

Big Hollow School District #38 Ingleside, IL 60041

REGULAR BOARD OF EDUCATION MEETING MINUTES

Monday, November 14, 2022

1. Call to Order and Roll Call:

The regular meeting of the Board of Education was called to order at 6:00 p.m. on Monday November 14, 2022.

Roll Call:

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

The following members were absent: None

The following administration was present: Gold

2. Motion to move to Closed Session:

A motion was made by Cernuska and seconded by Dollinger to move to closed session at 6:02 pm

Motion carried.

Aye: All

Nay: None

3. Resume to Open Session:

Open session began at 6:32 pm.

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

The following members were absent: None

The following administration were present: Gold, Arndt, Biancalana, Hetrovycz, McCulley

4. Pledge of Allegiance:

The Pledge of Allegiance was recited.

5. Added Items/Approval of the Agenda:

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

Motion carried.

Aye: All

Nay: None

6. Recognition of School Board Members Day - November 15, 2022

Big Hollow School District 38 is joining communities throughout the State to say “thank you” to local board members on November 15, 2022. The date is officially designated each year as School Board Members Day in Illinois to recognize these public servants for their commitment and contributions to our public schools.

Mr. Gold took a moment to thank our board members for their time and dedication to our school.

7. Accomplishment Recognition

The following individuals were recognized for their achievements:

*Izabela Podgorski, 8th Grader, for being selected for the Illinois Art Education Association Student Art Show

*Nathan Kempf, 8th Grader, for qualifying for the Cross Country State Finals

For the month of October the administration would like to honor the following individuals who have been nominated by staff and selected by the administration for the following awards:

o Student of the Month: Nicole Prodan, 2nd Grader

Nicole’s teacher, Ms. Lancaster, shared what a hard-working student Nicole is and about how she stepped up to help a new student from Ukraine because Nicole speaks Ukrainian as well as English. She has set a great example for other students as well as adults on how to make a newcomer feel welcomed!

o Employee of the Month: Bridget Schuler-Beck, Elementary Paraprofessional
Bridget was nominated by so many staff members for always going above and beyond for students and how she is a prime example of a team player. Teacher, Ms. Burd, as well as one of the students Bridget works with were at the meeting to thank her.

o We honored our September Employee of the Month, Kerry Hubbard, Paraprofessional, as she was not able to attend the October meeting. Mrs. Leginski was available to share how Kerry has amazing ideas on how to support all student needs in the classroom. Kerry also rides the bus to help our drivers maintain a safe and smooth bus run.

8. Board Member “Code of Conduct” Review:

Item #11: “I will model continuous learning and work to ensure good governance by

taking advantage of board member development opportunities, such as those sponsored by my state and national school board associations, and encourage my fellow board members to do the same.”

9. Approve Consent Agenda Items:

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

Motion carried.

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

Nay: None

10. Public Comments:

There were no public comments.

11. Superintendent’s Report:

a. 2022 School Report Card Data Presentation

The 2022 School Report Card data was exhibited, reviewed and discussed.

Mr. Gold and Dr. Hetrovicz detailed the specifics found in exhibit 8, which is data from the 2021 school year. Mr. Gold shared how the district’s goal to ensure high levels of growth for all learners is being emphasized. A brief discussion on how the teacher attendance % is obtained was had. Mr. Gold explained how summative designations are assigned and each of the indicators and weights to this grouping.

Dr. Hetrovicz detailed IAR assessment and scores. She shared how adjustments are being made to ensure that all content material is covered in the classrooms prior to IAR testing as well as supporting teachers in using the district approved curriculum as well as a strong emphasis on small group instruction. She addressed board questions and concerns.

b. BHMS Grading Practices Update

Mr. Gold and Dr. Hetrovicz addressed questions from the board on Middle School grading practices.

c. Sprinkler Head Project

Mr. Gold went through the exhibit from Independent Fire Sprinkler Inspections, providing some suggested next steps on addressing issues that we have had with our systems throughout the three schools.

- d. Immunization Update
BHSD had 1 student that was not in State compliance as of October 31, 2022 (1–Primary, 0–Elementary, 0–Middle). The Illinois State Board of Education requires at least 90% compliance. A big thank you goes out to our school nurses for their hard work on this matter.
- e. Staffing Plan Timeline
The staffing plan timeline for the 2023-2024 school year was exhibited.
- f. Master Board Member Status
We want to recognize the following board members, who according to a recent update provided by the Illinois Association of School Boards, have achieved Master Board Member status
 - Joe Cernuska – Established
 - Lauren Plescia - Established
 - Vivian Kueter - Distinguished
 - Doug Pedersen -Distinguished
- g. IASB Resolutions Committee Report
The 2022 IASB Resolutions being considered at the Delegate Assembly on November 19, 2022 were briefly discussed. Vivian Kueter is our IASB Delegate and will be attending this meeting.

12. Other Action Items:

- a. October 2022 Employment Report
A motion was made by Cernuska and seconded by Plescia to approve the October 2022 employment report as exhibited.
Motion carried.

Aye: Cernuska, Plescia, Dollinger, Pedersen, Lyons, Bennett, Kueter
Nay: None
- b. Estimated Tax Levy 2022
Mr. Gold gave a detailed breakdown on the tentative tax levy. A proposed levy for tax year 2022 is \$517,092 higher than the actual tax year 2021 extension. This is an increase of 4.9%. There was detailed discussion amongst the board members on options and different scenarios. This will be reviewed and decided at the December meeting.

A motion was made by Plescia and seconded by Kueter to approve the tentative 2022 certificate of tax levy for BHSD38 with the request to include a 4.99% increase. This will be brought to the full Board for approval in December.
Motion carried.

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

13. Resignations Accepted:

- Accepted a resignation from Dallas Sarmiento, Custodian, effective October 28, 2022.
- Accepted a resignation from Mary Rowe, Middle School Lunch Monitor, effective October 30, 2022.
- Accepted a resignation from Sean Creagh, 7th Grade Social Studies Teacher, effective October 31, 2022.

14. Informational Items:

- a. Freedom of Information Act (FOIA) Requests
There were no FOIA requests for the month of October.
- b. Monthly Report
The Monthly Administrator Report for the month of October was presented to the board.
- c. Meeting Agendas
*Administrator meeting agendas for the month of October were exhibited.
*District Leadership Team agenda from October 18, 2022 was exhibited.
*Citizen Advisory Council meeting agenda from October 24, 2022 was exhibited.
No questions or comments were made.
- d. The next regularly scheduled Board Meeting will take place on Monday, December 12, 2022.

15. Motion to move to Closed Session:

Not needed

16. Return to Open Session:

Not needed

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

None

18. Adjournment:

A motion was made by Cernuska and seconded by Bennett to adjourn the meeting at 8:25 p.m.

Motion carried.

Aye: All

Nay: None

Board of Education President
Big Hollow School District #38

Board of Education Secretary
Big Hollow School District #38

	EDUCATION FUND (10)	OPER. & MAINT. FUND (20)	DEBT SVC FUND (30)	TRANS. FUND (40)	SS/MED/IMRF FUND (50/51)	CAPITAL PROJ FUND (60)	WORKING CASH FUND (70)	TORT FUND (80)	TOTAL ALL FUNDS
ASSETS									
Cash & Investments									
Imprest Fund	2,000	0	0	0	0	0	0	0	2,000
Cash in Bank BMO	0	0	0	0	0	0	0	0	0
Student Activity	1,671	0	0	0	0	0	0	0	1,671
*Cash in Bank Win Trust Land of Lakes Bank	1,106,574	496,427	2,336,790	70,131	179,660	439,707	381,512	-106,430	4,904,371
PMA Investment	4,596,620	1,345,605	3,259,089	763,534	336,885	1,529,382	1,138,342	17,146	12,986,603
PMA Savings Deposit Account	0	0	0	0	0	0	0	0	0
TOTAL CASH & INVESTMENTS	5,706,865	1,842,032	5,595,879	833,665	516,545	1,969,089	1,519,855	-89,284	17,894,645
Due From Education Fund	0	0	0	0	0	0	0	0	0
TOTAL ASSETS	5,706,865	1,842,032	5,595,879	833,665	516,545	1,969,089	1,519,855	-89,284	17,894,645
LIABILITIES									
Tax Anticipation Warrants Payable	0	0	0	0	0	0	0	0	0
Accounts Payable	64,826	-32,410	0	-7,481	-320	0	0	0	24,615
Due To Working Cash Fund	0	0	0	0	0	0	0	0	0
TOTAL LIABILITIES	64,826	-32,410	0	-7,481	-320	0	0	0	24,615
*YTD Revenue	8,518,118	901,245	2,753,260	789,551	394,962	73,291	56,413	115,229	13,602,068
Sale of Assets									0
YTD Expenditures	-7,796,881	-595,607	-128,750	-901,920	-258,390	-130,435	0	-243,305	-10,055,288
YTD Excess/ (Deficiency)	721,237	305,638	2,624,510	-112,369	136,571	-57,143	56,413	-128,076	3,546,781
Beginning Fund Balance 07/01/22	5,050,454	1,503,984	2,971,369	938,553	380,294	2,026,233	1,463,442	38,792	14,373,119
Ending Fund Balance	5,771,691	1,809,622	5,595,879	826,184	516,865	1,969,089	1,519,855	-89,284	17,919,900
TOTAL LIABILITIES & FUND BAL.	5,706,865	1,842,032	5,595,879	833,665	516,545	1,969,089	1,519,855	-89,284	17,894,645

Date

Board of Education Secretary

Date

Education Fund						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$9,515,400	\$272,534	\$5,040,711	\$4,474,689	53%	
State Sources	\$7,057,264	\$634,074	\$2,647,880	\$4,409,384	38%	
Federal Sources	\$1,500,577	\$242,738	\$825,229	\$675,348	55%	
Fees	\$15,500	\$855	\$4,298	\$11,202	28%	
Total Revenue	\$18,088,741	\$1,150,201	\$8,518,118	\$9,570,623	47%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$13,456,140	\$1,088,858	\$5,209,503	\$8,246,637	39%	
Benefits	\$1,642,735	\$126,215	\$606,094	\$1,036,641	37%	
Purchased Services	\$1,170,391	\$167,927	\$480,401	\$689,990	41%	
Supplies and Mat	\$1,402,912	\$166,214	\$594,301	\$808,611	42%	
Capital Outlay	\$308,000	\$22,847	\$291,653	\$16,347	0%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
Non-Capital Equipment	\$0	\$0	\$0	\$0	0%	
Other Objects	\$1,498,274	\$196,638	\$614,929	\$883,345	41%	
Transfers	\$39,000	\$0	\$0	\$39,000	0%	
Total Expenses	\$19,517,452	\$1,768,700	\$7,796,881	\$11,720,571	40%	

Operations and Maintenance						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$1,627,000	\$40,472	\$884,314	\$742,686	54%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$50,000	\$0	\$16,931	\$33,069	0%	
Other Sources Sale of Land	\$0	\$0	\$0	\$0	0%	
Grant Maintenance	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$1,677,000	\$40,472	\$901,245	\$775,755	54%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Salary	\$594,000	\$47,021	\$227,197	\$366,803	54%	
Benefits	\$72,315	\$5,364	\$26,811	\$45,504	37%	
Purchased Services	\$682,400	\$55,134	\$234,098	\$448,302	34%	
Supplies and Materials	\$487,500	\$31,480	\$107,502	\$379,998	22%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues, Fees, Tuition	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$1,836,215	\$138,999	\$595,607	\$1,240,608	32%	

Debt Service Fund						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$5,092,000	\$134,199	\$2,753,260	\$2,338,740	54%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$5,092,000	\$134,199	\$2,753,260	\$2,338,740	54%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Purchased Services	\$1,000	\$0	\$0	\$1,000	0%	
Principal and Interest	\$0	\$0	\$0	\$0	0%	
Other Objects	\$5,201,327	\$128,750	\$128,750	\$5,072,577	2%	
Total Expenses	\$5,202,327	\$128,750	\$128,750	\$5,073,577	2%	

Transportation Fund						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$690,792	\$19,353	\$408,181	\$282,611	59%	
State Sources	\$732,883	\$0	\$381,370	\$351,513	52%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$1,423,675	\$19,353	\$789,551	\$634,124	55%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$973,600	\$86,114	\$296,128	\$677,472	30%	
Benefits	\$29,900	\$2,148	\$7,783	\$22,117	26%	
Purchased Services	\$172,500	\$65,080	\$119,038	\$53,462	69%	
Supplies and Materials	\$203,500	\$17,832	\$69,769	\$133,731	34%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Other Objects	\$411,200	\$0	\$409,203	\$1,997	100%	
Total Expenses	\$1,790,700	\$171,175	\$901,920	\$888,780	50%	

IMRF/SS Fund						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$652,800	\$13,052	\$394,962	\$257,838	61%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$652,800	\$13,052	\$394,962	\$257,838	61%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Salary	\$0	\$0	\$0	\$0	0%	
Benefits	\$684,395	\$66,653	\$258,390	\$426,005	38%	
Purchased Services	\$0	\$0	\$0	\$0	0%	
Supplies and Mat	\$0	\$0	\$0	\$0	0%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues and Fees	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$684,395	\$66,653	\$258,390	\$426,005	38%	

Capital Projects						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$77,000	\$1,709	\$73,291	\$3,709	95%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$77,000	\$1,709	\$73,291	\$3,709	95%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$0	\$0	\$0	\$0	0%	
Benefits	\$0	\$0	\$0	\$0	0%	
Purchased Services	\$17,500	\$0	\$13,953	\$3,547	80%	
Supplies and Mat	\$0	\$0	\$0	\$0	0%	
Capital Outlay	\$125,000	\$17,420	\$116,482	\$8,518	93%	
Transfers	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$142,500	\$17,420	\$130,435	\$12,065	92%	

Working Cash Fund						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$99,500	\$3,887	\$56,413	\$43,087	57%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$99,500	\$3,887	\$56,413	\$43,087	57%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Salary	\$0	\$0	\$0	\$0	0%	
Benefits	\$0	\$0	\$0	\$0	0%	
Purchased Services	\$0	\$0	\$0	\$0	0%	
Supplies and Mat	\$0	\$0	\$0	\$0	0%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$0	\$0	\$0	\$0	0%	

Total All Funds						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$17,965,492	\$490,498	\$9,726,360	\$8,239,132	54%	
State Sources	\$7,790,147	\$634,074	\$3,029,250	\$4,760,897	39%	
Federal Sources	\$1,550,577	\$242,738	\$842,160	\$708,417	54%	
Other Sources Sale of Land	\$0	\$0	\$0	\$0	0%	
Fees	\$15,500	\$855	\$4,298	\$11,202	28%	
Maintenance Grant	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$27,321,716	\$1,368,165	\$13,602,068	\$13,719,648	50%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$15,023,740	\$1,221,994	\$5,732,827	\$9,290,913	38%	
Benefits	\$2,429,345	\$200,380	\$899,078	\$1,530,267	37%	
Purchased Services	\$2,290,791	\$288,141	\$1,090,795	\$1,199,996	48%	
Supplies and Mat	\$2,093,912	\$215,527	\$771,571	\$1,322,341	37%	
Capital Outlay	\$433,000	\$40,268	\$408,135	\$24,865	94%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
Transfers	\$39,000	\$0	\$0	\$39,000	0%	
Other Objects	\$7,110,801	\$325,388	\$1,152,882	\$5,957,919	16%	
Total Expenses	\$29,420,589	\$2,291,697	\$10,055,288	\$19,365,301	34%	

**Big Hollow School District #38
Accounts Payable Approval Form for December 12, 2022**

<u>Fund</u>	<u>Fund #</u>	<u>Accounts Payable</u>
Education	10	849,002.32
O & M	20	95,931.57
Debt Service	30	\$128,750.00
Transportation	40	121,315.68
IMRF/SS	50	66,652.71
Capitol Projects	60	17,420.24
Working Cash	70	
TORT	80	
Fire Prev/Safety	90	
Totals		\$1,279,072.52

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

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

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/02/2022	52743	15,291.63	22Vets LLC	EDUCATION/District/B ILINGUAL PROGRAMS/SUPPLIES	EL-- Supp/Mat	15,291.63
11/02/2022	52744	287.49	Accurate Biometrics	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- Purch Svc	
11/02/2022	52744	59.51	Accurate Biometrics	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Fingerprinting	347.00
11/02/2022	52745	2,496.00	Adobe Systems Incorp	EDUCATION/District/O PERATIONS SERVICES/PROFESSIONA L AND TECHNICAL SER	Tech--- Adobe	2,496.00
11/02/2022	52746	90.77	Albertsons Companies	EDUCATION/District/E LEMENTARY/PROFESSION AL AND TECHNICAL SER	Distr-- Health Pur Svc	90.77
11/02/2022	52747	224.28	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/02/2022	52747	122.30	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/02/2022	52747	57.36	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/02/2022	52747	42.08	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
11/02/2022	52747	76.48	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/02/2022	52747	225.12	Alpha Baking Co, Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/02/2022	52747	143.09	Alpha Baking Co, Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				OOD SERVICES/SUPPLIES		
11/02/2022	52747	66.92	Alpha Baking Co, Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	
				OOD SERVICES/SUPPLIES		
11/02/2022	52747	66.92	Alpha Baking Co, Inc	EDUCATION/District/F	FoodSvc--- Food Purch. (Prgrm)	1,024.55
				OOD SERVICES/SUPPLIES		
11/02/2022	52749	12.35	Amazon	EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
				DLE-JUNIOR HIGH/SUPPLIES		
11/02/2022	52749	34.09	Amazon	EDUCATION/District/S	SPED--- Supp/Mat	
				PECIAL EDUCATION/SUPPLIES		
11/02/2022	52749	77.44	Amazon	EDUCATION/District/S	SPED--- Supp/Mat	
				PECIAL EDUCATION/SUPPLIES		
11/02/2022	52749	636.00	Amazon	O & M/PRIMARY/CARE	Pri--- Maintenance Supp/Mat	
				AND UPKEEP OF BUILDING SE/SUPPLIES		
11/02/2022	52749	636.00	Amazon	O & M/MIDDLE/CARE	MS--- Maintenance Supp/Mat	
				AND UPKEEP OF BUILDING SE/SUPPLIES		
11/02/2022	52749	29.94	Amazon	EDUCATION/District/S	SPED--- Supp/Mat	
				PECIAL EDUCATION/SUPPLIES		
11/02/2022	52749	80.22	Amazon	EDUCATION/District/S	SPED--- Supp/Mat	
				PECIAL EDUCATION/SUPPLIES		
11/02/2022	52749	951.45	Amazon	EDUCATION/District/S	SPED--- Supp/Mat	
				PECIAL EDUCATION/SUPPLIES		
11/02/2022	52749	156.95	Amazon	EDUCATION/District/S	SPED--- Supp/Mat	
				PECIAL EDUCATION/SUPPLIES		
11/02/2022	52749	189.98	Amazon	EDUCATION/District/S	SPED--- Supp/Mat	
				PECIAL		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/02/2022	52749	399.38	Amazon	EDUCATION/SUPPLIES EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem--- Classroom spec request	
11/02/2022	52749	19.99	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
11/02/2022	52749	5.89	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
11/02/2022	52749	16.89	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/TEXTBOOK S	Elem--- Textbooks	
11/02/2022	52749	41.19	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
11/02/2022	52749	29.91	Amazon	EDUCATION/District/D IRECTION OF CENTRAL SUPPORT S/SUPPLIES	Dir of Curr/Inst Sup/Mat	
11/02/2022	52749	7.99	Amazon	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	
11/02/2022	52749	18.04	Amazon	EDUCATION/ELEMENTARY /HEALTH SERVICES/SUPPLIES	Elem-- Nurse Supp/Mat	
11/02/2022	52749	83.84	Amazon	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	
11/02/2022	52749	162.39	Amazon	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	
11/02/2022	52749	49.30	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
11/02/2022	52749	44.79	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
11/02/2022	52749	171.85	Amazon	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
11/02/2022	52749	26.53	Amazon	EDUCATION/MIDDLE/HEA LTH	MS-- Nurse Supp/Mat	3,882.40

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/02/2022	52750	598.00	Apple, Inc	SERVICES/SUPPLIES EDUCATION/District/S PECIAL	SPED--- Supp/Mat	598.00
11/02/2022	52751	47.20	Aramark Uniform & Ca	EDUCATION/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/02/2022	52751	47.20	Aramark Uniform & Ca	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/02/2022	52751	47.20	Aramark Uniform & Ca	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/02/2022	52751	47.20	Aramark Uniform & Ca	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/02/2022	52751	47.20	Aramark Uniform & Ca	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/02/2022	52751	47.20	Aramark Uniform & Ca	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	283.20
11/02/2022	52752	8.20	Berg, Jessica	SERVICES/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	
11/02/2022	52752	35.14	Berg, Jessica	HIGH/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	
11/02/2022	52752	90.16	Berg, Jessica	HIGH/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	
11/02/2022	52752	14.00	Berg, Jessica	HIGH/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	
11/02/2022	52752	9.92	Berg, Jessica	HIGH/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	157.42
11/02/2022	52753	9,700.00	Chain O Lakes Transp	TRANSPORTATION/SEDOL /SpecED/PUPIL	Trans--- SPED P/S Off Campus	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/02/2022	52753	8,570.00	Chain O Lakes Transp	TRANSPORTATION SERVICES/PUPIL TRANSPORTATION TRANSPORTATION/SEDOL /SpecED/PUPIL	Trans--- SPED P/S Off Campus	18,270.00
11/02/2022	52754	210.00	Community Mechanical	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	
11/02/2022	52754	1,098.00	Community Mechanical	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	
11/02/2022	52754	1,260.00	Community Mechanical	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	
11/02/2022	52754	910.00	Community Mechanical	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Elem--- O&M Repairs and Maint	
11/02/2022	52754	210.00	Community Mechanical	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Elem--- O&M Repairs and Maint	
11/02/2022	52754	1,411.00	Community Mechanical	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE	MS--- O&M Repairs and Maint	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/02/2022	52754	350.00	Community Mechanical	SERVICE O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	
11/02/2022	52754	1,050.00	Community Mechanical	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Elem--- O&M Repairs and Maint	6,499.00
11/02/2022	52755	948.00	Computer Nationwide	EDUCATION/District/D ATA PROCESSING SERVICES/OTHER PURCHASED SERVICES	Tech--- Suppt Svc (SBTC)	948.00
11/02/2022	52756	6,961.29	Connection's Day Sch	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
11/02/2022	52756	6,961.29	Connection's Day Sch	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
11/02/2022	52756	6,961.29	Connection's Day Sch	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	20,883.87
11/02/2022	52757	8,782.83	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private	SPED--- Private School Tuition	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/02/2022	52757	8,782.83	Connection's Academy	Tuition EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	17,565.66
11/02/2022	52758	382.19	Cornwell, Joshua	EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	MS-- Impr of Inst. (admin)	382.19
11/02/2022	52759	86.00	Cozzini Bros., Inc.,	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	86.00
11/02/2022	52760	150.00	Crutchfield, Peggy	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Soccer Officials	150.00
11/02/2022	52761	126.54	Demco	EDUCATION/MIDDLE/EDU CATIONAL MEDIA SERVICES/SUPPLIES	MS--- Library Supp/Mat	126.54
11/02/2022	52762	330.00	Elite Door Service L	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Door repairs	330.00
11/02/2022	52763	2,881.33	Exceptional Learners	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	2,881.33
11/02/2022	52764	2,080.75	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/02/2022	52764	2,161.32	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/02/2022	52764	128.91	Gordon Food Service	EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/02/2022	52764	590.80	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Pur (Non-Prog)	
11/02/2022	52764	109.60	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/02/2022	52764	3,629.93	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/02/2022	52764	58.15	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/02/2022	52764	2,580.32	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/02/2022	52764	358.79	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/02/2022	52764	1,860.06	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/02/2022	52764	361.99	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/02/2022	52764	1,781.51	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/02/2022	52764	60.04	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/02/2022	52764	927.26	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Pur (Non-Prog)	
11/02/2022	52764	3,023.08	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/02/2022	52764	105.33	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/02/2022	52764	2,250.30	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/02/2022	52764	318.70	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/02/2022	52764	1,814.54	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/02/2022	52764	420.87	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/02/2022	52764	746.88	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/02/2022	52764	175.16	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/02/2022	52764	695.29	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Pur (Non-Prog)	
11/02/2022	52764	3,203.00	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/02/2022	52764	337.79	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/02/2022	52764	944.48	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
11/02/2022	52764	54.50	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
11/02/2022	52764	946.11	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Pur (Non-Prog)	
11/02/2022	52764	62.80	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	31,788.26

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/02/2022	52765	39,415.00	Grade A Transportati	SERVICES/SUPPLIES TRANSPORTATION/SEDOL /SpecED/PUPIL TRANSPORTATION SERVICES/PUPIL TRANSPORTATION	Trans--- SPED P/S Off Campus	
11/02/2022	52765	738.00	Grade A Transportati	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER TRANSPORTATION SERVICES	Trans--- Homeless Pur Svc	40,153.00
11/02/2022	52766	445.00	Huemann, Linda Jean	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	445.00
11/02/2022	52767	2,750.00	IASA Illinois Associ	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Impr. of Instr--- Admin	2,750.00
11/02/2022	52768	75.00	Klemm, Jodi	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Softball Umpires	75.00
11/02/2022	52769	231.08	Knowles, Daniel Fran	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Band Supp/Mat	231.08
11/02/2022	52770	244.80	Kully Supply	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Roof Inspection	
11/02/2022	52770	388.69	Kully Supply	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
11/02/2022	52770	388.69	Kully Supply	O & M/ELEMENTARY/CARE AND UPKEEP OF	Elem--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/02/2022	52770	388.82	Kully Supply	BUILDING SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	1,411.00
11/02/2022	52771	296.45	Learning Without Tea	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
11/02/2022	52771	296.45	Learning Without Tea	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
11/02/2022	52771	119.90	Learning Without Tea	EDUCATION/ELEMENTARY /ELEMENTARY/Workbook s	Elem--- Handwriting WrkBks	712.80
11/02/2022	52772	7.50	Mid-West Truckers As	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Random Drug Testing	7.50
11/02/2022	52773	951.70	Mike's Towing Inc	O & M/District/VEHICLE SERVICING AND MAINTENA/REPAIR AND MAINTENANCE SERVICE	Vehicle Repairs and Maint	951.70
11/02/2022	52774	470.00	Miller, Carrie	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	470.00
11/02/2022	52775	1,972.95	Motivating Systems L	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
11/02/2022	52775	1,972.95	Motivating Systems L	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- PBIS Supp/Mat	3,945.90
11/02/2022	52776	1,334.96	N2Y	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	1,334.96
11/02/2022	52777	217.77	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/02/2022	52777	435.48	NCC - Peterson Produ	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
11/02/2022	52777	290.32	NCC - Peterson Produ	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	943.57
11/02/2022	52778	600.00	NIIPC c/o Micheline	EDUCATION/District/F OOD SERVICES/DUES & FEES	FoodSvc--- Dues & Fees	600.00
11/02/2022	52779	27,748.00	NWEA	EDUCATION/District/G RANTS/PROFESSIONAL AND TECHNICAL SER	ESSER3-- MAP	27,748.00
11/02/2022	52780	49.00	Parker O'Connor, Rac	EDUCATION/District/O FFICE OF THE SUPERINTENDENT S/SUPPLIES	Supt-- Supp/Mat	49.00
11/02/2022	52781	50.00	Pitel Septic Inc	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/PROFESSIONAL AND TECHNICAL SER	MS--- Pur Svc	
11/02/2022	52781	200.00	Pitel Septic Inc	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/PROFESSIONAL AND TECHNICAL SER	MS--- Pur Svc	250.00
11/02/2022	52782	94.20	Plank Road Publishin	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri--- Music Supp/Mat	94.20
11/02/2022	52783	271.27	Ray Chevrolet	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/REPAIR AND MAINTENANCE SERVICE	Trans--- Rep/Maintenance	
11/02/2022	52783	287.43	Ray Chevrolet	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/REPAIR AND MAINTENANCE SERVICE	Trans--- Rep/Maintenance	558.70

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/02/2022	52784	364.42	ReadyRefresh by Nest	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	MS--- Water/Sewer Services	
11/02/2022	52784	210.78	ReadyRefresh by Nest	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	Elem--- Water/Sewer Services	
11/02/2022	52784	171.35	ReadyRefresh by Nest	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	Pri--- Water/Sewer Services	746.55
11/02/2022	52785	17.45	Really Good Stuff	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	17.45
11/02/2022	52786	50.00	Regional Office of E	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	IDEA-- Impr of Inst	
11/02/2022	52786	112.50	Regional Office of E	EDUCATION/PRIMARY/IM PROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Pri-- Impr of Inst. (staff)	
11/02/2022	52786	112.50	Regional Office of E	EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	MS-- Impr of Inst. (staff)	
11/02/2022	52786	112.50	Regional Office of E	EDUCATION/PRIMARY/IM PROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Pri-- Impr of Inst. (staff)	
11/02/2022	52786	112.50	Regional Office of E	EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	MS-- Impr of Inst. (staff)	500.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/02/2022	52787	6,638.50	Scharm Floor Coverin	ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER CAPITAL	Elem--- building improvements	
11/02/2022	52787	6,638.50	Scharm Floor Coverin	PROJECTS/ELEMENTARY/ FACILITIES ACQUISITION AND CON/IMPROVEMENTS OTHER THAN BUILDI	Pri-- Pod renovation 2022	
11/02/2022	52787	24,215.50	Scharm Floor Coverin	PROJECTS/PRIMARY/BUI LDING ACQUISITION, CONSTRUC/REPLACEMENT & NEW EQUIPMENT	O & SMPG 2022	37,492.50
11/02/2022	52788	3,215.50	Scholastic Book Club	M/District/OPERATION AND MAINTENANCE OF P/REPAIR AND MAINTENANCE SERVICE	EDUCATION/District/G ESSER2 (FY23) Supp/Mat	3,215.50
11/02/2022	52789	964.39	School Specialty	RANTS/SUPPLIES	EDUCATION/District/P IDEA-- Supp/Mat araprofessional/Copy Supplies	
11/02/2022	52789	4.52	School Specialty	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
11/02/2022	52789	94.48	School Specialty	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	1,063.39
11/02/2022	52790	805.77	Schuring & Schuring,	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Pgrm)	
11/02/2022	52790	567.55	Schuring & Schuring,	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Pgrm)	
11/02/2022	52790	2,840.08	Schuring & Schuring,	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Pgrm)	
11/02/2022	52790	2,395.80	Schuring & Schuring,	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Pgrm)	6,609.20

