Big Hollow School District #38 Ingleside, IL 60041

Board of Education Regular Minutes

April 11, 2016 – 6:00 pm – Big Hollow Library

1. Item I - Call to Order: The regular meeting of the Board of Education was called to order at 6:00 pm on Monday, April 11, 2016 by Heather Janquart at the Big Hollow School Library.

   Roll Call: The following members were in attendance: Joe Cernuska, Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen
   The following members were absent: None
   The following Administration were present: Robert Gold

2. Pledge of Allegiance: The Pledge of Allegiance was recited.

3. Motion to move to Closed Session: A motion was made by Kevin Lyons and seconded by Vivian Kueter to move to closed session. Motion Carried.

   Aye: Joe Cernuska, Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen
   Nay: None

4. Return to Open Session: A motion was made by Joe Cernuska and seconded by Jim DeVito to return to Open Session. Motion Carried.

   Aye: Joe Cernuska, Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen
   Nay: None

5. Added Items/Approval of the Agenda:
   A motion was made by Kevin Lyons and seconded by Vivian Kueter to approve added items/approval of the agenda. Motion Carried.

   Aye: Joe Cernuska, Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen
   Nay: None

6. Consent Agenda:
   A motion was made by Jim DeVito and seconded by Kevin Lyons to approve the consent agenda items. Motion Carried.

   Aye: Joe Cernuska, Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen
   Nay: None

7. Public Comments:
   There are no public comments at this time.

8. Superintendent's Report
   a. Monthly Board Policy Review
      No comments at this time.

   b. Online Registration
      Registration will be online this year and will open on April 18, 2016. A link to the new registration website will be placed on the bighollow.us website. Computers will be setup in the Middle School office for those who do not have internet access. Assistance will be provided Monday-Friday throughout the summer.

   c. Discussion on 3-year technology plan
      Reviewed draft of a 3-year technology plan developed by Matt McCulley.
      Part of plan includes:
      - Purchasing 18 ChromeBooks with Title 1 money
      - Work on increasing bandwidth
      - Reallocate access points
      - Phase out old laptops
      - Replace math textbooks with ChromeBook apps

   d. Summary Staff/Parent/Teacher Surveys
      Reviewed summary of survey results taken by Staff, Parents and Students. Results will be utilized by administration for planning and goal setting of the 16-17 school year.

   e. Approve Summer School Proposal
      A motion was made by Julia Mazur and seconded by Kevin Lyons to approve the Summer School Proposal for students in grades Kindergarten through 7. Motion Carried.

      Aye: Joe Cernuska, Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen
      Nay: None

   f. Approve ELL Summer School program
      A motion was made by Doug Pedersen and seconded by Jim DeVito to approve the ELL Summer School program to qualifying students. Motion Carried.

      Aye: Joe Cernuska, Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen
      Nay: None

   g. Research-Based Professional Development – National Board PD School
      Reviewed information regarding an opportunity to join ISBE in an excellent professional development opportunity. Throughout the 16-17 school year there will

be 12 – 2 hour professional development sessions held at Big Hollow. Individuals completing these sessions will be on their way to being National Board certified. 14 teachers have expressed interest. The state will pay $1900 per teacher to join participate in the program.

h. Update on the sale of the Route 12 property
The purchaser of the Route 12 Property has elected to terminate the agreement.

i. Discussion on joint Board meeting with Gavin School District #37, Fox Lake School District #114 and Grant Community High School District #124
We are currently working on setting up a joint board meeting in the month of June.

j. Information regarding the 2016 IASB Delegate Assembly
If you would like to submit a resolution for consideration to the IASB delegate Assembly contact Vivian Kueter or Mr. Gold by June 22, 2016.

9. Other Action Items

a. Approve bus leasing agreement
A motion was made by Kevin Lyons and seconded by Doug Pederson to approve the bus leasing agreement. Motion Carried.

Aye: Joe Cernuska, Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen
Nay: None

b. Approve the purchase of bus radios
A motion was made by Kevin Lyons and seconded by Vivian Kueter to approve the quote from RadiLink which includes the purchase of 21 used radios and the supporting system for an estimated cost of $10,329. Motion Carried.

Aye: Joe Cernuska, Jim DeVito, Heather Janquart, Vivian Kueter, Julia Mazur, Doug Pedersen
Nay: None

c. Employment Recommendations

- A motion was made by Jim DeVito and seconded by Julia Mazur to approve the request for family medical leave for Bonnie Ohm for a toal of 4-6 weeks. Motion Carried.

  Aye: Joe Cernuska, Jim DeVito, Vivian Kueter, Julia Mazur, Doug Pedersen
  Nay: Heather Janquart, Kevin Lyons

- A motion was made by Kevin Lyons and seconded by Julia Mazur to approve the employment of Cassandra D'Addeo as the School Counselor for the Middle School, effective August 16, 2016. Motion Carried.

Aye: Joe Cernuska, Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen
Nay: None

- A motion was made by Kevin Lyons and seconded by Doug Pedersen to approve the employment of Cori Dudakiw-Warrick as the Middle School Social Worker, effective August 16, 2016. Motion Carried.

  Aye: Joe Cernuska, Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen
  Nay: None

- A motion was made by Kevin Lyons and seconded by Joe Cernuska to approve the employment of Lolita Christensen as Assistant District Secretary, effective April 29, 2016. Motion Carried.

  Aye: Joe Cernuska, Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen
  Nay: None

- A motion was made by Kevin Lyons and seconded by Joe Cernuska to approve the employment of Jospeh Doninger as Transportation Coordinator, effective May 2, 2016. Motion Carried.

  Aye: Joe Cernuska, Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen
  Nay: None

- A motion was made by Kevin Lyons and seconded by Joe Cernuska to approve the position change of Kira DeNovo from 3rd grade Special Ed to Sped K-2, effective August 22, 2016. Motion Carried

  Aye: Joe Cernuska, Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen
  Nay: None

- A motion was made by Kevin Lyons and seconded by Joe Cernuska to approve the position change of Jane Wiorkowski from Middle School CCIP to Special Education Teacher, effective August 22, 2016.

  Aye: Joe Cernuska, Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen
  Nay: None

- A motion was made by Kevin Lyons and seconded by Joe Cernuska to approve the maternity leave request for Stephanie Snelten, Middle School Social Worker, effective April 11, 2016. Motion Carried

  Aye: Joe Cernuska, Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen

Nay: None

10. Resignations Accepted

The following resignations were accepted in the month of March:

- Kristy Hurckes, Middle School Technology Teacher, effective May 26, 2016.
- Heather Wick, Student Council Advisor, effective May 26, 2016.
- Jennifer Wittum, Student Council Advisor, effective May 26, 2016.
- Lucie Cipriano, Middle School Secretary, effective July 2, 2016.
- Donna Putzell, Human Resources Assistant, effective May 2, 2016

11. Informational Items

A. FOIA Requests

No requests at this time.

B. Monthly Report for the Board

No comments at this time.

C. Administrator Meeting Agendas

No comments at this time.

D. Board Meeting

The next Board meeting will be held on Monday, May 9, 2016 with closed session beginning at 6:00 pm.

12. Adjournment:

A motion has been made by Kevin Lyons and seconded by Joe Cernuska to adjourn the meeting.

Aye: Joe Cernuska, Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen
Nay: None

_____ _____

Heather Janquart, President
Board of Education

Doug Pedersen, Secretary
Board of Education

Big Hollow District 38 Balance Sheet April 30, 2016

	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	2,000.08	-	-	-	-	-	-	-	2,000.08
	1,513,557.31	263,773.07	615,740.23	390,021.17	(115,642.08)	1,918,684.52	844,965.47	(6,093.46)	5,425,006.23
TOTAL CASH & INVESTMENTS	1,515,557.39	263,773.07	615,740.23	390,021.17	(115,642.08)	1,918,684.52	844,965.47	(6,093.46)	5,427,006.31
Due From Education Fund	-	-	-	-	-			-	-
TOTAL ASSETS	1,515,557.39	263,773.07	615,740.23	390,021.17	(115,642.08)	1,918,684.52	844,965.47	(6,093.46)	5,427,006.31
LIABILITIES									
Tax Anticipation Warrants Payable	3,915,000.00	-	-	-	-	-	-	-	3,915,000.00
Accounts Payable	1,309.59	0.06	-	0.03	-	-	-	(112,242.00)	(110,932.32)
Due To Working Cash Fund	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	3,916,309.59	0.06	-	0.03	-	-	-	(112,242.00)	3,804,067.68
FUND BALANCE									
YTD Revenue	8,267,510.00	532,204.01	1,823,057.23	1,251,658.00	68,082.00	75,982.52	68,689.47	57,835.00	12,145,018.23
YTD Expenditures	(9,348,182.13)	(1,044,698.00)	(3,738,463.00)	(1,125,567.86)	(251,846.08)	(235,167.00)		(114,028.46)	(15,857,952.53)
YTD Excess/ (Deficiency)	(1,080,672.13)	(512,493.99)	(1,915,405.77)	126,090.14	(183,764.08)	(159,184.48)	68,689.47	(56,193.46)	(3,712,934.30)
Beginning Fund Balance 07/01/15	(1,320,080.07)	776,267.00	2,531,146.00	263,931.00	68,122.00	2,077,869.00	776,276.00	162,342.00	5,335,872.93
Ending Fund Balance	(2,400,752.20)	263,773.01	615,740.23	390,021.14	(115,642.08)	1,918,684.52	844,965.47	106,148.54	1,622,938.63
TOTAL LIABILITIES & FUND BAL.	1,515,557.39	263,773.07	615,740.23	390,021.17	(115,642.08)	1,918,684.52	844,965.47	(6,093.46)	5,427,006.31

Board of Education President Date

Big Hollow School District 38

Board of Education Secretary Date

Big Hollow School District 38

Treasurer's Report
April, 2016

Education Fund

Revenue		Budget	Month to Date	Year to Date	Budget Balance	% of Budget
Local Sources		$8,484,425	$114,314	$4,637,035	$3,847,390	55%
State Sources		$3,664,260	$364,142	$3,138,003	$526,257	86%
Federal Sources		$598,030	$61,492	$492,472	$105,558	82%
Total Revenue		$12,746,715	$539,948	$8,267,510	$4,479,205	65%
Expenses		**Budget**	**Month to Date**	**Year to Date**	**Budget Balance**	**% of Budget**
Salary		$8,171,698	$666,191	$6,630,011	$1,541,687	81%
Benefits		$662,229	$53,024	$487,864	$174,365	74%
Purchased Services		$985,676	$39,818	$768,950	$216,726	78%
Supplies and Mat		$592,661	$28,423	$503,058	$89,603	85%
Capital Outlay		$17,700	$0	$16,733	$967	95%
Dues and Fees		$89,660	$2,245	$49,913	$39,747	56%
Tuition		$960,000		$833,413	$126,587	87%
Non-Capital Equipment		$0	$0	$58,232	-$58,232	
Total Expenses		$11,479,624	$789,702	$9,348,174	$2,131,450	81%
Note that the YTD Expenses do not tie to the YTD Expenses on the Balance Sheet. It is off by $8.13.						
We will probably end up writing this off as a salary expense since it more than likely could be in the rounding off of amounts						

Treasurer's Report
April, 2016

Operations and Maintenance

Revenue		Budget	Month to Date	Year to Date	Budget Balance	% of Budget
Local Sources		$1,044,340	$2,781	$532,204	$512,136	51%
State Sources					$0	0%
Federal Sources					$0	0%
Transfer In from WC					$0	0%
Total Revenue		$1,044,340	$2,781	$532,204	$512,136	51%
Expenses		**Budget**	**Month to Date**	**Year to Date**	**Budget Balance**	**% of Budget**
Salary		$110,420	$8,970	$94,818	$15,602	86%
Benefits		$12,140	$508	$9,587	$2,553	79%
Purchased Services		$701,000	$47,034	$509,067	$191,933	73%
Supplies and Materials		$597,300	$26,577	$431,016	$166,284	72%
Capital Outlay		$5,000	$0	$0	$5,000	0%
Dues and Fees		$1,000	$0	$210.00	$790	21%
Total Expenses		$1,426,860	$83,089	$1,044,698	$382,162	73%

Treasurer's Report
April, 2016

Debt Service Fund

Revenue		Budget	Month to Date	Year to Date	Budget Balance	% of Budget
Local Sources		$3,719,260	$325	$1,823,057	$1,896,203	49%
State Sources					$0	
Federal Sources					$0	
Total Revenue		$3,719,260	$325	$1,823,057	$1,896,203	49%
Expenses		**Budget**	**Month to Date**	**Year to Date**	**Budget Balance**	**% of Budget**
Purchased Services		500	$450	$450	$50	90%
Principal and Interest		$3,779,760	$0	$3,738,013	$41,747	99%
Total Expenses		$3,780,260	$450	$3,738,463	$41,797	99%

Treasurer's Report
April, 2016

Transportation Fund

Revenue		Budget	Month to Date	Year to Date	Budget Balance	% of Budget
Local Sources		$466,880	$65	$225,793	$241,087	48%
State Sources		$744,000	$262,949	$1,025,864	-$281,864	138%
Federal Sources		$0	$0	$0	$0	
Total Revenue		$1,210,880	$263,014	$1,251,658	-$40,778	103%
Expenses		**Budget**	**Month to Date**	**Year to Date**	**Budget Balance**	**% of Budget**
Salary		$7,750	$646	$6,458	$1,292	83%
Benefits		$1,740	$235	$2,289	-$549	132%
Purchased Services		$1,586,000	$129,134	$1,064,557	$521,443	67%
Supplies and Mat		$110,000	$3,858	$52,263	$57,737	48%
Capital Outlay		$0	$0	$0	$0	
Total Expenses		$1,705,490	$133,873	$1,125,567	$579,923	66%

Treasurer's Report
April, 2016

IMRF/SS Fund

Revenue		Budget	Month to Date	Year to Date	Budget Balance	% of Budget
Local Sources		$135,690	$38	$68,082	$67,608	50%
State Sources					$0	
Federal Sources					$0	
Total Revenue		$135,690	$38	$68,082	$67,608	50%
Expenses		**Budget**	**Month to Date**	**Year to Date**	**Budget Balance**	**% of Budget**
Salary					$0	
Benefits		$367,830	$24,414	$251,846	$115,984	68%
Purchased Services					$0	
Supplies and Mat					$0	
Capital Outlay					$0	
Dues and Fees					$0	
Total Expenses		$367,830	$24,414	$251,846	$115,984	68%

Treasurer's Report
April, 2016

Capital Projects

Revenue		Budget	Month to Date	Year to Date	Budget Balance	% of Budget
Local Sources		$26,000	$36,493	$75,982	-$49,982	292%
State Sources		$0	$0	$0	$0	
Federal Sources		$0	$0	$0	$0	
Total Revenue		$26,000	$36,493	$75,982	-$49,982	292%
Expenses		**Budget**	**Month to Date**	**Year to Date**	**Budget Balance**	**% of Budget**
Salary		$0			$0	
Benefits		$0			$0	
Purchased Services		$0	$8,169	$28,927	($28,927)	
Supplies and Mat		$0			$0	
Capital Outlay		$410,000	$0	$206,240	$203,760	50%
Total Expenses		$410,000		$235,167	$174,833	57%

Treasurer's Report
April, 2016

Working Cash Fund

Revenue		Budget	Month to Date	Year to Date	Budget Balance	% of Budget
Local Sources		$152,250	$122	$68,690	$83,560	45%
State Sources		$0			$0	
Federal Sources		$0			$0	
Total Revenue		$152,250	$122	$68,690	$83,560	45%
Expenses		**Budget**	**Month to Date**	**Year to Date**	**Budget Balance**	**% of Budget**
Salary		$0			$0	.
Benefits		$0			$0	.
Purchased Services		$0			$0	.
Supplies and Mat		$0			$0	.
Capital Outlay		$0			$0	.
Dues and Fees/Tuition		$0			$0	.
Total Expenses		$-	$-	$-	$-	.

