

Big Hollow School District #38 Ingleside, IL 60041

REGULAR BOARD OF EDUCATION MEETING MINUTES

Monday, November 9, 2020

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 9, 2020.

Roll Call:

The following members were in attendance: Enters, Kueter, Lyons, Mazur, Pedersen, Plescia

The following members were absent: Cernuska

The following administration was present: Gold

2. Motion to move to Closed Session:

A motion was made by Pedersen and seconded by Mazur to move to closed session.

Motion carried.

Aye: Enters, Kueter, Lyons, Mazur, Pedersen, Plescia

Nay: None

3. Resume to Open Session:

Open session began at 6:32 p.m.

The following members were in attendance: Enters, Kueter, Lyons, Mazur, Pedersen, Plescia

The following members were absent: Cernuska

The following administration were present: Gold, Biancalana, Janusz, King, McCulley, Whipple

The meeting was live streamed.

4. Pledge of Allegiance:

The Pledge of Allegiance was recited.

5. Added Items/Approval of the Agenda:

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

Motion carried.

Aye: Enters, Kueter, Lyons, Mazur, Pedersen, Plesica

Nay: None

6. Recognition of School Board Members

Big Hollow School District 38 is joining communities throughout the State to say “thank you” to local board members on November 15, 2020. 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 thanked the board for their continuous support and dedication.

7. Accomplishment Recognition

- For the month of October, the administration honored the following individuals who have been nominated by staff and selected by the administration for the following awards:
 - Student of the Month: Michael Espinoza, 4th Grade.
Mr. Brian Summers, Michael’s teacher shared with the board what a wonderful student Michael is and how he is an amazing example of STAR student behavior.
 - Employee of the Month: Stephanie Richardson, PreK Paraprofessional.
Mrs. Amanda Hatfield, PreK Teacher, spoke on behalf of Ms. Richardson and her amazing qualities as a co-worker.

8. Board member “Code of Conduct” Review:

The Board reviewed 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 Plescia and seconded by Mazur to approve the consent agenda items. Motion carried.

Aye: Enters, Kueter, Lyons, Mazur, Pedersen, Plescia

Nay: None

10. Public Comments:

No public comments were received.

11. Superintendent’s Report:

- a. Monthly Board Policy review
Sections 5:270-5:300 were reviewed.
- b. COVID-19 Return to Blended-Hybrid schedule update
Mr. Gold updated the Board on the most recent information impacting the decision to return to the blended-hybrid schedule for students and staff. He shared how the Lake County Dashboard numbers are extremely high, especially in zip codes 60041 and 60073.

*Will the vaccine have any impact on the return of our students and if so, when?

*The Board requested information showing how middle school GPAs and the amount of missing assignments from Fall 2019 vs. Fall 202

*Student social emotional well being continues to be a concern. A survey will be sent out to students, parents and staff to assess any areas of concern.

*As cold and flu symptoms become a factor, more quarantines have had to be implemented. No COVID-19 in school transmissions have been identified.

*A mitigation information line has been added to the district dashboard. This shows that although the positivity and incidence rates are high we are able to consistently implement the 5 key strategies (mask use, social distancing, hygiene, cleanliness and contact tracing). It may be possible for students to return to school if the Positivity and Incidence Rates decrease and remain constant even if they don't fall into the virtual percentages if we can continue to maintain the mitigation strategies.

c. BHSD #38 School Improvement Planning for 2020-2021

Each building principal shared details on their executive summary reports which were created by building level leadership teams. At the conclusion of the school year, the administration will report back to the Board the progress made in each of the action plans that are listed

*Mrs. Janusz, Primary Principal, detailed information on their school improvement plan and how they are receiving positive feedback from parents on the Imagine Learning Literacy and Math programs and on-line learning. Primary school is working very hard to provide in person MAP testing for students. Many different time/date options will be available in order to accommodate parents schedules. They will also provide online testing for those that would prefer.

*Dr. Biancalana, Elementary Principal, shared highlights on the elementary improvement planning. They are following the Teacher Clarity Playbook and previously board approved resources. Their main focus will be on Datawise and aligning both vertically and horizontally amongst grade levels. It was asked if Eureka and Imagine Learning work together or if we were using one versus the other. Imagine Learning was purchased through a Grant because it is more conducive to online learning than Eureka, however, teachers do use both programs and they work alongside each other well.

*Mr. Whipple, Middle School Principal, shared how their school improvement plan was created to continue through 2021-2022. They continue to work on their goals and adjust to online learning accordingly.

d. 2019-2020 School Report Card Data Presentation

2019 School Report Card Data was presented and reviewed for each school. Data provided was impacted by the suspension of in person learning during the 2019-2020 school year due to COVID-19.

e. Immunization Update

BHSD had 43 students that were not in State compliance as of October 31, 2020 (24-Primary, 0-Elementary, 18-Middle). The Illinois State Board of Education requires at least 90% compliance. As of this date, 98.2% of students are in compliance. A big thank you goes out to our school nurses for their work on this matter.

- f. 2020 Audit Update
Mr. Gold provided an update on the BHSD38 2020 Audit. At this time it has been completed. Due to Federal fund support being over the allotted threshold a Single Audit is required. This audit is currently being completed and an update will be provided at the December Board meeting.
- g. Staffing Plan Timeline for SY 21-22
The timeline for establishing the staffing plan for the 2021-2022 school year was exhibited. No questions.
- h. Estimated Tax Levy for 2020
Mr. Gold recently met with the BHSD Finance Committee to review the tentative levy which was presented to the Board. Final approval of a levy will take place at the December Board meeting. Exhibits included background information to support the proposed 2020 tax levy and a draft copy of the proposed 2020 Certificate of Tax Levy for BHSD38.
*The finance analysis provided indicates a worse case scenario for the End of Year Balance Report. Bond payment details were shared, showing estimated amounts of property taxes as bond payments become due. A discussion was held regarding the possibility of transferring funds amongst accounts to help offset the 2024 bond payment.
*Evidence Based Funding was exhibited. This percent adequacy shows Big Hollow SD38 at 63%. As this amount is frustrating to see, we are doing well with the funds we have as our test scores show.
- i. IASB Resolutions Committee Report
Vivian Kueter is our IASB Delegate for the assembly meeting that will take place on November 14, 2020. The 2020 Resolutions Committee Report was exhibited. The board discussed new resolutions, reaffirmation of existing positions and new belief statements.
12. Other Action Items:
- a. Approve the October Employment Recommendations
The October employment report was exhibited.
A motion was made by Enters and seconded by Mazur to approve the October employment report.
Motion carried.

Aye: Kueter, Lyons, Mazur, Pedersen, Plesica, Enters
Nay: None
13. Resignations Accepted:
- Accepted resignation/retirement from Heather Cramer, Bus Driver, effective 12/10/20.
14. Informational Items:
- a. Freedom of Information Act (FOIA) Requests
There were no FOIA requests for the month of October.
- b. Monthly Reports and Agendas
The Monthly Administrator Report, Administrator Meeting Agendas and Citizen's Advisory Council Agenda that took place in October were all presented to the board.

- c. The next regularly scheduled Board Meeting will take place on Monday, December 14, 2020 with closed session beginning at 6:00 p.m and open session beginning immediately after. Open session will continue to be held immediately after closed session, this will be noted on the website as well as the agenda each month.

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 Mazur and seconded by Kueter to adjourn the meeting at 7:57 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
Cash in Bank Win Trust Land of Lakes Bank	5,087,291	3,452,429	4,783,120	615,053	251,712	588,330	1,315,458	-41,146	16,052,247
PMA Investment	0	0	0	0	0	0	0	0	0
PMA Savings Deposit Account	0	0	0	0	0	0	0	0	0
TOTAL CASH & INVESTMENTS	5,089,291	3,452,429	4,783,120	615,053	251,712	588,330	1,315,458	-41,146	16,054,247
Due From Education Fund	0	0	0	0	0	0	0	0	0
TOTAL ASSETS	5,089,291	3,452,429	4,783,120	615,053	251,712	588,330	1,315,458	-41,146	16,054,247
LIABILITIES									
Tax Anticipation Warrants Payable	0	0	0	0	0	0	0	0	0
Accounts Payable	104,416	479	0	-15,410	0	-3,690	0	0	85,795
Due To Working Cash Fund	0	0	0	0	0	0	0	0	0
TOTAL LIABILITIES	104,416	479	0	-15,410	0	-3,690	0	0	85,795
YTD Revenue	6,698,885	721,804	2,414,716	671,836	229,495	42,669	49,981	69,915	10,899,301
Sale of Assets									0
YTD Expenditures	-6,467,061	-568,782	-213,095	-580,929	-200,560	-244,211	0	-156,190	-8,430,829
YTD Excess/ (Deficiency)	231,824	153,022	2,201,621	90,907	28,935	-201,542	49,981	-86,275	2,468,471
Beginning Fund Balance 07/01/20	4,961,883	3,299,886	2,581,499	508,736	222,777	793,562	1,265,478	45,129	13,678,951
Ending Fund Balance	5,193,707	3,452,908	4,783,120	599,643	251,712	592,020	1,315,458	-41,146	16,147,422
TOTAL LIABILITIES & FUND BAL.	5,089,291	3,452,429	4,783,120	615,053	251,712	588,330	1,315,458	-41,146	16,054,247

Board of Education President
Big Hollow School District 38

Date

Board of Education Secretary
Big Hollow School District 38

Date

**Big Hollow District #38
Bank Balances
11/30/2020**

	<u>Ledger/ Statement</u>	<u>Outstanding Deposits</u>	<u>Outstanding Checks</u>	<u>Adjusting Entry</u>	<u>Adjusted Balance</u>
Education (10)	5,087,290.78				5,087,290.78
Building (20)	3,452,429.29				3,452,429.29
Bond & Interest (30)	4,783,120.34				4,783,120.34
Transportation (40)	615,053.03				615,053.03
IMRF/SS/MC Fund (50,51)	251,711.94				251,711.94
Capital Projects (60)	588,329.77				588,329.77
Working Cash (70)	1,315,458.21				1,315,458.21
Tort (80)	(41,145.95)				(41,145.95)
	<u>16,052,247.41</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>16,052,247.41</u>
Bank of the Ozarks	0.00				0.00
PMA Savings-11534-101	999,855.49				999,855.49
PMA Max Class General Fund	13,649,196.24				13,649,196.24
PMA Max Tax Anticipation Warrants	0.00				0.00
State Bank of the Lakes	1,526,574.96		125,879.28		1,400,695.68
Bancorp Bank	2,500.00				2,500.00
	<u>16,178,126.69</u>	<u>-</u>	<u>116,701.85</u>	<u>0.00</u>	<u>16,052,247.41</u>
					-

Education 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	\$9,014,064	\$170,603	\$4,191,951	\$4,822,113	47%	
State Sources	\$5,670,976	\$507,803	\$2,091,871	\$3,579,105	37%	
Federal Sources	\$938,380	\$254,575	\$413,502	\$524,878	44%	
Fees	\$10,000	\$0	\$1,562	\$8,438	16%	
Total Revenue	\$15,633,420	\$932,980	\$6,698,885	\$8,934,535	43%	
<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	\$12,280,841	\$945,734	\$4,624,633	\$7,656,208	38%	
Benefits	\$1,418,920	\$107,182	\$526,605	\$892,315	37%	
Purchased Services	\$1,168,187	\$48,731	\$498,255	\$669,932	43%	
Supplies and Mat	\$1,281,434	\$47,722	\$432,230	\$849,204	34%	
Capital Outlay	\$10,000	\$0	\$0	\$10,000	0%	
Dues and Fees/Tuition	\$1,110,200	\$3,374	\$385,338	\$724,862	35%	
Non-Capital Equipment	\$0	\$0	\$0	\$0		
Transfers	\$3,500	\$0	\$0	\$3,500	0%	
Total Expenses	\$17,273,082	\$1,152,744	\$6,467,061	\$10,806,021	37%	

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	\$1,485,000	\$29,181	\$721,804	\$763,196	49%	
State Sources	\$0	\$0	\$0	\$0		
Federal Sources	\$0	\$0	\$0	\$0		
Other Sources Sale of Land	\$0	\$0	\$0	\$0		
Grant Maintenance	\$0	\$0	\$0	\$0		
Total Revenue	\$1,485,000	\$29,181	\$721,804	\$763,196	49%	
<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	\$311,250	\$23,757	\$115,510	\$195,740	49%	
Benefits	\$19,595	\$2,091	\$9,640	\$9,955	49%	
Purchased Services	\$707,600	\$38,285	\$255,675	\$451,925	36%	
Supplies and Materials	\$541,300	\$37,996	\$168,341	\$372,959	31%	
Capital Outlay	\$21,000	\$0	\$19,616	\$1,384	93%	
Dues, Fees, Tuition	\$0	\$0	\$0	\$0		
Total Expenses	\$1,600,745	\$102,128	\$568,782	\$1,031,963	36%	

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	\$5,096,500	\$97,648	\$2,414,716	\$2,681,784	47%	
State Sources	\$0	\$0	\$0	\$0		
Federal Sources	\$0	\$0	\$0	\$0		
Total Revenue	\$5,096,500	\$97,648	\$2,414,716	\$2,681,784	47%	
<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	\$428	\$428	\$572	43%	
Principal and Interest	\$0	\$0	\$0	\$0		
Other Objects	\$4,868,851	\$123,912	\$212,667	\$4,656,184	4%	
Total Expenses	\$4,869,851	\$124,340	\$213,095	\$4,656,756	4%	

Transportation 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	\$570,000	\$11,121	\$274,883	\$295,117	48%	
State Sources	\$525,000	\$0	\$396,953	\$128,047	76%	
Federal Sources	\$0	\$0	\$0	\$0		
Total Revenue	\$1,095,000	\$11,121	\$671,836	\$423,164	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	\$824,250	\$68,171	\$221,348	\$602,902	27%	
Benefits	\$44,375	\$2,692	\$10,113	\$34,262	23%	
Purchased Services	\$139,600	\$74	\$6,694	\$132,906	5%	
Supplies and Mat	\$113,300	\$179	\$10,202	\$103,098	9%	
Capital Outlay	\$0	\$0	\$0	\$0		
Other	\$336,200	\$0	\$332,572	\$3,628	99%	
Total Expenses	\$1,457,725	\$71,116	\$580,929	\$876,796	40%	

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	\$496,550	\$9,276	\$229,495	\$267,055	46%	
State Sources	\$0	\$0	\$0	\$0		
Federal Sources	\$0	\$0	\$0	\$0		
Total Revenue	\$496,550	\$9,276	\$229,495	\$267,055	46%	
<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		
Benefits	\$568,700	\$40,762	\$200,560	\$368,140	35%	
Purchased Services	\$0	\$0	\$0	\$0		
Supplies and Mat	\$0	\$0	\$0	\$0		
Capital Outlay	\$0	\$0	\$0	\$0		
Dues and Fees	\$0	\$0	\$0	\$0		
Total Expenses	\$568,700	\$40,762	\$200,560	\$368,140	35%	

Capital Projects						
<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	\$39,000	\$7,932	\$42,669	(\$3,669)	109%	
State Sources	\$0	\$0	\$0	\$0		
Federal Sources	\$0	\$0	\$0	\$0		
Total Revenue	\$39,000	\$7,932	\$42,669	(\$3,669)	109%	
<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		
Benefits	\$0	\$0	\$0	\$0		
Purchased Services	\$10,000	\$0	\$700	\$9,300	7%	
Supplies and Mat	\$0	\$0	\$0	\$0		
Capital Outlay	\$175,000	(\$245)	\$243,511	(\$68,511)	139%	
Transfers	\$0	\$0	\$0	\$0		
Total Expenses	\$185,000	\$(245)	\$244,211	(\$59,211)	132%	

Working Cash Fund						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$106,000	\$2,023	\$49,981	\$56,019	47%	
State Sources	\$0	\$0	\$0	\$0		
Federal Sources	\$0	\$0	\$0	\$0		
Total Revenue	\$106,000	\$2,023	\$49,981	\$56,019	47%	
<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	.	
Benefits	\$0	\$0	\$0	\$0	.	
Purchased Services	\$0	\$0	\$0	\$0	.	
Supplies and Mat	\$0	\$0	\$0	\$0	.	
Capital Outlay	\$0	\$0	\$0	\$0	.	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	.	
Total Expenses	\$0	\$0	\$0	\$0	.	

Total All Funds						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$16,951,814	\$330,611	\$7,995,414	\$8,956,400	47%	
State Sources	\$6,195,976	\$507,803	\$2,488,824	\$3,707,152	40%	
Federal Sources	\$938,380	\$254,575	\$413,502	\$524,878	44%	
Other Sources Sale of Land	\$0	\$0	\$0	\$0		
Fees	\$10,000	\$0	\$1,562	\$8,438	16%	
Maintenance Grant	\$0	\$0	\$0	\$0		
Total Revenue	\$24,096,170	\$1,092,988	\$10,899,301	\$13,196,869	45%	
<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	\$13,416,341	\$1,037,662	\$4,961,491	\$8,454,850	37%	
Benefits	\$2,051,590	\$152,727	\$746,919	\$1,304,671	36%	
Purchased Services	\$2,183,387	\$87,518	\$917,942	\$1,265,445	42%	
Supplies and Mat	\$1,936,034	\$85,897	\$610,774	\$1,325,260	32%	
Capital Outlay	\$206,000	(\$245)	\$263,127	(\$57,127)	128%	
Dues and Fees/Tuition	\$1,446,400	\$3,374	\$717,910	\$728,490	50%	
Transfers	\$3,500	\$0	\$0	\$3,500	0%	
Other Objects	\$4,868,851	\$123,912	\$212,667	\$4,656,184	4%	
Total Expenses	\$26,112,103	\$1,490,844	\$8,430,829	\$17,681,274	32%	

**Big Hollow School District #38
Accounts Payable Approval Form for December 14, 2020**

<u>Fund</u>	<u>Fund #</u>	<u>Accounts Payable</u>
Education	10	\$233,987.44
O & M	20	\$79,715.73
Debt Service	30	\$124,340.00
Transportation	40	\$9,113.90
IMRF/SS	50	\$27,371.20
Capitol Projects	60	-\$245.48
Working Cash	70	
TORT	80	
Fire Prev/Safety	90	
Totals		\$474,282.79

Board of Education Secretary
Big Hollow School District #38

Date

Board of Education President
Big Hollow School District #38

Date

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
48806	Alpha Baking Co, Inc.	11/06/2020	200070279011	food	11020	11.00	36.76
10E000	2560 4100 00 600000			EDUCATION/District/FOOD SERVICES/SUPPLIES		11.00	
10E000	2560 4100 00 600000		200070287018	food	110520	25.76	25.76
				EDUCATION/District/FOOD SERVICES/SUPPLIES		25.76	
48807	Amazon	11/06/2020	16cf-vpcy-hj1x	Libman washable Mop head replacements	200000043	59.97	2,136.29
20E000	2542 4100 02 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		59.97	
10E200	1110 4100 00 000000		19wxc-tlvc-h37w	CM PO#200000066	110520	-150.00	-150.00
				EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES		-150.00	
60E000	2535 5400 01 000000		1d9t-wnjw-1f3w	CM PO#400000048	110520	-78.15	-78.15
				CAPITAL PROJECTS/District/BUILDING ACQUISITION, CONSTRU		-78.15	
10E200	1110 4100 00 000000		1hfr-4pkj-nj14	4th grade page protectors	2000000067	33.99	33.99
				EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES		33.99	
10E200	1110 4100 00 000000		1jck-4fkg-1qkw	Replacement sit/stand spots	2000000063	524.65	524.65
				EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES		524.65	
10E000	1200 4100 00 700000		1jck-4fkg-ghvx	Number Line Manipulative	7000000029	38.48	38.48
				EDUCATION/District/SPECIAL EDUCATION/SUPPLIES		38.48	
10E000	2520 6400 00 000000		1mhh-gh6g-r1qg	Prime Membership fee	110520	649.00	649.00
				EDUCATION/District/FISCAL SERVICES/DUES & FEES		649.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
40E000	2550 4100 04 000000		1r1f-nj4t-mnkf	Lamination	200000041	51.38	
			TRANSPORTATION/District/PUPIL	TRANSPORTATION SERVICES/S		51.38	
			1r1f-nj4t-r6fw	Cabinet Installation Templates	200000042	15.72	
20E200	2542 4100 01 000000		O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIE			7.86	
20E300	2542 4100 01 000000		O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES			7.86	
			1rkd-h6fv-6vkw	Shields for 4th grade/Mantzoukis	200000068	339.80	
20E000	2542 4100 02 000000		O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES			339.80	
			1v6f-ydh7-rlrc	Care Touch Alcohol Prep Pads	700000027	149.90	
20E000	2542 4100 02 000000		O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES			149.90	
			1v6f-ydh7-w9tq	Motor Oil	200000039	89.80	
40E000	2550 4100 00 000000		TRANSPORTATION/District/PUPIL	TRANSPORTATION SERVICES/S		89.80	
			1vkh-7jkn-49w4	Coletto/Shulman/Fi nn Bins	200000065	146.93	
10E200	1110 4100 00 000000		EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES			146.93	
			1w93-jrvr-q9nm	Covid Purchases	400000041	114.82	
10E000	2660 4100 03 500000		EDUCATION/District/DATA PROCESSING SERVICES/SUPPLIES			114.82	
			1ww7-mtgr-4pjax	Reorder bookcase for Malinge 3	200000066	150.00	
10E200	1110 4100 00 000000		EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES			150.00	
48808	Connection's Day School	11/06/2020	31366	Oct 2020 Tuition	110520	5,575.80	5,575.80
10E403	1912 6700 00 700000		EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tu			5,575.80	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
48809	Crisis Prevention Institute, I	11/06/2020	CUS0232247	Nonviolent Crisis InterventionA Flex Participant Seats - 6 Nonviolent Crisis InterventionA 2nd Edition Blended Learning Package (Online Course + Participant Workbook) - 2	7000000018	300.00	300.00
10E000	1200 4100 00 700000		EDUCATION/District/SPECIAL	EDUCATION/SUPPLIES		300.00	
48810	Dyopath	11/06/2020	012801	Oct 2020 accounting services	110520	700.00	700.00
10E000	2520 3100 02 000000		EDUCATION/District/FISCAL	SERVICES/PROFESSIONAL AND TEC		700.00	
48811	Emeric Facility Services	11/06/2020	25768	disinfecting services 10/19/20-10/23/20	110520	2,400.00	2,400.00
20E000	2542 3220 00 000000		O & M/District/CARE AND UPKEEP	OF BUILDING SE/CLEANING		2,400.00	
48812	FSS Technologies, LLC	11/06/2020	406740	service call	110520	185.00	185.00
20E300	2542 3230 00 000000		O & M/MIDDLE/CARE AND UPKEEP	OF BUILDING SE/REPAIR AND		185.00	
48813	Gordon Food Service Inc	11/06/2020	205533681	Food/snack/supplie s	110520	3,763.96	6,548.63
10E000	2560 4100 00 600000		EDUCATION/District/FOOD	SERVICES/SUPPLIES		3,395.77	
10E000	2560 4100 01 600000		EDUCATION/District/FOOD	SERVICES/SUPPLIES		239.40	
10E000	2560 4100 02 600000		EDUCATION/District/FOOD	SERVICES/SUPPLIES		128.79	
			205684985	food/snack/supplie	110520	2,784.67	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				s			
10E000	2560 4100 00 600000			EDUCATION/District/FOOD SERVICES/SUPPLIES		2,421.26	
10E000	2560 4100 01 600000			EDUCATION/District/FOOD SERVICES/SUPPLIES		214.74	
10E000	2560 4100 02 600000			EDUCATION/District/FOOD SERVICES/SUPPLIES		148.67	
48814	Johnson Controls	11/06/2020	41419466	Services - E	110620	2,370.00	2,370.00
20E200	2542 3230 00 000000			O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR		2,370.00	
48815	Lake County Health Department	11/06/2020	INV-00037892	Water Samples	82120	78.00	78.00
20E000	2542 3710 00 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/Water Tes		78.00	
48816	Menards	11/06/2020	77808	Maintenance	110620	22.10	22.10
				supplies - MS			
20E300	2542 4100 01 000000			O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		22.10	
48817	Net56	11/06/2020	13399	Nov. Service	110620	1,400.00	1,400.00
20E000	2542 3420 00 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/Net56		1,400.00	
48818	Network Craze Technology	11/06/2020	269805	Secretary Phones	4000000035	404.79	404.79
10E000	2660 3900 05 500000			EDUCATION/District/DATA PROCESSING SERVICES/OTHER PURCH		404.79	
48819	Oaktree Products	11/06/2020	1483008	Disposable	7000000028	32.65	32.65
				Microphone Covers			
20E000	2542 4100 02 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		32.65	
48820	Pro-Ed, Inc	11/06/2020	00842336	Edmark Reading	7000000024	325.00	325.00
				Program, 2E:			
				ONLINE - 5			
				Student Seats			
10E000	1200 4700 09 462000			EDUCATION/District/SPECIAL EDUCATION/SOFTWARE		325.00	
48821	Quadient Finance USA, Inc	11/06/2020	7900044061470443	Oct.	110620	1,149.73	1,149.73
				usage/supplies -			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	2310 3400 00 000000			postage machine EDUCATION/District/BOARD OF EDUCATION SERVICES/COMMUNIC		1,149.73	
48822	Quill Corp	11/06/2020	11502975	office supplies	7000000030	39.58	243.83
10E000	1200 4100 00 700000			EDUCATION/District/SPECIAL EDUCATION/SUPPLIES		39.58	
10E000	1200 4100 00 700000		11538085	office supplies	7000000030	29.69	
10E000	1200 4100 00 700000			EDUCATION/District/SPECIAL EDUCATION/SUPPLIES		29.69	
10E000	1120 4190 00 000000		11550105	Office supplies	4000000043	71.98	
10E000	1120 4190 00 000000			EDUCATION/District/MIDDLE-JUNIOR HIGH/Copy Supplies		71.98	
10E000	1120 4190 00 000000		11569370	Office supplies	4000000043	102.58	
10E000	1120 4190 00 000000			EDUCATION/District/MIDDLE-JUNIOR HIGH/Copy Supplies		102.58	
48823	Raney Day Services	11/06/2020	545	skyward remote access	110620	325.00	325.00
10E000	2660 3900 01 500000			EDUCATION/District/DATA PROCESSING SERVICES/OTHER PURCH		325.00	
48824	Red Shelf	11/06/2020	INV20760	Pro-Ed ebooks, ordered thru third party vendor Red Shelf	7000000015	503.00	503.00
10E000	1200 4700 09 462000			EDUCATION/District/SPECIAL EDUCATION/SOFTWARE		503.00	
48825	Ripple Effects	11/06/2020	8073	RE Kids & Teens, annual license 5th-8th grades for up to 400 students	7000000007	4,000.00	4,000.00
10E000	1200 4700 09 462000			EDUCATION/District/SPECIAL EDUCATION/SOFTWARE		4,000.00	
48826	Schoolwide Inc	11/06/2020	SI5046	Shipping	110620	179.85	179.85

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E200	1110 4200 01 000000			PO#4002000001 EDUCATION/ELEMENTARY/ELEMENTARY/TEXTBOOKS		179.85	
48827	SEDOL	11/06/2020	20201028workshop038	FY21 1st quarter misc. billing	110620	30.00	30.00
10E000	2210 3100 00 462000			EDUCATION/District/IMPROVEMENT OF INSTRUCTION SER/PROFE		30.00	
48828	Simha Trading Inc	11/06/2020	002296	chrome book repairs	110620	549.95	2,279.78
10E000	2664 3100 00 500000			EDUCATION/District/OPERATIONS SERVICES/PROFESSIONAL AND		549.95	
			002298	chromebook repairs	110620	829.91	
10E000	2664 3100 00 500000			EDUCATION/District/OPERATIONS SERVICES/PROFESSIONAL AND		829.91	
			002299	Chrome book repairs	110620	899.92	
10E000	2664 3100 00 500000			EDUCATION/District/OPERATIONS SERVICES/PROFESSIONAL AND		899.92	
48829	State Bank Of The Lakes	11/06/2020	6-12012020	Series 2016 Bond Payment	110620	123,912.00	123,912.00
30E000	5204 6200 00 000000			Debt Service Fund/District/Debt Certificate Intrst 2016		9,712.00	
30E000	5304 6100 00 000000			Debt Service Fund/District/Debt Certificate Princpl 201		114,200.00	
48830	Strand, Melissa Lynn	11/06/2020	Payroll 10/12-10/25	10/12/20-10/25/20	110620	837.00	837.00
10E000	2130 3100 00 700000			EDUCATION/District/HEALTH SERVICES/PROFESSIONAL AND TEC		837.00	
48831	Uline	11/06/2020	125609876	Boxes 16x12x10	200000038	552.00	552.00
20E000	2542 4100 02 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		552.00	
48832	Ultimate Screen Printing	11/06/2020	136339	NJHS shirts	3000000045	404.00	404.00
10E300	1120 4100 00 000000			EDUCATION/MIDDLE/MIDDLE-JUNIOR HIGH/SUPPLIES		404.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
48833	Waukegan Safe And Lock	11/06/2020	221771	keys/labor broken locks	110620	27.80	27.80
20E000	2546 4100 00 000000			O & M/District/SECURITY SERVICES/SUPPLIES		27.80	
48834	Wilson, Judith	11/06/2020	Sept/Oct Hours	Sept/Oct Nursing Hours	110620	937.50	937.50
10E000	2130 3100 00 700000			EDUCATION/District/HEALTH SERVICES/PROFESSIONAL AND TEC		937.50	
			29	Computer	Check(s) For a Total of		157,896.51

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
48363	Lake County Health Department	11/06/2020	INV-00037892	Water Samples	82120	78.00	78.00
20E000	2542 3710 00 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/Water Tes		78.00	
48790	XCel Wireless	11/06/2020	002296	chromebook repairs	103020	549.95	1,379.86
10E000	2664 3100 00 500000			EDUCATION/District/OPERATIONS SERVICES/PROFESSIONAL AND		549.95	
			002298	Chromebook repairs	103020	829.91	
10E000	2664 3100 00 500000			EDUCATION/District/OPERATIONS SERVICES/PROFESSIONAL AND		829.91	
			2	Void	Check(s) For a Total of		1,457.86

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	29	Computer	Checks For a Total of	157,896.51
Total For	29	Manual, Wire Tran, ACH & Computer	Checks	157,896.51
Less	2	Voided	Checks For a Total of	1,457.86
			Net Amount	156,438.65

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	0.00	0.00	24,908.68	24,908.68
20	O & M	0.00	0.00	7,554.94	7,554.94
30	Debt Service Fund	0.00	0.00	123,912.00	123,912.00
40	TRANSPORTATION	0.00	0.00	141.18	141.18
60	CAPITAL PROJECTS	0.00	0.00	-78.15	-78.15

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
48835	Ill Municipal Retirement Fund	11/20/2020	20201110ADIMRF	Payroll accrual	0	4,526.42	22,981.80
10L000	4590 0000 00 000000			EDUCATION/District/Benefit Accrual		2,570.95	
20L000	4590 0000 00 000000			O & M/District/Benefit Accrual		477.18	
40L000	4590 0000 00 000000			TRANSPORTATION/District/Benefit Accrual		1,478.29	
51L000	4590 0000 00 000000		20201110AFIMRFB	Payroll accrual	0	6,880.17	
				IMRF/District/Benefit Accrual		6,880.17	
10L000	4590 0000 00 000000		20201125ADIMRF	Payroll accrual	0	4,593.30	
20L000	4590 0000 00 000000			EDUCATION/District/Benefit Accrual		2,629.37	
40L000	4590 0000 00 000000			O & M/District/Benefit Accrual		472.30	
				TRANSPORTATION/District/Benefit Accrual		1,491.63	
51L000	4590 0000 00 000000		20201125AFIMRFB	Payroll accrual	0	6,981.91	
				IMRF/District/Benefit Accrual		6,981.91	
48836	Illinois Dept Of Revenue	11/20/2020	20201125ADILSTA	Payroll - IL ADD STAX AMT	0	25.00	20,405.13
10L000	4530 0000 00 000000			EDUCATION/District		25.00	
10L000	4530 0000 00 000000		20201125ADILSTX	Payroll - IL STATE TAX	0	20,380.13	
20L000	4530 0000 00 000000			EDUCATION/District		18,537.67	
40L000	4530 0000 00 000000			O & M/District		500.70	
				TRANSPORTATION/District		1,341.76	
48837	Lake County Federation Of Teac	11/20/2020	20201125ADMSC05	Payroll - LCFT-UNION DUES	0	11,706.82	11,706.82
10L000	4590 0000 00 000000			EDUCATION/District/Benefit Accrual		11,706.82	
48838	Teacher's Health Insurance Sec	11/20/2020	20201125ADTHIS	Payroll - THIS 1.24%Teach	0	4,321.73	9,080.46
10L000	4560 0000 00 000000			EDUCATION/District/Employee Deductions		4,321.73	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			20201125ADTHISS	Payroll - THIS 1.24% Subs	0	101.06	
10L000	4560 0000 00 000000			EDUCATION/District/Employee Deductions		101.06	
			20201125AFBDTR2	Payroll - THIS .92% BdTch	0	3,206.41	
10L000	4560 0000 00 000000			EDUCATION/District/Employee Deductions		3,206.41	
			20201125AFBDTRS	Payroll - THIS .92%Brd Ad	0	586.19	
10L000	4560 0000 00 000000			EDUCATION/District/Employee Deductions		564.22	
20L000	4560 0000 00 000000			O & M/District/Employee Deductions		10.99	
40L000	4560 0000 00 000000			TRANSPORTATION/District/Employee Deductions		10.98	
			20201125AFTHISA	Payroll - THIS 1.24% Admi	0	790.10	
10L000	4560 0000 00 000000			EDUCATION/District/Employee Deductions		760.49	
20L000	4560 0000 00 000000			O & M/District/Employee Deductions		14.81	
40L000	4560 0000 00 000000			TRANSPORTATION/District/Employee Deductions		14.80	
			20201125AFTHISS	Payroll - THIS .92% Subs	0	74.97	
10L000	4560 0000 00 000000			EDUCATION/District/Employee Deductions		74.97	
48839	Teachers Retirement System	11/20/2020	20201125ADTRS	Payroll - TRS 9%Employee	0	31,367.44	41,241.42
10L000	4560 0000 00 000000			EDUCATION/District/Employee Deductions		31,367.44	
			20201125ADTRSSB	Payroll - TRS 9% Subs	0	733.38	
10L000	4560 0000 00 000000			EDUCATION/District/Employee Deductions		733.38	
			20201125AFTR258	Payroll - TRS	0	2,021.46	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10L000	4560 0000 00 000000			.58% TCH EDUCATION/District/Employee Deductions		2,021.46	
			20201125AFTRS	Payroll - TRSEmployer9%Ad	0	5,734.18	
10L000	4560 0000 00 000000			EDUCATION/District/Employee Deductions		5,519.28	
20L000	4560 0000 00 000000			O & M/District/Employee Deductions		107.45	
40L000	4560 0000 00 000000			TRANSPORTATION/District/Employee Deductions		107.45	
			20201125AFTRS58	Payroll - TRS .58% ADM	0	369.47	
10L000	4560 0000 00 000000			EDUCATION/District/Employee Deductions		355.62	
20L000	4560 0000 00 000000			O & M/District/Employee Deductions		6.93	
40L000	4560 0000 00 000000			TRANSPORTATION/District/Employee Deductions		6.92	
			20201125AFTRSFD	Payroll - TRS FEDERAL-\$\$\$	0	968.23	
10L000	4560 0000 00 000000			EDUCATION/District/Employee Deductions		968.23	
			20201125AFTRSSB	Payroll - TRS .58% Subs	0	47.26	
10L000	4560 0000 00 000000			EDUCATION/District/Employee Deductions		47.26	
48840	United States Treasury	11/20/2020	20201125ADFICA	Payroll - FICA	0	6,220.09	67,774.68
10L000	4570 0000 00 000000			EDUCATION/District		3,603.66	
20L000	4570 0000 00 000000			O & M/District		619.08	
40L000	4570 0000 00 000000			TRANSPORTATION/District		1,997.35	
			20201125ADFTA	Payroll - ADD FED TAX AMT	0	863.00	
10L000	4520 0000 00 000000			EDUCATION/District/Federal Tax Withheld		803.00	
40L000	4520 0000 00 000000			TRANSPORTATION/District/Federal Tax Withheld		60.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			20201125ADFTD	Payroll - FIX FED TAX AMT	0	50.00	
10L000	4520 0000 00 000000			EDUCATION/District/Federal Tax Withheld		50.00	
			20201125ADFTX	Payroll - FEDERAL TAX	0	39,843.44	
10L000	4520 0000 00 000000			EDUCATION/District/Federal Tax Withheld		37,268.51	
20L000	4520 0000 00 000000			O & M/District/Federal Tax Withheld		878.80	
40L000	4520 0000 00 000000			TRANSPORTATION/District/Federal Tax Withheld		1,696.13	
			20201125ADMDCR	Payroll - MEDICARE	0	7,289.03	
10L000	4580 0000 00 000000			EDUCATION/District		6,645.73	
20L000	4580 0000 00 000000			O & M/District		160.49	
40L000	4580 0000 00 000000			TRANSPORTATION/District		482.81	
			20201125AFFICA	Payroll - FICA	0	6,220.09	
50L000	4570 0000 00 000000			SOCIAL SECURITY/MEDICARE/District		6,220.09	
			20201125AFMDCR	Payroll - MEDICARE	0	7,289.03	
50L000	4580 0000 00 000000			SOCIAL SECURITY/MEDICARE/District		7,289.03	
48841	Wisconsin Dept Of Revenue	11/20/2020	20201125ADWISTX	Payroll - WI STATE TAX	0	1,302.27	1,302.27
10L000	4600 0000 00 000000			EDUCATION/District		1,179.95	
40L000	4600 0000 00 000000			TRANSPORTATION/District		122.32	
			7	Computer	Check(s) For a Total of		174,492.58

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	7	Computer	Checks For a Total of	174,492.58
Total For	7	Manual, Wire Tran, ACH & Computer	Checks	174,492.58
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	174,492.58

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	135,062.21	0.00	0.00	135,062.21
20	O & M	3,248.73	0.00	0.00	3,248.73
40	TRANSPORTATION	8,810.44	0.00	0.00	8,810.44
50	SOCIAL SECURITY/MEDICARE	13,509.12	0.00	0.00	13,509.12
51	IMRF	13,862.08	0.00	0.00	13,862.08