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/02/2022	52791	500.00	SEDOL	OOD SERVICES/SUPPLIES EDUCATION/SEDOL/Spec ED/SPEECH PATHOLOGY AND AUDIOLOGY/PROFESSION AL AND TECHNICAL SER	SEDOL-- Speech/Audio	
11/02/2022	52791	11,700.00	SEDOL	SOCIAL SECURITY/MEDICARE/SE DOL/SpecED/PAYMENTS FOR SPECIAL EDUCATION/FEDERAL INSURANCE CONTRIBUTION	SEDOL IMRF Expense	
11/02/2022	52791	6,682.20	SEDOL	EDUCATION/SEDOL/Spec ED/TuitionOtherDistri cts/Private Tuition	SPED--- SEDOL Tuition	
11/02/2022	52791	16,932.70	SEDOL	EDUCATION/SEDOL/Spec ED/TuitionOtherDistri cts/Private Tuition	SPED--- SEDOL Tuition	
11/02/2022	52791	3,461.16	SEDOL	EDUCATION/SEDOL/Spec ED/TuitionOtherDistri cts/Private Tuition	SPED--- SEDOL Tuition	39,276.06
11/02/2022	52792	1,395.00	Sonova USA, Inc	EDUCATION/District/S PEECH PATHOLOGY AND AUDIOLOGY/SUPPLIES	SPED-- S/L/Aud Supp/Mat	1,395.00
11/02/2022	52793	9,747.78	Spectrum Center Inc	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	9,747.78
11/02/2022	52794	12,442.50	Speech Path Speciali	EDUCATION/District/P SYCHOLOGICAL SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED--- Psych Pur Svc	
11/02/2022	52794	4,740.00	Speech Path Speciali	EDUCATION/District/P SYCHOLOGICAL	SPED--- Psych Pur Svc	17,182.50

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/02/2022	52795	101.33	Swiderski, Lisa Mari	SERVICES/PROFESSIONAL AND TECHNICAL SERVICES/EDUCATION/MIDDLE/Interscholastic Programs/SUPPLIES	Athletics--- Supp/Mat	101.33
11/02/2022	52796	148.17	Teacher Created Resources	EDUCATION/ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	148.17
11/02/2022	52797	1,751.86	The Library Store	EDUCATION/MIDDLE/Principals/SUPPLIES	MS--- Offc Furniture	1,751.86
11/02/2022	52798	6,600.00	Warehouse Direct Business	EDUCATION/MIDDLE/MIDDLE-JUNIOR HIGH/REPLACEMENT & NEW EQUIPMENT	MS--- Equip (Classrm Desks)	
11/02/2022	52798	104.27	Warehouse Direct Business	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	6,704.27
11/02/2022	52799	1,698.41	Wells Fargo Vendor Finance	EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	1,698.41
11/02/2022	52800	11.25	Wiley, Stephaney	EDUCATION/District/FOOD	FoodSvc-- Purch Svc	11.25
11/02/2022	52801	190.00	Wolters, Eric	SERVICES/PROFESSIONAL AND TECHNICAL SERVICES/EDUCATION/MIDDLE/IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SERVICES	MS-- Impr of Inst. (admin)	190.00
11/02/2022	52802	846.74	Zeiger, Elyse	EDUCATION/PRIMARY/Interscholastic Programs/SUPPLIES	Pri-- Academic Enrch Supp/Mat	846.74
11/02/2022	52803	1,532.00	Ziarko, Chad Allen	EDUCATION/District/ELEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	1,532.00
11/03/2022	52804	220.00	Illinois Dept Of Revenue	EDUCATION/District	EDUCATION ILLINOIS TAX	
11/03/2022	52804	22,116.31	Illinois Dept Of Revenue	EDUCATION/District	EDUCATION ILLINOIS TAX	
11/03/2022	52804	1,010.76	Illinois Dept Of Revenue	O & M/District	Building- IL State Withholding	
11/03/2022	52804	1,786.96	Illinois Dept Of Revenue	TRANSPORTATION/District	Transportation - IL State Withholding	25,134.03

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				ict		
11/03/2022	52805	12,340.96	Lake County Federati	EDUCATION/District/B	EDUCATION IMRF Deduction	12,340.96
				enefit Accrual		
11/03/2022	52806	3,429.94	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
11/03/2022	52806	112.41	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
11/03/2022	52806	19.05	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
11/03/2022	52806	2,553.35	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
11/03/2022	52806	445.71	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
11/03/2022	52806	16.97	Teacher's Health Ins	TRANSPORTATION/Distr	Transportation-Insurance With	
				ict/Employee		
				Deductions		
11/03/2022	52806	598.95	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
11/03/2022	52806	22.80	Teacher's Health Ins	TRANSPORTATION/Distr	Transportation-Insurance With	
				ict/Employee		
				Deductions		
11/03/2022	52806	83.67	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
11/03/2022	52806	14.19	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	7,297.04
				mployee Deductions		
11/03/2022	52807	34,299.06	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
11/03/2022	52807	1,123.61	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
11/03/2022	52807	190.50	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
11/03/2022	52807	2,210.36	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
11/03/2022	52807	1,226.75	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
11/03/2022	52807	5,989.41	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
11/03/2022	52807	227.98	Teachers Retirement	TRANSPORTATION/Distr	Transportation-Insurance With	
				ict/Employee		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				Deductions		
11/03/2022	52807	385.96	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
11/03/2022	52807	14.69	Teachers Retirement	TRANSPORTATION/Distr	Transportation-Insurance With	
				ict/Employee		
				Deductions		
11/03/2022	52807	68.44	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
11/03/2022	52807	72.44	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	
				mployee Deductions		
11/03/2022	52807	12.26	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	45,821.46
				mployee Deductions		
11/03/2022	52808	5,502.43	United States Treasu	EDUCATION/District	EDUCATION FICA	
11/03/2022	52808	1,387.40	United States Treasu	O & M/District	Building - FICA Withholding	
11/03/2022	52808	2,396.33	United States Treasu	TRANSPORTATION/Distr		
				ict		
11/03/2022	52808	2,190.83	United States Treasu	EDUCATION/District/F	EDUCATION FED W/H TAX	
				ederal Tax Withheld		
11/03/2022	52808	170.00	United States Treasu	TRANSPORTATION/Distr	Transportation-Federal Withold	
				ict/Federal Tax		
				Withheld		
11/03/2022	52808	40,033.45	United States Treasu	EDUCATION/District/F	EDUCATION FED W/H TAX	
				ederal Tax Withheld		
11/03/2022	52808	1,371.38	United States Treasu	O &	Building - Federal Withholding	
				M/District/Federal		
				Tax Withheld		
11/03/2022	52808	2,283.23	United States Treasu	TRANSPORTATION/Distr	Transportation-Federal Withold	
				ict/Federal Tax		
				Withheld		
11/03/2022	52808	7,703.30	United States Treasu	EDUCATION/District	EDUCATION Medicare Withheld	
11/03/2022	52808	324.46	United States Treasu	O & M/District	Building- Medicare Withholding	
11/03/2022	52808	593.85	United States Treasu	TRANSPORTATION/Distr	Transportation-Medicare With	
				ict		
11/03/2022	52808	9,286.16	United States Treasu	SOCIAL	SS/Medicare - FICA Withholding	
				SECURITY/MEDICARE/Di		
				strict		
11/03/2022	52808	8,611.96	United States Treasu	SOCIAL	SS/Medicare-Medicare Withheld	81,854.78
				SECURITY/MEDICARE/Di		
				strict		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/03/2022	52809	92.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
11/03/2022	52809	1,589.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	1,681.00
11/03/2022	52810	543.68	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
11/03/2022	52810	42.32	Wisconsin Dept Of Re	TRANSPORTATION/Distr	Transportation -WI State With	586.00
11/03/2022	52811	-19,292.98	Jim Olson Collision	TRANSPORTATION/Distr	Insurance claim repair	
				ict/PUPI		
				TRANSPORTATION		
				SERVICES/REPAIR AND		
				MAINTENANCE SERVICE		
11/03/2022	52811	19,292.98	Jim Olson Collision	TRANSPORTATION/Distr	Insurance claim repair	
				ict/PUPI		
				TRANSPORTATION		
				SERVICES/REPAIR AND		
				MAINTENANCE SERVICE		
11/03/2022	52812	19,292.98	Jim Olson Collision	TRANSPORTATION/Distr	Insurance claim repair	19,292.98
				ict/PUPI		
				TRANSPORTATION		
				SERVICES/REPAIR AND		
				MAINTENANCE SERVICE		
11/10/2022	52813	4,556.25	Carroll, Megan	EDUCATION/District/H	SPED-- OT/PT/Health Pur Svc	4,556.25
				EALTH		
				SERVICES/PROFESSIONA		
				L AND TECHNICAL SER		
11/10/2022	52814	3,254.61	Martin-Upton, Eileen	EDUCATION/District/H	SPED-- OT/PT/Health Pur Svc	3,254.61
				EALTH		
				SERVICES/PROFESSIONA		
				L AND TECHNICAL SER		
11/11/2022	52815	10,748.60	Alexander Leigh Cent	EDUCATION/Connection	SPED--- Private School Tuition	
				Day		
				SC-Palatine/Spec Ed		
				Private		
				Tuition/Private		
				Tuition		
11/11/2022	52815	10,211.17	Alexander Leigh Cent	EDUCATION/Connection	SPED--- Private School Tuition	20,959.77
				Day		
				SC-Palatine/Spec Ed		
				Private		
				Tuition/Private		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/11/2022	52817	373.09	Amazon	Tuition EDUCATION/District/R EGULAR	Dist--- Convenience Acct S/M	
11/11/2022	52817	75.96	Amazon	PROGRAMS/SUPPLIES EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
11/11/2022	52817	75.96	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
11/11/2022	52817	116.87	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Textbks (Schoolwide)	
11/11/2022	52817	28.97	Amazon	HIGH/TEXTBOOKS EDUCATION/District/D IRECTION OF CENTRAL SUPPORT S/SUPPLIES	Dir of Curr/Inst Sup/Mat	
11/11/2022	52817	89.95	Amazon	EDUCATION/MIDDLE/Pri ncipals/SUPPLIES	MS--- Offc Furniture	
11/11/2022	52817	107.08	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- STEM Supp/Mat	
11/11/2022	52817	304.95	Amazon	HIGH/SUPPLIES EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
11/11/2022	52817	36.95	Amazon	EDUCATION/ELEMENTARY /Principals/SUPPLIES	Elem-- Principal Supp/Mat	
11/11/2022	52817	32.72	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
11/11/2022	52817	23.99	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
11/11/2022	52817	19.99	Amazon	EDUCATION/District/C OMPUTER-ASSISTED INSTRUCTION/PROFESSI ONAL AND TECHNICAL SER	Distr-- Pur/Svc	
11/11/2022	52817	37.60	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
11/11/2022	52817	30.80	Amazon	EDUCATION/District/D IRECTION OF CENTRAL SUPPORT S/SUPPLIES	Dir of Curr/Inst Sup/Mat	
11/11/2022	52817	24.61	Amazon	EDUCATION/District/S	SPED--- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				PECIAL		
				EDUCATION/SUPPLIES		
11/11/2022	52817	73.45	Amazon	EDUCATION/ELEMENTARY	Elem-- Principal Supp/Mat	
				/Principals/SUPPLIES		
11/11/2022	52817	39.80	Amazon	EDUCATION/District/D	Tech--- Supp/Mat	
				ATA PROCESSING		
				SERVICES/SUPPLIES		
11/11/2022	52817	19.87	Amazon	EDUCATION/District/D	Dir of Curr/Inst Sup/Mat	
				IRECTION OF CENTRAL		
				SUPPORT S/SUPPLIES		
11/11/2022	52817	56.46	Amazon	EDUCATION/District/D	Dir of Curr/Inst Sup/Mat	
				IRECTION OF CENTRAL		
				SUPPORT S/SUPPLIES		
11/11/2022	52817	93.18	Amazon	EDUCATION/MIDDLE/MID	MS--- Science Supp/Mat	
				DLE-JUNIOR		
				HIGH/SUPPLIES		
11/11/2022	52817	91.14	Amazon	EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
				/ELEMENTARY/SUPPLIES		
11/11/2022	52817	169.75	Amazon	EDUCATION/District/I	Impr. of Instr--- Supplies/Mat	
				MPROVEMENT OF		
				INSTRUCTION		
				SER/SUPPLIES		
11/11/2022	52817	199.95	Amazon	CAPITAL	Pri-- Pod renovation 2022	
				PROJECTS/PRIMARY/BUI		
				LDING ACQUISITION,		
				CONSTRUC/REPLACEMENT		
				& NEW EQUIPMENT		
11/11/2022	52817	51.79	Amazon	EDUCATION/PRIMARY/Pr	Pri-- Principal furniture	
				incipals/SUPPLIES		
11/11/2022	52817	32.95	Amazon	EDUCATION/District/S	SPED--- Supp/Mat	
				PECIAL		
				EDUCATION/SUPPLIES		
11/11/2022	52817	41.94	Amazon	EDUCATION/District/D	Tech--- Supp/Mat	
				ATA PROCESSING		
				SERVICES/SUPPLIES		
11/11/2022	52817	14.99	Amazon	EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
				DLE-JUNIOR		
				HIGH/SUPPLIES		
11/11/2022	52817	78.37	Amazon	EDUCATION/District/S	SPED--- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				PECIAL EDUCATION/SUPPLIES		
11/11/2022	52817	71.16	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
11/11/2022	52817	297.00	Amazon	EDUCATION/District/D ATA PROCESSING	Tech--- Supp/Mat	
11/11/2022	52817	187.98	Amazon	SERVICES/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Textbks (Schoolwide)	
11/11/2022	52817	287.99	Amazon	HIGH/TEXTBOOKS EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem--- Classroom spec request	3,187.26
11/11/2022	52818	50.00	Arndt, Christine	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
11/11/2022	52819	17,094.00	Benchmark Education	SERVI/Other Benefit EDUCATION/District/G RANTS/SUPPLIES	ESSER2 (FY23) Supp/Mat	17,094.00
11/11/2022	52820	50.00	Biancalana, Venette	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
11/11/2022	52821	5,320.00	Brecht's Data Soluti	SERVI/Other Benefit EDUCATION/District/D ATA PROCESSING	SPED--- IDEA Mngmt Software	5,320.00
11/11/2022	52822	600.00	Chei, Sopeoun	SERVICES/PROFESSIONA L AND TECHNICAL SER	Stdnt Fees--Txbk/Tuition/Othr uition & Textbook Fees	600.00
11/11/2022	52823	725.20	Citicare Services	TRANSPORTATION/SEDOL /SpecED/PUPIL TRANSPORTATION SERVICES/PUPIL TRANSPORTATION	Trans--- SPED P/S Off Campus	725.20
11/11/2022	52824	6,072.78	Connections Day Scho	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private	SPED--- Private School Tuition	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/11/2022	52824	5,494.42	Connections Day Scho	Tuition EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
11/11/2022	52824	5,494.42	Connections Day Scho	Tuition EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
11/11/2022	52824	2,602.62	Connections Day Scho	Tuition EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	19,664.24
11/11/2022	52825	320.60	CustomInk	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc-- S/M (non-program)	320.60
11/11/2022	52826	378.59	Data Recognition Cor	EDUCATION/District/B ILINGUAL PROGRAMS/SUPPLIES	EL-- Supp/Mat	378.59
11/11/2022	52827	203.38	Demco	EDUCATION/MIDDLE/EDU CATIONAL MEDIA SERVICES/SUPPLIES	MS--- Library Supp/Mat	203.38
11/11/2022	52828	50.00	DeNovo, Kira	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
11/11/2022	52829	59.87	DiTusa, Lindsay Dyan	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	59.87
11/11/2022	52830	293.00	E3 Diagnostics	EDUCATION/District/S PECIAL EDUCATION/PROFESSION AL AND TECHNICAL	SPED--- Pur Svc	293.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/11/2022	52831	398.00	Flinn Scientific Inc	SER EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- Science Supp/Mat	398.00
11/11/2022	52832	9.38	Gold, Robert	HIGH/SUPPLIES EDUCATION/District/O FFICE OF THE SUPERINTENDENT	Supt---Travel S/TRAVEL	
11/11/2022	52832	15.00	Gold, Robert	EDUCATION/District/O FFICE OF THE SUPERINTENDENT	Supt---Travel S/TRAVEL	
11/11/2022	52832	13.75	Gold, Robert	EDUCATION/District/O FFICE OF THE SUPERINTENDENT	Supt---Travel S/TRAVEL	
11/11/2022	52832	172.50	Gold, Robert	EDUCATION/District/I MPROVEMENT OF INSTRUCTION	Impr. of Instr--- Admin	
11/11/2022	52832	53.30	Gold, Robert	SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/District/O FFICE OF THE SUPERINTENDENT	Supt-- Supp/Mat	
11/11/2022	52832	50.00	Gold, Robert	S/SUPPLIES EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	313.93
11/11/2022	52833	77.00	Heggerty/Literacy Re	SERVI/Other Benefit EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	77.00
11/11/2022	52834	50.00	Hetrovicz, Michelle	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
11/11/2022	52835	33.37	Home Depot Credit Se	SERVI/Other Benefit O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	CREDIT	SE	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/11/2022	52835	92.64	Home Depot	Credit	Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
11/11/2022	52835	37.45	Home Depot	Credit	Se	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
11/11/2022	52835	37.45	Home Depot	Credit	Se	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
11/11/2022	52835	377.20	Home Depot	Credit	Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
11/11/2022	52835	122.65	Home Depot	Credit	Se	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
11/11/2022	52835	122.65	Home Depot	Credit	Se	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
11/11/2022	52835	122.70	Home Depot	Credit	Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
11/11/2022	52835	16.48	Home Depot	Credit	Se	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
11/11/2022	52835	16.48	Home Depot	Credit	Se	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/11/2022	52835	16.48	Home Depot Credit Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
11/11/2022	52835	135.95	Home Depot Credit Se	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
11/11/2022	52835	-36.54	Home Depot Credit Se	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
11/11/2022	52835	18.09	Home Depot Credit Se	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
11/11/2022	52835	18.09	Home Depot Credit Se	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
11/11/2022	52835	18.10	Home Depot Credit Se	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	1,149.24
11/11/2022	52836	470.00	Huemann, Linda Jean	EDUCATION/District/ELEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	470.00
11/11/2022	52837	342.00	IXL Learning	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	342.00
11/11/2022	52838	50.00	Janusz, Lenayn	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
11/11/2022	52839	66.00	Kagan Publishing Inc	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Math Supp/Mat	66.00
11/11/2022	52840	208.00	Kane County ROE #31	EDUCATION/MIDDLE/IMP	MS-- Impr of Inst. (staff)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/11/2022	52840	358.00	Kane County ROE #31	ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/MIDDLE/IMP	MS-- Impr of Inst (STEM)	566.00
11/11/2022	52841	70.00	Kumpula, Sara	ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/PRIMARY/IM	Pri-- Impr of Inst. (admin)	
11/11/2022	52841	50.00	Kumpula, Sara	PROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/District/E	Admin cell phone stipend	120.00
11/11/2022	52842	50.00	Laske, Jacqulynn	XECUTIVE ADMINISTRATION SERVI/Other Benefit TRANSPORTATION/Distr	Trans-- cell phone stipend	50.00
11/11/2022	52843	50.00	McCulley, Matthew	ict/SERVICE AREA DIRECTION/Other Benefit EDUCATION/District/E	Admin cell phone stipend	50.00
11/11/2022	52844	51.98	Menards	XECUTIVE ADMINISTRATION SERVI/Other Benefit O & M/MIDDLE/CARE	MS--- Custodial Supp/Mat	
11/11/2022	52844	51.97	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O &	Elem--- Custodial Supp/Mat	
11/11/2022	52844	51.97	Menards	M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES O & M/PRIMARY/CARE	Pri--- Custodial Supp/Mat	
				AND UPKEEP OF BUILDING SE/SUPPLIES		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/11/2022	52844	26.88	Menards	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	
11/11/2022	52844	33.94	Menards	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
11/11/2022	52844	33.93	Menards	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
11/11/2022	52844	33.93	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
11/11/2022	52844	65.61	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
11/11/2022	52844	65.61	Menards	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
11/11/2022	52844	65.63	Menards	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	
11/11/2022	52844	47.69	Menards	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	
11/11/2022	52844	28.64	Menards	EDUCATION/District/DATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	557.78
11/11/2022	52845	50.00	Morley, Sunny	EDUCATION/District/EXECUTIVE	Admin cell phone stipend	50.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/11/2022	52846	381.65	Morrison, Susan	ADMINISTRATION SERVI/Other Benefit EDUCATION/District/E LELEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	381.65
11/11/2022	52847	50.00	Mullen, Rachel Ann	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
11/11/2022	52848	1,880.64	NCC - Peterson Produ	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	
11/11/2022	52848	1,880.64	NCC - Peterson Produ	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
11/11/2022	52848	2,373.77	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
11/11/2022	52848	232.68	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
11/11/2022	52848	149.91	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	6,517.64
11/11/2022	52849	712.18	New Connections Acad	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
11/11/2022	52849	6,765.71	New Connections Acad	EDUCATION/Connection Day SC-Palatine/Spec Ed	SPED--- Private School Tuition	7,477.89

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				Private Tuition/Private Tuition		
11/11/2022	52850	93.75	Philippsen, Michelle	EDUCATION/District/O THER FOOD SERVICES/TRAVEL	FoodSvc--- Travel	
11/11/2022	52850	50.00	Philippsen, Michelle	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	143.75
11/11/2022	52851	50.00	Pittman, Erin	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
11/11/2022	52852	575.85	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
11/11/2022	52852	700.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
11/11/2022	52852	865.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
11/11/2022	52852	1,865.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
11/11/2022	52852	547.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	4,552.85
11/11/2022	52853	470.00	Polark, Kelly	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	470.00
11/11/2022	52854	470.00	Provo, Jeanette	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	470.00
11/11/2022	52855	1,096.77	Research Press Compa	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	1,096.77
11/11/2022	52856	3,293.72	Sphero Inc	EDUCATION/MIDDLE/MID	MS-- STEM Robotics start-up	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/11/2022	52856	397.88	Sphero Inc	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Comp Science start-up	3,691.60
11/11/2022	52857	5,050.00	State Bank Of The La	DLE-JUNIOR HIGH/SUPPLIES Debt Service Fund/District/Debt Certificate Intrst	Debt Certificate Int 2016	
11/11/2022	52857	123,700.00	State Bank Of The La	2016/INTEREST Debt Service Fund/District/Debt Certificate Princpl	Debt Certificate Princ. 2016	128,750.00
11/11/2022	52858	470.00	Stewart, Vicki	2016/REDEMPTION OF PRINCIPAL EDUCATION/District/E	Distr-- Tuition Reimb.	470.00
11/11/2022	52859	470.00	Strickler, Amanda	LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	470.00
11/11/2022	52860	50.00	Summers, Brian	EDUCATION/District/E	Admin cell phone stipend	50.00
11/11/2022	52861	50.00	Swiderski, Derek	XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
11/11/2022	52862	191.34	Wahls, Anne	EDUCATION/District/E	Admin cell phone stipend	50.00
11/11/2022	52862	191.34	Wahls, Anne	EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION	MS-- Impr of Inst. (staff)	191.34
11/11/2022	52863	136.10	Wheaton, Sarah	SER/PROFESSIONAL AND TECHNICAL SER	Dist--- Convenience Acct S/M	136.10
11/11/2022	52864	13.75	Wiley, Stephaney	EGULAR PROGRAMS/SUPPLIES	FoodSvc-- Purch Svc	13.75
				EDUCATION/District/F OOD SERVICES/PROFESSIONA		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/11/2022	52865	50.96	Wolframski, Laura	L AND TECHNICAL SER EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Science Supp/Mat	50.96
11/16/2022	52866	3,906.88	Ill Municipal Retire	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	
11/16/2022	52866	1,031.16	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	
11/16/2022	52866	1,729.37	Ill Municipal Retire	TRANSPORTATION/Distr ict/Benefit Accrual		
11/16/2022	52866	9,452.90	Ill Municipal Retire	IMRF/District/Benefi t Accrual	IMRF - IMRF Withholding	
11/16/2022	52866	3,823.64	Ill Municipal Retire	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	
11/16/2022	52866	1,084.81	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	
11/16/2022	52866	1,877.43	Ill Municipal Retire	TRANSPORTATION/Distr ict/Benefit Accrual		
11/16/2022	52866	9,620.85	Ill Municipal Retire	IMRF/District/Benefi t Accrual	IMRF - IMRF Withholding	32,527.04
11/16/2022	52867	20.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
11/16/2022	52867	21,818.15	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
11/16/2022	52867	1,069.35	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
11/16/2022	52867	1,864.68	Illinois Dept Of Rev	TRANSPORTATION/Distr ict	Transportation - IL State With	24,772.18
11/16/2022	52868	12,340.96	Lake County Federati	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	12,340.96
11/16/2022	52869	598.95	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2022	52869	22.80	Teacher's Health Ins	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
11/16/2022	52869	85.40	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2022	52869	12.54	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2022	52869	3,384.05	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/16/2022	52869	114.74	Teacher's Health Ins	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
11/16/2022	52869	16.85	Teacher's Health Ins	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
11/16/2022	52869	2,519.19	Teacher's Health Ins	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
11/16/2022	52869	445.71	Teacher's Health Ins	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
11/16/2022	52869	16.97	Teacher's Health Ins	Transportation-Insurance With ict/Employee Deductions		7,217.20
11/16/2022	52870	33,840.18	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2022	52870	1,147.05	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2022	52870	168.57	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2022	52870	2,180.79	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2022	52870	1,179.54	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2022	52870	5,989.41	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2022	52870	227.98	Teachers Retirement	Transportation-Insurance With ict/Employee Deductions		
11/16/2022	52870	385.96	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2022	52870	14.69	Teachers Retirement	Transportation-Insurance With ict/Employee Deductions		
11/16/2022	52870	68.44	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2022	52870	73.93	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
11/16/2022	52870	10.87	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	45,287.41
11/16/2022	52871	5,355.39	United States Treasu	EDUCATION/District	EDUCATION FICA	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/16/2022	52871	1,460.85	United States Treasu	O & M/District	Building - FICA Withholding	
11/16/2022	52871	2,592.93	United States Treasu	TRANSPORTATION/Distr ict		
11/16/2022	52871	1,985.83	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
11/16/2022	52871	170.00	United States Treasu	TRANSPORTATION/Distr ict/Federal Tax Withheld	Transportation-Federal Withold	
11/16/2022	52871	39,552.60	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
11/16/2022	52871	1,409.56	United States Treasu	O & M/District/Federal Tax Withheld	Building - Federal Withholding	
11/16/2022	52871	2,369.22	United States Treasu	TRANSPORTATION/Distr ict/Federal Tax Withheld	Transportation-Federal Withold	
11/16/2022	52871	7,674.17	United States Treasu	EDUCATION/District	EDUCATION Medicare Withiheld	
11/16/2022	52871	341.63	United States Treasu	O & M/District	Building- Medicare Withholding	
11/16/2022	52871	639.85	United States Treasu	TRANSPORTATION/Distr ict	Transportation-Medicare With	
11/16/2022	52871	9,409.17	United States Treasu	SOCIAL SECURITY/MEDICARE/Di strict	SS/Medicare - FICA Withholding	
11/16/2022	52871	8,571.67	United States Treasu	SOCIAL SECURITY/MEDICARE/Di strict	SS/Medicare-Medicare Withheld	81,532.87
11/16/2022	52872	92.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
11/16/2022	52872	1,589.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	1,681.00
11/16/2022	52873	543.68	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
11/16/2022	52873	66.11	Wisconsin Dept Of Re	TRANSPORTATION/Distr ict	Transportation -WI State With	609.79
11/17/2022	52874	180.00	Zeppo Systems, Inc	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	180.00
11/18/2022	52875	1,306.48	22Vets LLC	EDUCATION/District/M TSS/Title I/SUPPLIES	Title I-- Westlake sup/mat	1,306.48
11/18/2022	52876	57.50	Accurate Biometrics	EDUCATION/District/B OARD OF EDUCATION	Board--- Purch Svc	57.50

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/18/2022	52877	15.29	Ace Hardware Home Ce	SERVICES/PROFESSIONAL AND TECHNICAL SERVICES/UPKEEP OF BUILDING SE/SUPPLIES	O & M/PRIMARY/CARE Pri--- Maintenance Supp/Mat	
11/18/2022	52877	16.69	Ace Hardware Home Ce	SERVICES/PROFESSIONAL AND TECHNICAL SERVICES/UPKEEP OF BUILDING SE/SUPPLIES	O & M/PRIMARY/CARE Pri--- Maintenance Supp/Mat	31.98
11/18/2022	52878	45.00	Albertsons Companies	EDUCATION/District/LEMMENTARY/PROFESSIONAL AND TECHNICAL SER	Distr-- Health Pur Svc	45.00
11/18/2022	52879	31.41	Alpha Baking Co, Inc	EDUCATION/District/OD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52879	143.09	Alpha Baking Co, Inc	EDUCATION/District/OD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52879	42.08	Alpha Baking Co, Inc	EDUCATION/District/OD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52879	76.48	Alpha Baking Co, Inc	EDUCATION/District/OD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52879	21.36	Alpha Baking Co, Inc	EDUCATION/District/OD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52879	16.96	Alpha Baking Co, Inc	EDUCATION/District/OD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52879	21.04	Alpha Baking Co, Inc	EDUCATION/District/OD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
11/18/2022	52879	160.80	Alpha Baking Co, Inc	EDUCATION/District/OD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52879	163.81	Alpha Baking Co, Inc	EDUCATION/District/OD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	677.03