Treasurer's Report
April, 2016

TORT FUND

Revenue		Budget	Month to Date	Year to Date	Budget Balance	% of Budget
Local Sources		$119,702	$8	$57,835	$61,867	48%
State Sources						
Federal Sources						
Total Revenue		$119,702	$8	$57,835	$61,867	48%
Expenses		**Budget**	**Month to Date**	**Year to Date**	**Budget Balance**	**% of Budget**
Salary		$0			$0	81%
Benefits		$0			$0	74%
Purchased Services		$112,500	$1,786	$114,028	-$1,528	78%
Supplies and Mat		$0			$0	85%
Capital Outlay		$0			$0	95%
Dues and Fees/Tuition		$0			$0	56%
Total Expenses		$112,500	$1,786	$114,028	-$1,528	101%

Treasurer's Report
April, 2016

Total All Funds

Revenue		Budget	Month to Date	Year to Date	Budget Balance	% of Budget
Local Sources		$14,148,547	$154,146	$7,488,678	$6,659,869	53%
State Sources		$4,408,260	$627,091	$4,163,867	$244,393	94%
Federal Sources		$598,030	$61,492	$492,472	$105,558	82%
Total Revenue		$19,154,837	$842,729	$12,145,017	$7,009,820	63%
Expenses		**Budget**	**Month to Date**	**Year to Date**	**Budget Balance**	**% of Budget**
Salary		$8,289,868	$675,807	$6,731,287	$1,558,581	81%
Benefits		$1,043,939	$78,182	$751,586	$292,353	72%
Purchased Services		$3,385,176	$225,941	$2,485,528	$899,648	73%
Supplies and Mat		$1,299,961	$58,857	$986,337	$313,624	76%
Capital Outlay		$432,700	$0	$281,205	$151,495	65%
Dues and Fees/Tuition		$4,830,920	$2,695	$4,622,000	$208,920	96%
Total Expenses		$19,282,564	$1,041,482	$15,857,943	$3,424,621	82%

Big Hollow District # 38
Bank Balances
4/30/2016

	Ledger/ Statement	Outstanding Deposits	Outstanding Checks	Adjusting Entry	Adjusted Balance
Education (10)	1,513,313.38				1,513,313.38
Building (20)	263,726.92				263,726.92
Bond & Interest (30)	615,657.68				615,657.68
Transportation (40)	389,986.18				389,986.18
IMRF/SS/MC Fund (50,51)	(115,674.36)				(115,674.36)
Capital Projects (60)	1,918,430.95				1,918,430.95
Working Cash (70)	844,852.64				844,852.64
Tort (80)	(6,093.46)				(6,093.46)
	5,424,199.93	-	-	-	5,424,199.93
BMO Harris	990,545.24		54,888.60		935,656.64
PMA Savings-Bank of China-101	279,950.07				279,950.07
PMA Savings-11534-101	353,260.53				353,260.53
PMA Max Class General Fund	3,856,284.65				3,856,284.65
PMA Max Tax Anticipation Warrants	73.07				73.07
	5,480,113.56	-	54,888.60	0.00	5,425,224.96

Exhibit 3

Big Hollow School District 38
Accounts Payable Approval Form for May 9, 2016

FUND	FUND #	ACCOUNTS PAYABLE
Education	10	$408,673.57
O & M	20	$78,489.76
Debt Service	30	
Transportation	40	$51,537.77
SS/IMRF	50	$16,562.57
Capitol Projects	60	$5,248.00
Working Cash	70	
TORT	80	
Fire Prev/Safety	90	
TOTALS		$560,511.67

Board of Education Secretary
Big Hollow School District 38

Date

Board of Education President
Big Hollow School District 38

Date

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
33845	Alpha Baking Co, Inc.	05/05/2016	160070116017	Food Supply 10.0.2560.410	522016	53.64	179.45
10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES				53.64	
			160070117039	Food Supply 10.0.2560.410	522016	61.60	
10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES				61.60	
			160070117040	Food Supply 10.0.2560.410	522016	57.49	
10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES				57.49	
			160070119032	Food Supply 10.0.2560.410	522016	6.72	
10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES				6.72	
33846	Big Hollow School District 38	05/05/2016	5/4/2016	Remaining Balance from Fine Arts deposit to main acct 10.0.1110.410.79	522016	1,778.00	1,778.00
10E000 1110 4100 79 000000		EDUCATION/District/ELEMENTARY/SUPPLIES				1,778.00	
33847	Cintas Corporation #22	05/05/2016	22307684	Mat Serv-5/3/16 20.0.2542.310	522016	52.02	87.02
20E000 2542 3100 00 000000		O & M/District/CARE AND UPKEEP OF BUILDING SE/PROFESSIO				52.02	
			22307685	Towel Service 10.0.2560.323	522016	35.00	
10E000 2560 3230 00 000000		EDUCATION/District/FOOD SERVICES/REPAIR AND MAINTENANCE				35.00	
33848	Cintas Corporation #55A	05/05/2016	0240499-IN	Kitchen Supplies 20.0.2560.4109	522016	88.46	200.39

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000 2560 4109 00 000000		EDUCATION/District/FOOD SERVICES/Food Supplies				88.46	
			0240500-IN	Kitchen Supplies 20.0.2560.4109	522016	111.93	
10E000 2560 4109 00 000000		EDUCATION/District/FOOD SERVICES/Food Supplies				111.93	
33849	Comfort Services Inc	05/05/2016	15608	Annual Chiller Startup-ES 20.2.2542.323	522016	380.00	5,421.30
20E200 2542 3230 00 000000		O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR				380.00	
			15611	Chiller Repair-MS-4/21/16 20.3.2542.323	522016	1,682.34	
20E300 2542 3230 00 000000		O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND				1,682.34	
			15612	Annual Chiller Startup-PS 20.1.2542.323	522016	445.00	
20E100 2542 3230 00 000000		O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND				445.00	
			15619	Chiller Repair-MS-4/14/16 20.3.2542.323	522016	691.56	
20E300 2542 3230 00 000000		O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND				691.56	
			15620	AHU2 Cond Unit Repair-ES-4/14/16 20.2.2542.323	522016	1,762.40	
20E200 2542 3230 00 000000		O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR				1,762.40	
			15621	Annual Chiller Startup-MS	522016	460.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				20.3.2542.323			
	20E300 2542 3230 00 000000			O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND		460.00	
	33850 Connection's Day School	05/05/2016	23485	Tuition-April 2016-C.Rasmus 10.403.1912.670.50 66	5022016	4,380.07	4,380.07
	10E403 1912 6700 00 506600			EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tu		4,380.07	
	33851 Connections Day School	05/05/2016	21549	Tuition-April 2016-K.Keith 10.403.1912.670.50 66	5022016	4,138.60	4,138.60
	10E403 1912 6700 00 506600			EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tu		4,138.60	
	33852 Connection's Academy East	05/05/2016	495	Tuition-April 2016-A.Martinez 10.403.1912.670.50 66	5022016	4,879.58	4,879.58
	10E403 1912 6700 00 506600			EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tu		4,879.58	
	33853 Deaf Communications By Innovat	05/05/2016	82097	Interpreter Serv-4/15/2016 10.0.2150.310	592016	572.00	572.00
	10E000 2150 3100 00 000000			EDUCATION/District/SPEECH PATHOLOGY AND AUDIOLOGY/PROFE		572.00	
	33854 Diedrich, Sarah	05/05/2016	4/29/2016	Reimburse for 2 FT Chaperones 10.0.1110.410.79	522016	18.00	18.00
	10E000 1110 4100 79 000000			EDUCATION/District/ELEMENTARY/SUPPLIES		18.00	
	33855 Direct Energy Business	05/05/2016	161190027406909	Energy Service-3/24-4/21/	522016	38,038.78	38,038.78

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				16 20.0.2542.			
20E000 2542 4660 00 000000		O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICI				38,038.78	
33856	Durham School Services	05/05/2016	91301259	SpEd off Campus Transportation 40.4.2550.331.0308 10	5022016	47,410.94	47,410.94
40E400 2550 3310 00 030810		TRANSPORTATION/SEDOL/SpecED/PUPIL TRANSPORTATION SERVIC				47,410.94	
33857	Eder Casella & Co	05/05/2016	16451	Acct Serv-Feb/Mar 2016 10.0.2520.310	5022016	985.00	985.00
10E000 2520 3100 00 000000		EDUCATION/District/FISCAL SERVICES/PROFESSIONAL AND TEC				985.00	
33858	Fire & Security Systems, Inc	05/05/2016	301919	Security Monitoring-PS 20.3.2546.310	4182016	180.00	360.00
20E100 2546 3100 00 000000		O & M/PRIMARY/SECURITY SERVICES/PROFESSIONAL AND TECHNI				180.00	
			301920	Security Monitoring-MS 20.3.2546.310	4182016	180.00	
20E300 2546 3100 00 000000		O & M/MIDDLE/SECURITY SERVICES/PROFESSIONAL AND TECHNIC				180.00	
33859	Fox River Foods Inc	05/05/2016	3171531	Food Supply 10.0.2560.410	5022016	972.79	2,025.62
10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES				972.79	
			3171532	Food Supply 10.0.2560.410	5022016	1,052.83	
10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES				1,052.83	
33860	Gold, Robert	05/05/2016	5/3/2016	Travel Ex	5022016	39.96	39.96

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Reimbursement			
				10.0.2321.3320			
10E000 2321 3320 00 000000		EDUCATION/District/OFFICE OF THE SUPERINTENDENT S/TRAVE				39.96	
33861	Heinemann	05/05/2016	6605142	Fountas & Pinnell	1182	3,357.20	3,357.20
				Literacy			
				Intervention			
				10.0222.419.4620			
10E000 1222 4190 00 462000		EDUCATION/District/Paraprofessional/Copy Supplies				3,357.20	
33862	IESA	05/05/2016	ID 1004	School Activity	592016	460.00	460.00
				Fees-2016/17			
				10.0.1500.640			
10E000 1500 6400 00 000000		EDUCATION/District/Interscolastic Programs/DUES & FEES				460.00	
33863	Interstate All Battery Center	05/05/2016	1903901011179	Em Light	1178	239.80	239.80
				Batteries			
				20.3.2542.492			
20E300 2542 4920 00 000000		O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/Maintence S				239.80	
33864	Jensen, Robin	05/05/2016	4/29/2016	Tuition	522016	375.00	375.00
				Reimburse-#503			
				10.0.1110.2300			
10E000 1110 2300 00 000000		EDUCATION/District/ELEMENTARY/TUITION REIMBURSEMENT				375.00	
33865	Key Food Services	05/05/2016	238402	Food Supply	522016	1,439.57	1,439.57
				10.0.2560.410			
10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES				1,439.57	
33866	Label City, Inc	05/05/2016	SI-908008	Labels	1185	87.67	87.67
				10.0.2510.410			
10E000 2510 4100 00 000000		EDUCATION/District/DIRECTION OF BUSINESS SUPPORT/SUPPLI				87.67	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
33867	Lakes Region Sanitary District	05/05/2016	2231	May 2016 Sanit Serv-MS 20.3.2542.370	522016	564.33	1,519.35
20E300 2542 3700 00 000000	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER					564.33	
			4204	May 2016 Monthly Sewer-PS 20.1.2542.370	522016	477.51	
20E100 2542 3700 00 000000	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/WATER/SEWE					477.51	
			4205	May 2016 Monthly Sewer-ES 20.2.2542.370	522016	477.51	
20E200 2542 3700 00 000000	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/WATER/S					477.51	
33868	Lanter Distributing, LLC	05/05/2016	S187239	Food Supply 10.0.2560.410	522016	204.12	204.12
10E000 2560 4100 00 000000	EDUCATION/District/FOOD SERVICES/SUPPLIES					204.12	
33869	Maifield, Denise M	05/05/2016	4/29/2016	Spring Play Director 10.3.1500.1100.72	522016	2,052.00	2,052.00
10E300 1500 1100 72 000000	EDUCATION/MIDDLE/Interscolastic Programs/REGULAR SALARI					2,052.00	
33870	Mailfinance	05/05/2016	N5896332	Mail Machine Lease-2/22-5/21/16 10.0.2310.340	592016	197.25	197.25
10E000 2310 3400 00 000000	EDUCATION/District/BOARD OF EDUCATION SERVICES/COMMUNIC					197.25	
33871	McHenry Analytical Water Labor	05/05/2016	1601666	Water Testing Service 20.0.2542.370	592016	1,460.00	1,460.00
20E000 2542 3700 00 000000	O & M/District/CARE AND UPKEEP OF BUILDING SE/WATER/SEW					1,460.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
33872	Menards	05/05/2016	24690	Maint Supp-ES-washers/pi ns 20.2.2542.492	522016	6.13	161.85
20E200 2542 4920 00 000000	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/Mainten					6.13	
			29065	Maint Supp-ES-batteries, repellant,stakes 20.2.2542.492	522016	106.39	
20E200 2542 4920 00 000000	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/Mainten					106.39	
			29656	Maint Supp-MS-broom,dril l bits,mop refill 20.3.2542.492	522016	49.33	
20E300 2542 4920 00 000000	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/Maintence S					49.33	
33873	Neofunds by Neopost	05/05/2016	7900-0440-6147-0443	Postage Machine-Apr 2016 20.0.2542.310	592016	500.00	500.00
20E000 2542 3100 00 000000	O & M/District/CARE AND UPKEEP OF BUILDING SE/PROFESSIO					500.00	
33874	Nicor Gas	05/05/2016	12-24-94-1000-7	Natural Gas-2/25-3/28/16-P S 20.0.2542.465	4112016	3,449.04	15,980.76
20E000 2542 4650 00 000000	O & M/District/CARE AND UPKEEP OF BUILDING SE/NATURAL G					3,449.04	
			84-70-96-6100-7	Natural Gas-2/25-3/28/16-E S 20.0.2542.465	4112016	3,169.91	
20E000 2542 4650 00 000000	O & M/District/CARE AND UPKEEP OF BUILDING SE/NATURAL G					3,169.91	
			99-06-93-7741-6	Natural	4112016	9,361.81	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Gas-2/25-3/28/16-M S 20.0.2542.465			
	20E000 2542 4650 00 000000		O & M/District/CARE AND UPKEEP OF BUILDING SE/NATURAL G			9,361.81	
	33875 PMA Leasing, INC	05/05/2016	413787	3 Lanier MP6002SP-37of60 10.0.2544.325	592016	1,832.00	5,111.00
	10E000 2544 3250 00 000000		EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTA			1,832.00	
			415811	Lanier MP6002SP/Lanier MP2501SP-31of60 10.0.2544.325	592016	877.00	
	10E000 2544 3250 00 000000		EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTA			877.00	
			417944	Lanier MPC4503-24of60 10.0.2544.325	592016	577.00	
	10E000 2544 3250 00 000000		EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTA			577.00	
			419369	Lanier LD380SP-19of60 10.0.2544.325	592016	1,278.00	
	10E000 2544 3250 00 000000		EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTA			1,278.00	
			420416	Lanier MP6002SP-16of60 10.0.2544.325	592016	547.00	
	10E000 2544 3250 00 000000		EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTA			547.00	
	33876 Quill Corp	05/05/2016	5018084	SpEd Supplies 10.0.1222.419.4620	1183	243.86	594.82
	10E000 1222 4190 00 462000		EDUCATION/District/Paraprofessional/Copy Supplies			243.86	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			5094931	Office Supplies 10.0.2510.410 10.3.1120.410 10.3.1120.419	1186	155.10	
10E300 1120 4100 00 000000			EDUCATION/MIDDLE/MIDDLE-JUNIOR HIGH/SUPPLIES			12.59	
10E300 1120 4190 00 000000			EDUCATION/MIDDLE/MIDDLE-JUNIOR HIGH/Copy Supplies			129.92	
10E000 2510 4100 00 000000			EDUCATION/District/DIRECTION OF BUSINESS SUPPORT/SUPPLI			12.59	
			5159262	SpEd Supplies 10.0.1222.419-4620	1184	36.58	
10E000 1222 4190 00 462000			EDUCATION/District/Paraprofessional/Copy Supplies			36.58	
			5211305	Toner & Office Supplies-ES 10.2.1110.419 10.2.1110.410	592016	159.28	
10E200 1110 4100 00 000000			EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES			9.89	
10E200 1110 4190 00 000000			EDUCATION/ELEMENTARY/ELEMENTARY/Copy Supplies			149.39	
33877	Raney Day Services	05/05/2016	132	Tech Serv-4/11/2016 10.0.2660.390	522016	125.00	125.00
10E000 2660 3900 00 000000			EDUCATION/District/DATA PROCESSING SERVICES/OTHER PURCH			125.00	
33878	Salazar, Kristin I	05/05/2016	4/28/2016	Reimburse for 1st Gr RIF supplies 10.0.1110.410.79	522016	17.19	17.19
10E000 1110 4100 79 000000			EDUCATION/District/ELEMENTARY/SUPPLIES			17.19	
33879	Scholastic Book Club	05/05/2016	T28001168	Prime Time Books-Axelsson 10.0.1110.410.79	522016	26.00	26.00
10E000 1110 4100 79 000000			EDUCATION/District/ELEMENTARY/SUPPLIES			26.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
33880	Special Education Dist Of Lake	05/05/2016	04/04/2016	2015/16 Tuition Summary-April 10.4.4220.670	4112016	35,006.89	130,470.60
10E400 4220 6700 00 000000	EDUCATION/SEDOL/SpecED/TutionOtherDistricts/Private Tui					35,006.89	
			041316 APE	Adapt PE Serv-1/4-3/30/16 10.4.4120.310	4182016	3,815.00	
10E400 4120 3100 00 000000	EDUCATION/SEDOL/SpecED/PAYMENTS FOR SPECIAL EDUCATION/P					3,815.00	
			16CONTR.4	2015/16 Contr 4th qtr 10.4.4120.310	4112016	81,947.00	
10E400 4120 3100 00 000000	EDUCATION/SEDOL/SpecED/PAYMENTS FOR SPECIAL EDUCATION/P					81,947.00	
			2016-04-06-ECAT-038	FY16 3rd qtr ECAT Serv 10.0.2190.310	4112016	844.79	
10E000 2190 3100 00 000000	EDUCATION/District/OTHER SUPPORT SERVICES - PUPIL/PROFE					844.79	
			2016-04-20-ATT-038	3rd Qtr Assd Tech-Jan-March 2016 10.4.4120.310	4182016	800.00	
10E400 4120 3100 00 000000	EDUCATION/SEDOL/SpecED/PAYMENTS FOR SPECIAL EDUCATION/P					800.00	
			2016-04-22-ITIN-038	3rd Qtr Itin Serv-Jan-Mar 2016 10.4.4120.310	592016	8,056.92	
10E400 4120 3100 00 000000	EDUCATION/SEDOL/SpecED/PAYMENTS FOR SPECIAL EDUCATION/P					8,056.92	
33881	Sterbenz, Alexis	05/05/2016	4/28/2016	Reimburse 1st Gr prizes 10.0.1110.410.79	522016	82.46	82.46

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000 1110 4100 79 000000		EDUCATION/District/ELEMENTARY/SUPPLIES				82.46	
33882	The Science Alliance	05/05/2016	5/16/2016	3rd Gr World Works FT balance 10.0.1110.410.79	592016	1,000.00	1,000.00
10E000 1110 4100 79 000000		EDUCATION/District/ELEMENTARY/SUPPLIES				1,000.00	
33883	UPS	05/05/2016	83828186	Touch Math return/records 10.0.1222.419.4620	522016	24.32	24.32
10E000 1222 4190 00 462000		EDUCATION/District/Paraprofessional/Copy Supplies				24.32	
33884	Wilson Language Training Corp	05/05/2016	1639119	Fundations Classroom Sets-Kg/1st 10.0.1222.419.4620	1180	3,070.44	3,070.44
10E000 1222 4190 00 462000		EDUCATION/District/Paraprofessional/Copy Supplies				3,070.44	
33885	Wiorkowski, Jane	05/05/2016	5/2/2016	Tuition Reimburse-remainin g balance 10.0.1110.230	522016	320.00	320.00
10E000 1110 2300 00 000000		EDUCATION/District/ELEMENTARY/TUITION REIMBURSEMENT				320.00	

