560.00
04/06/2023	53714	88.43	Philippsen, Michelle	EDUCATION/District/O THER FOOD SERVICES/TRAVEL	FoodSvc--- Travel	88.43
04/06/2023	53715	545.00	Prostka, Jennifer	EDUCATION/District/E LENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	545.00
04/06/2023	53716	545.00	Provo, Jeanette	EDUCATION/District/E LENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	545.00
04/06/2023	53717	470.00	Stewart, Vicki	EDUCATION/District/E LENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	470.00
04/06/2023	53718	470.00	Strickler, Amanda	EDUCATION/District/E LENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	470.00
04/06/2023	53719	2,055.00	Wolframski, Laura	EDUCATION/District/E LENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	2,055.00
04/06/2023	53720	1,050.00	Woods, Andrea	EDUCATION/District/E LENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	1,050.00
04/06/2023	53720	1,050.00	Woods, Andrea	EDUCATION/District/E LENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	2,100.00
04/12/2023	53721	10,211.17	Alexander Leigh Cent	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
04/12/2023	53721	9,673.74	Alexander Leigh Cent	EDUCATION/Connection Day SC-Palatine/Spec Ed	SPED--- Private School Tuition	19,884.91

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				Private Tuition/Private Tuition		
04/12/2023	53722	50.00	Arndt, Christine	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
04/12/2023	53723	50.00	Biancalana, Venette	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
04/12/2023	53724	4,050.00	Carroll, Megan	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	4,050.00
04/12/2023	53725	50.00	Cornwell, Joshua	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
04/12/2023	53726	50.00	DeNovo, Kira	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
04/12/2023	53727	470.00	DiMaggio, Nicole	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	470.00
04/12/2023	53728	5,863.20	Exceptional Learners	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	
04/12/2023	53728	2,930.93	Exceptional Learners	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	8,794.13
04/12/2023	53729	1,050.00	George, Morgan Nicol	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	1,050.00
04/12/2023	53730	58.78	Gold, Robert	EDUCATION/District/O FFICE OF THE	Supt-- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/12/2023	53730	50.00	Gold, Robert	SUPERINTENDENT S/SUPPLIES EDUCATION/District/E XECUTIVE	Admin cell phone stipend	108.78
04/12/2023	53731	50.00	Hetrovicz, Michelle	ADMINISTRATION SERVI/Other Benefit EDUCATION/District/E XECUTIVE	Admin cell phone stipend	50.00
04/12/2023	53732	50.00	Janusz, Lenayn	ADMINISTRATION SERVI/Other Benefit EDUCATION/District/E XECUTIVE	Admin cell phone stipend	50.00
04/12/2023	53733	90.00	Kumpula, Sara	EDUCATION/ELEMENTARY /Principals/SUPPLIES	Elem-- Principal Supp/Mat	
04/12/2023	53733	117.84	Kumpula, Sara	EDUCATION/ELEMENTARY /IMPROVEMENT OF INSTRUCTION	Elem-- Impr of Inst. Supp/Mat	
04/12/2023	53733	50.00	Kumpula, Sara	SER/SUPPLIES EDUCATION/District/E XECUTIVE	Admin cell phone stipend	257.84
04/12/2023	53734	50.00	Laske, Jacqulynn	ADMINISTRATION SERVI/Other Benefit TRANSPORTATION/Distr ict/SERVICE AREA	Trans-- cell phone stipend	50.00
04/12/2023	53735	1,050.00	Loessl, Sarah	DIRECTION/Other Benefit EDUCATION/District/E LEMENTARY/TUITION	Distr-- Tuition Reimb.	1,050.00
04/12/2023	53736	253.00	Macy, Elizabeth	REIMBURSEMENT EDUCATION/District/S PEECH PATHOLOGY AND AUDIOLOGY/DUES & FEES	SPED-- SLP Dues/Fees	253.00
04/12/2023	53737	3,029.31	Martin-Upton, Eileen	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	3,029.31

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/12/2023	53738	50.00	McCulley, Matthew	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
04/12/2023	53739	50.00	Morley, Sunny	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
04/12/2023	53740	50.00	Mullen, Rachel Ann	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
04/12/2023	53741	50.00	Philippsen, Michelle	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
04/12/2023	53742	50.00	Pittman, Erin	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
04/12/2023	53743	470.00	Polark, Kelly	EDUCATION/District/E LELEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	470.00
04/12/2023	53744	50.00	Summers, Brian	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
04/12/2023	53745	50.00	Swiderski, Derek	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
04/12/2023	53746	1,050.00	Wolframski, Laura	EDUCATION/District/E LELEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	1,050.00
04/12/2023	53747	3,769.76	Ill Municipal Retire	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	
04/12/2023	53747	1,090.72	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/12/2023	53747	1,623.37	Ill Municipal Retire	TRANSPORTATION/District/Benefit Accrual		
04/12/2023	53747	8,659.43	Ill Municipal Retire	IMRF/District/Benefit Accrual	IMRF - IMRF Withholding	
04/12/2023	53747	3,493.83	Ill Municipal Retire	EDUCATION/District/Benefit Accrual	EDUCATION IMRF Deduction	
04/12/2023	53747	1,080.03	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	
04/12/2023	53747	908.91	Ill Municipal Retire	TRANSPORTATION/District/Benefit Accrual		
04/12/2023	53747	7,322.50	Ill Municipal Retire	IMRF/District/Benefit Accrual	IMRF - IMRF Withholding	27,948.55
04/12/2023	53748	20.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
04/12/2023	53748	21,944.22	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
04/12/2023	53748	1,074.19	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
04/12/2023	53748	930.34	Illinois Dept Of Rev	TRANSPORTATION/District	Transportation - IL State Withholding	23,968.75
04/12/2023	53749	3,459.27	Teacher's Health Ins	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
04/12/2023	53749	86.05	Teacher's Health Ins	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
04/12/2023	53749	87.69	Teacher's Health Ins	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
04/12/2023	53749	2,575.18	Teacher's Health Ins	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
04/12/2023	53749	445.71	Teacher's Health Ins	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
04/12/2023	53749	16.97	Teacher's Health Ins	TRANSPORTATION/District/Employee Deductions	Transportation-Insurance Withholding	
04/12/2023	53749	598.95	Teacher's Health Ins	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
04/12/2023	53749	22.80	Teacher's Health Ins	TRANSPORTATION/District/Employee Deductions	Transportation-Insurance Withholding	
04/12/2023	53749	64.07	Teacher's Health Ins	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
04/12/2023	53749	65.27	Teacher's Health Ins	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	7,421.96

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/12/2023	53750	34,592.38	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
04/12/2023	53750	860.26	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
04/12/2023	53750	876.89	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
04/12/2023	53750	2,229.26	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
04/12/2023	53750	1,054.77	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
04/12/2023	53750	5,989.41	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
04/12/2023	53750	227.98	Teachers Retirement	mployee Deductions TRANSPORTATION/Distr ict/Employee	Transportation-Insurance With Deductions	
04/12/2023	53750	385.96	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
04/12/2023	53750	14.69	Teachers Retirement	mployee Deductions TRANSPORTATION/Distr ict/Employee	Transportation-Insurance With Deductions	
04/12/2023	53750	68.44	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
04/12/2023	53750	55.47	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
04/12/2023	53750	56.49	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	46,412.00
04/12/2023	53751	4,816.47	United States Treasu	EDUCATION/District	EDUCATION FICA	
04/12/2023	53751	1,446.31	United States Treasu	O & M/District	Building - FICA Withholding	
04/12/2023	53751	1,245.42	United States Treasu	TRANSPORTATION/Distr ict		
04/12/2023	53751	2,045.83	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
04/12/2023	53751	245.00	United States Treasu	TRANSPORTATION/Distr ict/Federal Tax Withheld	Transportation-Federal Withold	
04/12/2023	53751	40,657.54	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
04/12/2023	53751	1,543.99	United States Treasu	O &	Building - Federal Withholding	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				M/District/Federal Tax Withheld		
04/12/2023	53751	1,007.99	United States Treasu	TRANSPORTATION/Distr ict/Federal Tax Withheld	Transportation-Federal Withold	
04/12/2023	53751	7,656.11	United States Treasu	EDUCATION/District	EDUCATION Medicare Withiheld	
04/12/2023	53751	338.25	United States Treasu	O & M/District	Building- Medicare Withholding	
04/12/2023	53751	324.74	United States Treasu	TRANSPORTATION/Distr ict	Transportation-Medicare With	
04/12/2023	53751	7,508.20	United States Treasu	SOCIAL SECURITY/MEDICARE/Di strict	SS/Medicare - FICA Withholding	
04/12/2023	53751	8,319.10	United States Treasu	SOCIAL SECURITY/MEDICARE/Di strict	SS/Medicare-Medicare Withheld	77,154.95
04/12/2023	53752	92.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
04/12/2023	53752	938.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
04/12/2023	53752	313.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	1,343.00
04/12/2023	53753	543.68	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
04/12/2023	53753	11.63	Wisconsin Dept Of Re	TRANSPORTATION/Distr ict	Transportation -WI State With	555.31
04/14/2023	53754	146.72	22Vets LLC	EDUCATION/District/G RANTS/Equipment not capitalized	ESSERD3- Display Boards	146.72
04/14/2023	53755	345.00	Accurate Biometrics	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- Purch Svc	345.00
04/14/2023	53756	9.52	Ace Hardware Home Ce	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
04/14/2023	53756	36.83	Ace Hardware Home Ce	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	46.35
04/14/2023	53757	11,830.00	Advance Fence Inc	CAPITAL PROJECTS/ELEMENTARY/ FACILITIES	Elem--- building improvements	11,830.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/14/2023	53758	4,216.00	All-Ways Transportat	ACQUISITION AND CON/IMPROVEMENTS OTHER THAN BUILDI TRANSPORTATION/SEDOL	Trans--- SPED P/S Off Campus	4,216.00
04/14/2023	53759	66.92	Alpha Baking Co, Inc	TRANSPORTATION SERVICES/PUPIL TRANSPORTATION	FoodSvc--- Food Purch. (Prgrm) OOD	
04/14/2023	53759	111.03	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/14/2023	53759	108.19	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/14/2023	53759	42.07	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/14/2023	53759	191.26	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
04/14/2023	53759	47.80	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/14/2023	53759	138.20	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/14/2023	53759	76.48	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/14/2023	53759	76.48	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/14/2023	53759	76.48	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	934.91
04/14/2023	53761	97.98	Amazon	EDUCATION/MIDDLE/MID	MS--- Science Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/14/2023	53761	17.05	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
04/14/2023	53761	117.16	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/Int	MS-- Acadm Enrich Supp/Mat erscholastic	
04/14/2023	53761	346.49	Amazon	Programs/SUPPLIES EDUCATION/District/S	SPED--- Supp/Mat	
04/14/2023	53761	37.40	Amazon	PECIAL EDUCATION/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Nurse Supp/Mat /HEALTH	
04/14/2023	53761	18.99	Amazon	SERVICES/SUPPLIES EDUCATION/MIDDLE/Pri	MS-- Principal Supp/Mat	
04/14/2023	53761	45.99	Amazon	ncipals/SUPPLIES EDUCATION/District/S	SPED--- Supp/Mat	
04/14/2023	53761	43.97	Amazon	PECIAL EDUCATION/SUPPLIES EDUCATION/District/S	SPED--- Supp/Mat	
04/14/2023	53761	15.98	Amazon	PECIAL EDUCATION/SUPPLIES EDUCATION/MIDDLE/MID	MS--- PBIS Supp/Mat	
04/14/2023	53761	37.18	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/Pri	MS-- Principal Supp/Mat	
04/14/2023	53761	25.16	Amazon	ncipals/SUPPLIES EDUCATION/District/D	Dir of Curr/Inst Sup/Mat	
04/14/2023	53761	46.70	Amazon	IRECTION OF CENTRAL SUPPORT S/SUPPLIES EDUCATION/MIDDLE/MID	MS--- PBIS Supp/Mat	
04/14/2023	53761	582.10	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/PRIMARY/EL	Pri-- Supp/Mat	
04/14/2023	53761	70.09	Amazon	EMENTARY/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
04/14/2023	53761	393.90	Amazon	DLE-JUNIOR HIGH/SUPPLIES O & M/PRIMARY/CARE	Pri--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/14/2023	53761	97.91	Amazon	AND UPKEEP OF BUILDING SE/SUPPLIES	EDUCATION/District/D Tech--- Supp/Mat	
04/14/2023	53761	11.83	Amazon	ATA PROCESSING SERVICES/SUPPLIES	EDUCATION/ELEMENTARY Elem-- Supp/Mat	
04/14/2023	53761	320.25	Amazon	EDUCATION/PRIMARY/EL	Pri-- Supp/Mat	
04/14/2023	53761	43.98	Amazon	EMENTARY/SUPPLIES	EDUCATION/District/R Dist--- Convenience Acct S/M	
04/14/2023	53761	6.99	Amazon	EGULAR PROGRAMS/SUPPLIES	EDUCATION/MIDDLE/MID MS-- Supp/Mat	2,377.10
04/14/2023	53762	700.00	Antioch Pizza Shop	DLE-JUNIOR HIGH/SUPPLIES	EDUCATION/District/R Dist--- Convenience Acct S/M	700.00
04/14/2023	53763	1,480.00	APCP Pizza Inc	PROGRAMS/SUPPLIES	EDUCATION/District/F FoodSvc--- Food Purch. (Prgrm)	1,480.00
04/14/2023	53764	52.07	Aramark Uniform & Ca	OOD SERVICES/SUPPLIES	EDUCATION/District/F FoodSvc--- S/M (Program)	
04/14/2023	53764	52.07	Aramark Uniform & Ca	OOD SERVICES/SUPPLIES	EDUCATION/District/F FoodSvc--- S/M (Program)	
04/14/2023	53764	52.07	Aramark Uniform & Ca	OOD SERVICES/SUPPLIES	EDUCATION/District/F FoodSvc--- S/M (Program)	
04/14/2023	53764	52.07	Aramark Uniform & Ca	OOD SERVICES/SUPPLIES	EDUCATION/District/F FoodSvc--- S/M (Program)	208.28
04/14/2023	53765	27.00	Benny's Service Cent	ict/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Bus Inspection	27.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/14/2023	53766	279.00	BER/Bureau Of Educat	EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	MS-- Impr of Inst. (staff)	279.00
04/14/2023	53767	1,848.08	Computer Nationwide	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES		
04/14/2023	53767	1,848.09	Computer Nationwide	EDUCATION/District/G RANTS/SUPPLIES	ESSERD3-- Camera upgrade	3,696.17
04/14/2023	53768	5,635.33	Connection's Day Sch	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
04/14/2023	53768	5,635.33	Connection's Day Sch	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	11,270.66
04/14/2023	53769	4,600.53	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
04/14/2023	53769	7,109.91	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
04/14/2023	53769	7,109.91	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private	SPED--- Private School Tuition	18,820.35

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/14/2023	53770	89.50	Cozzini Bros., Inc.,	Tuition EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	89.50
04/14/2023	53771	150.00	Dee, Noah	SERVICES/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- Chorus Pur Svc	150.00
04/14/2023	53772	8,616.44	ENGIE Resources LLC	HIGH/PROFESSIONAL AND TECHNICAL SER O & M/District/CARE AND UPKEEP OF BUILDING	Energy Electricity	8,616.44
04/14/2023	53773	2,012.05	Flood Brothers Dispo	SE/ELECTRICITY O & M/District/CARE AND UPKEEP OF BUILDING	Sanitation Services	
04/14/2023	53773	27.95	Flood Brothers Dispo	SE/SANITATION SERVICES TRANSPORTATION/Distr ict/PUPIL	Trans--- Garbage pickup	2,040.00
04/14/2023	53774	1,351.24	Flyleaf Publishing L	TRANSPORTATION SERVICES/SANITATION SERVICES EDUCATION/District/G RANTS/SUPPLIES	ESSER3 - Supp/Mat (carryover)	1,351.24
04/14/2023	53775	105.00	FSS Technologies, LL	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	105.00
04/14/2023	53776	1,819.74	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Pgrgm)	
04/14/2023	53776	1,649.20	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Pgrgm)	
04/14/2023	53776	237.17	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
04/14/2023	53776	737.24	Gordon Food Service	EDUCATION/District/F	FoodSvc--- Food Pur (Non-Prog)	4,443.35