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
48842	Advanced Disposal	11/20/2020	T20001821895	Waste Services	112020	3,434.40	3,434.40
20E000	2542 3210 00 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/SANITATIO		3,434.40	
48843	Amazon	11/20/2020	17tk-1clk-7n6d	Cork Strips/ Weiss	2000000069	69.60	3,615.79
10E200	1110 4100 00 000000			EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES		69.60	
			1dkr-1666-plrk	Mixer for Board Meeting	4000000050	298.00	
10E000	2310 4100 00 000000			EDUCATION/District/BOARD OF EDUCATION SERVICES/SUPPLIES		298.00	
			1fdx-tgft-qlf3	Paint Supplies	1000000038	279.84	
10E100	1110 4100 01 000000			EDUCATION/PRIMARY/ELEMENTARY/SUPPLIES		279.84	
			1jg3-1d3w-mwn6	Books for Michelle Hetrovicz	4000000044	26.96	
10E000	2610 4100 00 000000			EDUCATION/District/DIRECTION OF CENTRAL SUPPORT S/SUPPL		26.96	
			1jnr-gwll-jwtf	Covid Purchases for 2nd opening	4000000046	2,280.86	
10E000	2660 4100 03 500000			EDUCATION/District/DATA PROCESSING SERVICES/SUPPLIES		2,280.86	
			1nk4-mxrt-19p9	Raceway for third grade pod	4000000052	124.90	
60E200	2530 5300 01 000000			CAPITAL PROJECTS/ELEMENTARY/FACILITIES ACQUISITION AND		124.90	
			1ny1-phvh-cln7	Elem--- building improvements	4000000048	78.15	
60E200	2535 5400 01 000000			CAPITAL PROJECTS/ELEMENTARY/BUILDING ACQUISITION, CONST		78.15	
			1rjv-71yf-119j	Parts for the third grade pod.	4000000047	112.39	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
60E200	2535 5400 01 000000			CAPITAL PROJECTS/ELEMENTARY/BUILDING ACQUISITION, CONST		112.39	
			1tpx-pt6c-1kcc	Magnifier	3000000043	19.99	
10E300	1120 4100 00 000000			EDUCATION/MIDDLE/MIDDLE-JUNIOR HIGH/SUPPLIES		19.99	
			1tv4-17pd-vdxm	Handles for middle school	2000000074	21.99	
60E200	2535 5400 01 000000			CAPITAL PROJECTS/ELEMENTARY/BUILDING ACQUISITION, CONST		21.99	
			1y19-y4xk-grpl	4th grade step it up funds	2000000076	274.22	
10E000	1100 4100 02 000000			EDUCATION/District/REGULAR PROGRAMS/SUPPLIES		274.22	
			lytg-xlcd-hpnm	Printer Ink	2000000044	28.89	
40E000	2550 4100 00 000000			TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/S		28.89	
48844	Biancalana, Venette Irene	11/20/2020	11/4/20-2	stylus, frozen drinks, flowers	112020	187.90	575.56
10E200	1110 4100 00 000000			EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES		187.90	
			110420	gift cards, grocery bags, donuts	112020	387.66	
10E200	1110 4100 00 000000			EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES		387.66	
48845	Bureau of Education & Research	11/20/2020	584183	Priority Code #584183 Erin Olney	112020	279.00	279.00
10E100	2210 3100 01 000000			EDUCATION/PRIMARY/IMPROVEMENT OF INSTRUCTION SER/PROFES		279.00	
48846	Carroll, Lisa A	11/20/2020	11/20/20	Tuition Reimbursement	112020	450.00	450.00
10E000	1110 2300 00 000000			EDUCATION/District/ELEMENTARY/TUITION REIMBURSEMENT		450.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
48847	Carroll, Megan	11/20/2020	631	10/26/20-10/30/20 & 11/2/20-11/6/20	111920	1,218.75	1,218.75
10E000	2130 3100 00 700000			EDUCATION/District/HEALTH SERVICES/PROFESSIONAL AND TEC		1,218.75	
48848	Committee for Children	11/20/2020	2013658	Second Step supplies	2000000053	553.00	553.00
10E200	1110 4100 00 000000			EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES		553.00	
48849	Community Mechanical	11/20/2020	1334	Boiler cleaning/inspection	112020	2,510.00	5,979.00
20E200	2542 3230 00 000000			O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR		2,510.00	
			1335	BCP2 leaking/boiler alarm	112020	1,237.00	
20E200	2542 3230 00 000000			O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR		1,237.00	
			1336	Primary - Labor heating	112020	1,632.00	
20E100	2542 3230 00 000000			O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND		1,632.00	
			1337	Labor MS Heating issues	112020	600.00	
20E300	2542 3230 00 000000			O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND		600.00	
48850	Cullotta, Stephanie N	11/20/2020	11.16.20	Stem supplies	111620	43.96	43.96
10E300	1120 4100 07 000000			EDUCATION/MIDDLE/MIDDLE-JUNIOR HIGH/SUPPLIES		43.96	
48851	Discovery Benefits, Inc	11/20/2020	0001250706-in	FSA monthly fee	112020	80.00	80.00
10E000	2310 6400 00 000000			EDUCATION/District/BOARD OF EDUCATION SERVICES/DUES & F		80.00	
48852	Ehlert, Ellen	11/20/2020	10/05/20	science article	112020	39.16	39.16

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E300	1120 4100 06 000000			book EDUCATION/MIDDLE/MIDDLE-JUNIOR HIGH/SUPPLIES		39.16	
48853	Engler Callaway Baasten & Srag	11/20/2020	26830	legal correspondence	111920	345.00	345.00
10E000	2310 3180 00 000000			EDUCATION/District/BOARD OF EDUCATION SERVICES/LEGAL SE		345.00	
48854	ESCO Ear Service Corporation	11/20/2020	981047.2	Renewal of Protection Plan	7000000038	139.00	139.00
10E000	1200 4100 00 700000			EDUCATION/District/SPECIAL EDUCATION/SUPPLIES		139.00	
48855	First Bankcard	11/20/2020	5477256114183552	CC statement Oct 2020	112020	3,338.13	3,338.13
10E000	2310 6400 00 000000			EDUCATION/District/BOARD OF EDUCATION SERVICES/DUES & F		-406.74	
10E000	2310 3400 00 000000			EDUCATION/District/BOARD OF EDUCATION SERVICES/COMMUNIC		64.99	
10E000	2310 4100 00 000000			EDUCATION/District/BOARD OF EDUCATION SERVICES/SUPPLIES		349.59	
10E300	1120 4100 00 000000			EDUCATION/MIDDLE/MIDDLE-JUNIOR HIGH/SUPPLIES		284.03	
10E000	2321 4100 00 000000			EDUCATION/District/OFFICE OF THE SUPERINTENDENT S/SUPPL		268.47	
10E000	2210 3100 01 000000			EDUCATION/District/IMPROVEMENT OF INSTRUCTION SER/PROFE		-995.00	
10E000	1200 4100 00 700000			EDUCATION/District/SPECIAL EDUCATION/SUPPLIES		235.24	
10E300	2210 3100 01 000000			EDUCATION/MIDDLE/IMPROVEMENT OF INSTRUCTION SER/PROFESS		75.00	
10E000	2310 4100 03 000000			EDUCATION/District/BOARD OF EDUCATION SERVICES/SUPPLIES		1,423.91	
60E200	2535 5400 01 000000			CAPITAL PROJECTS/ELEMENTARY/BUILDING ACQUISITION, CONST		-551.95	
20E000	2542 4100 02 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		2,590.59	
48856	Garcarz, Sylvia	11/20/2020	11.16.20	Standing desk	111620	100.00	100.00
10E300	1120 4100 00 000000			EDUCATION/MIDDLE/MIDDLE-JUNIOR HIGH/SUPPLIES		100.00	
48857	Gordon Food Service Inc	11/20/2020	205835699	food	111220	3,184.71	3,184.71
10E000	2560 4100 00 600000			EDUCATION/District/FOOD SERVICES/SUPPLIES		3,184.71	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
48858	Granite Telecommunications	11/20/2020	502845751	Phone Services	112020	4,709.49	4,709.49
20E000	2542 3410 00 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/At&t		4,709.49	
48859	Great Lakes Fire Equipmemnt	11/20/2020	9194	hood cleaning	112020	300.00	700.00
20E000	2540 3100 01 000000			O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIO		300.00	
			9195	hood cleaning	112020	400.00	
20E000	2540 3100 01 000000			O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIO		400.00	
48860	Great Minds	11/20/2020	INV049382	eureka math grade	73020	143.27	143.27
10E200	1110 4200 00 000000			3 EDUCATION/ELEMENTARY/ELEMENTARY/TEXTBOOKS		143.27	
48861	Huemann Water Conditioning	11/20/2020	10/22/20	10/22/20	112020	289.00	289.00
20E300	2542 3230 00 000000			repair/labor O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND		289.00	
48862	Integrated Systems Corporation	11/20/2020	0711429	monthly services	111220	844.80	844.80
10E000	2664 3100 03 500000			EDUCATION/District/OPERATIONS SERVICES/PROFESSIONAL AND		844.80	
48863	Jacobson, Christy A	11/20/2020	112020	Tuition	112020	450.00	450.00
10E000	1110 2300 00 000000			Reimbursement 5582 EDUCATION/District/ELEMENTARY/TUITION REIMBURSEMENT		450.00	
48864	Janusz, Lenayn	11/20/2020	11/20/20	Yoga mats & lap	112020	563.47	563.47
10E100	1110 4100 00 000000			desks EDUCATION/PRIMARY/ELEMENTARY/SUPPLIES		563.47	
48865	Kully Supply	11/20/2020	531935	Maintenance Parts	200000021	242.58	242.58
20E100	2542 4100 01 000000			7 Accessories for Repairs O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		80.96	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E200	2542 4100 01 000000			O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIE		80.96	
20E300	2542 4100 01 000000			O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		80.66	
48866	Lake County Health Department	11/20/2020	INV-00040050	water sample	112020	78.00	78.00
20E000	2542 3710 00 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/Water Tes		78.00	
48867	Martin-Upton, Eileen	11/20/2020	10/26-11/6/20	10/26/20-11/6/20 OT services	111920	2,605.66	2,605.66
10E000	2130 3100 00 700000			EDUCATION/District/HEALTH SERVICES/PROFESSIONAL AND TEC		2,605.66	
48868	Martin Landscape, Inc	11/20/2020	4155	winter fertilizer treatment	111220	2,400.00	2,400.00
20E000	2543 3100 00 000000			O & M/District/CARE AND UPKEEP OF GROUNDS SER/PROFESSIO		2,400.00	
48869	Vendor Continued Void	11/20/2020					0.00
48870	Menards	11/20/2020	78720	Maintenance supplies	1120	82.80	1,238.57
20E200	2542 4100 01 000000			O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIE		82.80	
			78867	maintenance supplies	112020	26.77	
20E300	2542 4100 01 000000			O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		26.77	
			788979	maintenance supplies	112020	16.95	
20E000	2542 4100 01 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		16.95	
			78902	Front office - MS	112020	41.12	
60E000	2535 5400 01 000000			CAPITAL PROJECTS/District/BUILDING ACQUISITION, CONSTRU		41.12	
			78952	custodian supplies	112020	96.59	
20E300	2542 4100 00 000000			O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		96.59	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			78954	maintenance supplies	112020	36.99	
20E000	2542 4100 01 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		36.99	
			79032	maintenance supplies	112020	73.24	
20E200	2542 4100 01 000000			O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIE		73.24	
			79034	maintenance supplies	112020	8.75	
20E200	2542 4100 01 000000			O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIE		8.75	
			79045	front office MS - Construction	112020	6.07	
60E000	2535 5400 01 000000			CAPITAL PROJECTS/District/BUILDING ACQUISITION, CONSTRU		6.07	
			79254	maintenance supplies	112020	23.22	
20E100	2542 4100 01 000000			O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		23.22	
			79332	maintenance supplies	112020	117.21	
20E100	2542 4100 01 000000			O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		117.21	
			79398	maintenance supplies	112020	59.33	
20E100	2542 4100 01 000000			O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		59.33	
			79403	maintenance	112020	36.96	
20E000	2542 4100 01 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		36.96	
			79444	maintenance supplies	112020	114.91	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E300	2542 4100 01 000000			O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		114.91	
			79560	maintenance supplies	112020	12.82	
20E100	2542 4100 01 000000			O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		12.82	
			79731	maintenance supplies	112020	68.01	
20E000	2542 4100 01 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		68.01	
			79750	maintenance supplies	112020	66.90	
40E000	2550 3230 00 000000			TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/R		66.90	
			79754	maintenance supplies	112020	65.95	
20E100	2542 4100 01 000000			O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		65.95	
			79815	maintenance supplies	112020	16.54	
20E000	2542 4100 01 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		16.54	
			79886	maintenance supplies	112020	106.99	
20E100	2542 4100 01 000000			O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		106.99	
			80044	maintenance supplies	112020	101.95	
20E300	2542 4100 00 000000			O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		101.95	
			80047	maintenance supplies	112020	58.50	
20E000	2542 4100 01 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		58.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
48871	Miller, Carrie	11/20/2020	11.16.20	Tuition reimbursement	111620	375.00	825.00
10E000	1110 2300 00 000000			EDUCATION/District/ELEMENTARY/TUITION REIMBURSEMENT		375.00	
			11.16.20 -2	tuition reimbursement	111620	450.00	
10E000	1110 2300 00 000000			EDUCATION/District/ELEMENTARY/TUITION REIMBURSEMENT		450.00	
48872	NCC - Peterson Products	11/20/2020	83585	dispenser sanitizer foam	3611	7,950.00	11,250.00
20E000	2542 4100 02 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		7,950.00	
			8362	disinfecting wipes	3632	1,200.00	
20E000	2542 4100 02 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		1,200.00	
			83621	disinfecting wipes	3634	2,100.00	
20E000	2542 4100 02 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		2,100.00	
48873	Nierman Landscape & Design	11/20/2020	47772	horticulture visit 11/16	111920	1,200.00	1,200.00
20E000	2543 3100 00 000000			O & M/District/CARE AND UPKEEP OF GROUNDS SER/PROFESSIO		1,200.00	
48874	Northern Illinois Music Confer	11/20/2020	Membership Fee 20-21	NIMCon Annual District Membership Fee	112020	75.00	75.00
10E300	1120 4100 02 000000			EDUCATION/MIDDLE/MIDDLE-JUNIOR HIGH/SUPPLIES		75.00	
48875	Onyx Asset Service Groups LLC	11/20/2020	10384-005	10/1/20-10/31/20 Energy Services	112020	3,832.49	3,832.49
20E000	2542 4660 00 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICI		3,832.49	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
48876	Philippsen, Michelle E	11/20/2020	10/13/20-2	10/13/20-10/26/20 travel to Gavin	112020	47.85	87.00
10E000	2569 3320 00 600000		EDUCATION/District/OTHER	FOOD SERVICES/TRAVEL		47.85	
			10/27/20	10/27/20-11/6/20 Travel to Gavin	112020	39.15	
10E000	2569 3320 00 600000		EDUCATION/District/OTHER	FOOD SERVICES/TRAVEL		39.15	
48877	Plank Road Publishing Inc	11/20/2020	20-028568	Supplies 10.1.1110.410.03	3405	91.99	91.99
10E100	1110 4100 03 000000		EDUCATION/PRIMARY/ELEMENTARY/SUPPLIES			91.99	
48878	Quill Corp	11/20/2020	11707153	Office Supplies	2000000072	80.37	177.36
10E200	1110 4100 00 000000		EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES			80.37	
			11863241	Office Supplies	4000000051	96.99	
10E000	2520 4100 00 000000		EDUCATION/District/FISCAL	SERVICES/SUPPLIES		96.99	
48879	ReadyRefresh by Nestle	11/20/2020	00k0122987605	Water delivery services	112020	425.93	425.93
20E300	2542 3700 00 000000		O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER			109.30	
20E200	2542 3700 00 000000		O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/WATER/S			151.79	
20E100	2542 3700 00 000000		O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/WATER/SEWE			164.84	
48880	Romero, Lisa M	11/20/2020	10/09/20	science experiment supplies	112020	150.68	150.68
10E300	1120 4100 06 000000		EDUCATION/MIDDLE/MIDDLE-JUNIOR HIGH/SUPPLIES			150.68	
48881	Salazar, Kristin I	11/20/2020	Conv Acct 11/20/20	Conv Acct 1st grade	112020	27.29	27.29
10E000	1100 4100 00 000000		EDUCATION/District/REGULAR	PROGRAMS/SUPPLIES		27.29	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
48882	Simha Trading Inc	11/20/2020	002300	chrome book repair	111220	169.99	619.95
10E000	2664 3100 00 500000			EDUCATION/District/OPERATIONS SERVICES/PROFESSIONAL AND		169.99	
			002301	Chrome book repair	111220	449.96	
10E000	2664 3100 00 500000			EDUCATION/District/OPERATIONS SERVICES/PROFESSIONAL AND		449.96	
48883	Speech Path Specialists	11/20/2020	2021-04	school psychologist 10/1/20-10/30/20	111220	12,705.00	12,705.00
10E000	2140 3100 01 700000			EDUCATION/District/PSYCHOLOGICAL SERVICES/PROFESSIONAL		12,705.00	
48884	Strand, Melissa Lynn	11/20/2020	Payroll	Payroll 10/26/20-11/10/20	111320	1,350.00	1,350.00
10E000	2130 3100 00 700000			EDUCATION/District/HEALTH SERVICES/PROFESSIONAL AND TEC		1,350.00	
48885	Teacher Fit	11/20/2020	1068	Sarah Nettis	2000000047	600.00	600.00
10E200	1110 4100 00 000000			EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES		600.00	
48886	Techstar America Corporations	11/20/2020	42460	Fusing Unit replacement	112020	272.00	913.94
10E000	2544 3250 00 000000			EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTA		272.00	
			42507	printer supplies	1000000039	641.94	
10E100	1110 4190 00 000000			EDUCATION/PRIMARY/ELEMENTARY/Copy Supplies		641.94	
48887	The Bank of New York Mellon	11/20/2020	252-2332193	admin fee 12/18/20-12/17/21	112020	428.00	428.00
30E000	5400 3100 00 000000			Debt Service Fund/District/Debt Service Other/PROFESSIO		428.00	
48888	Thomson Reuters-West	11/20/2020	843298131	monthly service fee	111220	306.80	306.80

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	2310 3100 03 000000			EDUCATION/District/BOARD OF EDUCATION SERVICES/PROFESSI		306.80	
48889	Wahls, Anne M	11/20/2020	11.16.20	spanish supplies	111620	35.00	35.00
10E300	1120 4110 05 000000			EDUCATION/MIDDLE/MIDDLE-JUNIOR HIGH/Workbooks		35.00	
				48 Computer	Check(s) For a Total of		72,741.73

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
47233	Plank Road Publishing Inc	11/20/2020	20-028568	Supplies 10.1.1110.410.03	3405	91.99	91.99
10E100	1110 4100 03 000000			EDUCATION/PRIMARY/ELEMENTARY/SUPPLIES		91.99	
48283	Great Minds	11/20/2020	INV049382	eureka math grade 3	73020	143.27	143.27
10E200	1110 4200 00 000000			EDUCATION/ELEMENTARY/ELEMENTARY/TEXTBOOKS		143.27	
48656	Teacher Fit	11/12/2020	1068	Sarah Nettis	2000000047	600.00	600.00
10E200	1110 4100 00 000000			EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES		600.00	
			3	Void	Check(s) For a Total of		835.26

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	48	Computer	Checks For a Total of	72,741.73
Total For	48	Manual, Wire Tran, ACH & Computer	Checks	72,741.73
Less	3	Voided	Checks For a Total of	835.26
			Net Amount	71,906.47

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	0.00	0.00	33,294.05	33,294.05
20	O & M	0.00	0.00	38,255.96	38,255.96
30	Debt Service Fund	0.00	0.00	428.00	428.00
40	TRANSPORTATION	0.00	0.00	95.79	95.79
60	CAPITAL PROJECTS	0.00	0.00	-167.33	-167.33

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
48890	Alpha Baking Co, Inc.	11/25/2020	200070303014	food	112420	123.28	167.22
10E000	2560 4100 00 600000			EDUCATION/District/FOOD SERVICES/SUPPLIES		123.28	
10E000	2560 4100 00 600000		200070310018	food	112420	27.44	27.44
10E000	2560 4100 00 600000			EDUCATION/District/FOOD SERVICES/SUPPLIES		27.44	
10E000	2560 4100 00 600000		200070314009	food	112420	16.50	16.50
10E000	2560 4100 00 600000			EDUCATION/District/FOOD SERVICES/SUPPLIES		16.50	
48891	Amazon	11/25/2020	13cw-hld7-6rjl	Batteries for	200000047	44.89	516.69
20E300	2542 4100 01 000000			Emergency Lights		44.89	
10E200	1110 4100 00 000000			O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		44.89	
10E200	1110 4100 00 000000		17wd-9hy9-3fpy	CM PO#2000000064	112420	-160.00	-160.00
10E200	1110 4100 00 000000			Not received		-160.00	-160.00
10E200	1110 4100 00 000000			EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES		-160.00	-160.00
10E200	2220 4100 00 000000		1g9h-pptd-x69h	4th Grade Books	2000000080	105.48	105.48
10E200	2220 4100 00 000000			EDUCATION/ELEMENTARY/EDUCATIONAL MEDIA SERVICES/SUPPLIE		105.48	
20E200	2542 4100 01 000000		1jhm-71qd-yr71	Emergency	200000048	65.69	65.69
20E200	2542 4100 01 000000			Lighting		65.69	
20E200	2542 4100 01 000000			O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIE		65.69	
20E100	2542 4100 00 000000		1jth-1hnd-1tty	D Batteries for	200000049	10.82	10.82
20E100	2542 4100 00 000000			soap dispensers		10.82	
20E100	2542 4100 00 000000			O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		10.82	
10E200	1110 4100 00 000000		1kf6-htqd-g44f	Marienthal/Bookcas	2000000064	160.00	160.00
10E200	1110 4100 00 000000			e		160.00	160.00
10E200	1110 4100 00 000000			EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES		160.00	160.00
			1pkc-yfmd-hqr7	Replacement	200000051	29.98	29.98

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				batteries for emergency lights			
20E100	2542 4100 01 000000			O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		14.99	
20E200	2542 4100 01 000000			O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIE		14.99	
			1q91-xwr6-3tnd	Student supply drop off	2000000082	135.54	
10E200	1110 4100 00 000000			EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES		135.54	
			1tfx-jlwn-d7kk	Toner Cartridge	7000000035	46.89	
10E000	1200 4100 00 700000			EDUCATION/District/SPECIAL EDUCATION/SUPPLIES		46.89	
			1wxc-wx3c-9wyq	Katie Schiller/Elementar y Supply dropoff	2000000079	77.40	
10E200	1110 4100 03 000000			EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES		77.40	
48892	Arndt, Christine	11/25/2020	Cell Stipend Nov	Cell Stipend Nov.	112520	50.00	50.00
10E000	2320 2400 00 000000			EDUCATION/District/EXECUTIVE ADMINISTRATION SERVI/Other		50.00	
48893	Berg, Jennifer L	11/25/2020	11/23/20	bulletin board supplies	112420	48.15	48.15
10E200	1110 4100 00 000000			EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES		48.15	
48894	Biancalana, Venette Irene	11/25/2020	11/16/20	baby gifts	112420	119.00	504.78
10E200	1110 4100 02 000000			EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES		119.00	
			11/23/20	staff gifts for holidays	112520	142.15	
10E200	1110 4100 00 000000			EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES		142.15	
			11/24/20	chipotle lunch & edible	112420	193.63	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E200	1110 4100 00 000000			arrangements EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES		193.63	
				Cell Stipend Nov	112520	50.00	
10E000	2320 2400 00 000000			EDUCATION/District/EXECUTIVE ADMINISTRATION SERVI/Other		50.00	
48895	Carroll, Megan	11/25/2020	636	11/9/20-11/18	112420	3,100.00	3,100.00
10E000	2130 3100 00 700000			EDUCATION/District/HEALTH SERVICES/PROFESSIONAL AND TEC		3,100.00	
48896	ComEd	11/25/2020	4049100025	Electric Utility 10/16/20-11/17/20	112420	1,769.31	4,910.19
20E000	2542 4660 00 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICI		1,769.31	
			4473092067	Electricity Utility 10/16/20-11/17/20	112420	144.38	
20E000	2542 4660 00 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICI		144.38	
			5987164013	Electricity Utility 10/16/20-11/17/20	112420	2,996.50	
20E000	2542 4660 00 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICI		2,996.50	
48897	Computer Nationwide	11/25/2020	IL-9683	Purchase and Installation of 3 door stations	4000000025	2,646.50	2,646.50
10E000	2660 4100 00 500000			EDUCATION/District/DATA PROCESSING SERVICES/SUPPLIES		2,646.50	
48898	Connection's Day School	11/25/2020	31440	speech evaluation	112420	100.00	100.00
10E403	1912 6700 00 700000			EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tu		100.00	
48899	Denovo, Kira	11/25/2020	Cell Stipend Nov	Cell Stipend Nov	112520	50.00	50.00
10E000	2320 2400 00 000000			EDUCATION/District/EXECUTIVE ADMINISTRATION SERVI/Other		50.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
48900	E3 Diagnostics	11/25/2020	1409579	Onsite Call	112520	257.00	257.00
10E000	1200 3100 00 700000			EDUCATION/District/SPECIAL EDUCATION/PROFESSIONAL AND T		257.00	
48901	Emeric Facility Services	11/25/2020	25689	Oct. Cleaning Services	112520	10,000.00	10,000.00
20E000	2542 3220 00 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/CLEANING		10,000.00	
48902	GHA Technologies Inc	11/25/2020	101076661	Lightspeed renewal for Elementary and Primary	4000000031	3,458.00	3,458.00
10E000	2660 4700 04 500000			EDUCATION/District/DATA PROCESSING SERVICES/SOFTWARE		3,458.00	
48903	Gold, Robert	11/25/2020	Cell Stipend Nov.	Cell Stipend Nov	112520	50.00	50.00
10E000	2320 2400 00 000000			EDUCATION/District/EXECUTIVE ADMINISTRATION SERVI/Other		50.00	
48904	Gordon Food Service Inc	11/25/2020	14667919	CM#14667919	112420	-33.30	11,479.56
10E000	2560 4100 00 600000			EDUCATION/District/FOOD SERVICES/SUPPLIES		-33.30	
			205988731	food/snack/supplies	112420	5,465.21	
10E000	2560 4100 00 600000			EDUCATION/District/FOOD SERVICES/SUPPLIES		4,878.87	
10E000	2560 4100 01 600000			EDUCATION/District/FOOD SERVICES/SUPPLIES		364.11	
10E000	2560 4100 02 600000			EDUCATION/District/FOOD SERVICES/SUPPLIES		222.23	
			206145314	Food/snack/supplies	112420	6,047.65	
10E000	2560 4100 00 600000			EDUCATION/District/FOOD SERVICES/SUPPLIES		5,310.53	
10E000	2560 4100 01 600000			EDUCATION/District/FOOD SERVICES/SUPPLIES		447.06	
10E000	2560 4100 02 600000			EDUCATION/District/FOOD SERVICES/SUPPLIES		290.06	
48905	Heartland Business Systems	11/25/2020	406263-H	T&M/Labor	112420	101.25	101.25
20E000	2540 3100 00 000000			O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIO		101.25	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
48906	Hetrovicz, Michelle	11/25/2020	Cell Stipend Nov	Cell Stipend Nov	112520	50.00	50.00
10E000	2320 2400 00 000000		EDUCATION/District/EXECUTIVE ADMINISTRATION SERVI/Other			50.00	
48907	Hodges, Loizzi, Eisenhammer, R	11/25/2020	50357	Legal services	112520	336.02	336.02
10E000	2310 3180 00 000000		EDUCATION/District/BOARD OF EDUCATION SERVICES/LEGAL SE			336.02	
48908	Hudson Energy Services LLC	11/25/2020	2011003116	Electricity	112420	2,793.95	8,398.19
				Utilities			
20E000	2542 4660 00 000000		O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICI			2,793.95	
			2011003117	Electricity	112420	5,547.73	
				Utilities			
20E000	2542 4660 00 000000		O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICI			5,547.73	
			2011003118	Electricity	112420	56.51	
				Utilities			
20E000	2542 4660 00 000000		O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICI			56.51	
48909	Janusz, Lenayn	11/25/2020	Cell Stipend Nov	Cell Stipend Nov	112520	50.00	50.00
10E000	2320 2400 00 000000		EDUCATION/District/EXECUTIVE ADMINISTRATION SERVI/Other			50.00	
48910	John A Raber & Assoc, Inc	11/25/2020	1201799	11/11/20 sample	112420	150.00	150.00
20E000	2542 3710 00 000000		O & M/District/CARE AND UPKEEP OF BUILDING SE/Water Tes			150.00	
48911	King, Victorene Lee	11/25/2020	Cell Stipend Nov	Cell Stipend Nov	112520	50.00	50.00
10E000	2320 2400 00 000000		EDUCATION/District/EXECUTIVE ADMINISTRATION SERVI/Other			50.00	
48912	Kully Supply	11/25/2020	527046	Maintenance	200000018	1,541.79	1,541.79
				Supplies & Parts			
20E300	2542 4100 00 000000		O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES			524.26	
20E200	2542 4100 00 000000		O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIE			508.84	
20E100	2542 4100 00 000000		O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES			508.69	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
48913	Martin-Upton, Eileen	11/25/2020	11/20/20	11/9/20-11/20/20 OT Services	112420	2,580.58	2,580.58
10E000	2130 3100 00 700000			EDUCATION/District/HEALTH SERVICES/PROFESSIONAL AND TEC		2,580.58	
48914	Martin Landscape, Inc	11/25/2020	4116	lawn fertilizer treatment 3 of 4	112420	2,285.00	2,285.00
20E000	2543 3100 00 000000			O & M/District/CARE AND UPKEEP OF GROUNDS SER/PROFESSIO		2,285.00	
48915	McCulley, Matthew S	11/25/2020	Cell Stipend Nov	Cell Stipend Nov.	112520	50.00	50.00
10E000	2320 2400 00 000000			EDUCATION/District/EXECUTIVE ADMINISTRATION SERVI/Other		50.00	
48916	Meek, Stephanie M	11/25/2020	Cell Stipend Nov	Cell Stipend Nov	112520	50.00	50.00
10E000	2320 2400 00 000000			EDUCATION/District/EXECUTIVE ADMINISTRATION SERVI/Other		50.00	
48917	Menards	11/25/2020	111020	maintenance supplies	112420	130.97	347.37
20E100	2542 4100 01 000000			O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		130.97	
			80230	maintenance supplies	110920	141.65	
20E000	2542 4100 01 000000			O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		141.65	
			80419	maintenance supplies	112420	12.74	
20E100	2542 4100 01 000000			O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		12.74	
			80597	maintenance supplies	112420	62.01	
20E300	2542 4100 01 000000			O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES		62.01	
48918	Mid-West Truckers Association	11/25/2020	P 722878	Query	112420	7.50	7.50
40E000	2550 3900 03 000000			TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/O		7.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
48919	Morley, Sunny D	11/25/2020	Cell Stipend Nov	Cell Stipend Nov	112520	50.00	50.00
10E000	2320 2400 00 000000		EDUCATION/District/EXECUTIVE ADMINISTRATION SERVI/Other			50.00	
48920	Mullen, Rachel Ann	11/25/2020	Cell Stipend Nov	Cell Stipend Nov	112520	50.00	50.00
10E000	2320 2400 00 000000		EDUCATION/District/EXECUTIVE ADMINISTRATION SERVI/Other			50.00	
48921	Napa Auto Supply Fox Lake	11/25/2020	015556	brake fluid	112520	8.99	8.99
40E000	2550 4100 00 000000		TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/S			8.99	
48922	Nicor Gas	11/25/2020	12249410007	Primary Gas	112520	1,391.73	2,670.93
20E100	2542 4650 00 000000		O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/NATURAL GA			1,391.73	
			84709661007	Elementary Gas	112520	1,279.20	
			10/18/20-11/18/20				
20E200	2542 4650 00 000000		O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/NATURAL			1,279.20	
48923	Pittman, Erin M	11/25/2020	cell stipend nov	Cell stipend Nov	112520	50.00	50.00
10E000	2320 2400 00 000000		EDUCATION/District/EXECUTIVE ADMINISTRATION SERVI/Other			50.00	
48924	FMA Leasing, INC	11/25/2020	425832	52 of 60	112520	560.00	6,111.26
10E000	2544 3250 00 000000		EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTA			560.00	
			429819	39 of 60	112520	1,698.41	
10E000	2544 3250 00 000000		EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTA			1,698.41	
			432191	31 of 60 copier lease	112520	865.00	
10E000	2544 3250 00 000000		EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTA			865.00	
			436108	18 of 60	112520	1,865.00	
10E000	2544 3250 00 000000		EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTA			1,865.00	
			438590	10 of 60	112520	547.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000 2544 3250 00 000000				EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTA		547.00	
			439148	8 of 60 copier lease	112520	575.85	
10E000 2544 3250 00 000000				EDUCATION/District/CARE AND UPKEEP OF EQUIPMENT S/RENTA		575.85	
48925	Quadient Finance USA, Inc	11/25/2020	7900044061470443	Postage	112520	500.00	500.00
10E000 2310 3400 00 000000				EDUCATION/District/BOARD OF EDUCATION SERVICES/COMMUNIC		500.00	
48926	Quill Corp	11/25/2020	12135443	office supplies	7000000036	50.19	50.19
10E000 1200 4100 00 700000				EDUCATION/District/SPECIAL EDUCATION/SUPPLIES		50.19	
48927	RAILS	11/25/2020	7370	Eread IL membership fee	112520	166.67	166.67
10E300 2220 4100 01 000000				EDUCATION/MIDDLE/EDUCATIONAL MEDIA SERVICES/SUPPLIES		166.67	
48928	Read Naturally	11/25/2020	Q188586	read live licenses	112520	690.00	690.00
10E200 1110 4700 05 000000				EDUCATION/ELEMENTARY/ELEMENTARY/SOFTWARE		690.00	
48929	Ryan, Meghan C	11/25/2020	11/23/20	Artwork in Elementary Building	112520	457.89	457.89
10E200 1110 4100 00 000000				EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES		457.89	
48930	Schuring & Schuring, Inc	11/25/2020	4011	Milk	112520	504.80	2,221.14
10E000 2560 4100 00 600000				EDUCATION/District/FOOD SERVICES/SUPPLIES		504.80	
			4046	Milk	112520	353.36	
10E000 2560 4100 00 600000				EDUCATION/District/FOOD SERVICES/SUPPLIES		353.36	
			4112	Milk	112520	378.61	
10E000 2560 4100 00 600000				EDUCATION/District/FOOD SERVICES/SUPPLIES		378.61	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000 2560 4100 00 600000			4135	Milk	112520	504.80	
				EDUCATION/District/FOOD SERVICES/SUPPLIES		504.80	
10E000 2560 4100 00 600000			42708	Milk	112520	479.57	
				EDUCATION/District/FOOD SERVICES/SUPPLIES		479.57	
48931 Simha Trading Inc		11/25/2020	002303	chromebook repairs	112520	1,489.83	2,609.73
10E000 2664 3100 00 500000				EDUCATION/District/OPERATIONS SERVICES/PROFESSIONAL AND		1,489.83	
10E000 2664 3100 00 500000			002305	Chromebook repairs	112520	1,119.90	
				EDUCATION/District/OPERATIONS SERVICES/PROFESSIONAL AND		1,119.90	
48932 Sonova USA		11/25/2020	5132515585	Service Plan Renewal. Quote 5120158672	7000000032	2,092.50	2,092.50
10E000 2150 3230 00 700000				EDUCATION/District/SPEECH PATHOLOGY AND AUDIOLOGY/REPAI		2,092.50	
48933 Swiderski, Derek A		11/25/2020	Cell Stipend Nov	Cell Stipend Nov	112520	50.00	50.00
40E000 2551 2400 00 000000				TRANSPORTATION/District/SERVICE AREA DIRECTION/Other Be		50.00	
48934 TALX UC Express		11/25/2020	2050161478	Monthly Service	112520	180.00	180.00
10E000 2310 3800 00 000000				EDUCATION/District/BOARD OF EDUCATION SERVICES/INSURANC		180.00	
48935 Thompson Elevator Inspection S		11/25/2020	20-2862	Annual inspection	112520	100.00	100.00
20E000 2540 3100 03 000000				O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIO		100.00	
48936 Whipple, Scott J		11/25/2020	Cell stipend Nov	Cell stipend Nov	112520	50.00	50.00
10E000 2320 2400 00 000000				EDUCATION/District/EXECUTIVE ADMINISTRATION SERVI/Other		50.00	
			47	Computer	Check(s) For a Total of		71,445.09

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	47	Computer	Checks For a Total of	71,445.09
Total For	47	Manual, Wire Tran, ACH & Computer	Checks	71,445.09
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	71,445.09

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	0.00	0.00	40,722.50	40,722.50
20	O & M	0.00	0.00	30,656.10	30,656.10
40	TRANSPORTATION	0.00	0.00	66.49	66.49

CHECK DATE	CHECK NUMBER	VENDOR	AMOUNT
11/6/2020	48829	State Bank Of The Lakes	\$123,912.00
11/20/2020	48840	United States Treasury	\$67,774.68
11/20/2020	48839	Teachers Retirement System	\$41,241.42
11/20/2020	48835	Ill Municipal Retirement Fund	\$22,981.80
11/20/2020	48836	Illinois Dept Of Revenue	\$20,405.13
11/20/2020	48883	Speech Path Specialists	\$12,705.00
11/20/2020	48837	Lake County Federation Of Teachers	\$11,706.82
11/25/2020	48904	Gordon Food Service Inc	\$11,479.56
11/20/2020	48872	NCC - Peterson Products	\$11,250.00
11/25/2020	48901	Emeric Facility Services	\$10,000.00
11/20/2020	48838	Teacher's Health Insurance Security Fund	\$9,080.46
11/25/2020	48908	Hudson Energy Services LLC	\$8,398.19
11/6/2020	48813	Gordon Food Service Inc	\$6,548.63
11/25/2020	48924	PMA Leasing, INC	\$6,111.26
11/20/2020	48849	Community Mechanical	\$5,979.00
11/6/2020	48808	Connection's Day School	\$5,575.80
11/25/2020	48896	ComEd	\$4,910.19
11/20/2020	48858	Granite Telecommunications	\$4,709.49
11/6/2020	48825	Ripple Effects	\$4,000.00
11/20/2020	48875	Onyx Asset Service Groups LLC	\$3,832.49
11/20/2020	48843	Amazon	\$3,615.79
11/25/2020	48902	GHA Technologies Inc	\$3,458.00
11/20/2020	48842	Advanced Disposal	\$3,434.40
11/20/2020	48855	First Bankcard	\$3,338.13
11/20/2020	48857	Gordon Food Service Inc	\$3,184.71
11/25/2020	48895	Carroll, Megan	\$3,100.00
11/25/2020	48922	Nicor Gas	\$2,670.93
11/25/2020	48897	Computer Nationwide	\$2,646.50
11/25/2020	48931	Simha Trading Inc	\$2,609.73
11/20/2020	48867	Martin-Upton, Eileen	\$2,605.66