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				OOD		
				SERVICES/SUPPLIES		
11/18/2022	52882	24.42	Amazon	EDUCATION/District/D	Dir of Curr/Inst Sup/Mat	
				IRECTION OF CENTRAL		
				SUPPORT S/SUPPLIES		
11/18/2022	52882	159.99	Amazon	EDUCATION/ELEMENTARY	Elem--- Classroom spec request	
				/ELEMENTARY/SUPPLIES		
11/18/2022	52882	69.95	Amazon	EDUCATION/District/S	SPED--- Supp/Mat	
				PECIAL		
				EDUCATION/SUPPLIES		
11/18/2022	52882	139.59	Amazon	EDUCATION/MIDDLE/IMP	MS-- Impr of Inst. Supp/Mat	
				ROVEMENT OF		
				INSTRUCTION		
				SER/SUPPLIES		
11/18/2022	52882	132.83	Amazon	EDUCATION/MIDDLE/IMP	MS-- Impr of Inst. Supp/Mat	
				ROVEMENT OF		
				INSTRUCTION		
				SER/SUPPLIES		
11/18/2022	52882	136.98	Amazon	EDUCATION/District/F	Business-- Supp/Mat	
				ISCAL		
				SERVICES/SUPPLIES		
11/18/2022	52882	11.99	Amazon	EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
				/ELEMENTARY/SUPPLIES		
11/18/2022	52882	101.25	Amazon	EDUCATION/PRIMARY/EL	Pri-- Supp/Mat	
				EMENTARY/SUPPLIES		
11/18/2022	52882	12.99	Amazon	EDUCATION/PRIMARY/ED	Pri--- Library Supp/Mat	
				UCATIONAL MEDIA		
				SERVICES/SUPPLIES		
11/18/2022	52882	26.95	Amazon	EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
				/ELEMENTARY/SUPPLIES		
11/18/2022	52882	84.90	Amazon	EDUCATION/PRIMARY/ED	Pri--- Library Supp/Mat	
				UCATIONAL MEDIA		
				SERVICES/SUPPLIES		
11/18/2022	52882	0.00	Amazon	O & M/MIDDLE/CARE	MS--- Maintenance Supp/Mat	
				AND UPKEEP OF		
				BUILDING		
				SE/SUPPLIES		
11/18/2022	52882	199.94	Amazon	O &	Alertus annunal fee	
				M/District/SECURITY		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/18/2022	52882	145.92	Amazon	SERVICES/Tech Upkeep/Warranties	EDUCATION/ELEMENTARY Elem-- Copy Supplies	
11/18/2022	52882	1,041.54	Amazon	TRANSPORTATION/Distr ict/PUPIL	Trans--- Supp/Mat	
11/18/2022	52882	123.60	Amazon	SERVICES/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	
11/18/2022	52882	14.50	Amazon	HIGH/SUPPLIES EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
11/18/2022	52882	507.01	Amazon	EDUCATION/ELEMENTARY Supplies	Elem-- Copy Supplies	
11/18/2022	52882	38.30	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- STEM Supp/Mat	
11/18/2022	52882	7.35	Amazon	HIGH/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	
11/18/2022	52882	56.68	Amazon	HIGH/SUPPLIES EDUCATION/ELEMENTARY /HEALTH	Elem-- Nurse Supp/Mat	
11/18/2022	52882	50.18	Amazon	SERVICES/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	
11/18/2022	52882	187.94	Amazon	HIGH/SUPPLIES TRANSPORTATION/Distr ict/PUPIL	Trans--- Supp/Mat	
11/18/2022	52882	18.99	Amazon	TRANSPORTATION SERVICES/SUPPLIES	EDUCATION/ELEMENTARY Elem-- Supp/Mat	
11/18/2022	52882	670.45	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/MIDDLE/EDU CATIONAL MEDIA	MS--- Library Books	
11/18/2022	52882	159.98	Amazon	SERVICES/SUPPLIES EDUCATION/District/S	SPED--- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/18/2022	52882	383.99	Amazon	PECIAL EDUCATION/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
11/18/2022	52882	414.39	Amazon	CAPITAL PROJECTS/PRIMARY/BUI LDING ACQUISITION, CONSTRUC/REPLACEMENT & NEW EQUIPMENT	Pri-- Pod renovation 2022	
11/18/2022	52882	18.99	Amazon	EDUCATION/District/D IRECTION OF CENTRAL SUPPORT S/SUPPLIES	Dir of Curr/Inst Sup/Mat	
11/18/2022	52882	123.19	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
11/18/2022	52882	99.97	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
11/18/2022	52882	-15.99	Amazon	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	
11/18/2022	52882	-185.65	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Kindergarten Supp/Mat	
11/18/2022	52882	-7.89	Amazon	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
11/18/2022	52882	-107.84	Amazon	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
11/18/2022	52882	-20.00	Amazon	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
11/18/2022	52882	-10.00	Amazon	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
11/18/2022	52882	-10.00	Amazon	EDUCATION/District/R	Dist--- Convenience Acct S/M	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/18/2022	52882	-10.38	Amazon	EGULAR PROGRAMS/SUPPLIES EDUCATION/MIDDLE/MID	MS--- Science Supp/Mat	
11/18/2022	52882	-10.38	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS--- Science Supp/Mat	
11/18/2022	52882	-10.38	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS--- Science Supp/Mat	
11/18/2022	52882	-10.38	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS--- Science Supp/Mat	
11/18/2022	52882	-10.38	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS--- Science Supp/Mat	
11/18/2022	52882	-10.38	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS--- Soc. Studies Supp/Mat	
11/18/2022	52882	-18.95	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/EDU	MS--- Library Books	
11/18/2022	52882	-17.99	Amazon	CATIONAL MEDIA SERVICES/SUPPLIES EDUCATION/MIDDLE/EDU	MS--- Library Books	
11/18/2022	52882	-27.00	Amazon	CATIONAL MEDIA SERVICES/SUPPLIES EDUCATION/PRIMARY/EL	Pri--- PE Supp/Mat	
11/18/2022	52882	-210.22	Amazon	EMENTARY/SUPPLIES EDUCATION/PRIMARY/EL	Pri- Dual Lang start-up	4,470.94
11/18/2022	52883	2,823.12	American Building Se	EMENTARY/SUPPLIES CAPITAL PROJECTS/PRIMARY/BUI	Pri-- Pod renovation 2022	
11/18/2022	52883	705.78	American Building Se	LDING ACQUISITION, CONSTRUC/REPLACEMENT & NEW EQUIPMENT CAPITAL PROJECTS/ELEMENTARY/ BUILDING ACQUISITION,	Elem-- Pod Construction 2022	3,528.90

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/18/2022	52884	16,247.32	AmeriNet	CONSTRUC/REPLACEMENT & NEW EQUIPMENT EDUCATION/MIDDLE/OPE RATION AND MAINTENANCE OF P/REPLACEMENT & NEW EQUIPMENT	Outdoor Learning Const 2022	16,247.32
11/18/2022	52885	70.00	Ancora Publishing	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	70.00
11/18/2022	52886	1,440.00	APCP Pizza Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52886	1,480.00	APCP Pizza Inc	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	2,920.00
11/18/2022	52887	10,500.00	Aperture Education,	EDUCATION/District/A ssessment/PROFESSION AL AND TECHNICAL SER	Dist-- DESSA	10,500.00
11/18/2022	52888	47.20	Aramark Uniform & Ca	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
11/18/2022	52888	47.20	Aramark Uniform & Ca	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	94.40
11/18/2022	52889	1,890.00	Black Diamond Plumbi	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	1,890.00
11/18/2022	52890	258.05	Blick Art Materials	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Art Supp/Mat	258.05
11/18/2022	52891	188.05	BulkOfficeSupply.com	EDUCATION/PRIMARY/EL EMENTARY/Copy Paper	Pri-- Copy paper	
11/18/2022	52891	188.05	BulkOfficeSupply.com	EDUCATION/ELEMENTARY /ELEMENTARY/Copy Paper	Elem-- Copy Paper	376.10
11/18/2022	52892	100.00	Carroll, Lisa	EDUCATION/PRIMARY/EL	Pri-- Supp/Mat	100.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/18/2022	52893	6,298.31	Connection's Day Sch	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
11/18/2022	52893	6,298.31	Connection's Day Sch	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
11/18/2022	52893	6,298.31	Connection's Day Sch	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	18,894.93
11/18/2022	52894	7,946.37	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
11/18/2022	52894	7,946.37	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	15,892.74
11/18/2022	52895	395.00	Daily Herald/Paddock	EDUCATION/District/B OARD OF EDUCATION SERVICES/COMMUNICATI ON	Board-- Communication	395.00
11/18/2022	52896	150.00	Dee, Noah	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/PROFESSIONAL AND TECHNICAL SER	MS--- Chorus Pur Svc	150.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/18/2022	52897	470.00	DiMaggio, Nicole	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	470.00
11/18/2022	52898	183.94	Discount School Supp	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
11/18/2022	52898	0.00	Discount School Supp	CAPITAL PROJECTS/District/BU ILDING ACQUISITION, CONSTRUC/SUPPLIES	HLS replacements (FY23)	183.94
11/18/2022	52899	1,789.45	Don Johnston Incorpo	EDUCATION/District/S PECIAL EDUCATION/SOFTWARE	SPED--- Software (Go-Writer)	1,789.45
11/18/2022	52900	470.00	Dovich, Alissa	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	470.00
11/18/2022	52901	77.25	Flinn Scientific Inc	EDUCATION/MIDDLE/Int erscholastic Programs/SUPPLIES	MS-- Acadm Enrich Supp/Mat	77.25
11/18/2022	52902	2,387.00	Flood Brothers Dispo	O & M/District/CARE AND UPKEEP OF BUILDING SE/SANITATION SERVICES	Sanitation Services	
11/18/2022	52902	28.00	Flood Brothers Dispo	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/SANITATION SERVICES	Trans--- Garbage pickup	2,415.00
11/18/2022	52903	180.00	FSS Technologies, LL	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Elem--- O&M Repairs and Maint	
11/18/2022	52903	180.00	FSS Technologies, LL	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	360.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/18/2022	52904	2,383.26	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52904	250.18	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
11/18/2022	52904	2,272.63	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52904	135.84	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
11/18/2022	52904	2,489.37	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52904	250.11	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
11/18/2022	52904	1,355.41	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52904	12.74	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
11/18/2022	52904	621.89	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
11/18/2022	52904	1,572.80	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52904	7.43	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
11/18/2022	52904	1,348.11	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52904	14.47	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/18/2022	52904	380.52	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
11/18/2022	52904	2,832.41	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52904	130.05	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
11/18/2022	52904	2,609.04	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52904	291.50	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
11/18/2022	52904	1,815.32	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52904	362.89	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
11/18/2022	52904	1,188.75	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52904	231.56	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
11/18/2022	52904	614.52	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
11/18/2022	52904	2,403.77	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52904	44.81	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
11/18/2022	52904	868.25	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/18/2022	52904	181.27	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
11/18/2022	52904	232.42	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
11/18/2022	52904	1,863.21	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52904	399.06	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
11/18/2022	52904	2,863.35	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52904	1,158.21	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
11/18/2022	52904	1,729.99	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52904	187.53	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
11/18/2022	52904	2,455.53	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
11/18/2022	52904	122.76	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	
11/18/2022	52904	529.58	Gordon Food Service	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	38,210.54
11/18/2022	52905	1,608.85	Granite Telecommunic	O & M/District/CARE AND UPKEEP OF BUILDING SE/At&t	Phone Services (AT&T)	1,608.85
11/18/2022	52906	15,993.51	Grant Township Highw	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION	Trans--- Fuel	15,993.51

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/18/2022	52907	750.00	Heggerty/Literacy Re	SERVICES/GASOLINE EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Impr. of Instr--- Staff	750.00
11/18/2022	52908	160.82	Hershey Creamery Co	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	
11/18/2022	52908	248.20	Hershey Creamery Co	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Pur (Non-Prog)	409.02
11/18/2022	52909	1,276.77	Hodges, Loizzi, Eise	EDUCATION/District/B OARD OF EDUCATION SERVICES/LEGAL SERVICES	Board-- Legal Services	1,276.77
11/18/2022	52910	305.00	Illinois Assoc Of Sc	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Impr. of Instr--- Admin	305.00
11/18/2022	52911	1,056.00	Integrated Systems C	EDUCATION/District/O PERATIONS SERVICES/PROFESSIONA L AND TECHNICAL SER	Tech--- Web Hosting	1,056.00
11/18/2022	52912	100.00	ITsavvy LLC	EDUCATION/District/O PERATIONS SERVICES/PROFESSIONA L AND TECHNICAL SER	Tech--- Upkeep/Warranties	100.00
11/18/2022	52913	1,042.97	Jim Olson Collision	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/REPAIR AND MAINTENANCE SERVICE	Insurance claim repair	1,042.97
11/18/2022	52914	835.00	K & M Printing	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	835.00
11/18/2022	52915	1,600.55	McGraw Hill LLC	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/TEXTBOOKS	MS-- SS resourcess	1,600.55

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/18/2022	52916	2,407.00	Mid-West Truckers As	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Random Drug Testing	2,407.00
11/18/2022	52917	202.90	Midwest Transit Equi	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/REPAIR AND MAINTENANCE SERVICE	Trans--- Rep/Maintenance	202.90
11/18/2022	52918	7.50	Midwest Tents & Even	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Random Drug Testing	
11/22/2022	52918	-7.50	Midwest Tents & Even	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Random Drug Testing	
11/18/2022	52919	4,713.08	Mitel	O & M/District/CARE AND UPKEEP OF BUILDING SE/At&t	Phone Services (AT&T)	4,713.08
11/18/2022	52920	652.53	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	652.53
11/18/2022	52921	1,271.20	Net56	O & M/District/CARE AND UPKEEP OF BUILDING SE/Net56	Internet Services (Net 56)	1,271.20
11/18/2022	52922	85.00	PAHCS II/Northwester	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Bus Driver Physicals	
11/18/2022	52922	85.00	PAHCS II/Northwester	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/OTHER	Trans--- Random Drug Testing	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/18/2022	52922	290.00	PAHCS II/Northwester	PURCHASED SERVICES TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER	Trans--- Bus Driver Physicals	
11/18/2022	52922	255.00	PAHCS II/Northwester	PURCHASED SERVICES TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER	Trans--- Random Drug Testing	
11/18/2022	52922	100.00	PAHCS II/Northwester	PURCHASED SERVICES TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER	Trans--- Bus Driver Physicals	
11/18/2022	52922	120.01	PAHCS II/Northwester	PURCHASED SERVICES TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER	Trans--- Bus Driver Physicals	
11/18/2022	52922	84.99	PAHCS II/Northwester	PURCHASED SERVICES TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER	Trans--- Random Drug Testing	
11/18/2022	52922	255.02	PAHCS II/Northwester	PURCHASED SERVICES TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER	Trans--- Bus Driver Physicals	
11/18/2022	52922	339.98	PAHCS II/Northwester	PURCHASED SERVICES TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER	Trans--- Random Drug Testing	1,615.00
11/18/2022	52923	1,000.00	Quadient Finance USA	EDUCATION/District/B OARD OF EDUCATION SERVICES/COMMUNICATI	Board-- Communication	1,000.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/18/2022	52924	200.97	Quadient Leasing USA	ON EDUCATION/District/B OARD OF EDUCATION SERVICES/COMMUNICATI ON	Board-- Communication	200.97
11/18/2022	52925	85.74	Quill Corp	EDUCATION/District/F ISCAL SERVICES/SUPPLIES	Business-- Supp/Mat	
11/18/2022	52925	78.34	Quill Corp	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Math Supp/Mat	
11/18/2022	52925	26.98	Quill Corp	EDUCATION/ELEMENTARY /ELEMENTARY/Copy Paper	Elem-- Copy Paper	
11/18/2022	52925	499.90	Quill Corp	EDUCATION/ELEMENTARY /ELEMENTARY/Copy Paper	Elem-- Copy Paper	
11/18/2022	52925	533.61	Quill Corp	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/PROFESSIONAL AND TECHNICAL SER	MS--- Gym floor refinish	1,224.57
11/18/2022	52926	102.60	Quinlan & Fabish Mus	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Band Supp/Mat	
11/18/2022	52926	62.10	Quinlan & Fabish Mus	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Band Supp/Mat	
11/18/2022	52926	269.55	Quinlan & Fabish Mus	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Band Supp/Mat	
11/18/2022	52926	112.50	Quinlan & Fabish Mus	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Band Supp/Mat	
11/18/2022	52926	441.45	Quinlan & Fabish Mus	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Band Supp/Mat	988.20
11/18/2022	52927	1,875.00	Raptor Technologies	EDUCATION/District/S ECURITY	Dist-- Security Service Fee	1,875.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/18/2022	52928	50.00	Regional Office of E	SERVICES/DUES & FEES EDUCATION/District/BOARD OF EDUCATION	Board--- Purch Svc	50.00
11/18/2022	52929	172.80	Savvas Learning Comp	SERVICES/PROFESSIONAL AND TECHNICAL SERVICES EDUCATION/ELEMENTARY/ELEMENTARY/TEXTBOOKS	Elem--- Textbooks	172.80
11/18/2022	52930	13,164.50	Scharm Floor Coverin	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/OTHER SUPPLIES AND MATERIALS	Elem-- flooring replacement	13,164.50
11/18/2022	52931	5,700.00	Schoolwide Inc	EDUCATION/District/IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	ESSER III-- Schoolwide PD	
11/18/2022	52931	398.33	Schoolwide Inc	EDUCATION/District/RANTS/SUPPLIES	ESSER2 (FY23) Supp/Mat	6,098.33
11/18/2022	52932	16,932.70	SEDOL	EDUCATION/SEDOL/Spec ED/TuitionOtherDistricts/Private Tuition	SPED--- SEDOL Tuition	
11/18/2022	52932	2,863.80	SEDOL	EDUCATION/SEDOL/Spec ED/TuitionOtherDistricts/Private Tuition	SPED--- SEDOL Tuition	
11/18/2022	52932	425.00	SEDOL	EDUCATION/SEDOL/Spec ED/TuitionOtherDistricts/Private Tuition	SPED--- SEDOL Tuition	20,221.50
11/18/2022	52933	100.00	Sheriff's Office	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- O&M Pur Svc	100.00
11/18/2022	52934	78.00	Smithereen Pest Mana	O & M/District/OPERATION AND MAINTENANCE OF	Dist--- Pest Control Services	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/18/2022	52934	60.00	Smithereen Pest Mana	P/PROFESSIONAL AND TECHNICAL SER O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	
11/18/2022	52934	60.00	Smithereen Pest Mana	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	198.00
11/18/2022	52935	900.00	Sonova USA, Inc	EDUCATION/District/S PEECH PATHOLOGY AND AUDIOLOGY/SUPPLIES	SPED-- S/L/Aud Supp/Mat	900.00
11/18/2022	52936	700.00	Spakowski, Diane	EDUCATION/District/F ISCAL SERVICES/PROFESSIONAL AND TECHNICAL SER	Distr--- Bus. Mngr Pur Svc	700.00
11/18/2022	52937	3,804.37	Special Education Se	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	3,804.37
11/18/2022	52938	11,257.50	Speech Path Speciali	EDUCATION/District/P SYCHOLOGICAL SERVICES/PROFESSIONAL AND TECHNICAL SER	SPED--- Psych Pur Svc	11,257.50
11/18/2022	52939	19,813.63	St Benedict Technolo	EDUCATION/District/D ATA PROCESSING SERVICES/OTHER PURCHASED SERVICES	Tech--- Suppt Svc (SBTC)	
11/18/2022	52939	165.00	St Benedict Technolo	EDUCATION/District/D ATA PROCESSING SERVICES/OTHER PURCHASED SERVICES	Tech--- Suppt Svc (SBTC)	
11/18/2022	52939	3,264.00	St Benedict Technolo	EDUCATION/District/D ATA PROCESSING	Tech--- Suppt Svc (SBTC)	23,242.63

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				SERVICES/OTHER PURCHASED SERVICES		
11/18/2022	52940	105.25	Techstar America Cor	EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Copy Supplies	
11/18/2022	52940	118.00	Techstar America Cor	EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Copy Supplies	
11/18/2022	52940	1,202.75	Techstar America Cor	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
11/18/2022	52940	290.00	Techstar America Cor	EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Copy Supplies	
11/18/2022	52940	574.00	Techstar America Cor	EDUCATION/PRIMARY/EL EMENTARY/Copy Supplies	Pri- Copy Supp/Mat	
11/18/2022	52940	80.00	Techstar America Cor	EDUCATION/District/M IDDLE-JUNIOR	Distr-- Copy Supp/Mat	2,370.00
11/18/2022	52941	325.48	Thomson Reuters-West	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- Residency Purch Svc	325.48
11/18/2022	52942	270.00	Waukegan Safe And Lo	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- O&M Pur Svc	
11/18/2022	52942	46.40	Waukegan Safe And Lo	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	
11/18/2022	52942	240.00	Waukegan Safe And Lo	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	
11/18/2022	52942	129.00	Waukegan Safe And Lo	O & M/MIDDLE/CARE AND UPKEEP OF	MS--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/18/2022	52942	21.00	Waukegan Safe And Lo	BUILDING SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
11/18/2022	52942	51.20	Waukegan Safe And Lo	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	757.60
11/18/2022	52943	1,698.41	Wells Fargo Vendor F	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	1,698.41
11/18/2022	52944	128.00	Wex Health, Inc	EDUCATION/District/B OARD OF EDUCATION SERVICES/DUES & FEES	Board--Dues/Fee RevTrck & Bank	128.00
11/18/2022	52945	13.75	Wiley, Stephaney	EDUCATION/District/F OOD SERVICES/PROFESSIONA L AND TECHNICAL SER	FoodSvc-- Purch Svc	13.75
11/22/2022	52946	1,244.80	Amazon	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- O&M Pur Svc	
11/22/2022	52946	50.37	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Math resources	
11/22/2022	52946	50.77	Amazon	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Custodial Supp/Mat	
11/22/2022	52946	76.98	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
11/22/2022	52946	17.98	Amazon	EDUCATION/ELEMENTARY /Principals/SUPPLIES	Elem-- Principal Supp/Mat	
11/22/2022	52946	414.34	Amazon	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION	Trans--- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/22/2022	52946	145.30	Amazon	SERVICES/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	2,000.54
11/22/2022	52947	4,031.25	Carroll, Megan	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	4,031.25
11/22/2022	52948	1,393.00	Community Mechanical	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	
11/22/2022	52948	975.00	Community Mechanical	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	
11/22/2022	52948	1,120.00	Community Mechanical	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	
11/22/2022	52948	420.00	Community Mechanical	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Elem--- O&M Repairs and Maint	3,908.00
11/22/2022	52949	50.00	Cornwell, Joshua	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
11/22/2022	52950	404.01	Drecoll, Marcella Em	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem--- Classroom spec request	404.01
11/22/2022	52951	398.00	Flinn Scientific Inc	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Science Supp/Mat	398.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/22/2022	52952	106.81	Follett School Solut	EDUCATION/MIDDLE/EDUCATIONAL MEDIA SERVICES/SUPPLIES	MS--- Library Supp/Mat	106.81
11/22/2022	52953	66.25	Gold, Robert	EDUCATION/District/BOARD OF EDUCATION SERVICES/PROFESSIONAL AND TECHNICAL SERVICES	Board--- School Board Conf.	
11/22/2022	52953	165.00	Gold, Robert	EDUCATION/District/BOARD OF EDUCATION SERVICES/PROFESSIONAL AND TECHNICAL SERVICES	Board--- School Board Conf.	
11/22/2022	52953	32.00	Gold, Robert	EDUCATION/District/BOARD OF EDUCATION SERVICES/PROFESSIONAL AND TECHNICAL SERVICES	Board--- School Board Conf.	263.25
11/22/2022	52954	480.60	Heggerty/Literacy Re	EDUCATION/District/G RANTS/SUPPLIES	ESSER3- ELA guided reading	
11/22/2022	52954	750.00	Heggerty/Literacy Re	EDUCATION/District/IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SERVICES	Impr. of Instr--- Staff	1,230.60
11/22/2022	52955	969.90	Huemann Water Condit	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	
11/22/2022	52955	353.13	Huemann Water Condit	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	
11/22/2022	52955	353.12	Huemann Water Condit	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Elem--- O&M Repairs and Maint	
11/22/2022	52955	145.00	Huemann Water Condit	O &	Elem--- O&M Repairs and Maint	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/22/2022	52955	135.00	Huemann Water Condit	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	
11/22/2022	52955	126.00	Huemann Water Condit	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	2,082.15
11/22/2022	52956	2,220.00	K & M Printing	EDUCATION/ELEMENTARY /ELEMENTARY/Workbooks	Elem--- Math Workbooks	
11/22/2022	52956	195.00	K & M Printing	EDUCATION/ELEMENTARY /ELEMENTARY/Workbooks	Elem--- Math Workbooks	2,415.00
11/22/2022	52957	2,457.83	Martin-Upton, Eileen	EDUCATION/District/HEALTH SERVICES/PROFESSIONAL AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	2,457.83
11/22/2022	52958	44.58	Menards	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
11/22/2022	52958	44.57	Menards	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
11/22/2022	52958	44.56	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
11/22/2022	52958	9.80	Menards	O & M/PRIMARY/CARE	Pri--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/22/2022	52958	9.80	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/ELEMENTARY/CARE	Elem--- Maintenance Supp/Mat	
11/22/2022	52958	9.79	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/MIDDLE/CARE	MS--- Maintenance Supp/Mat	
11/22/2022	52958	26.93	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/MIDDLE/CARE	MS--- Maintenance Supp/Mat	
11/22/2022	52958	37.98	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/ELEMENTARY/CARE	Elem--- Maintenance Supp/Mat	
11/22/2022	52958	69.31	Menards	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
11/22/2022	52958	24.90	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/PRIMARY/CARE	Pri--- Maintenance Supp/Mat	
11/22/2022	52958	32.56	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/PRIMARY/CARE	Pri--- Maintenance Supp/Mat	
11/22/2022	52958	32.57	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/ELEMENTARY/CARE	Elem--- Maintenance Supp/Mat	
11/22/2022	52958	32.55	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/MIDDLE/CARE	MS--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/22/2022	52958	15.37	Menards	BUILDING SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Maintenance Supp/Mat	
11/22/2022	52958	10.76	Menards	BUILDING SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Maintenance Supp/Mat	
11/22/2022	52958	22.10	Menards	BUILDING SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Maintenance Supp/Mat	
11/22/2022	52958	22.11	Menards	BUILDING SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Maintenance Supp/Mat	
11/22/2022	52958	22.10	Menards	BUILDING SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Maintenance Supp/Mat	
11/22/2022	52958	32.31	Menards	BUILDING SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Maintenance Supp/Mat	
11/22/2022	52958	23.66	Menards	BUILDING SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Maintenance Supp/Mat	
11/22/2022	52958	19.45	Menards	BUILDING SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Maintenance Supp/Mat	
11/22/2022	52958	16.42	Menards	BUILDING SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF	Pri--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
11/22/2022	52958	16.42	Menards	BUILDING SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
11/22/2022	52958	16.42	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
11/22/2022	52958	70.74	Menards	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	707.76
11/22/2022	52959	1,757.60	Midland Paper	EDUCATION/ELEMENTARY /ELEMENTARY/Copy Paper	Elem-- Copy Paper	1,757.60
11/22/2022	52960	2,186.69	Nicor Gas	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	MS--- Natural Gas	
11/22/2022	52960	881.68	Nicor Gas	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	Elem--- Natural Gas	
11/22/2022	52960	1,070.83	Nicor Gas	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	Pri--- Natural Gas	4,139.20
11/22/2022	52961	201.64	Quill Corp	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem--- Classroom spec request	
11/22/2022	52961	-59.67	Quill Corp	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem--- Classroom spec request	141.97
11/22/2022	52962	316.29	Romero, Lisa	EDUCATION/MIDDLE/ELEMENTARY/TRAVEL		316.29
11/22/2022	52963	8,819.42	Spectrum Center Inc	EDUCATION/Connection Day	SPED--- Private School Tuition	8,819.42

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				SC-Palatine/Spec Ed Private Tuition/Private Tuition		
11/22/2022	52964	1,374.07	Sportdecals	EDUCATION/District/R EGULAR	Dist--- Convenience Acct S/M	1,374.07
11/22/2022	52965	19,110.75	Techstar America Cor	PROGRAMS/SUPPLIES EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
11/22/2022	52965	990.75	Techstar America Cor	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	20,101.50
11/22/2022	52966	154.26	Wahls, Anne	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/Workbooks	MS--- Spanish Workbooks	154.26
11/22/2022	52967	106.03	Warehouse Direct Bus	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
11/22/2022	52967	106.03	Warehouse Direct Bus	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
11/22/2022	52967	106.06	Warehouse Direct Bus	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	318.12
11/22/2022	52968	217.80	Waukegan Safe And Lo	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	217.80
11/22/2022	52969	102.64	Wegrzyn, Courtney	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	102.64
		1,279,072.52	Totals for checks			

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION	296,092.49	600.00	552,309.83	849,002.32
20	O & M	10,491.36	0.00	85,440.21	95,931.57
30	Debt Service Fund	0.00	0.00	128,750.00	128,750.00
40	TRANSPORTATION	19,147.16	0.00	102,168.52	121,315.68
50	SOCIAL SECURITY/MEDICARE	35,878.96	0.00	11,700.00	47,578.96
51	IMRF	19,073.75	0.00	0.00	19,073.75
60	CAPITAL PROJECTS	0.00	0.00	17,420.24	17,420.24
***	Fund Summary Totals ***	380,683.72	600.00	897,788.80	1,279,072.52