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/14/2023	53777	1,966.03	Granite Telecommunic	OOD SERVICES/SUPPLIES O & M/District/CARE AND UPKEEP OF	Phone Services (AT&T)	1,966.03
04/14/2023	53778	325.49	Hershey Creamery Co	BUILDING SE/At&t EDUCATION/District/F OOD	FoodSvc--- Food Pur (Non-Prog)	
04/14/2023	53778	293.27	Hershey Creamery Co	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Pur (Non-Prog)	618.76
04/14/2023	53779	9,568.07	Hodges, Loizzi, Eise	SERVICES/SUPPLIES EDUCATION/District/B OARD OF EDUCATION	Board-- Legal Services	9,568.07
04/14/2023	53780	210.00	IFSI	SERVICES/LEGAL SERVICES O & M/MIDDLE/CARE AND UPKEEP OF	MS--- O&M Repairs and Maint	210.00
04/14/2023	53781	210.00	IPA Lake Region	BUILDING SE/REPAIR AND MAINTENANCE SERVICE EDUCATION/MIDDLE/Pri	MS-- Principal Supp/Mat	210.00
04/14/2023	53782	1,049.40	Lake County Dept of	ncipals/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF	Elem--- Water/Sewer Services	
04/14/2023	53782	1,049.40	Lake County Dept of	BUILDING SE/WATER/SEWER SERVICES O & M/PRIMARY/CARE AND UPKEEP OF	Pri--- Water/Sewer Services	
04/14/2023	53782	1,240.20	Lake County Dept of	BUILDING SE/WATER/SEWER SERVICES O & M/MIDDLE/CARE AND UPKEEP OF	MS--- Water/Sewer Services	3,339.00
04/14/2023	53783	60.18	Menards	BUILDING SE/WATER/SEWER SERVICES TRANSPORTATION/Distr	Trans--- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES		
04/14/2023	53783	41.30	Menards	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
04/14/2023	53783	41.30	Menards	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
04/14/2023	53783	41.32	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	184.10
04/14/2023	53784	1,717.33	Midland Paper	EDUCATION/PRIMARY/EL EMENTARY/Copy Paper	Pri-- Copy paper	
04/14/2023	53784	1,717.33	Midland Paper	EDUCATION/ELEMENTARY /ELEMENTARY/Copy Paper	Elem-- Copy Paper	
04/14/2023	53784	1,718.14	Midland Paper	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/Copy Paper	MS-- Copy Paper	5,152.80
04/14/2023	53785	1,214.42	NCC - Peterson Produ	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
04/14/2023	53785	1,214.43	NCC - Peterson Produ	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	
04/14/2023	53785	2,283.41	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	4,712.26
04/14/2023	53786	1,271.20	Net56	O & M/District/CARE AND UPKEEP OF	Internet Services (Net 56)	1,271.20

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/14/2023	53787	3,680.00	Nierman Landscape &	BUILDING SE/Net56 O & M/District/CARE AND UPKEEP OF GROUNDS SER/PROFESSIONAL AND TECHNICAL SER	Grounds Upkeep Service	3,680.00
04/14/2023	53788	4,679.54	Onyx Asset Services	O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Energy Electricity	4,679.54
04/14/2023	53789	358.65	Oriental Trading Com	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	358.65
04/14/2023	53790	753.90	Pearson, Inc	EDUCATION/District/G RANTS/SUPPLIES	ESSER3 - Supp/Mat (carryover)	753.90
04/14/2023	53791	839.08	Pomp's Tire Service	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/REPAIR AND MAINTENANCE SERVICE	Trans--- Rep/Maintenance	
04/14/2023	53791	194.72	Pomp's Tire Service	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/REPAIR AND MAINTENANCE SERVICE	Trans--- Rep/Maintenance	1,033.80
04/14/2023	53792	1,000.00	Quadient Finance USA	EDUCATION/District/B OARD OF EDUCATION SERVICES/COMMUNICATI ON	Board-- Communication	1,000.00
04/14/2023	53793	43.18	Quill Corp	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
04/14/2023	53793	43.18	Quill Corp	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	86.36
04/14/2023	53794	1.99	Russo Hardware	O & M/District/VEHICLE SERVICING AND MAINTENA/REPAIR AND MAINTENANCE SERVICE	Vehicle Repairs and Maint	
04/14/2023	53794	42.87	Russo Hardware	O &	Vehicle Repairs and Maint	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/14/2023	53794	11.99	Russo Hardware	M/District/VEHICLE SERVICING AND MAINTENA/REPAIR AND MAINTENANCE SERVICE O &	Vehicle Repairs and Maint	
04/14/2023	53794	108.99	Russo Hardware	M/District/VEHICLE SERVICING AND MAINTENA/REPAIR AND MAINTENANCE SERVICE O &	Vehicle Repairs and Maint	165.84
04/14/2023	53795	622.60	Scholastic Book Club	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/PERIODICALS	MS--- Periodicals	622.60
04/14/2023	53796	135.36	School Specialty	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
04/14/2023	53796	162.01	School Specialty	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Science Supp/Mat	297.37
04/14/2023	53797	2,546.40	Schoolwide Inc	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	ESSER III-- Schoolwide PD	
04/14/2023	53797	2,367.00	Schoolwide Inc	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	ESSER III-- Schoolwide PD	4,913.40
04/14/2023	53798	3,239.24	Schuring & Schuring,	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Pgrm)	
04/14/2023	53798	2,340.14	Schuring & Schuring,	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Pgrm)	5,579.38
04/14/2023	53799	730.00	Skyward, Inc	EDUCATION/District/D	Tech--- Skyward Annual Fee	730.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/14/2023	53800	60.00	Smithereen Pest Mana	ATA PROCESSING SERVICES/DUES & FEES O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	
04/14/2023	53800	60.00	Smithereen Pest Mana	ATA PROCESSING SERVICES/DUES & FEES O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	
04/14/2023	53800	78.00	Smithereen Pest Mana	ATA PROCESSING SERVICES/DUES & FEES O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	198.00
04/14/2023	53801	700.00	Spakowski, Diane	EDUCATION/District/FISCAL SERVICES/PROFESSIONAL AND TECHNICAL SER	Distr--- Bus. Mngr Pur Svc	700.00
04/14/2023	53802	6,807.82	Special Education Se	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
04/14/2023	53802	3,060.00	Special Education Se	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	9,867.82
04/14/2023	53803	15.17	T-Mobile	EDUCATION/District/M TSS/Title I/SUPPLIES	Title I-- Homeless supp/mat	15.17
04/14/2023	53804	553.00	Techstar America Cor	EDUCATION/PRIMARY/ELEMENTARY/Copy	Pri- Copy Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/14/2023	53804	210.50	Techstar America Cor	Supplies EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Copy Supplies	763.50
04/14/2023	53805	95.90	The Master Teacher	HIGH/Copy Supplies EDUCATION/District/B OARD OF EDUCATION	Board-- staff gifts	95.90
04/14/2023	53806	8,400.00	Tyler Technologies,	SERVICES/SUPPLIES TRANSPORTATION/Distr ict/PUPIL	Trans--- Routing software	
04/14/2023	53806	7,800.00	Tyler Technologies,	TRANSPORTATION SERVICES/SOFTWARE TRANSPORTATION/Distr ict/PUPIL	Trans--- Routing software	16,200.00
04/14/2023	53807	36.90	Warehouse Direct Bus	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Custodial Supp/Mat	
04/14/2023	53807	35.81	Warehouse Direct Bus	SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Custodial Supp/Mat	
04/14/2023	53807	35.81	Warehouse Direct Bus	SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Custodial Supp/Mat	108.52
04/14/2023	53808	1,425.00	Wilson, Judith	SE/SUPPLIES EDUCATION/District/H EALTH	SPED-- OT/PT/Health Pur Svc	1,425.00
04/14/2023	53809	630.00	Wilson Language Trai	SERVICES/PROFESSIONA L AND TECHNICAL SER EDUCATION/PRIMARY/SU MMER	ESSERIII- Sum Sch Supplies	
04/14/2023	53809	630.00	Wilson Language Trai	SCHOOL/SUPPLIES EDUCATION/ELEMENTARY /SUMMER	ESSERIII- Sum Sch Supplies	
04/14/2023	53809	630.00	Wilson Language Trai	SCHOOL/SUPPLIES EDUCATION/MIDDLE/SUM	ESSERIII- Sum Sch Supplies	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/14/2023	53809	92.16	Wilson Language Trai	MER SCHOOL/SUPPLIES EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
04/14/2023	53809	92.16	Wilson Language Trai	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
04/14/2023	53809	92.16	Wilson Language Trai	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	2,166.48
04/14/2023	53810	419.40	Worthington Direct	CAPITAL PROJECTS/District/BU ILDING ACQUISITION, CONSTRUC/SUPPLIES	HLS replacements (FY23)	419.40
04/21/2023	53812	17.18	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
04/21/2023	53812	25.98	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
04/21/2023	53812	762.85	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
04/21/2023	53812	29.99	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
04/21/2023	53812	6.99	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
04/21/2023	53812	84.60	Amazon	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	
04/21/2023	53812	31.50	Amazon	EDUCATION/PRIMARY/ED UCATIONAL MEDIA SERVICES/SUPPLIES	Pri--- Library Supp/Mat	
04/21/2023	53812	11.64	Amazon	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
04/21/2023	53812	11.67	Amazon	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
04/21/2023	53812	11.64	Amazon	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
04/21/2023	53812	64.86	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
04/21/2023	53812	29.99	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
04/21/2023	53812	201.93	Amazon	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	
04/21/2023	53812	85.67	Amazon	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
04/21/2023	53812	88.26	Amazon	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
04/21/2023	53812	85.67	Amazon	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
04/21/2023	53812	143.95	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
04/21/2023	53812	311.58	Amazon	O & M/District/CARE AND UPKEEP OF GROUNDS SER/SUPPLIES	Dist--- Grounds Supp/Mat	2,005.95
04/21/2023	53813	793.00	Black Diamond Plumbi	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	793.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/21/2023	53814	1,487.50	Carroll, Megan	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	1,487.50
04/21/2023	53815	18,550.00	Chain O Lakes Transp	TRANSPORTATION/SEDOL /SpecED/PUPIL TRANSPORTATION SERVICES/PUPIL TRANSPORTATION	Trans--- SPED P/S Off Campus	18,550.00
04/21/2023	53816	4,467.11	ComEd	O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Energy Electricity	4,467.11
04/21/2023	53817	924.00	Compass Health Cente	EDUCATION/District/O THER HEALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	Homebound Inst Pur/Svc	924.00
04/21/2023	53818	2,254.93	CTEC Data Solutions	EDUCATION/District/O PERATIONS SERVICES/PROFESSIONA L AND TECHNICAL SER	Tech--- Upkeep/Warranties	2,254.93
04/21/2023	53819	25.00	Engler Callaway Baas	EDUCATION/District/B OARD OF EDUCATION SERVICES/LEGAL SERVICES	Board-- Legal Services	25.00
04/21/2023	53820	275.00	FSS Technologies, LL	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	275.00
04/21/2023	53821	2,789.88	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/21/2023	53821	326.26	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
04/21/2023	53821	1,652.26	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/21/2023	53821	57.13	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
04/21/2023	53821	391.11	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
04/21/2023	53821	1,586.16	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/21/2023	53821	149.62	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
04/21/2023	53821	2,940.62	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/21/2023	53821	136.13	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
04/21/2023	53821	133.88	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
04/21/2023	53821	2,498.73	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/21/2023	53821	292.84	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
04/21/2023	53821	1,896.81	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/21/2023	53821	312.64	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
04/21/2023	53821	2,206.03	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/21/2023	53821	79.68	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/21/2023	53821	529.90	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
04/21/2023	53821	2,171.59	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/21/2023	53821	72.40	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
04/21/2023	53821	360.45	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
04/21/2023	53821	2,733.91	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/21/2023	53821	392.34	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
04/21/2023	53821	1,149.92	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/21/2023	53821	85.16	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
04/21/2023	53821	421.64	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
04/21/2023	53821	1,704.68	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/21/2023	53821	87.83	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
04/21/2023	53821	800.03	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/21/2023	53821	427.48	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/21/2023	53821	441.67	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
04/21/2023	53821	773.77	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/21/2023	53821	463.08	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
04/21/2023	53821	617.41	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
04/21/2023	53821	236.54	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
04/21/2023	53821	674.68	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	31,594.26
04/21/2023	53822	287.29	Holm, Renee	EDUCATION/ELEMENTARY /Interscholastic Programs/SUPPLIES	Elem-- Academic Enrch Supp/Mat	287.29
04/21/2023	53823	185.20	Home Depot Credit Se	EDUCATION/MIDDLE/Int erscholastic Programs/SUPPLIES	MS-- Acadm Enrich Supp/Mat	185.20
04/21/2023	53824	417.17	Huizar, Martha	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	417.17
04/21/2023	53825	2,623.50	IFSI	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	2,623.50
04/21/2023	53826	920.00	Illinois Holocaust M	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/PROFESSIONAL AND TECHNICAL SER	MS--- Pur Svc	
04/21/2023	53826	920.00	Illinois Holocaust M	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/PROFESSIONAL	MS--- Pur Svc	1,840.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/21/2023	53827	1,056.00	Integrated Systems C	AND TECHNICAL SER EDUCATION/District/O PERATIONS	Tech--- Web Hosting	1,056.00
04/21/2023	53828	240.00	IPA Lake Region	SERVICES/PROFESSIONA L AND TECHNICAL SER EDUCATION/ELEMENTARY	Elem-- IPA Princ Rec Breakfast	240.00
04/21/2023	53829	100.00	Jackowiak, Christoph	/ELEMENTARY/PROFESSI ONAL AND TECHNICAL SER	Pri-- Supp/Mat	
04/21/2023	53829	535.00	Jackowiak, Christoph	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Distr-- Tuition Reimb.	635.00
04/21/2023	53830	72.09	Knowles, Daniel Fran	EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- Band Supp/Mat	72.09
04/21/2023	53831	71.74	Kully Supply	HIGH/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Maintenance Supp/Mat	
04/21/2023	53831	71.74	Kully Supply	SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Maintenance Supp/Mat	
04/21/2023	53831	65.09	Kully Supply	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Maintenance Supp/Mat	208.57
04/21/2023	53832	20.00	Lake County Regional	SE/SUPPLIES EDUCATION/District/B OARD OF EDUCATION	Board--- Purch Svc	20.00
04/21/2023	53833	3,500.00	Lipsey, Lauren	SERVICES/PROFESSIONA L AND TECHNICAL SER EDUCATION/District/I	Impr. of Instr--- Staff	3,500.00
				MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/21/2023	53834	1,350.00	Loessl, Sarah	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	1,350.00
04/21/2023	53835	1,621.02	Martin-Upton, Eileen	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	1,621.02
04/21/2023	53836	13.97	Menards	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
04/21/2023	53836	13.97	Menards	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
04/21/2023	53836	13.97	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
04/21/2023	53836	14.08	Menards	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
04/21/2023	53836	14.08	Menards	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
04/21/2023	53836	14.07	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
04/21/2023	53836	446.74	Menards	EDUCATION/MIDDLE/Int erscholastic Programs/SUPPLIES	Athletics--- Supp/Mat	530.88
04/21/2023	53837	110.00	Midwest Transit Equi	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION	Trans--- Rep/Maintenance	110.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/21/2023	53838	4,690.01	Mitel	SERVICES/REPAIR AND MAINTENANCE SERVICE O & M/District/CARE AND UPKEEP OF BUILDING SE/At&t	Phone Services (AT&T)	4,690.01
04/21/2023	53839	24.32	Napa Auto Supply Fox	TRANSPORTATION/District/PUPIL	Trans--- Rep/Maintenance	
04/21/2023	53839	54.47	Napa Auto Supply Fox	TRANSPORTATION SERVICES/REPAIR AND MAINTENANCE SERVICE O & M/District/VEHICLE SERVICING AND MAINTENA/REPAIR AND MAINTENANCE SERVICE	Vehicle Repairs and Maint	78.79
04/21/2023	53840	119.84	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
04/21/2023	53840	42.69	NCC - Peterson Produ	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
04/21/2023	53840	42.69	NCC - Peterson Produ	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	205.22
04/21/2023	53841	2,350.02	Nicor Gas	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	Pri--- Natural Gas	
04/21/2023	53841	1,778.51	Nicor Gas	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	Elem--- Natural Gas	
04/21/2023	53841	2,942.60	Nicor Gas	O & M/MIDDLE/CARE AND UPKEEP OF	MS--- Natural Gas	7,071.13