CHECK DATE	CHECK NUMBER	VENDOR	AMOUNT
11/25/2020	48913	Martin-Upton, Eileen	\$2,580.58
11/6/2020	48811	Emeric Facility Services	\$2,400.00
11/20/2020	48868	Martin Landscape, Inc	\$2,400.00
11/6/2020	48814	Johnson Controls	\$2,370.00
11/25/2020	48914	Martin Landscape, Inc	\$2,285.00
11/6/2020	48828	Simha Trading Inc	\$2,279.78
11/25/2020	48930	Schuring & Schuring, Inc	\$2,221.14
11/6/2020	48807	Amazon	\$2,136.29
11/25/2020	48932	Sonova USA	\$2,092.50
11/25/2020	48912	Kully Supply	\$1,541.79
11/6/2020	48817	Net56	\$1,400.00
11/20/2020	48884	Strand, Melissa Lynn	\$1,350.00
11/20/2020	48841	Wisconsin Dept Of Revenue	\$1,302.27
11/20/2020	48870	Menards	\$1,238.57
11/20/2020	48847	Carroll, Megan	\$1,218.75
11/20/2020	48873	Nierman Landscape & Design	\$1,200.00
11/6/2020	48821	Quadient Finance USA, Inc	\$1,149.73
11/6/2020	48834	Wilson, Judith	\$937.50
11/20/2020	48886	Techstar America Corporations	\$913.94
11/20/2020	48862	Integrated Systems Corporation	\$844.80
11/6/2020	48830	Strand, Melissa Lynn	\$837.00
11/20/2020	48871	Miller, Carrie	\$825.00
11/6/2020	48810	Dyopath	\$700.00
11/20/2020	48859	Great Lakes Fire Equipmemnt	\$700.00
11/25/2020	48928	Read Naturally	\$690.00
11/20/2020	48882	Simha Trading Inc	\$619.95
11/20/2020	48885	Teacher Fit	\$600.00
11/20/2020	48844	Biancalana, Venette Irene	\$575.56
11/20/2020	48864	Janusz, Lenayn	\$563.47
11/20/2020	48848	Committee for Children	\$553.00

CHECK DATE	CHECK NUMBER	VENDOR	AMOUNT
11/6/2020	48831	Uline	\$552.00
11/25/2020	48891	Amazon	\$516.69
11/25/2020	48894	Biancalana, Venette Irene	\$504.78
11/6/2020	48824	Red Shelf	\$503.00
11/25/2020	48925	Quadient Finance USA, Inc	\$500.00
11/25/2020	48929	Ryan, Meghan	\$457.89
11/20/2020	48846	Carroll, Lisa	\$450.00
11/20/2020	48863	Jacobson, Christy	\$450.00
11/20/2020	48887	The Bank of New York Mellon	\$428.00
11/20/2020	48879	ReadyRefresh by Nestle	\$425.93
11/6/2020	48818	Network Craze Technology	\$404.79
11/6/2020	48832	Ultimate Screen Printing	\$404.00
11/25/2020	48917	Menards	\$347.37
11/20/2020	48853	Engler Callaway Baasten & Sraga, LLC	\$345.00
11/25/2020	48907	Hodges, Loizzi, Eisenhammer, Rodick,Kohn	\$336.02
11/6/2020	48820	Pro-Ed, Inc	\$325.00
11/6/2020	48823	Raney Day Services	\$325.00
11/20/2020	48888	Thomson Reuters-West	\$306.80
11/6/2020	48809	Crisis Prevention Institute, Inc	\$300.00
11/20/2020	48861	Huemann Water Conditioning	\$289.00
11/20/2020	48845	Bureau of Education & Research	\$279.00
11/25/2020	48900	E3 Diagnostics	\$257.00
11/6/2020	48822	Quill Corp	\$243.83
11/20/2020	48865	Kully Supply	\$242.58
11/6/2020	48812	FSS Technologies, LLC	\$185.00
11/25/2020	48934	TALX UC Express	\$180.00
11/6/2020	48826	Schoolwide Inc	\$179.85
11/20/2020	48878	Quill Corp	\$177.36
11/25/2020	48890	Alpha Baking Co, Inc.	\$167.22
11/25/2020	48927	RAILS	\$166.67

CHECK DATE	CHECK NUMBER	VENDOR	AMOUNT
11/20/2020	48880	Romero, Lisa	\$150.68
11/25/2020	48910	John A Raber & Assoc, Inc	\$150.00
11/20/2020	48860	Great Minds	\$143.27
11/20/2020	48854	ESCO Ear Service Corporation	\$139.00
11/25/2020	48905	Heartland Business Systems	\$101.25
11/20/2020	48856	Garcarz, Sylvia	\$100.00
11/25/2020	48898	Connection's Day School	\$100.00
11/25/2020	48935	Thompson Elevator Inspection Service,Inc	\$100.00
11/20/2020	48877	Plank Road Publishing Inc	\$91.99
11/20/2020	48876	Philippsen, Michelle	\$87.00
11/20/2020	48851	Discovery Benefits, Inc	\$80.00
11/6/2020	48815	Lake County Health Department	\$78.00
11/20/2020	48866	Lake County Health Department	\$78.00
11/20/2020	48874	Northern Illinois Music Conference	\$75.00
11/25/2020	48926	Quill Corp	\$50.19
11/25/2020	48892	Arndt, Christine	\$50.00
11/25/2020	48899	Denovo, Kira	\$50.00
11/25/2020	48903	Gold, Robert	\$50.00
11/25/2020	48906	Hetrovicz, Michelle	\$50.00
11/25/2020	48909	Janusz, Lenayn	\$50.00
11/25/2020	48911	King, Victorene Lee	\$50.00
11/25/2020	48915	McCulley, Matthew	\$50.00
11/25/2020	48916	Meek, Stephanie	\$50.00
11/25/2020	48919	Morley, Sunny	\$50.00
11/25/2020	48920	Mullen, Rachel Ann	\$50.00
11/25/2020	48923	Pittman, Erin	\$50.00
11/25/2020	48933	Swiderski, Derek	\$50.00
11/25/2020	48936	Whipple, Scott	\$50.00
11/25/2020	48893	Berg, Jennifer	\$48.15
11/20/2020	48850	Cullotta, Stephanie	\$43.96

CHECK DATE	CHECK NUMBER	VENDOR	AMOUNT
11/20/2020	48852	Ehlert, Ellen	\$39.16
11/6/2020	48806	Alpha Baking Co, Inc.	\$36.76
11/20/2020	48889	Wahls, Anne	\$35.00
11/6/2020	48819	Oaktree Products	\$32.65
11/6/2020	48827	SEDOL	\$30.00
11/6/2020	48833	Waukegan Safe And Lock	\$27.80
11/20/2020	48881	Salazar, Kristin	\$27.29
11/6/2020	48816	Menards	\$22.10
11/25/2020	48921	Napa Auto Supply Fox Lake	\$8.99
11/25/2020	48918	Mid-West Truckers Association	\$7.50

1:49 PM
 12/02/20
 Accrual Basis

Big Hollow Student Activity Funds
Balance Sheet
 As of October 31, 2020

	<u>Oct 31, 20</u>
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	1,725.89
Nature Center	2,616.70
Recycling Club	2,676.83
Student Council	6,709.53
Sunshine Club - Elementary	42.02
Sunshine Club - Primary	861.01
State Bank Activity Bank Acct - Other	406.65
Total State Bank Activity Bank Acct	<u>16,292.52</u>
Total Checking/Savings	<u>16,292.52</u>
Total Current Assets	<u>16,292.52</u>
TOTAL ASSETS	<u>16,292.52</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	<u>16,292.52</u>
Total Equity	<u>16,292.52</u>
TOTAL LIABILITIES & EQUITY	<u>16,292.52</u>

Convenience Fund Report October 2020

Account	Beginning Balance	Debits	Credits	Ending Balance
Prek	1010.66			1010.66
KG	2054.18			2054.18
1st Grade	4377.54			4377.54
2nd Grade	1210.97			1210.97
3rd Grade	6906.01	538.36		6367.65
4th Grade	506.09			506.09
5th Grade	2269.67			2269.67
6th Grade	766.71			766.71
7th Grade	2457.51			2457.51
8th Grade	11734.53			11734.53
Art-P/E	0.00			0.00
Cheer	945.13			945.13
Computers-P	221.24			221.24
Computers-E	-0.49			-0.49
Concessions-Athletic	2090.08			2090.08
Concessions-PE	7429.08			7429.08
Graphics Arts	885.04			885.04
Lets Read to Grow	813.96			813.96
Library-P/E	32.00			32.00
Library-MS	679.12			679.12
Music-P/E	-39.71			-39.71
Noetic Math	59.50			59.50
PBIS-MS	2564.53			2564.53
PE-P	25.75			25.75
PE-E	-245.98			-245.98
Poms	656.23			656.23
Prime Time	2670.00			2670.00
Reading P/E	4390.79	35.14		4355.65
Respect	665.00			665.00
Special Ed	33.00			33.00
Sports Camps	318.00			318.00
STARS-P	2058.54			2058.54
STARS-E	4236.41			4236.41
STEM CLUB	317.28			317.28
Yearbook-M	632.30			632.30
Yearbook-P/E	581.94			581.94
In & Out Account	1984.41			1984.41
Total	67297.02	573.50	0.00	66723.52

1:53 PM
 12/02/20
 Accrual Basis

Big Hollow Student Activity Funds
Balance Sheet
 As of November 30, 2020

	Nov 30, 20
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	1,725.89
Nature Center	2,616.70
Recycling Club	2,676.83
Student Council	6,709.53
Sunshine Club - Elementary	42.02
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Total State Bank Activity Bank Acct	16,292.52
Total Checking/Savings	16,292.52
Total Current Assets	16,292.52
TOTAL ASSETS	16,292.52
LIABILITIES & EQUITY	
Equity	
Retained Earnings	16,292.52
Total Equity	16,292.52
TOTAL LIABILITIES & EQUITY	16,292.52

Convenience Fund Report November 2020

Account	Beginning Balance	Debits	Credits	Ending Balance
Prek	1010.66			1010.66
KG	2054.18			2054.18
1st Grade	4377.54	27.29		4350.25
2nd Grade	1210.97			1210.97
3rd Grade	6367.65			6367.65
4th Grade	506.09			506.09
5th Grade	2269.67			2269.67
6th Grade	766.71			766.71
7th Grade	2457.51			2457.51
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Art-P/E	0.00			0.00
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Sports Camps	318.00			318.00
STARS-P	2058.54			2058.54
STARS-E	4236.41			4236.41
STEM CLUB	317.28			317.28
Yearbook-M	632.30			632.30
Yearbook-P/E	581.94			581.94
In & Out Account	1984.41			1984.41
Total	66723.52	27.29	0.00	66696.23

**Big Hollow School District 38
Payroll Summary**

Date	Education	O&M	Transportation	IMRF/SS	Total
10-Nov-20	\$523,743.61	\$13,220.15	\$35,267.16	\$20,270.91	\$592,501.83
25-Nov-20	\$526,797.87	\$12,627.49	\$35,545.08	\$20,491.03	\$595,461.47
Grand Total	\$1,050,541.48	\$25,847.64	\$70,812.24	\$40,761.94	\$1,187,963.30

Board of Education President
Big Hollow School District 38

Date

Board of Education Secretary
Big Hollow School District 38

Date

School Parent Involvement Policy

Part I: General Expectations

The Big Hollow School District agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parent involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I Plan A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for the Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of the participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-

- (A) That parents play an integral role in assisting their child's learning;*
- (B) That parents are encourage to be actively involved in their child's education at school;*
- (C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in their education of their child;*
- (D) The carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS.

1. The Big Hollow School District will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
 - The Big Hollow School District will introduce and implement general policy expectations. Information and documents will be distributed and shared with parents at Title I meetings.. Input will be gathered at the Title I meetings, parent/teacher conferences and other regular written communications with parents.
2. The Big Hollow School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - The Big Hollow School District will provide information throughout the school year through Title I meetings, newsletters, and letters to parents asking for regular parent input regarding all aspects of the plan.
3. The Big Hollow School District will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting and will encourage them to attend by:
 - Notify parents of the beginning of the school year with a letter regarding the program.
 - Parent input is valued and can be provided through public meetings, small group or individual meetings, and phone calls/emails.

4. The Big Hollow School District will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
 - Title I plan is available to the parents. The explanation of school curriculum is provided to parents at Curriculum Nights.
 - Progress on Map assessments are shared with parents at Parent Teacher Conferences and sent home with report cards.
5. The Big Hollow School District will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:
 - Regular meetings include: parent/teacher conferences, PAC meetings, Title I meetings.
 - Suggestions will be discussed at staff meetings, grade level meetings, and administrator Title I meetings.
6. The Big Hollow School District will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:
 - The State and NWEA Map results are discussed at the Fall Parent Teacher Conferences.
 - Access results are sent home prior to the Fall conferences and are discussed at the Fall Parent Teacher Conferences.
7. The Big Hollow School District will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:
 - If applicable, the District will notify parents via US mail regarding the highly qualified status of a teacher.
8. The Big Hollow School District will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph-
 - o The state's academic content standards.
 - o The state's student academic achievement standards,
 - o The state and local academic assessments including alternate assessments,
 - o The requirements of Part A,
 - o How to monitor their child's progress, and how to work with educators:

- Big Hollow School District will work to offer workshops designed to provide assistance to parents on selected educational topics.
 - Parents will be informed of conferences and workshops designed for parents that are being held in the community and state.
9. The Big Hollow School District will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement by:
- Parents will be encouraged to participate in the District's programs: Family Reading Night, Let's Read to Grow, and Summer Connections that focus on literacy.
 - Improving academic achievement will be addressed by providing parents with activities and materials that they can use at home with their children.
10. The Big Hollow School District will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- Organize a committee to enhance leadership capacity of parents and explore opportunities for the improvement of parent involvement.
 - Encourage Big Hollow parents to participate in the Title I program.
11. The Big Hollow School District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities such as parent resource centers, that encourage and support parent in more fully participating in the education of their children by:
- Participating in the District's Summer Reading Program.
12. The Big Hollow School District will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format including alternative formats upon request, and to, the extend practicable, in a language the parents can understand.
- Big Hollow School District will provide translated copies of all school flyers that go home.

PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVMENT POLICY COMPONENTS

Big Hollow School District will offer the following opportunities for parent involvement.

- Big Hollow parents will be encouraged to participate in the Title I program.

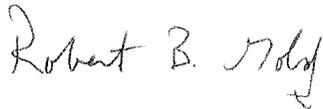
PART IV. ADOPTION

This School Parental Involvement Policy will be developed jointly, and agreed on with parents of children participating in Title 1, Part A programs, as evidenced by agendas and minutes of meetings held.

A meeting was held on October 10, 2020 at 4:30pm with parents to discuss and give their input regarding the District Title I program.

This policy will be presented and adopted by the Big Hollow School District in December 2020 and will be in effect for the period of two years. The District will distribute this policy to all parents of participating Title 1, Part A children on or before December 2020.

The policy will be reviewed on October 10, 2020 and will be shared with parents for input/suggestions. The policy then will be and shared with the School Board in the December School Board Meeting.



(Signature of Authorized Official)

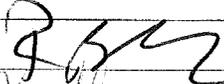
November 30, 2020

(Date)

BIG HOLLOW SCHOOL DISTRICT 38

Date: 11/5/20
 Team: RIF Joint Committee
 Location: Virtual Meeting
 Time: 2:45 p.m.

Participants

Name	Signature
Bob Gold	
Kathryn Keenan	
Janine Vasica	

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.

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: November 16, 2020 **Location:** Virtual meeting via Zoom

Committee: Curriculum Committee

Members Present: Kevin Lyons, Tiffany Enters, Julia Mazur

Others in Attendance: Bob Gold, Michelle Hetrovicz, Vicki King

Duration of Meeting: 4:00 p.m. - 5:15 p.m.

Topic Points and/or Summary of Discussion:

- Curriculum & Instruction update (Dr. Hetrovicz)
 - Standards Based Grading-
 - Dr. Hetrovicz shared the plan for rolling out at Primary & Elementary
 - Shared a plan for continuing to support Middle School in its implementation
- Data, Assessment, & Accountability update (Dr. King)
 - Great work happening with the assessment teams (psychs, Dr. Pittman, Dr. King, Dr. Hetrovicz)
 - Alignment of curricular standards, interventions, and decision rules- data from Otus will help pull big picture of a student together quickly
 - Attention being paid to the whole child- SEL, academics, etc
- OTUS vs. Partners 4 Results
 - Dr. King explained the benefits of moving from Partners 4 Results- intractability and transparency
 - Our representative, Tim, demonstrated various Otus characteristics & functionalities, including:
 - Data analytics, assessment, classroom learning management

- Easy parent accessibility to review holistic student progress
 - Robust learning platform- empowering all stakeholders
 - Syncs with Skyward & Clever
 - Analyzes 3rd party data, i.e., Google, Flipgrid, Seesaw, SWIS, IAR, attendance, NWEA, WIDA for ELs
 - Review IEPs, assess learning, track behaviors
 - Flexible group feature- for MTSS, ELL, IEP, Migrant, etc.
 - Houses Common Formative Assessments and easily displays results so teachers can form instructional groups and connects resources (Khan) with the groups
 - Query reports allow you to look at data side by side- analyze groups of students who meet certain criteria (MTSS). The data can be weighted also
 - Historical analytics allow you to analyze or compare multiple cohorts
 - Parents can manipulate and explore data
 - Live support/chat is available
 - Gradebook-
 - Setup on our end- fairly simple
 - Queries & reports can be run quickly for assessment teams
- Questions from Board members
 - How does Otus ensure that parents do not get access to other students' data?
 - They use the rostering process reflected in Skyward so that data is secure
 - You work with a live technology coach/account managers so that they can support individual districts- need data to be clean, accurate and organized
 - Will a lot of data entry be required by teachers? No- Google docs will continue to be used for curriculum maps
 - What is cost? Annual cost- per student cost.
- Adjourn

Robert B. Moly

Submitted by:



www.bighollow.us

Mr. Robert Gold, Superintendent

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Fax 847-740-9021

BOARD OF EDUCATION COMMITTEE REPORT

Date: 11/23/20 **Location:** Virtual meeting via Zoom

Committee: Policy Committee

Members Present: Vivian Kueter, Tiffany Enters

Others in Attendance: Bob Gold

Duration of Meeting: 4:00 p.m. - 4:45 p.m.

Topic Points and/or Summary of Discussion:

- Reviewed recommended Board policy updates from PRESS Issues 106. Changes to the recommendations were made and will be shared with the Board at the next meeting.
- Board members also asked Mr. Gold to include as part of our monthly board policy review policies relating to communications and investment.

A handwritten signature in black ink that reads 'Robert B. Gold' with a small flourish at the end.

Submitted by:

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

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

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

ADOPTED:August 14, 2017

Big Hollow SD 38

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

Exhibit 11

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

Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year will accrue 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, quarantine at home, serious illness or death in the immediate family or household; or birth, adoption, or placement for adoption. The Superintendent or designee shall monitor the use of sick leave.

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

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

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

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

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> Beginning of year 1	<u>To:</u> 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. Exhibit 11

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	Veteran's Day
Presidents' Day	
Casimir Pulaski's Birthday	2020 Election Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas 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 ~~Exhibit~~ **11** 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 Illinois 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.

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. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence.
4. Child Bereavement Leave.
5. Leave to serve as an election judge.

LEGAL REF.:

40 ILCS 5/7-139

105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.

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)

Adopted: October 13, 2020

Big Hollow SD 38

Beliefs

- Education is a partnership involving home, school and community.
- All students have a right to an education that enables them to reach their fullest potential.
- All students have a right to a safe and supportive learning environment.
- A complete educational experience will maximize all possible resources.
- Education is a necessity for self-fulfillment.
- Educated students have a better opportunity to become responsible, contributing members of society.
- The school succeeds by teaching the students how to learn.
- Learning is a lifelong experience.

CROSS REF: 1:30 (School District Philosophy), 3:10 (Goals and Objectives), 6:15 (School Accountability), 7:10 (Equal Educational Opportunities)

Adopted: August 13, 2018

Big Hollow SD 38

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 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, 5/10-21.3a, 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)

Adopted: June 10, 2019

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, 5/10-24.46, 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, 5/27-20.2, and 20/1.

10 ILCS 5/11-4.1.

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), 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)

Adopted: February 10, 2020

2:140 Communications To and From the Board

The Board of Education welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the School Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) posted on the District's website.

The Superintendent or designee shall ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board.?

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum.

LEGAL REF.:

5 ILCS 120/, Open Meetings Act.

50 ILCS 205/20, Local Records Act.

CROSS REF.:2:220 (School Board Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

Adopted: October 15, 2019

Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

Investments

The Superintendent shall either appoint a Chief Investment Officer or serve as one. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

Investment Objectives

The objectives for the School District's investment activities are:

1. Safety of Principal - Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. Liquidity - The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. Rate of Return - The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. Diversification - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

Authorized Investments

The Chief Investment Officer may invest any District funds in any investment as authorized in 30 ILCS 235/2, and Acts amended thereto.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.

Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last two years' statements of resources and liabilities or reports of examination, that the institution is required to furnish to the appropriate State or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination, that it is required to furnish to the appropriate State or federal agency.

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

The District may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, 30 ILCS 235/. The Superintendent or designee shall keep the Board informed of collateral agreements.

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board (GASB) Statement No. 3, Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board of Education will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted. Exhibit 11

Ethics and Conflicts of Interest

The Board of Education and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

LEGAL REF.:

30 ILCS 235/, Public Funds Investment Act.

30 ILCS 238/, III. Sustainable Investing Act.

105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

Adopted: February 10, 2020

Big Hollow SD 38



To: Big Hollow School District 38 Board of Education
From: Dr. Victorene King, Director of Assessment, Data, and Accountability
Date: December 14, 2020
Re: Impact of Remote Learning & Covid-19 Board Report

INQUIRY PROCESS

This project consists of two phases. The first phase consisted of data collection utilings focus groups and interviews to better understand the perspectives and feelings of our community. There were a total of 47 participants from the community, district staff, and students participating in a focus group. During this phase, we also administered a brief, anonymous online survey to the entire learning community. Those participation rates will be presented in future sections.

Focus groups are usually conducted with only five to eight participants facilitated by someone who can remain neutral during the discussion, and does not participate or engage in the focus group other than to present the specific questions, and helps ensure each participant is able to share. Focus groups and interviews are unique in that the facilitator does not respond to the questions nor correct or defend mis- information.

The questions presented in focus groups are predetermined and developed so they are aligned to themes the researcher is seeking to better understand. The questions for each focus group are presented in Appendix A.

Specifically, this project sought perceptions about and responses to the following themes:

- Feelings of safety, connection, & stress
- Learning loss/gains & environmental preferences
- Overall impact
- Comparative experiences from past to present

The second phase of this project will include students' performance data based on academic and social and emotional assessments. The report that will be presented at the next board meeting will include results from the Winter MAP assessment administration, DESSA, and other data to compare current outcomes to previously earned outcomes.

STUDENT FINDINGS

Focus Groups & Survey Responses

There were 172 responses for the online surveys for students in first through fourth grade from approximately 690 total students. At a 95% confidence interval (CI), the margin of error is 6%. The smaller the margin of error, the greater the confidence the results reflect the overall group's perspective about the items presented. In the same way, there were 437 survey responses for students in fifth through eighth grade and a total of approximately 795 students. This response rate brings the margin of error to 3% with a CI of 95%.

Based on the survey results 77% of all the students indicated they learn and pay attention better at school, and 62% of students in middle school worry about the long-term effects of falling behind. One student captured this when he stated: “I like to do projects and hands-on stuff. Remote learning is affecting how well I can learn.”

One of the main challenges expressed and themes by multiple students during the focus groups was a feeling of disorganization and an insecurity around meeting teacher expectations. A statement made by one student and echoed in various ways during the focus groups was: “It’s hard to keep my stuff organized in Google classroom.” Another student mentioned how she keeps so many tabs open just to try to remember that she needs to work on it, but it creates other problems with her wifi speed.

Students shared experiences about how they frequently used the chat function in zoom; however, it was not as helpful or easy as just raising their hands to signal to the teacher they needed assistance. In the same way, over 80% of the students who participated in the survey indicated they feel more connected to their teachers when they can talk with them in person.

Over 90% of the students surveyed and 100% of the students interviewed or in focus groups indicated they see their friends more when they are in school. One student said that he doesn’t see his friends often and that “...breakout rooms are not the same,” when he was asked to elaborate about how various technology functions allowed for them to virtually meet with each other during the school day.

While there are some students who are nervous about coming to school, 57% of the students surveyed stated they were not afraid to come to school if safety measures were in place. “I feel safe to return to school right now if they, like, have, the like, proper precautions, I guess for safety and sickness.” The students in middle school were able to articulate that they knew there was a concern for safety, but also acknowledged that once the district ensured systems were in place, they would feel safe enough to return.

Grades

In an effort to provide data related to how remote learning and COVID has impacted student grades, student report data and Grade Point Averages (GPA) were pulled to compare this year to last year.

There are multiple points to consider when using this as a measure. The two most important are listed below as they almost entirely make this a moot and invalid data source:

1. The middle school’s recent change in grading practices. Many teachers are still in-progress toward learning when to give students marks for progress towards goals. Students are also still learning how this system is different from last year’s grading system.
2. Teachers in primary and elementary have different grading practices when awarding “proficient” . Some teachers indicate on their report cards that they mark students as “not yet meeting standards” because they have the entire year to work toward proficiency, while others mark students as proficient portions of that standard covered over the course of the grading period. These differences are clearly annotated on report cards, but it makes differentiating the data year by year impossible.

Tables X through X provide the overall GPA changes from 19-20 to 20-21.

(insert primary & elementary data)

Table X. 6th Grade Cohort Overall GPA Exchange

	6th ELA	6th Math	6th SS	6th Science
	15	11	15	15
A	9.64%	-10.26%	-24.06%	-46.05%
B	-1.84%	13.10%	15.94%	16.41%
C	-11.94%	0.25%	4.93%	16.75%
D	-1.25%	-4.50%	0.37%	7.12%
F	0.00%	-0.09%	0.37%	-0.61%
INC	5.39%	1.49%	2.45%	6.37%
NC	0.00%	0.00%	0.00%	0.00%
Total	204	201	204	204
GPA	0.25	-0.01	-0.30	-0.78

Table X. 7th Grade Cohort Overall GPA Exchange

	7th ELA	7th Math	7th SS	7th Science
	14	-51	11	14
A	-29.66%	-32.02%	-20.55%	-22.13%
B	0.34%	7.91%	4.54%	-9.87%
C	17.64%	12.61%	5.60%	2.29%
D	3.72%	10.44%	4.95%	22.44%
F	0.00%	-2.73%	0.00%	-1.63%
INC	7.96%	3.79%	5.47%	8.91%
NC	0.00%	0.00%	0.00%	0.00%
Total	201	132	201	202
GPA	-0.58	-0.59	-0.35	-0.69

Table X. 8th Grade Cohort Overall GPA Exchange

	8th ELA	8th Math	8th SS	8th Science
	14	11	14	14
A	0.07%	-0.09%	-48.99%	-15.62%
B	-3.33%	19.67%	12.25%	8.38%
C	-10.60%	-6.48%	19.23%	5.50%
D	6.13%	-7.27%	12.36%	0.19%
F	-1.70%	-8.66%	-0.04%	1.06%
INC	9.43%	2.84%	5.19%	0.49%
NC	0.00%	0.00%	0.00%	0.00%
Total	190	138	191	189

GPA	0.00	0.46	-0.96	-0.25
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COMMUNITY FINDINGS

There were 396 responses to the online surveys out of approximately 1153 families in the district, which produces a 4% margin of error at a 95% CI. Therefore, we can conclude that the results are reflective of our district community.

STAFF FINDINGS

CONCLUSIONS

NEXT STEPS

APPENDIX A

Focus Group Questions

Key for seeking out themes:

Feelings of connection, safety, stress

Learning loss, preferences, environment

Impact overall from COVID/remote learning

Comparison past to present - only in quan data- because it can be called out in almost every question.

Grades 4-8 Students Focus Group:

How has your life been impacted by the pandemic?

What parts of the “student experience” have changed due to remote and/or hybrid learning, and how do the changes make you feel?

How do you get your views heard by adults during remote and/or hybrid learning, and is it a change due to the pandemic?

Are you comfortable with returning to school right now?

How do you feel about virtual activities and learning?

Would you rather a decision to return to school be set and established so you can make plans, or would you rather the decision be left open to changing on a bi-weekly basis, and why?

What worries you about the pandemic?

What resources do your teachers and your school need to provide you with to ensure you have a successful remote learning experience?

What would make school better during remote and/or hybrid learning and required social distancing?

Grades 2-3 Students Focus Group:

What parts of school are different than they were last year and how do you feel about it?

Complete the following sentence: Remote school makes me feel _____ because _____.

How do you feel about remote school?

If you could magically fix something about school right now, what would it be?

Teacher Focus Group:

What parts of the “teacher experience” have changed due to remote and hybrid learning and the pandemic, and how do the changes make you feel?

How has your life been impacted by the pandemic?

How do you feel about virtual activities and teaching?

Would you rather a decision to return to school be set and established so you can make plans, or would you rather the decision be left open to changing on a bi-weekly basis, and why?

What resources do you need to ensure you have a successful experience during remote and hybrid learning?

Are your students learning as much now as they were before switching to remote learning, and how do you know?

What changes have you experienced in your lesson planning as a result of remote and hybrid learning and social distancing protocol?

Family & Community Focus Group:

How have your priorities for your child/family changed due to the pandemic, remote learning, and required social distancing?

How have our local businesses and/or non-for-profit organizations been impacted by the pandemic and by our school’s closure?

How do you get your views heard by the school while in remote or hybrid learning?

Are you comfortable with sending your child to school?

What worries you about remote learning?

What recommendations would you like to offer the school about how we can help meet the students’ non-academic needs during this pandemic situation and during social distancing protocols?

Would you rather a decision to return to school be set and established so you can make plans, or would you rather the decision be left open to changing on a bi-weekly basis, and why?

Is your child learning as much now as s/he was before switching to remote learning, and how do you know?

Impact of COVID & Remote Learning

Part One: Focus Groups and Surveys

Inquiry Process

01

Student Findings

02

Community Findings

03

Agenda

04

Staff Findings

05

Conclusions

06

Next Steps

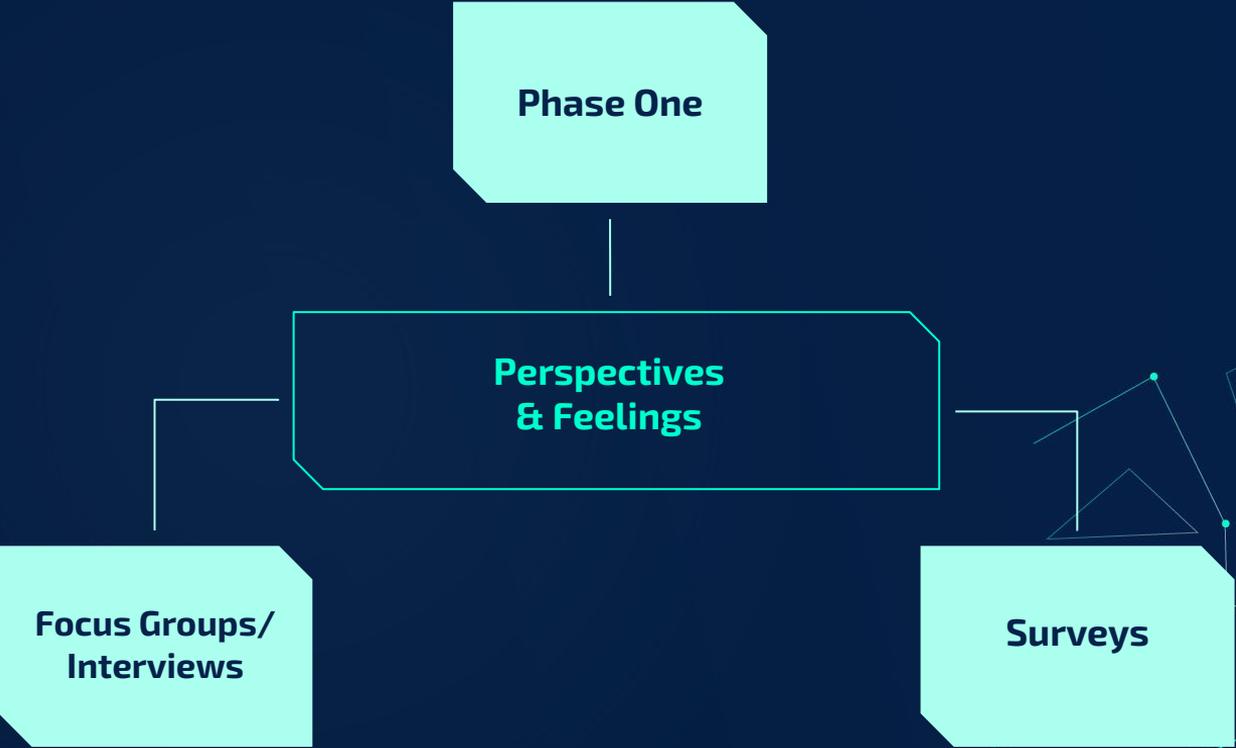
Exhibit 12



01

Inquiry Process

Impact Study



02

Student Findings

“I like to do projects and hands-on stuff. Remote learning is affecting how well I can learn.”
-Multiple students in various grades

Learning

77%

Learn better
In-School

62%

Worried about
falling behind

62%

Motivated more
In-School

**“It’s hard to keep my stuff organized in
Google classroom.”**
- Multiple students in various grades

Exhibit 12

Elementary School Core Grade Change

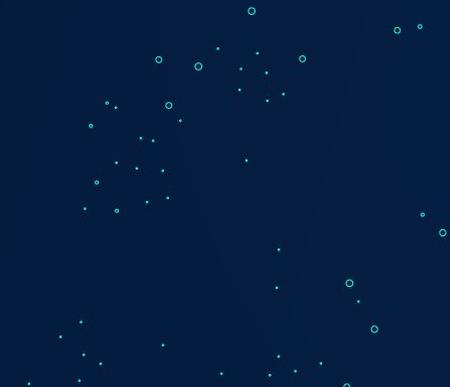
1st Grade

2nd Grade

3rd Grade

4th Grade

Exhibit 12



Middle School Core Overall GPA Change

6th Overall GPA

-.84

7th Overall GPA

-.55

8th Overall GPA

-.19

	6th ELA	6th Math	6th SS ^{Exhibit 12}	6th Science
A	9.64%	-10.26%	-24.06%	-46.05%
B	-1.84%	13.10%	15.94%	16.41%
C	-11.94%	0.25%	4.93%	16.75%
D	-1.25%	-4.50%	0.37%	7.12%
F	0.00%	-0.09%	0.37%	-0.61%
INC	5.39%	1.49%	2.45%	6.37%
NC	0.00%	0.00%	0.00%	0.00%
Total	204	201	204	204
GPA	0.25	-0.01	-0.30	-0.78



Feelings

**“I don’t get to see my friends as often.
Breakout rooms are not the same thing.”
- Multiple students in multiple grades**

**“I feel safe to return to school right now if they, like, have, the
like, proper precautions, I guess for safety and sickness.”
-Student**



Facilitator Impressions

03

Community Findings

“It’s been hard trying to manage work and the learning is a lot”

-Parent of multiple students in multiple grades

Learning

“My sixth grader is almost doing better this year because I think she’s able to do it on her own time.”
- Parent of multiple students in various grades

“My Kindergartner is regressing. She is doing things that our two-year old son is doing...it scares the living daylight out of me.”
-Parent of Kindergartner and younger

Student Report Card Data





Feelings

“It was really hard when we had to shut down because my son is very social so that piece was lacking and he actually was pretty depressed, too.”

- Parent of 5th grader



“I will not send my child back to school possibly for the rest of this year. My main priority is the safety of everyone in my household.”

-Parent of 1st grader

Feelings



“This might sound bad to some people, but I am so tired of the stuff [social emotional learning]. I understand why they do it...but not all the kids feel the same way about this situation. They aren’t all stressed and mind are tired of this it.

Overall

“I lost a relative to COVID and it has just been really hard.”

- Parent of a 6th grader

“Communication from administration and from the teachers has been really great.”

- Multiple parents of students in multiple grades



Facilitator Impressions



Facilitator Impressions

04

Staff Findings



Feelings

“The biggest change during this pandemic is my feeling of connectedness to the students...or lack thereof. It is also one of the most challenging things about the type of teaching, you know? The lack of student connection.”

-Multiple teachers in multiple grades

“Discussion with words is almost non-existent with 70 eighth graders all in the chat.”

-Teacher

Learning

“The last couple weeks have been really rough. It’s bad. This time of year, you know, you get that talk about the holidays, and you know, you’re getting those a-ha! moments with those little ones who are starting to get it. 45-minutes on a zoom, and you know, I’ve been depressed.”

-Teacher



Overall

50%

Feel safe to return

55%

Set an established date to return

65%

Poor work-life balance



Overall

“I would like to have a date to return and just stick with it. People that are more comfortable can come in. People who aren’t, you know, have other options...the uncertainty and not knowing has gotten me so stressed out with anxiety.”

-Multiple teachers in multiple grades

“Mainly for childcare issues, I would just rather know, I mean, at some point this will be a common issue. Unless it’s already an issue for a lot of people with jobs.”

-Teacher

Overall

“My personal life has been pretty impacted with covid. My husband lost two grandparents. I lost my grandparents. My parents are getting a divorce, and my dad has moved in with me, and I have a toddler who her daycare is open, but there was an outbreak there- a small one. So, she's now home until we go in to work. My husband's off though, he's a teacher too. So, for me, my personal life has been kind of crazy. And pretty severely impacted by what's going on with the pandemic.”

-Teacher



Conclusions



Next Steps



Thank You

This project was a collective effort. The following people contributed to this work:

- Laura Grimes
- Ali & Sasha Herans
- Dr. Michelle Hetrovicz
- Dr. Vicki King
- Matt McCulley
- Dr. Erin Pittman
- Abby Sovsky
- Simon Vasey

(and the anonymous participants in the focus groups)

~~October/November 2018~~November 2020

3:40

General School Administration

Superintendent 1

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with School Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law.² The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.³

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.⁴

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

¹ State law controls this policy's content. Unless the district has only one school with fewer than four teachers, the board must employ a superintendent or a chief executive officer as allowed under specific circumstances. 105 ILCS 5/10-21.4, ~~amended by P.A. 99-846~~. This statute assigns some specific duties to the superintendent including to: (1) make recommendations to the board concerning the budget, building plans, the locations of sites, the selection, retention, and dismissal of teachers and all other employees, the selection of textbooks, instructional material, and courses of study; (2) report to the board, Ill. State Board of Education (ISBE), and chief administrative official any employee named in an abused child report; and (3) keep or cause to be kept the records and accounts as directed and required by the board, aid in making reports required by the board, and perform such other duties as the board may delegate to him/her. 105 ILCS 5/10-16.7 requires boards to direct, through policy, the superintendent, in his or her charge of the district's administration.

ISBE is required, subject to an annual appropriation by the General Assembly, to establish a new superintendent mentoring program. With limited exceptions, any individual serving as a first-time superintendent in Illinois must participate in the mentoring program for two school years. 105 ILCS 5/2-3.53b. The ISBE-selected provider will assign a mentor to a new superintendent based on similarity of grade level or type of district, learning needs, and geographical proximity. The mentor must not be required to evaluate the new superintendent on the basis of the mentoring relationship.

² See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, for an annotated list of documents and reports that must be posted on the district's website, if the district has a website. While not comprehensive, see the IASB's *Annual School Calendar* for the required reports that do not need web-posting, available on the IASB website at: www.iasb.com/pdf/schoolcal.pdf

³ This paragraph strengthens the policy's connection to the IASB's *Foundational Principles of Effective Governance*. See www.iasb.com/principles.cfm. It allows the superintendent broad delegation authority even when a policy fails to specifically provide for delegation.