41 Computer Check(s) For a Total of 279,391.11

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	41	Computer	Checks For a Total of	279,391.11
Total For	41	Manual, Wire Tran, ACH & Computer Checks		279,391.11
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	279,391.11

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	0.00	0.00	168,246.31	168,246.31
20	O & M	0.00	0.00	63,733.86	63,733.86
40	TRANSPORTATION	0.00	0.00	47,410.94	47,410.94

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
33824	Alpha Baking Co, Inc.	04/28/2016	160070109020	Food Supply 10.0.2560.410	4182016	61.60	161.24
10E000 2560 4100 00 000000	EDUCATION/District/FOOD SERVICES/SUPPLIES					61.60	
			160070112010	Food Supply 10.0.2560.410	4182016	50.70	
10E000 2560 4100 00 000000	EDUCATION/District/FOOD SERVICES/SUPPLIES					50.70	
			160070112032	Food Supply 10.0.2560.410	4182016	48.94	
10E000 2560 4100 00 000000	EDUCATION/District/FOOD SERVICES/SUPPLIES					48.94	
33825	American Eagle Productions	04/28/2016	5/5/2016	6th Gr Performance 10.0.1110.410.79	4182016	650.00	650.00
10E000 1110 4100 79 000000	EDUCATION/District/ELEMENTARY/SUPPLIES					650.00	
33826	AT & T Long Distance	04/28/2016	826941257	March 2016 Phone Services-ES 20.0.2542.341	4182016	123.32	123.32
20E000 2542 3410 00 000000	O & M/District/CARE AND UPKEEP OF BUILDING SE/At&t					123.32	
33827	Big Hollow School District 38	04/28/2016	4/15/2016	6th Gr Snacks 10.0.1110.410.79	4182016	30.00	100.00
10E000 1110 4100 79 000000	EDUCATION/District/ELEMENTARY/SUPPLIES					30.00	
			4112016	6th Gr Pizza Party 10.0.1110.410.79	4182016	70.00	
10E000 1110 4100 79 000000	EDUCATION/District/ELEMENTARY/SUPPLIES					70.00	
33828	Capital One Bank (USA), NA	04/28/2016	2984	Food of Admin Meeting	4182016	44.38	44.38

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				10.0.2321.410			
10E000 2321 4100 00 000000		EDUCATION/District/OFFICE OF THE SUPERINTENDENT S/SUPPL				44.38	
33829	Cintas Corporation #22	04/28/2016	022304631	Towel Service	4182016	35.00	35.00
				10.0.2560.323			
10E000 2560 3230 00 000000		EDUCATION/District/FOOD SERVICES/REPAIR AND MAINTENANCE				35.00	
33830	Comfort Services Inc	04/28/2016	15569	AHU1 DT Valve	4182016	958.97	4,373.11
				Repair-ES-2/26			
				3/23/16			
				20.2.2542.323			
20E200 2542 3230 00 000000		O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR				958.97	
			15570	A112 Pneumatic	4182016	1,445.82	
				Repair-PS-1/18&21,			
				3/25/16			
				20.1.2542.323			
20E100 2542 3230 00 000000		O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND				1,445.82	
			15572	Unit Heater	4182016	502.55	
				PM-ES-2/3,3/16/16			
				20.2.2542.323			
20E200 2542 3230 00 000000		O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR				502.55	
			15573	Vestibule Cont	4182016	533.01	
				Repair-PS-2/3&9,3/			
				16/16			
				20.1.2542.323			
20E100 2542 3230 00 000000		O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND				533.01	
			15578	G102 Univent	4182016	230.00	
				Repair-ES-3/23/16			
				20.2.2542.323			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E200	2542 3230 00 000000	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR				230.00	
			15593	A104 Univent Repair-PS-3/31/16 20.1.2542.323	4182016	572.76	
20E100	2542 3230 00 000000	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND				572.76	
			15597	Temp Cont Air Comp Repair-PS-4/1/16 20.1.2542.323	4182016	130.00	
20E100	2542 3230 00 000000	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND				130.00	
33831	Edmentum, Inc	04/28/2016	INV067708-1	Educator Adv Virtual Serv-2016/17 PrePayment 10.0.2225.310	1179	1,179.33	1,179.33
10E000	2225 3100 00 000000	EDUCATION/District/COMPUTER-ASSISTED INSTRUCTION/PROFES				1,179.33	
33832	Finn, Maria M	04/28/2016	4/26/2016	Reimburse for 3rd Gr Supplies 10.0.1110.410.79	4182016	73.89	73.89
10E000	1110 4100 79 000000	EDUCATION/District/ELEMENTARY/SUPPLIES				73.89	
33833	Fox River Foods Inc	04/28/2016	3044537	Sanitation Gloves 10.0.2560.410	152016	40.68	4,685.24
10E000	2560 4100 00 000000	EDUCATION/District/FOOD SERVICES/SUPPLIES				40.68	
			3091223	Juice Supply 10.0.2560.410	4182016	59.76	
10E000	2560 4100 00 000000	EDUCATION/District/FOOD SERVICES/SUPPLIES				59.76	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			3163926	Food Supply 10.0.2560.410	4182016	1,112.74	
10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES				1,112.74	
			3163927	Food Supply 10.0.2560.410	4182016	1,192.89	
10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES				1,192.89	
			3167196	Food Supply 10.0.2560.410	4182016	1,185.90	
10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES				1,185.90	
			3167197	Food Supply 10.0.2560.410	4182016	1,093.27	
10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES				1,093.27	
33834	Home Juice Corporation	04/28/2016	11318416	Juice Supply 10.0.2560.410	4182016	110.89	110.89
10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES				110.89	
33835	Illinois State University	04/28/2016	KDG16001331	Annual PreK Conf-Werderitch/Perry 10.0.2210.319.4620	1152	496.00	496.00
10E000 2210 3190 00 462000		EDUCATION/District/IMPROVEMENT OF INSTRUCTION SER/OTHER				496.00	
33836	Mardsen-Johnson, Jan	04/28/2016	4/25/2016	Assist Tech Evaluation 10.4.4120.310	4182016	1,500.00	1,500.00
10E400 4120 3100 00 000000		EDUCATION/SEDOL/SpecED/PAYMENTS FOR SPECIAL EDUCATION/P				1,500.00	
33837	Menards	04/28/2016	28954	Maint Supp-MS-Drill	4182016	18.34	138.91

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				bits			
				20.3.2542.492			
	20E300 2542 4920 00 000000	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/Maintence S				18.34	
			28967	Maint	4182016	120.57	
				Supp-ES-Lawn			
				supp,drano,plunger			
				20.2.2542.492			
	20E200 2542 4920 00 000000	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/Mainten				120.57	
33838	Midco, Inc	04/28/2016	304110	Adtran device	4182016	1,227.50	1,227.50
				serv-4/7 &			
				12/2016			
				10.0.2664.3197.35			
	10E000 2664 3197 35 000000	EDUCATION/District/OPERATIONS SERVICES/Tech Upkeep/Warr				1,227.50	
33839	Petty Cash-Janet Longo	04/28/2016	4/28/2016	Reimburse for	4182016	64.93	64.93
				Petty Cash			
				10.0.2560.410			
	10E000 2560 4100 00 000000	EDUCATION/District/FOOD SERVICES/SUPPLIES				64.93	
33840	Scholastic Book Club	04/28/2016	T229679503	2nd Gr	4182016	28.00	28.00
				Books-Castetter			
				10.0.1110.410.79			
	10E000 1110 4100 79 000000	EDUCATION/District/ELEMENTARY/SUPPLIES				28.00	
33841	Soliant Health	04/28/2016	7834353	Pt	4182016	468.75	468.75
				Service-4/11-16/20			
				16 10.0.2190.310			
	10E000 2190 3100 00 000000	EDUCATION/District/OTHER SUPPORT SERVICES - PUPIL/PROFE				468.75	
33842	Syens, Pat	04/28/2016	4/26/2016	Treasurer Cons	4182016	1,900.00	1,900.00
				Serv-Feb,March,Apr			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				il 2016 10.0.2520.310			
10E000 2520 3100 00 000000		EDUCATION/District/FISCAL SERVICES/PROFESSIONAL AND TEC				1,900.00	
33843	Techstar America Corporations	04/28/2016	32108	Lanier/MPC4503 Maint Agr-5/28/16-5/27/2 017 10.0.2544.325	4182016	1,800.00	1,953.50
10E000 2544 3250 00 000000		EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTA				1,800.00	
			32148	Toner-Business office 10.0.2520.419	1188	153.50	
10E000 2520 4190 00 000000		EDUCATION/District/FISCAL SERVICES/Copy Supplies				153.50	
33844	Zeppo, Nicole	04/28/2016	4/21/2016	Travel Exp Reimburse-4/1-20/2 016 10.0.1200.332	4182016	11.54	11.54
10E000 1200 3320 00 000000		EDUCATION/District/SPECIAL EDUCATION/TRAVEL				11.54	

21 Computer Check(s) For a Total of 19,325.53

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	21	Computer	Checks For a Total of	19,325.53
Total For	21	Manual, Wire Tran, ACH & Computer Checks		19,325.53
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	19,325.53

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	0.00	0.00	14,690.19	14,690.19
20	O & M	0.00	0.00	4,635.34	4,635.34

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
33777	Advanced Disposal	04/22/2016	T20001358287	Waste Disposal 20.0.2542.321	4112016	4,096.85	4,096.85
20E000 2542 3210 00 000000	O & M/District/CARE AND UPKEEP OF BUILDING SE/SANITATIO					4,096.85	
33778	Alpha Baking Co, Inc.	04/22/2016	160070102018	Food Supply 10.0.2560.410	4182016	44.00	167.20
10E000 2560 4100 00 000000	EDUCATION/District/FOOD SERVICES/SUPPLIES					44.00	
			160070103037	Food Supply 10.0.2560.410	4182016	44.00	
10E000 2560 4100 00 000000	EDUCATION/District/FOOD SERVICES/SUPPLIES					44.00	
			160070105013	Food Supply 10.0.2560.410	4182016	79.20	
10E000 2560 4100 00 000000	EDUCATION/District/FOOD SERVICES/SUPPLIES					79.20	
33779	AT & T Long Distance	04/22/2016	853855797	Apr 2016 Phone Serv-Dist Fax 20.0.2542.341	4182016	10.20	10.20
20E000 2542 3410 00 000000	O & M/District/CARE AND UPKEEP OF BUILDING SE/At&t					10.20	
33780	Cintas Corporation #22	04/22/2016	22298474	Towel Service 10.0.2560.3230	4112016	35.00	70.00
10E000 2560 3230 00 000000	EDUCATION/District/FOOD SERVICES/REPAIR AND MAINTENANCE					35.00	
			22301523	Towel Service 10.0.2560.323	4182016	35.00	
10E000 2560 3230 00 000000	EDUCATION/District/FOOD SERVICES/REPAIR AND MAINTENANCE					35.00	
33781	Cozzini Bros., Inc.,	04/22/2016	C2598679	Knife Service 10.0.2560.323	4182016	38.00	38.00
10E000 2560 3230 00 000000	EDUCATION/District/FOOD SERVICES/REPAIR AND MAINTENANCE					38.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
33782	Discovery Benefits, Inc	04/22/2016	634571-IN	FSA Monthly-March 2016 10.0.2310.640	4112016	50.00	50.00
10E000 2310 6400 00 000000		EDUCATION/District/BOARD OF EDUCATION SERVICES/DUES & F				50.00	
33783	Dzik, Michelle	04/22/2016	4//15/2016	Reimburse for Teach Apprec supplies 10.0.2310.410	4182016	249.38	249.38
10E000 2310 4100 00 000000		EDUCATION/District/BOARD OF EDUCATION SERVICES/SUPPLIES				249.38	
33784	Exceptional Learners Collabora	04/22/2016	1591	OT Serv-April 2016 10.0.2190.310	4112016	3,855.43	3,855.43
10E000 2190 3100 00 000000		EDUCATION/District/OTHER SUPPORT SERVICES - PUPIL/PROFE				3,855.43	
33785	Fox River Foods Inc	04/22/2016	3156048	Food Supply 10.0.2560.410	4182016	1,068.16	3,984.98
10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES				1,068.16	
			3156049	Food Supply] 10.0.2560.410	4182016	808.19	
10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES				808.19	
			3159572	Food Supply] 10.0.2560.410	4182016	1,125.56	
10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES				1,125.56	
			3159573	Food Supply] 10.0.2560.410	4182016	983.07	
10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES				983.07	
33786	Grant Township Highway Departm	04/22/2016	Fuel-March 2016	Transportation	4112016	3,858.12	3,858.12

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Fuel 40.0.2550.464.0308 00			
40E000 2550 4640 00 030800	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/G					3,858.12	
33787	Hoadley, Renee A	04/22/2016	4/19/2016	Reimburse for 3rd Gr supplies 10.0.1110.410.79	4182016	35.00	35.00
10E000 1110 4100 79 000000	EDUCATION/District/ELEMENTARY/SUPPLIES					35.00	
33788	Jim Galeno	04/22/2016	944	PreK show 10.0.1110.410	4182016	250.00	250.00
10E000 1110 4100 79 000000	EDUCATION/District/ELEMENTARY/SUPPLIES					250.00	
33789	Key Food Services	04/22/2016	237751	Food Supply 10.0.2560.410	4182016	450.00	450.00
10E000 2560 4100 00 000000	EDUCATION/District/FOOD SERVICES/SUPPLIES					450.00	
33790	Lucas, Dawn	04/22/2016	4/19/2016	Reimburse for 3rd Gr supplies 10.0.1110.410.79	4182016	101.77	101.77
10E000 1110 4100 79 000000	EDUCATION/District/ELEMENTARY/SUPPLIES					101.77	
33791	McCulley, Matthew S	04/22/2016	4/18/2016	Reimb for IL Summit Reg Fee 10.0.2213.314	4182016	279.00	279.00
10E000 2213 3140 00 000000	EDUCATION/District/INSTRUCTIONAL STAFF TRAINING S/PROFE					279.00	
33792	Menards	04/22/2016	27901	Maint Supp-MS-Bolts, Braces 20.3.2542.4920	4112016	386.78	401.54
20E300 2542 4920 00 000000	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/Maintence S					386.78	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			28591	Maint Supp-MS-oil, wrench 20.3.2542.492	4182016	14.76	
20E300 2542 4920 00 000000	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/Maintence S					14.76	
33793	National Board Resource Center	04/22/2016	125	NBRC Prof Development 10.0.2210.310.4300	4112016	999.00	999.00
10E000 2210 3100 00 430000	EDUCATION/District/IMPROVEMENT OF INSTRUCTION SER/PROFE					999.00	
33794	NCC - Peterson Products	04/22/2016	69589	Custodial Supplies-PS 20.1.2542.491	1171	981.08	3,058.66
20E100 2542 4910 00 000000	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/Custodial					981.08	
			69590	Custodial Supp-ES 20.2.2542.491	1171	981.08	
20E200 2542 4910 00 000000	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/Custodi					981.08	
			69591	Custodial Supplies-MS 20.3.2542.491	1171	1,096.50	
20E300 2542 4910 00 000000	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/Custodial S					1,096.50	
33795	ReadyRefresh by Nestle	04/22/2016	06D0122987605	Water Supply-PS/ES/MS 20.1.2542.370 20.2.2542.370 20.3.2542.370	4182016	485.97	485.97
20E300 2542 3700 00 000000	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER					193.96	
20E200 2542 3700 00 000000	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/WATER/S					136.15	
20E100 2542 3700 00 000000	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/WATER/SEWE					155.86	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
33796	Rice, Kate	04/22/2016	4/10/2016	Spring Project outing 10.0.1110.310	4182016	122.82	122.82
10E000 1110 3100 00 000000		EDUCATION/District/ELEMENTARY/PROFESSIONAL AND TECHNICA				122.82	
33797	Round Lake Area School Distr 1	04/22/2016	IESA-2016	IESA Reg Wrest Meet fee 10.0.1500.640	4112016	171.01	171.01
10E000 1500 6400 00 000000		EDUCATION/District/Interscolastic Programs/DUES & FEES				171.01	
33798	Russell, Lisa	04/22/2016	4/19/2016	Reimburse for 3rd Gr supplies 10.0.1110.410.79	4182016	76.75	76.75
10E000 1110 4100 79 000000		EDUCATION/District/ELEMENTARY/SUPPLIES				76.75	
33799	Scholastic Book Club	04/22/2016	4/11/2016	Prime Time Books-Stump 10.0.1110.410.79	4182016	27.00	419.00
10E000 1110 4100 79 000000		EDUCATION/District/ELEMENTARY/SUPPLIES				27.00	
			T26695322	Prime Time Books-Himmelspach 10.0.1110.410.79	4182016	26.00	
10E000 1110 4100 79 000000		EDUCATION/District/ELEMENTARY/SUPPLIES				26.00	
			T29372177	1st Gr Books 10.0.1110.410.79	4182016	338.00	
10E000 1110 4100 79 000000		EDUCATION/District/ELEMENTARY/SUPPLIES				338.00	
			T29896224	Prime Time Books-Cashmore 10.0.1110.410.79	4182016	28.00	
10E000 1110 4100 79 000000		EDUCATION/District/ELEMENTARY/SUPPLIES				28.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
33800	Schuring & Schuring, Inc	04/22/2016	598	Milk Supply	4182016	191.73	2,602.98
				10.0.2560.410			
10E000 2560 4100 00 000000			EDUCATION/District/FOOD SERVICES/SUPPLIES			191.73	
			599	Milk Supply	4182016	121.06	
				10.0.2560.410			
10E000 2560 4100 00 000000			EDUCATION/District/FOOD SERVICES/SUPPLIES			121.06	
			621	Milk Supply	4182016	201.25	
				10.0.2560.410			
10E000 2560 4100 00 000000			EDUCATION/District/FOOD SERVICES/SUPPLIES			201.25	
			622	Milk Supply	4182016	121.06	
				10.0.2560.410			
10E000 2560 4100 00 000000			EDUCATION/District/FOOD SERVICES/SUPPLIES			121.06	
			661	Milk Supply	4182016	131.20	
				10.0.2560.410			
10E000 2560 4100 00 000000			EDUCATION/District/FOOD SERVICES/SUPPLIES			131.20	
			662	Milk Supply	4182016	100.47	
				10.0.2560.410			
10E000 2560 4100 00 000000			EDUCATION/District/FOOD SERVICES/SUPPLIES			100.47	
			693	Milk Supply	4182016	223.53	
				10.0.2560.410			
10E000 2560 4100 00 000000			EDUCATION/District/FOOD SERVICES/SUPPLIES			223.53	
			694	Milk Supply	4182016	182.88	
				10.0.2560.410			
10E000 2560 4100 00 000000			EDUCATION/District/FOOD SERVICES/SUPPLIES			182.88	
			726	Milk Supply	4182016	181.28	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				10.0.2560.410			
	10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES			181.28	
			727	Milk Supply	4182016	151.48	
				10.0.2560.410			
	10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES			151.48	
			756	Milk Supply	4182016	181.59	
				10.0.2560.410			
	10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES			181.59	
			757	Milk Supply	4182016	80.50	
				10.0.2560.410			
	10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES			80.50	
			779	Milk Supply	4182016	201.56	
				10.0.2560.410			
	10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES			201.56	
			780	Milk Supply	4182016	151.17	
				10.0.2560.410			
	10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES			151.17	
			852	Milk Supply	4182016	241.19	
				10.0.2560.410			
	10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES			241.19	
			853	Milk Supply	4182016	141.03	
				10.0.2560.410			
	10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES			141.03	
	33801 Social Thinking	04/22/2016	INV002687	Chicago	1175	196.00	196.00
				Conf-5/2/16			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				10.0.2210.319.4620			
	10E000 2210 3190 00 462000		EDUCATION/District/IMPROVEMENT OF INSTRUCTION SER/OTHER			196.00	
	33802 Soliant Health	04/22/2016	7801643	PT	4182016	543.75	956.25
				Service-3/28-4/3/2			
				016 10.0.2190.310			
	10E000 2190 3100 00 000000		EDUCATION/District/OTHER SUPPORT SERVICES - PUPIL/PROFE			543.75	
			7818271	PT	4182016	412.50	
				Service-4/4-6/2016			
				10.0.2190.310			
	10E000 2190 3100 00 000000		EDUCATION/District/OTHER SUPPORT SERVICES - PUPIL/PROFE			412.50	
	33803 Sportdecals	04/22/2016	ARINV-453544	4th Gr Art Wrks	1142	1,198.00	1,198.00
				t-shirts			
				10.0.1110.410.79			
	10E000 1110 4100 79 000000		EDUCATION/District/ELEMENTARY/SUPPLIES			1,198.00	
	33804 Techstar America Corporations	04/22/2016	32107	Lanier/MPC4503	4182016	990.00	990.00
				Maint			
				Agr-4/1/16-3/31/20			
				17 10.0.2544.325			
	10E000 2544 3250 00 000000		EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTA			990.00	
	33805 Treasurer of Lake County	04/22/2016	Permits	Parking Lot	4182016	5,248.00	5,248.00
				Permits			
				60.0.2533.319			
	60E000 2533 3190 00 000000		CAPITAL PROJECTS/District/ARCHITECTURE AND ENGINEERING			5,248.00	
	33806 Troxell Communications	04/22/2016	887615	Chrome	1160	25.00	25.00
				flipbook/console			
				10.0.1222.419.4620			
	10E000 1222 4190 00 462000		EDUCATION/District/Paraprofessional/Copy Supplies			25.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
33807	WittFitt LLC	04/22/2016	8990	Stools-SpEd	1174	224.00	224.00
				10.0.2130.410.4620			
				0			
10E000 2130 4100 00 462000		EDUCATION/District/HEALTH		SERVICES/SUPPLIES		224.00	