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/21/2023	53842	170.00	PAHCS II/Northwester	BUILDING SE/NATURAL GAS TRANSPORTATION/Distr ict/PUPIL	Trans--- Bus Driver Physicals	
04/21/2023	53842	170.00	PAHCS II/Northwester	TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Random Drug Testing	340.00
04/21/2023	53843	376.33	Pioneer Valley Educa	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
04/21/2023	53843	421.17	Pioneer Valley Educa	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Kindergarten Sup/Mat	797.50
04/21/2023	53844	239.27	Presley, Nicola	EDUCATION/PRIMARY/In terscholastic Programs/SUPPLIES	Pri-- Academic Enrch Supp/Mat	239.27
04/21/2023	53845	56.43	Prostka, Jennifer	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	56.43
04/21/2023	53846	319.97	ReadyRefresh by Nest	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	MS--- Water/Sewer Services	
04/21/2023	53846	194.74	ReadyRefresh by Nest	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	Elem--- Water/Sewer Services	
04/21/2023	53846	254.36	ReadyRefresh by Nest	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	Pri--- Water/Sewer Services	769.07
04/21/2023	53847	60.00	Sassano, Paulette	TRANSPORTATION/Distr	Trans--- CDL Permits	60.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				ict/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES		
04/21/2023	53848	18,306.63	SEDOL	EDUCATION/SEDOL/Spec ED/TuitionOtherDistri	SPED--- SEDOL Tuition	
04/21/2023	53848	500.00	SEDOL	cts/Private Tuition EDUCATION/SEDOL/Spec ED/TuitionOtherDistri	SPED--- SEDOL Tuition	
04/21/2023	53848	5,906.65	SEDOL	cts/Private Tuition EDUCATION/SEDOL/Spec ED/TuitionOtherDistri	SPED--- SEDOL Tuition	24,713.28
04/21/2023	53849	10,072.50	Speech Path Speciali	EDUCATION/District/P PSYCHOLOGICAL SERVICES/PROFESSIONA	SPED--- Psych Pur Svc	10,072.50
04/21/2023	53850	417.78	Sposato-Jucha, Chiar	L AND TECHNICAL SER EDUCATION/MIDDLE/EDU CATIONAL MEDIA	MS--- Library Books	417.78
04/21/2023	53851	205.00	St Benedict Technolo	SERVICES/SUPPLIES EDUCATION/District/D ATA PROCESSING	Tech--- Suppt Svc (SBTC)	205.00
04/21/2023	53852	231.00	Streamwood Behaviora	SERVICES/OTHER EDUCATION/District/O THER HEALTH	Homebound Inst Pur/Svc	231.00
04/21/2023	53853	920.00	SunCloud Health	SERVICES/PROFESSIONA L AND TECHNICAL SER EDUCATION/District/O THER HEALTH	Homebound Inst Pur/Svc	920.00
04/21/2023	53854	325.48	Thomson Reuters-West	SERVICES/PROFESSIONA L AND TECHNICAL SER EDUCATION/District/B OARD OF EDUCATION	Board--- Residency Purch Svc	325.48
04/21/2023	53855	98.60	Warehouse Direct Bus	L AND TECHNICAL SER O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Custodial Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
04/21/2023	53855	95.70	Warehouse Direct Bus	SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Custodial Supp/Mat	
04/21/2023	53855	95.70	Warehouse Direct Bus	SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Custodial Supp/Mat	
04/21/2023	53855	7,075.00	Warehouse Direct Bus	SE/SUPPLIES O & M/District/CARE AND UPKEEP OF BUILDING	Dist--- Maintenance Supp/Mat	7,365.00
04/21/2023	53856	1,698.41	Wells Fargo Vendor F	SE/SUPPLIES EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	1,698.41
04/21/2023	53857	116.00	Wex Health, Inc	EDUCATION/District/B OARD OF EDUCATION SERVICES/DUES & FEES	Board--Dues/Fee RevTrck & Bank	116.00
04/21/2023	53858	11.79	Wiley, Stephaney	EDUCATION/District/F OOD SERVICES/PROFESSIONA L AND TECHNICAL SER	FoodSvc-- Purch Svc	11.79
04/27/2023	53859	2,760.00	Raymond's Bowl	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	2,760.00
		701,292.89	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	275,681.87	0.00	238,248.47	513,930.34
20	O & M	10,724.04	0.00	60,840.40	71,564.44
40	TRANSPORTATION	13,450.94	0.00	40,901.18	54,352.12
50	SOCIAL SECURITY/MEDICARE	33,634.06	0.00	0.00	33,634.06
51	IMRF	15,981.93	0.00	0.00	15,981.93
60	CAPITAL PROJECTS	0.00	0.00	11,830.00	11,830.00
***	Fund Summary Totals ***	349,472.84	0.00	351,820.05	701,292.89

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

12:30 PM
05/02/23
Accrual Basis

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

	Apr 30, 23
ASSETS	
Current Assets	
Checking/Savings	
State Bank Activity Bank Acct	
Girls on the Run	49.13
In & Out Account	1,204.76
National Junior Honor Society	4,495.92
Nature Center	2,616.70
Recycling Club	2,676.83
Student Council	8,835.06
Student Council Elementary	1,295.82
Sunshine Club - Elementary	567.20
Sunshine Club - Primary	374.44
State Bank Activity Bank Acct - Other	-1,193.48
Total State Bank Activity Bank Acct	20,922.38
Total Checking/Savings	20,922.38
Total Current Assets	20,922.38
TOTAL ASSETS	20,922.38
LIABILITIES & EQUITY	
Equity	
Retained Earnings	19,054.02
Net Income	1,868.36
Total Equity	20,922.38
TOTAL LIABILITIES & EQUITY	20,922.38

Convenience Fund Report April 2023

Account	Beginning Balance	Debits	Credits	Ending Balance
Prek	1010.66			1010.66
KG	2074.18			2074.18
1st Grade	3063.92			3063.92
2nd Grade	282.13		6.00	288.13
3rd Grade	3529.05	2760	2592.50	3361.55
4th Grade	399.73		6.00	405.73
5th Grade	2269.67			2269.67
6th Grade	623.71		6.50	630.21
7th Grade	3207.51			3207.51
8th Grade	9489.62		1500.00	10989.62
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	4800.82	825.49		3975.33
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			1909.56
STARS-E	14066.54	849.06		13217.48
STEM CLUB	317.28			317.28
Yearbook-M	434.30			434.3
Yearbook-P/E	-1094.06			-1094.06
In & Out Account	11349.71			11349.71
Total	77075.72			76752.17

**Big Hollow School District 38
Payroll Summary**

Date	Education	O&M	Transportation	IMRF/SS	Total
10-Apr-23	\$621,994.60	\$27,512.36	\$39,887.26	\$26,466.19	\$715,860.41
25-Apr-23	\$604,976.87	\$27,274.81	\$23,927.94	\$23,149.80	\$679,329.42
Grand Total	\$1,226,971.47	\$54,787.17	\$63,815.20	\$49,615.99	\$1,395,189.83

Board of Education President
Big Hollow School District 38

Date

Board of Education Secretary
Big Hollow School District 38

Date

WELLNESS POLICY

BELIEF STATEMENT

The Board of Education of Big Hollow School District #38 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

INTENT

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code, including, without limitation, goals for nutrition education, physical activity and other school-based activities designed to promote student wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one of more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy.

RATIONALE

A disturbing number of children are inactive and do not eat well. The result is an alarming 16 percent of children and adolescents are overweight – a threefold increase since 1980. Congress passed the Child Nutrition and WIC Reauthorization Act of 2004 on June 30, 2004. Recognizing the role students can play in health promotion; this law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1996 to develop a local wellness policy. The objectives of the wellness policy are to improve the school nutrition environment, promote student health and reduce childhood obesity. In addition, Public Act 094-0199 amends the Illinois School Code, requiring the Illinois State Board of Education to establish a state goal that all districts have a wellness policy.

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating is demonstrably linked to reduce risk for mortality and development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon general, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

GOALS FOR NUTRITION EDUCATION

Students in kindergarten through grade 8 shall receive nutrition education as part of a sequential program that is coordinated within a comprehensive health education curriculum. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors and aimed at influencing students' knowledge, attitudes, and eating habits. Special emphasis shall be placed on nutrition education in kindergarten through primary grades as eating habits are established at a young age. The curriculum shall be consistent with and incorporate relevant Illinois Learning Standards.

To maximize classroom time and to achieve positive changes in students' eating behaviors, nutrition education shall be integrated into the standards-based lesson plans of other school subjects like math, science, language arts, physical education, health, family, and social sciences.

To achieve positive changes in students' eating behaviors, it is recommended that a minimum of fifty contact hours of nutrition education opportunities be provided to students each year. Contact hours include a combination of classroom instruction; nutrition education provided in the cafeteria; or health fairs, field trips and assemblies providing nutrition education.

The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips, and school gardens.

GOALS FOR PHYSICAL ACTIVITY

Students in kindergarten through grade 8 shall participate in daily physical education that enables them to achieve and maintain a high level of personal fitness; emphasizes self-management skills including energy balance (calories in minus out); is consistent with state/district's standard/guidelines/framework; and is coordinated within a comprehensive health education curriculum. The curriculum shall be consistent with and incorporate relevant Illinois Learning Standards.

It is recommended that elementary students participate in physical education for a minimum of 150 minutes per week, and middle school students participate for 225 minutes per week (national Association for Sport & Physical Education recommendations). Special emphasis should be placed on promoting an active

lifestyle in kindergarten through primary grades and health habits established at a young age. Accommodations shall be made for students with disabilities, 504 plans, and other limitations.

Schools shall provide at least one daily supervised recess period to elementary students (Grades K-4)

Students shall be provided opportunities for physical activity through a range of before-and-after school programs including intramurals, interscholastic athletics, and physical activity clubs.

Because students should engage in a minimum of 60 minutes of physical activity a day, the physical education program shall seek opportunities to actively engage families as partners in providing physical activity beyond the school day.

GOALS FOR OTHER SCHOOL-BASED ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS

Parent Partnerships

Schools shall support parents' efforts to provide a healthy diet and daily physical activity for their children. This support shall begin in elementary school (Grades K - 4) and continue through middle school.

Parents shall be provided information to help them incorporate healthy eating and physical activity into their student's lives. This information may be provided in the form of handouts, postings on the school/district website, information provided in school/district newsletters, presentations that focus on nutrition and healthy lifestyles and any other appropriate means available for reaching parents.

Consistent School Activities and Environment – Healthy Eating

It is recommended that food providers share information about the nutrition content of school meals and/or individually sold foods with students, family and school staff.

School meals shall be served in a clean, safe, and pleasant setting with adequate time provided for students to eat, at a minimum in accordance with state and federal standard guidelines. The National Association of State Boards of Education recommends that students have adequate time to eat, relax and socialize: at least 10 minutes after sitting down for breakfast and 20 minutes after sitting down for lunch.

All food service personnel shall have adequate pre-service training and regularly participate in professional development activities that provide strategies for providing tasty, appealing, and healthy school meals; nutrition education strategies including coordination of classroom and cafeteria activities; and effective promotional techniques to encourage healthy eating habits.

Food providers shall involve families, students and other school personnel in choosing nutritious food and beverage selections for their local schools through surveys, committees, taste-testing and similar activities designed to provide input into the decision-making process.

Food providers shall work with suppliers to obtain foods and beverages that meet the nutrition requirements of school meals and nutrition standards for those sold individually.

Food providers shall work closely with school instructional staff to reinforce nutrition instruction and foster an environment where students can learn about and practice healthy eating habits.

Food providers shall take every measure to ensure that student access to foods and beverages on school campuses meets federal, state, and local laws guidelines.

School based organizations shall be encouraged to raise funds through the sale of items other than food (Attachment A).

To reduce competition with nutritionally balanced school meals and enhance safety, it is recommended that, to the extent practicable, students are not permitted to leave school grounds to purchase food or beverages.

Partnerships between schools and businesses are encouraged and many commercial advertising relationships involve foods or beverages. To meet wellness objectives, it is recommended that commercial advertising relationships involve only foods and beverages that meet nutrition standards (Attachments A).

School shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (My Plate) such as fruits, vegetables, low-fat dairy foods and whole grain products.

Nutrition education shall be provided by trained and well-supported staff with adequate pre-service and in-serving training. It is recommended that staff involved in nutrition education complete a pre-service course in nutrition and a minimum of one hour of nutrition education in-service training per school year. Preparation and professional development shall provide basic knowledge of nutrition along with activities, instructional techniques and strategies designed to change students' attitudes and behaviors. Food service handlers will complete the state required amount of training.

All foods and beverages made available on campus shall comply with the federal, state, and local food safety and sanitation regulations.

For the safety and security of food, access to any area involved in storage, preparation or service of food on the school campus shall be limited to authorized personnel.

Consistent School Activities and Environment- Physical Activity

Physical education shall be provided by trained and well-supported staff that is certified by the state to teach physical education. All physical education teachers shall regularly participate in continuing education activities that impart knowledge and skills needed to effectively promote enjoyable lifelong healthy eating and physical activity among students.

Physical education classes shall have a student to teacher ratio comparable to those in other curricular areas.

The physical education program shall be closely coordinated with other components of the overall school health program. Physical education topics shall be integrated within other curricular areas. In particular, the benefits of being physically active shall be linked with instruction about human growth, development, and physiology in science classes and with instruction about personal health behaviors in health education class.

Schools are encouraged to limit extended periods of inactivity. When activities such as mandated testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.

Schools are encouraged to develop community partnerships with other child-serving organizations such as park districts and YMCA's to provide students with opportunities to be active.

Schools are encouraged to provide student and community access to and promote use of the school's physical activity facilities outside of the normal school day.

Physical activity facilities and equipment on school grounds shall be safe.

Schools are encouraged to work with the community to create a community environment that is safe and supportive of students walking or biking to school.

NUTRITION GUIDELINES FOR ALL FOODS AND BEVERAGES AVAILABLE ON SCHOOL CAMPUSES DURING THE SCHOOL DAY

Food providers shall offer a variety of age-appropriate, appealing foods and beverage choices and employ food preparation, purchasing and meal planning practices consistent with the current Dietary Guidelines for Americans (e.g. Provide a variety of fruit and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served.)

All foods and beverages sold individually (apart from the reimbursable school meal) on school campuses during the school day shall meet nutrition standards (Attachment B). This includes:

- A La Carte offerings in the food service program;
- Food and beverages sold as part of school-sponsored fundraising activities.

Nutritious appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods and whole grain products, shall be available wherever food is sold or otherwise offered at school.

GUIDELINES FOR SCHOOL MEALS

School meals shall be consistent with the recommendations of the Dietary Guidelines for Americans and/or shall meet, at a minimum, the nutrition requirements and regulations for the national School Lunch program and/or School Breakfast Program and all applicable state and local laws and regulations.

MEASURING IMPLEMENTATION & COMMUNITY INVOLVEMENT

The district superintendent shall be charged with the operational responsibility for ensuring that each school meets the local wellness policy requirements.

The district superintendent shall appoint a district wellness team/council that includes parents, representatives of the school food authority, the school board, school administrators, and the public to oversee development, implementation and evaluation of the wellness policy. In addition, it is recommended that the district superintendent also appoints teachers (including kindergarten-grade 12, physical education and health educators) and health professionals (school nurse, physician dietitian, etc.) as members of the team/council.

The terms of district wellness team/council members shall be staggered for continuity.

The appointed district wellness team/council shall be responsible for:

- Creating and maintaining by laws for operation;
 - Assessment of the current school environment;
 - Development of a wellness policy;
 - Presenting the wellness policy to the school board for approval;
 - Measuring the implementation of the wellness policy; and recommending revision of the policy, as necessary.
- (Attachment C – check list)

The principal of each campus shall be responsible for implementation of the local wellness policy and shall appoint a school-based evaluation team to develop and implement an annual evaluation plan.

The school-based evaluation team shall evaluate policy implementation and identify areas for improvement. The evaluation team shall report their findings to the campus principal and develop with him/her a plan of action for improvement, as needed.

The wellness team/council shall hear reports from each campus group annually.

Before the end of each school year the wellness team/council shall recommend to the district superintendent any revisions to the policy it deems necessary.

The wellness team/council shall report to the superintendent and school board annually on the progress of the wellness team/council and the status of compliance by the campuses.

Attachment A

Fundraising Ideas

- Raffle
- Candles
- Book Sale
- Cookbook
- Car Wash *
- Walk-a-thons *
- Student Artwork
- Stuffed Animals
- Educational Games
- Holiday Decorations
- Faculty and/or student talent show
- Teacher/teacher and/or teacher/student sports competition *
- Refillable water bottle with the school logo
- School calendars with all the important dates on them
- School spirit items – tee shirts, sweatshirts, sweatpants lanyards and bracelets

* These fundraisers have the added benefit of promoting physical activity for students.