⁴ 105 ILCS 5/21B-20 and 5/21B-25 govern Professional Educator Licenses and superintendent endorsements. See also 23 Ill.Admin.Code §§25.355 ([superintendent endorsement](#)) ~~amended at 42 Ill. Reg. 8913 (endorsements on or after 9-1-16); 25.360 (through 8-31-19); and 29.100 (Ill. Professional School Leader Standards); and 29.130 (Superintendent Standards)~~.

3:40

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Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the Board's policies and the Superintendent's contract.⁵ A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.⁶

Compensation and Benefits⁷

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.
23 Ill.Admin.Code §§1.310, 1.705, and ~~29.130-25.355~~.

Commented [DJ1]: Repealed section.

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

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

⁵ 105 ILCS 5/10-16.7 requires a board to evaluate the superintendent. See *The Superintendent Evaluation Process* at: www.iasb.com/training/superintendent-evaluation-process.pdf. While greater detail may be added to this paragraph (e.g., a timeline, self-evaluation provision, and discussion requirements), a board must be sure that the policy and the superintendent's contract are consistent.

⁶ The reporting requirements in this paragraph are optional, but school boards must "require evaluators to participate in an in-service training on the evaluation of licensed personnel provided or approved by [ISBE] prior to undertaking any evaluation and at least once during each license renewal cycle." 105 ILCS 5/24A-3.

⁷ According to 105 ILCS 5/10-23.8, a superintendent must be employed under either: (1) a one-year contract, in which case he or she gains and retains tenure rights; or (2) a multi-year performance-based contract, in which case he or she waives all tenure rights but does not lose any previously acquired tenure credit with the district. A multi-year performance-based contract must contain specific student performance and academic improvement goals and indicators; see 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*. Residency requirements, if desired, should be included in a superintendent's employment contract.

The employment contract should be *in writing* even though the School Code does not require it to be written. Contact the board attorney for assistance. An administrator who is not working under a written contract is presumed to have a contract of one year's duration. *Bd. of Educ. of Schaumburg Community Consolidated School Dist. No. 54 v. TRS*, 368 Ill.Dec. 341 (4th Dist. 2013)(interpreting 105 ILCS 5/10-23.8a). The Ill. Statute of Frauds may make it impossible to execute an *oral* multi-year administrator contract or to *orally* extend a multi-year written contract. 740 ILCS 80/1.

The Open Meetings Act requires all Ill. Municipal Retirement Fund (IMRF) employers, which includes school boards, to: (1) within six business days after approving a budget, web-post each employee's total compensation package if it exceeds \$75,000 per year; and (2) at least six days before approval, web-post an employee's total compensation package if it is \$150,000 or more. 5 ILCS 120/7.3. Conflicting opinions concern whether school districts must comply with these posting requirements for their employees who do not participate in IMRF. Contact the board attorney for advice.

Annually by Oct. 1, each school board must report to ISBE the base salary and benefits of the superintendent, administrators, and teachers it employs. 105 ILCS 5/10-20.47. Before this annual reporting to ISBE, the information must be presented at a regular school board meeting and then posted on the district's website, if any.

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DRAFT

Operational Services

Fiscal and Business Management 1

The Superintendent is responsible for the School District's fiscal and business management.² This responsibility includes annually preparing and presenting the District's statement of affairs to the School Board and publishing it before December 1 as required by State law.³

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*.⁴

Budget Planning

The District's fiscal year is from July 1 until June 30.⁵ The Superintendent shall present to the Board, no later than the first regular meeting in August, a tentative budget with appropriate explanation.⁶ 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*.⁷ 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.⁸

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,⁹ and

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¹ State or federal law controls this policy's content. Article 17 of the School Code controls budgeting, tax levys, and tax warrants.

² Boards are authorized to hire a chief school business official. 105 ILCS 5/10-22.23a. Districts having a chief school business official may want to replace "Superintendent" with "Chief School Business Official" throughout this policy.

³ 105 ILCS 5/10-17.

⁴ See exhibits 6:235-AP1, E1, *Student Authorization for Access to the District's Electronic Networks*, and 6:235-AP1, E2, *Authorization for Access to the District's Electronic Networks*. Use of electronic networks in the curriculum is covered in policy 6:235, Access to Electronic Networks.

⁵ The board sets the fiscal year (105 ILCS 5/17-1) and this sentence should reflect that local decision.

⁶ The board must designate a person(s) to prepare a tentative budget. 105 ILCS 5/17-1. The purpose of this policy's directive for the superintendent to present a tentative budget "no later than the first regular meeting in August" is to ensure that the budget can be adopted by September 30 (see f/n 134). A board may amend this directive to give the superintendent additional flexibility by requiring him or her to present a tentative budget "during a regular Board meeting in August."

⁷ Required by 105 ILCS 5/17-1. The budget instructions from ISBE detail when a deficit reduction plan must be completed.

⁸ State law requires the budget to be balanced and, if not, a three-year deficit reduction plan must be developed. 105 ILCS 5/17-1.

⁹ At least one public hearing must be held before final action on the budget. 105 ILCS 5/17-1.

2. The proposed budget to be available to the public for inspection. ¹⁰

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.¹¹ 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, and the public shall be invited to comment, question, or advise the Board. ¹²

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.¹³ 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 three years according to State Board of Education requirements. ¹⁴

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. ¹⁵

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. ¹⁶
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. ¹⁷
3. 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.
4. 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. ¹⁸

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

¹⁰ The tentative budget must be conveniently available for public inspection for at least 30 days before final action on the budget. 105 ILCS 5/17-1.

¹¹ 105 ILCS 5/17-1 makes the board secretary responsible for this public notice at least 30 days before the hearing. If there is no newspaper published in the district, notice must be given by posting notices in five public places. 105 ILCS 5/17-1.

¹² State law does not address what transpires during the budget hearing.

¹³ Required by 105 ILCS 5/17-1 and 5/17-3.2.

¹⁴ Required by 105 ILCS 5/17-1. See f/n 8.

¹⁵ Required by 105 ILCS 5/10-7.

¹⁶ Required by 105 ILCS 5/17-1.2, *only if* the district has a website. Do not add this sentence unless the district has a website.

¹⁷ Required by 35 ILCS 200/18-50, which refers to "appropriation and budget ordinances or resolutions." School districts adopt budgets by board resolution. The budget serves as the district's appropriation.

¹⁸ Required by 105 ILCS 5/17-1.

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in the School Code and Truth in Taxation Act. ¹⁹

Budget Amendments

The Board may amend the budget by the same procedure as provided for in the original adoption. ²⁰

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 loans²¹, interfund transfers²², transfers within funds²³, and transfers from the working cash fund or abatements of it, if one exists. ²⁴

LEGAL REF.:	35 ILCS 200/18-55 <u>et seq.</u> 105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10. 23 Ill.Admin.Code Part 100.
CROSS REF.:	4:40 (Incurring Debt), 6:235 (Access to Electronic Networks)
ADMIN. PROC.:	6:235-AP1, E1 (Student Authorization for Access to the District's Electronic Networks), 6:235-AP1, E2 (Staff Authorization for Access to the District's Electronic Network Access)

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¹⁹ 105 ILCS 5/17-11 and 35 ILCS 200/18-55 et seq.

²⁰ 105 ILCS 5/17-1; 23 Ill.Admin.Code Part 100.

²¹ 105 ILCS 5/10-22.33, 5/20-4, 5/20-5, 5/20-8, and 5/20-10 and 23 Ill.Admin.Code §100.50. If the district loans money from the working cash fund to another fund, Section 5/20-10 requires the district to maintain a credit to the working cash fund (meaning that borrowing fund must repay the working cash fund).

²² 105 ILCS 5/17-2A contains the requirements for a permanent transfer. P.A.s ~~99-713 and 100-465~~ 101-643 extended the time period during which a district may transfer money from specified funds for any purpose through June 30, 2021 to July 1, 2020.

²³ Transfers between the various items in any fund may not exceed in the aggregate ten percent of the total of such fund as set forth in the budget. If the aggregate exceeds ~~ten percent~~ 10%, the board must amend the budget. 105 ILCS 5/17-1.

²⁴ The purpose of the working cash fund is to enable the school district "to have in its treasury at all times sufficient money to meet demands for expenses." 105 ILCS 5/20-1. School officials, including board members, are liable "for any sum that may be unlawfully diverted from the working cash fund" 105 ILCS 5/20-6.

105 ILCS 5/20-10 codified a long-held practice and understanding of Ill. school districts. A district may abate (reduce the funds) money from the working cash fund at any time and transfer it to any district fund or funds most in need of the money, provided that the district maintains an amount to the credit of the working cash fund. This was a legislative overturn of a case concluding that any permanent transfer, including abatements, of the working cash fund should be transferred only to the education fund. See G.I.S. Venture v. Novak, 388 Ill.App.3d 184 (2nd Dist. 2009); G.I.S. Venture v. Novak, 385 Ill.Dec. 430 (2nd Dist. 2014). Abolishments (deplete all funds) of the working cash fund must still be transferred to the education fund only.

Operational Services

Use of Credit and Procurement Cards ¹

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.² Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests.

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

In addition to the other limitations contained in this and other Board policies, District credit and procurement cards are governed by the following restrictions: ³

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. ⁴

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

¹ If district employees or board members are issued credit and/or procurement cards, an ISBE rule requires this subject matter to be covered in policy and specifies its content. ~~(23 Ill.Admin.Code §100.70(d)).~~ Add the following optional new paragraph if the district issues credit cards to board members:

The District may from time-to-time issue and/or authorize Board members to use District credit cards to simplify the payment of actual and necessary expenses as authorized in Board policy 2:125, *Board Member Compensation; Expenses*. The Board will determine whether a Board member's use of a District credit card is appropriate through the expense approval process and the annual audit. All other components of this policy apply to a Board Member's use of a District credit card.

See f/n 19 in policy 2:125, *Board Member Compensation; Expenses* and ensure both policies are consistent in their treatment of this issue.

² The Local Government Travel Expense Control Act (50 ILCS 150/; ~~added by P.A. 99-604, eff. 1-1-17~~) requires districts to regulate the reimbursement of all travel, meal and lodging expenses of board members and employees. ~~(50 ILCS 150/10).~~ Consult the board attorney about how the Act affects the use of credit and procurement cards.

³ The policy's restrictions, numbered 1-10, correspond to the items that ISBE requires to be covered. Each item may be customized as long as the following items are covered as per 23 Ill.Admin.Code §100.70(d):

1. Identifies the allowable types of purchases;
2. Provides for the issuing bank to block the cards' use at unapproved merchants;
3. Limits the amount a cardholder can charge in a single purchase or within a given month;
4. Provides specific guidelines on purchases via telephone, fax, and the Internet;
5. Indicates the consequences for unauthorized purchases;
6. Requires cardholders to sign a statement affirming that they are familiar with the board's credit card policy;
7. Requires review and approval of purchases by someone other than the cardholder or user;
8. Requires submission of original receipts to document purchases; and
9. Forbids the use of a card to make purchases in a manner contrary to the requirements of ~~Section 10-20.21 of the School Code~~ 105 ILCS 5/10-20.21.

10. Indicates how financial or material rewards or rebates are to be accounted for and treated.

⁴ This limitation is from the introductory sentence in 23 Ill.Admin.Code §100.70(d).

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. ⁵
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. ⁶
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)

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

⁵ The dollar caps are at the local board's discretion. An alternative follows: "The Superintendent shall limit the amount each cardholder may charge in a single purchase or within a given month and inform the issuing bank of these limitations."

⁶ See exhibit 4:55-E, *Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards*.

Operational Services

Accounting and Audits 1

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

Annual Audit 2

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report 3

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

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

¹ State or federal law controls this policy's content. A board policy or resolution is required concerning revolving funds and petty cash. 23 Ill.Admin.Code §100.70. This policy is intended to facilitate the board's fiscal oversight role. The last sentence of the first paragraph should be modified to align with local conditions. The *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing* at 23 Ill.Admin.Code Part 100 replaced 23 Ill.Admin.Code Part 110, *Program Accounting Manual* and 23 Ill.Admin.Code Part 125, *Student Activity Funds and Convenience Accounts*.

² Audit requirements are found in 105 ILCS 5/3-7 and 5/3-15.1, and 23 Ill.Admin.Code §100.110. The federal Single Audit Act adds audit requirements for federal programs. 31 U.S.C. §7501 *et seq.*

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent of Schools" with "appropriate Intermediate Service Center."

The following optional sentence establishes an audit committee: "The Board will annually establish an audit committee to help the Board select an external auditor, confer with the auditor regarding the audit's scope, and oversee the audit process." **Note:** All board committees are subject to the Open Meetings Act ([5 ILCS 120/](#)).

The following optional sentence establishes a competitive process for selecting the external auditor; it prevents a long-term relationship with an auditor and reduces the possibility of audits being too routine or friendly: "The Board will annually advertise a request for proposals to perform the external audit." Substitute "periodically" for "annually" if desired.

³ Requirements for the annual financial report are found in 105 ILCS 5/2-3.27 and 5/3-15.1; 23 Ill.Admin.Code §100.100. The last sentence of this section should be modified to align with local conditions.

Inventories ⁴

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. §200.313, if applicable.⁵ The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.⁶

Capitalization Threshold ⁷

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

Disposition of District Property ⁸

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and

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⁴ The Ill. Program Accounting Manual (IPAM) was repealed and replaced with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*. While these rules contain much of the IPAM information, the information about inventories was not included. That information is still useful and may be found at www.isbe.net/Documents/ipam.pdf. The last sentence of this section should be modified to align with local conditions.

⁵ 2 C.F.R. §200.313. The uniform federal rules that govern federal grant awards in 2 C.F.R. Part 200 apply to State grant awards through the Grant Accountability Transparency Act (GATA) (30 ILCS 708/), unless exempted in whole or in part by the Governor's Office of Management of Budget. 30 ILCS 708/55. See www.isbe.net/gata for further information about the scope of GATA's application to federal awards and State-funded grant programs administered by the Ill. State Board of Education (ISBE). See 4:80-AP3, *Inventory Management for Federal and State Awards*. ISBE guidance is available at: www.isbe.net/Documents/fiscal_procedure_handbk.pdf and www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx.

⁶ *Id.* In connection with ISBE's grant monitoring function, ISBE published a *Checklist for Equipment and Inventory Review* which requires an approved policy (or procedure) related to the management of equipment at www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx.

⁷ Optional. 23 Ill.Admin.Code §100.60 requires school boards to adopt a capitalization threshold, which can be done through policy. The capitalization threshold is a dollar figure above which the cost of an item will be included on financial statements and depreciated. A minimum threshold of \$5,000 and useful life greater than one year complies with the definition of *equipment* under federal grant rules, but may be adjusted, and/or multiple thresholds can be established, for different categories of capital assets. 2 C.F.R. §§200.33 and 200.313(e). The Government Accounting Standards Board (GASB) Statement No. 34 at para. 115(e) states that a government should disclose its policy "for capitalizing assets and for estimating the useful lives of those assets." See GASB Statement 34 and *Guide to Implementation of GASB Statement 34 on Basic Financial Statements* (p.28), both available at www.gasb.org. There are no specific requirements for such policies; however, district auditors may require or recommend a district have a more comprehensive capitalization policy and/or procedure. Such an accounting policy or procedure should be developed in consultation with the district's accounting professional(s) and tailored to reflect local conditions.

⁸ The requirements in this section are specified in 105 ILCS 5/5-22 (allowing property constructed or renovated by students as part of a curricular program to be sold through the services of a licensed real estate broker subject to certain requirements), 5/10-22.8; and 2 C.F.R. §200.313(e) for federal awards and State awards governed by GATA. See f/n 5, above, regarding grant award requirements. A board that desires to act on the disposition of property having *any* value should use the following alternative to this section's last sentence: "Notwithstanding the above, the Superintendent or designee may unilaterally dispose of worthless personal property."

The recipient (through either sale or donation) of any discarded school bus must immediately: (1) remove, cover, or conceal the "SCHOOL BUS" signs and any other insignia or words indicating the vehicle is a school bus; (2) render inoperable or remove entirely the stop signal arm and flashing signal system; and (3) paint the school bus a different color from those under Sec. 12-801 of the Ill. Vehicle Code. 625 ILCS 5/12-806(b), added by P.A. 100-277.

land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits⁹

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

Controls for Revolving Funds and Petty Cash¹⁰

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

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⁹ The intent of this optional section is twofold: (1) to control personal use of district property and equipment; and (2) to ensure compliance with IRS rules. As to the first point, allowing personal use of district property or equipment is arguably prohibited by the Ill. Constitution, Art. VIII, Sec. 1 which states: "Public funds, property or credit shall be used only for public purposes." As to the second point, any fringe benefit an employer provides is taxable and must be included in the recipient's pay unless the law specifically excludes it. See Publication 15-B (2019), *Employer's Tax Guide to Fringe Benefits*, www.irs.gov/pub/irs-pdf/p15b.pdf.

¹⁰ 105 ILCS 5/10-20.19(2); 23 Ill.Admin.Code §100.70. This paragraph's contents are mandatory, except for the \$500 cap on the maximum balance of revolving funds. The cap amount may be changed or the following alternative used: "Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent consistent with the annual budget."

The School Code defines petty cash as a type of revolving fund. *Id.* It and other revolving funds carry a standard balance and are regularly reimbursed to maintain the standard balance amount (generally referred to as an *imprest system* of financial accounting). In practice, petty cash is paid out of a de minimis cash amount maintained by a fund custodian. Disbursement from a revolving fund other than petty cash is typically made against an imprest checking account, by an authorized signor who is readily available in the district, e.g., a superintendent or building principal. The authorized signor manages the revolving fund and requests the board to reimburse the fund for expenses incurred to bring the imprest account back to its standard balance.

Control Requirements for Checks ¹¹

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

Internal Controls ¹²

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

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

¹¹ This section is largely up to the local board's discretion; additional controls may be added. The following alternative to the second sentence will mandate two signatories for checks:

Two of the following individuals: the Treasurer, Board President, and/or Board Vice-President, shall sign all checks issued by the School District, except that checks from ~~an~~ accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

See policy 4:90, *Student Activity and Fiduciary Funds*, for more information about a board's responsibilities for *student activity funds and fiduciary funds*. A board must comply with State law requirements concerning the use of facsimile or electronic signatures on checks. The Secretary of State, Index Department, maintains certified manual signatures of officers authorized to sign checks. Uniform Facsimile Signature of Public Officials Act, 30 ILCS 320/. Electronic records and signatures are governed by the Electronic Commerce Security Act, 5 ILCS 175/5. Attorneys disagree about the applicability of these laws to school districts.

¹² This section is largely up to the local board's discretion. The annual audit must include a "review and testing of the internal control structure." 23 Ill.Admin.Code §100.110. This review's limited scope means that boards should not rely on it to reveal uncontrolled financial risks. The board's responsibility is to establish policy to safeguard the district's financial condition. Indeed, the oath of office includes this promise: "I shall respect taxpayer interests by serving as a faithful protector of the school district's assets." In this sample policy, the board sets the control objectives and the superintendent is responsible for developing an internal controls system. In addition, ISBE has issued guidance on internal controls pursuant to its administration of the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/. See the *Fiscal Procedures Handbook*, at: www.isbe.net/Documents/fiscal_procedure_handbk.pdf, www.isbe.net/Documents/fiscal_procedure_handbk.pdf, —which states that "to establish a strong control environment, grantees must...[d]esign internal controls that are in compliance with guidance in *Standards for Internal Control in the Federal Government* issued by the Comptroller General of the United States" (a free resource, available at: www.gao.gov/assets/670/665712.pdf) or the *Internal Control Integrated Framework* issued by the Committee of Sponsoring Organizations of the Treadway Commission (a fee-based resource, available at: www.coso.org/Pages/ic.aspx<https://www.coso.org/Pages/default.aspx>). Boards that wish to take a larger oversight role regarding internal controls may list the numbered sentences in the IASB sample administrative procedure 4:80-AP1, *Checklist for Internal Controls*, as required inclusions in the superintendent's program for internal controls. This alternative, for insertion at the end of this section's first paragraph, follows:

The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.

fraud, waste, and abuse,¹³ as well as employee error, misrepresentation by third parties, or other imprudent employee action.

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

LEGAL REF.: 2 C.F.R. §200 et seq.
 30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill.Admin.Code 7000 et seq.
 105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.
 23 Ill.Admin.Code Part 100.

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

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¹³ Unless specifically exempted, grantees receiving funds from any State agency, including ISBE, must comply with GATA and annually complete a *Fiscal and Administrative Internal Controls Questionnaire* (ICQ). The ICQ covers a number of different topics related to internal controls. Districts that are identified as having one or more areas of elevated risk based on their answers to the ICQ are required to develop and implement corrective action to address the area(s). Districts that fail to take necessary corrective action to address weak areas of internal control put their grant funding at risk. One of the sections of the ICQ addresses a grantee's internal controls for fraud, waste, and abuse, including whether the grantee has a *fraud awareness program*. See 4:80-AP1, *Checklist for Internal Controls*, and 4:80-AP2, *Fraud, Waste, and Abuse Awareness Program*, which incorporate ISBE-recommended practices related to fraud, waste, and abuse.

Operational Services

Student Activity and Fiduciary Funds 1

The School Board, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes.² The Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The District has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds.³

Student Activity Funds

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the Illinois State Board of Education (ISBE) rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code.⁴ The treasurer shall have all of the responsibilities specific to the treasurer listed in the Illinois State Board of Education ISBE rules for school activity funds, including the authority to make loans between activity funds.⁵

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

¹ State law controls this policy's content. See 105 ILCS 5/10-20.19 and 23 Ill.Admin.Code §§100.80, 100.85. Due to their decentralized nature, student activity funds have historically been an area ripe for fraud, waste, and abuse. This policy supports a board member's fulfillment of his or her fiduciary duty and oath to protect the assets of the district by directing the proper maintenance and control of student activity and fiduciary funds. 105 ILCS 5/10-16.5; see policy 2:80, Board Member Oath and Conduct. Adoption of this policy also aligns with mandatory board member training on fiduciary and financial oversight responsibilities. 105 ILCS 5/10-16a(b).

ISBE's rules in Part 125 (Student Activity Funds and Convenience Accounts) were in effect only through 6-30-08 after which they were replaced by Part 100. The rules in Part 100 do not provide for *convenience accounts*. The rules in Part 100 were subsequently amended to recognize fiduciary funds separately from student activity funds in response to Governmental Accounting Standards Board Statement No. 84, available at: www.gasb.org. Another Ppolicy, 7:325, Student Fundraising Activities, contains the elements required by State law for a policy on student fund-raising activities.

² Student activity funds are established to account for money used to support the activities of student organizations and clubs, e.g., homeroom, yearbook, class year, choral or band group, class projects, student clubs, student council, and student-sponsored bookstore. 23 Ill.Admin.Code §100.20. The Student activity funds are under the school board's control, giving it a fiduciary responsibility to safeguard them along with district assets. In contrast to fiduciary funds (see f/n 7, below), the board, superintendent, or other district employees have direct involvement in how student activity funds are spent or attained. And, unlike fiduciary funds, student activity funds must be reported as part of a district's Educational Fund for its annual financial reporting and budget, in accordance with Governmental Accounting Standards Board Statement No. 84. 23 Ill.Admin.Code §§100.80(e), 100.85.

³ See f/n 7, below.

⁴ 105 ILCS 5/8-2. A board's insurance carrier can assist the board with obtaining bonds for these individuals.

⁵ See 23 Ill.Admin.Code §100.80(c) for the treasurer's duties. ISBE's rule permits the activity fund treasurer to make loans between funds "if and as authorized by the board's policy." 23 Ill.Admin.Code §100.80. A board that does not want to allow loans between activity funds should choose one of these alternatives:

Alternative 1: The treasurer shall have all of the authority and responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds, except that the treasurer is not authorized to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose. ⁶

Fiduciary Funds ⁷

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, Accounting and Audits; State law; and ISBE rules for fiduciary funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code.⁸ The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds. ⁹

LEGAL REF.: 105 ILCS 5/8-2 and 5/10-20.19.
23 Ill.Admin.Code §§100.20, ~~and~~ 100.80, and 100.85.

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

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

Alternative 2: The treasurer shall have all of the authority and responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds, except that the treasurer must have the Board's approval before making a loan between activity funds.

⁶ The authority for this paragraph's first sentence is 23 Ill.Admin.Code §100.80(c)(7); the second sentence is up to the local board's discretion. The following option may be inserted after the first sentence: "However, money remaining in any Senior Class fund after graduation will automatically transfer to the next year's class."

⁷ Fiduciary funds are funds "received from an independent, outside source in which the school board is acting in an administrative capacity." 23 Ill.Admin.Code §100.20, e.g., outside, independent scholarship funds in which the district has no authority to decide how the funds are attained or awarded. Id. Unlike student activity funds, where "[t]he school board, superintendent, or district employees have direct involvement with the decisions of how the funds are spent or attained," a district has no control over how fiduciary funds are spent or raised. 23 Ill.Admin.Code §§100.20, 100.80, and 100.85. See 23 Ill.Admin.Code §100.85 for the specific characteristics and permitted activities of a fiduciary fund. Boards must take a number of specific actions for fiduciary funds that are delegated to the superintendent or designee in this policy and align with IASB's *Foundational Principles of Effective Governance*, at www.iasb.com/principles_popup.cfm. 23 Ill.Admin.Code §100.85(b). Boards should consult their local auditors for guidance on whether a particular fund should be classified as a student activity fund or fiduciary fund.

⁸ See f/n 4, above.

⁹ See 23 Ill.Admin.Code §100.85(d) for the treasurer's duties.

Operational Services

Facility Management and Building Programs 1

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable School Board policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district, and (3) compliance with the 10-year safety survey process required by the School Code.²

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¹ Each district with a school having 50 or more students must have a green school cleaning policy. Green Cleaning School Act, 105 ILCS 140/10. See policy 4:160, *Environmental Quality of Buildings and Grounds*, which fulfills the requirement to have a procedure on compliance with the Chemical Safety Acts. 105 ILCS 5/10-20.49. Many other State and federal laws control facility management and building programs. Good subjects for administrative procedures include management of custodial services, security, and green cleaning, among others.

The federal rules implementing the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12101 et seq.) prohibit discrimination on the basis of disability in services and facilities. 28 C.F.R. Parts 35 and 36. The 2010 ADA Standards for Accessible Design (28 C.F.R. Part 36, Appendix) are available from a link on the ADA home page, www.ada.gov/. Consult the board attorney about how these standards apply to alterations and new construction.

The Prevailing Wage Act (PWA) is generally applicable to all construction projects. 820 ILCS 130/, amended by P.A. 100-1177. It requires, among other things, that: (1) all workers on a public works project be paid no less than the prevailing hourly rate (820 ILCS 130/1); (2) the district specify in all public works contracts that the prevailing rate must be paid (820 ILCS 130/4(e), amended by P.A. 100-1177); and (3) ~~until such time as the Ill. Dept. of Labor activates an electronic database for certified payrolls,~~ all contractors must submit certain employment records, including certified payrolls, to the Ill. Dept. of Labor (IDOL) through its online portal (www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/Prevailing-Wage-Portal.aspx) ~~district, and. Since the activation of the IDOL database in April 2020, the district must~~ the PWA no longer requires districts to keep these records for past or future public works projects, as required by law (820 ILCS 130/5, amended by P.A. 100-1177). However, districts may still need to maintain employment records received from public works contractors prior to the IDOL database activation to comply with the Local Records Act (50 ILCS 205/). Consult the board attorney for guidance in this area.

105 ILCS 5/10-20.63, added by P.A. 100-163, requires school districts to make feminine hygiene products (defined as tampons and sanitary napkins for use in connection with the menstrual cycle) available, at no cost to students, in the bathrooms of school buildings serving students in grades 6 through 12. **Note:** The statute does not delineate between types of bathrooms (student, staff, girls, boys, unisex, etc.). Consult with the board attorney about implementing this law.

410 ILCS 35/25, added by P.A. 101-165, ~~eff. 1-1-20~~, requires schools to identify all single-occupancy restrooms as all-gender and designated for use by no more than one person at a time or for family or assisted use. ~~Eff. 1-1-20, a~~ All single-occupancy restrooms must have an exterior sign that marks it as a restroom and does not indicate any specific gender, e.g., signage which reads *all genders*. Id. at 35/20 and 35/25. It is unclear if this law will apply only to those restrooms made available to members of the public in schools, or if it will also include facilities designated as employee-only. The Ill. Dept. of Public Health enforces this requirement and may issue regulations to address this issue.

² 105 ILCS 5/2-3.12, 105 ILCS 5/3-14.20, and 5/3-14.21, amended by P.A. 100-465.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

105 ILCS 5/2-3.12 and 23 Ill.Admin.Code Part 180 contain the school building code and Health/Life and Safety Code for Public Schools (HLS Code), respectively. The board must hire a licensed architect or engineer to conduct a decennial inspection of its school buildings and produce a ten-year safety survey report, which is submitted to the Regional Superintendent (ROE) or Intermediate Service Center (ISC) and the State Superintendent for approval. The board must also report to the ROE or ISC annually on its completion of the report recommendations to comply with the HLS Code. See the Health Life Safety Handbook at www.isbe.net/Pages/Health-and-Life-Safety.aspx for more information about the safety survey process.

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$12,500, including the cost equivalent of staff time.³ This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning ⁴

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

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³This provision is optional and the amount may be changed. The \$12,500 spending limit is one-half of the bidding threshold for purchases or contracts. 105 ILCS 5/10-20.21. This provision's intent is to ensure that the board is kept informed about significant renovations and permanent alterations. A board should discuss this provision with its superintendent before including it in the policy.

⁴ Required by the Green Cleaning School Act (105 ILCS 140/) and Green Cleaning for Elementary and Secondary Schools (23 Ill.Admin.Code Part 2800). The Ill. Green Government Coordinating Council established *Guidelines and Specifications for the Green Cleaning Schools Act* which state: "While not mandatory, schools should implement the practices set forth in the Recommendations section of these guidelines where applicable and appropriate." See *Guidelines and Specifications for the Green Cleaning Schools Act* at: www.newsystemonline.com/wp-content/uploads/2014/05/Illinois-GreenCleanFinalGuidelines.pdf.

Standards for Facility Construction and Building Programs ⁵

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Ill. State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

Naming Buildings and Facilities ⁶

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be

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⁵ The inclusion and identification of the facility goals listed in the second paragraph are at the board's discretion.

After 1-1-15, all "new school building construction" must include a storm shelter that meets or exceeds the ICC/NSSA Standard for the Design and Construction of Storm Shelters (ICC-500) published jointly by the International Code Council and the National Storm Shelter Association. 105 ILCS 5/2-3.12(e-5); 23 Ill.Admin.Code §180.60(b)(3). Any facility project for which the design contract is executed after 7-1-16 must meet standards of the 2015 International Building Code and its subcodes. 23 Ill.Admin.Code §180.60(a).

The Ill. Environmental Barriers Act (IEBA) (410 ILCS 25/) and the Ill. Accessibility Code (IAC) (71 Ill.Admin.Code Part 400) ensure that "the built environment in the State of Illinois is designed, constructed, and altered to be accessible to and usable by all, including individuals with disabilities." 71 Ill.Admin.Code §400.110(a). **Note:** Press boxes constructed on school property do not have to comply with the IAC if the press boxes are in bleachers that have points of entry at only one level, and the aggregate area of the press box is no more than 500 square feet. 105 ILCS 5/10-20.51; 23 Ill.Admin.Code 180.60(b)(4).

A building intended for classroom or instructional use may be constructed only after voter approval at a referendum unless the building is: (1) leased by the district, or (2) purchased with funds from the sale or disposition of other buildings or structures, or with funds received as a grant under the School Construction Law or as a gift, provided that no funds (other than lease payments) are derived from the district's bonded indebtedness or its tax levy. 105 ILCS 5/10-22.36, amended by P.A. 101-455.

A district may levy a tax for "fire prevention, safety, energy conservation, disabled accessibility, school security, and specified repair purposes." 105 ILCS 5/17-2.11. An expedited process may be available in emergency situations. 105 ILCS 5/17-2.11(a). A district may levy a tax or issue bonds if it determines: (1) it is necessary for school security purposes and the protection and safety of students and staff to hire a school resource officer, or that personnel costs for school counselors, mental health experts, or school resources officers are necessary; and (2) it does not need funds for any other purpose set forth in 105 ILCS 5/17-2.11(d), amended by P.A. 101-455. A board may, subject to certain notice requirements, transfer surplus life safety taxes and interest earnings on them to the Operations and Maintenance Fund for building repair work until June 30, 2021⁹. 105 ILCS 5/17-2.11(j), amended by P.A.s 100-465 and 101-643.

The Green Buildings Act requires all new State-funded building construction and major renovation projects to meet specified environmental requirements. 20 ILCS 3130/. Waivers may be granted by the Capital Development Board in certain situations. 20 ILCS 3130/15(e). For environmental impact laws, see policy 4:160, *Environmental Quality of Buildings and Grounds*.

⁶ This section is optional and its contents are at the board's discretion.

submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board.⁷ The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school’s property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act of 1990, implemented by 28 C.F.R. Parts 35 and 36.
 20 ILCS 3130/, Green Buildings Act.
 105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.63, and 5/17-2.11.
 105 ILCS 140/, Green Cleaning Schools Act.
 105 ILCS 230/, School Construction Law.
 410 ILCS 25/, Environmental Barriers Act.
 410 ILCS 35/25, Equitable Restrooms Act.
 820 ILCS 130/, Prevailing Wage Act.
 23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.
 71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

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⁷ ~~If (The board may want/wants to include criteria for the committee, in which case insert the following is an option: “The committee will:~~

1. ~~The committee will e~~Encourage input from the community, staff members, and students.
2. ~~Give c~~Consideration ~~will be given~~ to names of local communities, neighborhoods, streets, landmarks, history ~~of the area~~ical considerations, and individuals who have made a contribution to the District, community, State, or nation.
3. ~~Ensure that t~~The name will not duplicate or cause confusion with the names of existing facilities in the District.”

Operational Services

Convicted Child Sex Offender; Screening; Notifications 1

Persons Prohibited on School Property without Prior Permission

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions: ²

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the School Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity.³ If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school. ⁴

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¹ The topic covered by this policy was previously a part of 4:170, *Safety*.

² 720 ILCS 5/11-9.3 contains these requirements concerning a child sex offender's presence on school property. An Illinois federal court denied a father's request to enjoin a school's policy that prohibited him, as a child sex offender, from attending his children's school activities in *Doe v. Paris Union School Dist.*, 2006 WL 44304 (C.D.Ill. 2006). See also 8:30, *Visitors to and Conduct on School Property*.

³ 720 ILCS 5/11-9.3(a). The statute assigns the child sex offender the "duty to remain under the direct supervision of a school official." In order to ensure this happens and to protect students, the sample policy requires the superintendent or designee to supervise a child sex offender whenever the offender is in a child's vicinity. See also 8:30, *Visitors to and Conduct on School Property*.

⁴ Aside from rumor and notoriety, there are three ways that school officials may learn that an enrolled student is a sex offender or a violent offender against youth:

1. By being informed by the student or the student's parent/guardian.
2. Through the Ill. Dept. of State Police (ISP) Sex Offender Registry, www.isp.state.il.us/sor. A juvenile sex offender is listed there after the juvenile becomes 17 years old and will be listed for the remaining registration period. 730 ILCS 150/2. The database is updated daily and allows searching by name, city, county, zip code, compliance status, or any combination thereof.
3. By receiving notification from a law enforcement agency that a juvenile sex offender or juvenile violent offender against youth is enrolled in a school. The law enforcement agency having jurisdiction to register the juvenile must provide a copy of the offender registration form to the building principal and guidance counselor designated by the principal; the school must keep the registration form separately from the student's school records. 730 ILCS 152/121(b).

Screening⁵

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.⁶

Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and

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If a sex offender is enrolled in a school, guidelines for managing the sex offender's presence in school should be prepared. The components will depend on the situation but generally should include asking the parent/guardian of a sex offender below the age of 17 years for permission to share the information with certain staff for the protection of both the student and other students. In addition, the guidelines should include a supervision plan providing supervision for the student during all aspects of his or her school day. Finally, the guidelines must respect the privacy of juvenile records and comply with the Ill. School Student Records Act (105 ILCS 10/). The board attorney should be consulted.

⁵ The law is silent with regard to *screening* volunteers and individuals in the proximity of a school. Screening and *fingerprint-based criminal history records checks* are different. See procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*, for further distinctions.

The School Code requires school districts to perform a *fingerprint-based criminal history records check* through (a) the ISP for an individual's Criminal History Records Information (CHRI) and (b) the Federal Bureau of Investigation's national crime information databases. 105 ILCS 5/10-21.9(a), (a-5) and (a-6), amended by P.A. 101-531.

Screening only involves checking an individual's name and address against publicly-available databases and information provided for local law enforcement like the: (1) Illinois Sex Offender Registry, www.isp.state.il.us/sor/, and (2) the Violent Offender Against Youth Registry maintained by the ISP, www.isp.state.il.us/cmvo/. Screening must be done for employment applicants and repeatedly at least once every five years that an individual remains employed by the district. 105 ILCS 5/10-21.9(a-5) and (a-6), amended by P.A. 101-531. See policy 5:30, *Hiring Process and Criteria*; procedure 5:30-AP2, *Investigations*; policy 6:250, *Community Resource Person and Volunteers*; and procedure 6:250-AP, *Securing and Screening Resource Persons and Volunteers*.

⁶ If permitted by federal or State law, when a fingerprint-based criminal history records check returns a *conviction* of a crime set forth in 105 ILCS 5/21B-80 or when a screening finds a *registration* for an individual licensed by the Ill. State Board of Education (ISBE), the superintendent or regional superintendent must notify the ISBE Superintendent in writing within 15 business days. 105 ILCS 5/10-21.9(e), amended by P.A.s 101-531 and 101-643. Contact the board attorney for guidance regarding disclosures permitted by federal or State law.

By comparison, when a fingerprint-based criminal history records check returns a pending criminal charge for an offense set forth in 105 ILCS 5/21B-80, the superintendent, regional office of education, or entity that provides background checks, must notify the ISBE Superintendent within 10 days. Id. 105 ILCS 5/10-21.9(e), amended by P.A. 101-643, does not state whether the notice requirement is calendar days or business days. Support for it being business days is found later in 105 ILCS 5/10-21.9(e), which requires that notice for convictions be provided within 15 business days. Additionally, while notice for pending criminal charges is not required to be "in writing," for ease of use, consistency in administration, alignment with the requirement to provide written notice for convictions, and best practices this sample text states the State Superintendent will also be notified of pending criminal charges in writing. Consult the board attorney for further guidance.

If an indicated report by the Ill. Dept. of Children and Family Services or by a child welfare agency of another jurisdiction is found, the board must consider the individual's status as a condition of student teaching or employment. 105 ILCS 5/10-21.9(c) and (g), amended by P.A. 101-531. The statute does bar an individual with an indicated finding from student teaching; however, that is the most logical interpretation.