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

CHECK DATE	CHECK NUMBER	VENDOR	TOTAL
11/11/2022	52857	State Bank Of The Lakes	\$128,750.00
11/3/2022	52808	United States Treasury	\$81,854.78
11/16/2022	52871	United States Treasury	\$81,532.87
11/3/2022	52807	Teachers Retirement System	\$45,821.46
11/16/2022	52870	Teachers Retirement System	\$45,287.41
11/2/2022	52765	Grade A Transportation Inc	\$40,153.00
11/2/2022	52791	SEDOL	\$39,276.06
11/18/2022	52904	Gordon Food Service Inc	\$38,210.54
11/2/2022	52787	Scharm Floor Coverings	\$37,492.50
11/16/2022	52866	Ill Municipal Retirement Fund	\$32,527.04
11/2/2022	52764	Gordon Food Service Inc	\$31,788.26
11/2/2022	52779	NWEA	\$27,748.00
11/3/2022	52804	Illinois Dept Of Revenue	\$25,134.03
11/16/2022	52867	Illinois Dept Of Revenue	\$24,772.18
11/18/2022	52939	St Benedict Technology Consortium	\$23,242.63
11/11/2022	52815	Alexander Leigh Center for Autism	\$20,959.77
11/2/2022	52756	Connection's Day School	\$20,883.87
11/18/2022	52932	SEDOL	\$20,221.50
11/22/2022	52965	Techstar America Corporations	\$20,101.50
11/11/2022	52824	Connections Day School	\$19,664.24
11/3/2022	52812	Jim Olson Collision	\$19,292.98
11/18/2022	52893	Connection's Day School	\$18,894.93
11/2/2022	52753	Chain O Lakes Transportation	\$18,270.00
11/2/2022	52757	Connection's Academy East	\$17,565.66
11/2/2022	52794	Speech Path Specialists	\$17,182.50
11/11/2022	52819	Benchmark Education Company	\$17,094.00
11/18/2022	52884	AmeriNet	\$16,247.32
11/18/2022	52906	Grant Township Highway Department	\$15,993.51
11/18/2022	52894	Connection's Academy East	\$15,892.74
11/2/2022	52743	22Vets LLC	\$15,291.63
11/18/2022	52930	Scharm Floor Coverings	\$13,164.50
11/3/2022	52805	Lake County Federation Of Teachers	\$12,340.96
11/16/2022	52868	Lake County Federation Of Teachers	\$12,340.96
11/18/2022	52938	Speech Path Specialists	\$11,257.50
11/18/2022	52887	Aperture Education, LLC	\$10,500.00
11/2/2022	52793	Spectrum Center Inc	\$9,747.78
11/22/2022	52963	Spectrum Center Inc	\$8,819.42
11/11/2022	52849	New Connections Academy	\$7,477.89
11/3/2022	52806	Teacher's Health Insurance Security Fund	\$7,297.04
11/16/2022	52869	Teacher's Health Insurance Security Fund	\$7,217.20
11/2/2022	52798	Warehouse Direct Business Products & Srv	\$6,704.27
11/2/2022	52790	Schuring & Schuring, Inc	\$6,609.20

11/11/2022	52848	NCC - Peterson Products	\$6,517.64
11/2/2022	52754	Community Mechanical	\$6,499.00
11/18/2022	52931	Schoolwide Inc	\$6,098.33
11/11/2022	52821	Brecht's Data Solutions, Inc	\$5,320.00
11/18/2022	52919	Mitel	\$4,713.08
11/10/2022	52813	Carroll, Megan	\$4,556.25
11/11/2022	52852	PMA Leasing, INC	\$4,552.85
11/18/2022	52882	Amazon	\$4,470.94
11/22/2022	52960	Nicor Gas	\$4,139.20
11/22/2022	52947	Carroll, Megan	\$4,031.25
11/2/2022	52775	Motivating Systems LLC	\$3,945.90
11/22/2022	52948	Community Mechanical	\$3,908.00
11/2/2022	52749	Amazon	\$3,882.40
11/18/2022	52937	Special Education Services	\$3,804.37
11/11/2022	52856	Sphero Inc	\$3,691.60
11/18/2022	52883	American Building Services Inc	\$3,528.90
11/10/2022	52814	Martin-Upton, Eileen	\$3,254.61
11/2/2022	52788	Scholastic Book Clubs	\$3,215.50
11/11/2022	52817	Amazon	\$3,187.26
11/18/2022	52886	APCP Pizza Inc	\$2,920.00
11/2/2022	52763	Exceptional Learners Collaborative	\$2,881.33
11/2/2022	52767	IASA Illinois Association Of School Admin	\$2,750.00
11/2/2022	52745	Adobe Systems Incorporated	\$2,496.00
11/22/2022	52957	Martin-Upton, Eileen	\$2,457.83
11/18/2022	52902	Flood Brothers Disposal & Recycling Services	\$2,415.00
11/22/2022	52956	K & M Printing	\$2,415.00
11/18/2022	52916	Mid-West Truckers Association	\$2,407.00
11/18/2022	52940	Techstar America Corporations	\$2,370.00
11/22/2022	52955	Huemann Water Conditioning	\$2,082.15
11/22/2022	52946	Amazon	\$2,000.54
11/18/2022	52889	Black Diamond Plumbing & Mechanical, Inc	\$1,890.00
11/18/2022	52927	Raptor Technologies	\$1,875.00
11/18/2022	52899	Don Johnston Incorporated	\$1,789.45
11/22/2022	52959	Midland Paper	\$1,757.60
11/2/2022	52797	The Library Store	\$1,751.86
11/2/2022	52799	Wells Fargo Vendor Financial Services LLC	\$1,698.41
11/18/2022	52943	Wells Fargo Vendor Financial Services LLC	\$1,698.41
11/3/2022	52809	Voya Institutional Trust Company	\$1,681.00
11/16/2022	52872	Voya Institutional Trust Company	\$1,681.00
11/18/2022	52922	PAHCS II/Northwestern Occ Health	\$1,615.00
11/18/2022	52905	Granite Telecommunications	\$1,608.85
11/18/2022	52915	McGraw Hill LLC	\$1,600.55
11/2/2022	52803	Ziarko, Chad Allen	\$1,532.00

11/2/2022	52770 Kully Supply	\$1,411.00
11/2/2022	52792 Sonova USA, Inc	\$1,395.00
11/22/2022	52964 Sportdecals	\$1,374.07
11/2/2022	52776 N2Y	\$1,334.96
11/18/2022	52875 22Vets LLC	\$1,306.48
11/18/2022	52909 Hodges, Loizzi, Eisenhammer, Rodick,Kohn	\$1,276.77
11/18/2022	52921 Net56	\$1,271.20
11/22/2022	52954 Heggerty/Literacy Resources LLC	\$1,230.60
11/18/2022	52925 Quill Corp	\$1,224.57
11/11/2022	52835 Home Depot Credit Services	\$1,149.24
11/11/2022	52855 Research Press Company, Inc	\$1,096.77
11/2/2022	52789 School Specialty	\$1,063.39
11/18/2022	52911 Integrated Systems Corporation	\$1,056.00
11/18/2022	52913 Jim Olson Collision	\$1,042.97
11/2/2022	52747 Alpha Baking Co, Inc.	\$1,024.55
11/18/2022	52923 Quadient Finance USA, Inc	\$1,000.00
11/18/2022	52926 Quinlan & Fabish Music Co	\$988.20
11/2/2022	52773 Mike's Towing Inc	\$951.70
11/2/2022	52755 Computer Nationwide	\$948.00
11/2/2022	52777 NCC - Peterson Products	\$943.57
11/18/2022	52935 Sonova USA, Inc	\$900.00
11/2/2022	52802 Zeiger, Elyse	\$846.74
11/18/2022	52914 K & M Printing	\$835.00
11/18/2022	52942 Waukegan Safe And Lock	\$757.60
11/18/2022	52907 Heggerty/Literacy Resources LLC	\$750.00
11/2/2022	52784 ReadyRefresh by Nestle	\$746.55
11/11/2022	52823 Citicare Services	\$725.20
11/2/2022	52771 Learning Without Tears	\$712.80
11/22/2022	52958 Menards	\$707.76
11/18/2022	52936 Spakowski, Diane	\$700.00
11/18/2022	52879 Alpha Baking Co, Inc.	\$677.03
11/18/2022	52920 NCC - Peterson Products	\$652.53
11/16/2022	52873 Wisconsin Dept Of Revenue	\$609.79
11/2/2022	52778 NIIPC c/o Micheline Piekarski	\$600.00
11/11/2022	52822 Chei, Sopeoun	\$600.00
11/2/2022	52750 Apple, Inc	\$598.00
11/3/2022	52810 Wisconsin Dept Of Revenue	\$586.00
11/11/2022	52840 Kane County ROE #31	\$566.00
11/2/2022	52783 Ray Chevrolet	\$558.70
11/11/2022	52844 Menards	\$557.78
11/2/2022	52786 Regional Office of Education	\$500.00
11/2/2022	52774 Miller, Carrie	\$470.00
11/11/2022	52836 Huemann, Linda Jean	\$470.00

Exhibit 3

11/11/2022	52853 Polark, Kelly	\$470.00
11/11/2022	52854 Provo, Jeanette	\$470.00
11/11/2022	52858 Stewart, Vicki	\$470.00
11/11/2022	52859 Strickler, Amanda	\$470.00
11/18/2022	52897 DiMaggio, Nicole	\$470.00
11/18/2022	52900 Dovichi, Alissa	\$470.00
11/2/2022	52766 Huemann, Linda Jean	\$445.00
11/18/2022	52908 Hershey Creamery Co	\$409.02
11/22/2022	52950 Drecoll, Marcella Emily	\$404.01
11/11/2022	52831 Flinn Scientific Inc	\$398.00
11/22/2022	52951 Flinn Scientific Inc	\$398.00
11/18/2022	52895 Daily Herald/Paddock Publications, Inc	\$395.00
11/2/2022	52758 Cornwell, Joshua	\$382.19
11/11/2022	52846 Morrison, Susan	\$381.65
11/11/2022	52826 Data Recognition Corporation	\$378.59
11/18/2022	52891 BulkOfficeSupply.com	\$376.10
11/18/2022	52903 FSS Technologies, LLC	\$360.00
11/2/2022	52744 Accurate Biometrics	\$347.00
11/11/2022	52837 IXL Learning	\$342.00
11/2/2022	52762 Elite Door Service LLC	\$330.00
11/18/2022	52941 Thomson Reuters-West	\$325.48
11/11/2022	52825 CustomInk	\$320.60
11/22/2022	52967 Warehouse Direct Business Products & Srv	\$318.12
11/22/2022	52962 Romero, Lisa	\$316.29
11/11/2022	52832 Gold, Robert	\$313.93
11/18/2022	52910 Illinois Assoc Of School Business Off	\$305.00
11/11/2022	52830 E3 Diagnostics	\$293.00
11/2/2022	52751 Aramark Uniform & Career Apparel Group Inc	\$283.20
11/22/2022	52953 Gold, Robert	\$263.25
11/18/2022	52890 Blick Art Materials	\$258.05
11/2/2022	52781 Pitel Septic Inc	\$250.00
11/2/2022	52769 Knowles, Daniel Francis	\$231.08
11/22/2022	52968 Waukegan Safe And Lock	\$217.80
11/11/2022	52827 Demco	\$203.38
11/18/2022	52917 Midwest Transit Equipment	\$202.90
11/18/2022	52924 Quadient Leasing USA, Inc	\$200.97
11/18/2022	52934 Smithereen Pest Management	\$198.00
11/11/2022	52862 Wahls, Anne	\$191.34
11/2/2022	52801 Wolters, Eric	\$190.00
11/18/2022	52898 Discount School Supplies	\$183.94
11/17/2022	52874 Zeppo Systems, Inc	\$180.00
11/18/2022	52929 Savvas Learning Company	\$172.80
11/2/2022	52752 Berg, Jessica	\$157.42

Exhibit 3

11/22/2022	52966 Wahls, Anne	\$154.26
11/2/2022	52760 Crutchfield, Peggy	\$150.00
11/18/2022	52896 Dee, Noah	\$150.00
11/2/2022	52796 Teacher Created Resources Inc	\$148.17
11/11/2022	52850 Philippsen, Michelle	\$143.75
11/22/2022	52961 Quill Corp	\$141.97
11/11/2022	52863 Wheaton, Sarah	\$136.10
11/18/2022	52944 Wex Health, Inc	\$128.00
11/2/2022	52761 Demco	\$126.54
11/11/2022	52841 Kumpula, Sara	\$120.00
11/22/2022	52952 Follett School Solutions Inc	\$106.81
11/22/2022	52969 Wegrzyn, Courtney	\$102.64
11/2/2022	52795 Swiderski, Lisa Marie	\$101.33
11/18/2022	52892 Carroll, Lisa	\$100.00
11/18/2022	52912 ITsavvy LLC	\$100.00
11/18/2022	52933 Sheriff's Office	\$100.00
11/18/2022	52888 Aramark Uniform & Career Apparel Group Inc	\$94.40
11/2/2022	52782 Plank Road Publishing Inc	\$94.20
11/2/2022	52746 Albertsons Companies	\$90.77
11/2/2022	52759 Cozzini Bros., Inc.,	\$86.00
11/18/2022	52901 Flinn Scientific Inc	\$77.25
11/11/2022	52833 Heggerty/Literacy Resources LLC	\$77.00
11/2/2022	52768 Klemm, Jodi	\$75.00
11/18/2022	52885 Ancora Publishing	\$70.00
11/11/2022	52839 Kagan Publishing Inc	\$66.00
11/11/2022	52829 DiTusa, Lindsay Dyan	\$59.87
11/18/2022	52876 Accurate Biometrics	\$57.50
11/11/2022	52865 Wolframski, Laura	\$50.96
11/11/2022	52818 Arndt, Christine	\$50.00
11/11/2022	52820 Biancalana, Venette Irene	\$50.00
11/11/2022	52828 DeNovo, Kira	\$50.00
11/11/2022	52834 Hetrovicz, Michelle	\$50.00
11/11/2022	52838 Janusz, Lenayn	\$50.00
11/11/2022	52842 Laske, Jacquelynn	\$50.00
11/11/2022	52843 McCulley, Matthew	\$50.00
11/11/2022	52845 Morley, Sunny	\$50.00
11/11/2022	52847 Mullen, Rachel Ann	\$50.00
11/11/2022	52851 Pittman, Erin	\$50.00
11/11/2022	52860 Summers, Brian	\$50.00
11/11/2022	52861 Swiderski, Derek	\$50.00
11/18/2022	52928 Regional Office of Education	\$50.00
11/22/2022	52949 Cornwell, Joshua	\$50.00
11/2/2022	52780 Parker O'Connor, Rachel	\$49.00

Exhibit 3

11/18/2022	52878 Albertsons Companies	\$45.00
11/18/2022	52877 Ace Hardware Home Center	\$31.98
11/2/2022	52785 Really Good Stuff	\$17.45
11/11/2022	52864 Wiley, Stephane	\$13.75
11/18/2022	52945 Wiley, Stephane	\$13.75
11/2/2022	52800 Wiley, Stephane	\$11.25
11/2/2022	52772 Mid-West Truckers Association	\$7.50

11:21 AM
12/05/22
Accrual Basis

Big Hollow Student Activity Funds
Balance Sheet
As of December 5, 2022

	Dec 5, 22
ASSETS	
Current Assets	
Checking/Savings	
State Bank Activity Bank Acct	
Girls on the Run	49.13
In & Out Account	1,204.76
National Junior Honor Society	3,565.17
Nature Center	2,616.70
Recycling Club	2,676.83
Student Council	6,804.34
Student Council Elementary	1,171.02
Sunshine Club - Elementary	-52.80
Sunshine Club - Primary	374.44
State Bank Activity Bank Acct - Other	-1,193.48
Total State Bank Activity Bank Acct	17,216.11
Total Checking/Savings	17,216.11
Total Current Assets	17,216.11
TOTAL ASSETS	17,216.11
LIABILITIES & EQUITY	
Equity	
Retained Earnings	19,054.02
Net Income	-1,837.91
Total Equity	17,216.11
TOTAL LIABILITIES & EQUITY	17,216.11

Convenience Fund Report November 2022

Account	Beginning Balance	Debits	Credits	Ending Balance
Prek	1010.66			1010.66
KG	2074.18			2074.18
1st Grade	3200.02	136.10		3063.92
2nd Grade	261.49			261.49
3rd Grade	1910.49		1437.00	3347.49
4th Grade	423.22			423.22
5th Grade	2269.67			2269.67
6th Grade	617.21			617.21
7th Grade	3207.51			3207.51
8th Grade	10668.62			10668.62
Art-P/E	0.00			0
Cheer	945.13	180.00	180.00	945.13
Computers-P	221.24			221.24
Computers-E	-0.49			-0.49
Concessions-Athletic	2203.95			2203.95
Concessions-PE	4016.26			4016.26
Graphics Arts	331.77			331.77
Lets Read to Grow	586.00			586
Library-P/E	32.00			32
Library-MS	679.12			679.12
Music-P/E	-39.71			-39.71
Noetic Math	59.50			59.5
PBIS-MS	2564.53			2564.53
PE-P	25.75			25.75
PE-E	-245.98			-245.98
Poms	517.47			517.47
Prime Time	2670.00			2670
Reading P/E	4107.80			4107.8
Respect	665.00			665
Special Ed	33.00			33
Sports Camps	318.00			318
STARS-P	1358.33	1374.07	1968.00	1952.26
STARS-E	8207.23	373.09	649.69	8483.83
STEM CLUB	317.28			317.28
Yearbook-M	434.30			434.3
Yearbook-P/E	-1456.06		242.00	-1214.06
In & Out Account	10013.21			10013.21
Total	64207.70			66621.13

**Big Hollow School District 38
Payroll Summary**

Date	Education	O&M	Transportation	IMRF/SS	Total
10-Nov-22	\$607,734.10	\$25,595.81	\$42,518.77	\$27,351.02	\$703,199.70
23-Nov-22	\$600,470.20	\$26,789.73	\$45,694.16	\$27,601.66	\$700,555.75
<u>Grand Total</u>	\$1,208,204.30	\$52,385.54	\$88,212.93	\$54,952.68	\$1,403,755.45

Board of Education President
Big Hollow School District 38

Date

Board of Education Secretary
Big Hollow School District 38

Date

BIG HOLLOW SCHOOL DISTRICT 38

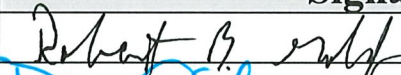


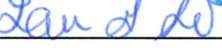
Date: 11/10/22

Team: RIF Joint Committee

Location: Elementary

Time: 3:45 p.m.

Participants

Name (print)	Signature
Robert B. Gold	
Dawn Lucas	
Michelle L. Connolly	
Laura Snyder	

Agenda

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

Report

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



**2022 IASB Joint Annual Conference
Board Member Expense Summary**

Name	Lodging	Meals	Travel	Parking
Ashley Bennett	778.29	26.30	31.32	56
Joe Cernuska	778.29	301.03 *	203.98 *	138
Gary Dollinger	778.29	0	59.16	130
Vivian Kueter	778.29	86.27	60.32	138
Kevin Lyons	518.86	39.51	128.88*	92
Doug Pedersen	778.29	68.89	8.25	0
Full Board Dinners		1738		
Total	\$4410.31	\$2260.00	\$491.91	\$554.00

Reimbursed amounts:

Ashley Bennett: \$113.62

Joe Cernuska: \$505.01

*Mr. Cernuska covered meals and uber trips for multiple board members

Gary Dollinger: \$189.16

Vivian Kueter: \$146.59

Kevin Lyons: \$168.39

*Mr. Lyons covered uber trips for multiple board members

Doug Pedersen: \$77.14

BHSD38 BELIEVING IN HIGHER STANDARDS

BIG HOLLOW SCHOOL DISTRICT 38

www.bighollow.us

Mr. Robert Gold, Superintendent

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

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

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

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

BOARD OF EDUCATION COMMITTEE REPORT

Date: December 6, 2022 Location: District Office

Committee: Culture and Climate Committee

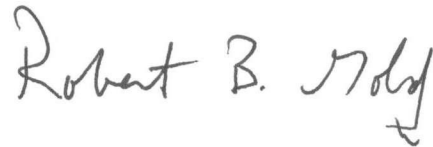
Members Present: Gary Dollinger, Doug Pedersen, Joe Cernuska

Others in Attendance: Bob Gold

Duration of Meeting: 6:30 p.m. - 7:30 p.m.

Topic Points and/or Summary of Discussion:

- Mr. Gold reviewed the recent results from the HumanEx survey which was given to staff in each building.
- Mr. Gold shared that the District has purchased holiday gifts which will be distributed to staff in mid-December.



Submitted by:



INSIGHTeX

Big Hollow School District 38
Full District
November 2022

Dimensions (N=177)

Exhibit 9

Dimension	Mean	Previous Mean	(+/-) Change
Engage-Inspire	4.45	4.32	↑
Pride	4.36	4.31	↑
Continuous Improvement	4.35	4.27	↑
Quality	4.31	4.34	↓
Innovation	4.30	4.22	↑
Satisfaction	4.27	4.15	↑
Communication	4.14	3.94	↑
Performance Planning	4.13	3.83	↑
Mission Conscious	4.12	3.97	↑
Relationships	4.11	3.90	↑
Recognition	4.11	3.93	↑
Career Development	4.11	3.96	↑
Training & Development	4.06	3.96	↑
Support-Equip	4.05	3.80	↑
Talent & Fit	4.04	3.91	↑

	Mean	Previous Mean	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	(+/-) Change
Engage-Inspire									
	4.45	4.32							
8. I am driven to contribute to the success of our organization.	4.64	4.44	0.56% n=1	0.56% n=1	2.26% n=4	27.12% n=48	68.36% n=121	1.13% n=2	↑
2. I am fully engaged in the work that I do.	4.62	4.48	0.56% n=1	0% n=0	4.52% n=8	27.12% n=48	67.23% n=119	0.56% n=1	↑
53. I am committed to the success of our organization.	4.60	4.56	0.56% n=1	0% n=0	3.95% n=7	28.81% n=51	64.97% n=115	1.13% n=2	↑
12. I am highly committed to and energized by my work.	4.38	4.24	1.13% n=2	1.69% n=3	7.91% n=14	36.72% n=65	52.54% n=93	0% n=0	↑
62. I would recommend our organization to a friend as a great place to work.	3.99	3.88	3.39% n=6	4.52% n=8	18.08% n=32	36.72% n=65	36.72% n=65	0% n=0	↑
	Mean	Previous Mean	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	(+/-) Change
Pride									
	4.36	4.31							
4. I feel great pride in the work I do.	4.61	4.54	0.56% n=1	1.13% n=2	2.26% n=4	28.81% n=51	67.23% n=119	0% n=0	↑
45. I feel great pride in the team of which I am a part.	4.45	4.49	0% n=0	1.13% n=2	10.17% n=18	31.07% n=55	55.93% n=99	1.13% n=2	↓
14. I feel great pride in being a part of our organization.	4.28	4.15	0.56% n=1	5.08% n=9	11.86% n=21	30.51% n=54	51.98% n=92	0% n=0	↑
64. I speak of our organization with pride.	4.11	4.04	2.26% n=4	2.26% n=4	18.64% n=33	35.59% n=63	41.24% n=73	0% n=0	↑
	Mean	Previous Mean	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	(+/-) Change
Continuous Improvement									
	4.35	4.27							
21. I strive to find a better way every day.	4.43	4.31	0% n=0	1.13% n=2	3.39% n=6	46.89% n=83	48.59% n=86	0% n=0	↑
52. Our team strives to pursue excellence.	4.37	4.35	1.13% n=2	1.13% n=2	9.04% n=16	36.72% n=65	50.28% n=89	1.13% n=2	↑
55. I am part of an organization that continues to pursue excellence every day.	4.24	4.16	1.69% n=3	0.56% n=1	13.56% n=24	39.55% n=70	44.07% n=78	0% n=0	↑
	Mean	Previous Mean	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	(+/-) Change
Quality									
	4.31	4.34							
43. My teammates demonstrate a commitment to quality work and excellence.	4.46	4.47	0.56% n=1	1.69% n=3	8.47% n=15	29.38% n=52	58.19% n=103	1.13% n=2	↓
57. Our organization is committed to quality work and excellence.	4.26	4.27	1.69% n=3	2.26% n=4	12.43% n=22	35.59% n=63	47.46% n=84	0% n=0	↓
47. I am on a team that encourages each member to surpass expectations.	4.22	4.28	1.13% n=2	4.52% n=8	12.99% n=23	32.77% n=58	46.89% n=83	1.13% n=2	↓

	Mean	Previous Mean	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	(+/-) Change
Innovation	4.30	4.22							
16. I am continuously seeking ways to improve my overall productivity.	4.62	4.48	0% n=0	0% n=0	5.08% n=9	27.12% n=48	67.23% n=119	0.56% n=1	↑
42. Our team encourages innovation.	4.31	4.26	0% n=0	3.95% n=7	8.47% n=15	40.11% n=71	45.2% n=80	1.69% n=3	↑
69. Our organization encourages innovation.	3.98	3.93	2.26% n=4	7.34% n=13	15.25% n=27	39.55% n=70	35.03% n=62	0.56% n=1	↑

	Mean	Previous Mean	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	(+/-) Change
Satisfaction	4.27	4.15							
46. I am satisfied being a part of our team.	4.51	4.48	0.56% n=1	1.69% n=3	6.21% n=11	28.81% n=51	61.02% n=108	1.13% n=2	↑
13. I am satisfied with my role/work.	4.27	4.18	0.56% n=1	3.95% n=7	8.47% n=15	41.81% n=74	45.2% n=80	0% n=0	↑
73. Overall, I am very satisfied with our organization as a place to work.	4.20	4.01	1.69% n=3	4.52% n=8	11.86% n=21	35.03% n=62	45.76% n=81	0.56% n=1	↑
20. I look forward to coming to work every day.	4.08	3.91	1.13% n=2	4.52% n=8	14.12% n=25	45.76% n=81	34.46% n=61	0% n=0	↑

	Mean	Previous Mean	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	(+/-) Change
Communication	4.14	3.94							
36. I have the opportunity to communicate with my supervisor.	4.45	4.20	1.69% n=3	1.13% n=2	4.52% n=8	36.16% n=64	56.5% n=100	0% n=0	↑
44. Our team effectively communicates with each other.	4.33	4.43	0.56% n=1	5.08% n=9	9.04% n=16	31.07% n=55	52.54% n=93	1.13% n=2	↓
27. My supervisor and I have effective two-way communication.	4.19	3.95	3.39% n=6	3.95% n=7	10.17% n=18	35.59% n=63	46.89% n=83	0% n=0	↑
24. My supervisor effectively communicates his/her expectations.	4.09	3.82	3.95% n=7	7.34% n=13	10.17% n=18	33.9% n=60	44.63% n=79	0% n=0	↑
26. My supervisor gives me constructive feedback about my work performance.	4.03	3.77	2.26% n=4	6.21% n=11	14.12% n=25	40.11% n=71	36.72% n=65	0.56% n=1	↑
65. I feel "in on things" that are happening at our organization.	3.73	3.45	5.65% n=10	9.6% n=17	19.21% n=34	36.16% n=64	29.38% n=52	0% n=0	↑

	Mean	Previous Mean	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	(+/-) Change
Performance Planning									
	4.13	3.83							
17. I have set the right goals for myself to excel in my role/position.	4.38	4.24	0% n=0	0.56% n=1	7.91% n=14	44.07% n=78	47.46% n=84	0% n=0	↑
49. Our team effectively sets goals to further enhance our performance.	4.26	4.01	0.56% n=1	2.82% n=5	9.6% n=17	43.5% n=77	40.68% n=72	2.26% n=4	↑
10. In my current role, I am encouraged to set motivational/stretch goals for myself.	4.14	3.96	1.13% n=2	5.08% n=9	14.12% n=25	37.85% n=67	41.81% n=74	0% n=0	↑
37. My supervisor motivates me to achieve my goals.	4.00	3.78	2.82% n=5	5.65% n=10	17.51% n=31	36.16% n=64	36.72% n=65	0.56% n=1	↑
40. In the past three months, my supervisor has discussed my successes and progress with me.	3.86	3.17	4.52% n=8	12.43% n=22	12.43% n=22	31.64% n=56	36.72% n=65	2.26% n=4	↑
	Mean	Previous Mean	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	(+/-) Change
Mission Conscious									
	4.12	3.97							
22. I am aware and knowledgeable about our organization's mission.	4.47	4.40	0% n=0	0% n=0	3.95% n=7	44.63% n=79	51.41% n=91	0% n=0	↑
41. My supervisor effectively communicates our organizational mission to me.	4.13	3.97	1.69% n=3	3.39% n=6	11.3% n=20	46.33% n=82	36.16% n=64	0.56% n=1	↑
74. Our organization effectively aligns our day-to-day activities with the organizational mission.	4.02	3.90	1.69% n=3	3.95% n=7	19.21% n=34	40.11% n=71	33.9% n=60	0.56% n=1	↑
68. Business decisions made are consistent with our mission and core values.	3.85	3.61	4.52% n=8	5.08% n=9	20.34% n=36	37.29% n=66	28.81% n=51	3.39% n=6	↑
	Mean	Previous Mean	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	(+/-) Change
Relationships									
	4.11	3.90							
5. I have at least one close friend at work.	4.43	4.20	1.13% n=2	3.95% n=7	9.6% n=17	21.47% n=38	63.28% n=112	0.56% n=1	↑
50. Based on relationships demonstrated on our team, I would recommend someone to join our team.	4.34	4.20	1.13% n=2	1.69% n=3	10.73% n=19	34.46% n=61	50.28% n=89	1.13% n=2	↑
25. My supervisor cares about me as a person.	4.25	4.01	3.95% n=7	2.82% n=5	10.17% n=18	30.51% n=54	51.98% n=92	0.56% n=1	↑
54. Quality relationships are valued across our organization.	4.24	3.99	0% n=0	6.21% n=11	9.04% n=16	38.98% n=69	45.2% n=80	0% n=0	↑
51. Our team has open and trusting relationships.	4.19	4.15	1.13% n=2	5.08% n=9	13.56% n=24	33.33% n=59	44.63% n=79	1.69% n=3	↑
32. I have an open and trusting relationship with my supervisor.	4.02	3.71	5.65% n=10	3.95% n=7	15.82% n=28	32.77% n=58	41.81% n=74	0% n=0	↑
61. Our organization has a genuine concern and interest about me as a person.	3.99	3.80	4.52% n=8	7.34% n=13	9.04% n=16	40.68% n=72	36.16% n=64	1.69% n=3	↑
38. My supervisor demonstrates effort in establishing and reinforcing a coaching relationship with me.	3.88	3.61	3.39% n=6	6.78% n=12	22.03% n=39	32.77% n=58	33.33% n=59	1.13% n=2	↑
31. I am provided personal coaching from my supervisor.	3.67	3.43	3.95% n=7	11.86% n=21	24.29% n=43	29.38% n=52	27.68% n=49	2.82% n=5	↑