Attachment B:

Illinois Food and Beverage Standards

The table below provides food and beverage standards for all foods sold to students <i>outside of the USDA School Lunch and School Breakfast programs during the school day</i> , including a la carte sales, vending, school stores and fundraising. Food/Beverage	Nutrition Standards	Pre-K–Grade 5	Grades 6–12
1. *Water, unflavored	Unsweetened, noncarbonated		Any size
2. Water, flavored	Any	Not allowed	Not to exceed 25 calories per unit
3. Milk	Flavored or plain reduced fat (2 percent), low-fat (1 percent) and nonfat (0 percent), including lactose-free or lactose-reduced milk <i>Recommend schools move toward offering only low-fat (1 percent) and nonfat milk (0 percent)</i>	Not to exceed 8 ounces per unit	Not to exceed 16 ounces per unit
4. Dairy Alternative	Reduced fat, low-fat, and nonfat enriched alternative dairy beverages (<i>i.e. rice, soy, or other alternative beverages approved by USDA</i>)	Not to exceed 8 ounces per unit	Not to exceed 16 ounces per unit
5. Smoothie	Made with low-fat yogurt or other low-fat dairy alternatives	Not allowed	Not to exceed 200 calories per unit
6. Juice	100 percent fruit and vegetable juice	Not to exceed 4 ounces per unit	Not to exceed 12 ounces per unit

<p>7. All other beverages</p>	<p>Noncarbonated beverages except for those exempted from the USDA Foods of Minimal Nutritional Value list under the Competitive Foods Regulation¹</p>	<p>Not allowed</p>	<p>Not to exceed 200 calories and 12 ounces</p>
<p>8. A la carte entrées</p>	<p>All entrées for individual sale</p>	<p><input type="checkbox"/> Not to exceed serving size in the school meals programs for entrées served in the USDA National School Lunch or Breakfast Programs</p> <p><input type="checkbox"/> Not to exceed 400 calories per serving for entrées not served as part of the USDA National School Lunch and Breakfast Programs</p>	<p><input type="checkbox"/> Not to exceed serving size in the school meals programs for entrées served in the USDA National School Lunch or Breakfast Programs</p> <p><input type="checkbox"/> Not to exceed 450 calories per serving for entrées not served as part of the USDA National School Lunch and Breakfast Programs</p>
<p>9. Nutrient-dense foods</p>	<p>All nuts, seeds, nut butters, eggs, fresh fruits and vegetables, 100 percent dried fruits and vegetables, yogurt, and cheese</p>	<p><input type="checkbox"/> Recommend offering part-skim or reduced-fat cheese</p> <p><input type="checkbox"/> Recommend offering low-fat or nonfat yogurt</p>	

<p>10. Any other individual food sales except those listed separately in this table</p>	<ul style="list-style-type: none"> ☐ 35 percent or less fat calories per serving OR 8 grams or less fat per serving ☐ 10 percent or less saturated fat calories per serving ☐ Not to exceed 200 calories per serving 	<p>Not allowed</p>	<p>All other foods sold (except those listed separately in table) <i>during the school day</i> must meet nutrition standards</p>
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Attachment C

District wellness team/council responsibility checklist

<u>Checklist Item</u>	<u>Initials & Date</u>
● Assessment of school environment	_____
● Development of Wellness Policy	_____
● Create/maintain by-laws for operation	_____
● Board approval of wellness policy	_____
● Recommended revision(s) of policy <ul style="list-style-type: none">○ Removal of food as reward(s)○ Omit sale of food items for fundraisers○ Not permissible to bring treats to celebrate birthdays/holidays	_____
● Superintendent and School Board approval of revisions	_____
● Implementation by campus Principals	_____
● Progress/status compliance reported to Superintendent and School Board	_____

Attachment D

Healthful Food and beverage Options for School Functions *

At any school function (parties, celebrations, meetings, sporting events, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.

- Raw vegetables sticks/ slices with low-fat dressing
- Fresh fruit wedges – cantaloupe, honey dew, watermelon, pineapple, oranges, etc.
- Sliced fruit – peaches, kiwi, plums, pear, apples, grapes, etc.
- Fruit salad
- Whole grain Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, strawberries, and watermelon
- Single serving applesauce or canned fruit in juice
- Fruit smoothies made with fat-free or low-fat milk
- Pretzels or reduced fat crackers (goldfish)
- Baked chips with salsa or low-fat dip
- Low-fat muffins whole grain (small or mini), granola bars and cookies (graham crackers)
- Mini bagels whole grain with whipped, light, or fat-free cream cheese
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk products (string cheese, cheese cubes)
- Pure ice cold water

* This list is not all inclusive and is meant only to provide parent and school staff with guidance for healthier food and beverage choices. Not all food and beverage items on this list will necessarily meet district nutrient standards (Attachment A) as items vary in sugar, fat and calorie content from brand to brand. However, all of the items in the list are believed to be consistent with the intent of the wellness policy to promote student health and reduce childhood obesity.

Attachment E

Classroom Rewards

- A smile
- Going first
- Verbal praise
- Sit by friends
- Teaching the class
- Helping the teacher
- Enjoy class outdoors
- A field trip for the class
- Choosing a class activity
- Eat lunch with a teacher or principal
- Extra credit or class participation points
- Taking care of the class pet for a day
- A photo recognition board in a prominent location in the school
- A note from the teacher to the student commending his/her achievement
- A phone call, e-mail, or letter sent home to parents or guardians commending child's accomplishment
- Recognition of a child's achievement with morning/afternoon announcements or in the school newsletter
- Take a trip to the treasure box (filled with: age appropriate books, bookmarks, pencils, paper, erasers etc.)

Big Hollow Celebration Policy

Fundraisers

Fundraisers by student groups may not involve the sale of food items.

Food and Rewards

Food may not be used as a reward. Rewards could be additional activity time or special privilege. For additional ideas, see Attachment E.

Birthday Celebrations and Treats

Big Hollow Schools recognize that birthdays are important celebrations to young children. Each grade level team may decide how best to celebrate birthdays in ways that do not detract from instruction time. However, it is not permissible to bring treats to celebrate birthdays. Parents who wish to honor their child's birthday may do so in one of two ways: A book, game, or other similar item could be donated to the classroom in their child's honor. The school will place a dedication bookplate on the donated item to recognize the student. Or pencils, stickers, and similar items could be distributed to students if parents choose.

Celebrations During the School Day

Food served at school-wide celebrations -must be nutritious. See Healthful Food and Beverage List (Attachment D). Parents should work with the classroom teacher when choosing snacks so that any food allergies or special food needs present in the classroom can be addressed.

Unused Food Sharing Plan

Snack Program

Big Hollow School District will take any unused food items from our breakfast/lunch program and donate them to the School's Snack program.

Students that do not have a snack will be able to pick a snack from the unused food items. These food items will be made available to the primary, elementary, and middle school

Food Care Packages

The District can also send home unused food home with our homeless and needy families.



www.bighollow.us

Mr. Robert Gold, Superintendent

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26051 W. Nippersink Rd.
Ingleside, IL 60041
Phone 847-740-1490
Fax 847-740-9172

Big Hollow Primary School (EC-1)
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Ingleside, IL 60041
Phone 847-740-5320
Fax 847-740-3490

Big Hollow Elementary (2-4)
33315 N. Fish Lake Rd.
Ingleside, IL 60041
Phone 847-740-5321
Fax 847-740-3795

Big Hollow Middle School (5-8)
26051 W. Nippersink Rd.
Ingleside, IL 60041
Phone 847-740-5322
Fax 847-740-9021

BOARD OF EDUCATION COMMITTEE REPORT

Date: April 24, 2023 **Location:** Superintendent Office

Committee: Building/Grounds/Transportation

Members Present: Lauren Plescia, Doug Pedersen, Joe Cernuska

Others in Attendance: Bob Gold, Derek Swiderski

Duration of Meeting: 5:00 p.m. to 5:30 p.m.

Topic Points and/or Summary of Discussion:

The following agenda topics were discussed, followed by notes from the meeting in *red*.

- Public Comment
 - There were no public comments.
- Water main project
 - The committee reviewed a memo that Mr. Gold plans to share with the Board at the May 8th meeting. The recommendation of the committee is to move forward with the water main construction project in partnership with the Village of Volo.
- Summer maintenance project update
 - Mr. Gold reviewed the major facilities projects that will occur on campus this summer.
- SVPP Grant Update
 - Mr. Gold shared an update on the grant writing process for the School Violence Prevention Program (SVPP). The grant will be submitted by May 17th and we anticipate to hear results of the submission by the end of September.
- Adjournment

Submitted by:



www.bighollow.us

Mr. Robert Gold, Superintendent

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Big Hollow Primary School (EC-1)
33335 N. Fish Lake Rd.
Ingleside, IL 60041
Phone 847-740-5320
Fax 847-740-3490

Big Hollow Elementary (2-4)
33315 N. Fish Lake Rd.
Ingleside, IL 60041
Phone 847-740-5321
Fax 847-740-3795

Big Hollow Middle School (5-8)
26051 W. Nippersink Rd.
Ingleside, IL 60041
Phone 847-740-5322
Fax 847-740-9021

BOARD OF EDUCATION COMMITTEE REPORT

Date: May 2, 2023 **Location:** District Office

Committee: Policy Committee

Members Present: Vivian Kueter, Ashley Bennett, Doug Pedersen

Others in Attendance: Bob Gold

Duration of Meeting: 5:45 p.m. - 6:00 p.m.

Topic Points and/or Summary of Discussion:

- Reviewed recommended Board policy updates from PRESS Issues 111. Mr. Gold has added notes to each policy which is up for review, and the full Press Issue will be given to the Board for 1st approval at the May 8th Board meeting.

A handwritten signature in black ink that reads "Robert B. Gold".

Submitted by:

BIG HOLLOW SCHOOL DISTRICT 38**CITIZEN ADVISORY COUNCIL****BYLAWS****Article I: Purposes**

The Citizen Advisory Council (the "Council") for Big Hollow School District 38, having been created by the Board of Education (the "Board"), was designed to afford lay participation in educational planning and shall have the following purposes and objectives:

1. To assist in communication between the administration and the community.
2. To study and express to the administration its opinion on any questions concerning Big Hollow Schools which are submitted to it by the Board or Administration.
3. To serve as a communication vehicle for state and federal programs and building advisory teams.

Article II: Membership of the Council

The Superintendent shall solicit Council members prior to August 1st of each year. The Council will be open to whomever wishes to participate, with a cap set at 75 members. An effort will be made to have a balanced membership with representatives from each school. Community members and students will also be asked to be part of the Council.

Each person will serve a one-year term on the Council and will have the opportunity to participate in the Council the following school year.

No one is ineligible for Council appointments as long as the member of the Council attends the meetings of the Council and always cooperates to the best of their ability, regarding items that are addressed before the Council.

Article III: Limitation

The Council is solely an advisory group to the administration and members are encouraged to express their own opinions and convictions while participating in Council activities. The Board is and shall remain the group charged by law with the sole legal authority and responsibility for the administration of District 38 and these powers have not and cannot be delegated by the Board.

Article IV: Officers

~~The Council shall elect a chairperson, vice-chairperson and secretary. Officers shall be selected in September during the first meeting of the school year. The vice-chairperson shall automatically succeed the chair. The officers shall hold office for one year or until their successors take office. No officer except the secretary may succeed themselves in the same office.~~

~~———— The chairperson shall preside at all meetings and shall have a vote on all questions. The vice-chairperson shall function as the chairperson in the chairperson's absence. The secretary shall maintain an accurate attendance record.~~

~~_____The secretary (or school designee) shall inform members of their appointment to the Council and inform members who because of three absences are dropped from the membership roll. In the spring of each year, the secretary (or school designee) will contact all members to determine if they wish to continue their membership on the council for the next school year. The secretary (or school designee) also shall mail written notice of all Council meetings to members five days prior to each meeting, preserve the minutes of all meetings, and maintain a record of attendance at Council meetings.~~

Article V: Meeting of the Council

Regular meetings of the Council shall be held in: September, October, January, February and May of each calendar year. The district Superintendent has the authority to cancel a meeting if there are not any meaningful issues to present or discuss. The Council may vote to waive a meeting by action taken at the preceding meeting. Special meetings may be called at any time by ***recommendation to the Superintendent.*** ~~the chairperson or by the written request of nine or more Council members to the secretary.~~

~~Meetings shall be held on the fourth Monday of the scheduled month.~~ All meetings will begin at 6:30 **6:00** p.m. and adjourn no later than 8:00 p.m., unless the Council votes to extend the meeting. Meetings will be held in the library at Big Hollow Middle School.

One School Board member is encouraged to attend each CAC meeting on a rotating basis. Employees of District 38, and other interested individuals are also encouraged to attend the CAC meetings.

As an official Board committee, Council meetings are subject to the provisions of the “Open Meeting Act” of the State of Illinois and therefore, must be open to the public.

Funds for reasonable and justifiable expenses of the Council may be requested from the administration.

The Council shall seek input from District 38 administration on matters related to topics which the Council is considering. Requests for data relevant to the work of the Council shall be channeled through the chairperson and approved by the Superintendent of Schools so that there may be a reasonable demand on the time of employees required to assemble the requested data.

~~Meetings shall be conducted under the Roberts Rules of Order.~~

Article VI: Committees

Committees of the Council shall be appointed by the ***Superintendent*** ~~chairperson~~ with the advice and consent of the Council.

(Adopted by the Board of Education on ~~February 14, 2020~~)



To: Big Hollow School District 38 Board of Education

From: Bob Gold, Superintendent

Date: May 8, 2023

Re: Volo water connection project recommendation

As agreed during the annexation to Volo Village in 2021, the village will include the installation of a water service line for our campus as part of the Village's Water Main project. The service line was separately identified in the bidding documents for the project, and Big Hollow will reimburse the Village for the cost of installation of the service line.

On April 5, 2023, the Village of Volo opened bids for the Fish Lake Road & Molidor Road Water Main Extension Project. A total of 3 bids were received for the project. As stated in our annexation agreement, the Village did specifically identify in the bid documents which parts of the project which related directly to Big Hollow School District 38.

While the cost of the full project came in significantly higher than engineer estimates, Big Hollow's portion of the project is closer to estimates that were provided during the annexation discussions. Based on the bid results, Big Hollow will be responsible for a charge of \$456,857.50 to complete the service connection line (see attached bid summary). The Village has waived all annexation fees, and water connection fees.

There will be additional costs that we will be responsible for in terminating our current wells and turning our system over to the newly provided water main. We plan to open the bid process for this work very soon in order to complete the work in conjunction with this project. Our engineering firm has not been able to provide a confident bid estimate, as they are in the process of determining water pressure information.

This water main installation is scheduled to begin during the Summer of 2023, with the Big Hollow portion occurring in August of 2023. At this time, we need to make a decision regarding our connection to the water main supply line. We have the following three options to consider:

1. Do not do the project at this time. This decision could result in higher costs if/when the District chooses to connect at a later date.
2. Do the project at this time and pay for it fully within 60 days.
3. Do the project at this time and make equal payments over the next 5 years at an interest rate of approximately 1.25%.



I am recommending that we proceed with the connection project at this time, while making 5 equal payments to the Village of Volo over the next 5 years. The Village has secured a very low rate for this project through the Illinois Environmental Protection Agency (IEPA), so I would encourage us to take advantage of that rate to distribute our expenses.

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/, Personnel 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 12

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
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mmcculley@bighollow.us

Christine Arndt
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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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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.

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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 12

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

IASB Resolution

What is a resolution?

An IASB Resolution asks the Association to take a position and/or action. A resolution consists of at least one directive to take action, or a new/amended position statement accompanied by supporting statements or facts. Once a resolution proposal is submitted, it is debated at the Resolutions Committee meeting in August. Upon the committee's review, proposed resolutions are forwarded to member boards of education for consideration. The Resolutions Committee is made up of 21 school board members representing each of the Association's divisions. The committee members are elected by fellow school board members from their division to represent them on the statewide committee.

Who develops resolutions?

School boards that are members of the Association typically write and submit resolution proposals. Per the IASB Constitution, resolutions may be proposed by an Active Member, Association Division, the Association's Board of Directors, or the Resolutions Committee. Every proposal includes a statement of resolution and a statement of rationale. IASB staff works with the proposing school board(s), as needed, by reviewing and researching proposed resolutions to provide historical background on current law and ensure proper formatting.



2023 Resolution Submission Form

* Required

1. **What is your school district's full name? ***

Enter your answer

2. **School Board Member contact name ***

Enter your answer

3. **Board Member email address ***

Enter your answer

4. **District Superintendent name ***

Enter your answer

5. **District Superintendent email address ***

Enter your answer

6. The remaining questions are in regard to your specific Resolution. *

Select the type of Resolution you are submitting:

- New Resolution
- Amendment to a Position Statement

7. School District mailing address *

Enter your answer

8. How does the proposal align with the IASB vision? *

The vision of the Illinois Association of School Boards is excellence in local school board governance supporting quality public education.