Violent Offender Against Youth Community Notification Law.⁷ The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law.⁸ This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

LEGAL REF.: 20 ILCS 2635/, Uniform Conviction Information Act.
720 ILCS 5/11-9.3.
730 ILCS 152/, Sex Offender Community Notification Law.
730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:260 (Student Teachers), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

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⁷ Sex Offender Community Notification Law, 730 ILCS 152/; Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-154/105. Law enforcement officials must notify school districts of the names, addresses, and offenses of registered offenders residing in their respective jurisdictions who have committed sex offenses and violent offenses against youth. 730 ILCS 152/120 and 154/95. These laws are silent with regard to what, if anything, districts do with the information. The Sex Offender Community Notification Law, however, provides immunity for “any person who provides, or fails to provide, information relevant to the procedures set forth in this Law.” 730 ILCS 152/130.

Naming a contact person will facilitate communication and cooperation with local law enforcement agencies. Any school official may be used as the contact person, and boards may wish to have a contact person from each building. See administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*, for implementing procedures.

Upon arrest after commencement of a prosecution for a sex offense against an individual known to be a school employee, the State’s Attorney must provide the superintendent or school administrator of the employing school with a copy of the complaint, information, or indictment. 725 ILCS 5/111-1(e), added by P.A. 101-521.

⁸ 730 ILCS 152/120(g)~~State law~~ requires a principal or teacher to notify the parents/guardians during school registration or parent-teacher conferences that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. In an effort to keep this policy aligned with good governance practices, the responsibility is given to the superintendent and building principal to manage. While State law allows the notification to be made during registration or parent-teacher conferences, the sample policy makes a notification mandatory just during registration to be sure that all parents/guardians are informed.

General Personnel

Hiring Process and Criteria 1

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment.² The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board.³ If the Superintendent's recommendation is rejected, the Superintendent must submit another.⁴ No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).⁵

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¹ State or federal law controls this policy's content. This policy contains an item on which impact bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

² See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Districts may not classify a job as either a male or female job. 29 C.F.R. §1604.5, 34 C.F.R. §106.55.

³ Boards must consider the superintendent's recommendations concerning, among other things, "the selection, retention, and dismissal of employees." 105 ILCS 5/10-16.7. The board may want to use this alternative sentence:

All personnel decisions are made by the Board, but only on the recommendation of the Superintendent.
Subject to an applicable collective bargaining agreement in effect on 6-13-11, a board that fills a "new or vacant teaching position" must select a candidate based on: (1) certifications, (2) qualifications, (3) merit and ability (including performance evaluation, if available), and (4) relevant experience, provided that the length of continuing service with the district must not be considered a factor, unless all other factors are determined by the school district to be equal. 105 ILCS 5/24-1.5. The statute does not define "new or vacant teaching positions." The requirement does not apply to filling vacant positions under 105 ILCS 5/24-12 (reduction in force and recall). Consult the board attorney about these issues.

⁴ An additional optional sentence follows:
The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

⁵ 105 ILCS 5/10-21.9(c), amended by P.A. 101-531; 105 ILCS 5/21B-80, amended by P.A. 101-531, allows individuals with criminal histories involving certain drug convictions to apply for or to reinstate their educator licenses seven years after their sentence for the criminal offense is completed. Consult the board attorney about whether the board wants to continue prohibiting employment for any individual who has a criminal history involving these exempted drug offenses.

For more discussion regarding criminal history records checks and screenings required by 105 ILCS 5/10-21.9, amended by P.A.s 101-531 and 101-643, see f/ns 5 and 6 in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

All applicants must complete a District application in order to be considered for employment. ⁶

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration. ⁷

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict. ⁸

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is

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⁶ Any person who applies for employment as a teacher, principal, superintendent, or other certificated employee who willfully makes a false statement on his or her application for employment, material to his or her qualifications for employment, which he or she does not believe to be true, is guilty of a Class A misdemeanor. 105 ILCS 5/22-6.5. District employment applications must contain a statement to this effect. *Id.* Each employment application for these positions must state the following (*Id.*):

Failure to provide requested employment or employer history which is material to the applicant's qualifications for employment or the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor.

Any employer that asks applicants to record video interviews and uses an artificial intelligence analysis of the applicant-submitted videos must comply with the Artificial Intelligence Video Interview Act, 820 ILCS 42/, added by P.A. 101-260, ~~eff. 1-1-20~~.

⁷ 105 ILCS 5/10-16.7. The foundation for a productive employment relationship begins with a board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/.

See also 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, for best practice discussions about establishing the board-superintendent employment relationship and contract.

⁸ Job descriptions will become the basis for categorizing a teacher into one or more positions that the teacher is qualified to hold for reduction in force (RIF) dismissal and recall purposes. 105 ILCS 5/24-12(b), [amended by P.A. 101-643](#). A board should consult with its attorney to review its current list of job descriptions and discuss the district's specific responsibilities.

A job description is evidence of a position's *essential functions*. 29 C.F.R. §1630.2(n). The Americans with Disabilities Act (ADA) protects individuals who have a disability and are qualified, with reasonable accommodation, to perform the *essential functions* of the job. 42 U.S.C. §12101 *et seq.*, amended by the ADA Amendments Act (ADAAA), Pub. L. 110-325. Determining which functions are essential may be critical to determining if an individual with a disability is qualified. An individual is qualified to perform a job even though he or she is unable, due to a disability, to perform tasks which are incidental to the job. Only when an individual is unable to perform the *essential functions* of a job may a district deny the individual employment opportunities. 29 C.F.R. §1630.2(m). For a definition of essential functions see *Id.* at 1630.2(n). Whether a particular function is essential is a factual determination.

Important: The ADAAA makes significant changes to the ADA's definition of disability that broadened the scope of coverage and overturned a series of U.S. Supreme Court decisions that made it difficult to prove that an impairment was a qualifying disability. There is information about the regulations and a link to them at: www.eeoc.gov/laws/regulations/adaaa_fact_sheet.cfm. Consult the board attorney regarding how these amendments impact the district's hiring processes.

performed on each applicant as required by State law.⁹ When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed.¹⁰ The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database.¹¹ The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Ill. Dept. of State Police and/or Statewide Sex Offender Database.¹² The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

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⁹ The policy's requirements on criminal records checks for applicants for employment are mandated by 105 ILCS 5/10-21.9, amended by P.A.s 101-72, ~~and~~ 101-531, ~~and~~ 101-643. See administrative procedure 5:30-AP2, *Investigations*, for the process and positions requiring criminal background investigation. The Statewide Sex Offender Database (a/k/a Sex Offender Registry) is available at: www.isp.state.il.us/sor. The Statewide Murderer and Violent Offender Against Youth Database is available at: www.isp.state.il.us/cmvo/. For more discussion regarding criminal history records checks and screenings required by 105 ILCS 5/10-21.9, amended by P.A.s 101-531 ~~and~~ 101-643, see f/n 5 in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*. See policy 4:60, *Purchases and Contracts*, for requirements concerning criminal background checks of employees of contractors who have *direct, daily contact* with students.

¹⁰ *Id.* If a board wants to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, amended by P.A.s 101-72, ~~and~~ 101-531, ~~and~~ 101-643, including the federal *Rap Back Service* (20 ILCS 2630/3.3, added by P.A. 100-718) and/or checks through consumer reporting agencies regulated by the Fair Credit Reporting Act (15 U.S.C. §-1681 ~~et seq.~~), consult the board attorney. For more detailed information, see the laws listed in sample exhibit 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, under the checklist item entitled **Conditions of Employment**, in the **Other Background Check Laws** row.

¹¹ 105 ILCS 5/10-21.9(b), amended by P.A.s 101-72 and 101-531, and 105 ILCS 5/21B-10. The School Code requires the board president to keep a conviction record confidential. It is impossible to know whether a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases on a successful superintendent candidate will come back with a conviction record.

Therefore, in accordance with best practice (ensuring compliance and aligning with good governance principles), this policy does not assign a designee for the board president to complete this task. However, to balance the requirement to keep conviction records confidential with the practical implementation of ensuring a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases are performed on each successful superintendent applicant, a board president may want to designate the duty to order these checks to the individuals otherwise listed in 105 ILCS 5/10-21.9(b), amended by P.A.s 101-72 and 101-531. Those individuals include the board president, the superintendent or designee, regional superintendent (if the check was requested by the district), state superintendent of education, state Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for clarification purposes, the Ill. Dept. of State Police and/or Statewide Sex Offender Registry.

¹² *Id.* at 5/10-21.9(b), amended by P.A.s 101-72 and 101-531. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105 ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

For more discussion regarding responses to results obtained by criminal history records checks and screenings as required by 105 ILCS 5/10-21.9(e), amended by P.A.s 101-531 ~~and~~ 101-643, see f/n 6 in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law. ¹³

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80 or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment. ¹⁴

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following: ¹⁵

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position. ¹⁶
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria. ¹⁷
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation. ¹⁸

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¹³ Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.* Consult with the board attorney regarding the district's rights and responsibilities under all Illinois laws if the district uses any electronic employment verification system, including *E-Verify* and/or the Basic Pilot Program. 820 ILCS 55/12. This statute urges employers who voluntarily use *E-Verify* (formerly known as the Basic Pilot/Employment Eligibility Verification Program) to consult the Ill. Dept. of Labor's website for current information on the accuracy of *E-Verify* and to review and understand their legal responsibilities relating to the use of any electronic employment verification systems. See f/n 2 in 5:150-AP, *Personnel Records*, for a more detailed discussion of *E-Verify* issues.

¹⁴ 105 ILCS 5/10-21.9(c) and (g), amended by P.A. 101-531. See f/n 6 in 4:175, *Convicted Child Sex Offender; Screening; Notifications*, for further discussion.

¹⁵ As an alternative to describing the prohibited investigations, a board may substitute this sentence:

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's social networking website, including a request for passwords to such sites.

The default policy provision and the alternative stated above – whichever is selected – may be made a prohibition rather than a duty of the superintendent; to do this, delete the stricken text as follows: “~~The Superintendent shall ensure that the District does not engage ...~~”

¹⁶ Employee Credit Privacy Act, 820 ILCS 70/10. This Act allows inquiries into an applicant's credit history or credit report or ordering or obtaining an applicant's credit report from a consumer reporting agency when a satisfactory credit history is an *established bona fide occupational requirement* of a particular position. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.

¹⁷ 820 ILCS 112/10(b-5), added by P.A. 101-177. If an employer violates this subsection, the employee may recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5), added by P.A. 101-177.

¹⁸ *Id.*

4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment. ¹⁹
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation. ²⁰
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act. ²¹
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts. ²²
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

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¹⁹ *Id.*

²⁰ 820 ILCS 112/10(b-10), added by P.A. 101-177. **Note:** Attorneys caution that using the exceptions in 820 ILCS 112/10(b-10)(1) and (2), added by P.A. 101-177, may trigger litigation. Violating this subsection entitles an employee to recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5), added by P.A. 101-177.

A school board that wishes to preserve these exceptions should consult its board attorney; then they may supplement number 5 by adding the following after "compensation":

unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer.

²¹ Right to Privacy in the Workplace Act, 820 ILCS 55/10(a).

²² *Id.* at 55/10(b)(6)(B) (commonly known as the *Facebook Password Law*). A *personal online account* is defined as an online account used primarily by a person for personal purposes. *Personal online account* does not include an account created, maintained, used, or accessed for the business purpose of a person's employer or prospective employer. *Id.* at 55/10(b)(5). Bracketed explanations follow the statutory language:

"Nothing in this subsection shall prohibit or restrict an employer from complying with a duty to screen employees or applicants prior to hiring...provided that the password, account information, or access sought by the employer only relates to an online account that:

(A) an employer supplies or pays; or

(B) an employee creates or maintains on behalf of under the direction of an employer in connection with that employee's employment."

[Based on this explanation, it is implausible that an applicant would have an account, service, or profile for business purposes of a school employer.]

The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's (district's) electronic equipment and electronic mail. The statute also states that it does *not prohibit* an employer from obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute. Finally, the statute does not apply to all types of personal technology that employees may use to communicate with students or other individuals, such as text messages on a personal phone. Consult the board attorney about these issues.

Physical Examinations ²³

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity.²⁴ The Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

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

²³ 105 ILCS 5/24-5, amended by P.A.s 100-513, [100-855](#), and [101-81](#). According to this statute, “[a] new or existing employee or substitute teacher employee may be subject to additional health examinations, including tuberculosis screening, as required by rules adopted by the Ill. Dept. of Public Health or by order of a local public health official.” The Ill. Dept. of Public Health does not require school employees to be screened for tuberculosis other than workers in child day care and preschool settings. 77 Ill.Admin.Code §696.140(a)(3).

The last sentence of the first paragraph exceeds State law requirements and may be deleted.

Note that while examination by a spiritual leader/practitioner is sufficient for purposes of leaves, the statute does not permit an examination by a spiritual leader/practitioner for initial employment exams. This difference may present a constitutional issue; contact the board attorney for an opinion if an applicant wants to use an examination by a spiritual leader/practitioner.

Federal law limits pre-employment medical inquiries to whether the applicant is able to perform job-related functions; required medical examinations of applicants is forbidden. American with Disabilities Act (ADA), 42 U.S.C. §12112(d)(2); see also f/n 8 for an explanation regarding the ADA. Districts may condition an employment offer on taking and passing medical inquiries or physical exams, provided that all entering employees in the same classification receive the same conditional offer.

²⁴ The State law (105 ILCS 5/24-5, amended by P.A.s 100-513, [100-855](#), and [101-81](#)) allowing boards to require physicals of current employees “from time to time,” is being superseded by the ADA, (42 U.S.C. §12112(d)(4)). The ADA allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. *Id.* Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. [Part-§1630.2\(r\)](#). See f/n 8 for an explanation regarding the ADA.

See the f/n 23 for a discussion of examinations by spiritual leaders/practitioners.

- LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-5.
 20 ILCS 2630/3.3, Criminal Identification Act.
 820 ILCS 55/, Right to Privacy in the Workplace Act.
 820 ILCS 70/, Employee Credit Privacy Act.
 Americans with Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630.
 Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*
 Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.*
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985),
aff'd in part and remanded 115 Ill.2d 482(Ill. 1987).
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).
- CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Educational Support Personnel - Duties and Qualifications)

Professional Personnel

Teacher Qualifications 1

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law.² The following qualifications apply:

1. Each teacher must:³
 - 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 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 a 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.⁴

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¹ State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This policy concerns an area in which the law is unsettled.

² 105 ILCS 5/21B et seq., amended by P.A. 100-596; 23 Ill.Admin.-Code §1.610 et seq., §1.705 et seq., Part 25-~~amended at 42 Ill.Reg. 8830, and;~~ 105 ILCS 5/27-24.2, amended by P.A. 101-450; and 23 Ill.Admin.Code Part 252 (contracted driver education teacher).

School boards may participate in the Illinois Teacher Corps; however as of 9-1-11 individuals may no longer be admitted to Illinois Teacher Corps programs. 105 ILCS 5/21-11.4, repealed ~~in 2013~~on 6-30-13.

³ Subparagraph 1a is required for all teachers by 105 ILCS 5/21B-15 (qualifications of educators). Four types of educator licenses are listed in 105 ILCS 5/21B-20, amended by P.A. s 100-596 and 101-643: (1) Professional Educator License; (2) Educator License with Stipulations (including endorsements for alternative provisional educator, alternative provisional superintendent, career and technical educator, provisional career and technical educator, transitional bilingual educator, language, visiting international educator, paraprofessional educator, chief school business official, provisional in-state educator, school support personnel intern, and special education area); (3) Substitute Teaching License; and (4) until 6-30-23, Short-Term Substitute Teaching License. Districts may not require an individual who holds a valid Professional Educator License or Educator License with Stipulations to seek or hold a Substitute Teaching License to teach as a substitute teacher. 105 ILCS 5/21B-20(3), added by P.A. 100-596. See also 23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25-~~amended at 42 Ill.Reg. 8830~~ (per §25.100, teachers are no longer endorsed in any course subjects in which they earn grades lower than a "C" in college). The Ill. State Board of Education's (ISBE) *Educator Licensure Information System* (ELIS) is a web-based system that allows educators, administrators, and the public to access licensure information. See www.isbe.net/Pages/Educator-Licensure-Information-System.aspx.

Subparagraph 1b and 1c are required of all teachers by 105 ILCS 5/24-23. Some boards add the word "official" to the phrase, "complete official transcript of credits."

Subparagraph 1d is optional but informs the superintendent when a teacher may be eligible to change lanes on the salary schedule.

⁴ The *highly qualified* teacher requirement of the No Child Left Behind Act, formerly found in §6319 of the Elementary and Secondary Education Act (ESEA, 20 U.S.C. §6319), was repealed by the Every Student Succeeds Act (ESSA, Pub. L. 114-95, eff. 12-10-15). ESEA federal implementing regulation 34 C.F.R. §200.55 was updated on 7-7-17 (82 Fed. Reg. 31706), however State implementing regulations at 23 Ill. Admin.Code Part 25, Appendix D have not been updated yet. In *Every Student Succeeds Act (ESSA) Frequently Asked Questions* (8-12-16) (www.isbe.net/Documents/ESSA-faq.pdf), ISBE advised that districts did not need to comply with the *highly qualified* teacher requirement during the 2016-17 school year.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed; ⁵
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; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications. ⁶

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)

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ESEA, as amended by ESSA, requires that each state plan contain assurances that the state educational agency will ensure that all teachers and paraprofessionals meet state certification/licensure requirements. 20 U.S.C. §6311(g)(2)(J).

⁵ See the ISBE webpage on educator licensure approval requirements at www.isbe.net/Pages/educator-licensure-approvals.aspx.

ESEA, as amended by ESSA, requires districts to provide parents timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. 20 U.S.C. §6312(e)(1)(B)(ii). For a sample notice, see 5:190-E2, *Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements*.

⁶ 20 U.S.C. §6312(e)(1)(A).

Educational Support Personnel

Employment At-Will, Compensation, and Assignment 1

Employment At-Will ²

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all.³ Nothing in School Board policy is intended or should be construed as altering the employment at-will relationship.

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

Compensation

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime

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A collective bargaining agreement may contain provisions that supersede this policy, in which case, the policy might state: "Please refer to the current bargaining agreement between the Educational Support Personnel and the School Board."

While the term *educational support personnel* is not defined in the School Code, at least one appellate court and one circuit court decision found in dicta that the term refers to nonlicensed employees, such as clerical workers, custodians, cafeteria workers, bus drivers, and teachers' aides. Laukhuf v. Congerville-Eureka-Goodfield School Dist., 2003 WL 23936148 (III-11th Cir.; 2003)(non-precedential); Buckellew v. Georgetown-Ridge Farm Community Unit School Dist., 575 N.E.2d 556 (III.App. 4, 1991)215 Ill.App.3d 506 (4th Dist. 1991).

² Illinois law does not specifically create a protected property interest in continued employment for nonlicensed employees, except in a reduction in force. However, whether an employee is actually employed at-will depends on the specific facts. This determination is important because the dismissal of an employee having a protected property right in continued employment requires a notice and hearing. Cleveland Bd of Educ. v. Loudermill, 405 S.Ct. 1487470 U.S. 532 (1985). See also Griggsville-Perry Community Unit School Dist. v. Ill. Educ. Labor Relations Bd., 984 N.E.2d 440368 Ill.Dec. 494 (III-2013)(upheld an arbitrator's finding that the requirement to provide a pre-discharge written notice was drawn from the essence of the agreement).

Even with this policy, it is safest to presume that all nonlicensed employees are at least employed annually. This is a good assumption because districts routinely assure next-year employment so that the employee will not qualify for summer unemployment. In addition, annual employment may be created through a collective bargaining agreement, past practice, an employees' handbook, personnel policy manual, or an oral promise. Arneson v. Bd of Trustees, McKendree College, 569 N.E.2d 252210 Ill.App.3d 844 (III.App-5th Dist., 1991). Moreover, there are several exceptions to at-will including prohibitions against discrimination and retaliatory discharge (Michael v. Precision Alliance Group, 952 N.E.2d 682351 Ill.Dec. 890 (III.App-5th Dist., 2011)(common law recognizes a cause of action for retaliatory discharge when the employee engaged in protected activity). Consult the board attorney for help determining whether an employee is employed *at-will*.

A district, by policy or handbook, may not take away a previously given property interest in continued employment to current employees; only those employees hired afterwards could be affected. Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956136 Ill.App.3d 763 (III.App-1st Dist., 1985); Kaiser v. Dixon, 468 N.E.2d 822127 Ill.App.3d 251 (III.App-2nd Dist., 1984).

For a discussion of prohibited dismissal reasons, see 5:10, *Equal Employment Opportunity and Minority Recruitment*. Volunteer firefighters may not be fired for responding to an emergency, (50 ILCS 748/).

³ 105 ILCS 5/10-23.5. For more information on RIF, see policy 5:290, *Employment Termination and Suspensions*.

provisions in State or federal law shall not work overtime without the prior authorization from the employee's immediate supervisor.⁴ Educational support personnel are paid twice a month.⁵

Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.: 105 ILCS 5/10-22.34 and 5/10-23.5.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (~~Educational Support Personnel—Employment Termination and Suspensions~~), 5:310 (~~Educational Support Personnel—Compensatory Time-Off~~)

DRAFT

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

⁴ For information regarding overtime, see policy 5:35, *Compliance with the Fair Labor Standards Act*.

⁵ 820 ILCS 115/3. However, the wages of employees who are *exempt* as defined in the Fair Labor Standards Act (FLSA), 29 U.S.C. §201 et seq., may be paid once a month. For a discussion of the FLSA, see 5:35, *Compliance with the Fair Labor Standards Act*.

Instruction

School Accountability 1

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.² To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared *State Goals for Learning* with accompanying *Illinois Learning Standards*.³

The School Board 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.⁴
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.⁵

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¹ State or federal law controls this policy's content.

² 105 ILCS 5/27-1.

³ 23 Ill.Admin.Code §1, Appendix D.

⁴ 105 ILCS 5/2-3.25 - 2-3.25b, amended by P.A. 100-1046; 23 Ill.Admin.Code §§1.10(a) and 1.20.

⁵ 105 ILCS 5/2-3.25a, amended by P.A.s 99-193, 99-657, and 100-1046; 5/2-3.64a-5, amended by P.A.s 100-1046 and 101-643. First, 105 ILCS 5/2-3.25a, amended by P.A. 99-193, significantly revised the system of standards for school districts and schools. Next, 105 ILCS 5/2-3.25a, amended by P.A. 99-657, delayed certain implementation dates by one school year. Finally Then, 105 ILCS 5/2-3.25a, amended by P.A. 100-1046, further revised the system of standards for school districts and schools. Annual state assessments required by 105 ILCS 5/2-3.64a-5(c), amended by P.A.s 100-1046 and 101-643, are not required if ISBE receives a waiver from the administration of assessments from the U.S. Dept. of Education. 105 ILCS 5/2-3.64a-5(c), as amended by P.A. 101-643. ISBE must establish recognition standards for student performance and school improvement for all districts and their individual schools. ISBE must outline accountability measures in its State plan that it submits to the U.S. Dept. of Education under the Every Student Succeeds Act (ESSA) (Pub. L. 114-95). If ESSA ceases to require a state plan, then ISBE must develop a written plan in consultation with the Ill. Balanced Accountability Measure (IBAM) Committee. 105 ILCS 5/2-3.25a, amended by P.A.s 99-193, 99-657, and 100-1046.

3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation. ⁶
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law. ⁷
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 12 and teachers. ⁸

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, 5/10-21.3a, 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)

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

⁶ The requirements around district and school improvement plans are unknown until ISBE revises its rules at 23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements following P.A.s 99-193 and 100-1046. P.A. 99-193 deleted the requirements concerning improvement plans as well as the sanctions for failing to make adequate yearly progress contained in 105 ILCS 5/2-3.25d, but then P.A. 100-1046 repealed 105 ILCS 5/2-3.25d in its entirety. 105 ILCS 5/2-3.25f(a) continues to state that ISBE “shall provide technical assistance to assist with the development and implementation of School and District Improvement Plans” and that schools or districts “that fail to make reasonable efforts to implement an approved Improvement Plan may suffer loss of State funds by school district, attendance center, or program as the State Board of Education deems appropriate.”

⁷ 105 ILCS 5/10-17a, amended by P.A.s 100-807, 100-1121, and 101-68, ~~eff. 1-1-20~~. Districts must present the report card at a regular board meeting, post it on the district’s website, make it available to newspapers of general circulation in the district, notify parents/guardians of its availability on the district’s website, provide it to parents/guardians on request, submit it to the regional superintendent or appropriate Intermediate Service Center, and otherwise disseminate it as required by State law. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

⁸ Required by 105 ILCS 5/2-3.153, amended by P.A. 100-1046, and 23 Ill.Admin.Code §1.97. The State Superintendent must publicly report on the survey indicators of learning conditions resulting from the administration of the instrument at the individual school, district, and State levels. A district may use an alternate learning instrument approved by the State Superintendent at its own cost. These survey instruments are authorized by July 1 each year and posted at: www.isbe.net/Pages/5Essentials-Survey.aspx. 23 Ill.Admin.Code §1.97(g)(1)-(2). To use an alternate survey instrument, the district must submit a form developed for this purpose and posted at www.isbe.net/Pages/5Essentials-Survey.aspx to the State Superintendent on or before a date established by the State Superintendent each year. *Id.*

Insert the following sentence for districts that administer an alternate survey of learning conditions at their own cost: “The District has elected to use an alternate climate survey of learning conditions instrument.”

Instruction

School Year Calendar and Day 1

School Calendar

The School Board, 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.² The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.³

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² State-mandated school holidays are found in 105 ILCS 5/24-2, amended by P.A. 101-642. See policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, for a holiday listing. The law allows a school board to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on five identified school holidays if: (1) the school board first holds a public hearing on the proposal; and (2) the person or persons honored by the holiday are recognized through instructional activities conducted on the school holiday or on the first school day preceding or following the school holiday. Districts must redo the public hearing process in the event they change plans for use of holidays. See Ill. State Board of Education (ISBE) guidance at: www.isbe.net/Documents/district-holiday-plans13.pdf. This is an item on which collective bargaining may be required, and a board that wishes to implement this law should consult its attorney.

A State mandated school holiday on *Good Friday* is unconstitutional according to *Metzl v. Leininger*, 57 F.3d 618 (7th Cir. 1995). Closing school on religious holidays may still be permissible for those districts able to demonstrate, e.g., through surveys, that remaining open would be a waste of educational resources due to widespread absenteeism. Also, districts may be able to close school on Good Friday by adopting a *spring holiday* rationale or ensuring that it falls within spring break. School districts should discuss all of these options, and collective bargaining implications with their board attorneys.

If the county board or board of election commissioners chooses a school to be a polling place, the school district must make the school available. 10 ILCS 5/11-4.1. For the Election Day, the law encourages a school district to either: (1) close the school; or (2) hold a teachers' institute on that day with the students not in attendance. Id. [10 ILCS 5/2B-10 and 105 ILCS 5/24-2, amended by P.A. 101-642, required all government offices, with the exception of election authorities, to be closed, unless authorized to be used as a location for election day services or as a polling place for 2020 General Election Day, and it required schools to be available to an election authority as a polling place for 2020 General Election Day. Id.](#)

³ The school calendar must have a minimum 185 days to ensure 176 days of actual pupil attendance [that may include remote learning days, blended remote learning days, and up to five remote and blended remote learning planning days pursuant to 105 ILCS 5/10-30, added by P.A. 101-643](#). 105 ILCS 5/10-19, amended by P.A. s. 101-12 and 101-643, and 5/24-1; 23 Ill.Admin.Code §1.420. [See policy 4:180, Pandemic Preparedness: Management; and Recovery, for information about remote and/or blended remote learning day plans](#). Schools must be closed during county institute. 105 ILCS 5/24-3. The school calendar may be a mandatory subject of collective bargaining. The calendar for the school term and any changes must be submitted to and approved by the regional superintendent before the calendar or changes may take effect. 105 ILCS 5/10-19.

E-learning days allow a school district to provide instruction to students electronically while they are not physically present due to inclement weather and other unexpected events. 105 ILCS 5/10-20.56, added by P.A. 101-12 [and amended by P.A. 101-643](#), opens the use of e-learning days from three pilot districts to all districts that meet the requirements of the statute. Before a school district can implement an e-learning program and use e-learning days it must, along with other requirements (1) hold a public hearing on the initial proposal for the e-learning program, (2) obtain verification from the Regional Office of Education (ROE) or Intermediate Service Center (ISC) for the school district that the initial proposal meets the requirements specified in the law, and (3) by resolution adopt a research-based program for district-wide e-learning days. Before implementing an e-learning program, boards must collectively bargain the impact of the program on the wages, hours, terms and conditions of employment with employee representative(s). More information about e-learning is available at: www.isbe.net/Pages/Electronic-Learning.aspx.

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.⁴ 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.⁵ The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.⁶

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⁴ 105 ILCS 5/24-2(c) lists the following as commemorative holidays: Jan. 28 (Christa McAuliffe Day commemorating space exploration); Feb. 15 (Susan B. Anthony's birthday); Mar. 29 (Vietnam War Veterans' Day); Sept. 11 (Sept. 11th Day of Remembrance); the school day immediately preceding Veterans' Day (Korean War Veterans' Day); Oct. 1 (Recycling Day); Oct. 7 (Iraq and Afghanistan Veterans Remembrance Day); and Dec. 7 (Pearl Harbor Veterans' Day).

Other commemorative holidays include, but are not limited to: Arbor and Bird Day on the last Friday in April (105 ILCS 5/27-18); Leif Erickson Day on October 9 if a school day and otherwise on a school day nearest the date (105 ILCS 5/27-19); American Indian Day on the 4th Friday of September (105 ILCS 5/27-20); Ill. Law Week during the first full school week in May (105 ILCS 5/27-20.1); Just Say No Day on a school day in May designated by official proclamation of the Governor (105 ILCS 5/20.2); Ronald Reagan Day on Feb. 6 (5 ILCS 490/2); Barack Obama Day on August 4 (5 ILCS 490/3); Indigenous Peoples Day on the last Monday in September (5 ILCS 490/7); Lincoln's Birthday February 12 (5 ILCS 490/60); Martin Luther King, Jr. Birthday the third Monday in January (5 ILCS 490/65); Prairie Week the third full week in September (5 ILCS 490/75); Retired Teachers' Week the fourth week in May (5 ILCS 490/80); Veterans Day November 11 (5 ILCS 490/90); Preventing Lost Potential Day September 19 (5 ILCS 490/141); Day of Remembrance of the Victims of Slavery and the Transatlantic Slave Trade on March 25 (5 ILCS 490/155); the first full week of January is Emancipation Proclamation Week (5 ILCS 490/160); Mother Mary Ann Bickerdyke Day on the second Wednesday in May (5 ILCS 490/175); and April is Arab American Heritage Month (5 ILCS 490/6, amended by P.A. 100-1150).

⁵ A school day is required to consist of a minimum five clock-hours under the direct supervision of a teacher or non-teaching personnel or volunteer personnel that provides non-teaching or supervisory duties as specified in 105 ILCS 5/10-22.34(a), in order to qualify as a full day of attendance, unless (1) the Governor issues a disaster declaration due to a public health emergency pursuant 20 ILCS 3305/7, and (2) the State Superintendent of Education establishes minimum clock-hour requirements to align with the circumstances of the Governor's disaster declaration. 105 ILCS 5/10-19.05, added by P.A. 101-12 and amended by P.A. 101-643. See www.isbe.net/Documents/SB28Instructional-Day.pdf for ISBE's notice regarding this law. See 105 ILCS 5/10-19.05, added by P.A. 101-12, for additional exceptions to the attendance calculation.

Contrast 105 ILCS 5/18-12, amended by P.A. 100-28. It allows a partial day of attendance to be counted as a full day due to an adverse weather condition, condition beyond the control of the school district that poses a health and safety threat, or use of school facilities by local or county authorities for holding a memorial or funeral service in remembrance of a community member (up to two school days per school year) provided one of following conditions is met: (1) the school district has provided at least one hour of instruction prior to the closure of the school district; (2) a school building has provided at least one hour of instruction prior to the closure of the school building; or (3) the normal start time of the school district is delayed. The law also outlines the process to claim attendance prior to providing any instruction when a school district must close a building or buildings, but not the entire district, after consultation with a local emergency response agency or due to a condition beyond the control of the district. Additionally, 105 ILCS 5/18-12.5 outlines the process for claiming attendance when a school district must close a building or buildings, but not the entire district, specifically because of a public health emergency. Attendance for such days may only be claimed if the school building(s) was scheduled to be in operation on those days.

Alternative education programs may provide fewer than five hours under certain circumstances. 105 ILCS 5/2-3.33a and 5/13B-50.

⁶ 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. Note that the Illinois statute does not require every student to recite the Pledge – that kind of mandatory participation would violate the U.S. Constitution. Schools may not coerce a student into saying the Pledge, nor may they punish students for refusing to participate in any aspect of the flag ritual, including standing, saluting the flag, and reciting the Pledge. West Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624 (1943); Sherman v. Community Consolidated Sch. Dist. 21 of Wheeling Township, 980 F.2d 437 (7th Cir. 1992). Consider using permissive rather than mandatory language to introduce the recitation of the Pledge, such as, “You may now stand to recite the Pledge.” Schools may, of course, require that non-participants maintain order and decorum appropriate to the school environment.

- LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, [5/10-20.56](#), 5/10-24.46, [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, 5/27-20.2, and 20/1. 10 ILCS 5/11-4.1. 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 School Board; 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)

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The Silent Reflection and Student Prayer Act mandates a *brief period of silence* for all Illinois public school students at the opening of each school day. 105 ILCS 20/1. A student filed a federal lawsuit challenging the constitutionality of this law under the First Amendment, but the law was ultimately upheld by the Appeals Court. Sherman v. Koch, 623 F.3d 501 (7th Cir. 2010), *cert denied* by 565 U.S. 815 (2011). 105 ILCS 5/10-20.46 requires a moment of silence to recognize veterans during any type of event held at a district school on Nov. 11. See f/n 2 above for more discussion.

Instruction

Curriculum Development 1

Adoption ²

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals,
2. Student needs as identified by research, demographics, and student achievement and other data,
3. The knowledge, skills, and abilities required for students to become life-long learners,
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements, ³
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available, ⁴
6. The Illinois State Learning Standards and any District learning standards, and
7. Any required State or federal student testing.

The School Board will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria. ⁵

Experimental Educational Programs and Pilot Projects ⁶

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for

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

¹ State or federal law controls this policy's content.

² This section is not dictated by State or federal law, but reflects board work regarding curriculum. Each board should dwell over this section to ensure it articulates the board's intent.

³ State law mandates certain courses of study, but local school boards may set requirements exceeding State law-mandated courses of study. 105 ILCS 5/10-20.8 and 5/27-1 et seq.

⁴ Alternative for unit districts:

5. The curriculum District-wide and articulated across all grade levels.

⁵ The following is an alternative for boards that do not want the sample language's degree of delegation:

The School Board will consider the Superintendent's recommendation and adopt a curriculum that meets the above criteria.

⁶ Experimental educational programs may require the approval of the State Board of Education and an agreement with the affected exclusive bargaining agent. 105 ILCS 5/10-19, amended by P.A.s. 100-465, 101-12, and 101-643. Experimental educational programs may include, but are not limited to, e-learning days as authorized under 105 ILCS 5/10-20.56; self-directed learning; or outside of formal class periods; other programs that comply with the requirements of the School Code for numbers of days of actual pupil attendance and courses of instruction.

~~Education preparation pilot programs are addressed in State law addresses pilot programs for teachers in relation to clinical schools, restructuring, and providing special assistance and support to beginning teachers. 105 ILCS 5/2-3.52A, amended by P.A. 100-1046.~~

programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

Single-Gender Classes and Activities ⁷

The Superintendent may recommend a program of nonvocational⁸ single-gender classes and/or activities to provide diverse educational opportunities and/or meet students' identified educational needs. Participation in the classes or activities must be voluntary, both genders must be treated with substantial equality, and the program must otherwise comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*. The Superintendent must periodically evaluate any single-gender class or activity to ensure that: (1) it does not rely on overly broad generalizations about the different talents, capabilities, or preferences of either gender, and (2) it continues to comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*.

Development ⁹

The Superintendent shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

The Superintendent shall report to the Board as appropriate, the curriculum review program's efforts to:

1. Regularly evaluate the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents/guardians, and students, representing all schools, grade levels, disciplines, and specialized and alternative programs.
4. Coordinate with the process for evaluating the instructional program and materials.

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⁷ The U.S. Dept. of Education (DOE) amended its regulation implementing Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681) to make it easier for schools to have single-sex classes and extracurricular activities. 34 C.F.R. §106.34. Title IX generally protects students from discrimination on the basis of sex. However, the DOE added flexibility to its rules on single-sex classes and activities, citing research that suggests that some students benefit in single-sex classes. 71 Fed. Reg. 62530 (10-25-06). The rules are very specific and should be reviewed with the board attorney when designing single-sex classes or activities.

Consult the board attorney about accommodation issues for transgender or gender non-conforming students in single sex classes. State law prohibits gender-based discrimination, including transgender and gender non-conforming students. 775 ILCS 5/5-101(A)(11); 775 ILCS 5/1-103(O-1); and 23 Ill.Admin.Code §1.240. Title IX prohibits exclusion and discrimination on the basis of sex. 20 U.S.C. §1681(a). [The DOE's Office for Civil Rights has taken varying positions on the application of Title IX to transgender or gender non-conforming students depending upon the administration in office](#) According to the DOE Office for Civil Rights, Title IX protects lesbian, gay, bisexual, and transgender students, from sex discrimination. See www2.ed.gov/about/offices/list/ocr/lgbt.html; 7:10-AP1, *Accommodating Transgender Students or Gender Non-Conforming Students*.

⁸ 34 C.F.R. §106.34(b)(1).

⁹ The last two sections of this policy provide a process for the board to monitor the extent that its ends for curriculum development are being pursued. However, a board may be concerned that these sections offend the board's efforts to delegate authority to the superintendent to manage the district. If so, these sections should be deleted. See the IASB *Foundational Principles of Effective Governance* at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/-www.iasb.com/principles.efm.

Curriculum Guides and Course Outlines

The Superintendent shall develop and provide subject area curriculum guides to appropriate staff members.

LEGAL REF.: 20 U.S.C. §1681, Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106.
105 ILCS 5/10-20.8 and 5/10-19.

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 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), 6:130 (Program for the Gifted), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 6:180 (Extended Instructional Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

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Instruction

Grading and Promotion 1

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians.² The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) and/or other assessments.³ A student shall not be promoted based upon age or any other social reason not related to academic performance.⁴ The administration shall determine remedial assistance for a student who is not promoted.⁵

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher.⁶ Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

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

¹ State law requires districts to have a school board policy containing the reasons for which a grade may be changed and prohibiting social promotion. 105 ILCS 5/10-20.9a. State law controls this policy's content.

If a district uses weighted grades for classes by degree of difficulty, it must be reflected in the affected students' class ranking and permanent records. 105 ILCS 5/27-27.

² Absent a court order to the contrary, upon the request of either parent of a student whose parents are divorced, copies of report cards, along with other notices and records, must be furnished to both parents by the district. 105 ILCS 5/10-21.8.

³ 105 ILCS 5/10-20.9a. Each board may determine its own promotion criteria and augment the statute's criteria.