31 Computer Check(s) For a Total of 34,670.91

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	31	Computer	Checks For a Total of	34,670.91
Total For	31	Manual, Wire Tran, ACH & Computer Checks		34,670.91
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	34,670.91

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	0.00	0.00	17,511.57	17,511.57
20	O & M	0.00	0.00	8,053.22	8,053.22
40	TRANSPORTATION	0.00	0.00	3,858.12	3,858.12
60	CAPITAL PROJECTS	0.00	0.00	5,248.00	5,248.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
33760	Alpha Baking Co, Inc.	04/13/2016	160070091033	Food Supply 10.0.2560.410	4112016	51.78	281.90
10E000 2560 4100 00 000000	EDUCATION/District/FOOD SERVICES/SUPPLIES					51.78	
			160070095020	Food Supply 10.0.2560.410	4112016	44.00	
10E000 2560 4100 00 000000	EDUCATION/District/FOOD SERVICES/SUPPLIES					44.00	
			160070096015	Food Supply 10.0.2560.410	4112016	47.04	
10E000 2560 4100 00 000000	EDUCATION/District/FOOD SERVICES/SUPPLIES					47.04	
			160070096017	Food Supply 10.0.2560.410	4112016	62.22	
10E000 2560 4100 00 000000	EDUCATION/District/FOOD SERVICES/SUPPLIES					62.22	
			160070098013	Food Supply 10.0.2560.410	4112016	76.86	
10E000 2560 4100 00 000000	EDUCATION/District/FOOD SERVICES/SUPPLIES					76.86	
33761	Care Program, One Hope United	04/13/2016	3/1/2016	Tuition-D.Lis 10.4.1912.670.5066	4112016	2,957.54	2,957.54
10E403 1912 6700 00 506600	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tu					2,957.54	
33762	Fox River Foods Inc	04/13/2016	3144939	Food Supply 10.0.2560.410	4112016	453.65	4,233.05
10E000 2560 4100 00 000000	EDUCATION/District/FOOD SERVICES/SUPPLIES					453.65	
			3144940	Food Supply 10.0.2560.410	4112016	989.18	
10E000 2560 4100 00 000000	EDUCATION/District/FOOD SERVICES/SUPPLIES					989.18	
			3148515	Food Supply	4112016	1,204.29	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				10.0.2560.410			
	10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES			1,204.29	
			3151882	Food Supply	4112016	693.00	
				10.0.2560.410			
	10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES			693.00	
			3151883	Food Supply	4112016	892.93	
				10.0.2560.410			
	10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES			892.93	
33763	Gold, Robert	04/13/2016	4/7/2016	Reimburse for travel	4112016	98.79	98.79
				10.0.2321.3320			
	10E000 2321 3320 00 000000		EDUCATION/District/OFFICE OF THE SUPERINTENDENT S/TRAVE			98.79	
33764	Hodges, Loizzi, Eisenhammer, R	04/13/2016	33990	Legal Service-Feb 2016	4112016	286.20	286.20
				10.0.2310.3180			
	10E000 2310 3180 00 000000		EDUCATION/District/BOARD OF EDUCATION SERVICES/LEGAL SE			286.20	
33765	Home Juice Corporation	04/13/2016	11312196	Juice Supply	4112016	126.04	126.04
				10.0.2560.410			
	10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES			126.04	
33766	Key Food Services	04/13/2016	237169	Food Supply	4112016	1,244.40	1,244.40
				10.0.2560.410			
	10E000 2560 4100 00 000000		EDUCATION/District/FOOD SERVICES/SUPPLIES			1,244.40	
33767	Kolar, Jacqui	04/13/2016	4/6/2016	Reimburse for Lets Read supplies	4112016	88.93	88.93
				10.0.1110.410.79			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	10E000 1110 4100 79 000000		EDUCATION/District/ELEMENTARY/SUPPLIES			88.93	
33768	Morley, Sunny D	04/13/2016	4/6/2016	Reimburse for 4th Gr books 10.0.1110.410.79	4112016	139.00	139.00
	10E000 1110 4100 79 000000		EDUCATION/District/ELEMENTARY/SUPPLIES			139.00	
33769	Music & Arts Center	04/13/2016	5265995	Band Instrument Serv 10.3.1120.410.21	1176	93.07	154.51
	10E300 1120 3100 21 000000		EDUCATION/MIDDLE/MIDDLE-JUNIOR HIGH/PROFESSIONAL AND TE			93.07	
			8708825	Band Supplies 10.3.1120.410.21	1177	26.95	
	10E300 1120 4100 21 000000		EDUCATION/MIDDLE/MIDDLE-JUNIOR HIGH/SUPPLIES			26.95	
			8822164	Band Supplies 10.3.1120.410.21	1177	34.49	
	10E300 1120 4100 21 000000		EDUCATION/MIDDLE/MIDDLE-JUNIOR HIGH/SUPPLIES			34.49	
33770	Quill Corp	04/13/2016	3226363	SpEd Supplies 10.0.1222.419.4620	1135	159.19	438.17
	10E000 1222 4190 00 462000		EDUCATION/District/Paraprofessional/Copy Supplies			159.19	
			4653483	Toner-MS 10.3.1120.4190	1172	278.98	
	10E300 1120 4190 00 000000		EDUCATION/MIDDLE/MIDDLE-JUNIOR HIGH/Copy Supplies			278.98	
33771	Special Education Dist Of Lake	04/13/2016	03/04/2016	Tuition Summary-March 2016 10..4220.670	382016	35,006.89	35,006.89
	10E400 4220 6700 00 000000		EDUCATION/SEDOL/SpecED/TutionOtherDistricts/Private Tui			35,006.89	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
33772	Sportdecals Inc	04/13/2016	SO-489285	Prime Time t-shirts 10.0.1110.410.79	4112016	1,003.88	1,003.88
10E000 1110 4100 79 000000	EDUCATION/District/ELEMENTARY/SUPPLIES					1,003.88	
33773	Sterner, Dorothy	04/13/2016	4/7/2016	Reimburse for Pre-K Family snacks 10.0.1110.410.79	4112016	32.52	32.52
10E000 1110 4100 79 000000	EDUCATION/District/ELEMENTARY/SUPPLIES					32.52	
33774	Techstar America Corporations	04/13/2016	32042	Copier Repair Supplies 10.3.1120.419	4112016	60.00	60.00
10E300 1120 4190 00 000000	EDUCATION/MIDDLE/MIDDLE-JUNIOR HIGH/Copy Supplies					60.00	
33775	The Science Alliance	04/13/2016	5/16/2016	3rd Gr World Works FT deposit 10.0.1110.410.79	4112016	50.00	50.00
10E000 1110 4100 79 000000	EDUCATION/District/ELEMENTARY/SUPPLIES					50.00	
33776	Wright, Jill	04/13/2016	4/12/2016	Reimburse for health supplies 10.2.2130.410	4112016	26.94	26.94
10E200 2130 4100 00 000000	EDUCATION/ELEMENTARY/HEALTH SERVICES/SUPPLIES					26.94	

17 Computer Check(s) For a Total of 46,228.76

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	17	Computer	Checks For a Total of	46,228.76
Total For	17	Manual, Wire Tran, ACH & Computer Checks		46,228.76
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	46,228.76

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	0.00	0.00	46,228.76	46,228.76

Convenience Fund Report
May 2016

Account	Beginning Balance	Debits	Credits	Ending Balance
Prek	0	545.82	1120	574.18
KG	1099.54	4256.14	4768.55	1611.95
1st Grade	3299.06	2677.39	2384.00	3005.67
2nd Grade	4619.39	1800.00	2278.00	5097.39
3rd Grade	2091.80	2597.67	3185.83	2679.96
4th Grade	1079.40	8038.84	10017.50	3058.06
5th Grade	1851.09	2908.87	3154.85	2097.07
6th Grade	1149.76	824.00	2785.00	3110.76
7th Grade	1518.00	0.00	0.00	1518.00
8th Grade	83.94	20513.00	23923.00	3493.94
Character Ed	3729.25	959.40	2229.75	4999.60
Prime Time	3527.71	1112.88	2162.00	4576.83
Reading PS	431.62	1178.66	2232.00	1484.96
Reading ES	729.97	206.26	0.00	523.71
Respect	665.00	564.90	564.90	665.00
Kids Art	733.97	734.43	0.00	-0.46
Lets Read to Grow	0.00	88.93	600.00	511.07
In & Out Account	0.00	32513.54	34283.54	1770.00
Total	**26609.50**	**81520.73**	**95688.92**	**40777.69**

Big Hollow Student Activity Funds
Balance Sheet
As of May 3, 2016

	May 3, 16
ASSETS	
Current Assets	
Checking/Savings	
BMO Harris Activity Bank Acct	
Girls on the Run	49.13
In & Out Account	1,204.76
National Junior Honor Society	1,218.95
Nature Center	2,026.09
Recycling Club	2,676.83
Student Council	3,120.58
Sunshine Club - Primary	954.12
BMO Harris Activity Bank Acct - Other	98.17
Total BMO Harris Activity Bank Acct	11,348.63
Total Checking/Savings	11,348.63
Total Current Assets	11,348.63
TOTAL ASSETS	**11,348.63**
LIABILITIES & EQUITY	
Equity	
Retained Earnings	10,549.19
Net Income	799.44
Total Equity	11,348.63
TOTAL LIABILITIES & EQUITY	**11,348.63**

Big Hollow School District 38
Payroll Summary

Date	Education	O&M	Transportation	IMRF/SS	Total
25-Apr-16	$361,287.98	$4,739.10	$440.63	$12,724.53	$379,192.24
10-May-16	$425,183.32	$4,739.10	$440.63	$13,851.31	$444,214.36
Grand Total	$786,471.30	$9,478.20	$881.26	$26,575.84	$823,406.60

Board of Education President
Big Hollow School District 38

Date

Board of Education Secretary
Big Hollow School District 38

Date

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www.bighollow.us

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FAX (847) 740-9172

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33335 N. Fish Lake Rd
Ingleside, IL 60041
847-740-5320
Fax 847-740-3490

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

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

BOARD OF EDUCATION COMMITTEE REPORT

Date: 5/3/16 **Location:** District Office

Committee: Negotiations Committee

Members Present: Doug Pederson, Kevin Lyons

Others in Attendance: Bob Gold

Duration of Meeting: 4:00 – 5:00 p.m.

Topic Points and/or Summary of Discussion:

- Finalized the contents of the proposed 2016-2017 Education Support Personnel Handbook.
- After Mr. Gold adds the changes that were discussed, the final draft will be submitted to the Board at the May Board meeting for approval.

Robert B. Gold

Submitted by: _____

Operational Services

Use of Credit and Procurement Cards

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests.

The Superintendent or designee shall manage the use of District credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit and procurement card use by the Superintendent is appropriate.

In addition to the other limitations contained in this and other Board policies, District credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. Each cardholder, other than the Superintendent, may charge no more than $500 in a single purchase and no more than $1000 within a given month without prior authorization from the Superintendent.
4. The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases.
9. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.
10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

LEGAL REF.: 105 ILCS 5/10-20.21.
23 Ill.Admin.Code §100.70(d).

CROSS REF.: 4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 4:90 (Activity Funds)

ADOPTED: October 20, 2014

Operational Services

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 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 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. 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. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.
7. 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 5/21B-80 to have direct, daily contact at a District school or school-related activity with one or more student(s); and (2) 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 5/24-5: (1) concerning each employee who begins providing services in the District after June 16, 2014, 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 student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

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.: 105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 5/24-5.
820 ILCS 130/.

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; Criminal Background Check and/or Screening; Notifications)

ADOPTED: October 20, 2014

Operational Services

Resource Conservation

The Superintendent shall manage a program of energy and resource conservation for the District that includes:

1. Periodic review of procurement procedures and specifications to ensure that purchased products and supplies are reusable, durable, or made from recycled materials, if economically and practically feasible.
2. Purchasing recycled paper and paper products in amounts that will, at a minimum, meet the specifications in the School Code, if economically and practically feasible.
3. Periodic review of procedures on the reduction of solid waste generated by academic, administrative, and other institutional functions. These procedures shall: (a) require recycling the District's waste stream, including landscape waste, computer paper, and white office paper, if economically and practically feasible; (b) include investigation of the feasibly of potential markets for other recyclable materials that are present in the District's waste stream; and (c) be designed to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that is generated by the District.
4. Adherence to energy conservation measures.

LEGAL REF.: 105 ILCS 5/10-20.19c.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs)

ADOPTED: December 15, 2008

Operational Services

Accounting and Audits

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing,* as adopted by the Illinois State Board of Education, State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board.. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent.

The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the Illinois State Board of Education. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records . The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and Illinois State Board of Education rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of $500.00. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian.

Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.: 105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Activity Funds)

ADOPTED: January 23, 2012

Operational Services

Activity Funds

The Board, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes.

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy 4:80, *Accounting and Audits*; State law; and the Illinois State Board of Education rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds, including the authority to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose.

LEGAL REF.: 105 ILCS 5/8-2 and 5/10-20.19.
23 Ill.Admin.Code §§100.20 and 100.80.