	Mean	Previous Mean	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	(+/-) Change
Recognition	4.11	3.93							
48. Our team recognizes each other's efforts and impact.	4.37	4.34	0.56% n=1	2.26% n=4	8.47% n=15	36.16% n=64	50.85% n=90	1.13% n=2	↑
18. I have provided meaningful recognition to others in the past 10 days.	4.34	3.96	0.56% n=1	4.52% n=8	3.39% n=6	44.63% n=79	46.89% n=83	0% n=0	↑
29. My supervisor recognizes me for a job well done.	4.04	3.90	5.65% n=10	5.08% n=9	10.73% n=19	36.16% n=64	41.81% n=74	0.56% n=1	↑
66. Excellence is recognized in our organization.	3.98	3.79	2.82% n=5	7.91% n=14	14.69% n=26	37.29% n=66	36.72% n=65	0% n=0	↑
9. I have received meaningful recognition in the past 10 days.	3.84	3.67	7.91% n=14	12.99% n=23	7.91% n=14	29.38% n=52	41.81% n=74	0% n=0	↑
	Mean	Previous Mean	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	(+/-) Change
Career Development	4.11	3.96							
70. I would like to work at our organization long term.	4.33	4.10	1.13% n=2	1.69% n=3	13.56% n=24	29.94% n=53	53.11% n=94	0% n=0	↑
59. I value the career opportunities that I have at our organization.	4.10	3.92	1.13% n=2	5.65% n=10	16.38% n=29	33.33% n=59	40.68% n=72	2.26% n=4	↑
71. I am aware of the career opportunities that are available for me at our organization.	4.09	3.99	2.26% n=4	5.65% n=10	12.99% n=23	36.72% n=65	40.11% n=71	2.26% n=4	↑
58. Our organization provides the experience and development for me to further my career here.	4.07	3.96	2.82% n=5	4.52% n=8	18.64% n=33	29.94% n=53	43.5% n=77	0.56% n=1	↑
60. I have the opportunity to express my career interests at our organization.	3.98	3.81	2.26% n=4	6.21% n=11	16.95% n=30	36.72% n=65	33.9% n=60	3.39% n=6	↑
	Mean	Previous Mean	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	(+/-) Change
Training & Development	4.06	3.96							
6. I am provided opportunities to further my growth and development.	4.24	4.27	0.56% n=1	4.52% n=8	10.17% n=18	38.98% n=69	44.63% n=79	1.13% n=2	↓
35. My supervisor supports my personal and professional development.	4.24	4.02	1.69% n=3	4.52% n=8	9.04% n=16	37.85% n=67	46.89% n=83	0% n=0	↑
30. My supervisor encourages opportunities for my growth and development.	4.13	3.95	2.82% n=5	3.39% n=6	14.12% n=25	36.72% n=65	42.37% n=75	0.56% n=1	↑
15. I am properly trained to achieve excellence in my work.	4.06	3.92	0.56% n=1	8.47% n=15	15.25% n=27	35.59% n=63	40.11% n=71	0% n=0	↑
67. Our organization provides the "right" training for me to excel in my role.	3.65	3.65	4.52% n=8	12.43% n=22	22.03% n=39	35.03% n=62	25.99% n=46	0% n=0	=

	Mean	Previous Mean	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	(+/-) Change
Support-Equip	4.05	3.80							
33. My supervisor is available for me when needs arise.	4.29	4.07	2.82% n=5	2.26% n=4	10.73% n=19	32.2% n=57	51.98% n=92	0% n=0	↑
34. My supervisor is actively responsive to my needs.	4.20	3.99	2.82% n=5	3.39% n=6	14.12% n=25	30.51% n=54	49.15% n=87	0% n=0	↑
23. I have a supportive coaching relationship with my supervisor.	4.07	3.77	4.52% n=8	5.08% n=9	14.12% n=25	31.64% n=56	44.63% n=79	0% n=0	↑
3. I am provided the core needs necessary for me to excel in my role.	4.02	3.90	1.69% n=3	6.21% n=11	16.95% n=30	38.98% n=69	36.16% n=64	0% n=0	↑
19. I am provided the materials, equipment, and information necessary to effectively perform my job.	3.87	3.63	1.13% n=2	11.86% n=21	18.08% n=32	36.72% n=65	32.2% n=57	0% n=0	↑
28. I am provided the opportunity to spend quality time with my supervisor.	3.86	3.46	3.39% n=6	6.78% n=12	24.29% n=43	31.07% n=55	33.9% n=60	0.56% n=1	↑

	Mean	Previous Mean	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	(+/-) Change
Talent & Fit	4.04	3.91							
1. In my role I have the opportunity to do things that I both do well and enjoy.	4.59	4.46	1.13% n=2	1.69% n=3	3.39% n=6	24.29% n=43	68.93% n=122	0% n=0	↑
56. I feel our organization is a great fit for me.	4.28	4.20	1.13% n=2	2.26% n=4	12.99% n=23	34.46% n=61	48.59% n=86	0% n=0	↑
11. I am in a role that allows me to maximize my talents and strengths.	4.24	4.19	2.26% n=4	4.52% n=8	9.04% n=16	35.59% n=63	48.59% n=86	0% n=0	↑
39. My supervisor knows the talents to look for in selecting new teammates who will be successful.	3.93	3.76	3.39% n=6	5.65% n=10	19.77% n=35	32.77% n=58	34.46% n=61	3.95% n=7	↑
7. I have encouraged someone to apply at our organization.	3.82	3.17	3.39% n=6	11.3% n=20	15.25% n=27	24.86% n=44	32.77% n=58	12.43% n=22	↑
72. Our organization selects highly talented individuals when hiring.	3.78	3.86	2.82% n=5	6.21% n=11	25.99% n=46	38.98% n=69	25.42% n=45	0.56% n=1	↓
63. Our organization selects the right people for the right job.	3.61	3.71	5.65% n=10	7.91% n=14	25.99% n=46	39.55% n=70	20.34% n=36	0.56% n=1	↓

Top Items (N=177)

Exhibit 9

Question	Mean	Previous Mean	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	(+/-) Change
8. I am driven to contribute to the success of our organization.	4.64	4.44	0.56% n=1	0.56% n=1	2.26% n=4	27.12% n=48	68.36% n=121	1.13% n=2	↑
2. I am fully engaged in the work that I do.	4.62	4.48	0.56% n=1	0% n=0	4.52% n=8	27.12% n=48	67.23% n=119	0.56% n=1	↑
16. I am continuously seeking ways to improve my overall productivity.	4.62	4.48	0% n=0	0% n=0	5.08% n=9	27.12% n=48	67.23% n=119	0.56% n=1	↑
4. I feel great pride in the work I do.	4.61	4.54	0.56% n=1	1.13% n=2	2.26% n=4	28.81% n=51	67.23% n=119	0% n=0	↑
53. I am committed to the success of our organization.	4.60	4.56	0.56% n=1	0% n=0	3.95% n=7	28.81% n=51	64.97% n=115	1.13% n=2	↑

Bottom Items (N=177)

Question	Mean	Previous Mean	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	(+/-) Change
63. Our organization selects the right people for the right job.	3.61	3.71	5.65% n=10	7.91% n=14	25.99% n=46	39.55% n=70	20.34% n=36	0.56% n=1	↓
67. Our organization provides the "right" training for me to excel in my role.	3.65	3.65	4.52% n=8	12.43% n=22	22.03% n=39	35.03% n=62	25.99% n=46	0% n=0	=
31. I am provided personal coaching from my supervisor.	3.67	3.43	3.95% n=7	11.86% n=21	24.29% n=43	29.38% n=52	27.68% n=49	2.82% n=5	↑
65. I feel "in on things" that are happening at our organization.	3.73	3.45	5.65% n=10	9.6% n=17	19.21% n=34	36.16% n=64	29.38% n=52	0% n=0	↑
72. Our organization selects highly talented individuals when hiring.	3.78	3.86	2.82% n=5	6.21% n=11	25.99% n=46	38.98% n=69	25.42% n=45	0.56% n=1	↓

Rank Ordered Questions According to Mean (N=177)

Exhibit 9

Question	Mean	Previous Mean	(+/-) Change	Dimension
8. I am driven to contribute to the success of our organization.	4.64	4.44	↑	Engage-Inspire
2. I am fully engaged in the work that I do.	4.62	4.48	↑	Engage-Inspire
16. I am continuously seeking ways to improve my overall productivity.	4.62	4.48	↑	Innovation
4. I feel great pride in the work I do.	4.61	4.54	↑	Pride
53. I am committed to the success of our organization.	4.60	4.56	↑	Engage-Inspire
1. In my role I have the opportunity to do things that I both do well and enjoy.	4.59	4.46	↑	Talent & Fit
46. I am satisfied being a part of our team.	4.51	4.48	↑	Satisfaction
22. I am aware and knowledgeable about our organization's mission.	4.47	4.40	↑	Mission Conscious
43. My teammates demonstrate a commitment to quality work and excellence.	4.46	4.47	↓	Quality
45. I feel great pride in the team of which I am a part.	4.45	4.49	↓	Pride
36. I have the opportunity to communicate with my supervisor.	4.45	4.20	↑	Communication
5. I have at least one close friend at work.	4.43	4.20	↑	Relationships
21. I strive to find a better way every day.	4.43	4.31	↑	Continuous Improvement
17. I have set the right goals for myself to excel in my role/position.	4.38	4.24	↑	Performance Planning
12. I am highly committed to and energized by my work.	4.38	4.24	↑	Engage-Inspire
48. Our team recognizes each other's efforts and impact.	4.37	4.34	↑	Recognition
52. Our team strives to pursue excellence.	4.37	4.35	↑	Continuous Improvement
18. I have provided meaningful recognition to others in the past 10 days.	4.34	3.96	↑	Recognition
50. Based on relationships demonstrated on our team, I would recommend someone to join our team.	4.34	4.20	↑	Relationships
44. Our team effectively communicates with each other.	4.33	4.43	↓	Communication
70. I would like to work at our organization long term.	4.33	4.10	↑	Career Development
42. Our team encourages innovation.	4.31	4.26	↑	Innovation
33. My supervisor is available for me when needs arise.	4.29	4.07	↑	Support-Equip
14. I feel great pride in being a part of our organization.	4.28	4.15	↑	Pride
56. I feel our organization is a great fit for me.	4.28	4.20	↑	Talent & Fit

Exhibit 9

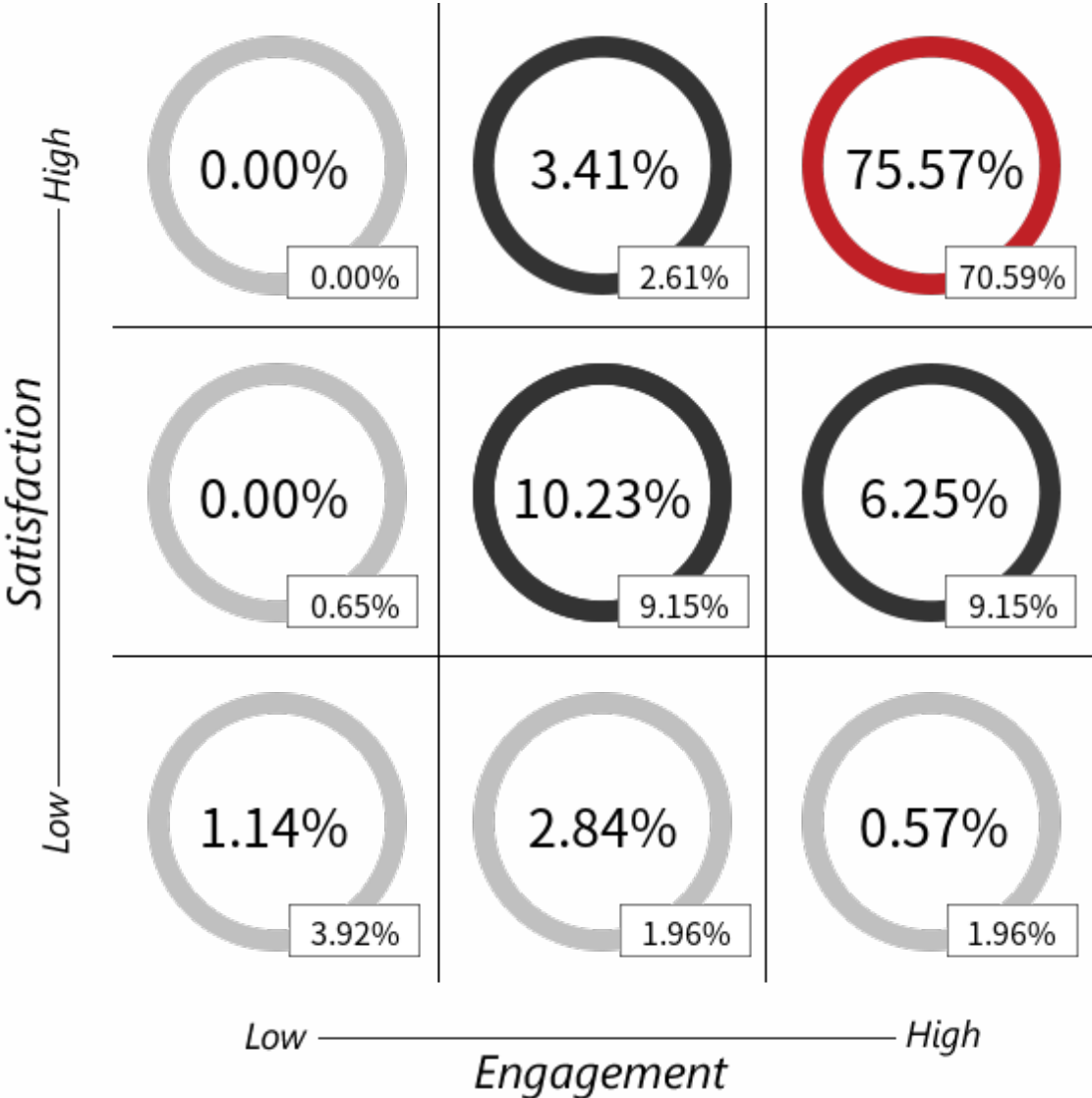
13. I am satisfied with my role/work.	4.27	4.18	↑	Satisfaction
49. Our team effectively sets goals to further enhance our performance.	4.26	4.01	↑	Performance Planning
57. Our organization is committed to quality work and excellence.	4.26	4.27	↓	Quality
25. My supervisor cares about me as a person.	4.25	4.01	↑	Relationships
11. I am in a role that allows me to maximize my talents and strengths.	4.24	4.19	↑	Talent & Fit
6. I am provided opportunities to further my growth and development.	4.24	4.27	↓	Training & Development
54. Quality relationships are valued across our organization.	4.24	3.99	↑	Relationships
55. I am part of an organization that continues to pursue excellence every day.	4.24	4.16	↑	Continuous Improvement
35. My supervisor supports my personal and professional development.	4.24	4.02	↑	Training & Development
47. I am on a team that encourages each member to surpass expectations.	4.22	4.28	↓	Quality
34. My supervisor is actively responsive to my needs.	4.20	3.99	↑	Support-Equip
73. Overall, I am very satisfied with our organization as a place to work.	4.20	4.01	↑	Satisfaction
27. My supervisor and I have effective two-way communication.	4.19	3.95	↑	Communication
51. Our team has open and trusting relationships.	4.19	4.15	↑	Relationships
10. In my current role, I am encouraged to set motivational/stretch goals for myself.	4.14	3.96	↑	Performance Planning
30. My supervisor encourages opportunities for my growth and development.	4.13	3.95	↑	Training & Development
41. My supervisor effectively communicates our organizational mission to me.	4.13	3.97	↑	Mission Conscious
64. I speak of our organization with pride.	4.11	4.04	↑	Pride
59. I value the career opportunities that I have at our organization.	4.10	3.92	↑	Career Development
71. I am aware of the career opportunities that are available for me at our organization.	4.09	3.99	↑	Career Development
24. My supervisor effectively communicates his/her expectations.	4.09	3.82	↑	Communication
20. I look forward to coming to work every day.	4.08	3.91	↑	Satisfaction
23. I have a supportive coaching relationship with my supervisor.	4.07	3.77	↑	Support-Equip
58. Our organization provides the experience and development for me to further my career here.	4.07	3.96	↑	Career Development
15. I am properly trained to achieve excellence in my work.	4.06	3.92	↑	Training & Development
29. My supervisor recognizes me for a job well done.	4.04	3.90	↑	Recognition
26. My supervisor gives me constructive feedback about my work performance.	4.03	3.77	↑	Communication

Exhibit 9

74. Our organization effectively aligns our day-to-day activities with the organizational mission.	4.02	3.90	↑	Mission Conscious
32. I have an open and trusting relationship with my supervisor.	4.02	3.71	↑	Relationships
3. I am provided the core needs necessary for me to excel in my role.	4.02	3.90	↑	Support-Equip
37. My supervisor motivates me to achieve my goals.	4.00	3.78	↑	Performance Planning
61. Our organization has a genuine concern and interest about me as a person.	3.99	3.80	↑	Relationships
62. I would recommend our organization to a friend as a great place to work.	3.99	3.88	↑	Engage-Inspire
69. Our organization encourages innovation.	3.98	3.93	↑	Innovation
60. I have the opportunity to express my career interests at our organization.	3.98	3.81	↑	Career Development
66. Excellence is recognized in our organization.	3.98	3.79	↑	Recognition
39. My supervisor knows the talents to look for in selecting new teammates who will be successful.	3.93	3.76	↑	Talent & Fit
38. My supervisor demonstrates effort in establishing and reinforcing a coaching relationship with me.	3.88	3.61	↑	Relationships
19. I am provided the materials, equipment, and information necessary to effectively perform my job.	3.87	3.63	↑	Support-Equip
28. I am provided the opportunity to spend quality time with my supervisor.	3.86	3.46	↑	Support-Equip
40. In the past three months, my supervisor has discussed my successes and progress with me.	3.86	3.17	↑	Performance Planning
68. Business decisions made are consistent with our mission and core values.	3.85	3.61	↑	Mission Conscious
9. I have received meaningful recognition in the past 10 days.	3.84	3.67	↑	Recognition
7. I have encouraged someone to apply at our organization.	3.82	3.17	↑	Talent & Fit
72. Our organization selects highly talented individuals when hiring.	3.78	3.86	↓	Talent & Fit
65. I feel "in on things" that are happening at our organization.	3.73	3.45	↑	Communication
31. I am provided personal coaching from my supervisor.	3.67	3.43	↑	Relationships
67. Our organization provides the "right" training for me to excel in my role.	3.65	3.65	=	Training & Development
63. Our organization selects the right people for the right job.	3.61	3.71	↓	Talent & Fit

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Satisfaction/Engagement 3x3

Exhibit 9



Document Status: Draft Update

2:100 Board Member Conflict of Interest

No Board of Education member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Board of Education members must annually file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act. Each Board of Education member is responsible for filing the statement with the county clerk of the county in which the District's principle office is located by May 1.

Federal and State Grant Awards

No Board member shall participate in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) if he or she has a real or apparent conflict of interest. A conflict of interest arises when a Board member or any of the following individuals has a financial or other interest in or a tangible benefit from [PRESSPlus1](#) the entity selected for the contract:

1. ~~Any person that has a close personal relationship with a Board member that may compromise or impair the Board member's fairness and impartiality, including a~~ A member of the Board member's immediate family ~~or household~~;
2. The Board member's ~~business~~ partner; [PRESSPlus2](#) or
3. An entity that employs or is about to employ the Board member or one of the individuals listed in one or two above.

LEGAL REF.:

105 ILCS 5/10-9.

~~5 ILCS 420/4A-101.5, 420/4A-105, 420/4A-106.5, and 420/4A-107,~~ Ill. Governmental Ethics Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 105/3, Public Officer Prohibited Activities Act.

~~105 ILCS 5/10-9.~~

2 C.F.R. §200.318(c)(1).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest)

PRESSPlus Comments

PRESSPlus 1. Updated in response to PRESS Advisory Board (PAB) member feedback regarding alignment of the conflict of interest language to 2 C.F.R. §200.318. **Issue 110, October 2022**

PRESSPlus 2. The law does not define *partner*; consult the board attorney about whether this term includes domestic partners, business partners, or both. **Issue 110, October 2022**

Document Status: Draft Update

2:105 Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by District employees and Board of Education members:

1. No employee shall intentionally perform any "political activity" during any "compensated time," as those terms are defined herein.
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy.

Limitations on Receiving Gifts

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee shall intentionally solicit or accept any "gift" from any "prohibited source," as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece,

husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. *Intra-governmental gift* means any gift given to a Board member or employee from another Board member or employee, and "inter-governmental gift" means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under 26 U.S.C. §501(c)(3).

Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood

or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

"Political activity" means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, "compensated time" includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

"Prohibited source" means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;

2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

Pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/70-5), members of the Board and other elected officials are encouraged to promptly report claims of sexual harassment by a Board member. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. If the official feels comfortable doing so, he or she should directly inform the individual that the individual's conduct or communication is offensive and must stop.

Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board President or Superintendent. If the report is made to the Superintendent, the Superintendent shall promptly notify the President, or if the President is the subject of the complaint, the Vice President. Reports of sexual harassment will be confidential to the greatest extent practicable.

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Board President shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. If the allegations concern the President, or the President is a witness or otherwise conflicted, the Vice President shall make the appointment. If the allegations concern both the President and Vice President, and/or they are witnesses or otherwise conflicted, the Board Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Board.

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board.

The Superintendent will post this policy on the District website and/or make this policy available in the District's administrative office.

LEGAL REF.:

105 ILCS 5/22-930 (final citation pending). [PRESSPlus1](#)

5 ILCS 430/, State Officials and Employees Ethics Act.

10 ILCS 5/9-25.1, Election Interference Prohibition Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of

Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated with the final citation for 105 ILCS 5/22-93, added by P.A. 102-327 and renumbered by P.A. 102-813, establishing a gift ban for school guidance counselors. **Issue 110, October 2022**

Document Status: Review and Monitoring

2:150 Committees

The Board of Education may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board - it may only make recommendations to the Board. [PRESSPlus1](#)

Special Board Committees

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Parent-Teacher Advisory Committee. This committee assists in the development of student behavior policy and procedure, and provides information and recommendations to the Board. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
2. Behavioral Interventions Committee. This committee develops and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, *Misconduct by Students with Disabilities*, and provides information and recommendations to the Board. At the Board President's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.:

5 ILCS 120/, Open Meetings Act.

105 ILCS 5/10-20.14 and 5/14-8.05.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:240 (Board Policy Development), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: February 8, 2016

PRESSPlus Comments

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

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 110, October 2022

Recommend to approve with the recommended change. This prevents us from needing to schedule a special Board meeting after an election to seat the new Board.

Document Status: Draft Update

2:210 Organizational Board of Education Meeting

During a March meeting in odd-numbered years, the Board of Education establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within ~~40~~^{PRESSPlus1} days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years.

At the organizational meeting the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.
2. The new Board of Education members shall be seated.
3. The Board of Education shall elect its officers, who assume office immediately upon their election.
4. The Board of Education shall fix a time and date for its regular meetings.

LEGAL REF.:

~~10 ILCS 5/2A-1 et seq.~~

105 ILCS ~~5/9-18~~, 5/10-5, 5/10-16, and 105 ILCS 5/10-16.5.

10 ILCS 5/2A-1 et seq., Election Code.

CROSS REF.: 2:30 (School District Elections), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), (2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

~~ADOPTED: October 11, 2017~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-16, amended by P.A. 102-798, extending the timeframe in which a board must hold its organizational meeting from 28 to 40 days after the consolidated election. **Issue 110, October 2022**

Document Status: Review and Monitoring

2:250 Access to District Public Records

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response. [PRESSPlus1](#)

Freedom of Information Officer

The Board will appoint an employee to serve as the District's Freedom of Information Officer. That appointee assumes all the duties and powers of that office as provided in FOIA and this policy.

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. The Superintendent or designee shall instruct District employees to immediately forward any request for inspection and copying of a public record to the District's Freedom of Information Officer or designee.

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within five business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to five business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

The time periods are extended for responding to requests for records made for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a *commercial purpose* and fees, costs, and personnel hours in connection with responding to a *voluminous request*.

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the District's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the District's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a *voluminous request*, as defined in FOIA.

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material requested and the cost of copying it.

Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to the District's website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy.

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.:

5 ILCS 140/, Illinois Freedom of Information Act.

105 ILCS 5/10-16 and 5/24A-7.1.

820 ILCS 40/11.

820 ILCS 130/5.

CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records), 7:340 (Student Records)

~~ADOPTED: September 14, 2015~~

PRESSPlus Comments

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

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 110, October 2022

Document Status: Draft Update

2:265 Title IX Sexual Harassment Grievance Procedure

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

Title IX Sexual Harassment Prohibited

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11~~9~~), *domestic violence* as defined in 34 U.S.C. §12291(a)(12~~8~~), or *stalking* as defined in 34 U.S.C. §12291(a)(36~~9~~). [PRESSPlus1](#)

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

Definitions from 34 C.F.R. §106.30

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

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

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

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

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

Title IX Sexual Harassment Prevention and Response

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

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

Making a Report

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

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

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

Title IX Coordinator:

Robert B. Gold, Superintendent

26051 W. Nippersink Rd., Ingleside, IL 60041

bobgold@bighollow.us

847.740.1490

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's*

wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

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

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

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

determination regarding responsibility is made at the conclusion of the grievance process.

7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

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

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

Retaliation Prohibited

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

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

LEGAL REF.:

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

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

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

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to changed citations to the definitions of *dating violence*, *domestic violence*, and *stalking* from the 2022 reauthorization of the Violence Against Women Act (VAWA). The policy uses the updated VAWA citations, although the Title IX regulations at 34 C.F.R. §106.30, which contain pinpoint citations to VAWA, have not been updated. **Issue 110, October 2022**

Document Status: Review and Monitoring

3:10 Goals and Objectives

The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with Board of Education policy 1:30, *School District Philosophy*. Specific goals are as follows: [PRESSPlus1](#)

1. Encourage diversity and build a supportive and inclusive Big Hollow community.
2. Successfully acquire, integrate, and implement technology into supporting the learning of students.
3. To have a coordinated and collaborative effort to meet the unique educational needs of our student body.
4. Build a cohesive, vertically aligned curriculum that supports teaching and learning.
5. Ensure long-term financial stability of the District with resources aligned to priorities.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-21.4, and 5/10-21.4a.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board Superintendent Relationship), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 6:10 (Educational Philosophy and Objectives)

PRESSPlus Comments

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

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 110, October 2022

Document Status: Draft Update

4:10 Fiscal and Business Management

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

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

Budget Planning

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

Preliminary Adoption Procedures

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

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

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

At the public hearing, the proposed budget shall be reviewed, including the cash reserve balance of all funds held by the District related to its operational levy and, if applicable, any obligations secured by those funds. [PRESSPlus1](#) and the public shall be invited to comment, question, or advise the Board.

Final Adoption Procedures

The Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by the State Board of Education; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within 3 years according to State Board of Education requirements.

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

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.
3. Ensure disclosure to the public of the cash reserve balance of all funds held by the district related to its operational levy and, if applicable, any obligations secured by those funds, at the public hearing at which the Board certifies its operational levy. [PRESSPlus2](#)
4. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
5. Submit the annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements.

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

Budget Amendments

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

Implementation

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

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

LEGAL REF.:

35 ILCS 200/18-55 et seq.

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

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

23 Ill.Admin.Code Part 100.

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/17-1.3, added by P.A. 102-895, requiring districts to disclose this cash reserve balance information “at the public hearing at which the district certifies its budget and levy for the taxable year.” The statute does not specify the manner in which the disclosure must be made; for ease of administration, the added text manages disclosure at the budget hearing by including it in the budget review. To provide evidence of compliance, consider as a best practice recording this disclosure in the board meeting minutes and/or presenting it in writing. The term *operational levy* is not defined in the statute, but it may refer to a district’s *operating funds*, which Ill. State Board of Education rules define as the Educational, Operations and Maintenance, Transportation, and Working Cash funds. 23 Ill. Admin.Code §100.20. Consult the board attorney for guidance. **Issue 110, October 2022**

PRESSPlus 2. Required by 105 ILCS 5/17-1.3, added by P.A. 102-895. Consult the board attorney about the meaning of the *public hearing* for the levy and if the disclosure must always be made at the board meeting at which the board certifies the district’s levy, or only in those instances where notice and a *public hearing* are required by the Truth in Taxation Law. 35 ILCS 200/18-70. Similar to the disclosure of cash reserves made at the budget hearing, a district may want to manage compliance for the levy hearing by incorporating the information into the presentation of the levy at the board meeting. **Issue 110, October 2022**

Document Status: Review and Monitoring

4:55 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. [PRESSPlus1](#)

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 (Student Activity and Fiduciary Funds), 5:60 (Expenses)

PRESSPlus Comments

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

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 110, October 2022

Document Status: Draft Update

4:140 Waiver of Student Fees

The Superintendent will recommend to the Board of Education a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay fees for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, and other instructional materials, and driver education, as well as fines for the loss or damage of school property, PRESSPlus1 are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines, the Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Notification

The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians with every bill for fees and/or fines, PRESSPlus2 and that applications for fee waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee and fine waiver when:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program;
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; PRESSPlus3 or
3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a); PRESSPlus4

The Superintendent or designee will give additional consideration when one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a

waiver of fees and fines in accordance with State law requirements. ~~The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter, but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.~~ [PRESSPlus5](#)

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

LEGAL REF.:

42 U.S.C. §11434a, McKinney-Vento Homeless Assistance Act.

105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2, and 5/28-19.2.