105 ILCS 5/2-3.64 contained the State assessment program until it was repealed by P.A. 98-972.

105 ILCS 5/2-3.64a-5(b) requires ISBE to "establish the academic standards that are to be applicable to students who are subject to State assessments." It contains the schedule for assessing students by calendar year and grade. ISBE selects standardized tests for the State assessment and accountability measure. In House Joint Resolution 54 (2015), members of the Ill. House and Senate encouraged school districts to not use results of the *Partnership for Assessment of Readiness for College and Careers* (PARCC) test for the 2014-2015 through the 2017-2018 school years "as a determining factor for making decisions about a student's educational opportunities, the evaluation of educators, and the allocation of resources based on educational achievement on this assessment." Starting in 2019, PARCC was no longer used by ISBE.

105 ILCS 5/2-3.64a-5(c), amended by P.A. [100-7](#), and [101-643](#) requires that the assessment administered by ISBE for the purpose of student application to or admissions consideration by institutions of higher education be administered on a school day during regular student attendance hours. [Assessments are not required if ISBE receives a waiver from the administration of assessments from the U.S. Dept. of Education. Id.](#)

105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222, no longer requires that the scores attained by a student on an assessment that includes a college and career readiness determination be entered on the student's transcript; however, the scores must still be placed in the student's permanent record. See also 23 Ill.Admin.Code §375.10.

⁴ 105 ILCS 5/10-20.9a(b).

⁵ Id.

⁶ The specific reasons and procedure for changing a grade are at the local board's discretion; however, State law provides that no grade may be changed without notification to the teacher concerning the nature and reason for the change. 105 ILCS 5/10-20.9a(a). The person making the change must assume all responsibility and must initial the change. Id.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

DRAFT

Instruction

High School Credit for Students in Grade 7 or 8¹

The Superintendent or designee may investigate, coordinate, and implement a program for students in grades 7 and 8 to enroll in a course required for a high school diploma.

[The next two paragraphs are only for unit and high school districts; the final paragraph is only for elementary districts.]

If a program is available, students in grades 7 and 8 may enroll in a course required for a high school diploma when the course is offered by the high school that the elementary student would attend and either of the following is satisfied: (1) the student participates in the course at the high school and the elementary student's enrollment in the course would not prevent a high school student from being able to enroll, or (2) the student participates in the course where the student attends school as long as the course is taught by a teacher who holds a professional educator license with an endorsement for the grade level and content area of the course.²

A student who successfully completes a course required for a high school diploma while in grades 7 and 8 shall receive academic credit for the course.³ That academic credit shall satisfy the requirements of Section 27-22 of the School Code for purposes of receiving a high school diploma, unless evidence about the course's rigor and content show that the course did not address the relevant Illinois learning standard at the level appropriate for the high school grade during which the course is usually taken.⁴ The student's grade in the course shall also be included in the student's grade point average.⁵

[Elementary school districts only]

If a program is available, students in grades 7 and 8 may enroll in a course required for a high school diploma. Students in grades 7 and 8 who successfully complete a course required for a high school diploma will receive academic credit if permitted by, and in accordance with, the policy of the district where the elementary student will attend high school.

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

¹ While State law controls this policy's content, districts are not required to implement it. The board of any district that maintains any grades 9-12 may adopt a policy for students enrolled in grade 7 or 8 to enroll in a course required for high school graduation. ~~(105 ILCS 5/27-22.10(a);~~ amended by P.A. 99-189, and 23 Ill.Admin.Code §1.440(c)(3). The first sentence recognizes that this policy's implementation requires cooperation between school districts, superintendents, building principals, and other administrators.

² A high school board may choose the following alternative if it believes condition (2) would be difficult to manage because its students come from multiple districts having been taught by multiple non-district teachers:

If a program is available, students in grades 7 and 8 may enroll in a course required for a high school diploma when the course is offered by the high school that the elementary student would attend when the student participates in the course at the high school and the elementary student's enrollment in the course would not prevent a high school student from being able to enroll.

3105 ILCS 5/27-22.10(c).

⁴ Id. at (c).

⁵ Id. at (d).

LEGAL REF.: 105 ILCS 5/10-22.43 and 5/27-22.10.
23 Ill.Admin.Code §1.460.

CROSS REF.: 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:320 (High School Credit for Proficiency)

DRAFT

June 2019 November 2020

6:340

Instruction

Student Testing and Assessment Program 1

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 the State assessment system, known as the Illinois Assessment of Readiness (IAR) all standardized assessments required by the Ill. State Board of Education (ISBE), to all students 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. ²
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*. ³
4. Utilizes professional testing practices. ⁴

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.⁵ All reliable assessments

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¹ State and federal law control this policy's content. 105 ILCS 5/2-3.64a-5(b) requires ISBE to "establish the academic standards that are to be applicable to students who are subject to State assessments." It contains the schedule for assessing students by calendar year and grade. The Ill. State Board of Education (ISBE) selected the *Partnership for Assessment of Readiness for College and Careers* (PARCC) as the State assessment and accountability measure for grades 3-8 through the 2017-2018 school year. Beginning with the 2018-2019 school year, ISBE began transitioning from PARCC to the *Ill. Assessment for Readiness* (IAR), which continues to use "an anchor set of PARCC items." See letter from State Superintendent Tony Smith, 2-8-19, along with other ISBE resource material at www.isbe.net/IAR. In House Joint Resolution 54 (2015), members of the Ill. House and Senate encouraged school districts to not use results of the PARCC test for the 2014-2015 school year through the 2017-2018 school year "as a determining factor for making decisions about a student's educational opportunities, the evaluation of educators, and the allocation of resources based on educational achievement on this assessment."

105 ILCS 5/2-3.64a-5(c), amended by P.A. [100-7 and 101-643](#), requires that the assessment administered by ISBE for the purpose of student application to or admissions consideration by institutions of higher education be administered on a school day during regular student attendance hours.

105 ILCS 5/2-3.64a-5(d) contains the requirements for assessing students receiving special education services and students determined to be English learners.

105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222, no longer requires that the scores attained by a student on an assessment that includes a college and career readiness determination be entered on the student's transcript. The scores, however, must be placed in the student's permanent record. See 23 Ill.Admin.Code §375.10.

² Required by 105 ILCS 5/2-3.64a-5(c), [amended by P.A. 101-643](#).

³ 105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222, requires districts to provide State assessment results/scores to students' parents/guardians. The second part of this provision is optional and may be deleted, i.e., "~~and an evaluation of the student's progress.~~"

⁴ 105 ILCS 5/2-3.107; 23 Ill.Admin.Code §1.30(b).

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.⁶ Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.⁷

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, 5/10-17a, 5/22-82, and 5/27-1.

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

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⁵ Required by 105 ILCS 5/10-17a, amended by P.A.s ~~99-642~~, 100-227, 100-807, and 100-1121. School districts must annually, no more than 30 days after receipt from the State Superintendent release their district's and schools' report cards assessing the performance of its schools and students. Districts must: (1) present the report cards at a regular Board meeting, (2) post them on the District's website, (3) make them available to a newspaper of general circulation serving the District, and (4) upon request, send them home to parents/guardians. 105 ILCS 5/10-17a(5). The school report card must describe, among other items, student characteristics, curriculum information, student outcomes and progress, and school environment. The environment report must include indicators from the *school climate survey* approved under 105 ILCS 5/2-3.153 (requires ISBE, in addition to its default school climate survey, to identify two or three alternative school survey instruments from which districts may select).

⁶ 105 ILCS 5/22-82, ~~added by P.A. 99-590~~, requires every school district to report to ISBE for each of its schools, by the 30th day of each school year, all reliable assessments the district administers that are scored by entities outside of the district. The district must make the report on an ISBE-provided form.

Each school must also make this information publicly available to the parents and guardians of its students through the district's Internet website or distribute the information in paper form. *Id.* at (b). See 2:250--E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. Although not required by law, if a board wants to direct that this information be shared more broadly with the public for greater transparency, add "and to the community" after "parents/guardians of students."

⁷ 105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222, governs recording assessment results in school student records. See also the ~~Illinois~~ School Student Records Act, 105 ILCS 10/; 23 Ill.Admin.Code §375.10.

Recommend to approve as written.

~~October/November 2018~~ November 2020

7:100

Students

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students 1

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) 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
2. Entering the sixth and ninth grades;³ 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).⁴

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.⁵

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.⁶
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.⁷
3. ~~Beginning with the 2017-2018 school year, a~~An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health

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¹ State or federal law controls this policy's content. The policy restates 105 ILCS 5/27-8.1, amended by P.A.s 100-513, 100-977, and 101-643, ~~eff. 1-1-19~~. Immunization requirements are found in 77 Ill.Admin.Code §665.240, ~~amended by 41 Ill.Reg. 2973~~. A Tuberculosis skin test is required if the student lives in an area designated by the Ill. Dept. of Public Health (IDPH) as having a high incidence of Tuberculosis. See also *Questions & Answers Regarding School Health Record Issues*, revised May 2013, and available at: www.dhs.state.il.us/onenetlibrary/27897/documents/schoolhealth/faq_2013.pdf.

² 105 ILCS 5/27-8.1(1); 77 Ill.Admin.Code §§665.140 and 665.240 et seq.

³ Id.

⁴ Id. If grade levels are not assigned, examinations must be completed within one year prior to the school year in which the child reaches the ages of five, 11, and 15. 77 Ill.Admin.Code §665.140(b).

⁵ 410 ILCS 315/1.10; 77 Ill.Admin.Code §665.240(l). For students attending school programs where grade levels (kindergarten through 12) are not assigned, including special education programs, students must show proof that they have received one dose of meningococcal conjugate vaccine in the school year in which the child reaches age 11 and a second dose in the school year in which the child reaches age 16 (but if the first dose is administered when the child is 16 years of age or older, only one dose is required). Students eligible to remain in public school beyond grade 12 (special education) shall meet the requirements for 12th grade.

⁶ 105 ILCS 5/27-8.1(2), amended by P.A. 100-513; 77 Ill.Admin.Code §665.130 et seq.

⁷ Id. at f/n 6 above and §665.700 et seq. ~~105 ILCS 5/27-8.1(2); 77 Ill.Admin.Code §665.700 et seq.~~

examination.⁸ 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.⁹

4. Before admission and in conjunction with required physical examinations, parent(s)/guardian(s) 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.¹⁰
5. The IDPH will provide all students entering sixth grade and their parent(s)/guardian(s) information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.¹¹
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' parent(s)/guardian(s).¹²

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

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⁸ 105 ILCS 5/27-8.1(2), amended by P.A.s [100-513](#) and [100-101199-927](#). The IDPH is to develop rules to implement these new screening requirements and revise the Child Health Examination form. Id. The health care provider must only record whether or not the social and emotional screening was completed.

⁹ 105 ILCS 5/27-8.1(2.5), ~~amended by P.A. 99-927~~. Item #3 may be supplemented with any of the following options:

- Option 1:** 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.
- Option 2:** 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.
- Option 3:** (The use of both Option 1 and 2.)
 - 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.

Note: Even if the district does not offer the above optional services, consult the board attorney about whether the presence of developmental or social and emotional screening information on the Child Health Examination form triggers child find obligations under the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973.

¹⁰ Required by 410 ILCS 45/7.1. Physicians are required to screen children over 7 years of age for lead poisoning when, in the physician's judgment, a child is at risk. 410 ILCS 45/6.2, [amended by P.A. 100-513](#).

¹¹ This sentence restates the requirement in the Communicable Disease Prevention Act regarding HPV-related cancer prevention. 410 ILCS 315/2e, amended by P.A. 100-741, ~~eff. 1-1-19~~.

¹² 105 ILCS 5/27-8.1(8.5), added by P.A. 100-977, ~~eff. 1-1-19~~.

required health forms are presented to the District.¹³ 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.¹⁴ 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.¹⁵ 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.¹⁶ 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.¹⁷

Eye Examination ¹⁸

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.¹⁹

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

¹³ 105 ILCS 5/27-8.1(5), amended by P.A. 101-513, requires compliance by October 15 unless a district establishes an earlier date with 60 days notice. If an earlier date is established, replace “October 15” in this paragraph with the earlier locally established date. During any student’s exclusion from school for non-compliance with this policy, the student’s parent(s)/guardian(s) shall be considered in violation of 105 ILCS 5/26-1 and subject to any penalty imposed by 105 ILCS 5/26-10, as provided in 105 ILCS 5/27-8.1. 105 ILCS 5/27-8.1(2.5), amended by P.A. 99-927, exempts developmental or social and emotional screenings from the exclusion from school requirement.

Note: 77 Ill.Admin.Code §665.240(n), created by 41 Ill.Reg. 2973, states “It is not the intent of this Part that any child whose parents comply with the intent of this Part, the Act or the School Code should be excluded from a child care facility or school. A child or student shall be considered in compliance with the law if there is evidence of the intent to comply. Evidence may be: 1) a signed statement from a health care provider that he or she has begun, or will begin, the necessary immunization procedures; or 2) the parent’s or legal guardian’s written consent for the child’s participation in a school or other community immunization program.” Consult with the board attorney about the impact this new regulation may have on the district’s ability to and procedures for excluding students for non-compliance with this policy.

¹⁴ This sentence is optional. The timeframe of 30 days is a matter of local discretion except that out-of-state transfer students who fail to provide proof of the required vaccinations after 30 days must be excluded until such proof is properly submitted. 105 ILCS 5/27-8.1(5), amended by P.A. 100-513. Consult the board attorney about establishing timeframes other than 30 days.

¹⁵ This sentence and the following sentence restate 105 ILCS 5/27-8.1(5), amended by P.A. 100-513.

¹⁶ Id. The special treatment of out-of-state transfer students resulted from the enactment of the Educational Opportunity for Military Children Act, 105 ILCS 70/. There are no more sunset dates in this law, which eliminates its constituents’ need to continually revisit the law and extend its effective dates.

¹⁷ 105 ILCS 5/27-8.1, amended by P.A.s 100-513, 100-977, and 101-643.

¹⁸ Required by 105 ILCS 5/27-8.1(1.10), amended by P.A. 101-643, and 5/27-8.1(2). The IDPH’s rules are published at 77 Ill.Admin.Code §665.610 et seq. §665.150 and 630 prescribe the statewide eye examination report form. ~~It is~~ available at: www.idph.state.il.us/HealthWellness/EyeExamReport.pdf or 77 Ill.Admin.Code §665, Appendix A.

¹⁹ While 105 ILCS 5/27-8.1 requires eye examinations for students entering kindergarten or an Illinois school for the first time, it still encourages parent(s)/guardian(s) to have their children undergo eye examinations at the same points in time as their required health examinations. The IDPH must require that individuals conducting vision screenings give a child’s parent/guardian a written notification stating (105 ILCS 5/27-8.1(2)):

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Parent(s)/guardian(s) 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 parent(s)/guardian(s) 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 ²⁰

All children in kindergarten and the second, sixth, and ninth 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, sixth, or ninth 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 parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions ²¹

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 parent(s)/guardian(s) 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 parent(s)/guardian(s) 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. ²²
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced ~~registered~~ practice registered nurse, or physician assistant provides written verification.

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²⁰ Required by 105 ILCS 5/27-8.1(1.5), amended by P.A.s 100-829 and 101-643, ~~eff. 1-1-19~~. The IDPH's rules are published at 77 Ill.Admin.Code §665.410 et seq. §§665.150 and 430 prescribe the statewide dental examination report form. ~~It is~~ available at:

www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof10.pdf www.dph.illinois.gov/sites/default/files/forms/dentalexamproof10-0.pdf or 77 Ill.Admin.Code §665, Appendix D.

²¹ Id.; 105 ILCS 5/27-8.1(1.10), amended by P.A. 101-643, and 5/27-8.1(8), ~~changamended~~ by P.A. 100-51399-249.

²² Id.; 77 Ill.Admin.Code §665.510, ~~amended by 41 Ill.Reg. 2973~~. The Certificate of Religious Exemption form is available on IDPHSBE's website at: www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf www.isbe.net/Documents/immun_exam_gdlns_religious_exempt.pdf. To direct parent(s)/guardian(s) to the detailed exclusionary requirements pursuant to 77 Ill.Admin.Code Part 690, see 7:280-E2, *Exhibit - Reporting and Exclusion Requirements for Common Communicable Diseases*. The IDPH maintains a helpful school health communicable diseases chart detailing mode of transmission, symptoms, incubation period, period of communicability, criteria for exclusion from school, reporting requirements, and prevention and control measures at: www.dph.illinois.gov/sites/default/files/publications/commchartschool-032817.pdf.

- 3. Eye examination requirement, if the student's parent(s)/guardian(s) 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 parent(s)/guardian(s) 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.²³ School Board 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 and 315/2e.
23 Ill.Admin.Code §1.530.
77 Ill.Admin.Code Part 665.
77 Ill.Admin.Code Part 690.

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)

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

²³ Required by 105 ILCS 45/1-20 (Education for Homeless Children Act). Also required by the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11432(g)(3)(C)(i).

Recommend to approve as written.
Footnote changes only.

~~October 2015~~ November 2020

7:140

Students

Search and Seizure 1

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. ²

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. ³

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

¹ State or federal law controls this policy's content. This policy concerns an area in which the law is unsettled. Consult the board's attorney with questions about implementing this policy and searching students or seizing their possessions.

According to Fourth Amendment cases, a search by the police requires "probable cause" supported by a warrant. However, in a U.S. Supreme Court decision, cited in every student search case, the Court upheld the warrantless search of a student. A search is: (1) justified at its inception when there are reasonable grounds for suspecting the search of a particular student will turn up evidence that the student violated the law or school rules, and (2) permissible in its scope when it is reasonably related to the search's objective and not excessively intrusive. T.L.O. v. New Jersey, 469 U.S. 325+05 S.Ct. 733 (1985).

² The Ill. Supreme Court upheld a search conducted by a school liaison officer, saying: "Decisions ... that involve police officers in school settings can generally be grouped into three categories: (1) those where school officials initiate a search or where police involvement is minimal, (2) those involving school police or liaison officers acting on their own authority, and (3) those where outside police officers initiate a search. Where school officials initiate the search or police involvement is minimal, most courts have held that the reasonable suspicion test [applies]. ...The same is true in cases involving school police or liaison officers acting on their own authority. ...However, where outside police officers initiate a search, or where school officials act at the behest of law enforcement agencies, the probable cause standard has been applied. In the present case, the record shows that Detective Ruettiger was a liaison police officer on staff at the Alternate School, which is a high school student with behavioral disorders. ... We hold that the reasonable suspicion standard applies under these facts." People v. Dilworth, 169 Ill.2d 195661 N.E.2d 310 (Ill., 1996).

³ A State statute allows school officials to inspect the personal effects left by a student on property owned or controlled by the school, e.g., lockers, desks, and parking lots, ~~105~~ 105 ILCS 5/10-22.6(e). This law does not mean that school officials have an excuse for unjustifiably opening students' possessions looking for contraband (see footnote 1). See Doe v. Little Rick Sch. Dist., 380 F.3d 349 (8th Cir., 2004) (Searches conducted pursuant to the following policy were unconstitutional: "[B]ook bags, backpacks, purses and similar containers are permitted on school property as a convenience for students," and "if brought onto school property, such containers and their contents are at all times subject to random and periodic inspections by school officials.").

The Fourth Amendment protects individuals from searches only when the person has a legitimate expectation of privacy. While case law supports that lockers, as school property, may be searched without individualized suspicion of wrongdoing, many cases suggest that in order to search a student's possessions left in the locker, school officials need individualized suspicion of wrongdoing. This paragraph, as well as 105 ILCS 5/10-22.6(e), attempts to avoid Fourth Amendment protection for personal property left by students on school property by telling students not to expect privacy in these places or in their personal property left there. **This is an unsettled area of the law and should be reviewed with the school board's attorney.**

Option for high school and unit districts, insert the following paragraph:

This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. ⁴

Students ⁵

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. ⁶ The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. ⁷

When feasible, the search should be conducted as follows: ⁸

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

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

⁴ 105 ILCS 5/10-22.6(e). The sample policy may be amended to name other staff members who are authorized to request law enforcement aid.

⁵ For more information about searches, seizures and interviews of students, see *Guidelines for Interviews of Students at School by Law Enforcement Authorities*, published by the Ill. Council of School Attorneys and available at: www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf.

⁶ TLO, 405 S. Ct. at 743469 U.S. at 342. An unsubstantiated tip from a student may serve as the grounds for a search. People v. Pruitt, 662 N.E.2d 540278 Ill.App.3d 194 (Ill.App.1st. Dist., 1996).

⁷ 105 ILCS 5/10-22.6(e) and TLO, 405 S. Ct. at 735469 U.S. at 326.

⁸ Optional; these are practical guidelines that will help to ensure that all searches comply with constitutional requirements. State or federal law requires nothing in this paragraph. For an alternative to intrusive pat-down searches and guidelines on strip searches, see Cornfield v. Consolidated High Sch. Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993). There, school officials had reason to believe that a high school student was concealing illegal drugs in his crotch area. Believing a pat down to be excessively intrusive and ineffective at detecting drugs, the school officials required the student to change into his gym clothes in a locked locker room while male school officials observed him. The search was upheld. But see, Stuczynski v. Bremen High School, 423 F.Supp.2d 823 (N.D.Ill., 2006) (The requisite individualized, reasonable suspicion to conduct a strip search was missing where the only reason for the strip search was the dean's belief that the students were the last students in a locker room before the money was reported missing.). See also, Safford Unified School Dist. v. Redding, 429 S. Ct. 2633557 U.S. 364 (2009) (finding a strip search of student was not justified under the circumstances even though the asst. principal had reasonable suspicion but still awarded qualified immunity to the asst. principal because the law was unclear).

A school district may randomly conduct a mass search by using a metal detector. People v. Pruitt, 662 N.E.2d 540278 Ill.App.3d 194 (Ill.App.1st. Dist., 1996). The use of a metal detector must be according to the district's standards for when and how metal detector searches are to be conducted.

The U.S. Supreme Court upheld a random drug testing policy for student athletes and extracurricular participants, (Vernonia Sch. Dist. 47J v. Acton, 415 S.Ct. 2386515 U.S. 646 (1995); and Independent Sch. Dist. of Pottawatomie County v. Earls, 422 S.Ct. 2559536 U.S. 822 (2002)). The circumstances justifying random drug searches do not exist for the entire student body; thus, random drug tests of the student body would probably not survive constitutional scrutiny.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.⁹

Notification Regarding Student Accounts or Profiles on Social Networking Websites¹⁰

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.
 Right to Privacy in the School Setting Act, 105 ILCS 75/
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir., 1993).
People v. Dilworth, ~~169 Ill.2d 195~~~~661 N.E.2d 310~~ (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).
People v. Pruitt, ~~278 Ill.App.3d 194~~~~662 N.E. 2d 540~~ (Ill.App.1st Dist., 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).
T.L.O. v. New Jersey, ~~105 S.Ct. 733~~~~469 U.S. 325~~ (1985).
Vernonia School Dist. 47J v. Acton, ~~115 S.Ct. 238~~~~6515 U.S. 646~~ (1995).
Safford Unified School Dist. No. 1 v. Redding, ~~129 S. Ct. 2633~~~~557 U.S. 364~~ (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

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

⁹ See 105 ILCS 5/10-22.6(e).

¹⁰ Right to Privacy in the School Setting Act, 105 ILCS 75/15, ~~amended by P.A. 99-460~~. This law prohibits school officials from requiring or requesting a student to provide a password or other related account information. It requires districts to provide parents/guardians with notice of the law. The notification must be published in the school's disciplinary rules, policies, or handbook, or communicated by similar means. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook.

Students

Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*. ¹
2. A parent/guardian of the student must provide written permission for the student’s participation, giving the District full waiver of responsibility of the risks involved. ²
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness. ³
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan. ⁴
5. The student must agree to follow all conduct rules and the coaches’ instructions.

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

¹ State or federal law controls this policy’s content.

A comprehensive Student Handbook can provide notice to parents and students of the school’s conduct rules, extracurricular and athletic participation requirements, and other important information. The building principal usually develops the Handbook, subject to review and approval by the superintendent and board.

Each board in a district that maintains any of grades 9 through 12 must have a *no pass-no play* policy. ~~105 ILCS 5/10-20.30~~. See policy 6:190, *Extracurricular and Co-Curricular Activities*, for complete details.

For purposes of clarity, the IASB uses a curricular-extracurricular dichotomy. All classes are included in the category *curricular* as well as what was formally known as *co-curricular*, e.g., band and choral performances that are a required part of the class. The category *extracurricular* includes all school-sponsored activities that are not a part of a student’s educational program as reflected in the student’s class schedule. Examples include football, cheerleading, French club, Key Club, and student government. Note that extracurricular activities may be curriculum-related or non-curriculum-related for purposes of determining access to school facilities under the federal Equal Access Act. See [PRESS](#) sample ~~IASB~~-policy 7:330, *Student Use of Buildings - Equal Access*.

² At a minimum, schools should: (1) fully inform and warn students and their parent(s)/guardian(s) of risks inherent in a sport, (2) assist their understanding and appreciation of these risks, and (3) document the school’s efforts. See 7:300-E1, *Agreement to Participate*. This form’s provision concerning waiver of liability and hold harmless should be reviewed with the board attorney. The district may not be able to waive gross negligence or recklessness on its part, but the waiver language in the form serves to alert the student and his/her parent(s)/guardian(s) to the seriousness of potential injuries.

³ Students participating in interscholastic athletics must have an annual physical exam. ~~23 Ill.Admin.Code §1.530(b)~~. IHSA by-law 2.150 requires schools to have on file for each student participating in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician assistant, or nurse practitioner not more than 395 days preceding any date of participation; a form is available on the IHSA website at: ihsa.org/Resources/DownloadCenter.aspx.

⁴ This item ensures that students are covered by insurance for medical expenses up to \$50,000 (before the district’s catastrophic accident insurance kicks in) and that students who are not covered by the district’s catastrophic insurance are otherwise covered by insurance.

105 ILCS 5/22-15 requires (with limited exceptions) each school district having grades 9-12 to maintain catastrophic insurance coverage for student athletes who sustain an accidental injury while participating in interscholastic athletic events sanctioned by IHSA that results in medical expenses in excess of \$50,000. A district maintaining grades K-8 may, but is not required to, provide accident and/or health insurance on a group or individual basis for students injured while participating in any school-sponsored athletic activity. For more information, see 4:100, *Insurance Management*.

6. The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program. ⁵
7. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association),⁶ and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*. ⁷

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

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⁵ Optional; delete if the district does not have such a program. Be sure this provision is consistent with policy 7:240, *Conduct Code for Participants in Extracurricular Activities*, and 7:240-AP2, *Administrative Procedure—Extracurricular Drug and Alcohol Testing Program*. The Seventh Circuit upheld the constitutionality of a high school's random drug testing program for students involved in extracurricular activities in *Todd v. Rush County Schools*, 133 F.3d 984 (7th Cir. 1998).

⁶ Participants in an IHSA-sponsored or sanctioned athletic event are subject to testing for banned substances. For a list of banned substances, the testing program, and other related resources, see the IHSA Sports Medicine website, www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation.aspx.

[The sponsoring organization's rules/bylaws/policies control transgender student participation in extracurricular athletic activities. See:](#)

1. [IESA Policy and School Recommendations for Transgender Participation at: www.iesa.org/documents/handbook/IESA-Policies.pdf;](http://www.iesa.org/documents/handbook/IESA-Policies.pdf)
2. [IHSA policy #34, Policy and School Recommendations for Transgender Participation, at: www.ihsa.org/About-the-IHSA/Constitution-By-laws-Policies; and](http://www.ihsa.org/About-the-IHSA/Constitution-By-laws-Policies)
3. [SIJHSAA Transgender Participation Policy at: www.sijhsaa.com/images/stories/pdf/TRANSGENDER PARICIPATION POLICY Revised 10-17-18.pdf.](http://www.sijhsaa.com/images/stories/pdf/TRANSGENDER%20PARICIPATION%20POLICY%20Revised%2010-17-18.pdf)

[For further information on accommodating transgender students, see PRESS sample procedure 7:10-API, Accommodating Transgender Students or Gender Non-Conforming Students. See also two Ill. State Board of Education non-regulatory guidance documents entitled Supporting Transgender, Nonbinary and Gender Nonconforming Students and Sample District Policy and Administrative Procedures, at: www.isbe.net/supportallstudents.](#)

⁷ [IHSA eligibility information and required forms are available at: www.ihsa.org/Resources/Download-Center.](http://www.ihsa.org/Resources/Download-Center)

A district must include information concerning the board's concussion policy in any agreement, contract, code, or other written instrument that the district requires a student athlete and his or her parent(s) or guardian(s) to sign before participating in practice or interscholastic competition. (105 ILCS 5/10-20.54 and 23 Ill.Admin.Code §1.530(b)). The form 7:300-E1, *Agreement to Participate*, contains the requirements in this policy. In addition, the student and student's parent/guardian must sign a form approved by IHSA acknowledging receiving and reading written information on concussions. (105 ILCS 5/22-80(e), added by P.A. 99-245 and amended by P.A. 99-486.)

The IHSA website contains many helpful resources, e.g.:

1. [www.ihsa.org/Resources/Download-Center/IHSA_Sports_Medicine_Acknowledgement_&_Consent_Form_\(Concussion,_PES,_Asthma_Medication\)](http://www.ihsa.org/Resources/Download-Center/IHSA_Sports_Medicine_Acknowledgement_&_Consent_Form_(Concussion,_PES,_Asthma_Medication)) (see consent form under subhead **Sports Medicine Forms**)
2. www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation/IHSAPerformanceEnhancingSubstancePolicy.aspx (performance-enhancing drugs)
3. www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx (concussions)

Concussion information is available from the Ill. Elementary School Assoc. at: www.iesa.org/activities/concussion.asp.

LEGAL REF.: 105 ILCS 5/10-20.30, 5/10-20.54, 5/22-80, and 25/2.
23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), [7:20 \(Harassment of Students Prohibited\)](#), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Athlete Concussions and Head Injuries), 7:340 (Student Records)

DRAFT

Students

Student Fundraising Activities 1

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives: ²

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items. ³
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount. ⁴
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.

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

¹ State law requires this subject matter be covered by policy. 105 ILCS 5/10-20.19(3) requires districts to have rules governing: (1) "conditions under which school classes, clubs, and associations may collect or acquire funds," and (2) "the safekeeping of such funds for the educational, recreational, or cultural purposes they are designed to serve."

² Except for #2 (see f/n 3, below), all numbered directives are optional and may be deleted or amended. These directives are intended to comply with 105 ILCS 5/10-20.19(3) by stating the conditions under which funds may be collected and by providing for their safekeeping.

³ Selling popular food items to raise funds is restricted by federal and State rules. ISBE limits the sale of competitive food and beverages sold to students on the school campus of any school that participates in the School Breakfast Program or the National School Lunch Program (*participating schools*). 23 Ill.Admin.Code §305.15(a). *Competitive foods* are all food and beverages that are offered by any person, organization, or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. 7 C.F.R. §210.11(a)(2); 23 Ill.Admin.Code §305.5. *Participating schools* with grades 8 and below have zero *exempted fundraising days*, and *participating schools* with grades 9-12 may have no more than nine *exempted fundraising days*. 23 Ill.Admin.Code §305.15 (b)(2)(A)-(B). *Exempted fundraising day* means a school day on which foods and/or beverages not meeting the "general nutrition standards for competitive foods" may be sold to students on the school campus. 7 C.F.R. §210.11 (b)(4); 23 Ill.Admin.Code §305.5. See 4:120, *Food Services*; 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

⁴ Two alternatives follow:

- Alternative 1: 4. Student safety must be paramount and door-to-door solicitations are prohibited.
Alternative 2: 4. Student safety must be paramount and door-to-door solicitations are discouraged.

8. Any fundraising efforts that solicit donor messages for incorporation into school property₂ (e.g., tiles or bricks₂) or placement upon school property₂ (e.g., posters or placards₂) must:⁵
- Develop viewpoint neutral guidelines for the creation of messages;
 - Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
 - Place a disclaimer on all fundraising information and near the completed donor messages that all messages are “solely the expression of the individual donors and not an endorsement by the District of any message’s content.”

LEGAL REF.: 105 ILCS 5/10-20.19(3).
23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:90 ([Student Activity](#) and [Fiduciary](#) Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

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

⁵ The issue of soliciting or receiving donor messages is an unsettled area of the law that is frequently litigated because of its many complex legal and practical issues. The U.S. Constitution’s Free Speech, Establishment, and Equal Protection Clauses may be triggered. As a general rule, school officials can avoid constitutional issues by reviewing donor messages according to uniform rules that do not discriminate on the basis of viewpoint. Requiring that donor messages go through a thorough review process prior to their permanent placement on any medium can avoid issues that may occur when messages are reviewed after placement and found to be unacceptable. For sample cases discussing the issue of a district’s exclusion of donor messages on school property, see Fleming v. Jefferson Cnty. Sch. Dist. R-1, 298 F.3d 918 (10th Cir. 2002), *cert. denied* (school’s restriction on the use of religious symbols on tiles that would become a part of the rebuilt school allowed because the messages were school-sponsored speech, and the restrictions had a reasonable relation to legitimate teaching concerns); DiLoreto v. Downey Unified Sch. Dist. Bd. of Educ., 196 F.3d 958 (9th Cir. 1999), *cert. denied* (school district’s refusal to post an advertisement featuring the text of the Ten Commandments on its baseball field upheld because the field was a nonpublic forum for a limited purpose); Gernetzke v. Kenosha Unified Sch. Dist. No. 1, 274 F.3d 464 (7th Cir. 2001), *cert. denied* (school district disallowed religious symbols on Bible Club’s mural so it would not have to allow speech that would cause a disruption like white supremacists who wanted to display the swastika); and Kiesinger v. Mexico Acad. and Central Sch., 427 F.Supp. 2d 182 (N.D.N.Y. 2006)(school district’s removal of bricks inscribed with a donor’s religious messages from a walkway in front of a school was viewpoint discrimination because the district allowed messages about God generally, but not a specific religious viewpoint on God).

**BYLAWS OF THE
Big Hollow School District 38 Bilingual Parent Advisory Council**

MISSION STATEMENT:

The mission of the Big Hollow School District 38 Bilingual Parent Advisory Council (BPAC) is to advocate for excellence in all programs serving English learners attending Big Hollow School District. The Big Hollow BPAC strives to provide family support, communication and information to achieve the program goal of becoming bilingual, bi-literate and bi-cultural.

Article 1. NAME AND LOCATION

Section 1.1 Name. The name of this organization shall be the Big Hollow School District 38 Bilingual Parent Advisory Council (referred to hereafter as the Big Hollow BPAC)

Section 1.2 Location. The Big Hollow BPAC shall be located in Lake County, in the State of Illinois at the school district's main office in Ingleside.

Article 2. PURPOSE

Section 2.1 General Purpose. The purpose of the Big Hollow BPAC is to advocate for excellence in all programs serving English learners. The Big Hollow BPAC strives to provide family support, communication and information to achieve the program goal of achieving English language proficiency, becoming bilingual, bi-literate or bi-cultural. The Big Hollow BPAC supports this purpose by:

- (a) Advocating for all programs serving language learners needs and success.
- (b) Providing support and educational information to families of language learners.
- (c) Facilitating and fostering relationships among schools, parents, teachers and District 38 staff.

Section 2.2 Grant Approval Responsibilities. The Big Hollow BPAC is required to assist with approval and review certain grants toward the programs. The Big Hollow BPAC will work closely with the Director of English Language Learning.

Article 3. MEMBERSHIP

The Big Hollow School District 38 consists of staff, community members and any parent or legal guardian with a child or children considered language learner in Big Hollow School District 38, who shall be the majority of its members.

Article 4. MEETINGS

Section 4.1 Meetings. At least four (4) meetings will be held each academic year. Meetings are held to offer parent training/education, discuss issues, concerns and needs related to the children's education. The Big Hollow BPAC encourages inclusion of all to build community among the families of all language learners. Meetings will be held in the appropriate language as needed and to the best of its abilities according to resources available. Notice shall be given at least seven days in advance of the meeting. Bilingual notice shall be given via email, phone or through children's weekly folders. All parents are welcomed and encouraged to attend. Meetings may be held in person or virtually via Zoom or Google Meets.

Section 4.2 Quorum. Members present at a properly called meeting shall constitute a quorum for the transaction of business. A majority of the voting members present shall be required for all actions.

Section 4.3 Meeting Rules. Robert's Revised Rules of Order shall be followed for Big Hollow BPAC meetings, or more informal proceedings may be used at the discretion of the presiding officer and the membership. The privilege of holding office, making motions, debating and voting shall be limited to members of the Big Hollow BPAC except as otherwise defined in the bylaws.

Article 5. EXECUTIVE BOARD

Section 5.1 Executive Board. The Executive Board of the organization shall be President, Vice President, Secretary, Treasurer and a Staff Liaison.

Section 5.2 Quorum. Meetings shall be held at the call of the President or a majority of the Executive Board, with all members duly notified. In the event of an emergency, telephone or electronic notification of meetings is acceptable. A majority of the officers currently elected shall constitute a quorum.

Article 6. OFFICERS AND ELECTIONS

Section 6.1 Officers. The officers of the Big Hollow BPAC shall consist of a President, Vice President, Secretary, Treasurer and a Staff Liaison. Additional officer positions may be created as needed by resolution of the Board.

Section 6.2 Election. Election voting privileges shall be extended to all members who attend three of the four BIG HOLLOW BPAC meetings in a school year. All members of the Yorkville BPAC shall have the privilege of nominating individuals to serve as Big Hollow BPAC officers.

Nominations will be called for at the April and/or May meeting (s). Additional floor nominations will be accepted at the May meeting. Those nominated will have been notified of their nominations and will have agreed to assume the respective office if elected.

Section 6.3 Installation and Terms. Officers and chairpersons shall assume their official duties at the close of the school year and shall serve a term of two years or until the time their successors are elected and assume their duties. A majority vote by the Big Hollow BPAC members may change the time period as needed.

Section 6.4 Vacancies. A vacancy occurring within the executive board shall be filled by a member appointed by the Board.

Section 6.5 Recall. If it is determined that an officer is not fulfilling duties adequately, the Big Hollow BPAC may recall the officer by vote of members present.

Article 7. DUTIES OF OFFICERS

Section 7.1 President.

- The President shall serve for a term of two (2) academic years.
- The President shall supervise the business and affairs of the Big Hollow BPAC.
- The President or his/her designee, within the board, shall preside at all Big Hollow BPAC meetings.
- The President shall coordinate the work of the officers and committees of the Big Hollow BPAC in order to achieve the entire Purpose as stated in these bylaws.
- The President shall serve as an ex officio member of all committees. The President will maintain a current copy of this Big Hollow BPAC draft.
- The President shall coordinate with the office of the Director of ELL to conduct all official correspondence of the Big Hollow BPAC; see that all notices of meetings are duly given in accordance with the provisions of these bylaws; and ensure that bilingual notices are sent to all families in the program.
- It is mandatory that the president elected be bilingual.

Section 7.2 Vice President

- The Vice President shall serve for a term of two (2) academic years.
- The Vice President will act as an aide to the President.
- The Vice President will perform duties of the President in the absence or inability of that officer to act.
- Bilingual skills are highly recommended but not mandatory.