Enter your answer

9. Is the proposed matter feasible (can it be done)? *

- Yes
- No

10. Has a similar resolution been presented and rejected? If so, why? *

Enter your answer

11. **Is the proposal impactful for most or all of IASB membership? ***

Yes

No

12. **Which of the IASB Advocacy Core Values does your submission align with? ***

The Core Values, legislative priorities, and position statements guide the IASB Advocacy agenda in support of its membership and ensure a strong collective voice on the highest priority issues and concerns.

- Supports locally elected, non-partisan, and volunteer school board members in providing excellence in local school board governance based upon the Association's *Foundational Principles of Effective Governance*.
- Supports and protects adequate and equitable funding necessary to provide all students with access to an excellent public education.
- Promotes excellence in student achievement for all Illinois students and fair accountability for academic progress
- Advocates for legislation that supports the physical and emotional well-being of students and staff.
- Supports a safe and secure learning environment for all; including, but not limited to one in which all are free from bullying, harassment, discrimination, and violence.
- Supports the Association's commitment to educational equity for every student
- Promotes non-partisan member engagement and provides the tools to enhance advocacy efforts.

13. Please provide your Statement of Resolution below. *

Use the beginning statement: "Be it resolved that the Illinois Association of School Boards shall ... "

Enter your answer

14. Please provide your Statement of Rationale below: *

Enter your answer

15. When was this Resolution approved by your Board of Education? *

Please input date (M/d/yyyy)

**16. Who from your Board signed the Resolution? ***

Enter your answer

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To: Big Hollow School District 38 Board of Education

From: Bob Gold, Superintendent

Date: May 8, 2023

Re: 2023 Summer Maintenance Projects Summary

After meeting with the Building/Grounds/Transportation committee, the table below summarizes the various major summer projects that will be prioritized on the Big Hollow campus.

Project Description	Location	Est. Cost	Source
Blacktop Sealcoating	All blacktop	\$33,750	Fund 20
Primary/Elementary classroom carpet replacement project (\$50,000 of this project is covered by the School Maintenance Project Grant)	Pri/Elem	\$137,632	Fund 20
BHMS Gym Floor repainting and refinishing	BHMS	\$32,595	Fund 20
Sprinkler system pipe analysis and repair	All buildings	\$10,000	Fund 20
Water Main Construction	Campus	TBD	Fund 60

BIG HOLLOW SCHOOL DISTRICT 38

EDUCATION SUPPORT PERSONNEL HANDBOOK

May, 2023

INTRODUCTION

GENERAL COMMENTS

The purpose of this handbook is to assist and support Education Support Personnel (ESP) employees in understanding the benefits and obligations of employment here in District #38. The District has compiled this ESP Handbook with the approval of the Board of Education. The Handbook's purpose is to present information, policy, and administrative procedures deemed necessary for the effective operation of Big Hollow School District #38. The provisions in this Handbook apply to all ESP employees in the District (i.e., all employees whose positions do not require Illinois certification), except as they may be modified by an individual employment contract. It is expected that present and new ESP employees will become familiar with the contents of this Handbook, as well as all other District rules and expectations, and conduct themselves accordingly.

~~This 2022 revision of the ESP Handbook supersedes all previously issued Handbooks.~~ The information contained in this Handbook will regulate Educational Support Personnel procedures for the 2023-2024 school year and future years until it is revised. However, the District reserves the right to change, modify, and/or delete unilaterally any information or provision contained in this Handbook at any time. The District may also alter or rescind any policy or practice, or adopt new policies or practices, at any time, with or without notice. In an emergency, or when otherwise deemed necessary to address an area not currently covered by the Handbook, additional information will be provided to ESP members on a supplementary basis regarding changes or new rules and regulations which must be initiated by the District. An ESP employee's decision to continue employment with the District following publication of this updated Handbook or any future revisions shall be deemed to constitute the employee's agreement with all such changes.

The contents of this ESP Handbook do not create an express or implied contract of employment. Because ESP staff members are generally employed on an at-will basis in District #38 by policy of the Board of Education, unless they are hired under an individual employment contract, this Handbook is not intended to alter this at-will relationship. Further, no supervisor or other administrator has any authority to alter or modify, either orally or in writing, any ESP employee's at-will status.

This Handbook should be kept on file and referred to when the need arises. It will also serve as a reference and guide to administrative action that will be taken in the event of a conflict with an employee or among employees. The Superintendent or designee will serve as the administrator for the ESP Handbook. Although the District encourages any problems resulting from an interpretation of the Handbook to be resolved as close to the conflict as possible, issues which are not resolved may be referred to the Superintendent. The Superintendent will be responsible for investigating and providing a decision.

DISTRICT #38 PHILOSOPHY

Our Mission:

To Educate, Empower and Engage All Learners

Our Vision:

One District - One Community

Growing Confident, Creative, and Conscientious Learners

CONDITIONS OF EMPLOYMENT

Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in the Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing non-licensed employees at-will but shall maintain a record of positions or employees who are not at-will.

Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel. All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time-to-time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The District will cover the expense of obtaining and retaining an Illinois bus driver permit, refresher course fees, and fees associated with mandatory health physicals relating to obtaining a bus driver's license. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30.

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 will manage a program to implement Federal and State law defining the circumstances and procedures for the testing. All costs incurred for drug and alcohol testing will be covered by the District.

Resignation and Retirement

An employee is requested to provide 2 weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any reason, subject to State and Federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the Board of Education consistent with the Board's goal of having a highly qualified, high performing staff.

Reduction in Force and Recall

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

Schedules and Employment Year

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and Federal law, Board policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, work load, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent's approval is required to establish a flexible work schedule or job-sharing.

Workday

The hours of work shall be listed on each "job description". The normal workweek shall consist of five (5) consecutive workdays, Monday through Friday. An ESP's workweek shall be on a regular basis unless adjusted for emergency situations or for the benefit of the school district.

A full-time employee is a permanent employee, who works 30 or more hours per week. A part-time employee is a permanent employee who works less than 30 hours per week.

Work schedules shall be included as a part of the detail of the "job description". Work schedules may be changed from time to time as seasons and conditions demand. Any permanent change shall require two (2) calendar weeks' notice to the employee involved.

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first 5 hours of the employee's workday. The District accommodates employees who are nursing mothers according to State and Federal law.

No overtime shall be allowed or incurred without the approval, in advance, by the Superintendent or Principal. Exceptions may be made in the case of emergencies. There is no guarantee of overtime work for any employee. Sunday shall be the beginning of each workweek for the purpose of calculating overtime. All work over and above forty (40) hours per week shall be compensated at the rate of one and one-half (1½) times the regular hourly rate of pay. Holiday/Leave hours do not count towards the 40-hour workweek.

Overtime hours can be taken as compensatory time (one and one-half (1½) hours per hour), instead of paid time.

Any employee covered by this agreement that is called by the Principal or Superintendent to return to work outside his/her regularly scheduled shift shall be paid beginning from their home and ending at the completion of the job on the school premise, with a minimum of two (2) hours. If the work that necessitated the call back is completed before the minimum two (2) hours, the employee may leave the premises, but will still be paid the minimum two (2) hours. All work under this provision must be approved in advance by the Principal or Superintendent.

School Closing for Severe Weather

When school is closed for severe weather, disaster, etc., all personnel will be notified via the emergency notification call system.

- A. All 12-month staff shall report to work as usual, if road conditions allow. Employees not reporting to work will not be paid, unless arrangements are approved by the immediate supervisor for making up the time. Snow days will be made up at the end of the school year. Make-up time for twelve (12) month employees will be arranged between the supervisor and employee.

On days when school is dismissed early due to severe weather, disaster, etc., employees will be dismissed no later than one half (1/2) hour after students are dismissed without loss of pay, providing students are not left unattended. The administration will establish a personnel chain of command to be utilized in a severe weather/emergency situation.

Evaluation

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board policies as well as in compliance with State law and any applicable collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and Federal law and any applicable collective bargaining agreement.

COMPENSATION AND FRINGE BENEFITS

Compensation

The Board of Education will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or Federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. Appendix A in this handbook outlines starting salaries for education support personnel.

Payroll

Pay day shall be on the 10th and 25th of each month. If a pay day falls on a legal holiday or weekend, the pay date will be the last workday before the noted pay day. All permanent employees are required to provide direct deposit information to the Big Hollow District #38 business office.

All support staff, including food service, will receive paychecks over 12 months (24 paychecks).

This 24- paycheck option is not available to Lunch Monitor or Transportation staff that work less than 12 months due to the possible variance in hours worked each pay period.

Salary Adjustments

Experience will be based upon the job application completed by the person when applying for a permanent job/position. In-district and out-of-district experience are defined as completed years of experience in a similar job/position as follows:

SALARY RATES	DEFINITION OF COMPLETED EXPERIENCE
No Experience	0 through 12 months completed
One Year Experience	Over 12 months completed
Two Years' Experience	Over 24 months completed
Three Years' Experience	Over 36 months completed

New employees will be placed at a salary rate based on their experience in a related field, using a Board-approved salary matrix for each position.

Generally, hourly pay rates are adjusted by the Board of Education on an annual basis prior to the start of the District's fiscal year (July 1) for 12 month employees. If this process is not completed by July 1, compensation adjustments will be retroactive to July 1 of the current year. New wages for 9 and 10 month employees will begin on the September 10th payroll.

Wage increases are dependent on evidence of an employee's continuing satisfactory performance. If an employee receives a "Needs Improvement" rating on the summative evaluation, the employee will receive a pay freeze for the following year.

Employees must hold their position for more than 50% of the fiscal year to be eligible for a raise the next fiscal year. Start date prior to December 1st.

Longevity Bonus

Employees will be eligible for a longevity bonus upon reaching the following milestones of service in Big Hollow: (same as above, must hold their position for more than 50% of the fiscal year to be eligible. With a start date before December.)

Years of Completed Service	Longevity Bonus	
5 years	3%	Applied to wage at the beginning of the 6 th year
10 years	3%	Applied to wage at the beginning of the 11 th year
15 years	3%	Applied to wage at the beginning of the 16 th year
20 years	3%	Applied to wage at the beginning of the 21 st year

The years of experience must be continuous employment in the Big Hollow School District without interruption. Part-time employees are eligible for longevity bonus. However, for employees who move from part-time to full-time, their part-time experience cannot be utilized towards a full-time longevity bonus.

The longevity bonus is given in addition to the standard salary increase at the beginning of the 6th, 11th, 16th and 21st year of continuous employment with Big Hollow School District without interruption.

If an employee receives a “Needs Improvement” rating on the summative evaluation the year they have earned a longevity bonus, the longevity bonus will still be given.

Time Sheets

Employee time sheets are electronic documents that you will be given access to. At the end of each pay period, your supervisor/office will print out your timesheet and have you sign it. Any variance in hours beyond the scheduled workday must be approved by the building Administrator.

(Example: If your scheduled workday hours are 7:00 a.m. - 3:30 p.m., and you arrive at 6:50 a.m., you would sign in with your official start time of 7:00 a.m.)



Name:			Position		
Date	Day	Time In	Time Out	Regular	Notes
5/10/2021	M				
5/11/2021	T				
5/12/2021	W				
5/13/2021	Th				
5/14/2021	Fr				
5/17/2021	M				
5/18/2021	T				
5/19/2021	W				
5/20/2021	Th				
5/21/2021	Fr				
5/24/2021	M				
5/25/2021	T				
				0	Total

Employee Signature: _____

Administration Signature: _____

Bus Drivers will have a different time sheet that includes a breakdown of driving, training, etc.

BHS D38 BELIEVING IN HIGHER STANDARDS BIG HOLLOW SCHOOL DISTRICT 38											
Hensen, Sally											
Date	Day	Time In	Time Out	Regular Hours (exceeds 1/2 hr lunch)	Description of Regular Hours	Additional Hours	Description of Additional Hours	Notes	Total Regular Hours	Total Additional Hours	Combine Total Hours
									0	0	0

Holidays

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

- New Year’s Day
- Martin Luther King Jr.’s Birthday
- President’s Day
- Memorial Day
- Juneteenth (if observed)
- Independence Day
- Labor Day
- Columbus Day
- Veteran’s Day (if observed)
- Election Day (if observed)
- Thanksgiving Day
- Christmas Day

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

- Day before or after New Year’s Day
- Day after Thanksgiving
- Day before or after Christmas

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

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

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

Vacation

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

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

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

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

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

Perfect Attendance

All permanent employees who work more than 600 hours per year and who do not use a sick or personal leave day during the school year, shall receive two hundred and fifty dollars (\$250.00). If an employee works two different positions within the school district (ex: food service and bus driver), perfect

attendance must be obtained in both positions in order to collect the perfect attendance incentive.

Health Insurance

Permanent Educational Support Personnel whose regular job description requires 30 or more hours per week within a twelve (12) month period will be eligible for medical insurance (health/dental/vision) coverage as offered in a group plan.

The Board will pay 90% of the single health care premium on the least expensive plan that is offered by the District, with the remaining premium payments to be made by any employee who participates in the offered coverage. If the employee contribution does not meet Affordable Care Act guidelines, adjustments will be made for compliance with the law. Family insurance coverage will be available to the employee at his/her own expense. Employee payment for any elected insurance plan coverage will be remitted to the District by a payroll deduction process. For those who are paid over 20 pay periods, the cost of Medical, Dental, Vision and/or Voluntary Life Insurance, will be prorated over the 20 paychecks.

Part-time ESP employees, working at least 600 hours per year, will be eligible to pay insurance premiums on a pro-rata basis (based on a full-time 30-hour workweek). For example, for an employee who works 20 hours per week, the Board will pay 2/3 of the Board paid portion of the premium.

Term Life Insurance

The Board shall provide each ESP employee who works more than 600 hours per year with a term life insurance policy in an amount not to exceed thirty-five thousand dollars (\$35,000). Each employee may elect to purchase additional life insurance coverage at the group rate provided the insurance carrier approves of such action.

Illinois Municipal Retirement Fund (IMRF) & Social Security/Medicare Rates

An employee must be employed in a position normally requiring performance of duty for 600 hours or more per calendar year in order to be eligible to participate in IMRF. If an employee is an IMRF retiree and is working at Big Hollow, then their hours are counted according to their anniversary (or hire) date and not the calendar year.

Contributions to IMRF are by the employer and employee as a percentage of monthly earnings.

- A. Employee Contributions: The current employee contribution rate is 4.50% of all earnings. The postponement of federal income tax is achieved by designating the 4.50% employee paid contribution as "employer paid" for the purpose of the Internal Revenue Code Section, 414 (h). However, the 4.50% is deducted from all earnings of the employee's payroll check. In addition, the employee pays a Social Security and Medicare rate as required by law.
- B. Employer Contributions: The employer contribution rate is calculated separately for each employee every year. In addition, the employer pays a Social Security and Medicare rate as required by law.

Social Security

Contributions for Social Security and Medicare are deducted from each employee's paycheck. The Board of Education will comply with all current applicable Federal regulations governing social security contributions.

LEAVES**Sick Leave**

Full or part-time educational support personnel who work at least 600 hours per year will accrue: ~~1 paid sick leave day per month of employment each year (ex. 12 month employees receive 12 sick days).~~

9 month employees = 8 sick days per year

10 month employees = 9 sick days per year

11 month employees = 10 sick days per year

12 month employees = 11 sick days per year

Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household; or birth, adoption, or placement for adoption. The Superintendent or designee shall monitor the use of sick leave.

As a condition for paying sick leave after 3 days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice registered nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith . If the Board or Superintendent requires a certificate during a leave of less than 3 days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

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

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

When an employee leaves the District, sick leave will be turned over to the IMRF retirement system to count towards years of service. There is no reimbursement for unused sick-days upon leaving the District.