23 Ill.Admin.Code §1.245 [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:140 (Education of Homeless Children), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-20.13, amended by P.A. 102-805, eff. 1-1-23, requiring districts to waive fees and fines, including fines for the loss of school property, for all eligible students. While districts are only required to waive fines for the *loss* of school property and not the *damage* of school property, this policy extends fine waivers to both for ease of implementation and to encourage students to return school property even if damaged (instead of claiming property is lost to avoid a fine). **Issue 110, October 2022**

PRESSPlus 2. Required by 105 ILCS 5/10-20.13(b), as amended by P.A. 102-805, eff. 1-1-23. **Issue 110, October 2022**

PRESSPlus 3. Updated in response to 105 ILCS 5/10-20.13, amended by P.A. 102-1032. 105 ILCS 5/10-20.13(b), as amended by P.A. 102-1032, does not specify whether the *income* at or below 200% of the federal poverty line is the household income or solely the income of the veteran/active-duty military parent/guardian. Consult the board attorney for guidance. **Issue 110, October 2022**

PRESSPlus 4. Updated in response to 105 ILCS 5/10-20.13(b), amended by P.A. 102-805, eff. 1-1-23, adding homeless children and youth as students eligible for fee and fine waivers.

See also non-regulatory guidance at www.isbe.net/Documents/guidance_reg.pdf, which states that students who are homeless, migrant, in foster care, runaway, or participating in Head Start are categorically eligible for school fee waivers. **Issue 110, October 2022**

PRESSPlus 5. For districts that establish an application process that is completely independent of a student's application for, eligibility for, or participation in the federal free meals program, see sample exhibit 4:140-E1, *Application for Fee Waiver*. For districts that tie the application process to the federal free meals program application and only ask for *verification* in accordance with the meals program, see sample exhibit 4:140-E2, *Application for Fee Waiver Based on Federal Free Meals Program*. The sample exhibits are available at **PRESS** Online by logging in at www.iasb.com. **Issue 110, October 2022**

Document Status: Draft Update

4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
 - b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and employee-student^{PRESSPlus1} boundary violations pursuant to policy 5:120, *Employee Ethics*; Code of Professional Conduct; and *Conflict of Interest*;
 - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics*; Code of Professional Conduct; and *Conflict of Interest*; and
 - c. How to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and employee-student boundary violations with evidence-informed educational information that also includes:
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based

upon policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;

- b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

LEGAL REF.:

105 ILCS 5/10-23.13, 5/22-85.5, 5/27-9.1a, and 5/27-13.2.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

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

720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

PRESSPlus Comments

PRESSPlus 1. Updated throughout to align with changes made to 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, in response to *Faith's Law*, 105 ILCS 5/22-85.5, added by P.A. 102-676. **Issue 110, October 2022**

Document Status: Draft Update - Rewritten

5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest

Title has been updated. Original Title: Employee Ethics; Conduct; and Conflict of Interest

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others. [PRESSPlus1](#)

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any. [PRESSPlus2](#)

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct. [PRESSPlus3](#)

The Superintendent or designee shall identify employee conduct standards [PRESSPlus4](#) that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy. [PRESSPlus5](#)
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*. [PRESSPlus6](#)
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;

- b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*. [PRESSPlus7](#)
 5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following: [PRESSPlus8](#)
 - a. Violates expectations and guidelines for employee-student boundaries. [PRESSPlus9](#)
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), or the Elementary and Secondary Education Act (20 U.S.C. § 7926). [PRESSPlus10](#)
 - d. Engages in *grooming* as defined in 720 ILCS 5/11-25. [PRESSPlus11](#)
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, *sexual misconduct*. *Sexual misconduct* [PRESSPlus12](#) is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.
 - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Ill. Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, “no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected,” except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

1. A member of the employee’s immediate family;
2. An employee’s partner; [PRESSPlus13](#) or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Incorporated
by reference: 5:120-E (Code of Ethics for Ill. Educators)

LEGAL REF.:

U.S. Constitution, First Amendment.

2 C.F.R. §200.318(c)(1).

5 ILCS 420/4A-101, Ill. Governmental Ethics Act.

5 ILCS 430/, State Officials and Employee Ethics Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 135/, Local Governmental Employees Political Rights Act.

105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.

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

720 ILCS 5/11-25, Criminal Code of 2012.

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

23 Ill.Admin.Code Part 22, Code of Ethics for Ill. Educators.

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

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

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 7:20 (Harassment of Students Prohibited)

PRESSPlus Comments

PRESSPlus 1. This policy is renamed in response to Faith's Law, 105 ILCS 5/22-85.5, added by P.A. 102-676, so its title explicitly references an employee code of professional conduct. It is rewritten to set forth expectations more clearly for employee behavior, including maintaining appropriate boundaries with students.

This policy largely cites 105 ILCS 5/22-85.5, a small portion of the *Faith's Law* package. *Faith's Law* is the entirety of Public Act 102-676, which closed significant legal loopholes related to combating grooming by: (1) broadening the definition of grooming prohibited by the Criminal Code of 2012 (720 ILCS 5/11-25); (2) authorizing the Ill. Dept. of Children and Family Services to investigate grooming allegations under the Abused and Neglected Child Reporting Act (325 ILCS 5/3); and (3) requiring the Ill. State Board of Education (ISBE) to, by 7-1-23, develop and maintain a resource guide for students, parents/guardians, and teachers about sexual abuse response and prevention resources available in their community (105 ILCS 5/2-3.188). A *Faith's Law* trailer bill, P.A. 102-702, eff. 7-1-23, further combats grooming by amending School Code provisions related to district and third-party contractor hiring practices, suspension and revocation of employee licenses, and criminal history records checks for prospective and current employees. **Issue 110, October 2022**

PRESSPlus 2. Required by 105 ILCS 5/22-85.5(e), added by P.A. 102-676. See sample exhibits 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, and 7:190-E2, *Student Handbook Checklist*. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh. The sample exhibits are available at **PRESS** Online by logging in at www.iasb.com. **Issue 110, October 2022**

PRESSPlus 3. See 105 ILCS 5/22-85.5(b), added by P.A. 102-676. **Issue 110, October 2022**

PRESSPlus 4. Sample conduct standards are contained in administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at www.iasb.com. These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them. **Issue 110, October 2022**

PRESSPlus 5. 105 ILCS 5/22-85.5(d)(1), added by P.A. 102-676; 23 Ill.Admin.Code Part 22. 105 ILCS 5/22-85.5(d)(1) requires boards to incorporate ISBE's *Code of Ethics for Illinois Educators* in their policies. Prior to this law requiring boards to incorporate the *Code* by reference, this policy incorporated it to demonstrate a board's commitment to the *Code's* principles, potentially allowing a board to enforce the *Code* independently from any action taken by the State Superintendent. **Issue 110, October 2022**

PRESSPlus 6. 105 ILCS 5/22-85.5(d)(5), added by P.A. 102-676, requires districts to reference required employee training related to child abuse and educator ethics in its employee professional conduct policy. **Issue 110, October 2022**

PRESSPlus 7. Required by 105 ILCS 5/22-85.5(d)(4), added by P.A. 102-676. See also 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 110, October 2022**

PRESSPlus 8. Required by 105 ILCS 5/22-85.5(f), added by P.A. 102-676. **Issue 110, October 2022**

PRESSPlus 9. Sample expectations and guidelines are contained in administrative procedure 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*, available at **PRESS** Online by logging in at www.iasb.com. These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them. **Issue 110, October 2022**

PRESSPlus 10. Required by 105 ILCS 5/22-85.5(d)(4), added by P.A. 102-676. **Issue 110, October 2022**

PRESSPlus 11. 720 ILCS 5/11-25(a), amended by P.A. 102-676, defines *grooming* as follows: "A person commits grooming when he or she knowingly uses a computer on-line service, Internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, a child's guardian, or another person believed by the person to be a child or a child's guardian, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child. As used in this Section, 'child' means a person under 17 years of age." **Issue 110, October 2022**

PRESSPlus 12. Required by 105 ILCS 5/22-85.5(d)(2), added by P.A. 102-676. This definition of *sexual misconduct* is adapted from 105 ILCS 5/22-85.5(c), added by P.A. 102-676. It results from collaboration to implement some recommendations of the *Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Taskforce* and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff. See www.sesamenet.org/ for further information. **Issue 110, October 2022**

PRESSPlus 13. The law does not define *partner*; consult the board attorney about whether this term includes domestic partners, business partners, or both. **Issue 110, October 2022**

Document Status: Draft Update

5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, [PRESSPlus1](#) color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must

stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

An Employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

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

Nondiscrimination Coordinator:

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

Complaint Managers:

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

Investigation Process

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

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

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

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

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

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.:

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.

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

5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.

775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.

56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.

~~Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).~~ Vance v. Ball State Univ., 570 U.S. 421 (2013). [PRESSPlus2](#)

Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 (2009).

Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).

Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).

Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).

Faragher v. City of Boca Raton, 524 U.S. 775 (1998).

Harris v. Forklift Systems, 510 U.S. 17 (1993).

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

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).

Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).

Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).

Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).

~~Crawford v. Metro. Gov't of Nashville & Davidson Cty., 555 U.S. 271 (2009).~~

~~Faragher v. City of Boca Raton, 524 U.S. 775 (1998).~~

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

~~Harris v. Forklift Systems, 510 U.S. 17 (1993).~~

~~Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).~~

~~Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).~~

~~Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).~~

~~Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).~~

~~Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).~~

~~Vance v. Ball State Univ., 133 S. Ct. 2434 (2013).~~

Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004). Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment)

Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. The Ill. Human Rights Act defines race to include traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists. 775 ILCS 5/1-103(M-5), added by P.A. 102-1102, eff. 1-1-23. The law allows employers to implement dress codes or adopt grooming policies that include restrictions on attire, clothing, or facial hair to maintain workplace safety or food sanitation. 775 ILCS 5/2-102(E-5). Title VII does not have a definition of race, but U.S. Equal Employment Opportunity Commission (EEOC) guidance provides that “[r]ace discrimination includes discrimination on the basis of ancestry or physical or cultural characteristics associated with a certain race, such as skin color, hair texture or styles, or certain facial features.” See the EEOC’s *Questions and Answers about Race and Color Discrimination in Employment*, at: www.eeoc.gov/laws/guidance/questions-and-answers-about-race-and-color-discrimination-employment. **Issue 110, October 2022**

PRESSPlus 2. The Legal References are updated. **Issue 110, October 2022**

Document Status: Review and Monitoring

5:170 Copyright

Works Made for Hire

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and Board of Education policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright. [PRESSPlus1](#)

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

LEGAL REF.:

Federal Copyright Law of 1976, 17 U.S.C. §101 et seq.

105 ILCS 5/10-23.10.

CROSS REF.: 6:235 (Access to Electronic Networks)

~~ADOPTED: November 9, 2015~~

PRESSPlus Comments

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

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and

re-adopted

Issue 110, October 2022

Document Status: Review and Monitoring

5:190 Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply: [PRESSPlus1](#)

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

The Superintendent or designee shall:

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

LEGAL REF.:

20 U.S.C. §6312(e)(1)(A).

105 ILCS 5/10-20.15, 5/21-11.4, 5/21B-15, 5/21B-20, 5/21B-25, and 5/24-23.

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

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

PRESSPlus Comments

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

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 110, October 2022

Document Status: Draft Update

5:220 Substitute Teachers

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

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

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

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

Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. **Unless otherwise permitted by law.** [PRESSPlus2](#) Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board

Internal Substitutes Pay

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

LEGAL REF.:

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

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

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

PRESSPlus Comments

PRESSPlus 1. This policy's content is unique to the district. Please consult the author and the **PRESS** sample, available by logging in at www.iasb.com, to determine whether further changes are necessary. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to 105 ILCS 5/21B-20(4), amended by P.A. 102-712, permitting short-term substitute teachers to substitute for a licensed teacher for up to 15 (rather than five) consecutive school days, if the Governor has declared a disaster due to a public health emergency, through 6-30-23. **Issue 110, October 2022**

Document Status: Draft Update

5:250 Leaves of Absence

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

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

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

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

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

FamilyChild Bereavement Leave [PRESSPlus2](#)

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take familychild bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the FamilyChild Bereavement Leave Act. Eligible employees may use familyChild bereavement leave, without any adverse employment action, allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child a covered family member, which includes an employee's child, stepchild, domestic partner, [PRESSPlus3](#) sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the staff member's child covered family member, or (3) grieving the death of the staff member's child covered family member, without any adverse employment action, or (4) absence from work due to a Significant Event, [PRESSPlus4](#) which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An

employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

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

Leaves for Service in the Military

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

General Assembly

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

School Visitation Leave

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

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

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

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

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

Leave to Serve as an Election Judge

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

COVID-19 Paid Administrative Leave [PRESSPlus5](#)

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

For an employee to be eligible for COVID-19 paid administrative leave, the employee must be fully vaccinated against COVID-19 [PRESSPlus6](#) as defined in 105 ILCS 5/10-20.83 (final citation pending).
[Q1](#)

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

As a condition of being granted COVID-19 paid administrative leave, an employee shall provide all documentation necessary to substantiate the employee's eligibility for the leave, as requested by the Superintendent or designee. [PRESSPlus7](#) An employee who is on COVID-19 paid administrative leave will receive the employee's regular rate of pay; the leave will not diminish any other leave or benefits of the employee. Employees may not accrue COVID-19 paid administrative leave.

LEGAL REF.:

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

~~10 ILCS 5/13-2.5.~~

~~105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.~~

10 ILCS 5/13-2.5, Election Code.

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

820 ILCS 147/, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

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

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

Questions and Answers:

***Required Question 1. Does the board require fully vaccinated employees to participate in a district

COVID-19 testing program?

No. (Default)

Yes. (IASB will add "and participate in the District's COVID-19 testing program" to the end of this sentence.)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/24-6, amended by P.A. 102-697, requires districts to return sick leave used by a fully vaccinated teacher for a qualifying COVID-19 related reason during the 2021-2022 school year, provided the teacher was "fully vaccinated against COVID-19" by 5-10-22. The law prohibits districts from rescinding the returned sick leave in the event the definition of "fully vaccinated against COVID-19" is later updated by the Centers for Disease Control and Prevention (CDC) or the Ill. Dept. of Public Health (IDPH) to include recommended booster doses. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to the Family Child Bereavement Act, 820 ILCS 154/, amended by P.A. 102-1050, eff. 1-1-23, expanding the entitlement to unpaid bereavement leave to *covered family members*, and to include absences related to unsuccessful pregnancies and adoptions. The employer may require reasonable documentation as specified in 105 ILCS 154/10(d), amended by P.A. 102-1050, eff. 1-1-23, but may not require that an employee identify which specific category under item (4) in the first paragraph of this subhead pertains to the leave. **Issue 110, October 2022**

PRESSPlus 3. *Domestic partner*, when used to refer to an unmarried employee, includes: (1) the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state, or (2) an unmarried adult who is in a committed, personal relationship with the employee, who is not a domestic partner as described in item (1) and who the employee designates as that employee's domestic partner. 820 ILCS 154/5, amended by P.A. 102-1050, eff. 1-1-23. **Issue 110, October 2022**

PRESSPlus 4. Note the term *Significant Event* does not appear in the statute; it is included in this policy text as a shorthand term to refer to those events listed in 820 ILCS 154/10(a)(4). **Issue 110, October 2022**

PRESSPlus 5. Required by 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697. Whether some or all of the COVID-19 related reasons listed in 105 ILCS 5/10-20.83(b) and (c) (final citation pending) apply will depend upon current health guidance and/or rules. The law requires that this leave also be provided retroactively to an employee for a qualifying reason *prior* to 4-5-22 if the employee was fully vaccinated by 5-10-22. The law prohibits districts from rescinding the paid leave if the definition of "fully vaccinated against COVID-19" is later updated by the CDC or IDPH to include recommended booster doses.

Consult the board attorney for guidance about whether the board must accommodate an employee's religion or disability by exempting the employee from the COVID-19 vaccination prerequisite in 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697, and/or if the board and union may agree that this leave will extend to all unvaccinated employees. Title VII of the Civil Rights Act of 1964 requires employers to accommodate an employee's sincere religious objection to an employer vaccination requirement unless doing so would be an "undue hardship" on the employer. 42 U.S.C

§2000e(j). Similarly, the Americans with Disabilities Act requires an employer to exempt an employee with a disability (including pregnancy-related disability) from a safety-related standard, such as a vaccination requirement, unless the employee poses a *direct threat* to the health or safety of the employee or others while on the job. 29 C.F.R. §1630.2(r). See also the U.S. Equal Employment Opportunity Commission guidance document, *What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws*, at: www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws. **Issue 110, October 2022**

PRESSPlus 6. “Fully vaccinated against COVID-19” means: (1) two weeks after receiving the second dose in a two-dose series of a COVID-19 authorized for emergency use, licensed, or otherwise approved by the U.S. Food and Drug Administration (FDA), or (2) two weeks after receiving a single dose of a COVID-19 vaccine authorized for emergency use, licensed, or otherwise approved by the FDA. If the Centers for Disease Control and Prevention (CDC) later revises the definition of “fully vaccinated against COVID-19” to include booster doses, and the Ill. Dept. of Public Health (IDPH) adopts the CDC’s revised definition, then employees will have five weeks after IDPH’s action to receive a booster (if eligible) to remain eligible for COVID-19 paid administrative leave. 105 ILCS 5/10-20.83(g) (final citation pending), added by P.A. 102-697. **Issue 110, October 2022**

PRESSPlus 7. This sentence is optional. 105 ILCS 5/10-20.83(d) (final citation pending), added by P.A. 102-697. It is a best practice for boards to require appropriate documentation to verify employee eligibility for the leave benefit. **Issue 110, October 2022**

Document Status: Review and Monitoring

5:260 Student Teachers

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

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

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

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

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

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

Assignment

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

LEGAL REF.:

Adam Walsh Child Protection and Safety Act, P.L. 109-248.

Uniform Conviction Information Act, 20 ILCS 2635/1.

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

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

~~ADOPTED: January 9, 2017~~

PRESSPlus Comments

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

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 110, October 2022

Document Status: Draft Update

5:280 Duties and Qualifications

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

Paraprofessionals

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

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

Nonlicensed ~~certificated and Unlicensed~~ [PRESSPlus1](#) Personnel Working with Students and Performing Non-Instructional Duties

Non~~licensed~~~~certificated and unlicensed~~ personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media, e.g., computers, video, and audio, detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities or for school activities connected to the academic program during any time in which the Governor has declared a disaster due to a public health emergency, in accordance with ISBE rule: [PRESSPlus2](#)
or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a non~~licensed~~~~certificated~~ person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches

Coaches shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automatic External Defibrillator user according to rules adopted by the Illinois Department of Public Health.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that

the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.:

34 C.F.R. §200.58.

105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.

625 ILCS 5/6-104 and 5/6-106.1, Ill. Vehicle Code.

23 Ill.Admin.Code §§1.280, 1.630, and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 23 Ill.Admin.Code §1.630(c), amended at 45 Ill.Reg. 9446. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to 23 Ill.Admin.Code §1.630(c), amended at 45 Ill.Reg. 9446 by P.A 102-894. **Issue 110, October 2022**

Document Status: Draft Update

5:320 Evaluation

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board policies as well as in compliance with State law and any applicable employee handbook [PRESSPlus1](#) and/or collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

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

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

~~ADOPTED: August 14, 2017~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to a Policy Reference Manual (PRM) five-year review. **Issue 110, October 2022**

Document Status: Draft Update

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

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

Sick and Bereavement Leave [PRESSPlus1](#)

Full or part-time educational support personnel who work at least 600 hours per year will accrue one paid sick leave day per month each year (ex. 12 months employees receive 12 sick days). Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year. This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Illinois Municipal Retirement Fund.

Sick leave is defined in State law as personal illness, mental or behavioral complications, [PRESSPlus2](#) quarantine at home, serious illness or death in the immediate family or household; or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The Superintendent or designee shall monitor the use of sick leave.

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

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

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

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

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

that the formal adoption or foster care process is underway.

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

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

Vacation

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

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

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

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

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

Holidays

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

New Year’s Day	Labor Day
Martin Luther King Jr.’s Birthday	Columbus Day
Abraham Lincoln’s Birthday or	Veterans Day
Presidents’ Day	2022 Election Day
Casimir Pulaski’s Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Juneteenth National Freedom Day	

Independence Day

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

Day after Thanksgiving

Day before or after Christmas

Day before or after New Year's Day

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

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

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

Personal Leave

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

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

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

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3 State law.

Other Leaves

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

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

3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. FamilyChild Bereavement Leave. [PRESSPlus3](#)
6. Leave to serve as an election judge.
7. COVID-19 Paid Administrative Leave. [PRESSPlus4](#)

LEGAL REF.:

40 ILCS 5/7-139.

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

10 ILCS 5/13-2.5, Election Code.

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

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

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

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

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

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/24-6, amended by P.A. 102-697, requires districts to return sick leave used by a fully vaccinated teacher for a qualifying COVID-19 related reason during the 2021-2022 school year, provided the teacher was "fully vaccinated against COVID-19" by 5-10-22. The law prohibits districts from rescinding the returned sick leave in the event the definition of "fully vaccinated against COVID-19" is later updated by the Centers for Disease Control and Prevention (CDC) or the Ill. Dept. of Public Health (IDPH) to include recommended booster doses. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to 105 ILCS 5/24-6, amended by P.A. 102-866. **Issue 110, October 2022**

PRESSPlus 3. Updated in response to the FamilyChild Bereavement Act, 820 ILCS 154/, amended by P.A. 102-1050, eff. 1-1-23. **Issue 110, October 2022**

PRESSPlus 4. Required by 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697. **Issue 110, October 2022**

Document Status: Draft Update

6:15 School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared *State Goals for Learning with accompanying Illinois and PRESSPlus1 Learning Standards*.

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

Quality Assurance

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

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

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

LEGAL REF.:

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

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

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to 23 Ill.Admin.Code §1, Appendix D, amended at 45 Ill.Reg. 13180. **Issue 110, October 2022**

Document Status: Draft Update

6:20 School Year Calendar and Day

School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

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

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure observances required by State law are followed during each day of school attendance.

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

LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-20.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, and 5/27-20.2, and 20/1. [PRESSPlus1](#)

10 ILCS 5/11-4.1, [Election Code](#).

5 ILCS 490/, State Commemorative Dates Act.

23 Ill.Admin.Code §1.420(f).

Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves); 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

6:60 Curriculum Content

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

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

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

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

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

13. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
14. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-

Americans.

17. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
18. Beginning in the fall of 2022, in all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.
19. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.:

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

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

47 C.F.R. §54.520.

5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

105 ILCS 5/2-3.80(e) and (f), 5/10-20.73-79 (final citation pending), 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-23.16, 5/27-24.1, and 5/27-24.2. [PRESSPlus1](#)

105 ILCS 110/3, Comprehensive Health Education Program.

105 ILCS 435/, Vocational Education Act.

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

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

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

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

6:65 Student Social and Emotional Development

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Ill. Learning Standards. The Ill. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

LEGAL REF.:

Children's Mental Health Act of 2003, 405 ILCS 49/. [PRESSPlus1](#)

CROSS REF.: 1:30, (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

6:250 Community Resource Persons and Volunteers

The Board of Education encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students, and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a ~~certificated~~ licensed [PRESSPlus1](#) teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee;
5. As a guest lecturer or resource person under a ~~certificated~~ licensed teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, to establish procedures for securing and screening resource persons and volunteers. A person who is a *sex offender*, as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the Murderer and Violent Offender Against Youth Registration Act, or has otherwise been convicted of a felony, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:

105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.

720 ILCS 5/12C-50.1, Failure to Report Hazing.

730 ILCS 150/1 et seq., Sex Offender Registration Act.

730 ILCS 152/101 et seq., Sex Offender Community Notification Law.

730 ILCS 154/75 et seq., Murderer and Violent Offender Against Youth Community Notification Law.

730 ILCS 154/101 et seq., Murderer and Violent Offender Against Youth Registration Act.

CROSS REF. :4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90

(Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications), 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b, amended by P.A. 102-894. **Issue 110, October 2022**

Document Status: Draft Update

6:255 Assemblies and Ceremonies

Assemblies must be approved by the Superintendent or designee and be consistent with the District's educational objectives.

While ~~the~~ the District respects an individual's brief, quiet, personal religious observance(s), [PRESSPlus1](#) ~~it~~ shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school-sponsored activity.

LEGAL REF.:

Lee v. Weisman, 505 U.S. 577 (1992).

Santa Fe Independent Sch. Dist. v. Doe, 530 U.S. 290 (2000).

Kennedy v. Bremerton Sch. Dist., 142 S.Ct. 2407 (2022).

Jones v. Clear Creek Independent Sch. Dist., 930 F.2d 416 (5th Cir. 1991), *cert. granted, judgement vacated*, 505 U.S. 1215 (1992), *remand*, 977 F.2d 963, *reh'g denied*, 983 F.2d 234 (5th Cir. 1992), and *cert. denied*, 508 U.S. 967 (1993).

CROSS REF.: 6:70 (Teaching About Religion), 6:80 (Teaching About Controversial Issues)

PRESSPlus Comments

PRESSPlus 1. Updated in response to Kennedy v. Bremerton Sch. Dist., 142 S.Ct. 2407 (2022), where the Supreme Court held that a football coach had a right to pray on the 50-yard line after games, even though still on duty, because he was engaged in a "brief, quiet, personal religious observance doubly protected by the Free Exercise and Free Speech Clauses of the First Amendment." Consult the board attorney if considering a policy or practice of prohibiting employees from engaging in private prayer in the presence of students. **Issue 110, October 2022**

Document Status: Draft Update

6:260 Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum pursuant to Board of Education policy 7:15, *Student and Family Privacy Rights*.

~~Persons~~ Parents/guardians, employees, and community members ^{PRESSPlus1} who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy ~~should~~ may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*.

~~Persons~~ Parents/guardians, employees, and community members with ~~all~~ other suggestions or complaints about curriculum, instructional materials, or programs should complete a *Curriculum Objection Form*. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a *Curriculum Objection Form*. The Superintendent or designee shall establish criteria for the review of objections and inform the parent/guardian, employee, or community member, as applicable, of the District's decision. ^{PRESSPlus2}

LEGAL REF.:

20 U.S.C. §1232h, Protection of Pupil Rights Amendment.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

PRESSPlus Comments

PRESSPlus 1. Updated to limit the scope of complainants in this policy to parents/guardians, employees, and community members in alignment with sample **PRESS** policy 2:260, *Uniform Grievance Procedure*. **Issue 110, October 2022**

PRESSPlus 2. Optional sentence; updated in response to **PRESS** Advisory Board (PAB) member feedback regarding the need for districts to have processes in place to address an increasing number of curriculum objections. It strengthens the policy's connection to IASB's *Foundational Principles of Effective Governance*. See www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance. For criteria that can be used in reviewing curriculum objections, see sample administrative procedure, 6:260-AP, *Responding to Complaints About Curriculum, Instructional Materials, and Programs*, available at **PRESS** Online by logging in at www.iasb.com.

Document Status: Review and Monitoring

6:270 Guidance and Counseling Program

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member. The counseling program will assist students with interventions related to academic, social and/or personal issues. Students shall be encouraged to seek academic, social, and/or personal assistance. [PRESSPlus1](#)

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

LEGAL REF.:

105 ILCS 5/10-22.24a and 5/10-22.24b.

23 Ill.Admin.Code §1.420(q).

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:50 (School Wellness), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 7:100 (Health, Eye and Dental Examinations; Immunizations; and Exclusion of Students), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention)

ADOPTED: June 23, 2008

PRESSPlus Comments

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

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 110, October 2022

Document Status: Draft Update

6:340 Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act.

105 ILCS 10/, Illinois School Student Records Act.

105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/2-3.64a-10, 5/2-3.64a-15, 5/2-3.107, 5/2-3.153, 5/10-17a, 5/22-82, and 5/27-1. [PRESSPlus1](#)

23 Ill. Admin. Code §§1.30(b) and §375.10.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

7:50 School Admissions and Student Transfers To and From Non-District Schools

Age

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school year. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the

District's school year, or (b) the grade level following the last grade completed.

Homeless Children

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

Foster Care Students [PRESSPlus1](#)

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services (DCFS) when enrolling in or changing schools. The District's liaison ensures that DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of the expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District. Suspension cases will be determined on a case-by-case basis.

LEGAL REF.:

8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.

20 U.S.C. §1232g, Family Educational Rights and Privacy Act.

20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.

29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.

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

105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/27-8.1.

105 ILCS 10/8.1, Ill. School Student Records Act.

105 ILCS 45/, Education for Homeless Children Act.

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

325 ILCS 50/, Missing Children Records Act.

325 ILCS 55/, Missing Children Registration Law.

410 ILCS 315/2e, Communicable Disease Prevention Act.

20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.

23 Ill.Admin.Code Part 226, Special Education.

23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation); 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-20.59, amended by P.A. 102-199, requiring districts to appoint a liaison to the Ill. Dept. of Children and Family Services (DCFS).

These liaisons must be licensed under Article 21B of the School Code. 105 ILCS 5/10-20.59, amended by P.A. 102-199, directs how employees are prioritized for liaison appointment. Liaisons are “encouraged to build capacity and infrastructure within their school district to support students in the legal custody of the Department of Children and Family Services.” Schools are required to give DCFS liaisons certain notices, records, and meeting invitations. See 105 ILCS 5/10-20.77, added by P.A. 102-199 (notice and invitation to attend parent-teacher conferences and other meetings); 105 ILCS 5/10-21.8, amended by P.A. 102-199 (copies of correspondence and reports upon request of DCFS); 105 ILCS 5/13B-60.10 (notice and invitation to attend alternative learning opportunities program conference); 105 ILCS 5/14-8.02, amended by P.A. 102-199 (notices related to special education); 105 ILCS 10/, amended by P.A. 102-199 (student records). The law does not specifically require that a district’s DCFS liaison perform these duties; this policy assigns them to the liaison because they logically fit within the responsibilities outlined in 105 ILCS 5/10-20.59.