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fund-Raising Activities)

ADOPTED: October 20, 2014

Revisions to Policies, Administrative Procedures and Exhibits

Number and Title	Action The memo describes the revisions.
6:130, Program for the Gifted	Policy, footnotes, and Legal References are updated after 5- year review to enhance alignment with governance principles.
6:300, Graduation Requirements	Policy is nonsubstantive updated; Cross References and footnotes are amended in response to legislation.
6:300-E2, Exhibit - State Law Graduation Requirements	Exhibit is updated in response to legislation.
7:150, Agency and Police Interviews	Policy and Cross References are updated in response to subscriber feedback.
7:150-AP, Administrative Procedure - Agency and Police Interviews	Procedure is updated to better align with the Ill. Council of School Attorneys' *Guidelines for Interview of Students* publication.
7:190, Student Behavior (formerly known as Student Discipline)	Policy, footnotes, Legal References, and Cross References are updated in response to legislation and to add useful provisions.
7:190-AP2, Student Handbook - Gang Activity Prohibited	Student handbook provision is unchanged, other than a punctuation edit.
7:190-AP3, Administrative Procedure - Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students	Procedure is unchanged after a 5-year review.
7:190-AP4, Administrative Procedure - Use of Isolated Time Out and Physical Restraint	Procedure is unchanged after its 5-year review to ensure legal compliance and alignment with good governance principles
7:190-AP7, Administrative Procedure - Student Discipline Guidelines	Procedure is updated in response to legislation.
7:190-AP8, Administrative Procedure - Student Re-Engagement Guidelines	**NEW**. Procedure is added in response to legislation.
7:190-E1, Exhibit - Aggressive Behavior Reporting Letter and Form	Exhibit is revised to promote cooperation.
7:190-E3, Exhibit - Memorandum of Understanding	**NEW**. Exhibit is added in response to legislation.
7:190-E4, Exhibit - Acknowledgement of Receiving Student Behavior Policy and Student Conduct Code	**NEW**. Exhibit is added to supplement the **PRESS** suite of student behavior material.
7:200, Suspension Procedures	Policy, footnotes, Legal References, and Cross References are updated in response to legislation.
7:200-E1, Exhibit - Short Term Out-of-School Suspension (1-3 Days) Reporting Form	**NEW**. Exhibit is added in response to legislation.
7:200-E2, Exhibit - Long Term Out-of-School Suspension (4-10 Days) Reporting Form	**NEW**. Exhibit is added in response to legislation.
7:210, Expulsion Procedures	Policy, footnotes, Legal References, and Cross References are updated in response to legislation.
7:210-E1, Exhibit - Notice of Expulsion Hearing	**NEW**. Exhibit is added in response to legislation
7:220, Bus Conduct	Policy, footnotes, and Cross References are updated in response to legislation.
7:230, Misconduct by Students with Disabilities	Modifications to only the Cross References after review to ensure legal compliance and alignment with governance principles.
7:240, Conduct Code for Participants in Extracurricular Activities	Policy, Cross References, and footnotes are updated in response to legislation and to add clarity.

Revisions to Policies, Administrative Procedures and Exhibits
continued

Number and Title	Action
7:240-AP2, E1, Exhibit - Consent to Participate in Extracurricular Drug and Alcohol Testing Program	Exhibit is unchanged except for minor grammatical changes to enhance clarity.
7:305, Student Athlete Concussions and Head Injuries	Footnotes and Legal References are changed in response to legislation.
7:305-AP, Administrative Procedure - Program for Managing Student Athlete Concussions and Head Injuries	Procedure is rewritten in response to legislation.

Acknowledgement to PRESS Advisory Board

Before each **PRESS** issue is published, a group of distinguished individuals provides input and suggestions. We appreciate their contributions and thank them sincerely.

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2/16-950-036-PS

DRAFT UPDATE

Students

Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. ~~through~~Procedures ~~that~~ will: (1) recognize individual student rights and privacy, (2) minimize potential disruption, (3) foster a cooperative relationship with public agencies and law enforcement, and (4) comply with State law.

Comment [AKL1]: The policy and Cross References are updated. The policy is updated in response to subscriber feedback to clarify that superintendents are responsible for developing procedures and implementing this policy. It was also reviewed in light of P.A. 99-456 (eff. 9-15-2016). **Issue 91, February 2016**

LEGAL REF.: 55 ILCS 80/, Children's Advocacy Center Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/31-1 et seq., Interference with Public Officers Act.
725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student ~~Discipline~~Behavior)

ADOPTED: ~~June 23, 2008~~

This policy is **rewritten** in response to legislation (P.A. 99-456). Much of the previous policy language remains, but has been reordered. The extent of the changes made our usual PRESS Plus process for showing changes too cumbersome. A redlined version is available in the Committee Worksheets via PRESS Online.

Students

This policy becomes effective and replaces the current policy on *Student Discipline* on the first student attendance day of the 2016-2017 school year.

Comment [APowell1]: Once adopted, this policy should be placed in the board's policy manual and used by staff to come into compliance with P.A. 99-456. On the first attendance day of the 2016-2017 school year, this policy will replace the former version, which can be deleted from the policy manual at that time. See the Update Memo for more information.
Issue 91, February 2016

Student Behavior (formerly known as *Student Discipline*)

Comment [APowell2]: The policy title is changed to refocus the policy on student behavior and reduce its punitive tone. The parent-teacher advisory committee should meet to discuss the changes to this policy necessitated by P.A. 99-456 before the legislation's effective date of 9-15-2016.
Issue 91, February 2016

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

Comment [APowell3]: Goals and objectives are added to give the board a focus for monitoring the policy. This list can be deleted, replaced, or modified by the board.
Issue 91, February 2016

When and *Where* Conduct Rules Apply

Comment [APowell4]: This subhead title was added and the section moved to this new location within the policy to clarify that the district will take disciplinary action only when a student engages in prohibited conduct under the conditions described in this section.
Issue 91, February 2016

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

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

Prohibited Student Conduct

Comment [APowell5]: New items are added to the list of prohibited student conduct to be thorough. Consult the Board attorney for advice on deleting or modifying any of the items in this section.
Issue 91, February 2016

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

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

d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

Comment [APowell6]: Contact the board attorney for advice concerning whether to accommodate a student who is a *registered qualifying patient.*
Issue 91, February 2016

Comment [APowell7]: This is a catch-all provision concerning substances that may pose a health risk or disruption.
Issue 91, February 2016

Comment [APowell8]: The Powdered Caffeine Control and Education Act states: "No person may sell, offer for sale, give away, or provide free samples of powdered pure caffeine to any person under age 18 located within the State or to any person under age 18 making the purchase from within the State." A limited exception exists 410 ILCS 647/20, added by P.A. 99-50.
Issue 91, February 2016

Comment [APowell9]: The prohibition concerning "look-alike" or counterfeit drugs is expanded to include any substance that a student believes to be, or represents to be, a substance prohibited by the policy, even if the substance is not prohibited. This edit will apply, for example, if a student represents a powdered vitamin to be pure caffeine – pure caffeine is prohibited on campus even though it is a legal substance.
Issue 91, February 2016

Comment [APowell10]: Contact the board attorney for advice concerning whether to accommodate a student who is a *registered qualifying patient.*
Issue 91, February 2016

Comment [APowell11]: 105 ILCS 5/10-21.10 prohibits student possession of electronic paging devices, but State law leaves to local boards the discretion whether to prohibit student possession of cellular phones (105 ILCS 5/10-20.28).

OPTION 1:
To prohibit use or possession unless authorized by the Building Principal replace #5 with the following: Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
Issue 91, February 2016

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

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

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

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

Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who

Comment [APowell12]: The practice of suspending or expelling a student based on the number of accumulated disciplinary infractions may be illegal under 105 ILCS 5/10-22.6, amended by P.A. 99-456, eff. 9-15-2016. This includes a system of assigning points to specific infractions and then tallying the points a student receives over a period of time to determine a disciplinary exclusion from school. Contact the board attorney before using such a system.
Issue 91, February 2016

Comment [APowell13]: 105 ILCS 5/10-22.6(b-5), amended by P.A. 99-456, eff. 9-15-2016. According to subsection c-5, "[s]chool districts must make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates." 105 ILCS 5/10-22.6(c-5), added by P.A. 99-456, eff. 9-15-2016).
Issue 91, February 2016

Comment [APowell14]: A new provision prohibits school personnel from advising or encouraging students to drop out voluntarily due to behavioral or academic difficulties. 105 ILCS 5/10-22.6(h), added by P.A. 99-456.
Issue 91, February 2016

Comment [APowell15]: The disciplinary measures have been re-ordered from least severe to most severe to be more reader-friendly. The disciplinary measures listed are a range of options that will not always be applicable in every case.
Issue 91, February 2016

Comment [APowell16]: Restitution is permitted, but assessing a fine is prohibited by (105 ILCS 5/10-22.6(i), added by P.A. 99-456, eff. 9-15-2016).

Comment [APowell17]: The 5-day limit on in-school suspensions is removed to add flexibility to its use.
Issue 91, February 2016

Comment [APowell18]: Consult the board attorney for advice concerning confiscated devices. There is no binding Ill. court decision regarding school personnel seizing and retaining a student's property. The Supreme Court of Arkansas held that a teacher and principal did not violate a student's state or federal rights when they confiscated and retained a student's cell phone for 2 weeks for violating school rules on cell phones. Koch v. Adams, 361 S.W.3d 817 (Ark. 2010).
Issue 91, February 2016

Comment [APowell19]: This sentence is optional.

OPTION 2:
Restrict all suspended students from school grounds and school activities by replacing "may also be" with "shall also be."
Issue 91, February 2016

has been expelled may also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

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

Re-Engagement of Returning Students

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

Comment [APowell20]: This sentence is optional.

OPTION 3:
Restrict all expelled students from school grounds and school activities by replacing "may also be" with "shall also be."
Issue 91, February 2016

Comment [APowell21]: Contact the board attorney regarding the necessary due process procedures before imposing a disciplinary transfer to an alternative school. An Ill. appellate court stated incidentally in a decision, without establishing precedent, that placement in an alternative school is tantamount to an expulsion.
Issue 91, February 2016

Comment [APowell22]: The new legislation explicitly forbids zero tolerance policies. It provides, however, an exception for zero tolerance policies established by state or federal law. This includes zero tolerance laws for bringing weapons to school. See the Update Memo for more information.
Issue 91, February 2016

Comment [APowell23]: Required by 105 ILCS 5/10-22.6(b-25), amended by P.A. 99-456, eff. 9-15-16. See 7:190-AP8, *Student Re-Engagement Guidelines.*
Issue 91, February 2016

Comment [APowell24]: A goal for re-engagement is optional.
Issue 91, February 2016

Comment [APowell25]: Schools must permit students who were suspended to make up work for equivalent academic credit (105 ILCS 5/10-22.6(b-30), amended by P.A. 99-456, eff. 9-15-2016).
Issue 91, February 2016

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

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

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

Student Handbook

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

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

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.
Pro-Children Act of 1994, 20 U.S.C. §6081.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.
23 Ill.Admin.Code §1.280.

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

ADOPTED:

This policy is **rewritten** in response to legislation (P.A. 99-456). The footnotes are included to explain the details of the Act, but will be removed when the board adopts the policy.

Students

This policy becomes effective and replaces the policy on *Suspension Procedures* on the first student attendance day of the 2016-2017 school year.

Suspension Procedures [1]

In-School Suspension [2]

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following: [3]

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing

Comment [AKL1]: Two new subheads are added: **In-School Suspension** and **Out-of-School Suspension**. In-school suspensions are not covered by statute and implementation of that subhead will require assistance of the board attorney to align the policy with the district's practices. Out-of-school suspensions are now governed by P.A. 99-456 (eff. 9-15-2016).
Issue 91, February 2016

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

1 State law requires districts to have a policy on student discipline (105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280). State or federal law controls this policy's content. For information about administering student discipline, see the U.S. Dept. of Education's and the U.S. Dept. of Justice's 2014 jointly released school discipline package, *Guiding Principles*, at: www2.ed.gov/policy/gen/guid/school-discipline/faq.pdf.

Boards may authorize *by policy* the superintendent, building principal, assistant building principal, or dean of students to suspend students guilty of gross disobedience or misconduct from school, including all school functions (105 ILCS 5/10-22.6(b). See 7:190, *Student Discipline*, for such an authorization.

2 In-school suspensions are not covered by statute. Contact the board attorney for advice concerning amending this section.

3 Suspension procedures are required by State law (105 ILCS 5/10-22.6). The right to attend school is a property right protected by the due process clause of the U.S. Constitution. Goss v. Lopez, 95 S.Ct. 729 (1975). Imposing a short deprivation of this property right by suspending a student for 10 or fewer days requires only minimal due process. The student must be generally informed of the reasons for the possible suspension, and be permitted to tell his/her version of the story. Making a decision to suspend before the hearing violates the basic due process requirement that the hearing be meaningful. Sieck v. Oak Park-River Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

105 ILCS 5/10-22.6(b) allows a student who is suspended in excess of 20 school days to be immediately transferred to an alternative program in the manner provided in Article 13A or 13B of the School Code. A student cannot be denied transfer because of the suspension, except in cases in which such transfer is deemed to cause a threat to the safety of students or staff in the alternative program.

Consult the board attorney for assistance if a suspension will exceed 10 consecutive school days. Subsection 10-22.6(b) uses the phrase "is suspended in excess of 20 school days" even though a 20-consecutive day suspension should be treated as an expulsion. Goss v. Lopez, 95 S.Ct. 729 (1975). For further discussion, see f/n 40 in policy 7:190, *Student Behavior*.

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threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall: [4]
   a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
   b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit; [5]
   c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
   d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
   e. Depending upon the length of the out-of-school suspension, include the following applicable information:
      i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose: [6]
         a) A threat to school safety, or
         b) A disruption to other students' learning opportunities.
      ii. For a suspension of 4 or more school days, an explanation: [7]
         a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
         b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student,[8] and

Comment [AKL2]: The most significant edits required by P.A. 99-456 (eff. 9-15-2016) were made to these notice provisions. These changes also correspond with 7:200-E1, *Short Term Out-of-School Suspension (1-3 Days) Reporting Form* and 7:200-E2, *Long Term Out-of-School Suspension (4-10 Days) Reporting Form.* Please access these documents using the district's PRESS Online service, and refer to the Update Memo for more detailed information concerning the difference between short-term and long-term suspensions.
Issue 91, February 2016

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

4 105 ILCS 5/10-22.6, amended by P.A. 99-456, eff. 9-15-2016.

Consult the board attorney (1) about the specific documentation required in this portion of the notice, and (2) to ensure that 7:200-E1, *Short Term Out-of-School Suspension (1-3 Days) Reporting Form* and 7:200-E2, *Long Term Out-of-School Suspension (4-10 Days) Reporting Form* reflect the exact practices that the district will use to implement this requirement.

5 Required by 105 ILCS 5/10-22.6(b-30).

6 105 ILCS 5/10-22.6(b-15), amended by P.A. 99-456, eff. 9-15-2016 explains that "threat to school safety or a disruption to other students' learning opportunities" shall be determined by the school board or its designee on a case-by-case basis. **Consult the board attorney for specific advice regarding the application of these statutory terms in this context (see f/n 8, below).**

7 105 ILCS 5/10-22.6(b-20), amended by P.A. 99-456, eff. 9-15-2016. School officials are granted the sole authority to determine on a case-by-case basis: (1) whether "appropriate and available behavioral and disciplinary interventions have been exhausted," and (2) whether "the student's continuing presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community, or (ii) substantially disrupt, impede, or interfere with the operation of the school." Consult the board attorney to request specific training for school officials to apply these statutory terms in this context (see f/n 5 above).

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c) That the student's continuing presence in school would either:

i) Pose a threat to the safety of other students, staff, or members of the school community, or

ii) Substantially disrupt, impede, or interfere with the operation of the school.

iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension. [9]

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.

6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. [10] At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. [11] After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above. [12]

LEGAL REF.: 105 ILCS 5/10-22.6.
Goss v. Lopez, 95 S.Ct. 729 (1975).
Sieck v. Oak Park River-Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

Please compare this version with the district's current version of policy 7:200. Custom language from the current version may be added; however, before adding custom language that may alter any of the items in these lists, confer with the board attorney.

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8 While school officials have discretion to determine the length of suspensions, they must resolve threats, address disruptions, and minimize the length of student exclusions to the greatest extent practicable (105 ILCS 5/10-22.6(b-20), amended by P.A. 99-456, eff. 9-15-2016). **Consult the board attorney about the practical implementation of documenting other appropriate and available interventions for the student.**

Last, the law also requires school districts to make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates (105 ILCS 5/10-22.6(c-5), amended by P.A. 99-456, eff. 9-15-2016).

9 105 ILCS 5/10-22.6(b-25), amended by P.A. 99-456, eff. 9-15-2016.

10 A board may hear student disciplinary cases in a meeting closed to the public (5 ILCS 120/2(c)(9).

11 105 ILCS 5/10-22.6(c).

12 105 ILCS 5/10-22.6(b), amended by P.A. 99-456, eff. 9-15-2016.

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This policy is **rewritten** in response to legislation (P.A. 99-456). The footnotes are included to explain the details of the Act, but they will be removed when the board adopts the policy.

Students

This policy becomes effective and replaces the current policy on *Expulsion Procedures* on the first student attendance day of the 2016-2017 school year.

Expulsion Procedures [1]

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following: [2]

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. [3] The request shall: [4]
   a. Include the time, date, and place for the hearing.
   b. Briefly describe what will happen during the hearing.
   c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
   d. List the student's prior suspension(s).
   e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
   f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. [5] If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final

Comment [APowell1]: A sample notice (7:210-E1, *Notice of Expulsion Hearing)* is available using the district's PRESS Online service. Refer to the Update Memo for more detailed information concerning these requirements.

Issue 91, February 2016

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

1 State or federal law requires districts to have a policy on student discipline (105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280). State or federal law controls this policy's content. The discipline of special education students must comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules. See 7:230, *Misconduct by Students with Disabilities.*

2 Expulsion procedures are required by State law (105 ILCS 5/10-22.6(a). The right to attend school is a property right protected by the due process clause of the U.S. Constitution. Goss v. Lopez, 95 S.Ct. 729 (1975). Thus, an expulsion of more than 10 days requires due process including, but not limited to, notice of the charges, an opportunity to hear the evidence in support of the charges, an opportunity to refute them, and a decision by an impartial decision maker based on the evidence presented. The adequacy of an expulsion hearing is frequently challenged; the board attorney should be consulted as every due process analysis will be highly fact specific. See f/n 9, *infra.*

3 105 ILCS 5/10-22.6(a). Whenever the term "registered mail" is used in the School Code, it shall be deemed to authorize the use of either registered mail or certified mail, return receipt requested (105 ILCS 5/1-3.5).