Section 7.3 Secretary

- The Secretary shall serve for a term of two (2) academic years.
- The Secretary shall record and maintain a permanent file of the minutes of all the meetings of the Big Hollow BPAC and provide copies of the last meeting minutes at each meeting.
- The Secretary shall act as the timekeeper during all BPAC meetings.
- The Secretary shall assist the President creating an agenda for each BPAC meeting. The Secretary shall maintain a permanent file of committee reports and records pertaining to the Big Hollow BPAC.
- The Secretary shall ensure that all minutes get posted on the District's website within 7-10 business days after each meeting.

Section 7.4 Treasurer

- The Treasurer shall serve for a term of two (2) academic years.
- The Treasurer shall have custody of all the funds of the Big Hollow BPAC.
- The Treasurer shall keep full and accurate account of receipts and expenditures.
- The Treasurer shall make disbursements as authorized by the executive board. Two persons, the Treasurer and the President shall sign all checks or vouchers, with the Vice President as an alternate signature.
- The Treasurer shall present a financial statement at every meeting of the Big Hollow BPAC or as requested by the president (as needed).
- The Treasurer shall have the accounts examined annually or upon change of treasurer by an audit committee.
- The Treasurer shall file all forms required by the Internal Revenue Service.

Section 7.6 Staff Liaison. The Director of English Language Learners or his/her designee shall serve as an exofficio officer to the Executive Board and shall serve as the Big Hollow BPAC advisor as well as liaison with teachers, staff and administrators.

Section 7.9 Transfer of Information. All officers shall deliver to their successors, all official material within ten (10) days of installation.

Article 8. COMMITTEES

The Board shall create standing committees, as it may deem necessary to promote the objects and carry on the work of this organization. The Chairmen of the standing committees shall be solicited at the first regular BIG HOLLOW BPAC meeting held at the beginning of the academic year and installed by the Board for a term of one year.

Article 9. FISCAL YEAR

Section 9.1 Fiscal Year. The fiscal year of the Big Hollow BPAC shall end on June 30th each year. The Treasurer shall be obligated to prepare such reports and statements to reflect the Big Hollow BPAC's income and expenses as may be necessary to comply with federal and state reporting regulations. If no such treasurer has been appointed, the District will work to prepare the necessary reports and statements.

Section 9.2 Budget. The Executive Board in conjunction with the Organization Board shall be responsible for formulating a budget for the Big Hollow BPAC at the end of each school year.

Article 10. AMENDMENTS

Section 10.1 Amendments. These bylaws may be amended at a regular or special meeting of the Big Hollow BPAC by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon.

Section 10.2 Revising Bylaws. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the Big Hollow BPAC, or by a two-thirds (2/3) vote of the Board.

Section 10.3 Adopting Revised Bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Article 11. DISSOLUTION

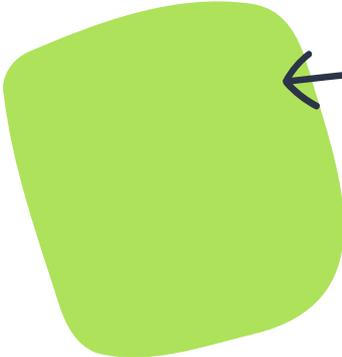
Section 11.1 Dissolution. Upon the presentation of a petition from ten (10) percent of the total membership excluding the elected Executive Board, the President shall appoint a committee to study the question of dissolution. Upon receipt of their findings, the Board shall vote whether or not to bring the question to the general membership. Such a vote shall require a two-thirds (2/3) majority vote of the Board.

Section 11.2 Notice to Members. If the Board votes to present the option to dissolve to the general membership, a written thirty (30) day notice shall be given to each member. Approval of the dissolution of this organization shall require the majority vote of the total membership.



IL YOUTH SURVEY
SPRING 2020





DISCLAIMER

- One point in time
- Perception data
- Cohort Comparisons

RESULT

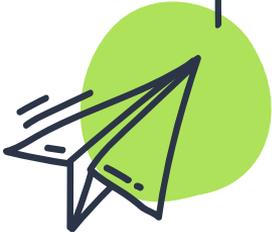
170 Student Participants

200 Students Enrolled



AREAS OF THE SURVEY

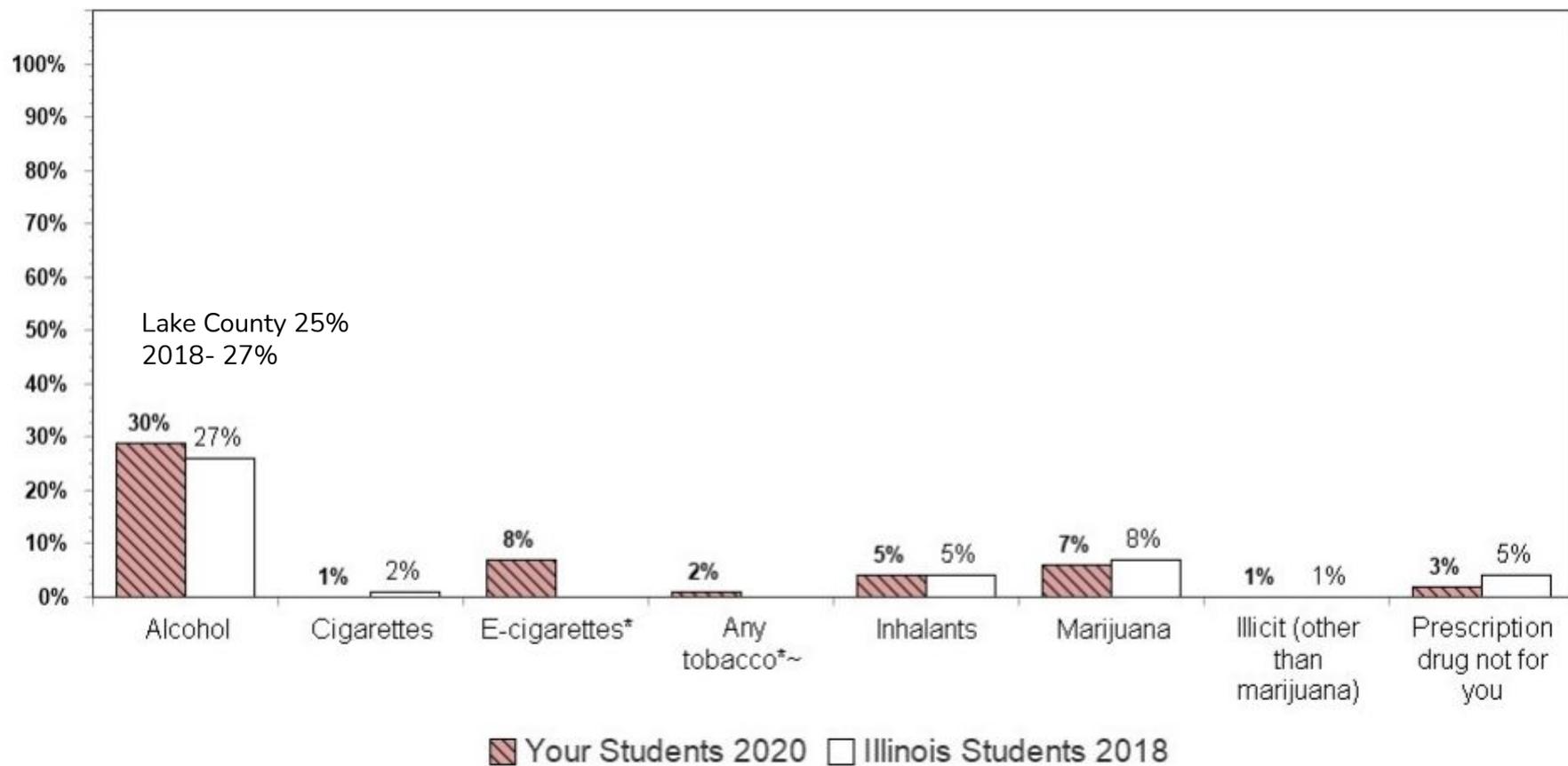
- X Student Characteristics
- X Drug Prevalence and Behaviors
- X Drug Use Contributing Factors
- X Interpersonal Conflict, Violence and Delinquency
- X Academic and School Experiences
- X Mental, Social, and Physical Health



DRUG PREVALENCE AND BEHAVIORS

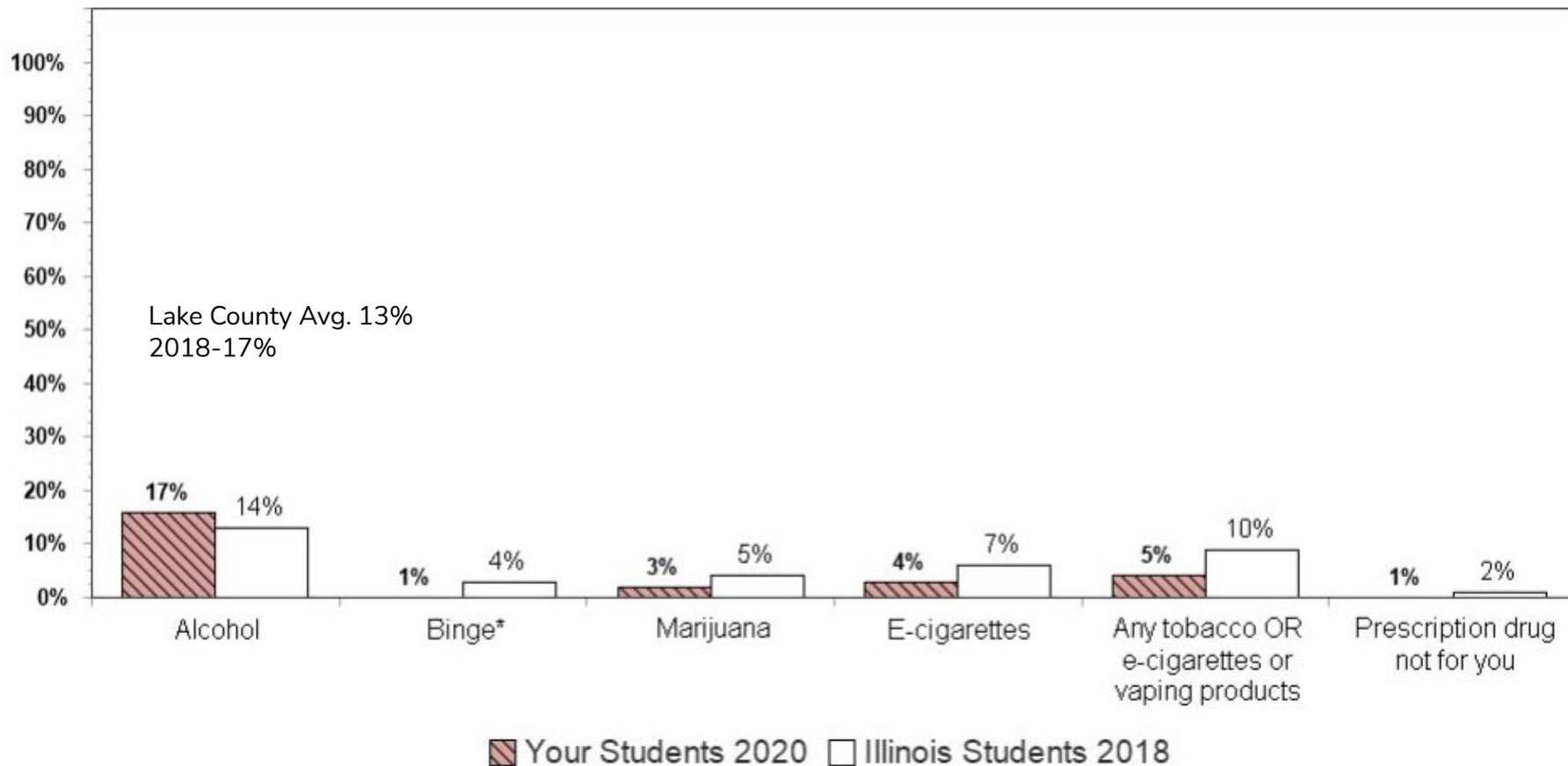
Substance Use in the Past Year Among 8th Grade Youth

Exhibit 15



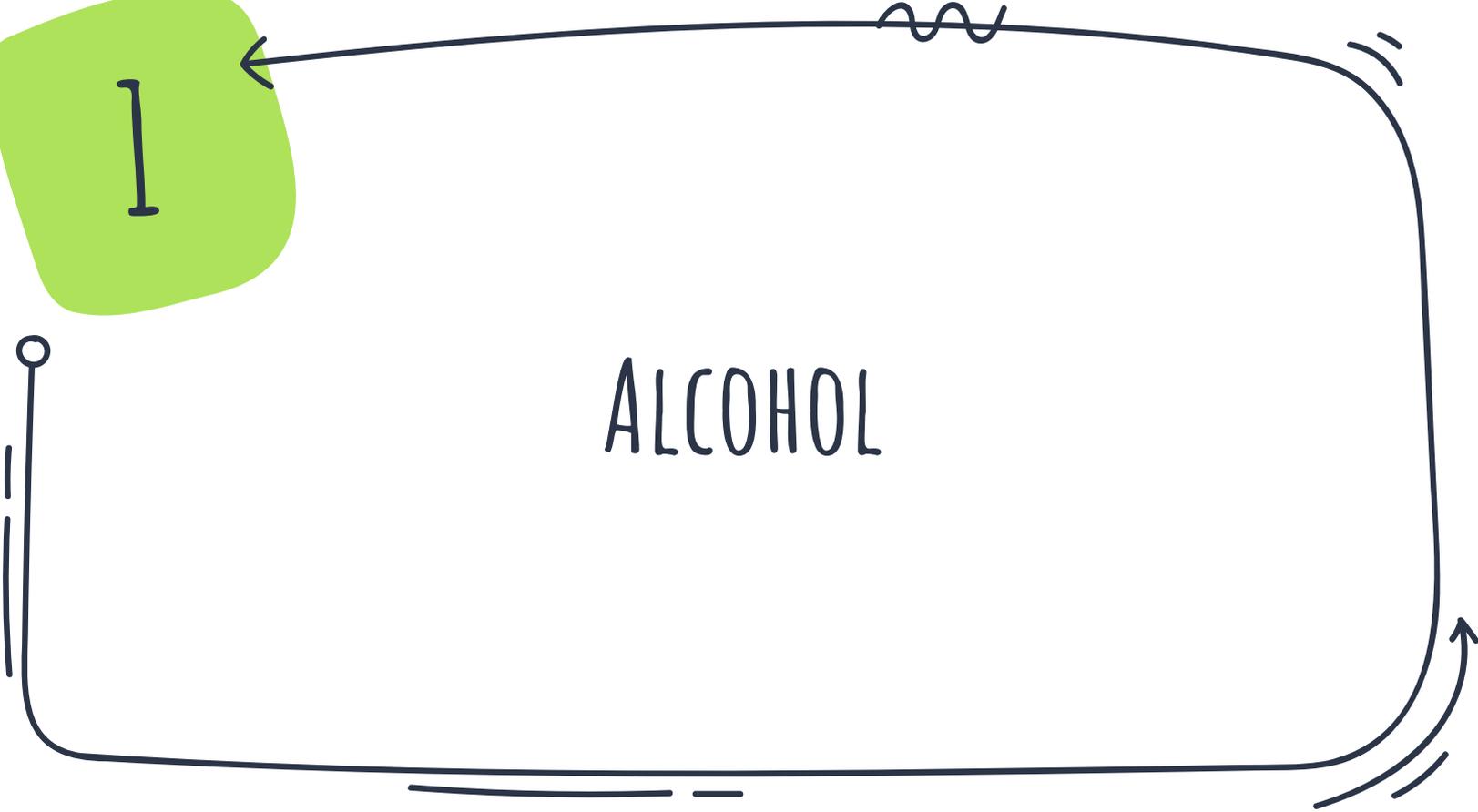
Substance Use in the Past 30 Days Among 8th Grade Youth

Exhibit 15



1

ALCOHOL



When, if ever, did you FIRST:

Exhibit 15

		Never have	More than 12 months ago	During the past 12 months	Total
8th	Drink more than a sip or two of beer, wine, or hard liquor (e.g., vodka, whiskey, or gin)	72%	15%	12%	100%
	Smoke a cigarette, even just a puff	96%	1%	2%	100%
	Use an e-cigarette or other vaping product*	89%	3%	8%	100%
	Use marijuana	94%	2%	5%	100%

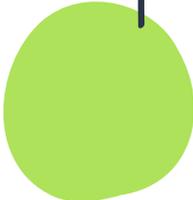
*In 2020 wording changed from "electronic cigarette" to "e-cigarette or other vaping product"

ALCOHOL: On how many occasions (if any) have you had alcohol:

		0 occasions	1-2 occasions	3-5 occasions	6-9 occasions	10-19 occasions	20 or more occasions	Total
8th	In the past 30 days	80%	18%	1%	1%	0%	0%	100%
	In the past year	71%	20%	5%	3%	0%	1%	100%

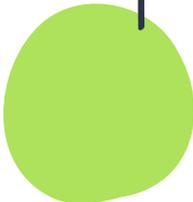
BINGE DRINKING (5 OR MORE DRINKS IN A ROW)

	8th
None	99%
Once	1%
Twice	1%
3-5 times	0%
6-9 times	0%
10 or more times	0%
Total	100%



		Did not drink beer, wine or liquor during the past year	Never	Sometimes	Often	Total
8th	I bought it at a gas station or store	70%	30%	0%	0%	100%
	I bought it at a bar or restaurant	70%	30%	1%	0%	100%
	I gave a stranger money to buy it for me	70%	30%	0%	0%	100%
	A friend gave it to me	70%	25%	4%	2%	100%
	My older brother or sister gave it to me	70%	29%	0%	1%	100%
	My parents WITH their permission	70%	19%	10%	1%	100%
	My parents WITHOUT their permission	70%	26%	4%	1%	100%
	An adult (other than my parents) WITH that adult's permission	70%	25%	4%	1%	100%
	An adult (other than my parents) WITHOUT that adult's permission	71%	28%	1%	0%	100%
	I got it at a party	70%	24%	5%	1%	100%

Source of Alcohol



2

E-CIGARETTE
OR VAPING PRODUCT

E-CIGARETTES OR VAPING PRODUCTS: During the past 30 days, how frequently have you:

		Never	Once or twice	Once or twice per week	About once a day	More than once a day	Total
8th	Used e-cigarettes or other vaping products*	96%	3%	0%	0%	1%	100%

*In 2020 wording changed from "electronic cigarette" to "e-cigarette or other vaping product"

E-CIGARETTES OR VAPING PRODUCTS: In the past year, on how many occasions (if any) have you:

		0 occasions	1-2 occasions	3-5 occasions	6-9 occasions	10-19 occasions	20 or more occasions	Total
8th	Used e-cigarettes or other vaping products*	92%	4%	1%	1%	1%	1%	100%

*New question added in 2020

3

MARIJUANA
AND INHALANTS



MARIJUANA: On how many occasions (if any) have you used marijuana:

		0 occasions	1-2 occasions	3-5 occasions	6-9 occasions	10-19 occasions	20 or more occasions	Total
8th	In the past 30 days	97%	2%	1%	0%	0%	0%	100%
	In the past year	93%	5%	1%	1%	1%	1%	100%

INHALANTS: On how many occasions (if any) have you sniffed glue, breathed the contents of an aerosol spray can, or inhaled other gases or sprays, in order to get high:

		0 occasions	1-2 occasions	3-5 occasions	6-9 occasions	10-19 occasions	20 or more occasions	Total
8th	In the past year	95%	4%	1%	1%	0%	0%	100%

HEALTH CURRICULUM



Social/Emotional health

- Interpersonal relationships
- Conflict resolution
- Anger management

Tobacco
Vaping
Alcohol

What influences health choices

Why people may try drugs, alcohol and tobacco

Marijuana
Illicit Drugs

What influences health choices

Why people may try drugs, alcohol and tobacco



DRUG USE AND CONTRIBUTING FACTORS

PERSONAL DISAPPROVAL: How wrong do you think it is for someone your age to:

Exhibit 15

		Very wrong	Wrong	A little bit wrong	Not wrong at all	Total
8th	Drink beer, wine or hard liquor (e.g., vodka, whiskey or gin) regularly	64%	25%	10%	1%	100%
	Smoke cigarettes	75%	18%	6%	2%	100%
	Use e-cigarettes or other vaping products*	62%	23%	10%	5%	100%
	Use marijuana**	66%	21%	9%	4%	100%
	Use prescription drugs not prescribed to them	78%	16%	5%	1%	100%

PERCEIVED RISK ASSOCIATED WITH USE: How much do you think people risk harming themselves (physically or in other ways) if they:

		No risk	Slight risk	Moderate risk	Great risk	Total
8th	Take one or two drinks of an alcoholic beverage (beer, wine, liquor) nearly every day	4%	11%	37%	47%	100%
	Have five or more drinks of an alcoholic beverage once or twice a week	5%	10%	27%	59%	100%
	Smoke one or more packs of cigarettes per day	4%	4%	14%	78%	100%
	Use e-cigarettes or other vaping products	6%	13%	35%	46%	100%
	Use marijuana once or twice a week*	12%	17%	30%	41%	100%
	Use prescription drugs not prescribed to them	4%	4%	24%	67%	100%

*In 2020 wording changed from "smoke" to "use"

PERCEIVED PARENT DISAPPROVAL OF USE: How wrong do your parents feel it would be for you to:

		Very wrong	Wrong	A little bit wrong	Not wrong at all	Total
8th	Drink beer, wine, or hard liquor (e.g., vodka, whiskey, or gin) regularly (at least once or twice a month)	82%	14%	4%	1%	100%
	Have one or two drinks of an alcoholic beverage nearly every day	95%	4%	1%	1%	100%
	Smoke tobacco	94%	5%	0%	1%	100%
	Use e-cigarettes or other vaping products*	89%	9%	1%	1%	100%
	Use marijuana**	88%	6%	3%	2%	100%
	Use prescription drugs not prescribed to you	90%	7%	2%	2%	100%

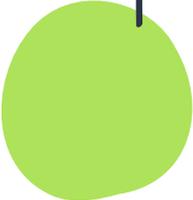
Perceived Parental Disapproval

PARENT COMMUNICATION ABOUT DRUGS: In the past year, have your parents/guardians talked to you about:

		Yes	No	Don't remember	Total
8th	Not using alcohol	55%	26%	19%	100%
	Not using tobacco	54%	27%	19%	100%
	Not using marijuana	52%	29%	20%	100%
	Not using opioids for non-medical reasons*	38%	40%	21%	100%

*New question added in 2020

Parent Communication

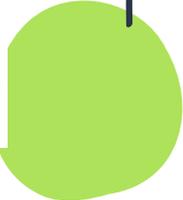


PERCEIVED ACCESS: If you wanted to get the following, how easy would it be for you to get some:

		Very hard	Sort of hard	Sort of easy	Very easy	Total
8th	Beer, wine, or hard liquor (e.g., vodka, whiskey, or gin)	43%	19%	24%	14%	100%
	Cigarettes	65%	24%	5%	7%	100%
	E-cigarettes or other vaping products*	59%	20%	12%	9%	100%
	Marijuana	68%	18%	8%	6%	100%
	Prescription drugs not prescribed to you	60%	20%	10%	11%	100%
	Opioid medications from your home (Opioids include methadone, opium, morphine, fentanyl, Vicodin, MS Contin, codeine, Demerol, Roxicodone, hydrocodone [Lortab, Lorcet, Norco], Suboxone, OxyContin, Percocet, Tylox, Percodan, Ultram, and tramadol)*	71%	18%	8%	3%	100%

*New question added in 2020

Perceived Access



INTERPERSONAL CONFLICT, VIOLENCE AND DELINQUENCY

(4) Interpersonal Conflict, Violence and Delinquency

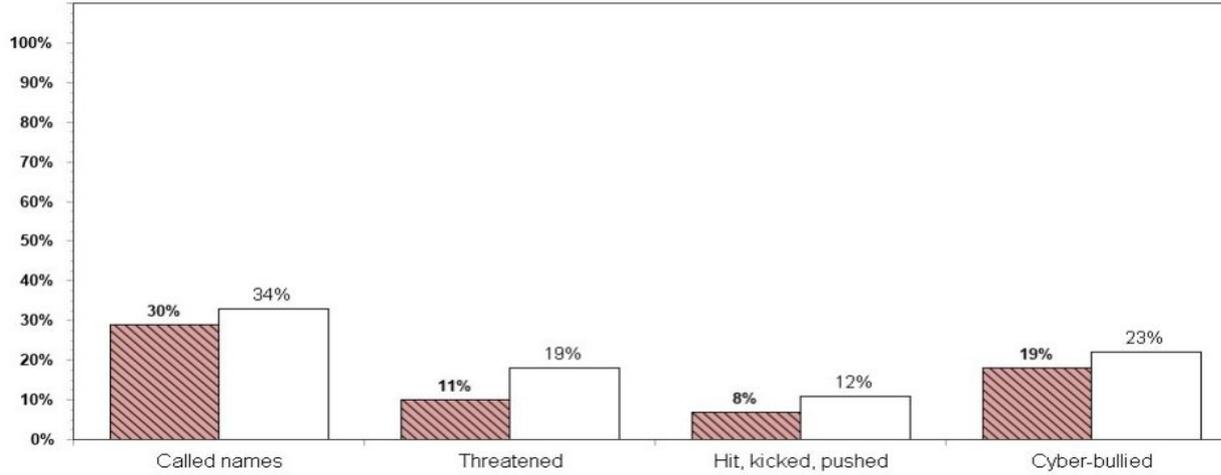
DELINQUENCY: How many times in the past year (12 months) have you:

		Never	1-2 times	3-5 times	6 or more times	Total
8th	Been in a physical fight	71%	24%	4%	2%	100%
	Carried a weapon such as a handgun, knife, or club	94%	2%	4%	1%	100%
	Sold illegal drugs	100%	0%	0%	0%	100%
	Been drunk or high at school	98%	2%	0%	0%	100%

Bullying Victimization in the Past 12 Months Among 8th Grade Youth

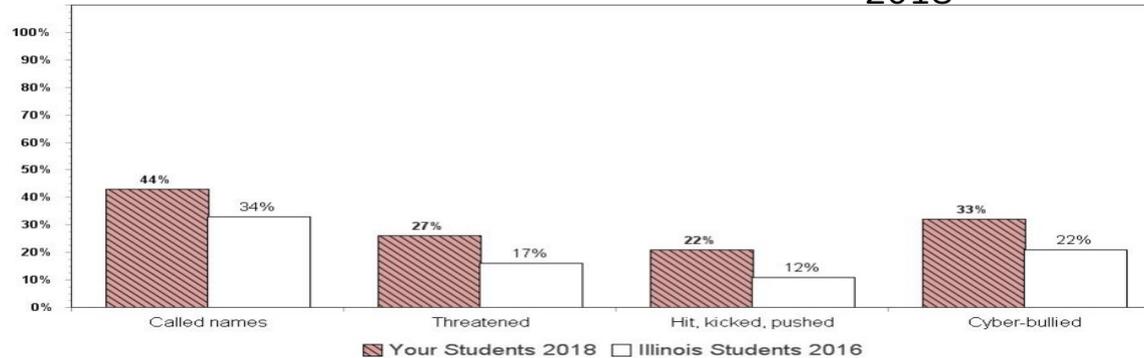
Exhibit 15

2020



Bullying Victimization in the Past 12 Months Among 8th Grade Youth

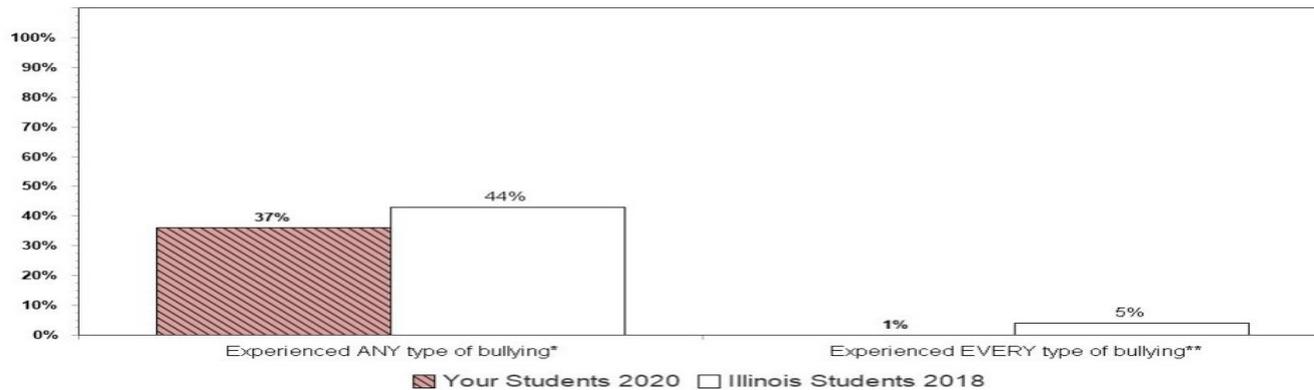
2018



Extent of Bullying in the Past 12 Months Among 8th Grade Youth

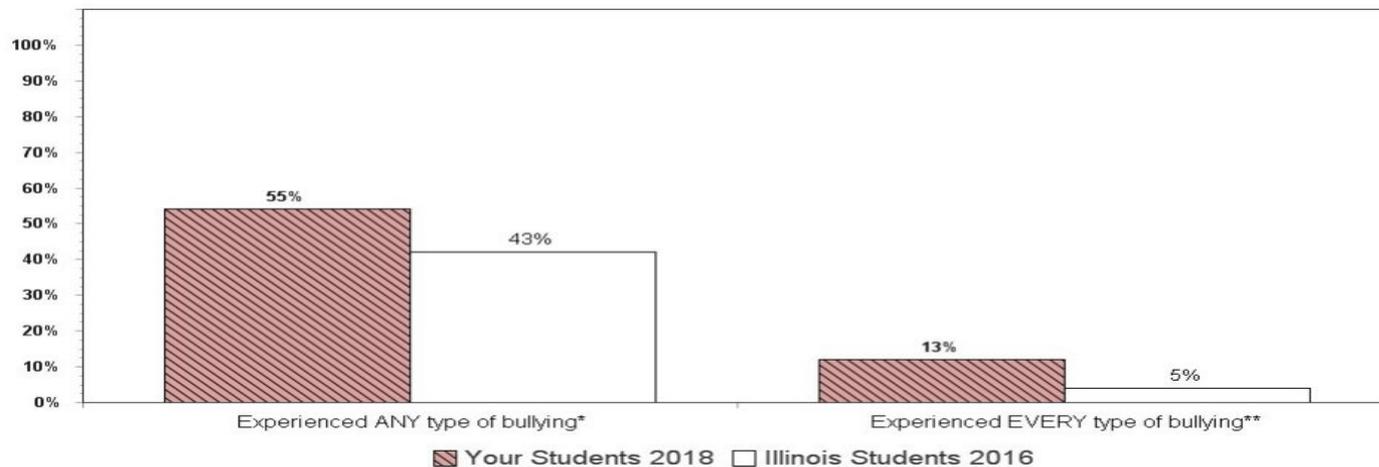
2020

Exhibit 15



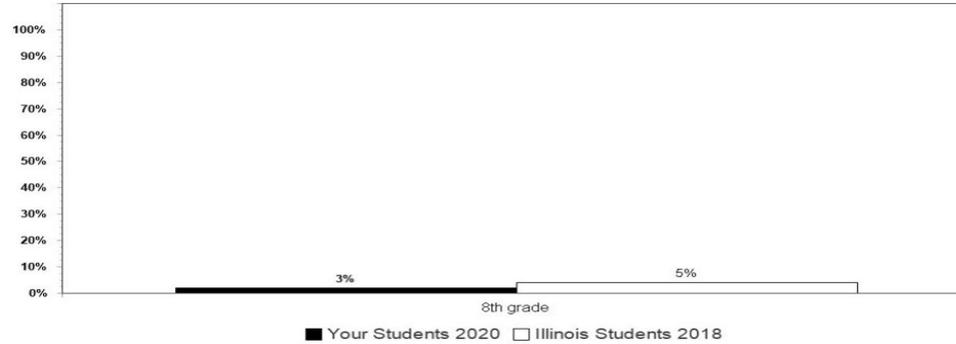
Extent of Bullying in the Past 12 Months Among 8th Grade Youth

2018



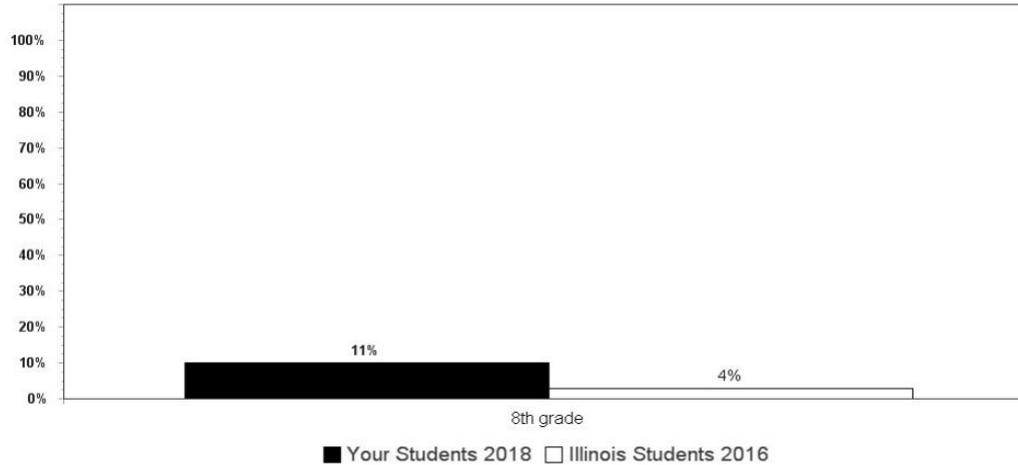
Dating Violence* in the Past 12 Months
By Grade 2020

Exhibit 15



*Slapped, kicked, punched, hit, or threatened in a dating relationship

Dating Violence* in the Past 12 Months
By Grade 2018



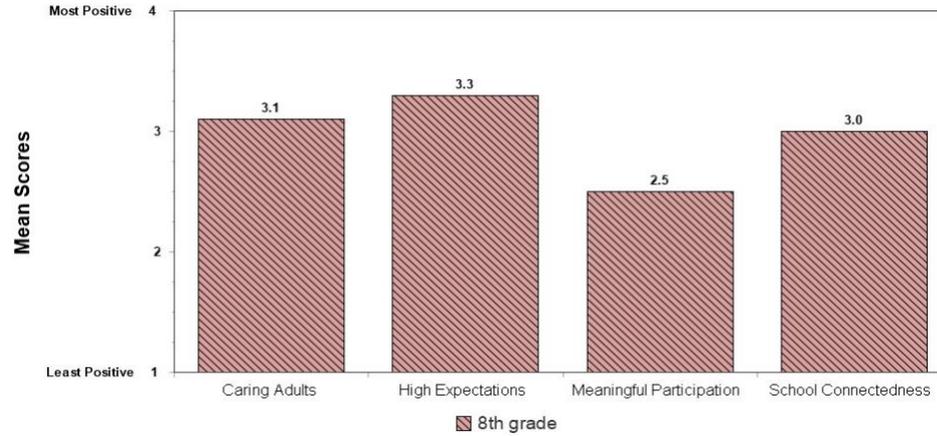
*Punched, hit, or threatened in a dating relationship

ACADEMIC AND SCHOOL EXPERIENCES

Student Perceptions of School Climate Mean Scores
By Grade

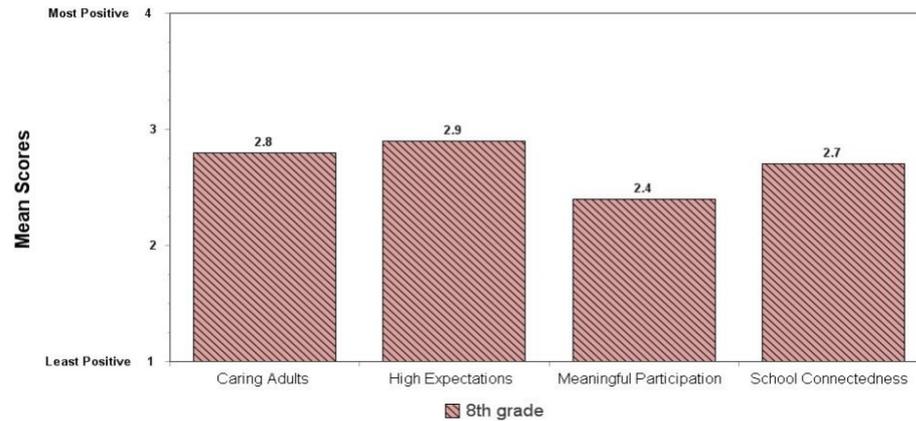
2020

Exhibit 15



Student Perceptions of School Climate Mean Scores
By Grade in 2018

2018



SCHOOL CLIMATE/CARING ADULTS: At my school, there is a teacher or some other adult Exhibit 15

		Not at all true	A little true	Pretty much true	Very much true	Total
8th	Who really cares about me	2%	13%	42%	43%	100%
	Who notices when I'm not there	4%	17%	37%	42%	100%
	Who listens to me when I have something to say	4%	14%	37%	45%	100%
	Who notices if I have trouble learning something	7%	26%	38%	29%	100%

SCHOOL CLIMATE/HIGH EXPECTATIONS: At my school, there is a teacher or some other adult:

		Not at all true	A little true	Pretty much true	Very much true	Total
8th	Who tells me when I do a good job	5%	14%	43%	38%	100%
	Who always wants me to do my best	4%	9%	28%	60%	100%
	Who believes I will be a success	2%	10%	40%	47%	100%
	Who encourages me to work hard in school	4%	13%	31%	51%	100%

SCHOOL CLIMATE/MEANINGFUL PARTICIPATION: How true are the following statements: Exhibit 15

		Not at all true	A little true	Pretty much true	Very much true	Total
8th	At school, I do interesting activities	10%	27%	36%	27%	100%
	At school, I help decide things like class activities or rules	27%	29%	28%	16%	100%
	At school, I do things that make a difference	23%	36%	23%	18%	100%

SCHOOL CLIMATE/SCHOOL CONNECTEDNESS: How strongly do you agree or disagree with the following statements about your school:

		Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Total
8th	I feel close to people at this school	4%	4%	14%	43%	35%	100%
	I am happy to be at this school	7%	7%	19%	38%	29%	100%
	I feel safe in my school	4%	4%	22%	42%	30%	100%
	The teachers at this school treat students fairly	6%	14%	25%	35%	20%	100%

NEXT STEPS

ACTION PLANNING

Health/PE

Use data to see where and how we can adjust the curriculum.

Second Step

Just review and compare data collected around second step.

School improvement/Strategic Goals

Using this data as another data point for comparison for growth overall for our students.

Disclaimer: This is perception data taken in one point and time from two different cohorts of students. As we want to celebrate our growth, it's also imperative we use other data points to action plan.



THANKS!

Any questions?



Field Notice of Violations/Unsafe Conditions

DISTRICT NAME AND NUMBER Big Hollow SD 38	COUNTY Lake
FACILITY NAME Big Hollow Primary School	FACILITY LOCATION 33335 N Fish Lake Rd, Ingleside

Potential problems or violations of the Health Life/Safety Code for Public Schools (23 Illinois Administrative Code Part 180) as noted below were discovered in the course of the annual inspection of the above named facility conducted on 10/28/2020 by Ben Martindale.