See sample administrative procedure 7:340-AP1, *School Student Records*, available at **PRESS** Online by logging in at www.iasb.com, for more information regarding DCFS access to the student records of children in its legal custody. **Issue 110, October 2022**

Document Status: Draft Update

7:70 Attendance and Truancy

Compulsory School Attendance

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

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at a civic event, [PRESSPlus1](#) family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

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

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

attendance problem.

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

Monitoring [PRESSPlus2](#)

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

LEGAL REF.:

105 ILCS 5/22-92 and 5/26-1 through 18.

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

23 Ill.Admin.Code §§1.242 and 1.290.

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1 and 5/26-2a, amended by P.A. 102-891, eff.

1-1-23, requiring that, subject to Ill. State Board of Education (ISBE) guidelines, middle and high school students be permitted one school day-long excused absence per school year to engage in a *civic event*, defined as “an event sponsored by a non-profit organization or governmental entity that is open to the public. *Civic event* includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. Schools may require students to provide an appropriate administrator with reasonable advance notice of the intended absence and documentation of participation. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to 105 ILCS 5/22-92(b), added by P.A. 102-157 and renumbered by P.A. 102-813; 23 Ill.Admin.Code §207.30(a), requiring that every two years a board update its absenteeism and truancy policy and file it with the Ill. State Board of Education and the regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate].

The policy must contain all requirements of 105 ILCS 5/22-92, indicate the date of adoption (by month, day, and year) and any revision dates, and be filed electronically by September 30 each review year through ISBE’s Web Application Security (IWAS) system. 23 Ill.Admin.Code §§207.20(a), 207.30(a). If, after review and re-evaluation of the policy, the district determines that no updates are necessary, either a copy of board minutes clearly indicating the policy was re-evaluated and no changes were deemed necessary or a signed statement from the board president indicating the policy was re-evaluated and no changes were deemed necessary must be submitted to IWAS. 23 Ill.Admin.Code §207.30(a)(3). ISBE has stated that for districts that update the adoption date listed on a policy whenever the policy is updated, the date of adoption is sufficient to also indicate the revision date. See ISBE's *Absenteeism and Truancy Policy FAQ*, at: www.isbe.net/Documents/Absenteeism-Truancy-Policy-FAQ.pdf.

ISBE rules implementing this requirement were published in the Ill. Register in October 2022 but provide that “[n]o later than September 30, 2022, or no later than September 30 of the first full school year a school becomes subject to this Part, each school or district must file the policy through the State Board of Education’s Web Application Security (IWAS), and must submit an updated policy every two years thereafter by no later than September 30 of the year due.” 23 Ill.Admin.Code §207.30(a). ISBE informed the **PRESS** Editors that due to the late publication date, the submission deadline for the 2022-2023 school year is extended to 1-13-23, and the September 30 submission deadline is not operative until the 2023-2024 school year. **Issue 110, October 2022**

Document Status: Draft Update

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
 - a. If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.
 - b. Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations,

meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist, must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board of Education policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.:

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

105 ILCS 5/27-8.1 and 45/1-20.

410 ILCS 45/7.1, Lead Poisoning Prevention Act. [PRESSPlus1](#)

410 ILCS and 315/2e, Communicable Disease Prevention Act.

23 Ill.Admin.Code §1.530.

77 Ill. Admin.Code Part 664, Socio-Emotional and Developmental Screening.

77 Ill.Admin.Code Part 665, Child and Student Health Examination and Immunization.

77 Ill.Admin.Code Part 690, Control of Communicable Diseases.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

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

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

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

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

Definitions from 105 ILCS 5/27-23.7

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

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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

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

Bullying Prevention and Response Plan

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

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

Nondiscrimination Coordinator:

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

Complaint Managers:

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

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

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

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

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

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

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

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

12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:

- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
- b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.:

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

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

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

23 Ill.Admin.Code §§1.240, ~~and §1.280,~~ and 1.295. [PRESSPlus1](#)

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

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

7:250 Student Support Services

The District provides a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools. [PRESSPlus1](#)

The following student support services may be provided by the School District:

1. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
2. The services of a school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker.
3. Guidance and school counseling services.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

Erin's Law Counseling Options, Assistance, and Intervention

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse and grooming behaviors, [PRESSPlus2](#) along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

LEGAL REF.:

105 ILCS 5/10-23.13(b), 5/10-20.59, and 5/21B-25(G).

405 ILCS 49/, Children's Mental Health Act ~~of 2003~~.

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

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Disease), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Required by 105 ILCS 5/10-20.59, amended by P.A. 102-199. **Issue 110, October**

2022

PRESSPlus 2. Updated to align with *Erin's Law*, 105 ILCS 10-23.13, amended by P.A. 102-610. **Issue 110, October 2022**

Document Status: Draft Update

7:285 Anaphylaxis Prevention, Response, and Management Program

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

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

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

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

Monitoring

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board ~~monitors reviews and makes any necessary updates to~~ this policy at least once every three years ~~by conducting a review and reevaluation of this policy to make any necessary and appropriate revisions.~~ The Superintendent or designee shall assist the Board with its ~~reevaluation and assessment of this policy's outcomes and effectiveness. Any updates will reflect any necessary and appropriate revisions.~~ ~~review and any necessary updates.~~ [PRESSPlus1](#)

LEGAL REF.:

105 ILCS 5/2-3.190~~82~~, 5/10-22.39(e), and 5/22-30.

23 Ill.Admin.Code §1.540.

Anaphylaxis Response Policy for Illinois Schools, published by ISBE.

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

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 110, October 2022**

Document Status: Draft Update

7:290 Suicide and Depression Awareness and Prevention

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

Suicide and Depression Awareness and Prevention Program

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

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

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

- b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;
 - c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
 - d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
 - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
 - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
 - g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
 5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
 6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

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

Monitoring

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

Information to Staff, Parents/Guardians, and Students

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

required by State law.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Student Confidential Reporting Act, 5 ILCS 860/, Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

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

LEGAL REF.:

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

105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.76~~3 (final citation pending)~~, 5/10-20.81, 5/10-22.24a, 5/10-22.24b, 5/10-22.39, ~~5/10-20.75 (final citation pending)~~, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b, 5/27-7. [PRESSPlus1](#)

5 ILCS 860/, Student Confidential Reporting Act.

405 ILCS 49/, Children's Mental Health Act of 2003.

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

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

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

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

7:340 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students, ~~and~~ parents/guardians, ~~and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services,~~ [PRESSPlus1](#) certain rights, including the right to inspect, copy, and/or challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

LEGAL REF.:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act, ~~implemented by~~ 34 C.F.R. Part 99.

50 ILCS 205/7, Local Records Act.

105 ILCS 5/10-20.12b, 5/10-20.40, and 5/14-1.01 et seq.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.

23 Ill.Admin.Code Parts 226 and 375.

Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 10/5(a), amended by P.A. 102-199. The Ill. School Student Records Act does not give Ill. Dept. of Children and Family Services representatives the right to challenge student records. 105 ILCS 10/7. **Issue 110, October 2022**

Document Status: Draft Update

6:50 School Wellness

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

The Superintendent will ensure:

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

Goals for Nutrition Education and Nutrition Promotion

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

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

Goals for Physical Activity

The goals for addressing physical activity include the following:

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

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

Students will be offered and schools will promote nutritious food and beverage choices during the

school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

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

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

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

Exempted Fundraising Day (EFD) Requests

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

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

Guidelines for Reimbursable School Meals

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

Unused Food Sharing Plan

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

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

Monitoring

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

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy

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

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

Community Involvement

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

Recordkeeping

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

LEGAL REF.:

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

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

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

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

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

50 ILCS 205/1, Local Records Act.

105 ILCS 5/2-3.139 and 5/2-3.189. [PRESSPlus1](#)

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

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

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

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**



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Mr. Robert Gold, Superintendent

Analysis of Big Hollow District 38 Finances

Prepared for Tax Levy Presentation

November 14, 2022

Tax Levy

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

Tax Extension

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

Equalized Assessed Valuation (EAV)

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

Consumer Price Index (CPI)

- The Consumer Price Index (CPI) "cost of living" or inflation percentage to use in computing the 2022 extensions (taxes payable in 2023)
- Section 18-185 of the Property Tax Code defines CPI as "the Consumer Price Index for All Urban Consumers for all items published by the United States Department of Labor." This index is sometimes referred to as CPI-U.
- Section 18-185 defines "extension limitation" and "debt service extension base" as "...the lesser of 5% or the percentage increase in the Consumer Price Index during the 12-month calendar year preceding the levy year..."
- For 2022 extensions (taxes payable in 2023), the CPI to be used for computing the extension limitation and debt service extension base is 5.0%. The actual CPI is 7%, but the Statute indicates the lesser of 5% or the actual percentage increase, in this case 5% is the lesser amount.

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

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

End of Year Fund Balance Report									
	Education	O&M	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Tort	Total
June 30, 2011	\$3,714,630	\$1,500,838	\$3,036,171	\$263,341	\$351,049	\$3,319,269	\$208,138	\$44,148	\$12,437,584
June 30, 2012	\$2,091,404	\$1,463,348	\$3,305,403	\$788,859	\$445,812	\$3,406,939	\$310,944	\$62,340	\$11,875,049
June 30, 2013	\$424,287	\$1,395,786	\$2,144,766	\$883,802	\$426,990	\$3,021,940	\$476,615	\$67,503	\$8,841,689
June 30, 2014	-\$1,074,061	\$1,239,021	\$2,410,521	\$726,812	\$290,655	\$2,569,348	\$632,047	\$32,892	\$6,827,235
June 30, 2015	-\$1,320,080	\$776,267	\$2,531,146	\$263,931	\$68,122	\$2,077,869	\$776,276	\$50,100	\$5,223,631
June 30, 2016	\$522,560	\$601,681	\$2,593,837	\$287,525	-\$17,575	\$1,885,989	\$914,005	\$54,429	\$6,842,451
June 30, 2017	\$2,444,295	\$614,574	\$2,763,940	\$514,560	\$5,340	\$1,328,334	\$985,059	\$53,837	\$8,709,939
June 30, 2018	\$4,588,736	\$807,523	\$2,837,567	\$792,762	\$128,949	\$1,321,119	\$1,044,766	\$69,466	\$11,590,888
June 30, 2019	\$5,093,183	\$1,067,191	\$2,840,420	\$592,923	\$209,082	\$1,135,807	\$1,158,105	\$63,380	\$12,160,091
June 30, 2020	\$4,963,587	\$3,299,886	\$2,581,500	\$508,736	\$222,777	\$793,563	\$1,265,478	\$45,128	\$13,680,655
June 30, 2021	\$4,948,522	\$3,446,472	\$2,652,584	\$908,966	\$287,480	\$874,274	\$1,366,030	\$43,681	\$14,528,009
June 30, 2022	\$5,064,153	\$1,503,984	\$2,971,369	\$938,553	\$379,974	\$2,026,233	\$1,463,442	\$38,792	\$14,386,500

LAKE COUNTY ELEMENTARY SCHOOL DISTRICTS
2021 Tax Rates (Used for 2022 tax bills)

<u>School District</u>	<u>Tax Rate</u>	<u>School District</u>	<u>Tax Rate</u>
Milburn SD #24	7.018896	Grass Lake SD #36	3.822129
Zion Elementary SD #6	6.841321	Cary Comm Cons SD #26	3.682568
Grayslake SD #46	5.129062	Fox Lake SD #114	3.646413
Beach Park SD #3	4.852145	Aptakisic Tripp SD #102	3.565909
Antioch SD #34	4.700573	Deerfield SD #109	3.453415
Diamond Lake SD #76	4.622225	North Shore SD #112	3.299364
Mundelein SD #75	4.604184	Gavin SD #37	3.251110
Winthrop Harbor SD #1	4.524877	Lincolnshire-Prairie View SD #103	3.179852
Gurnee SD #56	4.518522	Fremont SD #79	3.019094
McHenry Elementary SD #15	4.481256	Libertyville SD #70	3.016983
Woodland SD #50	4.330845	Oak Grove SD #68	2.897343
Kildeer Countryside Cons SD #96	4.031519	Lake Bluff SD #65	2.790813
Emmons SD #33	3.979563	Bannockburn SD #106	2.321308
Lake Villa SD #41	3.967192	Rondout SD #72	1.775727
<i>Big Hollow SD #38</i>	<i>3.959075</i>	Lake Forest SD #67	1.606411
Hawthorn SD #73	3.916188		

*The current bond payments for BHSD account for **1.2151** of the current rate.

Percent Adequacy Comparison

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

Lake County Elementary Districts	% Adequacy <i>(2023 EBF Calculation Data)</i>	Adequacy Gap	Resources Per Student
RONDOUT SCHOOL DIST 72	269%	\$(3,098,106.74)	\$34,363
BANNOCKBURN SCHOOL DIST 106	234%	\$(2,725,987.67)	\$30,689
LAKE FOREST SCHOOL DIST 67	178%	\$(15,425,912.84)	\$21,478
GRASS LAKE SCHOOL DIST 36	159%	\$(1,314,076.18)	\$21,340
DEERFIELD SCHOOL DIST 109	156%	\$(20,651,368.13)	\$19,619
LAKE BLUFF ELEM SCHOOL DIST 65	148%	\$(5,272,085.38)	\$18,786
NORTH SHORE SD 112	140%	\$(27,730,527.06)	\$20,952
OAK GROVE SCHOOL DIST 68 Green Oaks	139%	\$(4,486,481.81)	\$17,098
LINCOLNSHIRE-PRAIRIEVIEW S D 103	134%	\$(7,767,159.78)	\$16,495
LIBERTYVILLE SCHOOL DIST 70	124%	\$(6,604,715.91)	\$15,259
KILDEER COUNTRYSIDE C C S DIST 96	121%	\$(9,310,464.33)	\$15,850
EMMONS SCHOOL DISTRICT 33	109%	\$(361,816.25)	\$13,807
APTAKISIC-TRIPP C C S DIST 102	102%	\$(584,359.58)	\$13,878
FREMONT SCHOOL DIST 79	98%	\$439,512.51	\$12,601
FOX LAKE GRADE SCHOOL DIST 114	97%	\$286,761.47	\$14,388
HAWTHORN C C SCHOOL DIST 73	91%	\$4,816,499.45	\$12,972
DIAMOND LAKE SCHOOL DIST 76	90%	\$1,423,331.34	\$15,060
WOODLAND C C SCHOOL DIST 50	89%	\$9,034,513.69	\$12,759
MILLBURN C C SCHOOL DIST 24	87%	\$1,784,710.48	\$11,146
ANTIOCH C C SCHOOL DISTRICT 34	80%	\$7,092,478.40	\$10,713
GURNEE SCHOOL DIST 56	79%	\$5,957,889.88	\$11,957
LAKE VILLA C C SCHOOL DIST 41	69%	\$10,421,663.35	\$9,607
WINTHROP HARBOR SCHOOL DIST 1	67%	\$2,674,423.15	\$9,394
BEACH PARK C C SCHOOL DIST 3	66%	\$11,073,374.41	\$10,487
BIG HOLLOW SCHOOL DIST 38	66%	\$8,136,310.34	\$9,095
ZION ELEMENTARY SCHOOL DISTRICT 6	66%	\$6,679,211.72	\$14,236
MUNDELEIN ELEM SCHOOL DIST 75	66%	\$8,569,467.94	\$10,037
GAVIN SCHOOL DIST 37	65%	\$4,018,290.73	\$9,929
GRAYSLAKE C C SCHOOL DISTRICT 46	64%	\$17,247,765.62	\$9,205

TAX LEVY HISTORY

Tax Year	2016	2017	2018	2019	2020	2021	*2022
EAV	\$318,619,957	\$343,029,299	\$383,699,957	\$390,642,247	\$405,028,375	\$421,419,605	\$484,993,802
Rate	4.3529	4.1992	4.1170	3.9628	3.8753	3.9591	TBD
	Extension	Extension	Extension	Extension	Extension	Extension	Extension
Education	\$7,435,953	\$7,540,573	\$7,757,210	\$7,934,698	\$8,246,681	\$8,381,857	\$8,808,000
Tort	\$125,543	\$125,720	\$118,209	\$138,686	\$168,909	\$215,677	\$290,000
Special Ed	\$101,401	\$101,544	\$103,364	\$99,059	\$99,358	\$98,036	\$100,000
Oper. & Maint.	\$1,255,420	\$1,369,236	\$1,367,241	\$1,426,461	\$1,366,169	\$1,470,504	\$1,540,000
Working Cash	\$0	\$97,805	\$98,507	\$97,079	\$99,358	\$98,036	\$100,000
Transportation	\$434,572	\$293,410	\$394,021	\$544,829	\$665,697	\$666,629	\$680,000
IMRF	\$57,944	\$102,693	\$161,547	\$148,593	\$163,939	\$171,558	\$175,000
Soc. Sec.	\$289,715	\$303,190	\$268,918	\$285,294	\$303,042	\$308,809	\$290,000
SEDOL IMRF	\$24,046	\$23,868	\$21,484	\$20,923	\$22,779	\$23,401	\$22,533
Bonds	\$4,145,052	\$4,446,537	\$4,779,838	\$4,784,885	\$5,024,044	\$5,120,703	\$5,535,000
Total	\$13,869,646	\$14,404,575	\$15,070,339	\$15,480,506	\$16,231,839	\$16,555,210	\$17,540,533
(Total less bonds)	\$9,724,594	\$9,958,038	\$10,290,501	\$10,695,621	\$11,135,932	\$11,434,507	\$12,005,533

*Estimates: Actual EAV, tax rate and dollar amounts received by the district will not be known until June 2023.

**Less the bond extension and the SEDOL IMRF, the proposed levy for tax year 2022 is \$523,092 higher than the actual tax year 2021 extension. This is an increase of 4.99%, therefore a truth and taxation hearing will not be required.

Bond Payment Information

In the 2021 tax year, the bond payment consisted of 31% of the overall tax levy. This payment is automatically levied by Lake County in order to pay bonds that were approved by the Big Hollow District 38 community. Without this bond payment, our tax burden on local property owners would be reduced significantly. You will see the bond payment schedule below.

Outstanding long term debt as of June 30, 2021:

Name of Bond	Date of Original Issue	Amount of Original Issue	Outstanding Balance as of 2/1/23
Series 2005	02/16/05	\$25,619,467	\$6,630,000
Series 2016 (Debt Certificate)	07/07/16	\$774,700	\$262,702

Payment Schedule:

Series 2013		
Levy Year	Payment Date	Total Payment
2021	02/01/2023	\$5,070,000
2022	02/01/2024	\$5,535,000
2023	02/01/2025	\$1,095,000

2022 BHSD Tax Levy Proposal Summary

1. Review current levy proposal calculations

- a. Less the bond extension and the SEDOL IMRF, the proposed levy for tax year 2022 is \$517,092 higher than the actual tax year 2021 extension. This is an increase of 4.9% (on all property including new property), therefore a truth and taxation hearing will not be required.
 - i. The current levy proposal is \$174,058 under the maximum amount allowed.
 - ii. PTELL limits to 5% or CPI (whichever is lower) on existing property. Amount levied over 5% only impacts new property.
 - iii. The Bond payment increase is at least 8.09%, but BHSD does not have control over this. With this increase, the full levy will increase to approximately 5.9%.

2. Public Act 102-0895

- a. Eligibility based on a designation of “recognition” or “review” per ISBE’s Financial Profile System for schools (also applies to park district, library districts and community colleges)
- b. Modifies how taxing bodies can approve a levy below the maximum permitted by law and then recapture any amount below the permitted maximum in later years
 - i. Example - current year levy capped at 5%, districts who qualify can “bank” any portion of that for use in future years - no limit as of today as to when can use
- c. Must certify to county clerk that maximum amount of levy was not extended
- d. Unsure as to how County Clerk will administer this legislation
- e. Possible trailer bill to clarify law

Estimated Impact of 2022 Tax Levy on Homeowners

	Estimated Tax Year 2022 Extension			
Tax Levy rate increase	Home = \$150,000	Home = \$250,000	Home = \$350,000	Home = \$450,000
3.00%	\$1,785	\$2,975	\$4,165	\$5,354
4.00%	\$1,797	\$2,994	\$4,192	\$5,390
5.00%	\$1,808	\$3,014	\$4,220	\$5,425
6.00%	\$1,820	\$3,034	\$4,247	\$5,461
7.00%	\$1,832	\$3,053	\$4,275	\$5,496

	Estimated Tax Extension Increase from Tax Year 2021 to 2022			
Tax Levy rate increase	Home = \$150,000	Home = \$250,000	Home = \$350,000	Home = \$450,000
3.00%	\$41	\$68	\$95	\$122
4.00%	\$53	\$88	\$123	\$158
5.00%	\$65	\$108	\$151	\$194
6.00%	\$77	\$128	\$179	\$230
7.00%	\$88	\$147	\$206	\$265

Important Notes

- These numbers are estimates based on current data available including an estimated EAV.
 - Assuming a 12% property value increase from 2021 to 2022.
 - These estimates do not include a proposed \$500,000 abatement for Tax Year 2022.
- These figures do not include any exemptions (such as the homestead exemptions) eligible for taxpayers.
 - These figures reflect impact of the Big Hollow School District 38 levy only.

Questions for the Board to consider with the 2022 tax levy:

1. Should we abate \$500,000 to cover the increase in the bond payment? This would need to happen at the upcoming December Board meeting.
2. If we do not capture all the possible funding in the 2022 levy, should we apply to possibly recapture those funds in the near future?



www.bighollow.us

Mr. Robert Gold, Superintendent

Big Hollow District Office 26051 W. Nippersink Rd. Ingleside, IL 60041 Phone 847-740-1490 Fax 847-740-9172	Big Hollow Primary School (EC-1) 33335 N. Fish Lake Rd. Ingleside, IL 60041 Phone 847-740-5320 Fax 847-740-3490	Big Hollow Elementary (2-4) 33315 N. Fish Lake Rd. Ingleside, IL 60041 Phone 847-740-5321 Fax 847-740-3795	Big Hollow Middle School (5-8) 26051 W. Nippersink Rd. Ingleside, IL 60041 Phone 847-740-5322 Fax 847-740-9021
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**RESOLUTION REGARDING THE ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 2022**

WHEREAS, the aggregate amount of property taxes extended for the year 2021 was:

Educational Purposes	\$	8,381,857
Operations and Maintenance Purposes	\$	1,470,504
Transportation Purposes	\$	666,629
Working Cash Fund Purposes	\$	98,036
Illinois Municipal Retirement Purposes	\$	171,558
Social Security Purposes	\$	308,809
Fire Prevention/Safety Purposes	\$	0
Tort Immunity Purposes	\$	215,677
Capital Improvements Purposes	\$	0
Special Education Purposes	\$	98,036
Bond and Interest Purposes	\$	5,120,703
Lease Purposes	\$	0
SEDOL IMRF	\$	23,401
Total	\$	16,555,210

, and, WHEREAS, it is hereby determined that the estimated amount of taxes to be extended for the year 2022 is as follows:

Educational Purposes	\$	8,808,000
Operations and Maintenance Purposes	\$	1,540,000
Transportation Purposes	\$	680,000
Working Cash Fund Purposes	\$	100,000
Illinois Municipal Retirement Purposes	\$	175,000
Social Security Purposes	\$	290,000
Fire Prevention/Safety Purposes	\$	0
Tort Immunity Purposes	\$	290,000
Capital Improvements Purposes	\$	0
Special Education Purposes	\$	100,000
Bond and Interest Purposes	\$	5,535,000
Lease Purposes	\$	0
SEDOL IMRF	\$	22,533
Total	\$	17,540,533

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

Section 1: The aggregate amount of taxes estimated to be levied for the year 2022 is **\$12,005,533** less bond, levy total is: **\$17,540,533**.

Section 2: The aggregate amount of taxes estimated to be levied for the year 2022 does does not X exceed 105% of the taxes extended by the district in the year 2021, excluding bond and interest, if any.

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

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

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

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

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

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

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

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

Section 1. For the ensuing year, the County Clerk of Lake County hereby authorized and directed to extend the following special taxes on behalf of this School District: The sum of \$22,533 to be levied as a special tax for its contribution to Special Education District of Lake County for its employees for Illinois Municipal Retirement purposes.

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

Adopted this 12th day of December, 2022.

President, Board of Education

ATTEST:

Secretary, Board of Education

Original:
 Amended:

ILLINOIS STATE BOARD OF EDUCATION
 School Business and Support Services Division
 217/785-8779

CERTIFICATE OF TAX LEVY

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

District Name Big Hollow School District	District Number 38	County Lake
---	-----------------------	----------------

Amount of Levy

Educational	\$ 8,808,000	Fire Prevention & Safety *	\$ 0
Operations & Maintenance	\$ 1,540,000	Tort Immunity	\$ 290,000
Transportation	\$ 680,000	Special Education	\$ 100,000
Working Cash	\$ 100,000	Leasing	\$ 0
Municipal Retirement	\$ 175,000		\$ 0
Social Security	\$ 290,000	SEDOL IMRF Extension	\$ 22,533
		Total Levy	\$ 12,005,533

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

See explanation on reverse side.

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

We hereby certify that we require:

the sum of 8,808,000 dollars to be levied as a special tax for educational purposes; and
 the sum of 1,540,000 dollars to be levied as a special tax for operations and maintenance purposes; and
 the sum of 680,000 dollars to be levied as a special tax for transportation purposes; and
 the sum of 100,000 dollars to be levied as a special tax for a working cash fund; and
 the sum of 175,000 dollars to be levied as a special tax for municipal retirement purposes; and
 the sum of 290,000 dollars to be levied as a special tax for social security purposes; and
 the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and
 the sum of 290,000 dollars to be levied as a special tax for tort immunity purposes; and
 the sum of 100,000 dollars to be levied as a special tax for special education purposes; and
 the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and
 the sum of 0 dollars to be levied as a special tax for _____; and
 the sum of 22,533 dollars to be levied as a special tax for SEDOL IMRF Extension
 on the taxable property of our school district for the year 2022

Signed this 12th day of December 2022 . _____
 (President)

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

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

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

 (Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 38 , Lake County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2022 was filed in the office of the County Clerk of this County on December 12 , 2022 .

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

The total levy, as provided in the original resolution(s), for said purposes for the year 2022 , is \$ 12,005,533 .

 (Signature of County Clerk)

 (Date)

 (County)

RESOLUTION abating a portion of the taxes heretofore levied for the year 2022 to pay debt service on the General Obligation School Bonds, Series 2005, of School District Number 38, Lake County, Illinois.

* * *

WHEREAS, the Board of Education (the “*Board*”) of School District Number 38, Lake County, Illinois (the “*District*”), by a resolution adopted on the 26th day of January, 2005 (the “*Resolution*”), did provide for the issue of \$33,199,333.15 General Obligation School Bonds, Series 2005 (the “*Bonds*”), and the levy of direct annual taxes sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, on the 10th day of February, 2005, a duly certified copy of the Resolution was filed in the office of the County Clerk of Lake County, Illinois (the “*County Clerk*”); and

WHEREAS, the Board has determined and does hereby determine that the District has available funds in the “School Bond and Interest Fund of 2005” (the “*Bond Fund*”) established pursuant to Section 8 of the Resolution for the purpose of paying the principal of and interest on the Bonds (the “*Available Funds*”); and

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the District to apply the Available Funds to the payment of the Bonds and abate a portion of the taxes heretofore levied for the year 2022:

NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Education of School District Number 38, Lake County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true and correct and does incorporate them into this resolution by this reference.

Section 2. Abatement of Taxes. A portion of the taxes heretofore levied for the year 2022 in the Resolution shall be abated by the amount of Available Funds on deposit in the Bond

Fund. The amount of the taxes currently on file for the year 2022 to pay debt service on the Bonds, the amounts of the taxes to be abated for said year, and the remainder of the taxes levied to be extended for said year to pay debt service on the Bonds are as follows:

LEVY YEAR	TAXES CURRENTLY ON FILE	AMOUNT TO BE ABATED	REMAINDER OF TAX TO BE EXTENDED SUFFICIENT TO PRODUCE
2022	\$5,535,000.00	\$500,000.00	\$5,035,000.00

Section 3. Filing of Resolution. Forthwith upon the adoption of this resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerk, and it shall be the duty of the County Clerk to abate a portion of said taxes levied for the year 2022 in accordance with the provisions hereof.

Section 4. Severability. If any section, paragraph, clause or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this resolution.

Section 5. Repealer and Effective Date. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 12, 2022.

President, Board of Education

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

CERTIFICATION OF RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education (the “Board”) of School District Number 38, Lake County, Illinois (the “District”), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of the resolution adopted by the Board at the meeting of the Board held on the held on the 12th day of December, 2022, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating a portion of the taxes heretofore levied for the year 2022 to pay debt service on the General Obligation School Bonds, Series 2005, of School District Number 38, Lake County, Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board on a day other than a Saturday, Sunday or legal holiday in the State of Illinois at least 48 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 12th day of December, 2022.

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Lake, Illinois, and as such official I do further certify that on the ____ day of _____, 2022, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION abating a portion of the taxes heretofore levied for the year 2022 to pay debt service on the General Obligation School Bonds, Series 2005, of School District Number 38, Lake County, Illinois.

duly adopted by the Board of Education of the School District Number 38, Lake County, Illinois, on the 12th day of December, 2022, and that the same has been deposited in the official files and records of my office.

I do further certify that a portion of the taxes heretofore levied for the year 2022 for the payment of the General Obligation School Bonds, Series 2005, as described in said resolution will be abated as provided in said resolution.

IN WITNESS WHERETO, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2022.

County Clerk

(SEAL)

RESOLUTION

DISMISSAL OF EDUCATIONAL SUPPORT PERSONNEL EMPLOYEE FOR REASONS OTHER THAN REDUCTION-IN-FORCE

WHEREAS, the educational support personnel employee listed below is currently employed by the Board of Education of Big Hollow School District No. 38; and

WHEREAS, the Board of Education has received and reviewed information and recommendations from its administrative staff regarding the conduct of the educational support personnel employees; and

WHEREAS, the Board has determined that the employee should be dismissed, effective immediately, for reasons other than reduction-in-force;

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

Section 1: Monika Bruchert is dismissed, effective immediately, for reasons other than reduction-in-force, as set forth in the Notice of Dismissal attached as Exhibit A and incorporated by reference:

Section 2: The President and Secretary of the Board are authorized and directed to give the employee the written Notice of Dismissal by first class mail.