4 Id. Items a and b address due process, which includes the right to receive a notice with enough detail and with enough time to prepare a defense. Item c details the requirements pertaining to expulsions throughout 105 ILCS 5/10-22.6, amended by P.A. 99-456, eff. 9-15-2016. Items d through f are optional best practice inclusions. **Consult the board attorney about the specific documentation required in this portion of the notice to ensure the district's practice matches the policy language.**

5 A board may hear student disciplinary cases in a meeting closed to the public (5 ILCS 120/2(c)(9).

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action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board. [6]

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. [7] After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall: [8]

   a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school. [9]

   b. Provide a rationale for the specific duration of the recommended expulsion. [10]

   c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student. [11]

   d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school. [12]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[6] 105 ILCS 5/10-22.6(c).

[7] A student's opportunity to offer evidence, present witnesses, cross-examine witnesses, and otherwise present reasons why the student should not be expelled generally outweighs a district's interest in not providing the student these opportunities. See, Camlin v. Beecher Comm. Sch. Dist., 791 N.E.2d 127 (Ill.App. 3d Dist. 2003) and Colquitt v. Rich Tsp H. S. Dist., 699 N.E.2d 1109 (Ill.App. 1st Dist. 1998). Determining whether denying these opportunities would violate a student's right to due process requires a careful analysis of the facts and federal case law. See Brown v. Plainfield Dist., 500 F. Supp.2d 996 (N.D. Ill. 2007) and Coronado v. Valleyview Sch. Dist., 2008 WL 3316022 (7th Cir. 2008).

[8] **Consult the board attorney to request specific training for school officials to apply these statutory terms in the context of expulsions**. See 7:210-E1, *Notice of Expulsion Hearing*. The law gives school officials discretion while also requiring them to resolve threats, address disruptions, and minimize the length of student exclusions to the greatest extent practicable (105 ILCS 5/10-22.6(b-20), amended by P.A. 99-456, eff. 9-15-2016). Yet, the law also requires school districts to make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resources offices, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates (105 ILCS 5/10-22.6(c-5), amended by P.A. 99-456, eff. 9-15-2016).

[9] 105 ILCS 5/10-22.6(a).

[10] Id.

[11] 105 ILCS 5/10-22.6(b-20), amended by P.A. 99-456, eff. 9-15-2016 requires and grants school officials the sole authority to determine on a case-by-case basis: (1) whether "appropriate and available behavioral and disciplinary interventions have been exhausted," and (2) whether "the student's continuing presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community or (ii) substantially disrupt, impede, or interfere with the operation of the school."

[12] Id.

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5. Upon expulsion, the District may refer the student to appropriate and available support services. [13]

LEGAL REF.: 105 ILCS 5/10-22.6(a).
Goss v. Lopez, 95 S.Ct. 729 (1975).

CROSS REF.: 5:100 (Staff Development); 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

Please compare this version with the district's current version of policy 7:210. Custom language from the current version may be added; however, before adding custom language that may alter any of the items in these lists, confer with the board attorney.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

13 105 ILCS 5/10/22.6(b-25). **Consult the board attorney about transfers to an alternative program pursuant to Article 13A of the School Code.** See Leak v. Board of Education of Rich Township High School District 227, 2015 IL App (1st) 143202, requiring *obiter dictum* that before school officials transfer students to alternative schools for extended periods of time, they must provide students with a meaningful opportunity to be heard.

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DRAFT UPDATE

Students

Bus Conduct

All students must follow the District's *School Bus Safety* ~~Guidelines~~*Rules*.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in Board of Education policy, 7:190, *Student* ~~*Discipline*~~*Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

Comment [AKL1]: The policy and Cross References are amended to comply with P.A. 99-456 (eff. 9-15-2016). Two new subheads are added: **School Bus Suspensions** and **Academic Credit for Missed Classes During School Bus Suspension**.

Issue 91, February 2016

Comment [AKL2]: The **Academic Credit for Missed Classes During School Bus Suspension** subhead and the first sentence of its text are required by P.A. 99-456 (eff. 9-15-2016).
Issue 91, February 2016

DRAFT UPDATE

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.
105 ILCS 5/10-20.14, 5/10-22.6, and 10/.
720 ILCS 5/14-3(m).
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student ~~Discipline~~Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records)

ADOPTED: ~~December 3, 2013~~

DRAFT UPDATE

Students

Conduct Code for Participants in Extracurricular Activities

The Building Principal and staff, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy and the rules adopted by any association in which the School District maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board of Education.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the ~~rules of~~conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 8 participating in these programs.

Comment [AKL1]: The policy now specifically requires participants in extracurricular activities to abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. This articulates a requirement that was previously implied to add clarity.
Issue 91, February 2016

LEGAL REF.: Board of Education of Independent School Dist. No. 92 v. Earls, 122 S.Ct. 2559 (2002).
Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill.App.4, 1985).
Kevin Jordan v. O'Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5, 1999).
Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).
Veronia School Dist. 475 v. Acton, 515 U.S. 646 (1995).
105 ILCS 5/24-24, 5/27-23.3, and 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student ~~Discipline~~Behavior), 7:300 (Extracurricular Athletics)

ADOPTED: ~~October 20, 2014~~

DRAFT UPDATE

Students

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
   a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
   b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
      i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
      ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
   c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
   d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
   e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
   f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
   g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

DRAFT UPDATE

2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
   a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
   b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
   c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require all student athletes to view the Illinois High School Association's video about concussions.
4. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
5. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
6. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

LEGAL REF.: ~~105 ILCS 5/10-20.54~~
105 ILCS 5/22-80 ~~added by P.A. 99-245; if approved by the House and signed by the Governor, SB219 will extend the effective date to the 2016-2017 school year.~~
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 7:300 (Extracurricular Athletics)

ADOPTED: ~~February 8, 2016~~

Comment [AKL1]: Trailer legislation (P.A. 99-486) amended the Youth Sports Concussion Safety Act. 105 ILCS 5/22-80, added by P.A. 99-245. The trailer legislation (P.A. 99-486) delays the compliance deadline until the beginning of the 2016-2017 school year. The reference to the trailer bill's status from the Legal References is removed.

105 ILCS 5/10-20.54 was repealed by P.A. 99-245. It required each school board to adopt a policy regarding student athlete concussions and head injuries. School districts should be guided by it until they fully comply with the Youth Sports Concussion Safety Act.
Issue 91, February 2016

RESPONSE FORM
PRESS PLUS ISSUE 91, February 2016

Return to The Illinois Association of School Boards,
Attn: Angie Powell, Policy Consultant
Email: pressplus@iasb.com or **Fax:** 217-528-2831

District Name: _____ **Date of Adoption:** _____
*If date of adoption is different for any of the policies listed below, please note.

Please read carefully and mark one column in each row. Policies not marked in any column will be held for future response.

Policy Code	Policy Title		Adopted as presented by IASB	Adopted with additional edits (enclosed)	Policy/ Option not adopted	Policy Held for Future Response
7:150	**Agency and Police Interviews**					
7:190	**Student Behavior – *Renamed and Rewritten***					
	Option 1:	Prohibit use or possession of cell phones, etc. unless authorized by the Building Principal				
	Option 2:	Restrict all suspended students from school grounds and school activities; replace "may" with "shall"				
	Option 3:	Restrict all expelled students from school grounds and school activities; replace "may" with "shall"				
7:200	**Suspension Procedures – *Rewritten***					
7:210	**Expulsion Procedures – *Rewritten***					
7:220	**Bus Conduct**					
7:240	**Conduct Code for Participants in Extracurricular Activities**					
7:305	**Student Athlete Concussions and Head Injuries**					

Other District Materials Enclosed	Yes	No
Changes to other district policies (show edits)		
Newly adopted district policies* (Microsoft Word copy sent via e-mail is required)		
New Collective Bargaining Agreement(s) (Electronic copy preferred)		

***Please note**: While we are happy to add to your policy manual any unique district policies provided by your district from whatever source, we are not able to provide suggested updates to those policies. Your district will be responsible for forwarding any necessary updates along with your response to PRESS Plus Issues. Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

After the Board has taken action on the suggested policy changes, administrators should consult the Update Memo, included in the packet, for suggested changes to administrative procedures and forms accessible via PRESS Online.

_____

CONTACT PERSON: _____

PHONE NUMBER: _____ EMAIL: _____

Big Hollow Middle School

Proposed Advanced Course Structure for 2016-2017

Robert B. Gold, Superintendent

After many discussions with BHSD staff members, the following is a summary of our recommendation for the advanced course structure at Big Hollow Middle School in 2016-2017:

English-Language Arts (ELA)	
5th grade	No advanced course offerings
6th grade	1 advanced class • Selection will be based on academic performance in 5th grade as well teacher recommendation. • A target MAP score will be utilized based on National Norms for high achieving students.
7th grade	1 advanced class • Selection will be based on academic performance in 6th grade as well teacher recommendation. • A target MAP score will be utilized based on National Norms for high achieving students.
8th grade	1 advanced class • Selection will be based on academic performance in 7th grade as well teacher recommendation. • A target MAP score will be utilized based on National Norms for high achieving students.
Math	
5th grade	No advanced course offerings
6th grade	2 sections of advanced math offered. • Selection will be based on academic performance in 5th grade as well as teacher recommendations. • A target MAP score will be utilized based on National Norms for high achieving students.
7th grade	2 sections of advanced math offered. • Selection will be based on academic performance in 6th grade as well as teacher recommendations. • Algebra: A target MAP score will be utilized based on the NWEA suggested target for Algebra readiness. • Advanced Math: A target MAP score will be utilized based on the NWEA suggested target for Pre-Algebra readiness.
8th grade	2 sections of advanced math offered. • Selection will be based on academic performance in 7th grade as well as teacher recommendations. • Geometry: A target MAP score will be utilized based on the NWEA suggested target for Geometry readiness. • Algebra: A target MAP score will be utilized based on the NWEA suggested target for Algebra readiness.

DRAFT

SENTINEL

AMENDMENT TO APPENDIX 068B

Customer Name:	Big Hollow School District 38
Street Address:	26501 Nippersink Road
City, State, Zip:	Ingleside, IL 60041

The Parties, Sentinel Technologies, Inc. (Contractor or Sentinel), with principal offices at 2550 Warrenville Road, Downers Grove, Illinois 60515, and Big Hollow School District 38 (Customer or Client or Big Hollow School District 38 or Company) with principal offices at 26501 Nippersink Road, Ingleside, IL 60041 for good and valuable consideration, the receipt of which is hereby acknowledged, hereby agree to amend Appendix B, Contract Number 068 pertaining to Cisco Switching Upgrades, as follows:

Cisco Switching Upgrades

Hardware and Software

		Extended Price
MDF B112: Switching - (2) 48 Port 3850 for Core, (3) 48 Port 2960 for Access	$	25,403.00
MDF B112: 5585 Firewall for 1GB Throughput	$	19,579.00
IDF C130: (1) 48 Port 2960	$	2,347.00
IDF F128: (1) 48 Port 2960	$	2,347.00
MDF B132: (3) 48 Port 2960 and (1) Fiber Switch to replace existing Media Converter	$	8,834.00
IDF H132: (4) 48 Port 2960	$	11,092.00
IDF K149: (3) 48 Port 2960	$	8,319.00
IDF E144: (1) 48 Port 2960 and (1) Fiber Switch to replace existing Media Converter	$	2,863.00
SFP's: 2() Mulit-Mode and (2) Single Mode	$	2,880.00
FIBER cables	$	582.00
Hardware and Software Total	**$**	**84,246.00**

Solution Maintenance & Support

		Extended Price	
Hardware and Software Maintenance: ASA 5585	$	3,150.00	*$9,374 Value*
Maintenance & Support Total	**$**	**3,150.00**	

TOTAL PROJECT - Project Total Cost is based on the combined purchase of all Hardware/Software, Professional Services and Solution Maintenance from Sentinel as detailed in the attached Bill of Materials. Unbundling or materially reducing any of these essential elements of the solution may result in modifications to the cost of the remaining elements.

SENTINEL

		Extended Price
Hardware and Software	$	84,246.00
Solution Maintenance & Support	$	3,150.00
Professional Services: $8,854 for Primary, $8,854 for Elementary, $8,853 for Middle	$	26,561.00
Project Total	**$**	**113,957.00**
Shipping Costs	$	400.00
Total	**$**	**114,357.00**

Middle School MDF B112

Hardware and Software			
Description	**Qty**	**Unit Price**	**Ext Price**
Cisco Catalyst 3850 48 Port Full PoE IP Services	2	7830.00	15660.00
1100W AC Config 1 Power Supply	2	0.00	0.00
Cisco Catalyst 3850 4 x 1GE Network Module	2	178.00	356.00
1100W AC Config 1 Secondary Power Supply	2	534.00	1068.00
CAT3850 Universal k9 image	2	0.00	0.00
50CM Type 1 Stacking Cable	2	0.00	0.00
Catalyst 3750X and 3850 Stack Power Cable 30 CM	2	0.00	0.00
North America AC Type A Power Cable	4	0.00	0.00
Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G SFP, LAN Base	3	2347.00	7041.00
AC Power cord, 16AWG	3	0.00	0.00
Catalyst 2960-X FlexStack Plus Stacking Module	3	426.00	1278.00
Cisco FlexStack 50cm stacking cable	3	0.00	0.00
ASA 5585-X Chas with SSP10,8GE,2SFP+,2GE Mgt,2 AC,3DES/AES	1	14234.00	14234.00
ASA 5585-X SSP-10 with 8GE,2SFP, incl with bundle	1	0.00	0.00
ASA 5585-X AC Power Supply	2	0.00	0.00
ASA 5585-X Security Plus License (Enables 10G SFP+ Ports)	1	0.00	0.00
ASA 5585-X Full Width Blank Slot Cover	1	0.00	0.00
ASA 5500 Strong Encryption License (3DES/AES)	1	0.00	0.00
ASA 5585-X Hard Drive Blank Slot Cover	2	0.00	0.00
NEMA 5-15 to IEC-C19 13ft US	2	0.00	0.00
ASA 9.1 Software image for ASA 5500-X Series,5585-X & ASA-SM	1	0.00	0.00
ASA 5500 GTP/GPRS Inspection License	1	5345.00	5345.00
Hardware and Software Sub-Total		**$44,982.00**	

SENTINEL

Middle School IDF C130

Hardware and Software			
Description	**Qty**	**Price**	**Special Notes**
Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G SFP, LAN Base	1	$2,347	
AC Power cord, 16AWG	1	$0	
Hardware and Software Sub-Total		**$2,347.00**	

Middle School IDF F128

Hardware and Software			
Description	**Qty**	**Price**	**Special Notes**
Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G SFP, LAN Base	1	$2,347	
AC Power cord, 16AWG	1	$0	
Hardware and Software Sub-Total		**$2,347.00**	

Primary School MDF B132

Hardware and Software			
Description	**Qty**	**Unit Price**	**Ext Price**
Cisco Catalyst 3560-CX 8 Port Data IP Base	1	515.00	515.00
North America AC Type A Power Cable	1	0.00	0.00
Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G SFP, LAN Base	3	2347.00	7041.00
AC Power cord, 16AWG	3	0.00	0.00
Catalyst 2960-X FlexStack Plus Stacking Module	3	426.00	1278.00
Cisco FlexStack 50cm stacking cable	3	0.00	0.00
Hardware and Software Sub-Total		**$8,834.00**	

Elementary School IDF H132

Hardware and Software			
Description	**Qty**	**Unit Price**	**Ext Price**
Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G SFP, LAN Base	4	2347.00	9388.00
AC Power cord, 16AWG	4	0.00	0.00
Catalyst 2960-X FlexStack Plus Stacking Module	4	426.00	1704.00
Cisco FlexStack 50cm stacking cable	4	0.00	0.00
Hardware and Software Sub-Total		**$11,092.00**	

Elementary School IDF K149

Hardware and Software			
Description	**Qty**	**Unit Price**	**Ext Price**
Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G SFP, LAN Base	3	2347.00	7041.00
AC Power cord, 16AWG	3	0.00	0.00
Catalyst 2960-X FlexStack Plus Stacking Module	3	426.00	1278.00
Cisco FlexStack 50cm stacking cable	3	0.00	0.00
Hardware and Software Sub-Total		**$8,319.00**	

SENTINEL

Primary IDF E144

Hardware and Software			
Description	**Qty**	**Unit Price**	**Ext Price**
Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G SFP, LAN Base	1	2347.00	2347.00
AC Power cord, 16AWG	1	0.00	0.00
Cisco Catalyst 3560-CX 8 Port Data IP Base	1	516.00	516.00
North America AC Type A Power Cable	1	0.00	0.00
Hardware and Software Sub-Total		**$2,863.00**	

SFP

Hardware and Software				
Description	**Qty**	**Unit Price**	**Ext Price**	**Special Notes**
1000BASE-SX SFP transceiver module, MMF, 850nm, DOM	16	180.00	2880.00	Eight for Primary, Eigh for Elem
Hardware and Software Sub-Total	**$2,880.00**			

Fiber Cables

Hardware and Software				
Description	**Qty**	**Unit Price**	**Ext Price**	**Special Notes**
1M FIBER MMF LC-SC 50/125 RED OM2 DUPLEX	2	$ 20.00	$ 40.00	One for Primary, One for Elem
2M FIBER LC/SC 50/125 OM2 DPX MM TAA ORANGE	2	$ 23.00	$ 46.00	One for Primary, One for Elem
LC-SC 62.5/125 OM1 DUPLEX MULTIMODE	16	$ 31.00	$ 496.00	Eight for Primary, Eight for Elem
Hardware and Software Sub-Total	**$582.00**			

SENTINEL

Maintenance Services

Maintenance Services				
Description	Qty		Unit Price	Ext Price
SNTC-NO RMA ASA 5585-X Chas with SSP10,8GE,2SFP,2GE	1	Middle School	3150.00	3150.00
SNTC-NO RMA Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G	3		0.00	0.00
SNTC-NO RMA Cisco Catalyst 3850 48 Port Full PoE IP	2		0.00	0.00
SNTC-NO RMA Cisco Catalyst 3560-CX 8 Port Data IP Ba	1		0.00	0.00
SNTC-NO RMA Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G	1		0.00	0.00
SNTC-NO RMA Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G	2		0.00	0.00
SNTC-NO RMA Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G	3		0.00	0.00
SNTC-NO RMA Cisco Catalyst 3560-CX 8 Port Data IP Ba	1		0.00	0.00
SNTC-NO RMA Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G	4		0.00	0.00
SNTC-NO RMA Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G	3		0.00	0.00
Hardware and Software Sub-Total		$3,150.00		

All other terms and conditions of Appendix B shall remain in full force and effect.