Personal Leave

Full-time educational support personnel have 23 paid personal leave days per year. The use of a personal day is subject to the following conditions:

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

Bereavement Leave

In the event of the death of a member of the employee's immediate family, they shall be entitled to up to three (3) days bereavement leave for each such death without deduction from accumulated sick leave. Immediate family includes: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

Other Leaves

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

General Personnel Information

For general personnel information pertaining to all employees of Big Hollow District #38, please refer to the Board Policies listed below which can be found at the following website:

<http://www.bighollow.us/school-board-policy-manual-documents.html>

Policy 5:10	Equal Employment Opportunity and Minority Recruitment
Policy 5:20	Workplace Harassment Prohibited
Policy 5:30	Hiring Process and Criteria
Policy 5:35	Compliance with the Fair Labor Standards Act
Policy 5:40	Communicable and Chronic Infectious Disease
Policy 5:50	Drug- and Alcohol-Free Workplace; Tobacco Prohibition
Policy 5:60	Expenses
Policy 5:70	Religious Holidays
Policy 5:80	Court Duty
Policy 5:90	Abused and Neglected Child Reporting
Policy 5:100	Staff Development Program
Policy 5:110	Recognition for Service
Policy 5:120	Ethics and Conduct
Policy 5:125	Personal Technology and Social Media: Usage and Conduct
Policy 5:130	Responsibilities Concerning Internal Information
Policy 5:140	Solicitations By or From Staff
Policy 5:150	Personnel Records
Policy 5:170	Copyright
Policy 5:180	Temporary Illness or Temporary Incapacity
Policy 5:185	Family and Medical Leave

APPENDIX A

Below is a listing of minimum starting salaries for new employees for the 2023-2024 school year. If an employee comes to BHSD 38 with experience, consideration can be given for a higher starting wage.

Position	Starting Hourly Wage
Instructional	
Paraprofessionals (BA)	\$17.78 \$17.22
Paraprofessionals	\$16.32 \$15.81
Library Aide	\$16.32 \$15.81
Administrative Professionals	
Building Secretary	\$16.55 \$16.03
District Office Assistant	\$21.22 \$20.55
Bookkeeper	\$23.93 \$23.18
Transportation	
Bus Driver	\$22.72 \$22.00
Van Driver	\$19.10 \$18.50
Bus Monitor	\$13.22 \$12.49
Building and Grounds	
Maintenance	\$20.53 \$19.88
Custodian / Groundskeeper	\$18.18 \$17.61
Food Service	
Food Service Worker	\$15.49 \$15.00
Lunch Room/Recess Monitor	\$13.36 \$12.49
Health	
School Nurse	\$22.78 \$22.06
Health Aide	\$16.52 \$16.00



To: Big Hollow School District 38 Board of Education
 From: Dr. Michelle Hetrovicz, Director of Curriculum & Instruction
 Date: March 6, 2023
 Re: Middle School Mathematics Department Resource Adoption Proposal

MIDDLE SCHOOL MATHEMATICS & CURRICULUM WORK

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 a Middle School math curriculum review during the 2019-2020 school year. Staff began collaborating to develop a guaranteed and viable curriculum (GVC), which includes the following steps according to Robert Marzano¹:

1. Define clear learning expectations for the content area.
2. Provide all students an equal opportunity to learn essential content.
3. Develop and use proficiency scales in the classroom.
4. Use data-driven assessment to inform instruction.

Staff involved in the curriculum review are listed below.

Math Department Adoption Committee

- Bonny Walters, Teacher
- Amanda McDonough, Teacher
- Hailey Szydowski, Teacher
- Doug Erickson, Teacher
- Sylvia Garcarz, Math Department Head & Teacher
- Jennifer Neill, Teacher
- Kelsey Zak, Teacher
- Deonna Klobe, Teacher
- Josh Cornwell, Middle School Principal
- Michelle Hetrovicz, Director of Curriculum & Instruction

History

Through this in-depth process of identifying essential concepts and skills necessary for students to learn math in each grade level, the staff uncovered that the current curriculum and supporting resources did not provide a heavy emphasis on advanced mathematics concepts.. Up until the start of the review and GVC work, the resources provided by the District included the Eureka Math general mathematics curriculum. When Eureka math was first adopted in the 2016-2017 school year, the adoption did not include the specialized modules for Algebra and Geometry. Staff also expressed concern about the usability of Eureka math for the general math curriculum. Because of this, staff were reaching outside the District to various sources to gather materials for their lessons each day. This proved to be challenging from both an

¹<https://www.marzanoresources.com/professional-development/guaranteed-and-viable-curriculum#confmewrapp>

alignment and usability perspective, making it difficult to implement best teaching practices. Staff overwhelmingly expressed the desire to begin piloting current resources in their mathematics classrooms. Administration agreed to facilitate a pilot using *Big Ideas Math* to help provide an interim resource for teachers to utilize for the rest of the 2019-2020 school year.

During the second half of the 2019-2020 academic school year, schools were closed due to the pandemic. Because all curriculum work was stopped for the remainder of that school year, and because staff shifted to virtual or hybrid teaching, staff did not have an opportunity to meet and continue discussing the pilot of *Big Ideas Math*.

During the 2020-2021 school year, hybrid teaching continued and professional development resumed, however, the focus of the professional development was adjusted to ensure the transition to standards based grading was smooth. Staff continued to develop a GVC and also redefine and re-develop our mathematics courses. Therefore, the pilot of Big Ideas Math was extended mid-year to include the 2021-2022 school year while staff focused on aligning skills and standards vertically throughout grades 5-8. This work became the focus of ongoing professional development for the summer as well as the Fall of 2022. Staff continued to utilize Big Ideas Math and was able to form a solid opinion of how well the resource aligned and also the level of rigor offered to students at all grade levels. Staff also began using the components within *Big Ideas Math*, namely assessments, to help form a foundation for the continued GVC work.

Recommendation for Adoption.

The Big Hollow Math Department conducted a pilot *Big Ideas Math* pilot with the basic understanding that the students were in need of a coherent mathematics curriculum that provides vertical alignment, classroom-to-classroom consistency, and is equitable for students. The staff's desire was to provide our students with a math curriculum that allows students to engage in critical thinking, problem-solving strategies, real-world, hands-on experiences, and which is aligned to the Illinois State Standards.² The team believes that with the implementation of an updated mathematics curriculum focused on rigorous and coherent instruction, our middle school students will continue to grow and excel. Based on these beliefs, and after a thorough review of current materials, the *Big Ideas Mathematics* resource is being recommended for adoption and use starting in the 2023-2024 school year.

Rationale for the Big Ideas Math Adoption Proposal.

The Big Hollow Math Department met on multiple occasions over the last several years to evaluate best practices in math instruction and Illinois State Standards. The team believes that *Big Ideas Math* provides teachers with a variety of resources that help address both the skills and strategies our students need to master our priority standards. The curriculum provides opportunity for enrichment while still being accessible, so teachers feel more prepared to differentiate. Big Ideas also provides the rigorous practice and problem solving we need to prepare students for IAR.

The Math Department 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

² <https://www.isbe.net/Documents/math-standards.pdf>

improvement processes. The staff will continue to participate in regular review cycles related to curriculum and resource implementation and reviews.

EdReports

It is to be noted that Big Ideas: Modeling Real Life was reviewed by *EdReports.org*. *EdReports* offers free reviews, and the organization determines if a program meets, partially meets, or does not meet expectations for alignment to college and career-ready standards. This rating reflects the overall series average. Materials must meet expectations for standards alignment in order to be reviewed for usability.

The results of the *EdReports* findings are summarized in Table 1 below.

Table 1
EdReports Review of Big Ideas Math in 5-8th Grade

Grade	Focus & Coherence	Rigor & Mathematical Practices	Usability
5	13/14 - Meets	11/18- Partially Meets	N/A- not rated
6	13/14 - Meets	11/18- Partially Meets	N/A- not rated
7	13/14 - Meets	11/18- Partially Meets	N/A- not rated
8	13/14 - Meets	11/18- Partially Meets	N/A- not rated

As explained by *EdReports*,³ the instructional materials for *Big Ideas Math: Modeling Real Life* Grade 5-8 partially meet the expectations for alignment. The instructional materials meet expectations for “Gateway 1, Focus and Coherence,” by focusing on the major work of the grade and being coherent and consistent with the Standards. The instructional materials partially meet the expectations for Gateway 2, rigor and practice-content connections. The materials partially meet the expectations for rigor by reflecting the balances in the Standards and giving appropriate attention to procedural skill and fluency. “Procedural fluency is the ability to apply procedures accurately, efficiently, and flexibly; to transfer procedures to different problems and contexts; to build or modify procedures from other procedures; and to recognize when one strategy or procedure is more appropriate to apply than another.”⁴ The materials partially meet expectations for practice-content connections. The materials identify the practices and attend to the specialized language of mathematics, however, they do not attend to the full intent of the practice standards.

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 mathematics. In addition, our staff has worked to ensure the assessments used in our mathematics classrooms are rigorous and attend to the full intent of the Illinois Learning Standards

³

<https://www.edreports.org/reports/detail/big-ideas-math-modeling-real-life-2019/eighth-grade/gateway-two>

⁴ [National Council of Teachers of Mathematics](#)

as well as the standards for mathematical practice. Staff will continue to build in opportunities for practice with procedural fluency during daily instruction.

Next Steps.

Upon School Board review, the Big Hollow Math Department recommends a 3-year adoption of *Big Ideas Math*. With board approval, a 3-year initial purchase totaling approximately \$39,889 will be made. This cost includes online curriculum access (teacher/student). Textbooks and student workbook consumables will not be needed at this time. Both teachers and students will utilize the online platform. *Big Ideas Math* will connect directly to our learning management system, which makes assigning work to students extremely easy. We do not anticipate any yearly costs associated with the adoption unless teachers need one-time purchases of manipulative materials (such as tangrams, fraction tiles, algebra tiles, etc.).



To: Big Hollow School District 38 Board of Education
 From: Dr. Michelle Hetrovicz, Director of Curriculum & Instruction
 Date: March 6, 2023
 Re: Middle School PE/Health Department Resource Adoption Proposal

MIDDLE SCHOOL HEALTH PILOT & CURRICULUM WORK

Through the District's curriculum review cycle, and as part of ongoing improvement process being used at both the District and School level, staff at the Middle School began examining the Middle School Health curriculum. It was noted that the current Middle School Health curriculum hadn't been reviewed in many years. Up until the review which started in the 21-22 school year, the resources provided by the District included the following textbooks:

- Merki, M.B. (1999). *Teen health*. New York, NY: Glencoe/McGraw- Hill.
- Holt, Rinehart, & Winston. (2009). *Decisions for health*. Austin, TX: Holt.

Staff did not have access to any other District approved resources. Staff involved in the curriculum review are listed below.

Health Resource Adoption Committee.

- Eric Wolters, Teacher
- Rachel Ford, Teacher
- Maria Banach, Teacher
- AJ Ostrowski, Teacher
- Sara Kumpula, Department Head (21-22 school year)
- Annie Wahls, Department Head (22-23 school year)
- Josh Cornwell, Middle School Principal
- Michelle Hetrovicz, Director of Curriculum & Instruction

History & Associated Learning Standards

Physical activity and health instruction are shown to promote student well-being. Students' physical and emotional health will benefit from several selected PE and Health standards and have been identified by the Illinois State Board of Education.¹ These selected standards will further assist the students in their social-emotional growth and development. Associated Illinois State Standards for Health include the following:

- STATE GOAL 22: Understand principles of health promotion and the prevention and treatment of illness and injury.
- STATE GOAL 23. Understand human body systems and factors that influence growth and development.

¹ <https://www.isbe.net/Documents/Goals-19-24-and-Perf-Descrip.pdf>

- STATE GOAL 24: Promote and enhance health and well-being through the use of effective communication and decision-making skills.

In addition, the Illinois State Board of Education recently published the Illinois Instructional Mandates² for the 2022-2023 school year, which provides guidance for instruction based on the Illinois Administrative Code. This document was reviewed carefully to ensure Big Hollow Middle School Health Curriculum is in compliance and meeting all associated requirements

During the 2021-2022 school year, staff began piloting a resource that is widely used in other surrounding school districts across Lake County, Illinois, *ETR Healthsmart*. This resource is a comprehensive, skills-based resource that also supports social emotional learning. The ultimate goal of the *HealthSmart* program is to promote the healthy growth and development of youth and give them the knowledge and skills to make healthy choices and establish life-long healthy behaviors.³ The resource is aligned with the National Health Education Standards.⁴⁵

Recommendation for Adoption.

The Big Hollow Health Department and Big Hollow administrators conducted a pilot with the basic understanding that the students were in need of a coherent health curriculum that provides vertical alignment, classroom-to-classroom consistency, and is equitable for students. The staff's desire was to provide our students with a health curriculum that allows students to engage in critical thinking, problem-solving strategies, real-world, hands-on science experiences, and which is aligned to the mandates and Illinois State Standards. The team believes that with the implementation of an updated health curriculum focused on current standards and coherent instruction, our middle school students will develop a strong foundational understanding and be more able to live healthy, fulfilling lives. According to the Department, "HealthSmart will be a major help in clarifying Big Hollow's health education scope and sequence. I really appreciate having such a credible and expansive resource to pull from. This resource focuses on developmentally appropriate and culturally aware healthy behavior outcomes, set by the CDC, for each topic and grade. Topics, lessons, and activities are all purposefully connected to National Health Education Standards. Student resources for us to print or share and workbook pages we can print, or use to help us model our own formatives and summatives specific to what we've covered in class, have been extremely helpful. They invented the wheel! Access to this resource is crucial to us improving and sustaining the quality of health education for all of our students!"

Based on these beliefs, and after a thorough review of current materials, the *ETR/Healthsmart* online health resource is being recommended for adoption and use starting in the 2023-2024 school year.

Rationale for ETR/Healthsmart Health Adoption Proposal.

The Big Hollow Health Department met on multiple occasions to evaluate the mandates, Illinois State Standards, and current health curriculum resources. The team believes *ETR Healthsmart* meets all of the instructional needs and provides resources for all Health related mandates for each grade, five through eight.

² <https://www.isbe.net/Documents/IL-Mandated-Units-of-Study.pdf>

³ <https://www.etr.org/healthsmart/about-healthsmart/>

⁴ <https://www.etr.org/healthsmart/assets/File/standards/NHE-standards-healthsmart-K-5-2dEd.pdf>

⁵ <https://www.etr.org/healthsmart/assets/File/standards/NHE-standards-healthsmart-6-8-3dEd.pdf>

The Health Department 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. Lastly, staff will ensure any additional resources, materials, and activities will reflect the state and local policies, while also ensuring they opt out of specific content that does not meet the needs of the community.

Next Steps.

Upon School Board review, the Big Hollow Health Department recommends a 3-year adoption of *ETR Healthsmart*. With board approval, a 3-year initial purchase totaling approximately \$34,000 will be made. This cost includes online curriculum access (teacher/student). Textbooks and student workbook consumables will not be needed at this time. Both teachers and students will utilize the online platform. *ETR Healthsmart* will connect directly to our learning management system, which makes assigning work to students extremely easy. We do not anticipate any yearly costs associated with the adoption unless teachers need one time purchases of demonstration materials (such as anatomical models or the like.)

BHSD38 BELIEVING
IN HIGHER
STANDARDS
BIG HOLLOW SCHOOL DISTRICT 38

Big Hollow District Office
26051 W. Nippersink Rd.
Ingleside, IL 60041
Phone: 847-740-1490
FAX: 847-740-9172

Big Hollow Primary School (EC-1)
33335 N. Fish Lake Rd.
Ingleside, IL 60041
Phone: 847-740-5320
Fax: 847-740-3490

Big Hollow Elementary (2-4)
33315 N. Fish Lake Rd.
Ingleside, IL 60041
Phone: 847-740-5321
Fax: 847-740-3795

Big Hollow Middle School (5-8)
26051 W. Nippersink Rd.
Ingleside, IL 60041
Phone: 847-740-5322
Fax: 847-740-9021

SPORT	SY 22-23 COACHES	RECOMMENDED SY 23-24 COACHES
Athletic Director	Deonna Klobe	Annie Wahls
Basketball, Boys (6th Grade)	Nicholas Pegarsch	<i>vacant</i>
Basketball, Boys (7th Grade)	Jerry Feuling	<i>vacant</i>
Basketball, Boys (8th Grade)	David Jesmer	David Jesmer
Basketball, Girls (6th Grade)	Krystal Serafin	Krystal Serafin
Basketball, Girls (7th Grade)	Kennedy Kiesgen	Kennedy Kiesgen
Basketball, Girls (8th Grade)	Kirsten Wilhelm	Kirsten Wilhelm
Cheerleading	Nicole Zeppo	Nicole Zeppo
Cross Country	Eric Wolters	Eric Wolters
Cross County Assistant	Maria Banach	Maria Banach
POMS/Dance (Middle School)	Stephanie Cullotta	Stephanie Cullotta
Soccer, Boys	Andrew Bernsee/Lisa Swiderski	Lisa Swiderski
Soccer Asst., Boys	N/A	N/A
Soccer, Girls	Sarah Loessl	Sarah Loessl
Soccer Asst., Girls	N/A	N/A
Track, Boys	Eric Wolters	Eric Wolters
Track, Girls	Maria Banach	Maria Banach

Track (additional coach if #'s warrant)	Annie Wahls	N/A
Track (additional coach if #'s warrant)	Rachel Ford	N/A
Volleyball, Boys (7th Grade)	Sabrina Summers	Sabrina Summers
Volleyball, Boys (8th Grade)	Meghan Weiss	Meghan Weiss
Volleyball, Girls (7th Grade)	Heather Wick	Heather Wick
Volleyball, Girls (8th Grade)	Kim Jensen	Kim Jensen
Wrestling	Eric Wolters	Eric Wolters
Wrestling Asst. (if warranted)	<i>If #'s warrant position</i>	N/A
Softball, Girls (7th & 8th Grade)	Deonna Klobe	<i>vacant</i>
Band (extra-curricular)	Dan Knowles	Dan Knowles
Choir (extra-curricular)	Julie Dee	Julie Dee
Fall Musical Director	Denise Maifield	<i>vacant</i>
Fall Musical Asst. Director	Julie Dee	Julie Dee
Fall Musical Choreographer	Lindsay Brillion	<i>vacant</i>
Fine Arts Facilitator	Julie Dee	Julie Dee
Honor Society	Courtney Wegrzyn/ Julie Dee	Courtney Wegrzyn / Julie Dee
Set Design	Kori Paulson	Kori Paulson
Set Design Asst.		N/A
Speech, Debate & Acting	Denise Maifield	<i>vacant</i>
Speech, Debate & Acting, Asst.	Nicole Buschek	Nicole Buschek
Spring Play Director	Denise Maifield	<i>vacant</i>
Spring Play Asst. Director	Julie Dee	Julie Dee
Student Council	Laura Wolframski/ Jodie Ruden	Laura Wolframski/ Jodie Ruden

Variety Show (Middle School)	Julie Dee/ Dan Knowles	Julie Dee / Dan Knowles
Variety Show (Ele School)	Carrie Miller/ Casper Provo	Carrie Miller / Casper Provo
Yearbook (Middle School)	Jennifer Mobus	<i>vacant</i>
Yearbook (Pri/Ele Schools)	Brenda Weiskopf/ Dawn Lucas	Brenda Weiskopf / Dawn Lucas

April 2023 Employment Report

Approve the employment of Nicole Stroup, Teaching and Learning Coordinator, effective July 1, 2023.