GLOSSARY NUMBER	LOCATION (Fire Area, Floor, Room Number)	DESCRIPTION OF PROBLEM
6	Administration and General	There were numerous emergency lights and exit signs that did not work
<i>District's Response</i>		
christine arndt	11/04/2020	The emergency lights and exit signs will be repaired ASAP.Â
14	Administration and General	The material on the top shelf of room B160 was too close to the ceiling
<i>District's Response</i>		
christine arndt	11/04/2020	Items stored too close to the ceiling in B160 will be relocated to allow for 24 inches of clearance.Â
23	Administration and General	There was ceiling tile missing on the stage and in the stage storage room
<i>District's Response</i>		
christine arndt	11/04/2020	The missing ceiling tiles on the stage and the stage storage room will be replaced.Â
95	Classrooms	There was not visual access into room E125
<i>District's Response</i>		
christine arndt	11/04/2020	Room E125 now has visual access at this time.Â

Field Notice of Violations/Unsafe Conditions

DISTRICT NAME AND NUMBER Big Hollow SD 38	COUNTY Lake
FACILITY NAME Big Hollow Elem School	FACILITY LOCATION 33315 N Fish Lake Rd, Ingleside

Potential problems or violations of the Health Life/Safety Code for Public Schools (23 Illinois Administrative Code Part 180) as noted below were discovered in the course of the annual inspection of the above named facility conducted on 10/28/2020 by Ben Martindale.

GLOSSARY NUMBER	LOCATION (Fire Area, Floor, Room Number)	DESCRIPTION OF PROBLEM
--------------------	---	------------------------

6	Administration and General	There were numerous exit signs and emergency lights that did not work
---	----------------------------	---

District's Response

christine arndt	11/04/2020	The exit signs and emergency signs will be repaired ASAP.Â
-----------------	------------	--

23	Administration and General	There were missing ceiling tiles in various spots
----	----------------------------	---

District's Response

christine arndt	11/04/2020	The missing ceiling tiles will be replaced.Â
-----------------	------------	--

26	Administration and General	There were areas that did not have carbon monoxide detectors
----	----------------------------	--

District's Response

Derek Swiderski	10/30/2020	After speaking with my maintenance crew and my HVAC professional, we had the CO2 detectors installed 2 years ago after a request from the Fire DEPT.
-----------------	------------	--

700	Other Items	There was a couch in room J1016 that was not fire rated and needs to be removed. There was also a panel blocked in one of the electrical rooms
-----	-------------	--

District's Response

christine arndt	11/04/2020	The couch in room J1016 has been removed. The panel that was blocked in one of the electrical rooms has been cleared/unblocked.Â
-----------------	------------	--

Field Notice of Violations/Unsafe Conditions

DISTRICT NAME AND NUMBER Big Hollow SD 38	COUNTY Lake
FACILITY NAME Big Hollow Middle School	FACILITY LOCATION 26051 W Nippersink Rd, Ingleside

Potential problems or violations of the Health Life/Safety Code for Public Schools (23 Illinois Administrative Code Part 180) as noted below were discovered in the course of the annual inspection of the above named facility conducted on 10/28/2020 by Ben Martindale.

GLOSSARY NUMBER	LOCATION (Fire Area, Floor, Room Number)	DESCRIPTION OF PROBLEM
6	Administration and General	There were many emergency lights and exit signs that were out
<i>District's Response</i>		
christine arndt	11/04/2020	The emergency lights and exit signs will be repaired ASAP.Â
24	Administration and General	There was an extension cord being used in room G107
<i>District's Response</i>		
christine arndt	11/04/2020	The extension cord has been removed from room G107.Â
26	Administration and General	There were missing carbon monoxide detectors
<i>District's Response</i>		
christine arndt	11/04/2020	After speaking with the HVAC Contractor, he confirmed thatÂ the District does have Carbon Monoxide Detectors in all the required/designated areas.Â
71	Boiler Room	There was housekeeping that needs to be done in the boiler room Also there were two electrical panels blocked and there was also an exit door blocked in the boiler room
<i>District's Response</i>		
christine arndt	11/04/2020	The boiler room was cleaned.Â The two electrical panels were cleared and are no longer blocked.Â The exit door in the boiler room has been cleared and is no longer blocked.Â
95	Classrooms	There was not adequate visual access into rooms G131 G130 F111 F115 A101 and A102
<i>District's Response</i>		
christine arndt	11/04/2020	Rooms G131, G130, F111, F115, A101 AND a102 all have visual access at this time.Â



Date Printed: 09/01/2020

**Big Hollow School District #38
STATEMENT FOR THE MONTH OF SEP 2020
LEVEL FUNDING ANNUAL SUPPLEMENT FOR THE YEAR BEGINNING SEP 2020**

Group Number: 00622964

Product Type: ASO

Month	Monthly Claim Funding	Cumulative Claim Funding	Monthly Claim Payments	Cumulative Claim Payments	Cumulative Surplus
SEP 19	60,257.99	60,257.99	68,906.73	68,906.73	0.00
OCT 19	60,257.99	120,515.98	113,387.98	182,294.71	0.00
NOV 19	60,257.99	180,773.97	58,366.46	240,661.17	0.00
DEC 19	59,378.56	240,152.53	37,696.99	278,358.16	0.00
JAN 20	59,403.83	299,556.36	56,408.45	334,766.61	0.00
FEB 20	59,859.68	359,416.04	38,162.22	372,928.83	0.00
MAR 20	59,859.68	419,275.72	33,576.13	406,504.96	12,770.76
APR 20	59,371.57	478,647.29	21,636.09	428,141.05	50,506.24
MAY 20	58,940.99	537,588.28	40,884.87	469,025.92	68,562.36
JUN 20	58,940.99	596,529.27	50,159.55	519,185.47	77,343.80
JUL 20	58,973.26	655,502.53	50,226.86	569,412.33	86,090.20
AUG 20	59,859.69	715,362.22	96,912.63	666,324.96	49,037.26

Prior Year Terminal Fund	77,172.59	Cumulative Surplus/(Deficit)	49,037.26
Estimated Terminal Fund Adjustment	<u>(2,791.19)</u>	Estimated Adjustment For Terminal Fund	<u>2,791.19</u>
Terminal Fund On Account**	74,381.40	Est. Adjusted Cumulative Surplus*/(Deficit)	51,828.45

* Must be active through the end of the fourth month following renewal to receive year-end credit (as described in Section 1 of the Payment Obligations Appendix in the Administrative Services Contract).

** Terminal funds are amounts required to fund the plan run-out claim liability as described in Section 2 of the Payment Obligations Appendix in the Administrative Services Contract.

This is the surplus, of which 50% would typically be applied to our December billing. However, in our renewal agreement CIGNA has guaranteed us a minimum of \$50,000 credit on our December bill.

LAKE COUNTY ELEMENTARY SCHOOL DISTRICTS
2019 Tax Rates (Used for 2020 tax bills)

SCHOOL DISTRICT	TAX RATE
Zion Elementary SD #6	7.483705
Millburn SD #24	6.678473
Beach Park SD #3	5.366027
Grayslake SD #46	5.189698
Antioch SD #34	4.730799
Winthrop Harbor SD #1	4.718950
McHenry Elementary SD #15	4.689894
Mundelein SD #75	4.629096
Lake Villa SD #41	4.570164
Gurnee SD #56	4.503396
Diamond Lake SD #76	4.483592
Woodland SD #50	4.259472
Emmons SD #33	3.996477
Big Hollow SD #38	3.962806
Grass Lake SD #36	3.886755
Cary SD #26	3.782421
Kildeer SD #96	3.766108
Hawthorn SD #73	3.740213
Fox Lake SD #114	3.592944
Gavin SD #37	3.342128
Aptakisic Tripp SD #102	3.305569
Fremont SD #79	3.196764
Deerfield SD #109	3.119697
North Shore SD #112	3.039212
Lincolnshire-Prairie View SD #103	2.92834
Libertyville SD #70	2.855431
Oak Grove SD #68	2.752428
Lake Bluff SD #65	2.598806
Bannockburn SD #106	2.187728
Rondout SD #72	1.600731
Lake Forest SD #67	1.472196

***The current bond payments for BHSD account for 1.224848 of the current rate.**

TAX LEVY HISTORY

Tax Year	2014	2015	2016	2017	2018	2019	2020*
EAV	\$283,398,304	\$301,109,343	\$318,619,957	\$343,029,299	\$383,699,957	\$390,642,247	\$417,571,566
Rate	4.6741	4.5013	4.3529	4.1992	4.1170	3.9628	3.8753
	Extension						
Education	\$7,569,577	\$7,536,719	\$7,435,953	\$7,540,573	\$7,757,210	\$7,934,698	\$8,300,000
Tort	\$119,129	\$120,627	\$125,543	\$125,720	\$118,209	\$138,686	\$170,000
Special Ed	\$103,851	\$104,705	\$101,401	\$101,544	\$103,364	\$99,059	\$100,000
Oper. & Maint.	\$1,007,923	\$993,959	\$1,255,420	\$1,369,236	\$1,367,241	\$1,426,461	\$1,375,000
Working Cash	\$140,671	\$137,032	\$0	\$97,805	\$98,507	\$97,079	\$100,000
Transportation	\$464,300	\$468,996	\$434,572	\$293,410	\$394,021	\$544,829	\$670,000
IMRF	\$0	\$0	\$57,944	\$102,693	\$161,547	\$148,593	\$165,000
Soc. Sec.	\$64,527	\$235,000	\$289,715	\$303,190	\$268,918	\$285,294	\$305,000
SEDOL IMRF	\$21,204	\$22,887	\$24,046	\$23,868	\$21,484	\$20,923	\$22,777
Bonds	\$3,755,183	\$3,942,106	\$4,145,052	\$4,446,537	\$4,779,838	\$4,784,885	\$4,974,300
Total	\$13,246,365	\$13,553,809	\$13,869,646	\$14,404,575	\$15,070,339	\$15,480,506	\$16,182,077
(Total less bonds)	\$9,491,182	\$9,611,703	\$9,724,594	\$9,958,038	\$10,290,501	\$10,695,621	\$11,207,777

***Estimates: Actual EAV, tax rate and dollar amounts received by the district will not be known until June 2021.**

Less the bond extension and the SEDOL IMRF, the proposed levy for 2020 is \$510,302 higher than the actual 2019 extension. This is an increase of 4.79%, therefore a truth and taxation hearing will not be required.

2019 Property Value	Estimated Tax Extension Increase Based on Current Levy Proposal*
\$150,000	\$34
\$250,000	\$56
\$350,000	\$79

*This calculation takes into consideration the average increase in property values as estimated by Lake County

Bond Payment Information

In 2019, 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. We are in our final years of paying off the two bonds that currently exist, but as you will see, the payment does continue to rise over the final few years. You can see in the table on the previous page that since 2014 our bond payment has increased 27%. This is a direct increase on local taxpayers, and the District at this time cannot change that payment by refinancing the debt, as these are non-callable bonds.

Outstanding long term debt as of June 30, 2020:

Name of Bond	Date of Original Issue	Amount of Original Issue	Outstanding Balance as of 6/30/20
Series 2005	02/16/05	\$25,619,467	\$4,863,407
Series 2013 (Refunding)	12/18/13	\$7,715,000	\$6,040,000
Series 2016 (Debt Certificate)	07/07/16	\$774,700	\$485,600

Payment Schedule:

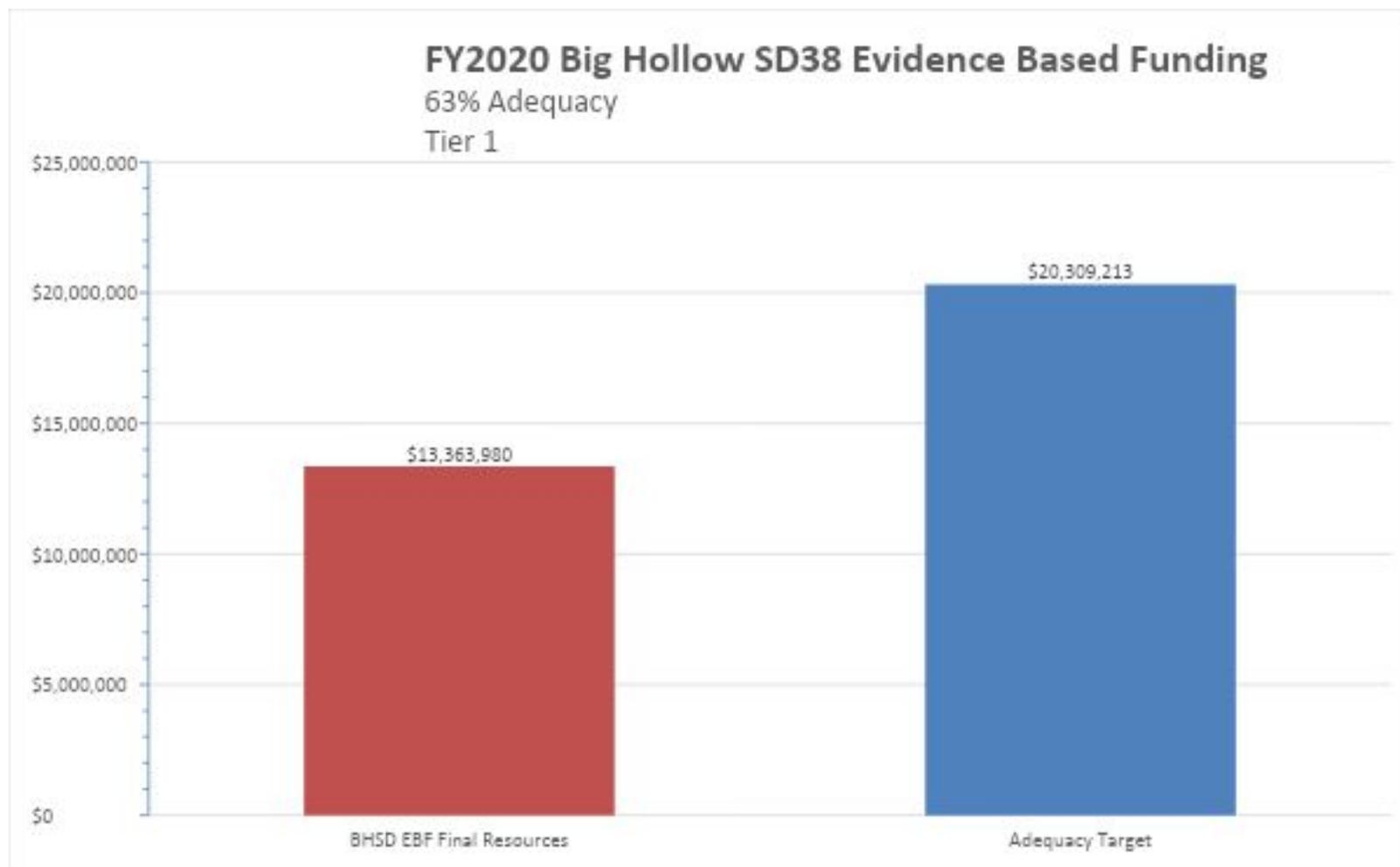
Series 2005			Series 2013			Bond Payment Schedule		
Levy Year	Payment Date	Total Payment	Levy Year	Payment Date	Total Payment	Levy Year	Fiscal Year	Total Payment
2020	08/01/2021	\$72,150	2020	02/01/2022	\$20,000	2020	2022	\$4,974,300
2020	02/01/2022	\$4,882,150	2021	02/01/2023	\$5,070,000	2021	2023	\$5,070,000
			2022	02/01/2024	\$5,535,000	2022	2024	\$5,535,000
			2023	02/01/2025	\$1,095,000	2023	2025	\$1,095,000

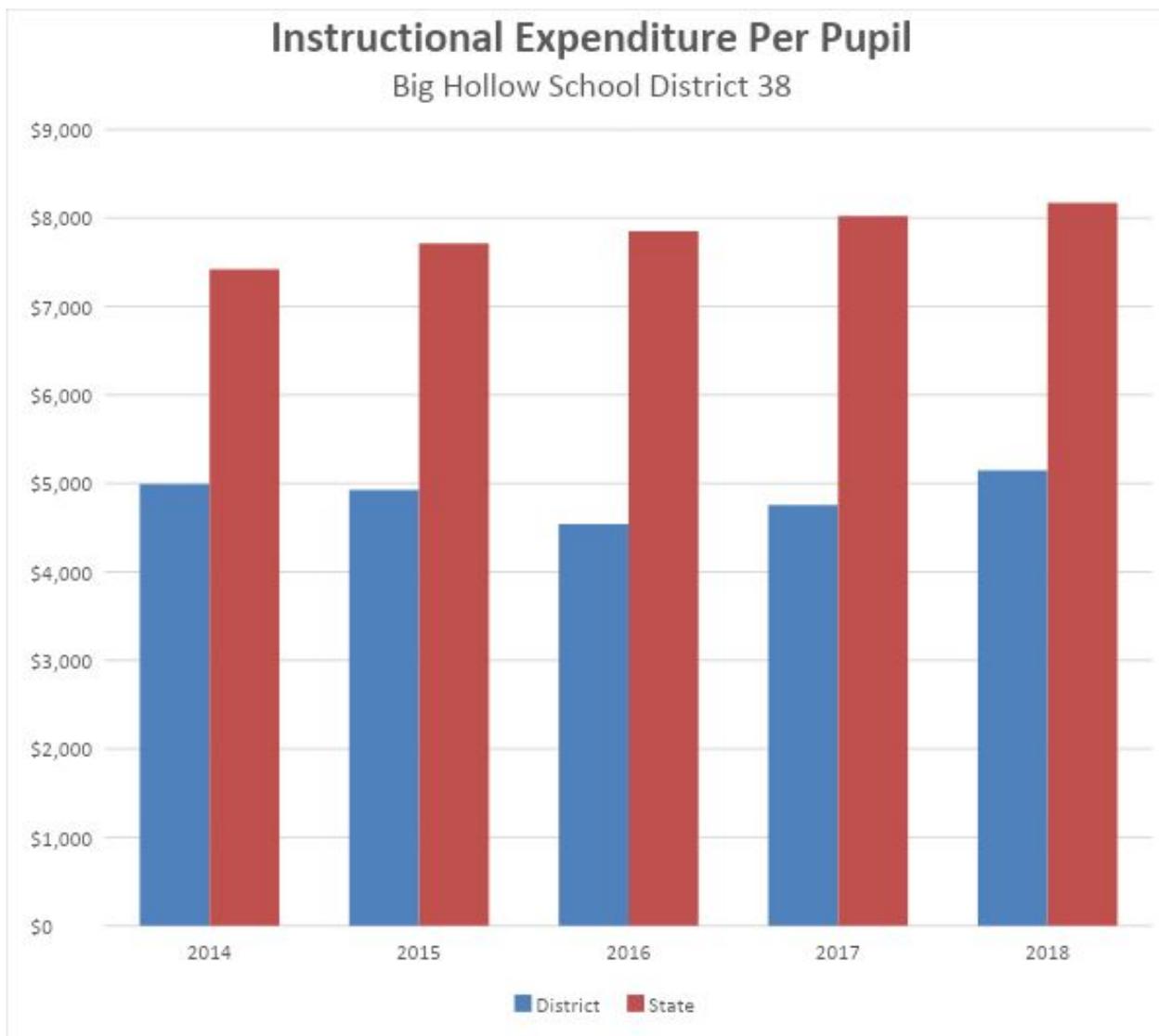
2019 Property Value	Estimated Amount of Current Property Taxes Extended for Bond Payments
\$150,000	\$596
\$250,000	\$993
\$350,000	\$1390

Percent Adequacy Comparison

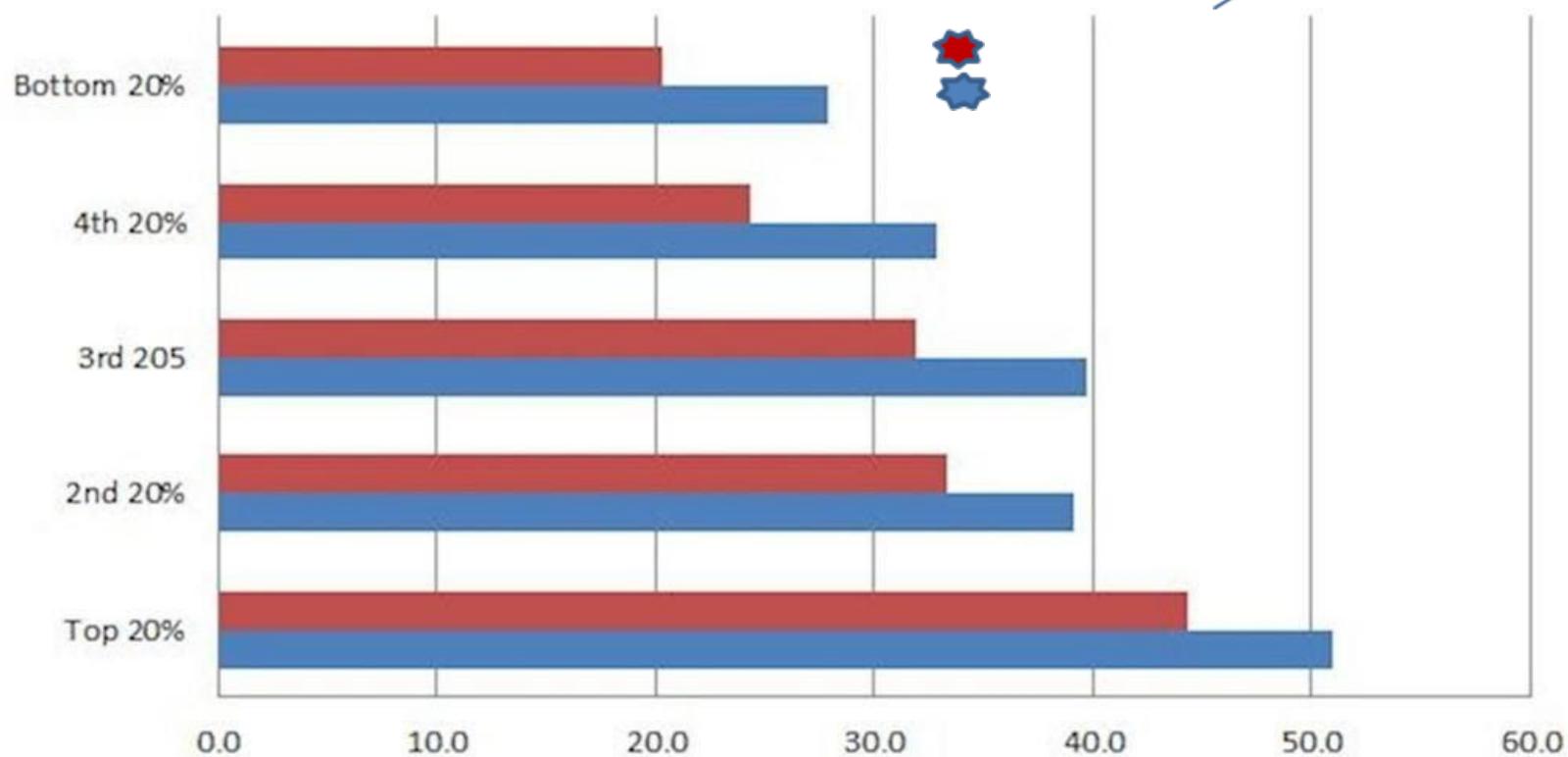
The Evidence Based Funding (EBF) performs calculations to determine a Districts final % of adequacy. To find out more about how this % is calculated, you can visit the following website: https://www.isbe.net/Documents/EBF_Presentation_Detailed.pdf.

Lake County Elementary Districts	% Adequacy
RONDOUT SCHOOL DIST 72	280%
BANNOCKBURN SCHOOL DIST 106	262%
GRASS LAKE SCHOOL DIST 36	161%
LAKE FOREST SCHOOL DIST 67	161%
DEERFIELD SCHOOL DIST 109	145%
LAKE BLUFF ELEM SCHOOL DIST 65	137%
NORTH SHORE SD 112	134%
OAK GROVE SCHOOL DIST 68	133%
LINCOLNSHIRE-PRAIRIEVIEW S D 103	131%
KILDEER COUNTRYSIDE C C S DIST 96	119%
EMMONS SCHOOL DISTRICT 33	112%
LIBERTYVILLE SCHOOL DIST 70	108%
APTAKISIC-TRIPP C C S DIST 102	107%
FREMONT SCHOOL DIST 79	97%
MILLBURN C C SCHOOL DIST 24	83%
DIAMOND LAKE SCHOOL DIST 76	81%
WOODLAND C C SCHOOL DIST 50	81%
HAWTHORN C C SCHOOL DIST 73	79%
ANTIOCH C C SCHOOL DISTRICT 34	77%
FOX LAKE GRADE SCHOOL DIST 114	77%
GURNEE SCHOOL DIST 56	74%
WINTHROP HARBOR SCHOOL DIST 1	72%
LAKE VILLA C C SCHOOL DIST 41	67%
GAVIN SCHOOL DIST 37	64%
MUNDELEIN ELEM SCHOOL DIST 75	64%
BIG HOLLOW SCHOOL DIST 38	63%
GRAYSLAKE C C SCHOOL DISTRICT 46	62%
BEACH PARK C C SCHOOL DIST 3	60%
ZION ELEMENTARY SCHOOL DISTRICT 6	58%





Funding Adequacy and Grades 3-8 Scores



	Top 20%	2nd 20%	3rd 20%	4th 20%	Bottom 20%
Grades 3-8 % Meets Math Stds	44.4	33.3	31.9	24.3	20.3
Grades 3-8 ELA % Meets Stds	50.9	39.2	39.7	32.8	27.9



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

**RESOLUTION REGARDING THE ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 2020**

WHEREAS, the aggregate amount of property taxes extended for the year 2019 was:

Educational Purposes	\$	7,934,698
Operations and Maintenance Purposes	\$	1,426,461
Transportation Purposes	\$	544,829
Working Cash Fund Purposes	\$	97,079
Illinois Municipal Retirement Purposes	\$	148,593
Social Security Purposes	\$	285,294
Fire Prevention/Safety Purposes	\$	0
Tort Immunity Purposes	\$	138,686
Capital Improvements Purposes	\$	0
Special Education Purposes	\$	99,059
Bond and Interest Purposes	\$	4,784,885
Lease Purposes	\$	0
SEDOL IMRF	\$	20,923
Total	\$	15,480,507

, and, WHEREAS, it is hereby determined that the estimated amount of taxes to be extended for the year 2020 is as follows:

Educational Purposes	\$	8,300,000
Operations and Maintenance Purposes	\$	1,375,000
Transportation Purposes	\$	670,000
Working Cash Fund Purposes	\$	100,000
Illinois Municipal Retirement Purposes	\$	165,000
Social Security Purposes	\$	305,000
Fire Prevention/Safety Purposes	\$	0
Tort Immunity Purposes	\$	170,000
Capital Improvements Purposes	\$	0
Special Education Purposes	\$	100,000
Bond and Interest Purposes	\$	4,974,300
Lease Purposes	\$	0
SEDOL IMRF	\$	22,777
Total	\$	16,182,077

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 2020 is **\$11,207,777** less bond, levy total is: **\$16,182,077.**

Section 2: The aggregate amount of taxes estimated to be levied for the year 2020 does _____ does not X exceed 105% of the taxes extended by the district in the year 2019, 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 1/8page 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 \$22,777 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 14th day of December, 2020.

President, Board of Education

ATTEST:

Secretary, Board of Education

ILLINOIS STATE BOARD OF EDUCATION

Exhibit 21

Original:
 Amended:

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 SD	District Number	38	County	Lake
---------------	---------------	-----------------	----	--------	------

Amount of Levy

Educational	\$ 8,300,000	Fire Prevention & Safety *	\$ 0
Operations & Maintenance	\$ 1,375,000	Tort Immunity	\$ 170,000
Transportation	\$ 670,000	Special Education	\$ 100,000
Working Cash	\$ 100,000	Leasing	\$ 0
Municipal Retirement	\$ 165,000		\$ 0
Social Security	\$ 305,000	SEDOL IMRF Extension	\$ 22,777
		Total Levy	\$ 11,207,777

* 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 8,300,000 dollars to be levied as a special tax for educational purposes; and
 the sum of 1,375,000 dollars to be levied as a special tax for operations and maintenance purposes; and
 the sum of 670,000 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 165,000 dollars to be levied as a special tax for municipal retirement purposes; and
 the sum of 305,000 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 170,000 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 22,777 dollars to be levied as a special tax for SEDOL IMRF Extension
 on the taxable property of our school district for the year 2020

Signed this 14th day of December, 2020. _____
 (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 2.

(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 2020 was filed in the office of the County Clerk of this County on 2020.

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 2020, is \$ _____.

 (Signature of County Clerk)

 (Date)

 (County)

November 2020 Employment Report

Approve personnel change for Krystal Serafin from Substitute Special Education Teacher to Special Education Teacher effective December 1, 2020.

Approve FMLA for Lisa Carroll, 1st Grade Teacher, effective approximately March 9, 2021 through May 28, 2021.

Approve the employment of Mary Disney as Middle School 12 Month Secretary, effective December 8, 2020.

**BIG HOLLOW SCHOOL DISTRICT #38
Personnel Change Form**

Employee Name
Krystal Serafin

Email Address
krystalserafin@bighollow.us

New Position: **SpEd Teacher**

Replacement For: **Substitutue SpEd Teacher**

Building: **BHMS**

Current Position: **Substitute SpEd Teacher**

Date Change is Effective: **12/1/20**

Board Approval Date (if needed):

Certified Position

BA Yes BA+15 MA MA+15 MA+30 Doc:

Years Credited **1 Step 1**

Salary: **42,071**

Full or Part Time: **Full**

Years Credited: **1**

Sick: Vacation: Personal:

Budget Code:

Employee Signature:

Date:

Dear Mr. Gold,

I hope this letter finds you well. I have some exciting news to share. My husband and I are expecting a baby boy in March. My due date is March 9, 2021. Since this is my first child and I have taught at Big Hollow for so many years, I have accumulated enough sick days to take the full 12 weeks of maternity leave, if needed.

My plan is to take 11 weeks beginning the week of March 9 and going to the end of the school year on May 28 (excluding spring break.) I understand that if the baby is more than a week early and/or if we use emergency days and extend the school year into June, I will need to return to school after 12 weeks of maternity leave. If anything changes I will be sure to inform you, as pregnancies can be unpredictable. I have shared the news with my team and with Lenayn.

I look forward to returning to school for the 2021-2022 school year. Please let me know if you have any questions or concerns. Thank you and have a nice Thanksgiving!

Yours,

Lisa Carroll

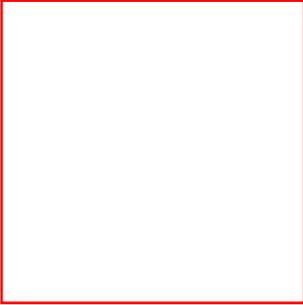
1st grade

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Mary Disney



ASSIGNMENT

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

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

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

Technology: Transportation: Other:

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

Start Date: **12/08/2020** BOE Approval Date:

REFERENCES CONTACTED (list 2)

Name: **Andrea Lamping** Title: **Office Manager**

Name: **Annette Richter** Title: **Supervisor (LM)**

BA BA+15 MA MA+15 MA+30

Years Credited Step

BudgetCode

Total Years Experience **10** Salary/Hourly Rate **15.50** (may be adjusted if circumstances require)

Comments:

Technology:

User ID: (firstlast) **marydisney** Password: (employee will change upon first login) **BH3838**

Employee Signature:

Date:

Board of Education Administrator Report

December 14, 2020

1. Good Things Happening for Kids:

MAP testing on site or REMOTE 12/1 thru 12/11 for kindergarten & 1st grade - P
 MAP testing on site or remote 12/1, 12/2, 12/8 & 12/9 AM or PM-E
 Increasing amount of daily synchronous learning - P, E
 Primary PE and specials offering optional live daily lunchtime activities - P
 Primary PE offering optional live early bird PE at 8:30 am - P
 SEL Morning Meetings occurring every morning with all students-P, E, M
 November Birthday Lunches-E
 Birthday gift deliveries-E
 Birthday Book Deliveries for December Birthdays- P
 Transportation staff delivering meals to students - P, E, M
 Transportation staff delivering materials/supplies to students - P, E
 Home Visits for some students not engaging- P, E, M
 Some Teachers making SOM trips and doing yard signs-M

2. Good Things Happening for Staff:

Informal observations - P, E, M
 PBIS Subcommittee, Tier 1, 2, and 3- Meetings- P, E
 Building Leadership Team Meetings- P, E, M
 Tech Tuesday Professional Learning Community- E
 Problem Solving Team Meetings continue-P, E
 New Teacher Meetings continue-E
 BEST (teacher support group) meeting weekly led by social workers- M

3. General Information to Share:

Black History Month Planning committee has met twice - P, E
 Planning for ACCESS testing - P, E, M
 Planning continues for grades K, 1, 2, 3, 5 & 6 to attend school in Hybrid model as soon as it is safe -P, E, M
 Planning for PreK, 4, 7, & 8 return to school in Hybrid model when safe -P, E, M
 Pandemic Planning Committee Meeting- P, E, M
 Assessment of/for Learning Committee Meeting - P, E, M
 Citizens Advisory Council Meeting - P, E, M
 African American Parent Advisory Committee Meeting-P, E, M
 Creating list of Buddy Families in order to match new families with a BH family - P, E, M

Scones with Scott- conversations with the Principal round 2. No specific topic

November 9, 2020

1. Good Things Happening for Kids:

4 days of students in grades K, 2, 5 at school in Hybrid/In Person learning model-P, E, M
 SEL Morning Meetings occurring every morning with all students-P, E, M
 November Birthday Lunches-E
 Birthday Book Deliveries for November Birthdays- P
 Safe Center reopened 11/2 for students in grades K-4 - P, E
 Middle School Safe Center reopened 11/2- M
 Transportation staff delivering meals to students - P, E, M
 Transportation staff delivering materials/supplies to students - P, E
 Student Involved conferences - P, E
 Student Led conferences-M
 Home Visits for some students not engaging- P, E, M
 Some Teachers making SOM trips and doing yard signs-M

2. Good Things Happening for Staff:

Professional Development planned for Institute Day 11/13 - P, E, M
 DESSA Training for all Staff planned for Institute Day 11/13- P, E, M
 Imagine Learning (Literacy and Math) Data Reports PD for Institute Day 11/13- P, E, M
 PBIS Subcommittee, Tier 1, 2, and 3- Meetings- P, E
 Building Leadership Team Meetings- P, E, M
 Building Leadership Subcommittee Meetings for Culture & Climate Action Plans with HumanEx- P, E, M
 Tech Tuesday Professional Learning Community- E
 KN95 Masks offered and distributed to staff- P, E, M
 Problem Solving Team Meetings continue-P, E
 New Teacher Meetings continue-E
 BEST (teacher support group) meeting weekly led by social workers- M
 Following Up with teachers regarding Imagine on 11/13- P, E, M
 Institute day set up as EdCamp-Choose your own adventure PD-M

3. General Information to Share:

Planning for 1, 3, 6, return to school in Hybrid model as soon as it is safe -P, E, M
 Planning for PreK, 4, 7, & 8 return to school in Hybrid model when safe -P, E, M
 Pandemic Planning Committee Meeting- P, E, M
 Assessment of/for Learning Committee Meeting - P, E, M
 Citizens Advisory Council Meeting - P, E, M
 African American Parent Advisory Committee Meeting-P, E, M
 Creating list of Buddy Families in order to match new families with a BH family - P, E, M

PLC MEETING AGENDA / ACTION RECORD

Join Zoom Meeting

ID: 84136298348

Password: 966237

Team: Administration Date: November 11, 2020 Time: 9:00 a.m.

<p>Team Members Present</p> <p>Bob Gold Michelle Hetrovicz Lenayn Janusz Vinni Biancalana Matt McCulley Vicki King Christine Arndt Erin Pittman Scott Whipple</p>	<p>Norm</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 Other: Normkeeper: Erin</p>	

<p>Time allocations:</p>	<p>Purpose / Goal(s) for this meeting:</p> <ul style="list-style-type: none"> ● Share something positive that is happening in your life (10 min) ● Follow-up from recent Board meeting (15 min) <ul style="list-style-type: none"> ○ Presentation for December or January: "Impact of COVID-19 on the BHSD School Community" <ul style="list-style-type: none"> ▪ Survey teachers, students, parents- done for December ▪ Focus Groups- done for December ▪ Assessment data- MAP- January ▪ DESSA Data- January ▪ SEL/Risk Assessment data? ▪ Include minutes per class offered from Fall 2019 to Fall 2020 ▪ Discuss request of data from the Board <ul style="list-style-type: none"> ● Wondering if we might request info from teachers re: comparison of last year to this
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	<p>year (Fall) Formative/Summative Assessments at Grade Levels or Reading Levels from Running Records? Or look at MAP data from Winter 19 to Winter 20?</p> <ul style="list-style-type: none"> ○ Need to share considerations for these comparisons ● Gather student perception data regarding their thoughts on remote learning ● Follow-up from recent meeting with union leadership (5 min) ● COVID-19 Update discussion (20 min) <ul style="list-style-type: none"> ○ LCHD update from 11/11/20 ○ Be ready to pivot ● Technology update-- Matt (5 min) ● Facilities/Food service/Transportation update-- Christine (5 min) ● Special Services update-- Erin (5 min) ● Curriculum/Instruction/Assessment update-- Michelle (5 min) ● Data/Assessment/Accountability update-- Vicki (5 min) ● HumanEx update <ul style="list-style-type: none"> ○ Principals discuss specific goals derived from recent staff surveys. Discuss Svetlana's involvement in this process. ○ Parent and student surveys <ul style="list-style-type: none"> ▪ Students: proposed 11/23 - 12/4 ▪ Parents: proposed 11/23 - 12/18 ▪ We can also choose to hold off until Spring? ● 5Essential Survey update <ul style="list-style-type: none"> ○ The window for this survey have been pushed to Feb. 3rd - April 2nd ● Development of draft of preliminary school calendar for 2020-2021 (10 min) ● P/T/S conference update/discussion (5 min) ● AAPAC update (5 min) ● Holiday lunch hosted by Bob and Holly Gold: Thursday, December 17th. (2 min) ● Discussion on pending vacancies (2 min) <p>Other :</p>

Discussions / Decision Summary:

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

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



www.bighollow.us

Mr. Robert Gold, Superintendent

African-American Parent Advisory Council

Meeting Agenda

November 16, 2020

6:00 p.m.

- Welcome
- Norms for our meeting
 - Please type your name into the chat so we can see who all we have with us tonight.
 - Use the chat to share questions at any time
 - Concerns involving individual students, staff, or administrators at BHSD should be shared privately with the appropriate administrator.
- Summary of the October 8, 2020 meeting
 - First steps were for BHSD to provide a safe place for open discussion and to listen.
 - What is next?
 - Parent Co-Chairpersons
 - Bylaws
 - Consultant
- Introduction: Jessica Oladapo (Diversity to Inclusion, Inc.)
- Future Meeting Dates (*additional meetings can be scheduled based on need determined by committee members*)
 - Thursday, January 28, 2020 at 6:00 p.m.
 - Monday, March 15, 2020 at 6:00 p.m.