CUSTOMER:
Big Hollow School District 38

Signature: Robert B. Gould

Printed Name: Robert B. Gould

Title: Superintendent

Date: 4-22-16

CONTRACTOR:
Sentinel Technologies, Inc.

Signature:

Printed Name: MICHAEL REYNOLDS

Title: Director

Date: 4-21-2016

BIG HOLLOW SCHOOL DISTRICT #38

New Hire DATA Information

BACKGROUND

Name Lauren Meredith

Street _____

City _____ State _____ Zip _____

Home Telephone _____ Cell Telephone _____

E-Mail _____

ASSIGNMENT

☑ CERTIFIED	☐ NON-CERTIFIED		
☐ Administrator	☐ Teacher Aide	☐ Nurse	☐ Technology
☑ Teacher	☐ Custodian	☐ Secretary	☐ Other
	☐ Clerk	☐ Substitute	_____

School/Work Site Big Hollow Middle School

Grade Level/Area Physical Education

Start of work: Aug. 2016 Contract Signed: _____ BOE Apprv.: _____

REFERENCES CONTACTED *(list 2)*

OFFICE USE ONLY **SALARY LANE/HOURS**

BA: ☑ BA + 15: ☐ MA: ☐ MA + 15: ☐ MA + 30: ☐

Years of Verified Experience: _____ Years Credited: _____ Step: _____

Years Worked in IL. _____ Years Worked Out of State: _____

Salary/Hourly Rate: $39,453 (May be adjusted if circumstances require)

TRS: Tier 1: ☐ Tier II: ☑ IMRF: Tier 1: ☐ Tier II: ☐

FTE: 1.0 # Months: _____ Vacation: _____ Sick Days: 13 Personal Days: 2

Comments: This is pending the receipt of an Illinois teaching license.

_____ _____

Signature of Superintendent Date

BIG HOLLOW SCHOOL DISTRICT #38

New Hire DATA Information

BACKGROUND

Name Stephanie Meek

Street _____

City _____ State _____ Zip _____

Home Telephone _____ Cell Telephone _____

E-Mail _____

ASSIGNMENT

☑ **CERTIFIED** ☑ Administrator ☐ Teacher	☐ **NON-CERTIFIED** ☐ Teacher Aide ☐ Nurse ☐ Technology ☐ Custodian ☐ Secretary ☐ Other ☐ Clerk ☐ Substitute _____

School/Work Site Big Hollow Middle School

Grade Level/Area Middle School Assistant Principal

Start of work: August 2016 Contract Signed: _____ BOE Apprv.: _____

REFERENCES CONTACTED *(list 2)*

OFFICE USE ONLY **SALARY LANE/HOURS**

BA: ☐ BA + 15: ☐ MA: ☑ MA + 15: ☐ MA + 30: ☐

Years of Verified Experience: _____ Years Credited: _____ Step: _____

Years Worked in IL. _____ Years Worked Out of State: _____

Salary/Hourly Rate: $70,000 (May be adjusted if circumstances require)

TRS: Tier 1: ☑ Tier II: ☐ IMRF: Tier 1: ☐ Tier II: ☐

FTE: 1.0 # Months: _____ Vacation: _____ Sick Days: 13 Personal Days: 2

Comments: _____

_____ _____

Signature of Superintendent Date

BIG HOLLOW SCHOOL DISTRICT #38

New Hire DATA Information

BACKGROUND

Name Ilene Rivera

Street _____

City _____ State _____ Zip _____

Home Telephone _____ Cell Telephone _____

E-Mail _____

ASSIGNMENT

☐ CERTIFIED	☑ NON-CERTIFIED		
☐ Administrator	☐ Teacher Aide	☐ Nurse	☐ Technology
☐ Teacher	☐ Custodian	☐ Secretary	☑ Other Food Service
	☐ Clerk	☐ Substitute	

School/Work Site Middle

Grade Level/Area Food Service 5-hour/Cafeteria

Start of work: 08.15.16 Contract Signed: _____ BOE Apprv.: _____

REFERENCES CONTACTED *(list 2)*

Name: _____ Title: _____
Name: _____ Title: _____

OFFICE USE ONLY **SALARY LANE/HOURS**

BA: ☐ BA + 15: ☐ MA: ☐ MA + 15: ☐ MA + 30: ☐

Years of Verified Experience: _____ Years Credited: _____ Step: _____

Years Worked in IL. _____ Years Worked Out of State: _____

Salary/Hourly Rate: 9.50/ hr (May be adjusted if circumstances require)

TRS: Tier 1: ☐ Tier II: ☐ IMRF: Tier 1: ☑ Tier II: ☐

FTE: _____ # Months: _____ Vacation: _____ Sick Days: _____ Personal Days: _____

Comments: _____

_____ _____

Signature of Superintendent Date

BIG HOLLOW SCHOOL DISTRICT #38

New Hire DATA Information

BACKGROUND

Name Scott Ceshker

Street _____

City _____ State _____ Zip _____

Home Telephone _____ Cell Telephone _____

E-Mail _____

ASSIGNMENT

☑ CERTIFIED	☐ NON-CERTIFIED		
☐ Administrator	☐ Teacher Aide	☐ Nurse	☐ Technology
☑ Teacher	☐ Custodian	☐ Secretary	☐ Other
	☐ Clerk	☐ Substitute	_____

School/Work Site Middle School

Grade Level/Area Special Education

Start of work: 8/16/16 Contract Signed: _____ BOE Apprv.: _____

REFERENCES CONTACTED *(list 2)*

OFFICE USE ONLY **SALARY LANE/HOURS**

BA: ☑ BA + 15: ☐ MA: ☐ MA + 15: ☐ MA + 30: ☐

Years of Verified Experience: 8 Years Credited: 8 Step: 9

Years Worked in IL. 8 Years Worked Out of State: _____

Salary/Hourly Rate: $51,380 (May be adjusted if circumstances require)

TRS: Tier 1: ☐ Tier II: ☑ IMRF: Tier 1: ☐ Tier II: ☐

FTE: 1.0 # Months: _____ Vacation: _____ Sick Days: 2 Personal Days: 13

Comments: _____

_____ _____

Signature of Superintendent Date

BIG HOLLOW SCHOOL DISTRICT #38

New Hire DATA Information

BACKGROUND

Name Kristin Kaprak

Street _____

City _____ State _____ Zip _____

Home Telephone _____ Cell Telephone _____

E-Mail _____

ASSIGNMENT

☑ CERTIFIED	☐ NON-CERTIFIED		
☐ Administrator	☐ Teacher Aide	☐ Nurse	☐ Technology
☑ Teacher	☐ Custodian	☐ Secretary	☐ Other
	☐ Clerk	☐ Substitute	_____

School/Work Site Middle School

Grade Level/Area Speech Language Pathologist

Start of work: 8/16/16 Contract Signed: _____ BOE Apprv.: _____

REFERENCES CONTACTED *(list 2)*

OFFICE USE ONLY **SALARY LANE/HOURS**

BA: ☐ BA + 15: ☐ MA: ☑ MA + 15: ☐ MA + 30: ☐

Years of Verified Experience: 15 Years Credited: 15 Step: _____

Years Worked in IL. 15 Years Worked Out of State: 0

Salary/Hourly Rate: $69,209 (May be adjusted if circumstances require)

TRS: Tier 1: ☑ Tier II: ☐ IMRF: Tier 1: ☐ Tier II: ☐

FTE: 1.0 # Months: _____ Vacation: _____ Sick Days: 13 Personal Days: 2

Comments: _____

_____ _____

Signature of Superintendent Date

BIG HOLLOW SCHOOL DISTRICT #38

New Hire DATA Information

BACKGROUND

Name Jeff Harvey

Street _____

City _____ State _____ Zip _____

Home Telephone _____ Cell Telephone _____

E-Mail _____

ASSIGNMENT

☐ CERTIFIED	☐ NON-CERTIFIED		
☐ Administrator	☐ Teacher Aide	☐ Nurse	☐ Technology
☐ Teacher	☐ Custodian	☐ Secretary	☑ Other
	☐ Clerk	☐ Substitute	Track Assistant C

School/Work Site Middle School

Grade Level/Area 5 - 8 Assistant Track Coach

Start of work: Spring 2016 Contract Signed: _____ BOE Apprv.: _____

REFERENCES CONTACTED *(list 2)*

Name: _____ Title: _____
Name: _____ Title: _____

OFFICE USE ONLY **SALARY LANE/HOURS**

BA: ☐ BA + 15: ☐ MA: ☐ MA + 15: ☐ MA + 30: ☐

Years of Verified Experience: _____ Years Credited: _____ Step: _____

Years Worked in IL. _____ Years Worked Out of State: _____

Salary/Hourly Rate: TBD (May be adjusted if circumstances require)

TRS: Tier 1: ☐ Tier II: ☐ IMRF: Tier 1: ☐ Tier II: ☐

FTE:_____ # Months:_____ Vacation:_____ Sick Days:_____ Personal Days:_____

Comments: Assistant Track Coach

_____ _____

Signature of Superintendent Date

BIG HOLLOW SCHOOL DISTRICT #38

New Hire DATA Information

BACKGROUND

Name Kim Rauhut

Street _____

City _____ State _____ Zip _____

Home Telephone _____ Cell Telephone _____

E-Mail _____

ASSIGNMENT

☐ CERTIFIED	☐ NON-CERTIFIED		
☐ Administrator	☐ Teacher Aide	☐ Nurse	☐ Technology
☐ Teacher	☐ Custodian	☐ Secretary	☑ Other Assistant Track Coach
	☐ Clerk	☐ Substitute	

School/Work Site Middle School

Grade Level/Area 5-8 Assistant Track Coach

Start of work: _____ Contract Signed: _____ BOE Apprv.: _____

REFERENCES CONTACTED *(list 2)*

Name: _____ Title: _____
Name: _____ Title: _____

OFFICE USE ONLY **SALARY LANE/HOURS**

BA: ☐ BA + 15: ☐ MA: ☐ MA + 15: ☐ MA + 30: ☐

Years of Verified Experience: _____ Years Credited: _____ Step: _____

Years Worked in IL. _____ Years Worked Out of State: _____

Salary/Hourly Rate: $2,829 (May be adjusted if circumstances require)

TRS: Tier 1: ☐ Tier II: ☐ IMRF: Tier 1: ☐ Tier II: ☐

FTE:_____ # Months:_____ Vacation:_____ Sick Days:_____ Personal Days:_____

Comments: Assistant Track Coach

_____ _____

Signature of Superintendent Date

BIG HOLLOW SCHOOL DISTRICT #38

New Hire DATA Information

BACKGROUND

Name Nichole Wilhelm

Street _____

City _____ State _____ Zip _____

Home Telephone _____ Cell Telephone _____

E-Mail _____

ASSIGNMENT

☑ CERTIFIED	☐ NON-CERTIFIED		
☐ Administrator	☐ Teacher Aide	☐ Nurse	☐ Technology
☑ Teacher	☐ Custodian	☐ Secretary	☐ Other
	☐ Clerk	☐ Substitute	_____

School/Work Site Big Hollow Middle School

Grade Level/Area 8th Grade ELA

Start of work: Aug. 2016 Contract Signed: _____ BOE Apprv.: _____

REFERENCES CONTACTED *(list 2)*

OFFICE USE ONLY **SALARY LANE/HOURS**

BA: ☐ BA + 15: ☐ MA: ☑ MA + 15: ☐ MA + 30: ☐

Years of Verified Experience: 9 Years Credited: 8 Step: 8

Years Worked in IL. 9 Years Worked Out of State: 0

Salary/Hourly Rate: $55,993 (May be adjusted if circumstances require)

TRS: Tier 1: ☐ Tier II: ☐ IMRF: Tier 1: ☐ Tier II: ☐

FTE: 1.0 # Months: _____ Vacation: _____ Sick Days: 13 Personal Days: 2

Comments: _____

_____ _____

Signature of Superintendent Date

BIG HOLLOW SCHOOL DISTRICT
www.bighollow.us

Personnel Change Notice

Date May 5, 2016

Employee Julie Arias

Name Change _____

Address _____

Address _____

City _____ Zip _____

City _____ Zip _____

Home Phone _____

Home Phone _____

Cell Number _____

Cell Number _____

SS# _____

BOE Apprv:_____

Hire Date 08/21/2006 ☑ Position Change ☐ Rehired ☐ Temporary ☐ Part-Time

New Position Special Education ☐ Replacement For _____

Building Primary Salary $ no salary change hr./mo. _____ Work hours _____

Certified	**Non-Certified**		
☐ Administrator	☐ Teacher Aide	☐ Nurse	☐ Technology
☑ Teacher	☐ Custodian	☐ Secretary	☐ Other
	☐ Clerk	☐ Substitute	_____

BA ☐ BA +15 ☐ MA ☐ MA +15 ☐ MA +30 ☐

Years of Verified Experience: _____ Years Credited:_____ Step: _____

Salary/Hourly Rate: $_____ (May be adjusted if circumstances require)

FTE: 1.0 Sick Days: 13 Personal Days: 2 Vacation Days: _____

Termination

☐ **Voluntary** Last day worked: _____ Pay through date: _____

☐ Dissatisfied w/job ☐ Medical-self or family ☐ Family issues ☐ Attending school
☐ Better job/pay/benefits/hours ☐ Letter of resignation received ☐ Rehire ☐ Y ☐ N ☐ Other

☐ **Involuntary** Last day worked: _____ Pay through date: _____

☐ At Will (no cause needed) ☐ Gross Misconduct ☐ Attendance/Tardiness ☐ Unqualified for job

☐ **Retirement** Last day worked: _____ Pay through date: _____
Rehire: ☐ Y ☐ N

☐ **Leave of Absence** Last day worked: _____ Return to work on: _____

Signature of Superintendent

Date

Comments:

April 20, 2016

Kathryn Keenon would like to request 12 weeks FMLA for maternity leave, effective aproximately October 7, 2016.

Mr. Gold,

Carrie Nack would like to request 12 weeks FMLA for maternity leave, effective aproximately October 5, 2016.

BIG HOLLOW SCHOOL DISTRICT
www.bighollow.us

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
847-740-5320
Fax 847-740-3490

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

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

ACTIVITY	SY 15-16 SPONSORS	RECOMMENDED SY 16-17 SPONSORS
Basketball, Boys (7th Grade)	Ted Pillow	VACANT
Basketball, Boys (8th Grade)	David Jesmer	David Jesmer
Basketball, Girls (7th Grade)	Ted Pillow	VACANT
Basketball, Girls (8th Grade)	Nancy Pillow	VACANT
Cheerleading	Nicole Zeppo	Nicole Zeppo
Cross Country	Eric Wolters	Eric Wolters
Cross Country, Asst.	None *#s did not warrant	VACANT
Soccer	Maria Banach	Maria Banach
Soccer, Asst.	LaDon Schneider	VACANT
Track, Boys	Eric Wolters	Eric Wolters
Track, Boys, Asst.	Jeff Harvey (out of district), Robin Jensen, Kim Rauhut	POSSIBLE VACANCY
Track, Girls	Robin Jensen	Robin Jensen
Track, Girls, Asst.	Jeff Harvey (out of district), Eric Wolters, Kim Rauhut	POSSIBLE VACANCY
Volleyball (7th Grade)	Heather Wick	Heather Wick

ACTIVITY	SY 15-16 SPONSORS	RECOMMENDED SY 16-17 SPONSORS
Volleyball (8th Grade)	Robin Jensen	Robin Jensen
Wrestling	Eric Wolters	Eric Wolters
Athletic Director	Eric Wolters	Eric Wolters
Fine Arts Facilitator	Julie Dee, Sara Kumpula	Julie Dee, Sara Kumpula
Band (extra-curricular)	Sara Kumpula	Sara Kumpula
Choir (extra-curricular)	Julie Dee	Julie Dee
National Honors Society	Kelsey Zak	Kelsey Zak
Newspaper	Amy Howard, Sue Ambler	Amy Howard, Sue Ambler
Student Council	Heather Wick, Jen Wittum	VACANT
Yearbook	Kori Dicken	Kori Dicken
Homework Club	Jane Wiorkowski	Jane Wiorkowski
Art Club	Julie Arias	Julie Arias
Set Crew	Julie Arias	Julie Arias
Speech, Debate & Acting	Julie Dee	VACANT
Fall Musical	Julie Dee	Julie Dee
Spring Play	Nancy Ward	Nancy Ward
Variety Show	Julie Dee	Julie Dee

RESOLUTION

HONORABLE DISMISSAL OF EDUCATIONAL SUPPORT PERSONNEL EMPLOYEES

WHEREAS, the educational support personnel employees listed in this Resolution are employed by the Board of Education of Big Hollow School District No. 38 during the 2015-2016 school term; and

WHEREAS, the Board has determined to discontinue some particular type of educational support services in the District; and

WHEREAS, the educational support personnel employees with the shorter length of continuing service with the School District, within the respective category of position, must be dismissed first, unless an alternative method of determining the sequence of dismissal is established in a collective bargaining agreement or contract between the Board and any exclusive bargaining representative; and

WHEREAS, an alternative method of determining the sequence of dismissal is not established in an applicable collective bargaining agreement or contract; and

WHEREAS, the Board has determined that the educational support personnel employees named below will be honorably dismissed and not reemployed for the 2016-2017 school term, pursuant to Section 10-23.5 of the *School Code* (105 ILCS 5/10-23.5);

NOW, THEREFORE, Be It Resolved by the Board of Education of Big Hollow School District No. 38, Lake County, Illinois, that:

Section I: The following educational support personnel employee(s) shall be honorably dismissed and not reemployed for the 2016-2017 school term because of the decision of the Board to discontinue some particular type of educational support services:

Azalia Sanchez

Section II: The President and Secretary of the Board are authorized and directed to give the educational support personnel employees a written Notice of Honorable Dismissal, together with the reasons therefore, by first class mail at least thirty (30) days before the employees are dismissed. A copy of this Notice is attached as Exhibit A and incorporated by reference.