Approve the employment of Alejandra Luna Cabrera, Transportation Driver, effective May 9, 2023.

Approve the employment of Sabrina Summers, ESL Summer School Teacher, effective July 17, 2023.

Approve the employment of Kelly Meegan, ESL Summer School Paraprofessional, effective July 17, 2023.

Approve the employment of Bridget Schuler-Beck, ESL Summer School Paraprofessional, effective July 17, 2023.

Approve the employment of Kerry Hubbard, ESL Summer School Paraprofessional, effective July 17, 2023.

Approve the employment of Anthony Murray, 8th Grade ELA Teacher, effective August 1, 2023.

Approve the personnel change for Janine Vasica, 1st Grade Teacher, to Primary Reading and Math Interventionist, effective the 2023-2024 school year.

Approve the request for a leave of absence for Jennifer Mobus, 7th Grade Social Studies Teacher, for the 2023-2024 school year.

Approve the personnel change for Cindy Matthews, Lunch Monitor to Paraprofessional, effective May 11, 2023.

Approve the employment of Madelyn Nash, 4th Grade Teacher, effective August 1, 2023.

Approve the employment of Victoria Rathke, Elementary Paraprofessional, effective August 1, 2023.

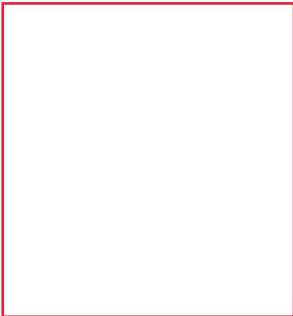
Form: **New Hire Form** Name: **Morley, Melissa N.** Employee Type: **12 MO CLERICAL** Building Code: **MS**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Nicole Stroup



ASSIGNMENT

CERTIFIED: Administrator: **Yes** Teacher: **no** If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **District Grade/Area: all**

Start Date: **07/01/2024** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Dr. Mike Karner** Title: **ROE Superintendent**

Name: **Shay McCorkle** Title: **Current Supervisor at ROE**

BA BA+15 MA MA+15 MA+30

Years Credited Step

BudgetCode

10e000-2610-1100

Total Years Experience Salary/Hourly Rate **\$87,056** (may be adjusted if circumstances require)

Comments:

Teaching and Learning Coordinator -- 10 month contract

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: **Laske, Jacquelyn L.** Employee Type: **TRANSPORT COORD** Building Code: **MS**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Alejandra Luna Cabrera



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Yes Other:

Building: **MS Grade/Area: K-8**

Start Date: **5/9/2023** 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: **Jeff Green** Title: **Trans. Super**

Name: **Mike** Title: **Trans. Super**

BA BA+15 MA MA+15 MA+30

Years Credited Step

BudgetCode

Total Years Experience **4** Salary/Hourly Rate **22.00** (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: **Alonso, Catherine H.** Employee Type: **12 MO CLERICAL** Building Code: **MS**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Sabrina Summers



ASSIGNMENT

CERTIFIED: Administrator: Teacher: **Yes** If Teacher Please select ~ Gen Ed: SPED: ESL: **Yes**

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **Elementary** Grade/Area: **1-5**

Start Date: **7/17/2023** 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

10-0-1800-1100-01-4909

Total Years Experience Salary/Hourly Rate (may be adjusted if circumstances require)

Comments:

EL Summer School

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: **Alonso, Catherine H.** Employee Type: **12 MO CLERICAL** Building Code: **MS**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Kelly Meegan



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: **Yes** Secretary: Substitute:

Technology: Transportation: Other:

Building: **Elementary Grade/Area: 1-5**

Start Date: **7/17/2023** 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

10-0-1800-1100-01-4909

Total Years Experience Salary/Hourly Rate (may be adjusted if circumstances require)

Comments:

EL Summer School

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: **Alonso, Catherine H.** Employee Type: **12 MO CLERICAL** Building Code: **MS**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Bridgett Schuler-Beck



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: **Yes** Secretary: Substitute:

Technology: Transportation: Other:

Building: **Elementary** Grade/Area: **1-5**

Start Date: **7/17/2023** 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

10-0-1800-1100-01-4909

Total Years Experience Salary/Hourly Rate (may be adjusted if circumstances require)

Comments:

EL Summer School

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: **Alonso, Catherine H.** Employee Type: **12 MO CLERICAL** Building Code: **MS**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Kerry Hubbard



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: **Yes** Secretary: Substitute:

Technology: Transportation: Other:

Building: **Elementary Grade/Area: 1-5**

Start Date: **7/17/2023** 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

10-0-1800-1100-01-4909

Total Years Experience Salary/Hourly Rate (may be adjusted if circumstances require)

Comments:

EL Summer School

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

Anthony Murray



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: **8th ELA**

Start Date: **08/01/23** 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: **Erik Brekke** Title: **Principal**

Name: **Stephanie Posey** Title: **Assistant Sup for Secondary Ed**

BA BA+15 MA MA+15 MA+30 **Yes**

Years Credited **7** Step **8**

BudgetCode

Total Years Experience **10** Salary/Hourly Rate (may be adjusted if circumstances require)

Comments:

Tony has his Doctorate, so he should be at Doctorate level, Step 8.

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: **Janusz, Lenayn M.** Employee Type: **PRINCIPAL** Building Code: **PR**

BIG HOLLOW SCHOOL DISTRICT #38
Personnel Change Form

Employee Name
Janine Vasica



New Position: **Primary Reading/Math Interventionist**

Replacement For: **new position**

Building: **Primary**

Current Position: **1st grade teacher**

Date Change is Effective: **23-24 school ye**
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 time**

Years Credited:

Sick: Vacation: Personal:

Budget Code:

Employee Signature:

Date:

April 26, 2023

Big Hollow Board of Education,

I am requesting a one year leave of absence for the 2023-2024 school year due to child care issues. I plan to return for the 2024-2025 school year. Thank you!

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Mobus". The signature is written in a cursive style with a large initial "J" and "M".

Jennifer Mobus

Form: **Personnel Change Form** Name: **Janusz, Lenayn M.** Employee Type: **PRINCIPAL** Building Code: **PR**

BIG HOLLOW SCHOOL DISTRICT #38
Personnel Change Form

Employee Name
Cindy Matthews



New Position: **paraprofessional**

Replacement For: **Monika Bruchert**

Building: **Primary**

Current Position: **Lunch monitor**

Date Change is Effective: **May 11, 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 **5** Step **6**

Salary: **\$17.24**

Full or Part Time: **full time**

Years Credited: **5**

Sick: Vacation: Personal:

Budget Code:

Employee Signature:

Date:

Form: **New Hire Form** Name: **Biancalana, Venette Irene** Employee Type: **PRINCIPAL** Building Code: **EL**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Madelyn Nash



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: **Elementary Grade/Area: Fourth Grade**

Start Date: **Aug 1 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: **Alissa Dovichi** Title: **Supervising Teacher**

Name: **Sally Bluma** Title: **Director**

BA Yes BA+15 MA MA+15 MA+30

Years Credited **0** Step **1**

BudgetCode

Total Years Experience **0** Salary/Hourly Rate **\$42,917** (may be adjusted if circumstances require)

Comments:

Salary will be adjusted when new contract is approved.

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

Victoria Rathke



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: **Yes** Secretary: Substitute:

Technology: Transportation: Other:

Building: **Elementary** Grade/Area: **Special Ed**

Start Date: **Aug 1, 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: **April Melendez** Title: **Co-worker**

Name: **Joy Huckeby** Title: **Friend**

BA BA+15 MA MA+15 MA+30

Years Credited **7** Step **8**

BudgetCode

Total Years Experience **10** Salary/Hourly Rate **\$17.85** (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:

Board of Education Administrator Report

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

Birthday books given to all students - P, E

Student Birthday lunch & gifts - E

Elementary Student (and maybe some staff!) Talent Show Preparations begin-E

After School Enrichment Classes - P, E

Seasonal Arts & Crafts - P (1st & Kindergarten)

Arts & Crafts -P (Kindergarten)

Arts & Crafts -P (1st grade)

Beginning Guitar (1st grade)

Let's Play - P (Kindergarten)

Let's Play - P (1st grade)

Math Club - P (Kindergarten)

Walking Club-E

Craft Club-E

Art Club-E

Chess Club-E

Good News Club-P, E

You won't be "board" Game Club-E

Youthage Culinary Class in April & May-P, E

Math Club-E

Sports seasons: Track - M

Clubs meeting:

Warrior News - M
Mad Science Club - M
Table-top Game Club - M
Play performances took place at the end of April - M
Planning a trip abroad for students in 23/24 - M
Alcohol prevention communication campaign being planned with Lake County - M
Third round of intervention groups starting - M
Field trip for 8th graders to IL Holocaust Museum - M
8th grade Advanced ELA “Showcase” took place on 4/25 - M
HS Spanish placement test for 8th graders - M
Great America field trip for 7th & 8th Band, Choir - M
PBIS fundraiser for Principal to be taped to a wall - M
The Movie Making School after-school club starting - M

2. Good Things Happening for Staff:

Completed annual safety drills - P, E
Benchmark Dual Language Resource presentation
Vista Dual Language Resource presentation
Creating goals & action steps for addressing PBIS Student Survey Feedback for Culture & Climate with building leadership team and SEL representatives-E
Review of SAM-I (Self-Assessment of MTSS Implementation - Illinois) completed - P, M
Creating goals & action steps using SAM-I - P, M
SchoolWide Coaching/Training visits - P, E, M
School Improvement Plan discussions - P, E, M
GVC work for ELA, social studies, science departments, PE/Health, 5th grade teachers - M
PBIS team meetings - P, M
District-wide MTSS meetings - P, E, M
Creating a list of culturally responsive teaching strategies- P
Diversity, Equity, Belonging committees - P, E, M
Unpack your Impact book study - P
Culturally Responsive Teaching for Multilingual Learners Book Study-E
Summative Evaluations completed - P, E, M
Community Outreach Committee continues to meet and plan - P, E
Professional Development in Workshop Model, Balanced Literacy for ELA from ROE - M
Math Department ongoing book study - M
1st & 2nd grade - Writing Book study- Getting Started with Beginning Writers- P, E
OTUS training for grade-level teams - M

3. General Information to Share:

Wellness Committee Meeting met - April 13, 2023
Title I parent involvement meeting - April 27, 2023
Lake County Educator of the Year Award Nominees from Primary School-May 10th is the Awards Ceremony
Jen Zonsius - Diverse Learner Teacher - Primary
Aneta Luszczyk - Student Support Personnel; social worker - Primary

Jen Shepard - Educational Service Personnel; paraprofessional - Primary
Three staff members were nominated, but declined the nomination

Lake County Educator of the Year Award Nominees from Elementary School-May 10th is the Awards Ceremony

Classroom Educator: Kathryn Keenon-Grade 3

Early Career Educator: Marcella Drecoll-Grade 2

Early Career Educator: Kirsten Wilhelm-Grade 4

ELL/SPED: Chad Ziarko-Learning Resource Specialist

Administrator: Sara Kumpula-Assistant Principal

Administrator: Vinni Biancalana-Principal

Student Support Personnel: Meg Marienthal-Reading Specialist/Title I Teacher

Educational Service Personnel: Jen Berg-Administrative Assistant

Honoree: Bridget Schuler-Beck-Paraprofessionals are being honored on May 10th

Lake County Educator of the Year Award Nominees from Middle School-May 10th is the Awards Ceremony

Educational Service Personnel: Lisa Swiderski

Student Support Personnel: Cori Dudakiw-Warrick

Classroom Middle School Teacher: Christina Hagen

Classroom Middle School Teacher: Annie Wahls

Classroom Middle School Teacher: Dan Knowles

Fourth Grade Teacher, Mrs. Andrea Woods is one of 30 finalists (of over 500 nominees) for the 2023 Golden Apple Award for Excellence in Teaching! The Golden Apple Foundation representatives came for a school visit on Monday, March 20th. Interviews with students, staff, parents and administrators, as well as a classroom observation and tour of the school took place. The schedule we followed is [HERE](#). We will know the results sometime in May.

Monday, April 10, 2023

1. Good Things Happening for Kids:

April is Celebrate Diversity Month

World Autism Day - P, E, M

4th grade Showcase was an amazing success! Art, STEM, and Music! - 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

March Bus Bash winners celebrated in April- P, E

Principals' Kindness Challenge Celebration- March 15 - P

Monthly PBIS classroom celebrations- P

Students earning STARbucks for following school expectations - P, E

Students earning PBIS Rewards points for following school expectations - M

Students redeeming PBIS Rewards points for prizes from school store - M

Birthday books given to all students - P, E

Student Birthday lunch & gifts - E

Elementary Student (and maybe some staff!) Talent Show Preparations begin-E

After School Enrichment Classes - P, E

Seasonal Arts & Crafts - P (1st & Kindergarten)

Arts & Crafts -P (Kindergarten)

Arts & Crafts -P (1st grade)

Beginning Guitar (1st grade)

Let's Play - P (Kindergarten)

Let's Play - P (1st grade)

Math Club - P (Kindergarten)

Walking Club-E

Craft Club-E

Art Club-E

Chess Club-E

Good News Club-P, E

You won't be "board" Game Club-E

Youthage Culinary Class in April & May-P, E

Math Club-E

Sports seasons: Track - M

Clubs meeting:

Warrior News - M

Mad Science Club - M

Table-top Game Club - M

Play auditions & rehearsals - M

Planning a trip abroad for students in 23/24 - M

Alcohol prevention communication campaign being planned with Lake County - M

Third round of intervention groups starting - M

2. Good Things Happening for Staff:

Creating goals & action steps for addressing PBIS Student Survey Feedback for Culture & Climate with building leadership team and SEL representatives-E

SchoolWide Coaching/Training visits - P, E, M

School Improvement Plan discussions - P, E, M

GVC work for ELA, social studies, science departments, 5th grade teachers - M

PBIS team meetings - P, M

Districtwide MTSS meetings - P, E, M

Creating a list of culturally responsive teaching strategies- P

Diversity, Equity, Belonging committees - P, E, M

Unpack your Impact book study - P

Culturally Responsive Teaching for Multilingual Learners Book Study-E

Summative Evaluations - P, E, M

Community Outreach Committee continues to meet and plan - P, E

Professional Development in Workshop Model, Balanced Literacy for ELA from ROE - M

Math Department ongoing book study - M

1st & 2nd grade - Writing Book study- Getting Started with Beginning Writers- P, E

3. General Information to Share:

Lake County Educator of the Year Award Nominees from Elementary School-May 10th is the Awards Ceremony