Section 3: The Superintendent or designee shall also deliver a copy of the Notice to the employee by certified mail, return receipt requested.

Section 4: This Resolution is in full force and effect upon its passage.

ADOPTED this 12th day of December, 2022, by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST

Board President

Board Secretary

EXHIBIT A

December 12, 2022

**Via First Class Mail and
Certified Mail, Return Receipt Requested**

Monika Bruchert



RE: NOTICE OF DISMISSAL

Dear Monika:

At its meeting held on December 12, 2022, the Board of Education of Big Hollow School District No. 38, Lake County, Illinois, resolved to dismiss you from employment, effectively immediately, for reasons other than reduction-in-force. The specific reason for your dismissal has been previously reviewed with you by the administration of this District and was affirmed in writing in the Superintendent's letter dated November 22 2022.

Sincerely,

Board of Education
Big Hollow School District No. 38
Lake County, Illinois

ATTEST

Board President

Board Secretary

cc: Personnel File



To: Big Hollow School District 38 Board of Education

From: Bob Gold, Superintendent

Date: December 12, 2022

Re: Substitute teacher rates

As the 2022-2023 school year continues to unfold, there continues to be a shortage of substitute teachers serving the schools in our area. By being unable to consistently fill positions, we are faced with the following challenges daily:

- At the Elementary and Primary buildings, administrators and specialists have been pulled to cover nearly 400 hours of classroom instruction time so far this school year.
- Over 300 hours of internal substitute coverage has occurred at BHMS so far this year.

As we continue to pull staff from their regular positions, there are other services for students that suffer.

One aspect that is in our control is the compensation that we offer our substitute teachers. Based on a recent survey of local districts, the table below shows a comparison of rates at this time.

School District	Daily Sub Rate	Long Term Sub Rate	Permanent Sub Rate
Grayslake District 46	\$115	\$210	
Fox Lake District 114	\$115	\$205.97	
Gavin District 37	\$115	\$218.50	
Antioch District 34	\$115		\$120
Big Hollow SD38	\$125	\$215	
Lake Villa District 41	\$140	\$200	\$140
Emmons District 33	\$150		
Grant HS District 124	\$150	\$236.38	
Wauconda District 118	\$175	\$210	
Round Lake District 116	\$180	\$285	



As you can see in the table, we currently trend in the average range for compensation. According to our office staff, we have lost some substitute teachers to local districts recently, as the daily rates have increased.

In order to stay competitive and to be able to give us a better opportunity to fill daily open positions, I am recommending that we make the following changes to our substitute compensation:

1. Increase the daily rate to \$150.
2. Increase the long-term sub rate to \$235. This is for substitute teachers who fill long term FMLA leaves such as maternity leave.
3. Add a “permanent” substitute to each building at the rate of \$190 per day. These positions will be guaranteed employment each day students are in session, and will serve as the first substitute to fill an open position for each day. This guarantees us to have at least 3 substitute teachers available each day.

I am also recommending that the Board give me flexibility to make adjustments to substitute teacher pay based on rates that our feeder districts are paying throughout the school year.

November 2022 Employment Report

Approve FMLA for Karen Contreras, Bus Driver, effective December 3, 2022 through March 1, 2023.

Approve the employment of Grisel Monarrez as 8th Grade ELA Teacher, effective November 28, 2022.

Approve the personnel change for Colby Flade from Health Aide to Paraprofessional, effective November 28, 2022.



Fwd:

1 message

Gold, Bob <bobgold@bighollow.us> Wed, Nov 2, 2022 at 12:46 PM
To: Sophia Rogalevich <sophiarogalevich@bighollow.us>, Jennifer Truss <jennifertruss@bighollow.us>, Melissa Morley <melissamorley@bighollow.us>

See the email below.

Bob Gold
Superintendent
Big Hollow School District 38

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

@bobgold_supt(Twitter)

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

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

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

From: **Contreras, Karen** <karencontreras@bighollow.us>
Date: Wed, Nov 2, 2022 at 7:46 AM
Subject:
To: Bob Gold <bobgold@bighollow.us>

Mr. Gold,

I hope this letter finds you well as we are approaching Thanksgiving break, I am currently pregnant and will be expecting to be due December 3. My goal is to have my last day driving the bus/lunch monitor on Tuesday, November 22, 2022 (the last day before Thanksgiving break) and then come back come back on Wednesday, March 1st, 2023.

I have counted the amount of school days, and if all goes well as planned with no extra days there are 53 days that I will be taking off. I have accumulated some sick days as well as two personal days that I am hoping to use to cover part of my maternity leave and then I will go unpaid for the remaining days.

Hopefully things go as planned but if anything changes I will let you know. I already let Jackie Laske and Sara Kumpula know. If you have any questions or concerns please let me know. Exhibit 18

Karen Contreras

Form: **New Hire Form** Name: **Cornwell, Joshua P.** Employee Type: **PRINCIPAL** Building Code: **MS**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Grisel Monarrez



ASSIGNMENT

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

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

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **BHMS** Grade/Area: **8th ELA**

Start Date: **11/28/2022** BOE Approval Date: (To be completed by District Secretary after board approval)

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

REFERENCES CONTACTED (list 2)

Name: **Marcus Smith** Title: **Principal, Grayslake Middle School**

Name: Title:

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

Years Credited **2** Step **3**

BudgetCode

10-300-1120-1100

Total Years Experience **2** Salary/Hourly Rate **45530** (may be adjusted if circumstances require)

Comments:

This is to fill an opening that was created with a resignation in November 2022.

Salary will be prorated for days worked during SY22-23.

Technology:

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

To be completed by New Hire:

Signature of New Hire:

Date:

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

**BIG HOLLOW SCHOOL DISTRICT #38
Personnel Change Form**

Employee Name
Colby Flade

Email Address
colbyflade@bighollow.us

New Position: **paraprofessional**

Replacement For: **new position - similar to Felicia Ramon**

Building: **primary**

Current Position: **health aide**

Date Change is Effective: **November 28**
meeting)

Board Approval Date (if needed): (To be completed by District Secretary after board

Certified Position

BA BA+15 MA MA+15 MA+30 Doc:

Years Credited **3 Step 3**

Salary: **\$16.37**

Full or Part Time: **full time**

Years Credited: **3**

Sick: Vacation: Personal:

Budget Code:
10-0-1222-1100-0-7

Employee Signature:

Date:

11/22/22, 12:28 PM

Big Hollow School District 38 Mail - Re: FOIA request for information



Morley, Melissa <melissamorley@bighollow.us>

Re: FOIA request for information

1 message

Morley, Melissa <melissamorley@bighollow.us>
To: Sydney Ryan <sryan@lcft.org>

Tue, Nov 22, 2022 at 12:27 PM

Attached and indicated below is the information you requested.

Best Regards
Melissa Morley

On Mon, Nov 21, 2022 at 3:17 PM Sydney Ryan <sryan@lcft.org> wrote:

Hello,

Please accept this FOIA request for information from your district regarding workload plans for special education staff. Illinois Administrative code 23 Illinois Administrative Code 226.735 requires all district to have adopted a workload plan for educators effective 2009-2010.

Please forward all pertinent information regarding this code and plan including but not limited to:

- The district workload plan for educators
- The worksheet or formula used to calculate the actual workload for each educator
- The date the plan was approved by the Board of Education for the district [We are not able to locate this date](#)
- The last date the plan was reviewed and/or revised [February 15, 2022](#)
- Any additional information for the district that factors into or is used to determine workload

Please provide the information within five (5) business days, as required by law. If the records are kept electronically, please provide them that way. Thank you in advance for your anticipated cooperation in this request. My contact information is included below my signature. Feel free to reach out with any questions.

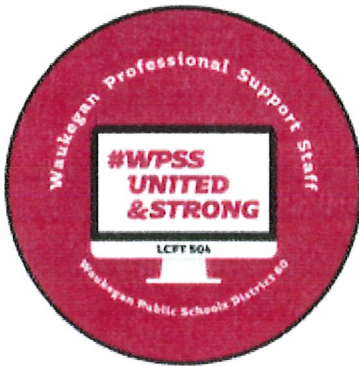
Best regards,

Sydney Ryan | LCFT Field Service Director
Lake County Federation of Teachers, Local 504
248 Ambrogio Drive, Gurnee, IL 60031
T: 847-623-7725, | E: sryan@lcft.org

www.lcft.org | www.ift-aft.org

11/22/22, 12:28 PM

Big Hollow School District 38 Mail - Re: FOIA request for information



--

Melissa Morley

District Secretary

Superintendent's Office

Big Hollow District #38

847-740-1490 x 5015

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 **20221122122639540.pdf**
140K

Exhibit 19

School	Primary	Elementary	MS
Total Direct Minutes Per Week for all Students Served	362.5	598.75	1153.75
Eval (15 avg) * 12 hours/34 weeks	318	318	318
Avg Min Wk Meetings (SPED)	193.24	161.47	270
Total Number Student Service Minutes	873.74	1078.22	1741.75
Special Education Instructional Minutes Available (deduct prep, lunch, etc..)	1605	1605	1555
Total Contact Minutes Per Week-Ratio	0.5443862928	0.671788162	1.120096463
IEP Management	13	20	37
Contact + IEP	13.54438629	20.67178816	38.12009646
Workload	13.54	20.67	38.12
Workload/ # MH Staff	4.51	10.335	12.7

	Contact Time	Workload	Reevals	Caseload	FY 22 Staffing	FY23 Staffing	Addition	Subtraction
K								
1								
2								
3								
4								
5								
6								
7								
8								
Blended PreK								
SC PreK								
SC Primary								
SC Elementary								
SC MS								
SC MS- ED								
TOTAL SC:								
EC Speech								
Primary Speech								
Elementary Speech								
MS Speech								
TOTAL Speech:								
EC SW								
Primary SW								
Elementary SW								
MS SW								
Primary Reeval FY19								
Elementary Reeval FY19								
MS Reeval FY19								
Elementary IEP								
Primary IEP								
Middle School IEP								
EC Paraprofessionals								
Primary Paraprofessionals								
Prim SC Para								
Elementary Paraprofessionals								
Elem SC Para								
Elem 1:1 Para								
MS Paraprofessionals								
MS SC Para								

Date: _____

Case Manager: _____

Student: _____

Caseload Rating System Rubric

<u>Intensity</u>	<u>(3 pts)</u>	<u>(2 pts)</u>	<u>(1 pt)</u>	<u>Points Awarded</u>
Consultative Services	More than 2 services	1-2 related services	No related services	
	Phone calls home: daily or bi-weekly	Phone calls home needed weekly	Phone calls home quarterly	
				Avg :
IEP Meetings:	Basic plus 2 or more additional meetings	Basic plus an additional meeting (3 year re-eval, bip, etc...)	Annual review and semester schedule change possibility (basic)	
Paperwork:	Behavior plan with frequent data collection	Basic behavior plan	IEP with basic goals	
	3 year re-eval			
				Avg:
Individualized instruction / Direct Service:	Behavioral issues = more than 14 dean visits per year	Behavior issues = 8 – 14 contacts per year	Behavior issues = 0-7 dean contacts per year	
	Attendance problems > 10 days absent per quarter	Attendance problems 5 – 10 days per quarter	Attendance < 5 days per quarter	
	Requires direct assistance in study support more than 50% of the time	Study support assistance 25-50% of the time	Works independently during study support	
				Avg:
			Total Avg. Pts:	
Grand Total			(Total Avg. Pts. / 4)	

Board of Education Administrator Report

Monday, December 12, 2022

1. Good Things Happening for Kids:

Golden Spatula Award Incentive/Recognition for PBIS Behavior Expectations in lunch room - E
 Semester long Starbursts selected, yard signs distributed and students recognized. They will begin recognizing positive student behavior by giving Starbucks to students on the bus. - E
 Students earning STARbucks for following school expectations - P, E
 Hearing & Vision Screening - November 16 - P
 Stack-a-palooza - November 17 - P, E
 Step It UP Day of Awesomeness -November 21 & 22 - P, E, M
 Birthday books given to all students - P, E
 Student Birthday lunch & gifts - E
 After School Enrichment Classes - P, E
 Arts & Crafts - P
 Story Hour with Craft - P
 Winter Crafts - P
 Let's Play after school club - P
 Walking Club-E
 Chess Club-E
 Good News Club-P, E
 Upcoming Clubs: *Want to Make a Movie-E, M*
 You won't be "board" Game Club-E

Using PBIS Rewards digital program to acknowledge student behavior - M
 School store running with prizes and distribution center daily - M
 Winter Sports seasons have wrapped up, next seasons about to start: Girls' & Boys' Basketball, Cheerleading, and Dance (ending), Wrestling and Volleyball (starting) - M
 Clubs meeting: Warrior News, Civil Air Patrol, Mad Scientists Club, Table-top Game Club - M
 5th & 6th Band & Choir Showcase: 11/10 @ 7:00 - M
 PTO Book Fair: 11/28-12/2 - M
 Discussion about a trip abroad for students in 22/23 - M
 Alcohol prevention communication campaign in planning stages w/Lake County - M
 Student survey to be administered re: format for 8th grade graduation celebration - M

2. Good Things Happening for Staff:

HumanEx staff survey - P, E, M
 Creating a list of culturally responsive teaching strategies- P
 Math & ELA Observation Walkthroughs to collect data for determining needed Professional Development - P, E, M
 Diversity, Equity, Belonging committees continue - P, E, M
 Formal and Informal observations - P, E, M

Community Outreach Committee - P, E
Professional Development in Workshop Model, Balanced Literacy for ELA from ROE - M
Holiday party on Dec. 14th - M

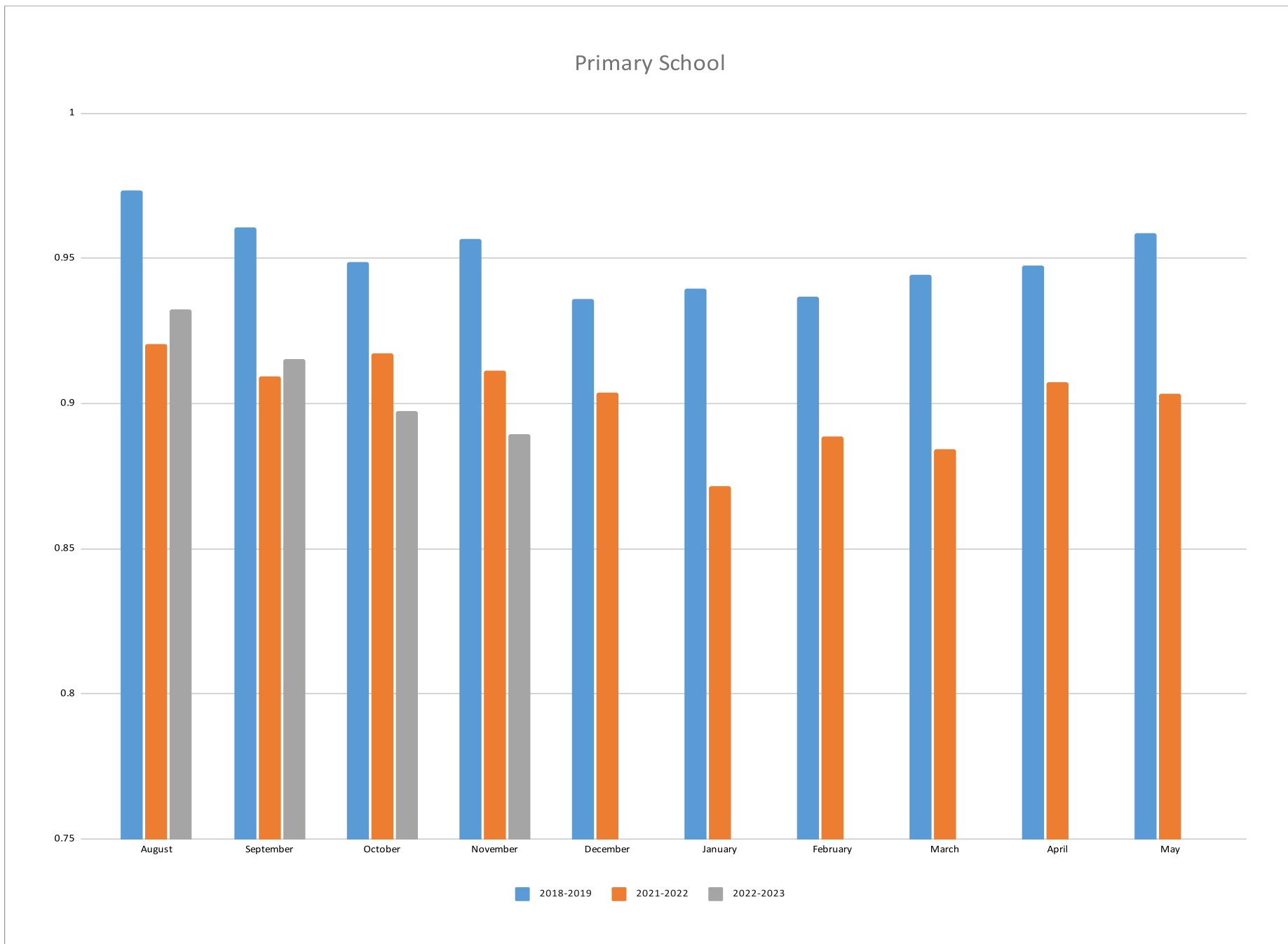
3. General Information to Share:

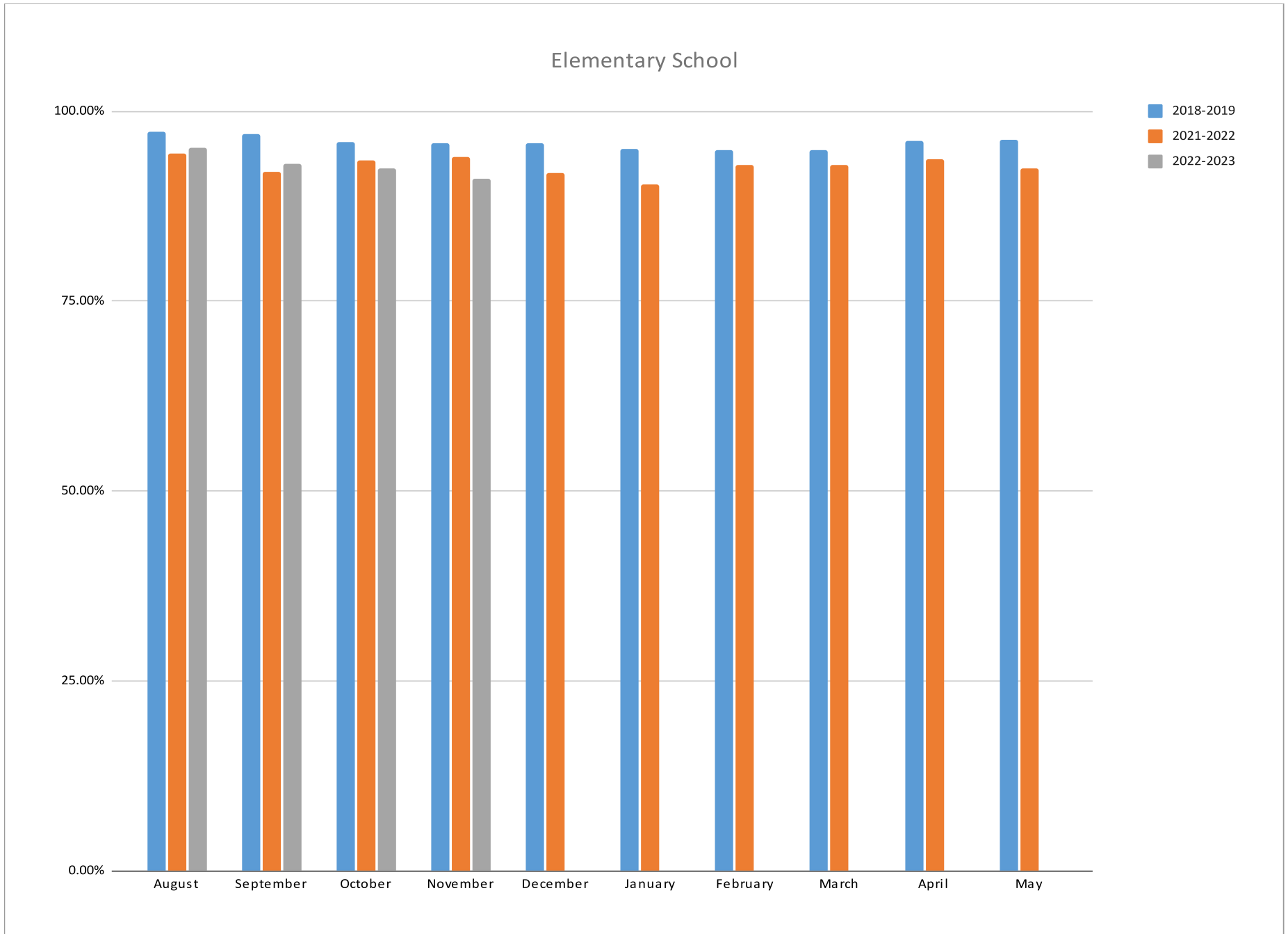
IAR review of Math and ELA data by teams - P, E, M
Rotary Club Winter Party - P, E
Picture Retake Day - 12/12 - P, E, M

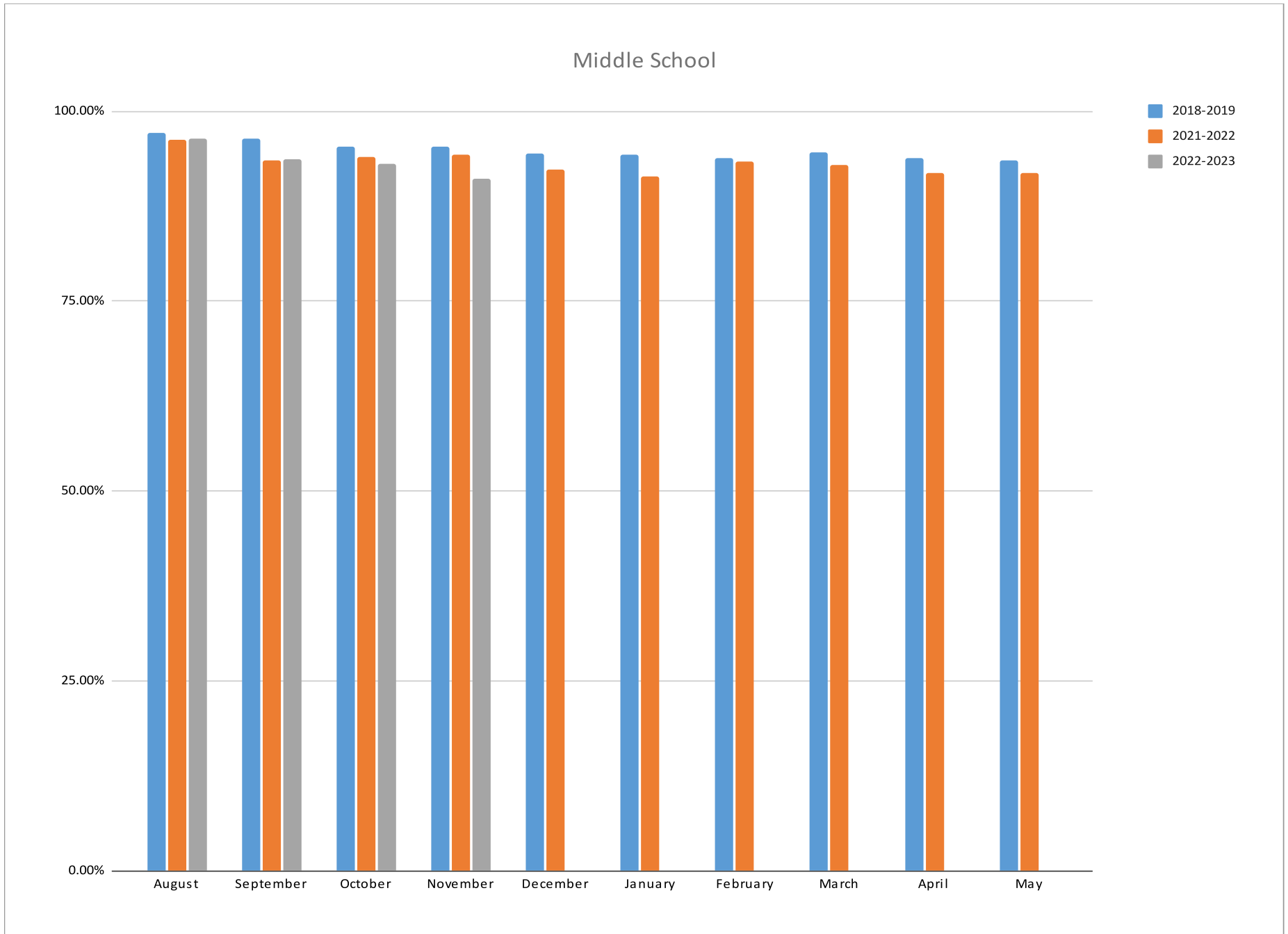
Monday, November 14, 2022

1. Good Things Happening for Kids:

October - Filipino History Month
November - Native American Heritage Month
Fire Safety visits from the Fox Lake Fire Department - P, E
MAP parent report sent home - P, E, M
BPAC loteria with prizes!
ALICE drill completed with Lake County Sheriff's Office - P, E, M
Title I parent night - P
PTO Trunk or Treat/Fall Festival
Red Ribbon Week Celebration - P, E
Filipino Heritage Month Celebrated-P, E, M
Native American Heritage Month Celebrated-P, E, M
KIDS assessment data collected & entered - P
Halloween celebrations
Middle school EPIC mentors to primary and elementary began on October 31
Parent/Student/Teacher Conferences - November 7 11am-7pm - virtual and in person
Shop With A Teacher Event Returns - November 10
Veteran's Day plans being made - P, E, M
Elementary School Student Council Election & First Meeting - E
Golden Spatula Award Incentive/Recognition for PBIS Behavior Expectations in lunch room - E
Semester long Starbursts selected, yard signs distributed and students recognized. They will begin recognizing positive student behavior by giving Starbucks to students on the bus. - E
Students earning STARbucks for following school expectations - P, E
Step It UP Day of Awesomeness is planned for November 21 & 22 - P, E, M
Birthday books given to all students - P, E
Student Birthday lunch & gifts - E
Earthquake Drill completed - P, E
After School Enrichment Classes - P, E
 Arts & Crafts - P
 Story Hour with Craft - P
 Winter Crafts - P







PLC MEETING AGENDA / ACTION RECORD

Team: Administration Date: November 16, 2022 Time: Noon

<p><u>Team Members Present</u></p> <p>Matt M. Bob G. Christine A. Lenayn J. Michelle H. Vinni B. Josh C.</p>	<p><u>Norm</u></p> <p>Take an inquiry stance Assume positive intentions Stick to protocol (task at hand) Be here now Ground statements in evidence Start and end on time Adhere to team decisions</p>
<p>Roles:</p> <p>Facilitator (be sure to review norms- 5 mins): Bob Recorder: Michelle</p> <p>Time Keeper: Christine Normkeeper: Erin</p>	

<p>Time allocations:</p>	<p>Purpose / Goal(s) for this meeting:</p> <ul style="list-style-type: none"> ● Opening (10 min– Michelle) ● Follow-up from recent Board meeting (10 min) ● Follow-up from recent meeting with union leadership (5 min) ● Around the table updates (10 min) <ul style="list-style-type: none"> ○ Please share any important topics that you feel need to be discussed by the full team. ● Upcoming meetings to prep for <ul style="list-style-type: none"> ○ AAPAC– draft agenda for 12/8/22 ○ DLT – draft agenda for 1/17/23 ○ CAC – review of objectives to be covered on 1/23/23 ● 2023-2024 calendar discussion <ul style="list-style-type: none"> ○ Draft (modeled after current calendar) <ul style="list-style-type: none"> ▪ Similar to 2022-23 school year ▪ Mr. Gold will share with Union Leadership ● Follow-up from CAC discussion and recent “Coffee & Chat” meeting <ul style="list-style-type: none"> ○ Use of outside agencies for tutoring and enrichment after school. ● Discussion topic: Pros/Cons of BHSD facilitating a before/after school program. ● GCHS data review ● P/T Conference discussion follow-up (5 min) ● Prepping staff for “emergency day” e-learning as we enter the winter season. ● Policy and Administrative Procedure update (10 min)
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	<ul style="list-style-type: none"> ○ Admin quick links ○ Reviewing 5 Administrative Procedures ● Holiday Dinner for administrators at the Gold's (12/19/22) <ul style="list-style-type: none"> ○ 4pm at Mr. Gold's ○ 189 Rabbit Run, Ingleside IL ● Discussion on pending vacancies (5 min) <p>Other:</p> <ul style="list-style-type: none"> ● Discussion about Summer School for Summer, 2023

Discussions / Decision Summary:

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

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



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Mr. Robert Gold, Superintendent

African-American Parent Advisory Council

Meeting Agenda

December 8, 2022

6:00 p.m. - 7:00 p.m.

Big Hollow Middle School Library

*Please RSVP to Melissa Morley (melissamorley@bighollow.us) if you plan to attend. We will be serving pizza to all attendees and would like to make sure we have enough food ordered.

- Welcome and introductions
- Review of [minutes](#) from the October 6, 2022 meeting
- [Building Equity Team Reports](#)
 - *The purpose of the Building Equity Teams and our Diversity, Equity, Inclusion, and Belonging work is to ensure we are: strengthening our abilities to identify overt and subtle forms of bias within our organization, prioritizing the training we need to effectively respond to the manifestations of inequity within our spheres of influences and workspaces, and actively cultivating a safe and inclusive environment for all our district stakeholders.*
 - Primary
 - Elementary
 - Middle
- Open discussion from members
 - Follow-up on ideas discussed at the prior meeting as presented in the minutes.
- Future Meeting Dates (*additional meetings can be scheduled based on need determined by committee members*)
 - Thursday, January 12, 2023 at 6:00 p.m.
 - Thursday, February 2, 2023 at 6:00 p.m.