Section III: The Superintendent or designee shall also deliver a copy of the Notice to the educational support personnel employees by certified mail, return receipt requested or personally with a signature receipt. A copy of the receipt is attached as Exhibit B and incorporated by reference.

Section IV: This Resolution is in full force and effect upon its passage.

ADOPTED this 9th day of May, 2016, by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST

Board President

Board Secretary

EXHIBIT A

May 10, 2016

RE: NOTICE OF HONORABLE DISMISSAL

Dear Azalia Sanchez:

At its meeting held on May 9, 2016, the Board of Education of Big Hollow School District No. 38, Lake County, Illinois, pursuant to Section 10-23.5 of the *School Code*, resolved to honorably dismiss you from employment. The reason for your dismissal is the decision by the Board to discontinue some particular type of educational support services in the School District. Your last day of employment in the District will be May 26, 2016.

If the Board has any vacancies within the period prescribed by law, you will be tendered any such position becoming available for which you are qualified and to which you are entitled as prescribed by law.

Sincerely,

Board of Education

ATTEST

Board President

Board Secretary

EXHIBIT B

RECEIPT CONFIRMATION

I, Azalia Sanchez, received the attached Notice of Honorable Dismissal by personal delivery from Mr. Robert Gold, Superintendent, of Big Hollow District 38, on May 10, 2016.

_____

Azalia Sanchez

www.bighollow.us

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
847-740-5320
Fax 847-740-3490

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

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

Letter of Agreement
Between
Big Hollow School District 38
and
Pat Syens, Individual Consultant.

This letter of agreement is an affirmation on part of Big Hollow School District 38 to secure the services of Pat Syens as the Treasurer for the 2016-2017 school year on an independent consultant basis. As the Treasurer, Mrs. Syens will be responsible for the following duties as assigned by the Superintendent:

- Completion of monthly Treasurer Reports, including balance sheet, revenue and expense summaries. These reports will be submitted to the District on the Wednesday prior to each monthly Board meeting.
- Assist with the annual audit, assuring that the auditor has all necessary documentation to complete the process.
- Assist in any other business office duties as assigned by the Superintendent.

In return for such services, Mrs. Syens will be compensated at a rate of $50.00 per hour. All work shall be recorded on a consultant's time sheet and submitted to the Superintendent for review and approval on a monthly basis. All compensation is subject to IRS Form 1099 reporting requirements. As the consultant is not an employee of the District, her earnings are not TRS creditable. This position does not require the licensure of a certified school business official.

The agreement shall go into effect upon signature of both parties. It may be terminated by either party upon reasonable notice.

Signature of Parties:

Robert B. Gold Superintendent Big Hollow District 38	Pat Syens Consultant
Date:_____	Date:_____

From: Sophia Rogalevich
To: nmihelich@irtonline.org
Cc: Bob Gold
Subject: FW: FOIA Records Request - April 11, 2016
Date: Tuesday, April 12, 2016 11:30:11 AM

From: Sophia Rogalevich
Sent: Tuesday, April 12, 2016 11:21 AM
To: 'illinoisretiredteachersassociation@irtaonline.ccsend.com'
Cc: Bob Gold
Subject: FW: FOIA Records Request - April 11, 2016

Good Morning,

Administrators retiring this year – (0)

Certified Teachers retiring this year – (3) Full Time Teachers
Barbara Parkinson – ConEd Teacher - barbaraparkinson@bighollow.us
Nancy Pillow – 7th grade P.E. Teacher – nancypillow@bighollow.us
Jeannette White – Art Teacher – jeannettewhite@bighollow.us

Thank you!

Sophia Rogalevich
Human Resource/Payroll Specialist
Big Hollow School District #38
847-740-1490 ext. 4007
Fax – 847-740-9172

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

From: Illinois Retired Teachers Association [mailto:illinoisretiredteachersassociation@irtaonline.ccsend.com] **On Behalf Of** Illinois Retired Teachers Association
Sent: Monday, April 11, 2016 4:19 PM
To: Bob Gold
Subject: FOIA Records Request - April 11, 2016

Dear District Official / FOIA Officer:

This is a request under the Illinois Freedom of Information Act. Today's date is April 11, 2016.

RECORDS REQUESTED: Please provide the name, title and email address of any teachers or administrators who are retiring in 2016.

Please provide the requested records electronically. Please email to nmihelich@irtaonline.org.

This is a request by the Illinois Retired Teachers Association, a 501c4 Illinois organization.

Thank you,

Nathan Mihelich

IRTA

Nathan Mihelich
Director of Membership & Marketing, Illinois Retired Teachers Association
800.728.4782 | 217.481.6915 (c) | nmihelich@irtaonline.org | www.irtaonline.org
828 S. 2nd St. Springfield, IL 62704 | Skype: amihelich

ILLINOIS RETIRED TEACHERS ASSOCIATION
828 S. Second Street, 4th Floor
Springfield, IL 62704
1.800.728.4782

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Illinois Retired Teachers Association, 828 S Second St FL 4, Springfield, IL 62704

SafeUnsubscribe™ bobgold@bighollow.us
Update Profile | About our service provider
Sent by nmihelich@irtaonline.org in collaboration with

Constant Contact

Try it free today

From: Bob Gold
To: Sydney Ryan
Cc: Bob Gold
Subject: RE: FOIA request
Date: Tuesday, May 03, 2016 6:18:55 AM

Sydney-

I have answered your questions below in red font color. Please let me know if there is anything else you need.

Bob Gold
Superintendent
Big Hollow School District 38

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

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From: Sydney Ryan [mailto:dssthryan@att.net]
Sent: Saturday, April 30, 2016 11:12 PM
To: Sydney Ryan
Subject: FOIA request

To whom it may concern:

Please accept this FOIA request for the following information regarding your district and formal teacher evaluation. Please reply back to me at this email address with your response.

Does your district use the Danielson Framework to formally evaluate teachers? Yes
If you don't use Danielson, what method or framework do you use to formally evaluate teachers? N/A
Are teachers given a copy of the evidence and or ratings identified during their observation? Yes
If they are given the Danielson or another framework document, when do they receive it? (At the conclusion of the post observation or within a designated period of time after the conference is concluded) Teachers are given the observation documentation prior to the observation conference. It is then discussed in detail at the observation conference.

If your district doesn't use the Danielson Framework, please attach a copy of what document/s are used to provide teachers with feedback during or after their formal observation post conference.

Thank you for your anticipated cooperation in this matter. I look forward to your response.

Best regards,
Sydney Ryan
305 S. Thornwood Dr
Lindenhurst, IL 60046
847-219-4737
dssthryan@att.net

Please reply using the above mentioned email address

Board of Education
Administrator Report
May 2016

1. Good Things Are Happening for Kids:

- Character Education Assemblies for primary and elementary
- Justin Splitt was named IESA Scholar Attitude Award Winner and was honored in Bloomington on Tuesday, May 3rd.
- The Track & Field teams competed in the Ross Gantt Invite over the weekend. The 7th grade girls team placed 7th out of 16 teams, the 7th grade boys placed 5th, the 8th grade girls placed 6th, and the 8th grade boys placed 2nd.
- Big Hollow Pride – Dress-up days for the end of the year.
- MS Spring Sports Awards Ceremony
- Recognition Assembly – May 23rd
- Graduation – Any Board members that would like to help pass out diplomas please contact me. (Christine)
- Graduation Dance
- Project Aces – All Children Exercising Simultaneously – May 4, 2016
- ABC countdown to the last day of school for the Primary School
- Autism Awareness Week – April 25-29
- Food Allergy Awareness Week – May 9-13
- 3rd grade Invention Convention
- 4th grade band instrument trial
- 3rd and 4th grade spelling bee
- Noetic Math Contest
- 4th grade field trips to Volo Bog and Camp Henry Horner
- 2nd grade field trip to Racine County Zoo
- Field Days
- 2nd grade Prime Time
- 5th grade Field Trip to Museum
- Anne Frank Assembly – 6th grade

2. Community Involvement and Awareness:

- Title I – Summer Connections – Make and Take
- Scholastic Book Fair
- Final Report Cards sent home
- SMILE mobile dentist
- Blood Drive
- Bernie's Book Drive

3. Curriculum and Program Development:

- Building Leadership Team Meetings

- PBIS and Character Education Team Meetings
- Grade Level Team Meetings
- Monthly Professional Development – Teaching With Love and Logic
- NWEA MAP testing window begins
- Teacher Institute Day #4
- Early Release Day – School Improvement Planning
- PARCC testing completed (except for some make up testing)

4. Evidence of Staff Communications and Decision-Making:
   - Budget Sheets

5. Long Range Financial Planning Issues:
   -

6. Maintenance and Upgrading Facilities:
   -

Special Services Board Update

May 2016

- 13 Special Education Staff attended Includes Illinois on May 5-6, 2016.
- BHSD Social Workers attended Social Thinking Conference.
- Special Education Department held a Family Engagement Meeting open for all district families.
- Special Education Department now has a Twitter account @BHSDSPED.
- DLM will begin next week for identified students.
- We will be holding our annual outreach meeting (Timely & Meaningful Consultation) for district families during the week of May 23rd.
- We have one RN completing the Medical Records Review course.
- During the 2015-2016 School Year, the Pre-K team completed approximately 70 screenings for Pre-School.
- Based upon current IEP needs we would like to offer 4 blended pre-kindergarten session and 2 instructional sessions for the 2016-2017 School Year. This will increase our blended program by 1 session. We will also be able to offer a blended pre-k session in the AM.
- Registration has been opened for Summer School via the website. We currently have 13 students registered for Summer School.

Current Special Education Enrollments:

- Pre-Kindergarten
  - 76 Total Students
    - 54 IEP identified
    - 20 Blended
    - 2 Itinerant Students
- Primary
  - 64 IEP students
- Elementary
  - 83 IEP students
- Middle
  - 74 IEP students
- Out of District
  - 24 students PK-8
    - 19 SEDOL Placements
    - 5 Private Placements
    - 6 Students Identified to begin transitioning to BH during 15-16 school year

Big Hollow
Special Education Services

Beginning 2016-2017 School Year

Goals of the Special Education Department

We strive to

- Offer and provide a full continuum of services to eligible students in the Least Restrictive Environment.
- Serve students in the most natural learning environment.
- Provide a high-quality instructional setting designed to target student specific needs
- Serve as a resource to families to assist families in their educational journey.

Continuum of Special Services

~ Special Education is a ***Service*** not a place or a placement ~

Special Education Services can be provided –

- Within the General Education Classroom
- Resource
- Instructional Programming
- Cross - Categorical (K-2 & 5-8)
- S.T.A.R.S

Additional Services within BHSD 38

Related Services -

- Speech Language Therapy
- Occupational Therapy
- Counseling
- Adaptive PE
- Physical Therapy
- LASSO & Hearing Itinerant

Additional Services

Services provided outside of BHSD 38

- Public Day School
    - SEDOL Co-operative
- Private Therapeutic Day School
- Dependent upon skill needs
    - Connections
    - New Connections
    - One Hope United
    - Bancroft
    - Spectrum
    - Many more….

New for 2016-2017

K-2 Cross Categorical Classroom

- Designed to meet student's needs who require intensive support for academic and social skills
- Will have Social Work, Occupational Therapy, Speech-Language Therapy and LASSO services embed within the program
- Students may receive services the entire school day or some parts of the school day.

New for 2016-2017

S.T.A.R.S.

- Instructional setting for students within grades 5 - 8 requiring additional supports in managing emotions, executive functioning, and social skill opportunities.
- Will have Counseling support within the program.
- Will service some students throughout the majority of the school day or only for certain periods.

Questions

Technology Report for May 9, 2016

Past Completed Projects

- PARCC is complete at the Middle School. Only a few make-ups remain at the elementary level
- Recovered the server from a major virus with minimal data loss
  - Only a few hours of work could not be restored
- Final walkthrough complete for infrastructure updates. Awaiting purchase order approval
- Updated 7 laptop Carts
  - Newest version of Java installed
  - Windows Service Pack 1 installed
  - IE 11 installed
  - Catalogued damage
- Sent out laptops under warranty for repair

Current Projects

- We will be training staff on using Study Island and Reading Eggs on 5/20. We will be using both programs next fall.
- Working with ELL to add 30 Ipads to the ELL program
- MAP testing
- Preparing for new science Test that needs to be taken per state mandate
- Continue to prepare staff for the move to a Google Environment.
- Preparing end of year procedures
- Updating Security measures for the District

Future Projects

- We are planning out summer projects for Amin and looking to see what can be fit in before the end of my year.
- Send out all devices under warranty for repair that are in need.

Purchases

- Infrastructure updates
- Chromebook carts

Big Hollow Primary School
Monthly Lunch Report

	# of Days	Total Sales	Average Sales Per Day
Aug (2014)	8	$2,115.50	$264.44
Aug (2015)	8	$2,428.95	$303.62
September (2014)	21	$5,644.20	$268.77
September (2015)	20	$6,182.55	$309.13
October (2014)	21	$6,278.00	$298.95
October (2015)	21	$7,088.60	$337.55
November (2014)	16	$5,055.80	$315.99
November (2015)	16	$6,201.50	$387.59
December (2014)	16	$4,804.10	$300.26
December (2015)	14	$5,410.05	$386.43
January (2015)	17	$4,441.95	$261.29
January (2016)	19	$6,953.55	$365.98
February (2015)	16	$4,300.40	$268.78
Febuary (2016)	19	$7,346.20	$386.64
March (2015)	16	$4,300.40	$268.78
March (2016)	16	$6,204.45	$387.78
April (2015)	20	$6,326.10	$316.31
April (2016)	21	$8,149.45	$388.07
May (2015)			
May (2016)			

Big Hollow Elementary School
Monthly Lunch Report

	# of Days	Total Sales	Average Sales Per Day
Aug (2014)	8	$3,532.75	$441.59
Aug (2015)	8	$3,615.80	$451.98
September (2014)	21	$8,771.85	$417.71
September (2015)	20	$8,795.50	$439.78
October (2014)	21	$9,674.70	$460.70
October (2015)	21	$11,236.05	$535.05
November (2014)	16	$7,507.65	$469.23
November (2015)	16	$9,109.75	$569.36
December (2014)	16	$6,787.75	$424.23
December (2015)	14	$7,819.85	$558.56
January (2015)	17	$6,775.80	$398.58
January (2016)	19	$9,676.10	$509.27
February (2015)	16	$6,890.10	$430.63
Febuary (2016)	19	$10,136.70	$533.51
March (2015)	16	$6,890.10	$430.63
March (2016)	16	$8,604.80	$537.80
April (2015)	20	$8,846.15	$442.31
April (2016)	21	$10,926.70	$520.32
May (2015)			
May (2016)			

Big Hollow Middle School
Monthly Lunch Report

	# of Days	Total Sales	Average Sales Per Day
Aug (2014)	8	$6,093.00	$761.63
Aug (2015)	8	$6,059.05	$757.38
September (2014)	21	$14,725.95	$701.24
September (2015)	20	$15,082.15	$754.11
October (2014)	21	$14,838.50	$706.60
October (2015)	21	$17,607.90	$838.47
November (2014)	16	$12,325.95	$770.37
November (2015)	16	$12,450.70	$778.17
December (2014)	16	$10,883.35	$680.21
December (2015)	14	$10,996.70	$785.48
January (2015)	17	$11,531.55	$678.33
January (2016)	19	$15,232.80	$801.73
February (2015)	16	$11,210.20	$700.64
Febuary (2016)	19	$15,485.10	$815.01
March (2015)	16	$11,210.20	$700.64
March (2016)	16	$13,459.20	$841.20
April (2015)	20	$14,225.00	$711.25
April (2016)	21	$16,579.55	$789.50
May (2015)			
May (2016)			

Big Hollow District 38

Administrator Meeting

April 13, 2016
Room C111
11:00 a.m.

Discussion Items

- Technology update (Matt and Amin)
  - Logistics of online registration with computers set up in Middle School office.
- Review of Board meeting items
- Review of items discussed at monthly meeting with union leaders
  - Notifying staff of movement for next year. The sooner the better.
- Curriculum & Instruction
  - Math curriculum committee update (share agenda)
  - Evaluation committee update
- Summer office hours for 12-month secretaries
  - All registration activity will take place at the Middle School. We would like the Middle School office to be open a minimum of Monday-Friday for 8 hours per day. It would be helpful to try to have 2 secretaries always staffed at the Middle School if possible.
  - Discuss summer calendars for 12-month secretaries.
- Registration update
  - Secretaries were trained on April 6th.
  - A will be mailed to all parents on or before April 15th.
    - We need help with this mailing process.
  - Online registration will open on April 18th.
- Review of Staffing Plan
  - Review updated detailed plan (**Exhibit**)
  - Discuss notification timeline for any movement that may occur.
  - Discuss RIF's for non-certified staff
    - Review all non-certified positions.
    - May Board meeting: Make recommendations to the Board on non-certified staffing.
- SIP Internal Review Process
  - SIP survey for all staff has been completed. It will be sent to all staff on the following dates:
    - Middle School:_____
    - Primary/Elementary Schools:_____
- School pictures
  - Inter-State Studio approached Leeanna about being considered to work with Big Hollow. If we are currently happy with our vendor, we do not need to pursue this.
- Budget needs/wants for next year due by end of April.
  - Discuss process.
- Discipline advisory committee recommendations.
  - Michelle will discuss suggested updates to handbook.
    - July 1, 2016: Deadline for completion of student handbook.

- Activity Calendar dates: Deadline: _____
- Concussion training for coaches
    - A 2-hour online training can be completed during May early release day.
- Internal applications for positions---Applitrack
- Maintenance update
- Vacancies Pending:
    - Current vacancy listing
    - Certified
    - ESP
    - Extra-curricular
- Open discussion items