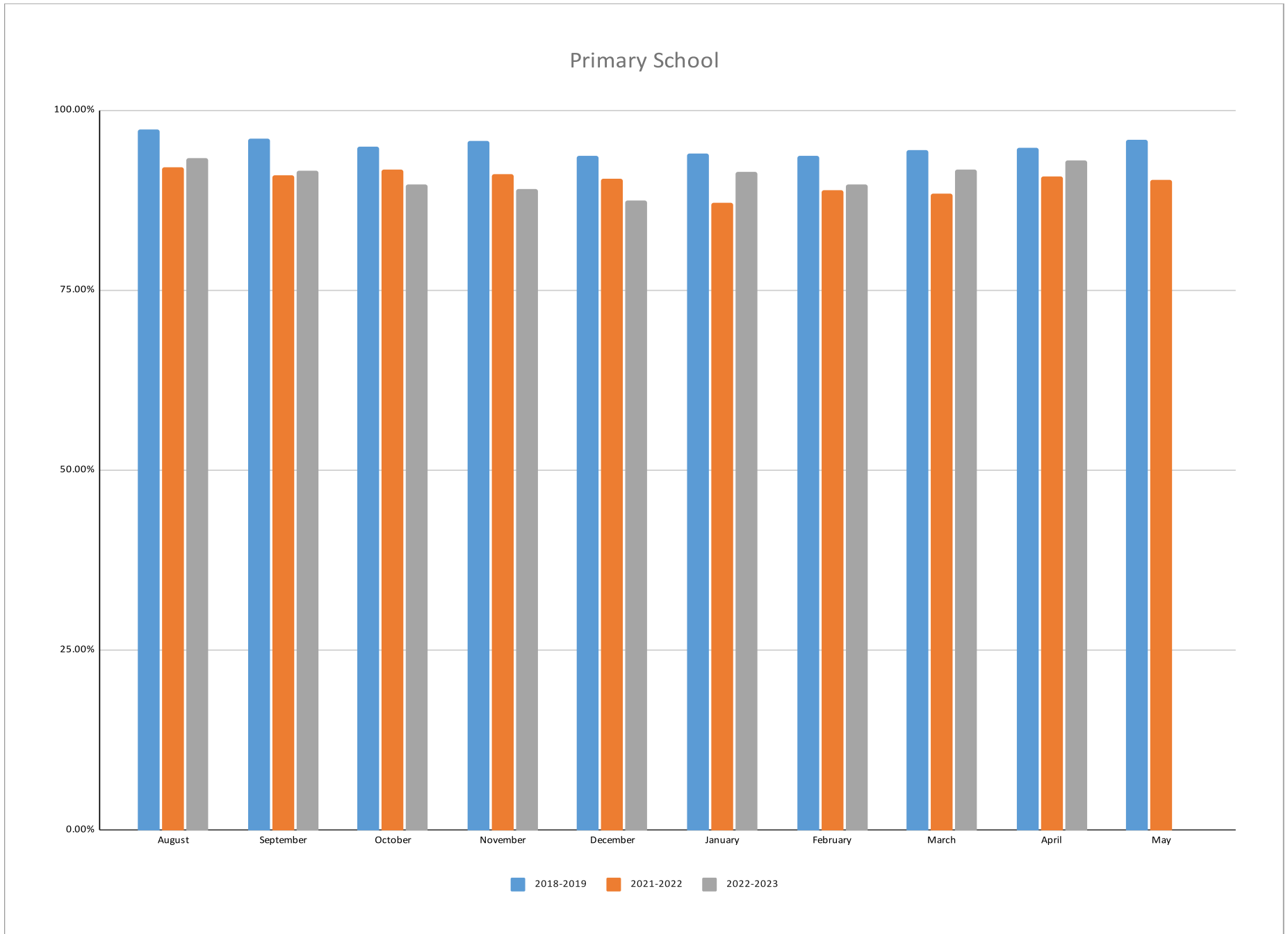
Classroom Educator: Kathryn Keenon-Grade 3
 Early Career Educator: Marcella Drecoll-Grade 2
 Early Career Educator: Kirsten Wilhelm-Grade 4
 ELL/SPED: Chad Ziarko-Learning Resource Specialist
 Administrator: Sara Kumpula-Assistant Principal
 Administrator: Vinni Biancalana-Principal
 Student Support Personnel: Meg Marienthal-Reading Specialist/Title I Teacher
 Educational Service Personnel: Jen Berg-Administrative Assistant
 Honoree: Bridget Schuler-Beck-Paraprofessionals are being honored on May 10th
 Jen Zonsius - Diverse Learner Teacher - Primary
 Aneta Luszc - Student Support Personnel; social worker - Primary
 Jen Shepard - Educational Service Personnel; paraprofessional - Primary

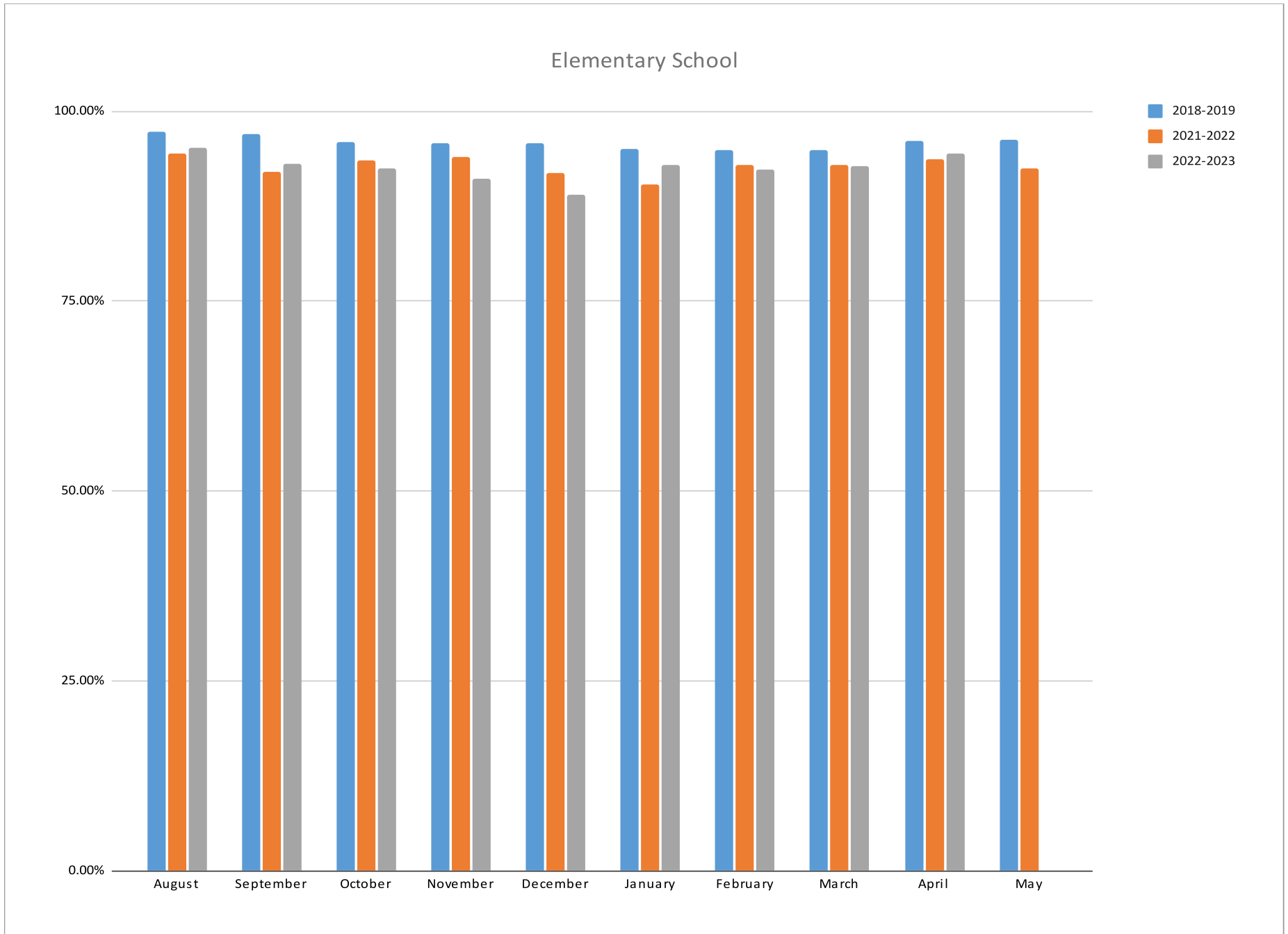
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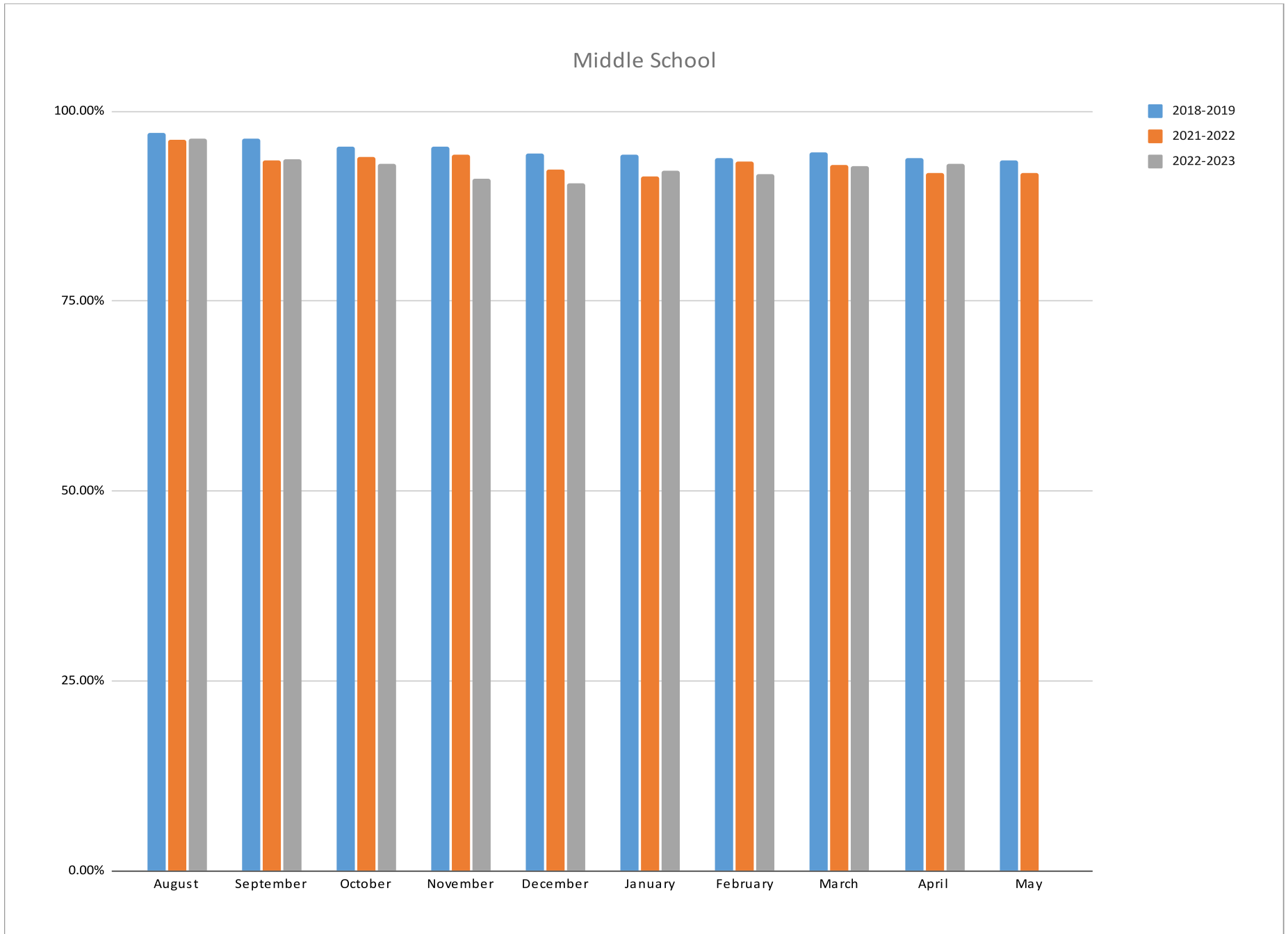
Monday, March 13, 2023

1. Good Things Happening for Kids:

2nd trimester report cards - P, E, M
 Valentine's Day Celebrations - P, E
 Parent/Student/Teacher Conferences - P, E, M
 Women's History Month recognition, celebration, and learning - P, E, M
 Family Reading Festival and Book Fair - P, E
 2nd grade Showcase was an amazing success! Art, STEM, and Music! - 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 Starbursts to students on the bus. - E
 February Bus Bash winners celebrated on March 16 - P, E
 Principals' Kindness Challenge - P, E
 Monthly PBIS classroom celebrations- P
 Students earning STARbucks for following school expectations - P, E
 Students earning PBIS Rewards points for following school expectations - M
 Students redeeming PBIS Rewards points for prizes from school store - M
 Birthday books given to all students - P, E
 Student Birthday lunch & gifts - E
 Elementary Student (and maybe some staff!) Talent Show Preparations begin-E







	<ul style="list-style-type: none"> ○ Discussion on attracting minority candidates ○ Board presentation in June ● CAC meeting on May 15, 2023 (5 min) <ul style="list-style-type: none"> ○ Review agenda items ● Review of Staffing Pattern for 2022-2023 (15 min) <ul style="list-style-type: none"> ○ Discuss notifications of movement ● Review of staffing plan for non-certified staff (5 min) <ul style="list-style-type: none"> ○ Admin recommendations ○ May Board meeting: Make recommendations to the Board on non-certified staffing. ● Teacher Appreciation Week (5 min) <ul style="list-style-type: none"> ○ Discuss ideas ● Review of summer office hours: (1 min) <ul style="list-style-type: none"> ○ Monday- Thursday: 7:00 - 4:30 (open until 4:00) ○ Friday: 7:00 a.m to 11:00 a.m. (by appointment only) ● Discussion on pending vacancies (5 min) ● Other? ● Safe2HelpIL <ul style="list-style-type: none"> ○ need 3 points of contact for each building ○ could be called 24/7 - is it ok for social workers to be the 3rd contact? Or should it be a district administrator?

Discussions / Decision Summary:

What follow-up is needed based on the information shared at this meeting?

<u>Action Steps:</u> -	<u>Person Responsible:</u> -
<u>Agenda for Next Meeting:</u> -	<u>Data to collect and bring to next meeting:</u> -
<u>Reflection of Norms</u> -	<u>Date/Time of next meeting:</u> -



African American Parent Advisory Council

Meeting Agenda

Thurs. April 6th, 2023 6:30 PM- 7:30 PM

Meeting Moderator: Nikki Rung, President

1. Welcome!

- a. [Meeting Norms](#)
- b. Meeting minutes will be kept by Byron Myers
- c. We are live streaming so that everyone that wants to participate can do so. Byron will also be monitoring the chat so that we can include anyone that is participating virtually.

2. Brief Overview of Agenda & Housekeeping

- a. Our meetings will continue to be held on the first Thursday of the month.
- b. Although we encourage you to attend in person, if you can not, please do attend virtually
- c. Discuss participation and need for help to make our organization successful.

3. Projects Timeline

- a. Staff Diversity
 - i. Last Meeting
 1. Any new ideas that we can recommend to the administration?
- b. Flow Chart for Grievances
 - i. Ongoing
 - ii. Anyone else interested in helping?
- c. Website Update
 - i. Ongoing
 - ii. Anyone else interested in helping?
- d. Racial & Ethnic Identity in School Records
 - i. Qiana will take the lead- update?

4. Event Timeline

- a. Events:
 - i. [Fitness, Fun, & Fellowship](#)
 1. May 7th, 2023
 2. Event is live on Facebook- please share!
 3. We will need all hands on deck on the day of!
 4. We need to secure a location ASAP.
 5. KaSandra will be leading the set up for this event.



African American Parent Advisory Council

Meeting Agenda

Thurs. April 6th, 2023 6:30 PM- 7:30 PM

Meeting Moderator: Nikki Rung, President

6. Who else wants to help with this event?
 - a. Miriam is going to help out and will share what she has on Thursday
- ii. Cultural Fair
 1. May 11th, 2023- SAVE THE DATE!
 2. We will work with BPAC & PTO on this.
 3. We are waiting to hear from their leadership team as to what we need to do
- iii. New Projects
 1. Becoming a multicultural organization
 2. Black History Month Curriculum

5. Agenda Items for Next Meeting

a.

6. Closing- *Let's remind ourselves why we are here! We are here for our children and to make this community a safe environment for them to learn and grow!*